

Scottish Government Equality Outcomes and Mainstreaming Report

MINISTERIAL FOREWORD



The desire for a just and fair society free from inequalities and disadvantage is strong in Scotland and characteristic of Scottish values. It is important therefore that we have a framework which provides the positive conditions for the advancement of equality of opportunity. The public sector equality duty and the Scottish specific duties which flow from it help to set that framework.

I am delighted to introduce the Scottish Government's Equality Outcomes and Mainstreaming Report, set in the context of our National Performance Framework and our agenda of public service reform. As we move forward with our focus on outcomes, improved performance and prevention, being able to understand the diversity of experience of our communities and reflect that in our decision making will be crucial.

I believe strongly that individuals deserve to be treated fairly and have the opportunity to fulfil their potential and that our economy will benefit if it can draw on the talents of all our people. We have worked with equality communities to help us to meet the requirements of the specific duties, building on long standing relationships and partnerships with equality organisations. Our work is richer and stronger as a result of that engagement.

We have drawn on evidence and engaged with communities to prepare the first ever set of equality outcomes for the Scottish Government. I am grateful to our equality communities and their organisations and to all those who contributed to the development of the equality outcomes through the sharing of evidence, the focus group events and continuous engagement. Our equality outcomes are the areas where we will report on progress over the next 4 years. They sit alongside our long term commitment to integrate equality into our day to day business and the raft of policies across Government which are delivering improvements for equality communities.

Fair employment and pay practices matter to the people of Scotland. I am pleased that we are publishing Scottish Government employee information in our mainstreaming report and using it to ensure fairness and opportunity in the workplace. Like many other public authorities we are also for the first time publishing our gender pay gap and information on equal pay and occupational segregation.

Our ambitions for economic success and social wellbeing in Scotland cannot be realised unless we address the prejudice, discrimination and disadvantage that hold people back. This message is clear in the Government Economic Strategy and our drive to make Scotland an attractive place to live, work and invest.

The specific duties help us to realise our ambitions. We will measure, review and report on the progress that we are making – and will continue to engage equality communities as part of this. Keeping our focus on equality over the coming years will enable Scotland to grow, flourish and become stronger.

A handwritten signature in black ink, reading "Shona Robison". The signature is written in a cursive, flowing style.

**Shona Robison, MSP,
Minister for Commonwealth Games and Sport
(with responsibility for Equalities)**

EQUALITY OUTCOMES AND MAINSTREAMING REPORT

CONTENTS

Introduction: Equality at the Heart of What We Do	2
Part 1. Mainstreaming Equality	6
Section 1: The Scottish Government as a Policy Maker	6
Section 2: The Scottish Government as an Employer	24
Section 3: Employee Information, Gender Pay Gap and Equal Pay Statement	34
Statement	35
Part 2. Equality Outcomes	38
Section 1: Introduction	38
Section 2: Equality Outcomes	44
Scottish Government Representative Workforce	44
Scottish Government – Equality and Diversity Matters	47
Ministerial Public Appointments	51
Violence Against Women is Reduced	54
Gypsies/Travellers	57
Women and Employment	60
Disability and Access to Justice and Advice	64
Education	67
Annex A: Attitudes to Discrimination and Positive Action	71
Annex B: Welfare Reform and Equality Groups	73
Annex C: Legal Background – the Public Sector Equality Duty	75
Annex D: Legislation and Policies of Relevance to Equality	76
Annex E: Scottish Government Staff Diversity Statistics	107
Annex F: National Records of Scotland Staff Diversity Statistics	147
Annex G: Historic Scotland Staff Diversity Statistics	156
Annex H: Crown Office and Procurator Fiscal Service Staff Diversity Statistics	171
Annex I: Public Appointments Diversity Statistics	199
Annex J: Gender pay Gap, Equal Pay Statement and Occupational Segregation	201

INTRODUCTION: EQUALITY AT THE HEART OF WHAT WE DO

The Scottish Government's Purpose:

To focus Government and public services on creating a more successful country, with opportunities for **all of Scotland** to flourish, through increasing sustainable economic growth.

Equality is part of the aspiration and ambition which we have for Scotland. We want a society that is fair and just, in which all can participate, flourish and benefit, where we respect and value diversity, and where we work together to build a buoyant and successful country.

However, [equality evidence](#) tells us that it is still a way to go until all of Scotland can truly be able to fulfil their potential:

Women are more likely to be on low pay than men. **(1)**

In 2011 in Scotland the employment rate for disabled people was 46.3% compared to an overall employment rate of 70.7%. **(2)**

Respondents to the Scottish Crime and Justice Survey who declared being gay or lesbian were more likely to have been victims of crime (29%) compared with the average for Scotland as a whole (18%). **(3)**

Experience of fuel poverty is much more likely in households containing someone aged over 60. **(4)**

Roman Catholics are more likely to live in the most deprived 15% areas of Scotland than other Christian religion groups. **(5)**

In 2011 in Scotland the employment rate for people from ethnic minority groups was 61.7% compared to an overall employment rate of 70.7%. **(6)**

Sources

- (1) Annual Survey of Hours and Earnings (ASHE), 2008
- (2) Annual Population Survey
- (3) [Scottish Crime and Justice Survey 2010-11](#)
- (4) [Scottish House Condition Survey 2010](#)
- (5) Scottish Household Survey 2009/10 and 2001 Census
- (6) Annual Population Survey

A vast majority of people in Scotland believe that Scotland should do everything it can to get rid of all kinds of prejudice (see [Annex A](#): Scottish Social Attitudes Survey 2010: Attitudes to discrimination and positive action).

Furthermore at this time of public spending cuts and measures to reform welfare there is widespread recognition of the real difficulties facing people across communities in Scotland. There are particular impacts for women and disabled people (see [Annex B](#): Welfare Reform and Equality Groups). The Scottish Government has developed a programme of support by way of mitigation.

We face an unprecedented challenge to deliver improved outcomes whilst making optimal use of increasingly limited resources.

Prejudice, discrimination and inequality can breed dissention and frustrate community cohesion, cause damage to individuals and lead to an increase in the demand on public services and public resources.

More than ever we need to ensure that all the people of Scotland, regardless of their background, are able to fully participate in society. Our success as a nation depends on building a society where barriers to opportunities are removed.

Equality is at the heart of the business of the Scottish Government. We have pursued a consistent drive to mainstream equality across all of our activities and to see it develop as an integral part of policy making and decision taking.

Equality is reflected in our [National Performance Framework](#), [Government Economic Strategy](#) and the Scottish Budget. It is integral to initiatives such as [Public Service Reform](#) and the [Early Years Collaborative](#).

This mainstreaming is supported by the [public sector equality duty](#) which we believe is a helpful instrument in securing improved outcomes for the people of Scotland. The Scottish specific duties provide a robust framework to ensure its delivery.

The Scottish Government's [legislation and policies](#) have been shaped with reference to the different experiences and needs of equality groups and a number have been developed to specifically address issues of concern..

Setting our [Equality Outcomes](#), as a policy maker and as an employer, provides us with a fresh opportunity to make a step change in our performance on equality and to make a difference to people's lives.

Having up to date, extensive and reliable data on equality groups is crucial if we are to improve equality outcomes. Therefore, one of the focus areas for us has been improving our [equality data](#). In that context, [engagement with equality groups](#) is a key element. We continue to improve our engagement but recognise the need to be more effective in reaching wider audiences and more innovative in our approaches to our use of social media and technology.

We have a number of [cross-government groups](#): on occupational segregation, Gypsies/Travellers, violence against women and disability.

[Equality impact assessment of policies](#) helps us to deliver better policy and better outcomes for the people of Scotland.

The Scottish Government wants to be confident that its financial decisions help deliver positive equality outcomes for all in Scotland. We want to ensure our pounds and pence contribute to greater equality. This is at the heart of Scottish Ministers' ambitions for a socially just nation.

Since 2009, we have developed a systematic approach to how we consider our [budget decisions](#) for their impact on equality groups. Information on the equality analysis and assessment of spending plans is provided in the Equality Budget Statement published alongside the draft Scottish Budget. To help us with this complex process we are supported by an Equality and Budget Advisory Group (EBAG), which consists of external members and Government officials.

We have been developing support to raise awareness among the wider public sector on the [procurement](#) duty as contained within the Scottish specific duties.

We are adapting the way we [communicate](#) our messages to take into account the different needs of equality groups.

As an [employer](#), we want to be an organisation that is more reflective of the communities that we serve.

We need to know that the working environment for our staff is fair, secure and productive. Gathering information about the equality characteristics of employees enables us to find out whether our equality policies are working and helps us to uncover unlawful discrimination and disadvantage.

In this report we also include information on [mainstreaming processes in Agencies](#).

Structure of the Report

The report consists of two parts.

- Part 1 provides our [report on mainstreaming equality](#).
- Part 2 provides information on our [Equality Outcomes](#).

The report also provides a series of annexes.

Report Coverage

The work of the Scottish Government is carried out by Directorates and Agencies. This report covers all Scottish Government Directorates and the following Agencies:

- Accountant in Bankruptcy
- Disclosure Scotland
- Education Scotland
- Historic Scotland
- Scottish Public Pensions Agency
- Student Awards Agency for Scotland
- Transport Scotland

The Scottish Prison Service, an Agency, has produced its own report, and the Crown Office and Procurator Fiscal Service, a distinct part of the Scottish Government, has chosen to produce its own report.

Explanations regarding the coverage in relation to equal pay and employee data are given in the relevant sections.

Looking Ahead

Scottish Ministers will report on progress no later than the end of April 2015. That report will provide further information on mainstreaming, including employment and gender pay gap data. It will also include an update on the progress made to achieve the equality outcomes.

PART 1. MAINSTREAMING EQUALITY

Introduction

1.1 The Scottish Government has a long standing commitment to integrate equality into its day-to-day working¹. Its approach includes all of the protected characteristics defined in the Equality Act 2010. The benefits of mainstreaming equality include clearer understanding of issues, earlier consideration of the diversity of needs, better policy making and ultimately improvements in outcomes for people.

1.2 The specific duties require a report on progress being made to integrate the public sector equality duty into the functions of the Scottish Government.

Section 1. The Scottish Government as a Policy Maker

Equality Data

Equality Evidence	Age	Disability	Ethnicity	Gender	Religion	Sexual Orientation	Transgender
Business, Enterprise & Tourism	○	○	○	○	○	○	○
Children & Families	○	○	○	○	○	○	○
Crime & Justice	○	○	○	○	○	○	○
Culture	○	○	○	○	○	○	○
Demographics	○	○	○	○	○	○	○
Employability, Skills & Lifelong Learning	○	○	○	○	○	○	○
Health, Social Care & Sport	○	○	○	○	○	○	○
Housing & Regeneration	○	○	○	○	○	○	○
Income & Poverty	○	○	○	○	○	○	○
Labour Market	○	○	○	○	○	○	○
Local Government	○	○	○	○	○	○	○
Rural & Environment	○	○	○	○	○	○	○
School Education	○	○	○	○	○	○	○
Third Sector	○	○	○	○	○	○	○
Transport & Travel	○	○	○	○	○	○	○

¹ Mainstreaming equality is “integrating the general equality duty into the day-to-day working of an organisation” (<http://www.equalityhumanrights.com/scotland/public-sector-equality-duty/public-sector-duty-faqs/#Q6>)

1.3 Good equality data underpins the performance of the public sector equality duty. The Scottish Government recognises that a robust understanding of the experience of people with protected characteristics will help it to meet the public sector equality duty and have due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. As a result, the Scottish Government has made a commitment to improve the gathering, collation and use of equality data. Some of the actions taken are described below.

Equality Evidence website

1.4 The Scottish Government and its agencies collect, analyse and publish equality-relevant evidence across a wide range of policy areas.

In order to make it easier for people to locate and access this information, the Scottish Government launched an [Equality Evidence web resource](#) in June 2012, which provides a wealth of data and other evidence with accompanying commentary, background papers, and links to further information.

1.5 This has helped advance the mainstreaming of equality by making equality evidence more easily accessible for policy makers. The Equality Evidence Finder in particular helps contribute to better evidenced equality impact assessments, which in turn ensure that equality considerations are taken into account ahead of policy decisions.

1.6 On 11 June 2012 the Scottish Government held a [learning event](#) with Scottish public authorities about gathering and using equality evidence in support of the public sector equality duty. The event was designed to inform and support those who will be required to meet the specific duties and drew on the expertise of public sector colleagues across Scotland with experience of gathering and using equality evidence. It was held to coincide with the launch of the Equality Evidence website, and was used to promote dissemination of the website.

1.7 There are some gaps in the evidence finder and the Scottish Government's Equality and Tackling Poverty Analysis Unit has developed and published an [Equality Evidence Strategy](#), which will improve this web resource and, in so doing, develop the richness and usefulness of equality data in Scotland.

Recommended questions for population surveys

1.8 In 2012 the Scottish Government's Equality and Tackling Poverty Analysis Unit published a series of [guides on collecting information](#) on equality characteristics. These guides set out why the information should be collected and how to ask the questions. Guides have been published for questions about age, disability, ethnic group, gender, religion or belief and sexual orientation.

Using standard questions across household surveys

1.9 Although many large scale Scottish household surveys have included questions on some or all equality characteristics for some time, consistent questions have not always been used and the utility of the data has been limited.

1.10 In addition, although the overall sample sizes of surveys can be large, the number of individuals sampled from individual equality groups is often too small to allow for detailed analysis.

1.11 In response to this, the Scottish Government has developed a set of core harmonised questions, including questions on six equality characteristics. From the beginning of 2012 onwards these questions were asked in the major household surveys - Scottish Household Survey (SHS), Scottish Health Survey (SHeS) and Scottish Crime and Justice Survey (SCJS). In addition, the core questions are strongly recommended for inclusion in all Scottish Government cross-sectional population and household surveys.

1.12 More details on all of the core questions, including equality questions, is available in the [core question guidance](#).

How will this improve equality evidence?

1.13 The core questions will help to ensure consistency in data that is collected across surveys, and through this improve the availability of data, particularly across equality characteristics where data has not been routinely collected. Using a harmonised core set of questions in national and other surveys helps us to:

- compare results more easily by using harmonised questions in national, local or ad-hoc surveys;
- reduce the costs of designing surveys;
- be confident that survey participants understand what is being asked because the questions have been thoroughly tested;
- group answers in a way that are useful for analysis; and
- reduce the risk of offence or misunderstanding when asking questions about sensitive subjects because questions have already been widely consulted on.

1.14 There are also plans to combine the data for the core questions from the three surveys cited above (SHS, SCJS and SHeS) to give a pooled dataset. This dataset will have a larger sample size that will allow the calculation of more robust estimates of rarely occurring characteristics. A [paper](#) exploring the dissemination options for the pooled.

1.15 The core questions have been introduced to surveys from January 2012. Smaller surveys, local surveys and administrative data collections are now encouraged to adopt the harmonised core questions. For example, Fife Council has incorporated the core into its online question bank, and uses the harmonised equality questions in all of its surveys.

Equality Analysts Network

1.16 The Equality Analysts Network was launched in 2009 and since then the group has met four times a year. Members were drawn from across the Scottish Government's Analytical Services Divisions and are balanced in terms of the three professional analyst groups - social researchers, statisticians and economists.

1.17 The aim of the Equality Analysts Network is to ensure that Scottish Government analysts provide effective support for the development of equalities sensitive policy, and meet the demands arising from statutory duties and other reporting requirements including equality budgeting. The remit of the group set out that members will proactively support the development and delivery of policies responsive to equalities matters and meet Scotland's legislative requirements.

1.18 Members of the Equality Analysts Network advised and assisted in the development of the Equality Evidence Finder and the delivery of the Equality Budget Statement.

Scottish Health Survey Topic Report: Equality Groups

1.19 This [Topic Report](#) was published in October 2012 and includes data on health behaviours and health characteristics broken down by the following equality groups: gender, age, ethnic group, religion, disability and sexual orientation.

1.20 By combining survey data from four consecutive years (2008-2011), more in-depth analysis of minority groups with small populations is possible. This report represents an important step forward in the availability of data on equality groups in Scotland.

Engaging with Equality Groups

1.21 Dialogue with people who experience prejudice and discrimination as a result of protected characteristics is a valuable way of gaining understanding of the variety of needs and experiences in our communities. The Scottish Government has, over many years, worked with a broad range of equality organisations in order to better understand how it can deliver legislation, services and support which meet the needs of all of the people of Scotland. This work has informed the Scottish Government's approach to the public sector equality duty.

1.22 The Scottish Government provides direct funding to a number of equality organisations representing different protected characteristics. This funding helps to build capacity of equality groups and to enable them to engage with the Scottish Government and other public bodies.

Voice Against Violence (VAV) was launched in the Scottish Parliament on 26 November 2009. It was an advisory group of 8 young experts aged between 18-23 with personal experience of domestic abuse who provided Ministers, CoSLA and the Programme Board for the National Domestic Abuse Delivery Plan for Children and

Young People with advice and feedback. The methods that VAV used to share their experiences included: a website, a DVD, promotional material and a report from a research project they undertook, during which they collated views about domestic abuse from nearly 700 young people. VAV were involved in the development of a media campaign about domestic abuse aimed at young people and were fully involved in all stages of that process. The group were not given a guarantee that the Scottish Government would necessarily progress their suggestions in the way that they wanted, however, they were given a right of veto, i.e. that the Scottish Government wouldn't take forward ideas to which they were opposed.

The Independent Living programme is a partnership of the Scottish Government, CoSLA, NHS Scotland and the newly formed Scottish Independent Living Coalition (SILC) – previously represented by the Independent Living in Scotland Project (now members of the SILC). The SILC is a coalition of Disabled People's Organisations, Non-Disabled People's organisations and their allies. They work collaboratively and collectively with public authorities to seek policy and service delivery improvement to support and enable independent living in Scotland to become a reality for disabled people. The Independent Living Programme has existed since 2009 and is now in its second phase. All partners are considered as equal contributors, whether this be through the sharing of skills, knowledge, expertise or direct contribution to strategic thinking or policy documents.

1.23 We value the work of a range of organisations in extending the awareness and understanding around the public duties for example, CEMVO whom we support to run a programme on mainstreaming race equality, the Scottish Women's Convention who engage with individual women and organisations across Scotland on issues of concern, CRER who have undertaken useful research and information on race equality matters, and Engender and the Equality Network who are working with public authorities on gender and LGBT matters respectively.

1.24 More broadly there is regular dialogue and engagement with the range of equality interests through a variety of means such as the National Group on Violence Against Women, the Independent Living Programme, Scottish Older People's Assembly, the Interfaith Scotland and the review group on Refugee Integration.

1.25 Engagement with equality groups remains an important issue, not only in terms of enabling us to better perform under the public sector equality duty, but in ensuring improved outcomes for communities. We recognise that there are gaps in the level of engagement with some harder to reach communities, there is a need for an examination of our methods of engagement to see where improvements can be made and further discussion is required on the appropriate role for intermediaries.

Equality Impact Assessments

1.26 Equality Impact Assessment (EQIA) is a key process to ensure that equality considerations are taken into account in decisions that are being made across the organisation. It is also key to ensuring that due regard is given to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.

1.27 We developed our first EQIA tool in 2006. Since then the tool and guidance have been continuously evolving to reflect both feedback and changes in equality legislation.

1.28 In the development of the EQIA tool and guidance we involved officials across the organisation – policy officials with experience of using the tool and those without, analysts and equality networks. We also took into account the recommendations of the Equality and Human Rights Commission, and learnt from approaches taken by other organisations.

1.29 We drew on the work undertaken by the health directorates to develop an assessment tool which covered health, equality and human rights and we are currently working with the Scottish Human Rights Commission and the Equality and Human Rights Commission on the development of an integrated approach to impact assessment. We recognise the importance of linking more effectively equality and human rights issues – something which has been helped by the transfer of human rights policy into the Equality, Third Sector and Communities Division alongside the Equality Unit.

1.30 A key message of our EQIA guidance is that carrying out an EQIA helps deliver better policy and better outcomes for the people of Scotland, as equality impact assessments are an important element of evidence-based policy-making.

The National Parenting Strategy (published in October 2012) aims to support all parents and carers to do the very best they can for the children and young people in their care. The strategy is built on the views of parents, and where possible the commitments respond directly to their feedback. 1,500 parents and carers in a range of circumstances and from different equality groups were included in our engagement work.

Because of the feedback we received from equality groups, and the Equality Impact Assessment we completed, we have made a number of commitments which relate to groups covered by the protected characteristics, including fathers (gender); teenage parents and parents of teenagers (age); parents of disabled children (disability).

In addition, we are committed to ensuring that all of Scotland's parents and families across our diverse communities can benefit from the work we are taking forward. We have already commissioned specific work around learning disabled parents and other activity will follow, particularly in relation to the provision of appropriate and accessible information, advice and support for families.

“Parents and carers in Scotland are a hugely diverse group, with varied backgrounds, experiences and needs. We understood that if the strategy was going to make a real, practical difference to all parents and carers, we needed to know more about these differences. So we worked with a variety of community organisations to engage with parents and carers from different equality groups so that we could shape the strategy to meet the widest range of needs. The EQIA wasn’t a one-off event though, and we are continuing to work with these groups to ensure that as we further develop and implement the strategy, it can benefit parents who might otherwise have been missed”. Policy Official, Parenting and Family Support Team

1.31 The Scottish Government’s Equality Unit provides advice and support to officials undertaking equality impact assessments. The support includes providing one-to-one support in person and over the phone, EQIA surgeries and training events.

1.32 We also have a number of EQIA guidance documents on Saltire, the Scottish Government’s intranet. We provide detailed guidance on each of the steps of the EQIA process, examples of equality issues and a section on EQIA Frequently Asked Questions.

1.33 The [published EQIAs](#) can be found on the Scottish Government’s website.

Between 2007-2011 we published 161 EQIAs; since 2012 we have published 35 EQIAs.

Equality Networks

1.34 Some areas of the Scottish Government have chosen to establish equality networks, in order to raise awareness of equality issues among the policy officials and in turn to help with equality impact assessments.

Equality Network within Justice

Equality and Justice are closely linked. The Justice Directorate Equality and Diversity group has been running for 2 years. The group aims to raise the profile of equality issues, by promoting understanding of the inequalities that require to be addressed in Justice. It has worked with analysts to develop an inequality evidence report for each Division, and has organised events for colleagues to hear direct from people from equalities communities about their experience of Scottish Justice. This has assisted

Divisions in setting concrete actions to help reduce that inequality, and meet some of the requirements to be more proactive set out in the Equality Act 2010. The group has also helped make links with equality leads in delivery agencies, and helped set up the first pan-Justice equality group, so that policy and delivery can co-ordinate effectively. The group has also engaged on diversity issues, recently developing a questionnaire for all Directorate staff about their experience in accessing support on health and welfare issues. The responses – from more than 100 colleagues – will help managers better promote awareness of, and access to, support.

“The events organised by the network have helped me understand the reality of the challenges faced by people with learning disabilities, either as a victim, witness or offender. I know that it is my job to help address that, and to approach some things slightly differently in order to achieve the same outcome.” Member of the Justice Equality Network

1.35 Increasingly directorates and local policy areas are leading change in the area of equality and diversity. For example the Carers and Young Carers Branch integrated equality firmly into the strategy for Carers and Young Carers in Scotland and warranted them winning the Civil Service Equality and Diversity Award 2012 for Leading Change in Diversity and Equality.

The national Carers and Young Carers Strategy for Scotland, Caring Together and Getting it Right for Young Carers (2010-2015), fully promotes equality and diversity. Each part of the Strategy contains stand-alone chapters on equalities and cultural competence, establishing at the outset the importance of ensuring that carers and young carers within equality groups are identified and supported.

Carers Branch within the Scottish Government works in partnership with the National Carers Organisations, one of which supports older BME carers specifically and the others which support carers across the equalities groups. Guidance to NHS Health Boards about the use of funding for carers contains guidance on equalities, especially on the use of an Audit Tool that Carers Branch funded which was developed by the Minority Ethnic Carers of Older People’s Project. Its aim is to build the capacity of Health Boards and other stakeholders to deliver a more culturally competent service. It has the additional benefit of assisting the statutory sector to meet its legal obligations under the Equality Act 2010.

Carers Branch is supporting a project in Scotland to identify and support carers from Gypsy/Traveller communities.

The Better Breaks Short Breaks Fund is supporting over 100 voluntary sector projects across Scotland to provide breaks for disabled children and their parent-carers.

A key manifesto commitment is to develop and introduce a Carer Kitemark for Employers. Carers Branch has commissioned Carers Scotland to develop the Kite-mark. The Kite-mark will recognise employers who offer the best support to carers and young carers, at the same time helping to address concerns about occupational segregation.

"The Short Breaks Fund has articulated its ambition to reach carers and care recipients who are 'under the radar' and who are less likely to access breaks from caring. Carers Branch has a 'hands on' approach that goes beyond the rhetoric of partnership working to delivering tangible results."
Don Williamson, Chief Executive, Shared Care Scotland

"This team works tirelessly to support the work we do. They listen to what young carers in Scotland say, and respond to their requests for what needs to be done to allow young carers the same opportunities as their peers. This supports our ongoing work to identify young carers from equalities groups. I believe that support for young carers would not be as well progressed were it not for the commitment of Carers Branch." Louise Morgan, Scottish Young Carers Services Alliance.

Mainstreaming Equality in the Budget Process



1.36 Information on the equality analysis and impact assessment of our spending plans is presented in the Equality Budget Statement, published every year alongside the draft budget. It offers details on the equality impact of spend by ministerial portfolio.

1.37 The Statement is prepared by teams across the Scottish Government co-ordinated by the Equality Unit in conjunction with the Communities analytical team and finance directorate. Equality considerations are built into the governance and structures of the budget process and are an integral part of it. The Cabinet Secretary for Finance, Employment and Sustainable Growth is responsible for both the budget and for the Equality Budget Statement.

1.38 To help officials with assessing the equality impact of their spending plans, we produced guidance on how to make spending and budget decisions that are informed by equality considerations.

1.39 The Equality Budget Advisory Group (EBAG) provides input and advice on the process for considering the equality impacts of the budget. EBAG is made up of Government officials and external members.

1.40 We have learned by doing and will continue to seek to make improvements to how we do equality budgeting year-on-year. Undertaking the work to assess the equality impact of spending plans has helped raise the profile of equality issues across all policy areas.

1.41 The latest [Equality Budget Statement](#) was published alongside the Draft Budget 2013-14.

Cross-government groups

1.42 We have established a number of cross-government groups in order to co-ordinate activity across Government and to help move work forward in the following areas: occupational segregation, violence against women, Gypsies/Travellers and disability.

1.43 We also have a group which meets periodically to discuss developments around the public sector equality duty.

1.44 Beyond that there are groups around particular policy areas which are not cross-government groups as such but are groups involving both internal policy colleagues and external interests for example National Group to Tackle Violence Against Women and the Independent Living Programme Board.

Occupational segregation

1.45 In April 2013 the Scottish Government re-convened its Occupational Segregation Cross-Directorate Working Group, to act as the main vehicle for taking forward our work to tackle gender stereotyping and occupational segregation - and to implement the relevant recommendations of the Women's Employment Summit and the Royal Society of Edinburgh's Tapping All Our Talents report.

1.46 The group is chaired by the Head of the Scottish Government's Equality Unit. It has a core membership of Government officials and representatives of Close the Gap, the Scottish Resource Centre for Women in Science, Engineering and Technology, Men In Childcare and the STUC; but will invite other members as required depending on the policy areas being considered. This is likely to include officials from other areas of the Scottish Government and from delivery agencies as appropriate e.g. Scottish Enterprise, Highlands and Islands Enterprise and Skills Development Scotland.

1.47 The Group will report directly to the Strategic Group for Women and Work, chaired by the Minister for Youth Employment, which has a remit to agree:

- the range of actions and recommendations from the Women's Employment Summit;
- priorities across each commission and the timescales for action and by whom;
- content of Ministerial reports to Parliament on progress.

1.48 The Occupational Segregation Cross-Directorate Working Group will meet quarterly or more often if determined necessary. The Group will complete its work by June 2014 but will provide the Strategic Group for Women and Work with regular updates on progress.

Violence against women

1.49 The Cross Government Strategy Group on Violence Against Women ensures that there is a coordinated push towards reducing this type of violence, and also that all the relevant policy interests across Government are able to provide input into the development of Scotland's strategy to tackle violence against women.

1.50 The group's meetings are chaired by Deputy Director of Community Justice with secretariat provided by the Violence Against Women Team. Membership comprises of representatives from a range of areas including: Justice, Health, Education, the Equality Unit, Housing and Children and Families. It is anticipated that the group will meet twice more during the strategy's development and thereafter engage virtually.

Independent living

1.51 The newly formed Independent Living Programme Board is a cross-sector group who will provide a strategic oversight on the Independent Living Programme. The Independent Living programme co-ordinates work around policy development and service delivery improvement, that is designed to secure an enabling and inclusive society where disabled people can exercise the same choice, dignity, freedom and control as other citizens in Scotland.

1.52 The role of the Board is to influence and persuade their own and partner organisations to adopt, promote and exercise the principles of independent living; and to identify opportunities and priorities which support and accelerate the progression of independent living. The Board operates within a method of co-production.

Gypsies/Travellers

1.53 The cross government group was set up in order to provide a co-ordinated response to the recommendations contained in the Equal Opportunities Committee's 'Gypsy/Travellers & Care' report, which was published in September 2012. The group met most recently earlier this month (April 2013), in order to establish how best to respond to the Committee's most recent recommendations, which stemmed from the 'Where Gypsy/Travellers Live' enquiry.

1.54 The recommendations from each of the reports are wide ranging - tackling the inherent challenges in isolation will not bring optimum benefits and will not contribute to the strategic approach we hope to achieve. The group contains policy officials who represent a broad range of areas and work streams across Government. Bringing relevant policy areas together in this way provides a network which will enable us to strengthen our approach and improve outcomes.

Procurement

1.55 The Scottish specific duties contain an explicit procurement duty. The Scottish Government has produced a [Policy Note for the wider public sector](#) to provide information on the specific duty in the legislation in relation to public procurement.

1.56 We are working with the Equalities and Human Rights Commission to produce further guidance, including examples of existing good practice in Scotland for the wider public sector on the public sector equalities duties and procurement, but with a view to this guidance being useful to service users, service providers and equality organisations.

1.57 We have established a national reserved [Framework Agreement](#) providing all Scottish public bodies with an easier route to contracts with selected supported businesses for a range of goods and services. By supported business we mean “an establishment where more than 50% of the workers are disabled persons who by reason of the nature or severity of their disability are unable to take up work in the open labour market” (as defined in regulation 7 of the Public Contracts (Scotland) Regulations 2012 (Article 19 of Directive 2004/18/EC). The Framework covers 4 product groups: Textiles and Personal Protection Equipment; Document Management; Furniture and associated products; and Signage.

Communications

1.58 Accessible communication helps an organisation to eliminate unlawful discrimination and advance equality of opportunity. It promotes participation and helps to meet the variety of different needs which people may have.

1.59 The Scottish Government has made good progress in making its communications more accessible by ensuring that everyone is able to ‘view’ the published content. However, we recognise that truly accessible and inclusive communication is much more than that – it is about ensuring that our messages and language are clear, that our engagement events are able to accommodate a variety of needs, that everyone knows where to go for information and where to go to get their views heard.

1.60 We recognise that we still need to do more and get better, therefore our [Equality Outcome “Scottish Government – Equality and Diversity Matters”](#) has within it communication related actions.

Internet

1.61 In order to support as wide a range of browsers as possible and allow users of all abilities (including those with a visual impairment or physical disability) to access www.scotland.gov.uk, the site has been developed according to recognised standards set down by the [World Wide Web Consortium](#) (W3C). These standards define an Open Web Platform for application development that has the potential to enable developers to build rich interactive experiences that are available on any

device. The Scottish Government makes all reasonable efforts have been made to ensure that top level and main content pages are compliant with the standards.

1.62 We have also produced guidance, Write Well Write Less, for the Scottish Government officials writing content for the internet pages. The guidance is clear that officials should take into account different communication needs of their audience. For example, take into account that a web user might not have English as a first language or that the user might require special software/hardware to be able to access the content.

Publishing and Materials

1.63 In the production of materials, accessibility is treated with diligence through the Design Print Publishing and Associated Services contract. All jobs are assessed thoroughly for compliance with 'Principles of Inclusive Communication' at several stages throughout their publishing journey.

1.64 We will make information on publication requirements more visible and available to staff at the earliest opportunity in the creation of an official publication. We will also provide staff with guidance which maps the journey their publication will take to reach equality compliance and their role in meeting that expectation.

1.65 We work to Scottish Accessible Information Forum (SAIF) guidelines and our own inclusive communication guidelines across all published outputs, print, pdf, html and eBooks. In particular, eBooks are tested for compatibility across all outputs with cross browser and cross device testing to ensure forward and backward compatibility and consistency. It is embedded within the contract that this output works to the highest levels of accessibility possible using industry standards to develop QA benchmarks. We ask our contractor to be technology and device agnostic, to ensure they can respond to changes in the market for software and hardware.

1.66 We ask our contractor to take a human-centred approach to achieve 'user experience' driven publishing, whilst ensuring the design adopt accessibility and usability standards to deliver appropriate solutions. All initial design specs are scrutinised for the user experience and accessibility considerations before implementation.

Marketing/PR Campaigns

1.67 All Scottish Government's Marketing and PR campaigns are audience led, tailoring communications to resonate with the target audience. We use a range of channels to communicate messages ensuring they are accessible across socio-demographic groups and geographies. Marketing use various calls to action to ensure access to services, information and advice is available to as broad a section of society as possible.

Forced Marriage Awareness Raising Strategy

Since the commencement of the Forced Marriage etc (Protection and Jurisdiction) (Scotland) Act 2011 the Scottish Government has delivered a wide ranging campaign to raise awareness of the protection afforded by the legislation. The campaign has had two major periods of activity (the first at commencement in November 2011 and the second to mark the first anniversary in November 2012). This is supported by comprehensive information resource which can be accessed via the Scottish Government's webpages.

We have worked with our partners to develop information leaflets and posters which have been produced in English and in six community languages. We commissioned a unique wedding dress, decorated with supportive messages from men and women with first-hand experience of forced marriage which was displayed at various further education colleges and universities across Scotland. We have produced and had published in national newspapers and in magazines a range of articles in relation to Forced Marriage. We developed an information pack which was made available at Scottish airports to coincide with school holidays to provide information to young people who may be at risk of being taken abroad for forced marriage. We have also developed an education pack for schools and have recorded an information resource for teachers which is on GLOW on the Education Scotland website. We have also funded a programme of multi-agency training for agencies and organisations to ensure that those who work with victims understand their responsibilities and are able to work sensitively and effectively with those at risk.

The Scottish Government's Forced Marriage Awareness Raising Campaign won the Gold Award at the Chartered Institute of Public Relations PRide Awards, in December 2012. This award provides recognition to the commitment by the Scottish Government to ensure that those who may need protection from Forced Marriage have the information they need to keep themselves safe.

Wider Context

Equality and Human Rights

1.68 We are increasingly clear about the importance of linking equality and human rights in our work and in the processes for considering the implications on policy. So as indicated we are working with the EHRC and SHRC on an integrated approach to impact assessment.. We are also considering how we can approach the development of the Scottish National Action Plan for Human Rights in a way which makes the most of the interplay between equality and human rights. This will be an area of work which we will see move forward in the coming year. The team leading work on human rights within Government has transferred to the Equality, Third Sector and Communities Division working alongside the Equality Unit.

Equality and Poverty

1.69 There is strong correlation between inequality and poverty as we can see from the impact of welfare reform. This has been acknowledged and reflected in our work for example around welfare reform. Whilst equality issues are front-stage in the consideration of the Government's response to the impact of welfare reform, there is more that we can do to improve the policy connections more generally around equality and poverty. This was flagged in the emerging findings from the Joseph Rowntree Trust work on ethnicity and in-work poverty.

Mainstreaming Equality Across Agencies

Introduction

1.70 Executive Agencies and Non-Ministerial Departments have a distinct presence and approach. Some have distinct HR policies.

1.71 The Scottish Government has set up the Equality Duty Implementation Group (EDIG) to allow communication and co-ordination across the Scottish Government Directorates, Executive Agencies and some Non-Ministerial Departments. It is serviced and chaired by the Scottish Government Equality Unit.

1.72 The focus of the Group is primarily on the requirements of the public sector equality duty. It allows discussion in order to share understanding, develop common approaches and learn from good practice. It allows the Equality Unit to provide central support and advice, and enables the Equality Unit to understand the breadth of relevant activity being undertaken.

1.73 Below there are examples of different approaches to the process of mainstreaming equality taken by the following agencies: Accountant in Bankruptcy; Education Scotland; Historic Scotland; and Scottish Public Pensions Agency.

Accountant in Bankruptcy

1.74 **Evidence gathering** - in November 2012 Accountant in Bankruptcy (AiB) extended the equality data collected from those applying for bankruptcy in Scotland - this is now consistent with the recommendations set out by the Equality and Human Rights Commission and based on those used in the 2011 Census data. Collection of this data will provide robust data with which further statistical analysis can be undertaken. This will inform any future equality issues that AiB may seek to address in the delivery of its services.

1.75 **Equality consideration in decision making** - the standard template for all AiB committee meeting papers includes a section where details of potential equality or diversity implications of proposed recommendations/changes to process must be detailed. This ensures that equality issues are considered and recorded for all decisions, not just those subject to full equality impact assessments.

1.76 **Access to information and services** - AiB responds quickly to any requests for information in alternative languages and formats to ensure that there are no barriers to accessing information and services. On request AiB arranges for interpreters to attend meetings with Citizens Advice representatives to provide important information in relation to the insolvency process, options and consequences. The AiB website also publishes a number of corporate information booklets in alternative languages.

1.77 **Learning and Development** - Fairness at Work sessions and Resilience sessions have been delivered for all staff during the reporting year. In addition, a series of staff awareness seminars is provided every year with at least one of these on a equality and diversity related topic. In line with the Scottish Government's performance management system, all AiB staff complete a mandatory diversity personal objective each reporting year.

Education Scotland

1.78 Education Scotland's Equality Impact Assessment strategy was revised in August 2012 to take account of the "specific equality duties for Scotland", published in May 2012. Equality Impact Assessments have been carried out on a number of key policies and procedures, in particular relating to organisational development. As part of an on-going review of all policies, work is on-going to prioritise those for equality impact assessment.

1.79 A seminar on equality and diversity for the school inspection team took place last August. An Equality Network has been set up and meets regularly with the aim of ensuring equality and diversity are embedded in all aspects of the agency's work.

1.80 Education Scotland has worked with Scottish Government to develop an equality outcome relating to education.

In October 2010 the Equality and Diversity Group of HMIE (Her Majesty's Inspectorate of Education) won a UK Civil Service Equality and Diversity Award for Transformative Equality Impact Assessments.

Work of the Equality and Diversity Group included:

- an organisation-specific policy on equality and diversity;
- regular cross-organisation training days held with staff to raise awareness and understanding of equality impact assessments;
- equality and diversity training as part of staff induction and Continuous Professional Development;
- the development of an organisation-specific equality impact assessment tool and guidance;
- an equality impact assessment schedule outlining priority policies, procedures and tasks for an equality impact assessment to be carried out;
- a plan of action points arising from equality impact assessments and a look at action taken
- guidance for inspectors on inspecting for equalities and providing examples of

- good practice in different education sectors;
- the dissemination of examples where an equality impact assessment has benefited policy development.

In July 2011, HMIE merged with Learning and Teaching Scotland to become the new improvement agency Education Scotland. Work continues in the new agency to ensure equality and diversity issues remain high on the agenda.

Historic Scotland

1.81 Historic Scotland's Corporate Plan was launched in February 2012. During the development of the Corporate Plan in 2011, a large consultation exercise was undertaken including with equalities groups and through Young Scot. In addition, an equalities impact assessment was undertaken and a number of equalities groups were consulted as part of this process. Equalities related outcomes and key commitments are reflected in all 5 strategic priorities, ensuring that the organisation and its functions are available and easily accessible by all.

1.82 Following on from the Corporate Plan, Historic Scotland set a number of Key Performance Indicators one of which was to an additional 10 apprentices in 2012-13. It was also noted that less than 5% of the workforce was under 25. In response to this, a targeted recruitment campaign was run recently for traditional skills apprentices between the ages of 18-25. This campaign was run in conjunction with Young Scot.

Scottish Public Pensions Agency

1.83 In business year 2012-13 the Scottish Public Pensions Agency developed its own People Strategy which will be further promoted in 2013-14. The strategy includes a number of equality action points including the introduction of the Equality/Diversity statement later this year.

1.84 A number of Modern Apprenticeship opportunities will continue to be offered, and these staff will be supported internally within the agency by the Corporate Learning and Development team.

Section 2. The Scottish Government as an Employer

Introduction

1.85 The Scottish Government puts employee engagement and workforce development at the heart of its **Business Strategy**. We are committed to giving all our people the opportunity to shine, to nurturing talent at all levels and to having a diverse workforce reflective of the communities we serve. This vision is focused through the underpinning **People Strategy**. This sets out our ways of working: creating an environment, in partnership with our trade unions, where individuals can thrive and be successful and creating the conditions for consistently good people management and development – for all of our staff.

1.86 Since the launch of the People Strategy in November 2011, we have sought to embed these commitments across our core services. Our approach is to build the evidence base and to use this to inform further action and future policy. Activities have ranged from detailed analysis of our Employee Survey results, revising our learning and development offer to improve accessibility, through to an evaluation of a large-scale promotion board exercise to gather equalities information.

1.87 In addition to mainstreaming these priorities through the implementation of the People Strategy, we have a core team responsible for advancing diversity and equality policies. More broadly, the Scottish Government's Human Resources and Organisational Development Directorate has lead responsibility for providing advice and guidance on our employee policies on equal opportunities and diversity, implementing Scottish Government and wider Civil Service diversity strategies, equal pay, employment data and also for equalities issues related to Ministerial public appointments.

1.88 At a UK level the Civil Service Strategy Promoting Equality, Valuing Diversity, launched in July 2008, was a key building block in the future vision of diversity and equality for the Civil Service. It focused on four main themes: behaviour and culture change, leadership and accountability, talent management and representation and reflected the drive to mainstream equality and diversity into every aspect of the business of Government to enable the delivery of world-class public services. The Scottish Government supported this strategy with our own individual delivery plan. Our SG People Strategy has continued to develop these themes, with particular emphasis on improving the consistency of leadership and management, employee voice, building a supportive culture and talent management.

1.89 To inform our actions with regard to the public sector equality duties we have used evidence from a range of sources: our annual employee survey, our electronic HR systems, specific evaluations and interaction with our staff networks and individuals. Key activity on **recruitment, development and retention**, under the headings of **eliminating discrimination, advancing equality and fostering good relations** are set out below.

Eliminating unlawful discrimination, harassment and victimisation

1.90 Our commitment to eliminating discrimination, harassment and victimisation is fulfilled through the proactive collection of evidence and through a programme of action, underpinned by the strategic commitments set out above.

1.91 To ensure this is delivered in our **recruitment** process we request diversity monitoring information from all candidates. We use this information, which is held separately and accessible to a very limited number of our staff, both to help ensure that our resourcing policy and procedures have no disadvantageous impact and to assess the effectiveness of different recruitment campaigns for applicants from particular diversity groups. Most diversity information is not seen by recruiting managers. Managers do not see dates of birth (and in most cases we do not ask candidates for dates relating to jobs or qualifications on application forms) and do not have access to information about religion, ethnicity etc. Recruiting managers do have access to relevant information - for example information about any reasonable adjustments requested by a disabled applicant, and requests for a guaranteed interview.

1.92 Disabled candidates are automatically invited to interview for a post if they met the defined minimum criteria and reasonable adjustments are made to the recruitment process as required. A statement about this appears on our recruitment code on our web-site and the guaranteed interview symbol appears on press adverts. As part of its annual audit, the Civil Service Commission ensures proper arrangements for disabled staff are in place. For our internal vacancies, we ensure that adverts clearly state that staff on any working pattern can apply for the post. Our HR Resourcing Team checks documentation returned by our managers at all stages of the recruitment process to ensure, as far as possible, that it is fair and that that job offers are made to candidates in order of merit.

1.93 We also gather information to inform our **internal promotion and development** processes. For example, during 2012 we held large-scale promotion and development boards. The sift process used proprietary online tests, which were equalities compliant. Throughout the sift and assessment centre process, we put in place reasonable adjustments for all staff who requested them and operated a guaranteed interview for recorded disabilities.

1.94 Despite these safeguards, we were keen to test the equalities impact of the whole process so we could learn for future exercises and to ensure that there was no inadvertent discrimination. The results of this extensive research exercise did find some discrepancies, particularly around age, with older staff less likely to be successful and also some gender anomalies. This process will help inform the positioning of future **development** opportunities in our Realising Potential talent management programme as well as our approach to internal promotion.

1.95 We know that disabled staff are less well-represented in all except our lower grades, and so, in addition to the adjustments to the talent programmes, we make arrangements to ensure that disabled staff can access **corporate training courses** and programmes offered to all staff. For example, we ensure that visually impaired staff can access course materials on line using assistive technology and can also

receive one to one training covering essential business needs (e.g. IT skills) as required. Staff can also arrange loans of laptops and online learning materials to allow them to learn in a place and at a time that suits them. Materials are also made available in large print and in dyslexia-friendly print colours and we have the option to record audio books of training materials. We also respect religion and belief and ensure that, where required, staff can access space and time to honour prayers during learning and development activities.

1.96 An annual customer satisfaction survey gathers feedback from SG staff on their experience of using a range of corporate services – from catering facilities to learning and development. The survey asks whether people have found barriers to engaging with development and tests levels of awareness about asking for adjustments. These findings are fed into reviews of learning provision. For example, findings from the 2012 survey informed changes in the corporate learning offer, particularly to improve the accessibility of learning beyond standard face to face courses.

1.97 To tackle **harassment and victimisation**, we have made improving the overall consistency of people management and focusing on staff well-being into core People Strategy priorities. The following examples show this in action:

- **Fairness at work:** Our Fairness at Work policy aims to eliminate discrimination, bullying, harassment and victimisation and to create a safe and supportive working environment for all staff. It covers all forms of grievance that staff can raise and includes a recommended option of mediation where staff agree to this. As part of our policy monitoring procedures, we gather detailed information on an annual basis on every case recorded to enable us to identify and act on any incidents of discrimination or other unacceptable behaviour, including those related to protected characteristics. All complaints of discrimination, or any other form of unacceptable behaviour, are fully investigated by trained Investigating Officers, using the process set out in our policy. Where a complaint is well-founded, action will be taken under our disciplinary procedures, with penalties up to, and including, dismissal. Further training can also be recommended. We are currently undertaking a full review of our Fairness at Work policy to ensure that it remains fit for purpose.
- **Employee Survey:** Evidence from our annual employee survey identifies those areas with a higher than average incidence of bullying and harassment. This evidence is highlighted to senior managers in those areas. Bespoke workshops are put in place as required by our HR Professional Advisers and our Diversity Team to understand and address any areas that may indicate a disproportionate impact on any particular group of staff. Our results are disaggregated by protected characteristic. Support has included providing training sessions on bullying, harassment and discrimination for individual business areas, confidential drop-in sessions for staff and managers and a mechanism for the anonymous reporting of unacceptable behaviour in addition to informal or formal action. Joint action has then been taken to address any cultural or behavioural issues that have been impacting on individuals in those areas.

Advancing equality of opportunity

1.98 Our employee policy on equal opportunities is that all staff should be treated equally irrespective of any irrelevant difference, including all protected characteristics, as well as working pattern, employment status, caring responsibility, or trade union membership. We need high quality **monitoring information** to ensure that this policy is fulfilled and to keep improving. For staff in post, we collect diversity information through our electronic human resources system (eHR), which allows staff to update their own information online, across the protected characteristics. Our eHR system is the main source of the employee data that informs our employee policies and procedures and helps us to assess the equality impact. Our detailed employee information is included as part of this report.

1.99 We provide workforce reports to our Resources Board, including progress towards our targets for under-represented groups. Our HR Management Information Team provides six-monthly statistical summaries to Cabinet Office accompanied by a detailed narrative of actions taken in the previous period on equal opportunities and diversity issues, as well as an annual submission to as part of the UK-wide collection of information on civil servants.

1.100 Our staffing information shows that our employee profile does not yet reflect the wider communities that we serve. Although we are making good progress to meet the wider UK Civil Service target of 39% for women in our most senior grades, we continue to strive to go beyond this. We remain under-represented in relation to staff from a minority ethnic background and in terms of disabled staff. Our data also has significant gaps in relation to information on sexual orientation and religion or belief, which means it is difficult for us to understand and address any issues in these particular areas. Currently, 21.7% of staff have not yet recorded their ethnic background, and a further 1.4% have chosen not to tell us. 37% of staff have not recorded whether they are disabled, with a further 0.5% choosing not to tell us. For religion or belief and sexual orientation, gaps are larger, at 80.6% and 80.5% respectively (with 1.2% of staff for each characteristic preferring not to tell us), as we started to gather this data much more recently.

1.101 It is our priority to enhance the accuracy of our staff data. To do this, we will continue to raise staff awareness of the need for the information - particularly on the self-completion of personal diversity information on e-HR - and to explain why this is important. Although we are making progress, further work is needed and we will continue to build on a programme of targeted action in 2012 to address data gaps throughout 2013 and beyond. Improving the quality of this core dataset will allow routine reporting to improve across a number of key areas including recruitment, development and retention. The following sections provide more detail on action in these areas.

- **Recruitment and resourcing**

1.102 Ensuring equality of opportunity is a key aim of our Resourcing Policy and supporting procedures. As set out above, we welcome applications from all suitably-qualified people and aim to employ a diverse workforce that reflects the people of Scotland. However, we recognise that delivering our business at a time of

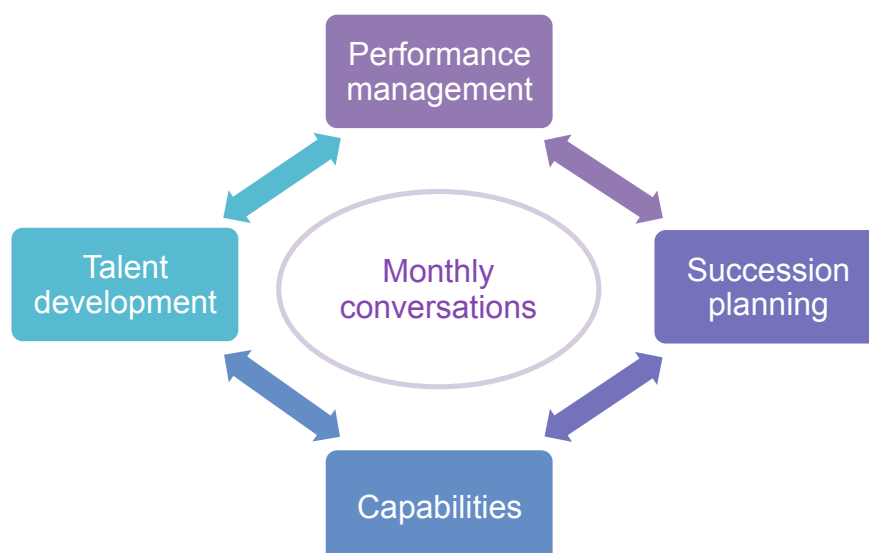
constrained resources and declining headcount means opportunities to improve our diversity through recruitment are limited. Nonetheless, we continue to promote the diversity message in our standard job advertisement template and do what we can to ensure that those opportunities that do arise are promoted effectively. We advertise that we are part of the Positive about Disabled People Scheme and that we have flexible working and other benefits to help encourage a diverse range of applicants.

1.103 Our age profile shows that we have fewer staff in younger age groups and so one direct recruitment route - the Modern Apprenticeship Programme (MAP) - is specifically designed as a youth employment initiative and was negotiated with the Civil Service Commissioner to be targeted at 16 to 24 year olds. This programme of recruitment and assessed development is helping to widen the age profile of the organisation, with 62 Modern Apprentices recruited during 2012-13.

1.104 When arranging office moves, either within or between buildings, our Facilities Services endeavour to make adjustments for staff with additional requirements. Facilities Services work with the local liaison officer, who has responsibility for co-ordinating the staff side of any moves, or can be approached directly by staff following their personal emergency evacuation plan (PEEP) or an Occupational Health and Safety assessment. Facilities Services meets with the individual, reviews their existing arrangements, and discusses their particular needs. When developing solutions, advice may be sought from the Occupational Health and Safety (OHS) Team. Following a move, Facilities Services will ensure (along with HR colleagues) that the member of staff is satisfied with their new working environment and that any final adjustments are made. The fire management systems within our buildings consider and include the requirements of disabled staff and visitors within our plans. This includes the development of personal emergency evacuation plans (PEEPS).

- **Learning, development and talent management**

1.105 We take a structured approach to building capability, developing talent, managing performance and succession planning. This framework is underpinned by mandatory monthly conversations between manager and staff member. The introduction of monthly conversations has had a positive impact on the quality of feedback experienced by staff, as evidenced by the Employee Survey. The Executive Team meet regularly to consider senior talent and succession, including considering ways to progress under-represented groups, such as women, into senior roles.



1.106 Our Capability Plan for Scottish Government sets out our priorities and will form part of an annual process. We have worked to make our core learning offer accessible to all, including moving to more flexible delivery, such as workplace and online learning. This will be reviewed as part of our annual skills review process and is informed by our internal customer satisfaction survey, which seeks feedback from staff on corporate systems. In line with the evidence base on effective learning, increasingly we promote learning in the workplace and semi-formal development such as mentoring and structured reflection over formal training courses. We draw on the broad 70:20:10 ratio as a way of understanding the optimal division between workplace, semi-structured and, finally, formal training. Inevitably, this approach means that any monitoring data collected on central training courses will be very limited so we are looking at other ways to gather meaningful equalities information.

This includes:

- collecting and reviewing data on core programmes such as Modern Apprenticeships, the Realising Potential Programme (RPP) and Fast Stream. Whilst the protected characteristic information from each individual programme is likely to be too small to be releasable this can still inform policy internally. For example, equalities information collected as part of the RPP recruitment showed that older staff were less well represented. This will inform the next round of recruitment to the programme in 2014. We will also push for self-reporting on e-HR for participants across these programmes and review the option of combining the figures across these talent groups. At a UK level Civil Service Resourcing complete an annual data collection exercise for the Fast Stream which includes equalities data.

- reviewing completion rates for the personal learning plan (PLP). The PLP is recorded on our wider e-HR system and so could be interrogated centrally. Whilst there is not 100% compliance with the PLP it could still be a valuable way to review any differences in completion rates across the diversity groups. It would not rely on attendance at a formal course because the PLP should cover work-based and semi-formal learning opportunities.

- e-learning: in September 2012 the SG joined Civil Service Learning (CSL), a UK civil service wide online learning portal providing all staff with access to e-learning. This site conforms to the Guidelines for UK Government Websites. Upon registration, individuals are asked to provide information on gender, age, ethnic origin and disability. They may opt out if they wish. Evaluation of this data has identified no systematic bias or trend. As the number of registrations with CSL increase this may provide another data source, although it remains dependent on self-reporting.

1.107 We will continue to develop data collection across our range of semi-formal interventions, such as mentoring. Whilst we do not try to centrally control or record all the mentoring schemes underway across SG we will continue to support targeted activity to advance equality of opportunity. For example, we are engaging with wider UK Civil Service work on improving women's representation at senior levels, as our employee information demonstrates that women are less well-represented in our more senior grades. This may lead to specific action to promote mentoring for senior women and there is already flexibility within our talent programme to ensure those on maternity leave can participate. Staff from minority ethnic backgrounds are also less

well-represented and our staff Race and Equality Network has therefore introduced its own mentoring scheme, although members of this network also have access to the wider SG mentoring scheme.

1.108 To support wider equality of opportunity, and to move towards a more representative workforce, we continue to support a range of key equality-focused leadership and development initiatives, including wider Civil Service placement and mentoring schemes for our under-represented groups. Although our data on LGBT staff remains limited, in 2012 we again supported a member of staff who was successful in gaining a place on Stonewall's Leadership Development Programme.

Fostering good relations

1.109 Our annual employee survey data provides us with information on those groups with protected characteristics that may be less engaged with the Scottish Government as their employer. Although this has given us few areas for concern, it is evident that, generally, our disabled staff have lower levels of staff engagement, as have staff from some religious groups, and with differing sexual orientations. Further activity to address this is outlined below.

- **Our diversity networks**

1.110 The Diversity Team works closely with our nine staff diversity networks, each of which is managed by a committee of volunteers. The networks cover a range of diversity issues, some of which, for example the Disability, Race and Equality and the Lesbian, Gay, Bisexual and Transgender (LGBT) Networks, directly reflect protected characteristics. In late 2012, we launched our newest network – Straight Allies - for non-LGBT staff who wish to champion and support LGBT issues in and out of the workplace.

“Being involved in the Scottish Government's LGBT Network has given me a lot: the chance to contribute to creating a more inclusive and respectful organisation, and the opportunity to meet some great people I might never have worked with or known otherwise. Most importantly, it's contributed to giving me the confidence to be myself in the workplace. I really appreciate the importance of this in relation to both my performance in post, and my progression within the civil service.” A Member of the LGBT Network

1.111 In October 2012, in conjunction with NHS 24, our Mental Health Network ran a promotional session on the work of the NHS Living Life service for our staff. This session aimed to provide information, support and guidance, particularly to those members of staff who were caring for, or supporting, a family member or friend who was suffering low mood, mild to moderate depression and/or anxiety.

1.112 During 2012 the Diversity Team also worked with our LGBT Network to look at the lower than average engagement responses from the Employee Survey from those staff who identified as being “bisexual females” and will be working with the Race and Equality Network during 2013 to address those areas where our minority ethnic staff have been recorded as having lower than average engagement levels. We continue to work closely with Stonewall Scotland and the Scottish Transgender

Alliance (STA) and during 2012 we held an event to support the launch of STA revised guide on transgender good practice for employers. This event allowed staff to hear more about findings from recent research into the experiences of transgender employees in Scotland and about best practice in transgender equality monitoring. Further transgender awareness sessions are planned for 2013.

1.113 Our Transforming our Workplace team has engaged with our staff diversity networks, in particular our Disability Network, in its work to ensure that, as we move to a more flexible workplace, it remains accessible and appropriate for our staff. The network has also been consulted on the transformation of our flexible workspaces and touchdown centres to ensure that staff who use particular assistive technologies and aids can easily access those areas.

1.114 During the development of our equality outcomes, the Diversity Team and colleagues in Equality Unit held dedicated staff seminars and used electronic communications to ensure that our equality outcomes reflected the areas that were most important to our staff and their networks and had the capacity to make the biggest difference to them. We have now identified champions at Senior Civil Service level for each of our staff diversity networks. The champions will work closely with the networks to support them in their work and to provide a voice at a senior level for those who belong to a particular group in the workplace. The Diversity Team also engages both at practitioner and Head of Diversity level with wider Civil Service diversity networks to ensure that we continue to be aware of best practice in other government organisations and to reflect this across the Scottish Government.

- **Awareness raising and best practice**

1.115 To embed diversity across the organisation, our performance appraisal system ensures that all staff agree a mandatory personal or business-related diversity objective. This puts diversity awareness at the heart of the performance management system for all staff.

1.116 We continue to promote flexible working opportunities to all of our staff to allow them to balance their home and working lives. We have used a variety of mechanisms to do this, including intranet guidance and staff news articles. Our 2012 employee survey indicated that 69% of our staff are now able to enjoy a satisfactory work-life balance and 85% say that their manager is considerate of their life outside work. Our childcare voucher scheme remains available to all staff and over 900 individuals have already participated.

"Having the opportunity to job share a policy post has been extremely beneficial to myself and my job-share partner. Job sharing opens up opportunities to work part-time and flexibly in policy areas that would otherwise demand a full-time resource. I think it's true to say also, however, that the benefits are not only to the post holders but to the organisation which can draw on the knowledge, expertise, time and commitment of two people who bring different and complementary contributions to the same area of work" Policy Officer, Scottish Government

1.117 We promote awareness of equality and diversity issues throughout our learning programmes and network of Training Liaison Officers. Diversity and equality issues and appropriate behaviours are mainstreamed into the main SG training offering, mentoring and coaching schemes, Realising Potential Programme and Modern Apprenticeship Programmes and within our Skills for Success Competency Framework, which sets out the core skills required by all staff.

1.118 In addition to these core processes and services, each year we aim to develop good practice and raise awareness on particular issues. For example, during early 2012, the Diversity Team held two cancer awareness seminars for over 150 staff to raise awareness of how staff and managers can support those living with cancer in the workplace and those supporting family, friends and colleagues who are living with cancer. These will be complemented by a further eight sessions in our smaller buildings located across a wide geographical area. We also launched our Living with Cancer guidance for staff and managers. This was created with involvement of our staff diversity networks, those who have been involved with supporting someone with cancer in the workplace and Macmillan Cancer Support.

1.119 In 2011/2012 we launched a range of electronic guidance documents for line managers on managing disability in the workplace and complemented these by running a series of information seminars on specific disabilities, focussing in particular on how those disabilities can impact on an individual in the workplace. We continue to work closely with the Stonewall Diversity Champions Network to ensure that our policies and practice reflect best practice for our LGBT staff, and with the Public Sector Employers' Diversity Network to ensure that best practice is shared across the wider public sector landscape, through regular meetings and through the Knowledge Hub, the online knowledge-sharing platform of the Local Government Association.

1.120 Along with cancer, mental wellbeing and resilience is a priority for the Scottish Government in 2013 and a group of staff is currently looking at how we support staff who are experiencing poor mental health in the workplace and line managers and colleagues who are supporting those staff. The group is developing guidance for staff and line managers on mental health in the workplace and is considering a range of mental health training options for HR staff and managers, which we aim to implement during 2013.

Public appointments

1.121 In addition to our Scottish Government recruitment processes, we are also connected to the wider public appointments process. The Commissioner for Public Appointments in Scotland launched Diversity Delivers, an equality and diversity strategy for Ministerial public appointments on 1 September 2008. This focussed on attracting a wider and more diverse range of applicants and a review of progress – Diversity Delivers - Three years on was published in 2011. Diversity activity in relation to Ministerial public appointments is now taken forward by the Scottish Government's Public Appointments and Diversity Centre of Expertise (PACE). PACE has undertaken a range of activity to meet the three needs set contained within the Equality Act 2010 and to support progress towards ensuring that those appointed to the boards of Scotland's public bodies reflect the wider population of

Scotland as our current evidence demonstrates that this is not yet the case. Public Appointments diversity data is attached at [Annex I](#).

- **Diversity monitoring**

1.122 To ensure we have an effective evidence base we have prioritised the achieving of good quality diversity data and are aiming to improve the quantity and quality of our diversity data in relation public appointees by undertaking work to address current gaps. In early 2013 we undertook a baseline exercise to capture the data in relation to our existing public appointees. This achieved an excellent response rate and we will use this to inform priorities and target future outreach activity and development work in relation to our public appointments practices and processes.

- **Management Information**

1.123 The Commissioner's vision for all regulated public appointments was three-fold: awareness and attraction; confidence and capacity and education and experience. To inform the Scottish Government's attraction strategy, each public appointment is informed by specific management information, which aims to ensure a diverse a range of candidates is encouraged to apply for each appointment opportunity.

- **Advertising**

1.124 We use a range of methods to advertise our vacancies, including our own Appointed for Scotland website. Through existing diversity data, we had identified areas of under-representation and to further encourage applications from all of those groups that are under-represented, we have introduced the use of a positive action statement in our adverts.

- **Awareness and capacity-building**

1.125 Our attraction strategy seeks to encourage applications from individuals from a wide range of backgrounds. However, we know that awareness of public appointments opportunities is not as widespread as it could be amongst certain areas of our communities. To raise awareness, and to develop the capacity of first-time applicants, we developed a pilot awareness session for the Scottish Housing Regulator.

- **Outreach**

1.126 To increase both awareness of public appointments and representation amongst those groups with protected characteristics, we have put in place a programme of outreach events with a range of organisations from those groups that are under-represented across our public appointments.

Section 3. Employee Information, Gender Pay Gap and Equal Pay Statement

Introduction

1.127 The Schedule to the Regulations provides a list of public authorities. Under a general heading of “Scottish Administration” the following are listed:

- The Scottish Ministers
- Keeper of the Records of Scotland
- Keeper of the Registers of Scotland
- Registrar General of Births, Deaths and Marriages for Scotland
- Scottish Court Service

1.128 The authority “Scottish Ministers” includes employees of the Scottish Government, Historic Scotland (HS), Scottish Prison Service (SPS) and the Crown Office & Procurator Fiscal Service (COPFS).

1.129 The “Keeper of the Records of Scotland” and “Registrar General of Births, Deaths and Marriages for Scotland” make up the National Records of Scotland (NRS) which for staff employment purposes falls within Scottish Government. The Information for Scottish Government is inclusive of NRS but details for NRS are also shown separately.

1.130 The Keeper of the Registers of Scotland and Scottish Court Service publish their own data under the Regulations.

1.131 **Employee information for the Scottish Government is at [Annex E](#), National Records of Scotland at [Annex F](#), Historic Scotland at [Annex G](#), the Crown Office & Procurator Fiscal’s Office at [Annex H](#).** The Scottish Prison Service has published its employee information within its own reports.

1.132 The Scottish Government employee information in Annex E covers:

- Scottish Government Core Departments – Enterprise, Environment & Digital; Finance; Governance & Communities; Health & Social Care; Learning & Justice; Strategy & External Affairs; Permanent Secretary.
- Accountant in Bankruptcy, Advocate General for Scotland, British Irish Council, Courts Tribunals, Court of Lord Lyon, Crofting Commission, Disclosure Scotland, Education Scotland, HMI Constabulary, HMI Prisons, Judicial Appointments Board for Scotland, Judicial Appointments and Finance, Local Government Boundary Commission for Scotland, Mental Welfare Commission, National Records of Scotland, Office of the Scottish Charity Regulator, Parole Board, Police Complaints, Risk Management Authority, Scotland Office, Scottish Housing Regulator, Scottish Law Commission, Scottish Police Authority, Scottish Public Pension Agency, Student Awards Agency for Scotland, Transport Scotland.

1.133 The total number of employees is 14,737. This is the combined total for the Scottish Government (including NRS), Historic Scotland, the Scottish Prison Service, and the Crown Office & Procurator Fiscal Service.

Summary of Scottish Government Employee Information

1.134 This summary refers to the tables for staffing within the Scottish Government ([Annex E](#)). All data are for current staff as at 31 January 2013, unless otherwise stated. All data include Scottish Government Core Directorates and all Agencies, relevant Non-Departmental Public Bodies, and Other Bodies (including National Records of Scotland) for which the Scottish Government provides HR Shared Services. The term “Scottish Government employees” will be used to refer to all employees covered.

Age

1.135 The majority of Scottish Government employees are in the 30-39 and 40-49 age groups, with 58.4% of the workforce in these age groups. The younger age group (16-29 year olds) make up 11.8% of Scottish Government employees.

1.136 The proportion of part-time staff in the 30-39 and 40-49 age groups is higher than that for full-time staff. Over 70% of part-time employees are in these age groups.

Gender

1.137 The gender balance of Scottish Government employees is in line with the general Scottish population estimates, with 51.3% of Scottish Government employees being female and 48.7% male (compared to 51.5% female and 48.5% male in the 2011 Census).

1.138 When broken down by work pattern, there is a clear difference between full-time and part-time employees. Full-time employees are more likely to be male (55.0%), while part-time employees are much more likely to be female (86.3%).

Ethnic Origin

1.139 Nearly a quarter of Scottish Government employees (21.7%) have not provided any information on ethnic origin. Of those whose ethnic origin has been recorded, 101 are from an ethnic minority (representing 1.4% of the total workforce).

Sexual Orientation

1.140 Over four-fifths of Scottish Government employees (80.6%) have not provided any information on sexual orientation. Of those whose sexual orientation has been recorded, 66 are gay, lesbian, bi-sexual or another non-heterosexual orientation (representing 0.9% of the total workforce).

Disability

1.141 Over a third (37.0%) of Scottish Government employees have not provided any information on disability status. Of those whose disability category has been recorded, 290 have one or more disabilities (representing 3.9% of the total workforce).

1.142 Part-time employees are slightly more likely to have registered a disability than full-time employees.

Marital/Civil Partnership Status

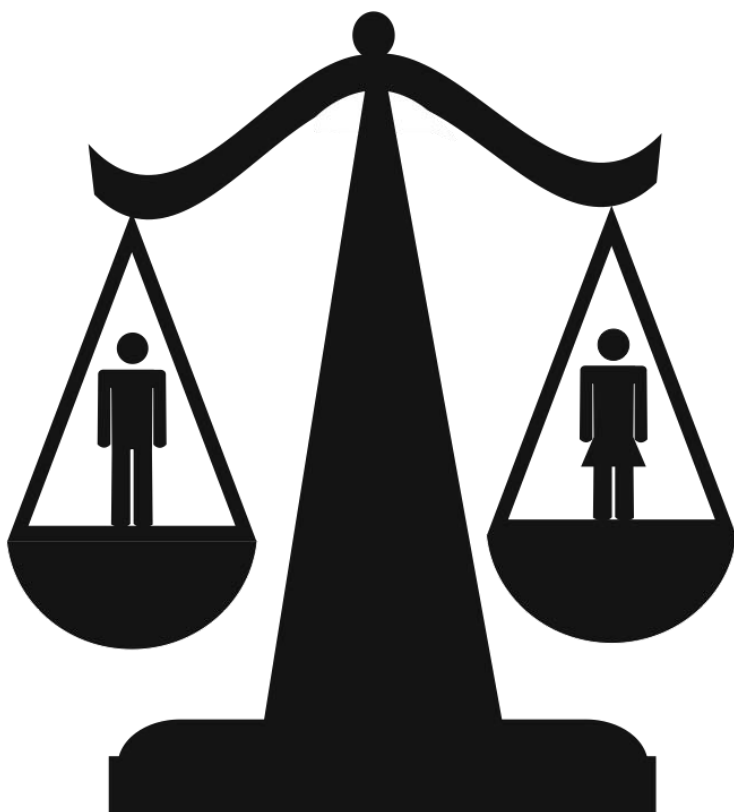
1.143 Over a quarter (22.7%) of all Scottish Government employees have not provided any information on marital status.

1.144 Scottish Government employees are slightly less likely to be married than the general adult population of Scotland (44.6% of Scottish Government employees, compared to an estimated 44.7% of the Scottish population aged 16-64 in 2008). Single people make up a further 18.7% of Scottish Government employees, while the other marital status categories each account for 3% or less of the total workforce.

Religion or Belief

1.145 Over four-fifths of Scottish Government employees (80.5%) have not provided any information on religion or belief. Those who have declared a religion or other belief is roughly the same as those who declared they had no religion or belief (9.5% of Scottish Government employees compared with 8.7%, respectively).

Gender Pay Gap and Equal Pay Statement



The Gender Pay Gap

1.146 The national figure for the gender pay gap in Scotland is 13.9% (ASHE, 2012. Based on average, full time hourly earnings). **This report publishes pay gap information for SG Main (5.7%), Historic Scotland (2.1%), the Scottish Prison Service (11.6%) and the Crown Office and Procurator Fiscal Service (9.2%).** All of these are below the national figure for Scotland, however, several are out with the accepted tolerance of 5%. The reason for this is that while men and women doing equal work receive very similar average salaries, each organisation may have more women in lower pay ranges which lowers the overall average salary. It should be noted that very low gaps exist at individual grades within each organisation.

Equal Pay Statement and Occupational Segregation

1.147 The Equal pay statement and further, more detailed information on equal pay and occupational segregation is at [Annex J](#).

PART 2. EQUALITY OUTCOMES

Introduction

2.1 The Scottish Government is committed to improving the outcomes for the people of Scotland, and to addressing the significant inequalities that we know exist in Scottish society. Our policies and programmes reflect that ambition but we know that there is more that we can do. The Equality Outcomes that we set will help us to make further progress and to make a difference.

2.2 The Scottish Government has developed a set of outcomes which cover the following protected characteristics:

- age;
- disability;
- gender reassignment;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;
- sexual orientation.

2.3 Our intention is to improve data collection and evaluation, transparency and accountability. Our Equality Outcomes add value to work already in progress and provide real opportunity to examine our role as an employer and as a public policy maker. They are positioned at the heart of our improvement agenda to raise the standard of performance against the Equality duty.

The Legal Context

2.4 “Equality Outcome” means a result that the Scottish Government aims to achieve in order to further one or more of the needs mentioned in section 149(1) of the Equality Act 2010.

2.5 Equality Outcomes in this report generally are set to cover the functions for which that body is responsible. So our outcomes do not cover activity for which other public bodies are responsible. Local authorities, health boards and other public authorities covered by the legislation will set outcomes which relate to their responsibilities.

2.6 “Equality duty” means the duty to have due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.

Scottish Government Approach to Setting Equality Outcomes

2.7 The public sector landscape is changing and the Scottish Government believes the public sector equality duty is important in its work to progress reform and improve public services, to make the shift towards prevention and to respond to difficult economic conditions.

2.8 Communities are facing difficult times and now more than ever it is important to ensure that policies for which we are responsible and practices over which we have influence are taking account of their needs and experiences. Our outcomes are designed to support improvement in both policy and practice.

2.9 We believe that equality should be an integral part of our business and that our equality outcomes should be similarly integral to our business performance. As such our Equality Outcomes are designed to align with the [Government's economic strategy](#) and our [strategic objectives](#). They contribute to the Scottish Government's [National Performance Framework](#) and in particular to the delivery of the National Outcome: 'we have tackled the significant inequalities in Scottish society'. Links to National Outcomes are contained within each Equality Outcome.

2.10 The Scottish Government aspires to a more diverse workforce but at this time of constrained resources the opportunities to realise that ambition are limited. Nevertheless our People Strategy is designed to support the organisation through this period and ensure that employees have an environment within which they can thrive. The public sector equality duty with the equality outcomes identified will be another helpful driver.

Involving Others in the Development of Equality Outcomes

2.11 The Scottish Government supports a number of national intermediary organisations to promote equality, challenge discrimination and work closely with equality communities to improve their life chances and opportunities. We value their engagement with us and the insight they provide through our on-going dialogue and collaboration.

2.12 We met with intermediary organisations throughout the development process. We explored with them, early on, our approach to setting the outcomes and sought their views on priorities, issues and evidence. A number provided supporting evidence ahead of hosting events with equality communities.

2.13 A programme of events hosted by different communities was organised to discuss the outcomes and the priorities communities saw over the next four years. Headline data was provided for these meetings to aid discussion.

2.14 Scottish Government facilitated events hosted by the following organisations:

- BEMIS;
- CRER;
- Inclusion Scotland and Independent Living in Scotland;
- Engender;
- LGBT Youth;
- Scottish Refugee Council; and
- Scottish Women's Convention.

2.15 In addition we welcome the consultation carried out by the Scottish Women's Convention with their local networks to support the process. We welcome the helpful input from the Black Leaders' network and CRER, and the consideration given by the

Interfaith Scotland. We also acknowledge the national engagement and research carried out by the Equality Network. The findings have, along with the Scottish Government evidence reviews and engagement sessions, informed decisions on the development of the Outcomes.

2.16 More broadly we have drawn on the work of others such as the Scottish Parliament's Equal Opportunities Committee, the STUC Women's Committee and Independent Living Programme and from the material and discussion at the Women's Employment Summit held in September 2012.

2.17 The Scottish Government Diversity Team consulted with staff networks, Human Resources and trade unions with a particular emphasis on the priorities and issues for our role as an employer.

Evidence

2.18 The Scottish Government has conducted a series of [evidence reviews](#) to inform the development of the Equality Outcomes. Individual evidence reviews have been developed to explore experiences and outcomes for each relevant protected characteristic. Each review reports on the available evidence on a range of policy areas including poverty, health, crime and transport.

Deciding on the Outcomes

2.19 The Equality Outcomes do not cover all that we do on equality neither do they indicate all that is important on equality. They are areas of activity on which we believe there should be some focus over the coming four years because:

- a) they are issues raised by communities and translated into outcomes appropriate to our functions, competencies and responsibilities; or
- b) they are issues of process and practice which need to be addressed for the effective implementation of duty and to improve our performance on the duty; or
- c) the available evidence shows that there are key issues that need to be addressed.

2.20 A number of issues raised during the discussions have been included in the outcomes:

- Disabled people's access to justice, in particular advice services, was strongly advocated. This is particularly important at this time of welfare reform and the impact of measures on disabled people.
- The Women's Employment Summit highlighted a number of issues to be taken forward including occupational segregation and this was supported by the discussions with a number of women's and men's organisations. In addition there was a strong call for a focus on tackling the underlying assumptions about men's and women's roles in the economy. The outcome covers these elements and includes childcare.

- The discrimination against Gypsies/Travellers was documented in the [report of the Equal Opportunities Committee](#) and there was compelling evidence for identifying this as an issue to be given focus in the period ahead.
- Women’s organisations argued strongly for an outcome on Violence against Women as it remains one of the major problems of violence in Scotland. This has been reflected in an outcome.
- Ethnic minority organisations sought outcomes on increasing the representation of ethnic minorities in the Scottish Government workforce and in improving the collection of monitoring information so that discrimination or disadvantage could be identified and tackled more readily. These issues have been incorporated into our outcomes.
- The issues of diversity in public appointments and women on boards were raised and although progress has been made in these areas, there is still under-representation. This is covered in an outcome.
- Discussions also highlighted the concerns which organisations have about the levels of understanding amongst policy makers about the public sector equality duty and around issues such as when to use positive action measures and to deal with conflicting equality interests when developing policy. Furthermore, threading through much of the discussion was a view that engagement with communities needed to be more innovative and effective, including ensuring the voices of those affected by discrimination were heard. Older people for example have been keen to strengthen the mechanisms to engage with public policy making. We have set an outcome which addresses these concerns.

2.21 We realise that there are significant issues in policy areas which have not been touched by the outcomes. Work will continue in these areas as it will across the Government more widely. Our approach to embedding equality across Government is outlined in part 1 of this report.

2.22 There were a number of issues which were raised during discussions but which are not being taken forward as outcomes:

- Hate crime was of major concern to a number of groups. Whilst there was agreement about its importance there was less clarity about where any outcome might focus or indeed if the focus should more readily be at a local level. The Scottish Government has already legislated on hate crime and has taken forward specific pieces of work for example around sectarianism which features within the Justice Strategy as a priority. We also recognise the importance of tackling the underlying attitudes and behaviours which contribute to hate crime. Although we have not identified hate crime as an equality outcome at this stage, we do want to give it some further consideration and to reflect on whether this might form the basis of a further outcome or programme of work to be developed during the course of the coming period with the range of equality interests.

- Sport and in particular the forthcoming Commonwealth Games were flagged by equality groups representing the protected characteristics of disability, race, gender and sexual orientation. In exploring this further, we are aware that work is already ongoing with SportsScotland and there is a positive programme developing. Information on this is provided in [Annex D](#) of this mainstreaming report. Other key policies highlighted by equality groups such as independent living and, child care although not specifically expressed as an outcome are nevertheless referenced in the outcomes. The outcome on disabled people's access to justice for example is an outcome within the Independent Living Programme.

Addressing the Gaps in Data

2.23 Significant progress has been made in the collection and dissemination of equality data but there remain gaps. This is a matter of concern to equality interests and public bodies alike. We have not made equality data an outcome but this may be an area for consideration as part of the proposals for supporting the delivery of the public sector equality duty which Ministers are duty bound to publish by the end of December 2013.²

Implementation and Reporting

2.24 Implementation plans will be developed with each of the relevant policy areas within the Scottish Government. Oversight of the outcome delivery will be undertaken by the Mainstreaming Equality Team.

2.25 Our Equality Outcomes will provide a real opportunity to use the principles of the improvement framework to embed our statutory duties across the organisation and to add value to our mainstreaming agenda.

2.26 Over the next period we will want to consider:

- a) with equality communities how best to engage around developing and implementing the outcomes;
- b) taking stock of the range of outcomes published across the public sector;
- c) how we might improve and support better delivery of the public sector equality duty including the focus of the Ministerial proposals for publication in December 2013;
- d) the development of a longer-term strategic approach to equality including the identification of appropriate equality indicators.

² Duty of the Scottish Ministers to publish proposals to enable better performance:
<http://www.legislation.gov.uk/ssi/2012/162/contents/made>

2.27 We will report on progress towards each of the Equality Outcomes before the end of April 2015.

Scottish Government Equality Outcomes 2013-2017

Scottish Government Representative Workforce

Scottish Government – Equality and Diversity Matters

Ministerial Public Appointments

Violence Against Women is Reduced

Gypsies/Travellers

Women and Employment

Disability and Access to Justice and Advice

Education

Scottish Government Representative Workforce

90% of Scottish Government employees are responding to diversity monitoring by 2017 contributing to the Scottish Government workforce becoming broadly reflective of the Scottish population by 2025

Framing the equality issue

The Scottish Government wants to improve the outcomes for the communities that it serves. To 'be the change it wants to see', the Scottish Government needs a workforce more representative of those communities. It understands that there are deep rooted inequalities which act as barriers and therefore there is a responsibility to ensure that these are not perpetuated in the systems and procedures relating to the employment of and engagement with its staff.

Our current staffing profile does not yet reflect the wider Scottish population: although women make up 52% of the population and 51.3% of our workforce, only 36.3% are in our most senior grades: only 1.4% of our staff are from a minority ethnic background, compared to a recent (2009¹) estimate of 3% in the wider Scottish population. And only 3.9% of our staff have recorded that they are a disabled person compared to a figure of 20% for the wider population.

We are aware also that the coverage of our employment data has gaps. Although we currently have a 78.3% response rate for ethnicity and 63% for disability, we only have 19.4% response rate for sexual orientation and 19.5% for religion and belief. We are aware that these need to be addressed to ensure that we have an effective evidence base for our employment policy decisions and work is underway to improve these response rates.

2011 Census data will provide robust information that will help us understand more about people's identities and experiences. The 2011 Census data will become available later in 2013 and the data will inform our understanding and decisions about what a representative workforce should look like.

We are committed to improving diversity of our staff. We however recognise that delivering our business at a time of constrained resources and declining headcount means opportunities to improve staff diversity solely through recruitment will be limited.

Latest Scottish Government employee data by pay band

	<table border="1"> <thead> <tr> <th>Disability</th> <th>April 2012 (% of staff)</th> <th>Target (% of staff) ***</th> </tr> </thead> <tbody> <tr> <td>SCS³</td> <td>4.3</td> <td>6</td> </tr> <tr> <td>Band C</td> <td>2.9</td> <td>4.5</td> </tr> <tr> <td>Band B</td> <td>5.7</td> <td>7.5</td> </tr> <tr> <td>Band A</td> <td>10.3</td> <td>10</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <th>Ethnicity</th> <td></td> <td></td> </tr> <tr> <td>SCS</td> <td>**</td> <td>2</td> </tr> <tr> <td>Band C</td> <td>1.1</td> <td>2</td> </tr> <tr> <td>Band B</td> <td>1.7</td> <td>2</td> </tr> <tr> <td>Band A</td> <td>2.4</td> <td>2</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <th>Gender</th> <td></td> <td></td> </tr> <tr> <td>SCS (Women)</td> <td>36.9</td> <td>40</td> </tr> <tr> <td>Band C</td> <td>48.3</td> <td>****</td> </tr> <tr> <td>Band B</td> <td>50.6</td> <td>****</td> </tr> <tr> <td>Band A</td> <td>59.0</td> <td>****</td> </tr> </tbody> </table>	Disability	April 2012 (% of staff)	Target (% of staff) ***	SCS³	4.3	6	Band C	2.9	4.5	Band B	5.7	7.5	Band A	10.3	10				Ethnicity			SCS	**	2	Band C	1.1	2	Band B	1.7	2	Band A	2.4	2				Gender			SCS (Women)	36.9	40	Band C	48.3	****	Band B	50.6	****	Band A	59.0	****
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	<p>* All figures are percentages of known staff responses for the Scottish Government Main Bargaining Unit.</p> <p>** Not published to preserve confidentiality</p> <p>*** Our current targets reflect the data from Census 2001. We will revise these once data from Census 2011 becomes available.</p> <p>**** No target set</p>																																																			
Links to National Performance Framework	<p>We have tackled the significant inequalities in Scottish society</p> <p>Our public services are high quality, continually improving, efficient and responsive to local people's needs.</p>																																																			

³ 'SCS' stands for 'Senior Civil Service'

EQUALITY OUTCOME	90% of Scottish Government employees are responding to diversity monitoring by 2017 contributing to the Scottish Government workforce becoming broadly reflective of the Scottish population by 2025
Activity/Plans	<ul style="list-style-type: none"> • Employee information should be collected with a 80% response rate across all characteristics by 2015; 90% by 2017 and 100% response rate by 2021 • Undertake awareness raising of the Scottish Government as an employer and use positive action as appropriate to address under-representation. • Develop a plan for moving towards a more representative workforce by 2025. • Monitor and review our promotion and progression opportunities to ensure they are fair and transparent. • Review and update our monitoring categories on our HR electronic information system to reflect the revised Census categories. • Undertake targeted monitoring to address the gaps in our existing information. • Work with staff networks to increase the understanding and confidence of staff in employee monitoring. • Work with staff networks and trade unions to ensure that staff are able to work in a supportive and inclusive environment where they feel safe and respected.
Measuring Progress	<ul style="list-style-type: none"> • Employee data, disaggregated by protected characteristic. • Annual employee survey responses provided by staff across protected characteristics on an annual basis. • Qualitative feedback mechanisms on staff experience.
Public Sector Equality Duty	eliminate discrimination advance equality of opportunity foster good relations
Protected Characteristics	age; disability; gender reassignment; race; religion or belief; sex; sexual orientation

Scottish Government – Equality And Diversity Matters

Scottish Government directorates are by 2017 more confident in and better informed on equality and diversity matters and can engage with partners and stakeholders to effect change and improvement

Framing the equality issue

Despite much progress people across the range of protected characteristics still experience inequality and discrimination. Public policy touches on many aspects of their lives and can be important in addressing these inequalities. In addition it is important for those making policy to recognise that a lack of attention to equality in policy and practice can lead unwittingly to creating or perpetuating discrimination or disadvantage. As such those engaged in public policy and in serving the public will be better equipped in the performance of their jobs if they are aware of, and have confidence in dealing with matters of equality and diversity.

The Scottish Government has a strong mainstreaming agenda to embed equality in the business of Government and its People Strategy commits it to creating an environment for individuals to thrive and to be successful. This includes creating the conditions for good people management and development, treating staff with dignity and respect and promoting equality and diversity.

Our employee survey helps us understand our staff and issues of concern to them. We know from that survey that there are differences in the levels of employee engagement between particular groups of staff. In addition, we know we currently have gaps in the information available to us due to the low numbers of staff declaring to belong to particular diversity groups, this means that making meaningful analysis is difficult.

We are also aware that an absence of external data can contribute to a lack of understanding by policy makers about the inequalities facing particular communities.

It is important too for those involved in policy making to be aware of the underlying attitudes which contribute to discriminatory behaviour. For example the 2010 Scottish Social Attitudes Survey module on attitudes to discrimination shows that progress is being made but that there are still negative attitudes

	<p>towards equality groups and with some such as transgender people and Gypsies/Travellers being the subject of fairly widespread discriminatory attitudesⁱⁱ.</p> <p>More broadly there are some key aspects of the equality agenda which policy makers can find difficult or about which it is helpful to have insight:</p> <p>a) positive action and how/when to use it</p> <p>b) how to address the needs/aspirations of different equality groups where these may seem to be in conflict for example in relation to sexual orientation, gender and religion and belief.</p> <p>c) how to effectively engage with communities in a way that is empowering, strengthens their voice in policy making, has a wider and deeper reach and uses a broader range of media and technology including social media.</p> <p>d) how to communicate in an inclusive and accessible manner, for example through using inclusive communication principles in a way that ensures our equality communities have access to Scottish Government information and communications.</p> <p>e) how to work with a range of partners around the equality agenda and in equality impact assessment where services are being delivered more collaboratively</p> <p>f) how to generate staff confidence around the collection and use of employment data and to maximise its use in areas such as pay and employment.</p> <p>g) how to approach the intersectionality (or the cross over) between different characteristics .</p>
Links to National Performance Framework	<p>We have tackled the significant inequalities in Scottish society</p> <p>Our public services are high quality, continually improving</p>
EQUALITY OUTCOME	<p>Scottish Government directorates are by 2017 more confident in and better informed on equality and diversity matters and can engage with partners and stakeholders to effect change and improvement</p>
Activity/Plans	<p>To continue to improve the current collection of information on staff across equality characteristics to</p>

	<p>increase understanding of different groups of staff.</p> <p>To work with directorates dealing with key strategies to ensure that the equality dimensions are better reflected</p> <p>Promote further awareness of staff policies on equality and diversity with particular emphasis on those groups and issues where there is limited data and information available – religion, sexual orientation and transgender by 2014.</p> <p>To work with Scottish Transgender Alliance to increase the level of understanding of issues of gender identity/ reassignment as it relates to relevant policy areas – to have a programme outlined by end of 2013 with implementation through to 2017.</p> <p>To develop and roll out by end of 2016 a targeted programme of information sharing and development around :</p> <ol style="list-style-type: none"> a) the use of positive action to promote equality b) dealing with policy development where there are potential conflicts in the needs and aspirations of different equality groups. c) the monitoring of staff and the use of data and information in relation to pay and employment d) intersectionality across protected characteristics. <p>To develop an approach to engagement with equality communities by 2014 which is empowering, has a wider and deeper reach, which is more innovative in its use of methods and technology and which assists staff to undertake equality analysis and assessment particularly where there is collaboration between services and providers.</p> <ul style="list-style-type: none"> • To support the opportunities for older people to have a voice in policy making through for example the strengthening of the Scottish Older People’s Assembly. • To identify and implement mechanisms to raise awareness of inclusive communications principles for all staff by 2017. <p>To roll out the engagement approach across Government through to 2017 when it would be reviewed.</p>
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Measuring Progress	<p>Explore the breadth and depth of understanding among Scottish Government staff of key equality and diversity issues, the extent to which they feel confident about these issues and what could be done to assist them in developing their confidence - initially in 2013 and then again in 2015 and 2017:</p> <ul style="list-style-type: none"> • Use the findings generated to inform the development of an awareness raising programme. • Pilot and review the impact of the programme of awareness raising before rolling out across Scottish Government. <p>The methodology to be used in engaging with staff to be determined bearing in mind the limitations of a survey only approach.</p> <p>In 2016, explore the views of people with protected characteristics about progress towards meeting this outcome. This could include polling groups/citizen juries – the nature and timing of this to be informed by the development of the programme of work on engagement with communities.</p>
Public Sector Equality Duty	<p>Equality of opportunity Foster good relations</p>
Protected Characteristics	<p>All, with a focus on gender reassignment, religion or belief and sexual orientation.</p>

Ministerial Public Appointments

Ministerial public appointments are more diverse reflecting broadly the general population by 2017

Framing the equality issue

Public bodies make decisions which are of relevance and importance to communities across Scotland. Ministers make appointments to the Boards and governing committees of many of these bodies and it is important that those serving come from the widest of backgrounds if those bodies are to have rounded and informed input and credibility across Scotland.

Appointment is on merit but under-representation of a range of groups makes it likely that talent is being lost or being under-utilised. There is a need therefore to address the barriers to appointment and through effective guidance and training to ensure that processes are fair and transparent. A key issue in parallel is to develop the experience and capacity of under-represented communities to be successful in appointment and thus to contribute to governance in the public sector.

Following on from the work undertaken by the Commissioner for Public Appointments to improve the diversity of public appointments, the Scottish Government Public Appointments Centre of Expertise now has the lead to drive this forward.

Whilst we await the data from the 2011 Census, we work within the context that 52% of the Scottish population are women; 3% are from a minority ethnic background, 20% are disabled people and 67% have a religion or belief (65% Christian). Figures on marital/civil partnership status vary across age-bands and the data on sexual orientation is currently unreliable.

For the year to 31 January 2013

- 30.5% of our applicants and 39.2% of appointees were women.
- 21.2% of our applicants were under 50, and 22.7% of appointees were under 50.
- 14.1% of our applicants and 12.4% of our appointees were disabled people.

	<ul style="list-style-type: none"> • 4.9% of applicants came from a minority ethnic background, with 6.2% being appointed. • 2.6% of applicants were gay, lesbian or bisexual, with 6.2% appointed. • Over 50% of applicants were Christian, with 3.9% having another religion or belief.
Links to National Performance Framework	<p>We have tackled the significant inequalities in Scottish society</p> <p>Our public services are high quality, continually improving, efficient and responsive to local people's needs</p>
EQUALITY OUTCOME	Ministerial public appointments are more diverse reflecting broadly the general population by 2017
Activity/Plans	<ul style="list-style-type: none"> • We will work with the Commissioner stakeholders and equality communities to identify and implement mechanisms to raise awareness of public appointment opportunities, including a range of outreach activity. • We will focus activity during 2013/14, including holding a specific event, to identify and address the barriers to women's participation in public appointments and to explore the links with the wider work to improve women's representation on Boards. • We will work with our stakeholders to ensure that a wide range of applicants is encouraged to apply for our public appointments using a variety of mechanisms, including application support and other positive action initiatives. • We will look at what other opportunities exist to develop capacity and experience amongst equality communities and to encourage engagement in other kinds of public and civic appointments particularly at local level.

Measuring Progress	<ul style="list-style-type: none"> • Annual data on public appointments applicants and appointees.
Public Sector Equality Duty	<p>eliminate discrimination advance equality of opportunity</p>
Protected Characteristics	<p>age; disability; gender reassignment; race; religion or belief; sex; sexual orientation.</p>

Violence against women is reduced

Progress is made towards the reduction in violence against women by 2017 through a strategic and co-ordinated approach by agencies and women's organisations.

Framing the inequality issue

The Scottish Government is committed to a gender based approach to tackling violence against women. We believe that violence against women is an issue of such importance that resource and energy should be devoted to tackling it. A significant investment has been, and continues to be, made in ensuring appropriate support for the women and children affected and in ensuring that perpetrators are held accountable. Prevention and early intervention are also required in order to both reduce the effects and stop violence and abuse before it happens.

Gender is an important factor in the experience of violence. In the context of sexual violence and violence by partners and ex partners women experience a disproportionate rate of violence, as compared with men. Violence against women (VAW) has an adverse impact on the individuals concerned, including any children and on the wider community. It is underpinned by gender inequality and abuse of power. The problem remains acute and the gender based approach to tackling the issue is important to successful intervention and resolution.

There were 59,847 incidents of domestic abuse recorded by the police in 2011 – 12. Of these, 46,439 (81%) had a female victim and a male perpetratorⁱⁱⁱ. For homicides recorded in the last ten years, 51% of female victims aged 16 – 70 were killed by their partner or ex-partner. For male victims of the same age, 6% were killed by their partner or ex-partner^{iv}. There were 7359 sexual offences in 2011 – 12 and the majority of victims were female^v.

Men experience high rates of more general violence and those between the ages of 16 -24 are most vulnerable^{vi}. Therefore, specific strategies and approaches have been developed to reduce the levels of violence in Scotland. This includes programmes such as No Knives Better Lives carried out as part of the work of the Violence Reduction Unit.

While men also experience abuse by partners and crimes of sexual violence, it is less common and does

	<p>not, by and large, heighten fears more broadly in the community as it does for women although the impact on individual victims can be severe.</p> <p>Partners within same sex relationships may also experience abuse and violence. It has been estimated that VAW costs the Scottish economy £4bn per annum^{vii}.</p> <p>While no woman is immune from violence, not all women experience it in the same way. Factors such as age, disability, ethnicity, pregnancy or poverty can heighten women’s vulnerability to violence and abuse and its impact. Trans women can be particularly vulnerable in this respect, and may have significant difficulties in accessing services.</p>
<p>Links to National Performance Framework</p>	<p>We have tackled the significant inequalities in Scottish society We have improved the life chances for children, young people and families at risk We live our lives safe from crime, disorder and danger</p>
<p>EQUALITY OUTCOME</p>	<p>Progress is made towards the reduction in violence against women by 2017 through a strategic and co-ordinated approach by agencies and women’s organisations</p>
<p>Activity/Plans</p>	<p>A Violence Against Women Strategy for Scotland, which provides a clear co-ordinated approach to reducing violence against women including commitments across Scottish Government and partners, will be published by the end of 2013.</p> <p>An implementation plan will be developed for the strategy by Spring 2014.</p> <p>Scottish Government to deliver on immediate commitments in the VAW strategy by 2017.</p> <p>Continued support for current range of activities to 2015 to tackle violence against women, including funding for White Ribbon Scotland campaign to increase the numbers of men engaged in tackling violence against women.</p>

	The VAW Strategy will include actions where appropriate around specific issues for women with different protected characteristics and issues for trans women.
Measuring Progress	<p>Following the publication of the Violence Against Women Strategy for Scotland, we will monitor and report on the progress of Scottish Government and partners in fulfilling the commitments for action made in the strategy. We will also set out (by Summer 2014) the statistical indicators that will be used to measure progress towards reducing violence against women – including, for example, measures of key intermediate outcomes such as attitudes towards violence against women among men, women and young people in Scotland.</p> <p>We will include our progress towards developing indicators in the violence against women strategy which will be published by the end of this year.</p> <p>We will also continue to draw on:</p> <p>Scottish Crime and Justice Survey data</p> <p>Data and information produced by Scottish Women’s Aid and ASSIST</p>
Public Sector Equality Duty	<p>eliminate discrimination</p> <p>advance equality of opportunity</p>
Protected Characteristics	mainly sex but also gender reassignment, race, and disability

Gypsies/Travellers

Gypsies/Travellers experience less discrimination and more positive attitudes towards their culture and way of life by 2017.

<p>Framing the equality issue</p>	<p>The Scottish Government recognises that Gypsies/Travellers are an important community in Scotland who have made, and continue to make, a significant contribution to the life of our nation. We believe in the importance of eliminating racism and racial discrimination against this community.</p> <p>Gypsies/Travellers are subject to widespread levels of prejudice, discrimination and abuse. They experience much poorer education and health outcomes than other communities and can have difficulty accessing services which are appropriate for their needs. For example:</p> <p>Life expectancy for Gypsies/Travellers, men and women, is 10 years lower than the national average^{viii};</p> <p>Gypsies/Travellers mothers are 20 times more likely than the rest of the population to have experienced the death of a child^{ix}.</p> <p>Gypsies/Travellers are in the group which has the lowest rates for educational attainment and leaver destinations (along with Occupational Travellers, and Other Travellers)^x.</p> <p>Gypsies/Travellers have limited voice and influence in the public policies which affect them.</p> <p>The 2010 Scottish Social Attitudes Survey Attitudes to Discrimination and Positive Action module concluded that Gypsies/Travellers are the subject of widespread discriminatory attitudes^{xi}. Successive reports from the Equal Opportunities Committee of the Scottish Parliament have highlighted the difficulties in accessing services and discrimination experienced by Gypsies/Travellers^{xii}.</p>
<p>Links to National Performance Framework</p>	<p>We live in well-designed sustainable places where we are able to access the amenities and services we need.</p> <p>We have tackled the significant inequalities in Scottish society</p>

<p>EQUALITY OUTCOME</p>	<p>Gypsies/Travellers experience less discrimination and more positive attitudes towards their culture and way of life by 2017</p>
<p>Activity/Plans</p>	<p>The Scottish Government will work with Gypsies/Travellers and stakeholders to determine the best way to raise awareness and improve understanding in order to tackle discriminatory attitudes and foster good relations between Gypsies/Travellers and settled communities.</p> <p>We will work with Gypsies/Travellers to explore and build more sustainable means of engagement which take account of their culture and transient lifestyle. We will identify an appropriate approach by 2014 with a view to piloting the mechanism during 2014/15 and wider implementation as appropriate from 2015.</p> <p>We will review the relevant existing data sources across a range of policy domains, and identify evidence gaps. This work will inform evidence requirements and plans moving forward.</p> <p>We will work through a cross government group to take forward recommendations made by the Equal Opportunities Committee in their two reports on “Gypsy/Travellers and Care” and “Where Gypsy/Travellers Live”.</p>
<p>Measuring Progress</p>	<p>We will assess the extent of discriminatory attitudes towards Gypsies/Travellers in Scotland over time.</p> <p>This will include:</p> <ul style="list-style-type: none"> Analysis of the information from the Census 2011 Exploration of the opportunities to use surveys of public attitudes to provide insight on shifts in attitudes <p>We will assess the extent to which communities feel progress is being made and attitudes are shifting by:</p> <p>Periodic collection of information and data from direct engagement with Gypsies/Travellers communities (see above) to establish a baseline and track changes over time.</p>

	Appropriate measurement of activities which follow from the Cross-Government Group on Gypsies/Travellers will be identified.
Public Sector Equality Duty	eliminate discrimination advance equality of opportunity foster good relations
Protected Characteristics	Race and with relevance to age and sex.

Women and Employment

Women's position in the economy and in employment is improved in the long term and reflected more comprehensively in Scottish Government economic policy and strategies by 2017.

Framing the equality issue	<p>The Scottish Government recognises the importance of women to the economy and addressing issues of inequality. We are committed to gender equality and are supporting a range of activities to promote equality including those resulting from the women's employment summit 2012.</p> <p>Men and women have different experiences in the labour market which reflect the traditional and often stereotypical assumptions about men's and women's roles in society. Women's roles and outcomes typically do not reflect their potential, and they are often concentrated in particular occupations such as catering, cleaning and caring which tend to be lower paid and less well valued. In other professional and managerial occupations they are under-represented in the higher levels or senior positions within organisations.</p> <p>Occupational segregation, both vertical and horizontal, is one of the barriers which prevent women and men from fulfilling their potential in the labour market and employers from sourcing the best people for their jobs. It consequently contributes to the continuation of the gender pay gap and has the potential to impact negatively on the economic growth of Scotland.</p> <p>Women with caring responsibilities often have to opt for part-time employment for flexibility. As most part-time work is in low paid, stereotypically "female" jobs, or jobs that are found at the bottom of pay and grading structures, this asserts a downward pressure on women's earnings relative to men's.</p> <p>Women in full-time work, can be put off applying for promoted posts in workplaces where there may be a perception that senior roles are less flexible.</p> <p>The importance of caring and unpaid work to the economy is often not recognised and there are particular issues for unpaid carers – both men and women, in accessing, or remaining in, employment.</p>
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	<p>Around 60% of the identified 657,000 carers in Scotland are female.</p> <p>The differential nature of men and women's employment and position in the economy is not always reflected in policy development and in key strategies and programmes. For example, economic models don't typically disaggregate employment within different sectors of the economy by gender or pay. They also focus on the formal economy – that is the goods and services which have a monetary transaction, which does not capture unpaid work. Extending economic models to capture these factors will provide a more holistic framework for analysis of policy on a broader socio-economic basis.</p>
<p>Links to National Performance Framework</p>	<p>We realise our full economic potential with more and better employment opportunities for our people</p> <p>We have tackled the significant inequalities in Scottish society.</p>
<p>Equality Outcome</p>	<p>Women's position in the economy and in employment is improved in the long term and reflected more comprehensively in Scottish Government economic policy and strategies by 2017</p>
<p>Activity/Plans</p>	<p>The Council of Economic Advisers will take forward an analysis of the social and economic benefits of a high quality universal early learning and childcare system for children, parents, women, families and society as a whole. This analysis will:</p> <ul style="list-style-type: none"> • draw on the best available international evidence to inform the position in Scotland; • look at different models of provision and funding; and • produce an analysis to consider how we can shift to levels of support commonplace across European countries. <p>The Council will draw on evidence from a range of experts in this area and will discuss initial results of the analysis at their next meeting in August 2013.</p> <p>During 2013, the Scottish Government will shape and outline plans to improve women's experience in the labour market in Scotland through the Ministerial Group on Women's Employment. This plan will draw</p>

	<p>on the recommendations of the Women’s Employment Summit. It will include activity on workforce issues, childcare and occupational segregation, such as:</p> <ul style="list-style-type: none"> • By March 2014 the Cross Government Working Group on Occupational Segregation will have identified and co-ordinated work in the relevant policy areas across Government in relation to the recommendations made at the Women’s Employment Summit and the Royal Society of Edinburgh’s Tapping All Our Talents report. • Scottish Government will continue to fund the work of the Scottish Resource Centre for Women in Science, Engineering and Technology and Close the Gap, which seek to support the recruitment, retention, return and success of women where they are significantly under-represented; and to change employment practices and workplace cultures to support gender equality and tackle the pay gap; driving forward actions on occupational segregation • Within this work we will consider the particular issues which impact on the experience of ethnic minority women and disabled women in the employment. <p>To link this work to that being pursued in relation to the Equality Outcome which seeks to improve the diversity of the Scottish Government workforce.</p> <p>Monitor and review our promotion and progression opportunities to ensure they are fair and transparent.</p> <p>By 2016 to have developed an approach to data collection which enables the capture of data on utilisation of resources and time in Scottish households by gender.</p> <p>By 2017 to have developed a more holistic economic framework that reflects the position and contribution (paid and unpaid) of women to the economy.</p> <p>By 2017 to have heightened the understanding across Government of the issues relating to men and women’s employment and position in the economy and the importance and benefits of gender equality for other outcomes for example improved educational attainment at 16, especially for boys, where the gender share of male staff is increased.</p>
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<p>Measuring Progress</p>	<p>Reflect the progress with regard to the economic framework and modelling in the Equality Budget Statement(s) and Government Economic Strategy(s)</p> <p>Draw on the evidence which becomes available from the reports on occupational segregation under the new equality regulations to publish statements on equal pay and occupational segregation:</p> <ul style="list-style-type: none"> • for Scottish Government • for the wider public sector <p>Undertake an audit of Scottish Government key strategic documents in 2015 and 2017.</p> <p>Explore the breadth and depth of understanding among Scottish Government staff of key equality and diversity issues, the extent to which they feel confident about these issues and what could be done to assist them in developing their confidence - initially in 2013 and then again in 2015 and 2017.</p> <p>Longer term impact can be evidenced through:</p> <ul style="list-style-type: none"> • Decreased gender pay gap in Scotland, and • Increased employment rates for women.
<p>Public Sector Equality Duty</p>	<p>eliminate discrimination advance equality of opportunity</p>
<p>Protected characteristic</p>	<p>All, but with particular focus on sex, disability and race.</p>

Disability and Access to Justice and Advice

Disabled people have improved access to justice and to advice in relation to their rights by 2017.

Framing the equality issue

Individual and collective rights are only worthwhile when they can be exercised. Supporting these rights and ensuring that everyone has the opportunity to exercise them is therefore an important role of the state. A focus on widening access to justice is therefore key. This involves enhancing public legal capability, improving information and advice services and giving people greater options to engage with alternative dispute resolution. [Justice Strategy 2012](#)

Whilst disabled people, like all people will have a variety of experiences in accessing justice there is evidence that access can be more difficult for disabled people. As identified in the Access to Justice report published in 2010, the barriers to access can be categorised as follows:

- physical access to buildings
- access to advice and information
- communication issues and negative
- stereotypical attitudes

Disabled people are particularly concerned about access to specific advice on rights, mediation and support in order to resolve matters before having to go to Court.

The impact of cuts in public spending and welfare reform measures are being felt particularly by disabled people and this has heightened further the need for advice and support. The Scottish Government is responding to the welfare reform with a range of mitigation measures and working closely with the third sector in the design of that response.

As identified in the Justice Strategy published in September 2012 disabled people are more likely to experience civil legal problems (30% compared to 26%) than non-disabled people. In addition problems experienced by disabled people are less likely to be resolved than the problems experienced by non-

	<p>disabled people.(42% and 56% respectively)</p> <p>This outcome is set within the framework of the Justice Strategy and the focus on widening access to justice. It also reflects the priorities identified by disabled people around access to justice in the 2010 Report and the Independent Living Programme.</p>
Links to National Performance Framework	We have tackled the significant inequalities in Scottish society
EQUALITY OUTCOME	Disabled people have improved access to justice and to advice in relation to their rights by 2017
Activity/Plans	<p>Within the strategic framework outlined in the Justice Strategy a programme of work is identified and taken forward around disabled people’s access to justice by 2017. This will draw on the recommendations contained in the 2010 report on disabled people and the justice system.</p> <p>Building the legal capacity of people is important and following research undertaken by Consumer Focus Scotland an approach to taking forward work will be developed during 2013/14.</p> <p>The Scottish Government is taking action to mitigate welfare reform and those programmes being developed to provide advice and support will ensure that they are appropriately responsive to disabled people’s needs, for example, supporting those who are affected by the transition to Personal Independence Payments and Disability Living Allowance reassessments.</p> <p>A cross-directorate advice services group is established in 2013 to co-ordinate work across Government including those with an interest in advice to equality groups and disabled people.</p> <p>Work is undertaken by 2017:</p> <p>a) to develop access to key points of advice and information for disabled people in relation to their legal rights;</p> <p>b) to explore the feasibility and use of law clinics as an additional tool in increasing disabled people’s</p>

	<p>understanding of the law and their rights;</p> <p>c) to develop the capacity amongst disabled people's organisations and third sector organisations to provide appropriate advice and support;</p> <p>d) to support the work around Independent Living to assist in increasing the opportunities and capacity of disabled people and older people to exercise their rights.</p>
Measuring Progress	<p>Feedback from disabled people and their organisations on improved capacity and provision in term of advice and support</p> <p>Measurement identified as part of the development of the work programmes outlined above.</p>
Public Sector Equality Duty	<p>eliminate discrimination, advance equality of opportunity</p>
Protected characteristic	<p>age and disability</p>

Education

Within the longer term outcome that all children and young people will be able to make the most of the education opportunities available to them to reach their full potential, there will be progress by 2017 in the experience of those with protected characteristics who are currently disadvantaged or underperforming.

Framing the inequality issue

We want an education system in Scotland that is inclusive of all pupils, encouraging young people to develop, no matter what additional support they may need. The Scottish Government is aware that children and young people with a protected characteristic may experience barriers to their learning.

In Scotland pupil's achievements are measured in a range of ways including [attainment](#) and [leaver destination](#), [attendance](#) and [exclusion](#) data. In addition, the Scottish Government also uses other research in relation to specific concerns. In setting out equality issues in relation to education, those measures and research have been considered and have informed the information below.

Disability

The picture for pupils with a disability across these four areas is mixed. In terms of attainment, in 2010 the proportion of disabled people who had no or low qualifications was 29%, almost three times the level of non-disabled people (11%). Information on leaver destinations indicate that pupils with additional support needs, including those with a disability continue to be less likely to enter positive destinations on leaving school, with 76.8% in positive follow-up destinations compared to 88.3% for those with no additional support needs. It is clear that pupils with disabilities are also more likely to be excluded than pupils without disabilities. In relation to attendance, pupils with disabilities have very slightly less attendance at school (92% against national average of 93.1%)

Sex (Gender)

In relation to educational outcomes across these four areas it is clear that boys do less well than girls in terms of their attainment and positive leaver destinations, and are more likely to be excluded from school. However, there is little difference between boys and girls rates of attendance (boys 93.2% and girls 93.0%)

	<p>Race Pupils from ethnic minorities (including those categorised as white from outwith UK) make around 10% of all pupils in Scottish schools. The number of pupils from ethnic minority backgrounds means that year on year fluctuations in numbers can have a huge impact on statistical rates, therefore caution in drawing conclusions must be exercised. The picture across these outcome measures is very mixed with some children and young people achieving the highest rates of attainment and best rates of positive leaver destinations (in particular Asian pupils), whilst others are amongst the lowest rates for attainment and leaver destinations (in particular Occupational Travellers, Gypsies/Travellers and Other Travellers). This very mixed picture also applies to exclusion information, where rates are particularly affected by small pupil numbers. Attendance data shows a much more even pattern of attendance across ethnic groupings although Gypsies/Travellers and Other Travellers have the lowest rates of attendance.</p> <p>Bullying Research and practice experience over time have led to an emerging understanding of bullying as a behaviour which leaves people feeling helpless, frightened, anxious, depressed, left out or humiliated.</p> <p>The consequences of bullying can include low attendance and poor attainment. Bullying behaviour may be related to any perceived or actual differences or prejudice-based behaviours including racism, sexism, disability or homophobia; and may compound other difficulties in a child's life. With this in mind vulnerable children and young people may be particularly at risk of experiencing bullying.</p>
<p>Links to National Performance Framework</p>	<p>We have tackled the significant inequalities in Scottish society.</p> <p>Our young people are successful learners, renowned for our research and innovation.</p> <p>We are better educated, more skilled and more successful, renowned for our research and innovation.</p>
<p>EQUALITY OUTCOME</p>	<p>Within the longer term outcome that all children and young people will be able to make the most of the education opportunities available to them to</p>

	<p>reach their full potential, there will be progress by 2017 in the experience of those with protected characteristics who are currently disadvantaged or underperforming</p>
<p>Activity/Plans</p>	<p>The Scottish Government will through providing leadership and strategic vision work to:</p> <ul style="list-style-type: none"> • improve outcomes in qualifications and positive destinations for all children and young people with disabilities for all children and young people’s education. • improve outcomes for young people at senior stages of school education in gaining higher levels of awards across gender, race, socio-economic background and additional support needs; for all children and young people’s education. <p>We will:</p> <ul style="list-style-type: none"> • continue to support the reductions in exclusions of children and young people with protected characteristics from school education; through the range of approaches supported and outlined in our guidance to authorities and schools on exclusion. • identify areas for improvement where children and young people with protected characteristics are not gaining awards in school education and identify where children and young people with protected characteristics have high levels of success in gaining awards in school education; • continue to support development of strategic anti-bullying work through ‘A National Approach to Anti-bullying for Scotland’s Children and Young People’ <p>We will drive forward an improvement programme through the Early Years Taskforce, Early Years Collaborative and a range of policy actions on early learning and childcare, play and parenting to improve outcomes for children in and through early years.</p>
<p>Measuring Progress</p>	<ul style="list-style-type: none"> • Annual statistical analysis; Attainment, Leaver Destination, Exclusion and Attendance and pupil census; • Annual report to Parliament on Additional Support for Learning – focus on interrupted learners, pupils with a disability, support provided for learning.

	<ul style="list-style-type: none"> • On-going engagement with Education Scotland to measure and analyse data and trends and support delivery of advice, information and resources to support improvement in delivery of education, including in Inclusion and Equality. • On-going engagement with respectme (national anti-bullying service in Scotland core funded by the Scottish Government), progress towards goals in supporting capacity building in preventing and dealing with bullying, including across protected characteristics, considered within service evaluations.
Public Sector Equality Duty	<p>eliminate discrimination advance equality of opportunity foster good relations</p>
Protected Characteristics	<p>age; disability; gender reassignment; race; religion or belief; sex; sexual orientation.</p>

Scottish Social Attitudes Survey 2010: Attitudes to discrimination and positive action

The Scottish Social Attitudes survey explored attitudes to discrimination in 2002, 2006 and 2010. The 2010 survey explored attitudes in relation to gender, age, disability, race, religion, sexual orientation and transgender.

The main findings of the Scottish Social Attitudes 2010 questions on discrimination and positive action are summarised below.

1) Discriminatory attitudes:

- 28% of people in Scotland felt that there was sometimes good reason to be prejudiced against certain groups, while 66% believed Scotland should do everything it can to get rid of all kinds of prejudice.
- 55% of people said they would be unhappy with someone who cross-dresses in public forming a relationship with a close family member; 37% said the same of a Gypsy/Traveller.
- 50% said that sexual relationships between two adults of the same sex are either rarely wrong or not wrong at all, compared with 27% who thought they were always or mostly wrong.
- A majority (61%) agreed that gay or lesbian couples should have the right to marry one another if they want to.
- 3 in 10 (31%) felt someone who has had a sex change operation would be an unsuitable primary teacher. 46% said that Gypsies/Travellers were unsuitable for such a position; 18% said the same of gay men and lesbians, 15% of a Muslim, and 6% of a black or Asian person. 41% felt that someone who experiences depression from time to time and 39 % felt that someone aged 70 would be unsuitable for such a position.
- 31% felt that “People from ethnic minorities take jobs away from other people in Scotland”. 37% believed that “People who come here from Eastern Europe take jobs away from other people in Scotland”.
- 15% of people felt that a bank should be allowed to ask employees to remove crucifixes, 23% - to remove headscarves and 24% - turbans. 69% of people thought banks should be allowed to ask a Muslim employee to remove a veil that covered their face.

2) Support for positive action:

- 76% agreed that shops and banks should take action to reduce barriers to disabled people using their services, even if this leads to higher prices.

- 93% believed that providing information about public services in 'easy read' formats for people with learning disabilities is a good use of government money.
- Attitudes to providing information about public services in translation for people who do not speak English well were divided – 47% felt this was a good use of government money, but 34% thought it was a bad use.
- Respondents were also asked whether they felt providing funding for organisations that focus on helping particular groups of people find work was a good or a bad use of government money. Support for this kind of targeted action varied depending on the group in question. 75% felt that funding this kind of support for people over 50 or for people who experience depression from time to time was a good use of money, compared with between 31% and 43% who said the same with respect to funding support for Gypsies/Travellers, gay men and lesbians, Muslims and black and Asian people to find work.
- 37% felt that increasing training opportunities for women would be unfair; 48% felt that providing more training to black or Asian staff would be unfair.
- A majority felt that giving a suitably qualified disabled candidate an automatic interview for a job or only interviewing women for a post would be unfair (63% and 79% respectively).

3) Changes in attitudes since 2006:

- Relatively little change since 2006 in the extent to which people expressed discriminatory attitudes.
- Two main exceptions: a further decline in discriminatory attitudes towards gay men and lesbians, and a small increase in the proportion who felt that people from ethnic minority groups and people from Eastern Europe take jobs away from other people in Scotland.
- The proportion of people who viewed positive action to help increase the labour market prospects of black and Asian people and disabled people as unfair also increased.

The full summary of the [Scottish Social Attitudes survey 2010](#).

Welfare Reform and Equality Groups

Since coming to power in May 2010, the UK coalition Government has launched a major reform of the welfare state. The Welfare Reform Act received Royal Assent in March 2012 but this is just one part of the reforms which have been introduced through successive budgets, Autumn Statements and the Spending Review. The Department for Work and Pensions (DWP) equality impact assessments show that the majority of the reforms have a negative impact on the equality groups. Examples of changes being introduced through welfare reform and their impact on women, disabled people and ethnic minorities are provided below.

Child Benefit and Child Tax Credit are paid to the main carer of children. Reforms reducing the value of these benefits will result in a lower income for those with caring responsibilities – the vast majority of whom are women. The requirement for lone parents with a child aged 5 – 6 to move from Income Support to Jobseekers Allowance will primarily affect women (96% of those affected are women).⁴ Other changes, such as the abolition of the Health in Pregnancy Grant and the cut in the Sure Start Maternity Grant, reduce payments to pregnant women on low incomes. The Institute for Fiscal Studies (IFS) analysis conducted in 2011 found that whilst the average single adult male household is predicted to lose just under 4% of their net income, the average single adult female household is predicted to lose over 4.5% of its net income, this is largely driven by the particularly large loss for lone parents, 90% of whom are women.⁵ The introduction of Universal Credit will mean a move from individual to household-based benefit payments, with a single monthly payment made to one nominated individual in the household. Under the current system different benefits are paid to different individuals in the household with women usually receiving child related benefits. The way that money is distributed in a low-income household remains deeply ‘gendered’, with women more likely than men to spend the income they receive on children.⁶ A household benefit payment may impact on gender equality, leading to a return of a ‘male breadwinner model’.

Policies such as the time-limiting of contributory Employment and Support Allowance and the move from Disability Living Allowance to Personal Independence Payment impact almost exclusively on disabled people.⁷ Additionally, other policies such as the under-occupation penalty (also known as the ‘bedroom tax’) have a significant

⁴ DWP (2011) *Removing Income Support eligibility for lone parents with a youngest child aged five or over: Equality impact assessment* <http://www.dwp.gov.uk/docs/eia-lone-parents-conditional-wr2011.pdf>

⁵ Institute for Fiscal Studies (2011) *The impact of tax and benefit reforms by sex: some simple analysis* <http://www.ifs.org.uk/publications/5610>

⁶ Scottish Government (2012) *Potential impacts of a move to household benefit payments* <http://www.scotland.gov.uk/Resource/0040/00404941.pdf>

⁷ DWP (2011) *Time limiting contributory Employment and Support Allowance to one year for those in the work-related activity group: Equality impact assessment* https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/174975/eia-esa-time-limit-wr2011.pdf.pdf

DWP (2012) *Disability Living Allowance Reform: Equality impact assessment* https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/174970/eia-dla-reform-wr2011.pdf.pdf

impact on disabled people. Scottish Government analysis estimates that 79% of households affected by the policy will contain a disabled person.⁸

The household benefit cap limits the total weekly amount of benefit received by a household to £350 for a single adult household and £500 for a couple household. A large proportion of the households affected are large families. Households from cultural backgrounds with a high prevalence of large families and households from certain ethnic minorities that tend to have a higher proportion of large families are more likely to be affected. DWP estimates that 40% of households affected will contain somebody who is from an ethnic minority.⁹

⁸ Scottish Government (2012) *The number of households affected by the under-occupation penalty* <http://www.scotland.gov.uk/Resource/0041/00415221.docx>

⁹ Department of Work and Pensions (2011d) *Household Benefit Cap: Equality impact assessment* https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/174972/eia-benefit-cap-wr2011.pdf.pdf

Legal Background – The Public Sector Equality Duty

The origins of the duty are in the findings of the Stephen Lawrence Inquiry, which concluded that racial discrimination had become institutionalised in the culture, policy and practices of the Metropolitan Police. The Inquiry concluded that a new approach was called for, designed to foster proactive institutional change. This change in culture will help to identify and eliminate discrimination before it can happen and ensure that we understand and address the inequalities which affect our economic productivity and social cohesion.

The Equality Act 2010 brought together previous equality legislation into a single Act of Parliament. That Act includes a general duty to have due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations, which applies to public authorities and public functions. This public sector equality duty came into force in April 2011.

The ‘Specific Duties’

Scottish Ministers have a power to make ‘specific duties’ to enable the better performance of the public sector equality duty. These came into force in May 2012.

Transparency and accountability lie at the heart of the specific duties. They require listed authorities to publish information which will demonstrate to equality communities how the public sector equality duty is being addressed. This information includes progress on making the duty integral to the authority’s functions; progress on gathering and using employee information in order to better perform the duty; undertaking impact assessment and publishing the results; and setting equality outcomes which can be measured and reported against. The specific duties are forward looking – helping authorities to identify and focus on particular challenges.

In the absence of a requirement to publish this information, it would be difficult for communities to know what an authority was doing to meet the public sector equality duty. It might also be unclear to an authority what it needs to do to perform the duty well.

The Scottish Ministers’ Duty

Scottish Ministers will also publish proposals by the end of December 2013 for activity to enable Scottish public authorities to better perform the public sector equality duty. These proposals will be informed by an understanding of how Scottish public authorities have approached the specific duties so far and whether any particular issues have emerged.

Review

Scottish Ministers are committed to reviewing the Scottish specific duties within 5 years. Discussion with equality communities, public authorities and others will inform the review.

LEGISLATION AND POLICIES OF RELEVANCE TO EQUALITY

This annex highlights some of the Acts of the Scottish Parliament, Bills and policies that have been of particular benefit to equality groups in recent years, or will benefit them in future. The list below is not meant to be exhaustive. It includes policies of both the Scottish Government and its agencies.

ACTS OF THE SCOTTISH PARLIAMENT

[The Criminal Justice and Licencing \(Scotland\) Act 2010](#) (racial and religiously motivated crimes)

Section 25 of the Criminal Justice and Licensing (Scotland) Act 2010 harmonises the application of hate crimes legislation across the statute book and improves the recording of racially and religiously aggravated offences and convictions. The policy objective is to ensure offenders are aware of the seriousness of their racially and/or religiously motivated offending at the point of sentence and harmonise the operation of hate crime aggravations. The 2010 Act provisions ensure that it is made explicit at the point of sentence what impact the aggravation has had on the sentence. This makes clear to offenders and more widely that racially and religiously aggravated crime will be punished accordingly. These laws help better equip prosecutors and courts to tackle hate crimes more effectively.

[The Forced Marriage etc. \(Protection and Jurisdiction\) \(Scotland\) Act 2011](#)

The Forced Marriage etc. (Protection and Jurisdiction) (Scotland) Act 2011 came into force on 28 November 2011 and provides civil remedies for those at risk of forced marriage and those who have already been forced into marriage.

Courts can tailor the terms of a Forced Marriage Protection Order to meet the specific needs of a victim or potential victim. Urgent interim Orders can also be made in situations where someone is seen to be in immediate danger of being forced to marry.

The Scottish Government has developed an implementation strategy to help maximise the impact of the Forced Marriage Act. It is working with the partners (including police, statutory and third sector) to develop and to use all appropriate opportunities to inform, in a sensitive manner, of their rights and responsibilities in relation to forced marriage, promoting individual rights and informed choice.

[The Housing \(Scotland\) Act 2010](#)

The Housing (Scotland) Act 2010 introduced a new regulatory framework for social landlords in Scotland by establishing the independent Scottish Housing Regulator with the statutory duty to protect and promote the interests of current and future tenants, homeless people and other service users. The Act also requires Ministers to set standards and outcomes that social landlords should aim to achieve when

performing their housing activities in the Scottish Social Housing Charter and places a duty on the Regulator to monitor, assess and report on how well social landlords are performing against those standards or outcomes. By stating clearly what tenants and other customers can expect from social landlords it will help them to hold landlords to account.

The Housing Act 2010 places a duty on the Scottish Housing Regulator to encourage equal opportunities and, as a public body, it is also subject to the duties in the Equality Act 2010.

The Regulator's remit covers all social housing stock (around 600,000 tenancies) as well as homelessness applicants (35,515 households were assessed as homeless in 2011-12). Its efforts to promote equality outcomes have a wide reach, especially since pensioners and people with disabilities or long-term illness are over represented in social housing compared to the wider population.

The first Scottish Social Housing Charter came into effect in April 2012 following approval by the Scottish Parliament.

Outcome 1 of the Charter states that "Social landlords perform all aspects of their housing services so that:

- every tenant and other customer has their individual needs recognised, is treated fairly and with respect, and receives fair access to housing and housing services."

This outcome describes what social landlords, by complying with equalities legislation, should achieve for all tenants and other customers regardless of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation. It includes landlords' responsibility for finding ways of understanding the needs of different customers and delivering services that recognise and meet these needs.

The Scottish Housing Regulator will produce a report for each landlord with key information from their annual return on the Charter by the end of August 2014. They will produce a report on the analysis of the sector's performance in achieving the outcomes and standards in the Charter by March 2015.

[The National Library of Scotland Act 2012](#)

The National Library of Scotland Act 2012 modernises the governing legislation for the National Library of Scotland. The Act sets out a number of objectives that the Library must seek to achieve when carrying out its functions. One of these objectives is to promote the diversity of people accessing the collections; an example of how this could be achieved is by digitising paper resources to allow access outwith the National Library buildings.

[The Offences \(Aggravation by Prejudice\) \(Scotland\) Act 2009](#)

The Offences (Aggravation by Prejudice) Scotland Act 2009 introduced statutory aggravations for crimes motivated by malice and ill-will towards an individual based on their sexual orientation, transgender identity or disability. The policy objective of

the 2009 Act is to create new statutory aggravations to protect victims of crime who are targeted as a result of hatred of their actual or presumed sexual orientation, transgender identity or disability. Prior to the passing of this legislation similar statutory aggravations already existed to protect individuals and groups targeted on racial or religious grounds, but did not extend to other equality groups. The 2009 Act improves the way the courts deal with these crimes. If it can be shown that the motivation for an offence was malice and ill-will based on sexual orientation, transgender identity or disability, that will be taken into account and the sentence will be able to reflect that.

The Offensive Behaviour at Football and Threatening Communications (Scotland) Act 2012

The Act, introduced on 1 March 2012, brought in two new offences. These offences criminalise behaviour which is threatening, hateful or otherwise offensive and is likely to create public disorder at a regulated football match (Section 1 of the Act) and the communication of threats of serious violence, or threats intended to incite religious hatred (Section 6 of the Act).

Section 1 (Offensive Behaviour at Regulated Football Matches) criminalises hatred against people based on any religious beliefs they may have or their membership of any social or cultural group with a perceived religious affiliation, their race/ethnicity, nationality, sexual orientation, transgender identity or disability.

Section 6 (Threatening Communications), criminalises the sending of material which contains or implies a threat to carry out a seriously violent act against another person, or material which is threatening and intended to stir up hatred on religious grounds.

The aim of the Act is to deal with sectarianism and other offensive behaviour related to football. In addition, the Government has invested £9m between 2012 and 2015 in a wider drive to stamp out sectarianism in Scottish Society, including setting up an independent advisory group to evidence the nature of sectarianism and report to Scottish Ministers with recommendations on ways to tackle it.

The Patient Rights (Scotland) Act 2011

The Patient Rights (Scotland) Act 2011, which received Royal Assent in March 2011, raised the status and focus of patients' rights and aims to improve patients' experience of using health services. The Act made provision for the introduction of [The Charter of Patient Rights and Responsibilities](#) by 1 October 2012. The Charter sets out a summary of the rights and responsibilities of patients using the NHS in Scotland. The Charter reflects a patient's right to safe, effective and person-centred care and to be treated with dignity and respect. It also reflects the patient's right not to be unlawfully discriminated against because of age, disability, sex, sexual orientation, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief.

The Schedule to the Act sets out that people who provide NHS health care (such as doctors, nurses, dentists) must from April 2012 take into account a set of [Health care Principles](#) when providing services.

The Public Services Reform (Scotland) Act 2010

The Act makes provision for the purpose of simplifying and improving the landscape of Scottish public bodies. The purpose of the Act is to improve how public bodies fulfil their functions to benefit public, private and third sector organisations and individual service users and therefore overall it is intended to have a positive impact on equalities groups through improving public services. The Act encompasses a broad range of policy objectives and public bodies' simplification proposals which have all been assessed individually for their equalities impacts. In particular the Act provides for:

- The creation of Creative Scotland which aims to encourage as many people as possible and increase the diversity of people to access and participate in the arts and culture;
- The creation of Social Care and Social Work Improvement Scotland (now the Care Inspectorate) which promotes equality internally and in the care services it regulates;
- Improved scrutiny of public services through a duty of user focus on scrutiny bodies which aims to enable a holistic approach to scrutiny and improve outcomes for users of public services and therefore to benefit equalities groups.

The Sexual Offences (Scotland) Act 2009

The Sexual Offences (Scotland) Act 2009 replaced a patchwork of common law and statutory provision which had developed piecemeal over more than a century, addressing a number of inequalities that existed in the law on sexual offences. The 2009 Act provides for a statutory definition of rape which is wider than the old common-law offence and encompasses 'male rape'. It equalises at 16 the age of consent, addressing anomalies in the previous law whereby the age of consent differed according to gender and sexuality.

The 2009 Act also provides for a statutory definition of consent – as “free agreement” which brings about greater certainty in this area of the law. The 2009 Act also ensures that the same legislation is used to prosecute sexual crime regardless of whether the perpetrator of a sexual assault is of the same or different gender to the victim (ending the anomalous situation whereby, where a male sexually assaults another male, it may be prosecuted under the common law crime of 'sodomy' or at section 13 of the Criminal Law (Consolidation) (Scotland) Act 1995, where the same conduct, involving a male perpetrator and a female victim, would be prosecuted under the common law as indecent assault or rape).

The Social Care (Self-directed Support) (Scotland) Act 2013

The Social Care (Self-directed Support) (Scotland) Act 2013, passed by Parliament in January 2013 and due to commence in 2014, places a duty on local authorities to offer people choice over their care and support.

Self-directed support is predicated on the core principles of collaboration, involvement and informed choice, together with the independent living principles of dignity and participation. These principles are underpinned by the 2013 Act, which will be accompanied by statutory guidance.

Self-directed support advances equality for disabled people and people of all ages. It is based on the principle that every person is unique and therefore the services which support that person should adapt and fit to their needs.

BILLS

Children and Young People (Scotland) Bill

The Bill was introduced to the Scottish Parliament on 17 April 2013.

The Bill will make real our aspirations for Scotland to be the best place to grow up in. It will do this by putting children and young people at the heart of planning and delivery of services and ensuring their rights are respected across the public sector. As a whole, the Bill's proposals are aimed at improving the focus of services around all children and young people while providing targeted improvements for specific groups.

All children and young people should benefit from the introduction of the Named Person, a holistic definition of 'wellbeing' and the proposals around children's rights, while other provisions focus on children in the early years or the special needs of care leavers, those in kinship care and looked after children.

The Bill will:

- Reflect in domestic law the role of the United Nations Convention on the Rights of the Child (UNCRC) in influencing the design and delivery of policies and services by placing duties on the Scottish Ministers and the wider public sector, and strengthening the powers of the Children's Commissioner to enable investigations to be conducted in relation to individual children and young people;
- Improve the way services work to support children, young people and families by: ensuring there is a single planning approach for children who need additional support from services; creating a single point of contact around every child or young person; ensuring coordinated planning and delivery of services with a focus on outcomes; and providing a holistic and shared understanding of a child's or young person's wellbeing.
- Strengthen the role of early years support in children's and families' lives by increasing the amount and flexibility of free early learning and childcare from 475 hours a year to a minimum of 600 hours for 3 and 4 year olds, and 2 year olds

who are, or have been at any time since turning 2, looked after or subject to a kinship care order.

- Ensure better permanence planning for looked after children by: extending corporate parenting across the public sector; extending support to young people leaving care for longer (up to and including the age of 25); supporting families and the parenting role of kinship carers through new legal entitlements; and putting Scotland's National Adoption Register on a statutory footing.
- Strengthen existing legislation that affects children and young people by creating a new right to appeal a local authority decision to place a child in secure accommodation, and by making procedural and technical changes in the areas of children's hearings support arrangements and schools closures.

Bill on Integration of Health and Social Care

A Bill is to be introduced to Parliament in May 2013 for the purpose of enabling more people to live safely in their communities, whether in their own home or a homely setting, through effective joint planning and delivery of health and social care services.

The Bill will require Partnerships to produce a joint strategic commissioning plan, which will ensure the effective planning and use of the integrated budget in achieving the nationally agreed outcomes. Partners will be held to account jointly for the planning and delivery of health and social care services based on the needs of the population.

The Bill will provide for a clear focus on improving outcomes for people with multiple long term conditions and needs by putting in place the principle of nationally agreed outcomes. The outcomes will focus on a person-centred approach to service design and delivery and will apply across adult health and social care services.

The Marriage and Civil Partnership (Scotland) Bill

This Bill proposes to introduce same sex marriage and the religious and belief registration of civil partnerships whilst, at the same time, puts in place a number of protections in relation to religious freedom and freedom of speech. The Bill also proposes to remove the requirement on transgender people to divorce before applying for a full Gender Recognition Certificate. It is expected that the Bill will be introduced in the Scottish Parliament in the summer of 2013.

[The Victims and Witnesses \(Scotland\) Bill](#)

There are two main policy areas in the Bill: reforms to the justice system relating to victims and witnesses, and the establishment of a National Confidential Forum (NCF, the Forum) for adults placed in institutional forms of care as children.

The proposed reforms relating to victims and witnesses aim to put victims' interests at the heart of ongoing improvements to the justice system and to ensure that witnesses are able to fulfil their public duty effectively. The reforms are part of the ongoing Making Justice Work programme, which will improve the efficiency and effectiveness of the justice system generally. Key proposals include:

- giving victims and witnesses a right to certain information about their case;
- creating a duty on organisations within the justice system to set clear standards of service for victims and witnesses;
- creating a presumption that certain categories of victim are vulnerable, and giving such victims the right to utilise certain special measures when giving evidence;
- requiring the court to consider compensation to victims in relevant cases;
- introducing a victim surcharge so that offenders contribute to the cost of supporting victims; and
- introducing restitution orders, allowing the court to require that offenders who assault police officers pay to support the specialist non-NHS services which assist in the recovery of such individuals.

POLICIES

A range of policies is being taken forward across the Scottish Government which assist those with protected characteristics to improved outcomes or life experience. This is not an exhaustive list but highlights some of those policies from across the different portfolios. Policies below have been grouped into different sections: Early Years, Education and Skills, Employment, Health, Housing, Justice, Sport, Third Sector and Communities.

EARLY YEARS

Early Years Collaborative

The Chief Medical Officer is clear that until we make the early years of life stable and nurturing for all our children, we will never address inequalities in outcomes.

The objective of the Early Years Collaborative (EYC) is to accelerate the conversion of the high level principles set out in GIRFEC (Getting It Right For Every Child) and the Early Years Framework into practical action. This must:

- deliver tangible improvement in outcomes and reduce inequalities for Scotland's vulnerable children
- put Scotland squarely on course to shifting the balance of public services towards early intervention and prevention by 2016
- sustain this change to 2018 and beyond.

We have reached a point now where we have the commitment and the will to deliver in this area, and we have a strong evidence base about what works to make improvements. What we have lacked up until now is a method by which we can take our pockets of excellent practice to scale, and ensure that every baby, child, mother, father and family in Scotland has access to the best supports available, recognising the diversity of needs within communities.

The EYC is premised on the fact that we know there is strong evidence about costs and outcomes of current and desired practice, but much of this is not being used in daily work. Where we have taken on board the evidence, practice does not always reliably recreate what the evidence tells us, and there is inconsistency and patchy

implementation. In other words, there is a gap between what we know works and what we do.

The EYC will help organisations close that gap by:

- creating a structure in which partners can easily learn from each other and from recognised experts in areas where they want to make improvements
- supporting the application of improvement methodology to bridge the gap between what we know works and what we do.

Family Nurse Partnership Programme

The Family Nurse Partnership is an early intervention programme for first time teenage mothers aimed at improving pregnancy outcomes, child health and development, and parents' economic self-sufficiency. It offers intensive and structured home visiting, delivered by specially trained nurses, from early pregnancy until the child is two.

The programme advances equality by addressing elements of three key social policy areas – health inequalities, child poverty and early years. It provides first time teenage mothers from deprived backgrounds with the opportunity to obtain support, which builds their self-efficacy and enables them to make changes to their health behaviour and emotional development, and form a positive relationship with their baby.

The Child Poverty Strategy for Scotland

It is recognised that poverty is unevenly distributed throughout Scottish society, and some equality groups are particularly at risk. More women live in poverty, and they are more likely to work in part time and low paid jobs. A high percentage of lone parents are in poverty, the vast majority of whom are women. As well as caring for children, women are also much more likely to have other caring responsibilities which may limit their capacity for paid work. The risk of poverty is also higher for children in families affected by disability, and in some ethnic minority communities. The Child Poverty Strategy for Scotland, published in 2011, sets out what can and should be done to make the most impact on reducing levels of child poverty, and on improving outcomes for children growing up in poverty. It focuses on maximising household incomes and improving children's wellbeing and life chances. The first annual report was published in March 2012 and the second is due to be published in summer 2013.

EDUCATION AND SKILLS

Equality and Inclusion in Schools

We have developed guidance for schools in partnership with LGBT Youth Scotland to support those working in schools to prevent and tackle homophobia and homophobic bullying in schools.

The guidance can be found at

http://www.educationscotland.gov.uk/resources/d/genericresource_tcm4512285.asp

We have also supported the development of the FIT DVD resource to support those working in schools to address the issue of homophobia and homophobic bullying through the medium of arts.

In addition, respectme, the national anti-bullying service, works to build capacity of those working with children and young people to prevent and tackle bullying. This includes responding to homophobic bullying.

Free School Meals

Free school meals are a 'benefit in kind' received by children and young people at the point of service. They are received by young people in school education who receive, or children and young people whose parents/carers receive, certain prescribed welfare benefits. As it is acknowledged that free school meals effectively represent a monetary saving, the legislation prescribing the qualifying criteria for free school meals may benefit children, young people and their parents/carers. While poverty and free school meals eligibility is not always comparable, it is acknowledged that those with certain protected characteristics are more likely to live in poverty and, therefore, more likely to be eligible to claim free school meals. Women, for example, in single parent households are more likely than men to live in poverty; and households containing a disabled person and people from ethnic minority groups are also more likely to live in poverty.

(Source: <http://www.scotland.gov.uk/Topics/Statistics/Browse/Social-Welfare/IncomePoverty/CoreAnalysis#a5>)

Retention of Education Maintenance Allowance

Education Maintenance Allowance targets financial support at young people who live in a household with low earnings therefore encouraging more learners to overcome financial barriers and so remain in learning for longer.

Education Maintenance Allowance provides a financial incentive to young people from low income families to remain in learning.

Free Access to Higher Education

Higher education in Scotland is free to Scottish domiciled/EU students. This is based on the Government's commitment to access to education based on ability to learn not ability to pay.

Following the increase in tuition fees in England to up to £9,000 per annum, the Scottish Government introduced new secondary legislation to enable Scottish universities to set their own fees for students from the rest of the UK (RUK) from academic year 2012-13. The changes came into force on 1 August 2012.

Both individuals and the Scottish economy in general benefit from the current policy of no tuition fees for Scottish domiciled/EU students attending Scottish higher education institutions. The benefit to the individual of access to free higher education is, in the first instance, financial.

Higher Education Support

From 2013, students in Scotland with a household income of less than £17,000 will receive a support package amounting to £7,250. This is recognised by the National Union of Students as the best package of student support available anywhere in the UK and fulfils a Scottish Government manifesto commitment to deliver a minimum income of £7,000 for students, starting with the poorest students.

Opportunities for All

Opportunities for All offers every young person, between the ages of 16 and 19, an offer of a place in learning or training if they are not currently in education, employment or training.

It ensures access for all Scotland's young people to a range of opportunities.

EMPLOYMENT

No compulsory redundancies in the public sector and pay protection for lower paid workers

The primary purpose of the pay policy is to set pay increases in a way that is fair and helps to sustain public sector jobs and protect public services in the face of deep budget cuts i.e. to maximise levels of public sector employment. Maintaining the commitment to a no compulsory redundancy policy provides staff with guaranteed job security whilst enabling employers to manage their headcount and budgets to realise the necessary savings to deliver efficiencies. The pay policy covers the Scottish Government and its Associated Departments, Executive Agencies, Non-Departmental public bodies, public corporations and NHS Scotland Executives and Senior Managers.

The key features of the 2013-14 public sector pay policy are:

- a 1% cap on the cost of the increase in basic pay for all staff earning between £21,000 and £80,000
- maintaining a pay freeze for staff earning over £80,000
- a minimum £250 basic pay award for staff earning under £21,000
- requirement for employers to pay the Scottish Living Wage
- continuing with the suspension of non-consolidated performance payments
- progression increases are a matter for individual employers but for those subject to the pay policy for senior appointments the increase is capped at 1.5%
- continuation of the no compulsory redundancy policy.

The cap on basic award will continue to impact on the real incomes of those staff subject to the pay policy, given the high levels of inflation and increased pension contributions. However, the on-going constraint of pay through the cap on the basic award is intended to help protect jobs for men and women of all age groups. Women make up around two-thirds of Scotland's public sector workforce so the differential impact is greater. The requirement for employers to pay the Scottish Living Wage and to provide a minimum £250 basic pay award for those earning under £21,000 will continue to provide protection to low earners, in particularly those individuals with protected characteristics. Data suggest that among those who earn under £21,000 there are higher proportions of women, disabled people, employees aged 50 and over, and employees aged under 30 compared to the organisations overall.

Living Wage Campaign

The Scottish Government fully supports the principles of the Living Wage Campaign. It aims to make a real difference to the people of Scotland, by encouraging employers to reward their staff fairly. We have illustrated that support through our own pay policy. The Scottish Government is leading by example by ensuring all staff covered by the public sector pay policy are paid the Scottish Living Wage (£7.45 p/h as of 1 April 2013). And we have committed to support the Scottish Living Wage in our pay policy for the duration of this Parliament – a decisive long-term commitment to those on the lowest incomes.

Women's Employment Summit

The Scottish Government, together with STUC (Scottish Trades Union Congress), held the first ever [Scottish Women's Employment Summit](#) on 12 September 2012 in Edinburgh.

Over 150 delegates attended the Summit. It included 6 discussion groups (commissions) covering the topics on Childcare; Women in Enterprise; Research and Analysis; Multiple Obstacles to Work; Occupational Segregation; and Workforce Issues. In addition rural issues were discussed by satellite from Inverness and Dumfries.

The purpose of the Summit was:

- to consider the issues that hinder women's access to and participation in employment; and
- to identify actions that public sector bodies, employers, trade unions, other partners and women themselves can take forward.

Following on from the Summit a debate was held in Parliament on 2 October 2012.

We are now in the process of identifying short, medium and longer terms goals that can be taken forward by the Scottish Government, key stakeholders and women themselves.

Immediate actions include:

- Discussions from the Summit have been informing the sub group of the Early Years Task Force set up to develop a long-term vision for Family Support, Family Centres and Integrated Early Learning and Childcare, as well as the Equal Opportunities Committee's current inquiry into Women and Work and the STUC Women's conference that took place in November 2012.
- A new CareerWise initiative with funding of £250,000 started in April 2013. This is aimed at encouraging more young women to consider careers in the fields of science, technology and engineering.
- On 25 October 2012 the Cabinet Secretary for Finance, Employment and Sustainable Growth addressed the first of a series of seminars to be chaired by Professor Sarah Carter of Strathclyde University to agree actions to be taken to increase numbers of women in enterprise.
- On occupational segregation, the Cross-Government Group has recently been re-convened
- Scottish Government is currently funding a project through Women onto Work which includes the development of 6 longitudinal case studies that track the characteristics, progression routes and outcomes of women on employment programmes. A report from the project will provide key messages that agencies and professionals who support disadvantaged women can apply in their day to day work. The final reports and case studies will be complete by December 2013.

A small group of external and Scottish Government policy and practice experts has been set up by the Minister for Youth Employment to support her in ensuring all feasible recommendations from the Summit are taken forward.

Further information on the Summit can be found at

<http://www.employabilityinScotland.com/womensemploymentsummitdocuments>

Working for Growth

Working for Growth is the Refreshed Employability Framework for Scotland. Published in September 2012 it promotes a person-centred approach to helping people of all backgrounds and descriptions to enjoy the benefits of work.

From barriers on the grounds of characteristics such as race, disability, age and gender to skills and addiction, the factors that help or hinder one's chances of employment can take a great many forms. Working for Growth describes how, with the help of our partners, we seek to help individuals effectively address these factors and ultimately progress into sustained employment.

<http://www.scotland.gov.uk/Publications/2012/09/5609/0>

Community Jobs Scotland

The Scottish Government has invested a total of £29m since August 2011 to support unemployed young people into work and training opportunities across the third sector in Scotland through Community Jobs Scotland (CJS). Participants receive at least the minimum wage for a minimum of 6 months to undertake job related training and additional training tailored to help them enhance their general employability. The first phase (2011/12) of the programme was delivered by SCVO and Social Enterprise Scotland (SES) in partnership with the Wise Group and a total of 1,843 participants benefited from the programme.

The second phase (2012/13) of the programme has supported 1,345 16-19 year old unemployed people into full-time paid opportunities for at least six months with the third sector. In February 2013, the Minister for Youth Employment announced further investment of £545,000 to expand the CJS programme for young people aged 16-24 with disabilities or long-term health conditions. The additional funding helped create a further 75 part-time jobs for 12 months at 16 hours per week paying the National Minimum Wage. By working in partnership with the Shaw Trust and Momentum, SCVO have been able to lever additional funding through the DWP Work Choice programme resulting in an opportunity to extend these jobs for 18 months.

The Minister for Youth Employment announced in February 2013 that the Scottish Government would be investing £5.75m to continue Community Jobs Scotland for a third phase in 2013-14 supporting a further 1,000 young people. The 1,000 jobs created will include a ring fenced figure to support young people aged 16-24 with disabilities or long term illness.

Modernisation of Career Services

The modernisation of the career service makes a clear commitment to all-age, universal careers services while emphasising the need for self-help, with face-to-face and more intensive support for those who need it most.

At their heart, career services seek to challenge and overcome stereotypes to limit gender or racial segregation in the labour market and lesser outcomes for individuals with additional support needs.

HEALTH

Free Personal and Nursing Care

Free personal care is available for everyone aged 65 and over in Scotland assessed by the local authority as needing it. Free nursing care is available for people of any age assessed as requiring nursing care services. While free personal care is age dependent there are no other restrictions to the benefits of the Free Personal and Nursing Care Policy. The policy supports people to live independently for as long as possible where they want to be - in their own communities. In 2011/12 there were approximately 77,000 people in Scotland receiving free personal and nursing care.

Free Prescriptions

Free prescriptions were introduced in Scotland on 1 April 2011, removing the financial barrier to better health for many people. This policy applies to all patients in Scotland regardless of income, age or gender etc.

Dementia Strategy

We made dementia a national priority in 2007, set a national target on improving diagnosis rates in 2008 and published an initial 3-year national strategy in 2010, underpinned by a rights-based approach to care, treatment and support. Our work over the last 3 years has been based on strong collaboration in developing and implementing the strategy in a coordinated way.

In 2011 we published the Standards of Care for Dementia in Scotland as well as the Promoting Excellence framework which supports the health and social services workforce to meet the standards.

The 3-year diagnosis target was achieved nationally and the UK Alzheimer Society's second annual dementia map – published in January 2013 - shows that, up to March 2012, in Scotland around 64% of those with dementia were being diagnosed (contrasted with around 44% in England, 38% in Wales and 63% in Northern Ireland), using the Dementia UK prevalence model.

From April 2013, we introduce a HEAT target which guarantees that everyone newly diagnosed with dementia will be entitled to at least a year's worth of post-diagnostic support, coordinated by a named link worker.

Since 2011 the Chief Nursing Officer has led an improvement programme with NHS Boards on the care of older people in hospitals. Alzheimer Scotland Dementia Nurse Consultants have been appointed to Boards across Scotland and 300 Dementia Champions were trained.

A second 3-year dementia strategy will be published in June 2013.

Equally Well

The Scottish Government is committed to reducing health inequalities.

The report of the Ministerial Task Force on health inequalities, [Equally Well](#), was published in June 2008, and has been kept under regular review since its publication. The Task Force was reconvened in November 2012, chaired by the Minister for Public Health, and will report later this year.

The implementation of *Equally Well* is being taken forward alongside the *Early Years Framework*, the Government's strategy for ensuring our children have the best possible start in life, and our anti-poverty strategy, *Achieving Our Potential*.

All three social policy frameworks published jointly with COSLA, set out the Government's approach to tackling inequalities in life chances through targeted action, partnership working and early intervention.

Reducing health inequalities is one of the six key policy priorities that all Community Planning Partnerships (CPPs) should focus on in the development and delivery of Single Outcome Agreements.

Some of the Government actions taken as a result of the recommendations made in Equally Well:

- NHS 24 were given £50,000 and have developed a Learning Disability Zone within the NHS Inform website which will be accessible to people with learning disabilities and their families and carers.
- As a condition of the change programme funding, each NHS Board has designated a senior member of staff to have responsibility for equitable treatment for people with learning disabilities.
- NHS Health Scotland developed 'Caring for Smiles' a training resource for staff in care homes and 'Smile4life', a training guide for staff working directly with people who are homeless.
- Scottish Government released 'Improving the oral health of priority groups', an oral health improvement strategy in June 2012 aimed at preventing oral disease for adults vulnerable to poor oral health: frail older people, those with special care needs and homeless people.
- NHS Health Scotland undertook a review of equalities data for health needs which details the current availability of equality health data in Scotland for routinely collected data sources, assesses equality data needs, and identified national priorities for data collection. The review was published in September 2012.

Autism

The Scottish Strategy for Autism was launched by the Scottish Government in November 2011. It is underpinned by £13.4 million of funding to improve services, and access to those services for people with autism.

In developing the Strategy, the Scottish Government consulted widely with stakeholders including people on the autistic spectrum.

The Strategy aims to ensure that people with autism have equal access to information assessment and services; that health and social care agencies work to redress inequalities and challenge discrimination; and that professionals work to make these values a reality.

The Autistic Spectrum Disorder Reference Group, and associated sub-groups, have been tasked with taking forward the recommendations in the Strategy.

Carers and Young Carers Strategy

The national Strategy *Caring Together* and *Getting it Right for Young Carers* (2010-2015) recognises the diversity of the caring experience. It establishes at the outset the importance of ensuring that carers and young carers within equality groups are identified and supported.

The Carers Strategy embraces the key principles of the Equality Act 2010 and each part of the Strategy contains stand-alone chapters on equalities and cultural competence.

All NHS Boards are being supported by the Scottish Government through the use of Carer Information Strategy funding. Guidance to NHS Boards about the use of this funding for carers contains guidance on equalities.

To assist local authorities, Health Boards and others to better and more appropriately support ethnic minority (EM) carers, the Scottish Government has also funded the Minority Ethnic Carers of Older People's Project (MECOPP) to develop an audit tool. The purpose of this tool is to build the capacity of stakeholders to deliver a more culturally competent service which identifies and responds to the specific needs of EM carers, including young carers. It has the additional benefit of assisting the statutory sector to meet its legal obligations under the Equality Act.

Carers Branch has commissioned Carers Scotland to develop a Carer Kitemark for Employers. The Kite-mark will recognise employers who offer the best support to carers and young carers, at the same time helping to address concerns about occupational segregation.

In addition, the Scottish Government is investing £13 million in short breaks between 2010-2015 (administered through the voluntary sector) for carers and young carers. A large portion of this - £8 million – is specifically for disabled children up to the age of 20 and their parent carers.

Learning Disability

The first strategy on learning disability, *The same as you?*, was published by the Scottish Executive in 2000.

The Scottish Government is now in the process of developing a new learning disability policy to follow on from *The same as you?* and has consulted widely with stakeholders, particularly people with a learning disability and their parents and carers. Two stakeholder groups have been set up to inform the development of the policy, one of which is made up of people with learning disabilities, parents and carers.

A key aim of the new learning disability strategy is to reduce inequalities faced by people with learning disabilities, in particular health inequalities. The Scottish Government has funded Glasgow University to set up a Scottish Learning Disability Observatory which will help to set the landscape in relation to health inequalities for people with learning disabilities.

Sensory Impairment

The Scottish Government will very shortly issue a consultation document on the development of a Scottish strategy on sensory impairment.

A draft strategy has been developed in partnership with a diverse group of stakeholders, including COSLA, the NHS and the third sector. Central to the proposed ten year strategy is the user care pathway, based on need and comprising well-considered service responses, which will enable people with sensory impairments to move through and across services. Critically, the care pathway will acknowledge and respond to individual needs and that people may enter and exit the care pathway at different stages.

In addition, the Scottish Government has provided funding to develop eleven sensory impairment 'one stop shops' across Scotland. These shops are led by third sector organisations that represent people with a sensory impairment such as RNIB Scotland, Action on Hearing Loss, Visibility, and work with local statutory partners in the NHS and local authorities.

Alternative and Augmentative Communication (AAC)

In June 2012, the Scottish Government launched the guidance document '[A Right to Speak: Supporting Individuals who use Augmentative and Alternative Communication](#)'.

The guidance takes forward the recommendations of a Short Life Working Group to agree short, medium and long term goals to deliver better outcomes for people.

Funding is being provided (from 2012 until 2015) to Health Boards to buy equipment to meet current and future demand and to NHS Education for Scotland to deliver training to NHS staff.

Independent Living

The Independent Living Programme (ILP) supports the Health and Social Care agenda from an equality perspective. The Programme considers all aspects of policy development and service delivery i.e. health, transport, justice, employment, education, and creates an enabling environment where disabled people have the same choice, dignity, control and freedom as others. Linked to this programme is the range of support provided to disabled people's organisations to strengthen their capacity and to enable them to participate in policy development.

The right to independent living is set out in article 19 of the UN Convention on the Rights of Disabled People (UNCRDP). Activities and funded programmes across the articles of the UNCRDP are ongoing across the Scottish Government and underpin the right to independent living.

The Gender Reassignment Protocol

The [Gender Reassignment Protocol](#) was cascaded to Health Boards in July 2012. It applies to both primary and secondary care services in NHS Scotland, and its purpose is to provide a clear, and consistent treatment pathway that is equitable, effective, patient focussed and timely. Its audience is both NHS professionals and those wishing to access gender reassignment services.

The protocol incorporates recommendations from the 7th edition of The World Professional Association for Transgender Health (WPATH) Standards of Care, September 2011.

The protocol sets out those procedures which may be provided on the NHS. The Gender Reassignment Protocol is intended to be flexible for each transgender patient. Each patient's request for assessment and treatment will be considered, in conjunction with their clinician(s), to meet their needs and thereby deliver patient focussed, holistic care. Procedures are provided on the basis that there is clear evidence of benefit to the patient

Provision of health care and dental treatment on the same basis as a UK National for all asylum seekers (whether pending or unsuccessful)

The Scottish Government recognises that asylum seekers can be vulnerable people who have been through traumatic ordeals and may well require access to specialist NHS treatment. That is why it gives asylum seekers access to the full range of NHS treatment and services while they are in Scotland, which is also in the best interests of public health - preventing the spread of infectious diseases.

Anyone who has made a formal application for asylum, whether pending or unsuccessful, is entitled to NHS treatment and services on the same basis as a UK national who is ordinarily resident in Scotland while they remain here. If their application for asylum is successful, they will be granted refugee status and will continue to be exempt from NHS charges as their legal right to remain in the UK and their residency status will have been established.

SurvivorScotland

SurvivorScotland is the National Strategy for adult survivors of childhood abuse, including people who have experienced abuse in care. It was launched by the Scottish Government in 2005.

Since 2010, the Strategy has prioritised work with survivors from minority ethnic communities and with learning disabilities.

For example, the Scottish Government funds the Ethnic Survivors Forum, which is led by Roshni, and a prevention project for minority ethnic children and young people.

For survivors with learning disabilities, we have been instrumental in developing '6D cards' and 'Talking Mats' to support people to disclose abuse.

The establishment of the National Confidential Forum is an important part of the SurvivorScotland Strategy. It is intended that the Forum is established on a legislative basis and provision for that is included in the Victims and Witnesses (Scotland) Bill currently making its way through the Scottish Parliament.

The National Confidential Forum will give people who were placed in institutional care as children, including survivors of abuse and neglect, the opportunity to

describe their experiences in a confidential and non-judgemental setting. This builds on the positive evaluation of the 'Time to be Heard' Pilot Forum which gave former residents of Quarriers Village the opportunity to describe their experiences, including of abuse and neglect, in confidence and with support.

The aim of the National Confidential Forum is to improve the health and well-being of people placed in institutional care as children, including survivors of abuse, by offering an acknowledgement of their experiences. Available evidence suggests that participation in the Forum may particularly benefit those who are generally less likely to disclose abuse or access services (eg older people and men); those who may experience social exclusion as adults (eg people with disabilities) and those who may experience barriers to participating in wider Scottish society (eg younger people who have been in care; people from minority ethnic groups).

HOUSING

Freezing the Council Tax

The Scottish Government has provided local authorities with an extra £70 million in each of the last 5 years (2008-13) to enable them to freeze their council tax at 2007-08 levels, and is committed to continuing to fully fund the council tax freeze for the lifetime of this Parliament. All 32 Councils have set their 2013-14 Budgets and have budgeted to freeze their council tax levels. We tabled an Amendment Order on 14 March to distribute the shares of the £70 million for 2013-14; this was approved.

The continued council tax freeze is intended to protect households from further reductions to their disposable income in difficult economic times (e.g. with increases in the cost of living, inflation, real terms pay cuts and unemployment).

There is some evidence to suggest that pensioner households gain more relatively from the council tax freeze than households as a whole. Overall, households on low to middle incomes appear to have a proportionally greater increase in net household income as a result of the freeze than households on the highest incomes. Those on very low incomes may be eligible for council tax benefit.

Older People's Housing Strategy

The national strategy for housing for older people, [*Age, Home and Community*](#) was published jointly with COSLA in December 2011. It sets a clear vision for housing for older people, with the necessary framework for delivery.

The strategy has a key role to play in supporting a 'shift in the balance of care' and reducing the use of institutional care settings. It advocates a range of preventative services, which help older people to live independently, safely and comfortably in their own homes. The strategy was developed in partnership with stakeholders, including older people through Age Scotland's Local Housing Panels. We are now working to take it forward, with the main focus to date on housing adaptations and other preventative support services.

Home Energy Efficiency Programmes for Scotland (HEEPS)

The Scottish Government funds the Energy Saving Trust to give advice and support to help increase income, cut fuel bills and refer individuals to Scottish Government and other schemes to make homes warmer and more comfortable. Anybody can telephone the Home Energy Scotland Hotline to speak to an advisor. The Energy Saving Trust provide:

- **Energy advice**
Expert advisors will talk to customers about how to make best use of energy in their home and keep their bills as low as possible.
- **Benefit and tax credit checks**
Customers may be referred to the Pensions Service or Citizens Advice Direct to get a benefit or tax credit check. This could help them find out if they are eligible to get more money through benefits or tax credits. If they are 60 or over and the benefit and tax credit check finds that they might be entitled to more money, they will be offered help with filling in the forms.
- **Referrals to the Scottish Government's HEEPS schemes which provide heating and insulation measures**
See below.
- **Access to other forms of support such as the Green Homes Cashback Scheme.**

HEEPS comprises three strands:

1. **Area Based Schemes** delivered by local authorities and prioritising fuel poor areas aiming to cover the whole of Scotland in around 10 years. These Schemes succeed the Universal Home Insulation Scheme.
2. **Affordable Warmth Scheme** delivered nationally and targeted at private tenure households who are vulnerable to fuel poverty as defined by the UK Government's affordable warmth group. Eligibility is based on the Home Heating Cost Reduction Obligation under the Energy Companies Obligation.
3. **Energy Assistance Scheme**, which is an extension of stage 4 of the Energy Assistance Package, focusing assistance on the most vulnerable and poor households which were previously eligible for heating and insulation measures but who would otherwise miss out under the Affordable Warmth Scheme.

The Energy Assistance Package operated from April 2009 to March 2012 and itself succeeded the Central Heating Programme. The energy advice and tariff and benefits checking services it offered are continuing (see above). The Package provided referrals to energy suppliers for insulation under the CERT scheme but this has now been superseded by the Energy Companies Obligation and HEEPS is designed to integrate with this new source of funding and also preserve a service for the most vulnerable households.

The Area Based Schemes will principally provide insulation measures to private and public tenure households living within areas defined by local authorities, focussing on areas of fuel poverty.

The Affordable Warmth Scheme and Energy Assistance Scheme will provide installation and heating measures to private tenure households likely to be vulnerable to fuel poverty as evidenced by receipt of certain benefits related to income, age, children or disability. Households which may be eligible include those with: persons in receipt of Child Tax Credit or State Pension Credit; persons over 60 with low income or no central heating; low income households with a child under 16 or resident child under 20 in full time education; and low income households with a disabled or terminally ill person or person in receipt of carer's allowance.

Homes Fit for the 21st Century

The Scottish Government published its ten year Strategy and Action Plan, *Homes Fit for the 21st Century* in February 2011. This recognises that accessible, affordable housing and attractive local environments can contribute significantly to our wider aims to tackle poverty and health inequalities and to build confidence and capacity in communities. A key strategic objective is to build the new, high quality, affordable homes (including social housing) to meet current need and the demand arising from our growing and ageing population.

The policy covers a wide range of activities and interventions which have a positive impact on equalities groups. These include:

- **New supply housing**

We aim to deliver at least 30,000 affordable homes during the lifetime of this Parliament, two-thirds of which will be for social rent, and have a three year Housing Supply budget to 2014-15 that has increased to almost £860 million. This investment is well-targeted at people with equality characteristics, especially to those on lower incomes.

- **Housing adaptations**

Adaptations to existing homes help older people and disabled people to live independently. Adaptations are a clear example of preventative spend. The independent Adaptations Working Group reported in November 2012, with proposals for the future organisation and funding of adaptations for older people and disabled people. The Scottish Government's formal response to the Group's reports was issued in February 2013 and confirms that we will work to take forward the recommendations. Project planning is now underway.

- **Regulation of social landlords**

See the [Housing \(Scotland\) Act 2010](#).

- **Inclusive environment and place**

The Scottish Government recognises the need to deliver inclusive environments that can be used by everyone, regardless of age, gender or disability. In addition to their duties as public bodies under equality legislation, the Scottish Ministers and planning authorities must perform their functions under the Town and Country Planning (Scotland) Act 1997 in a manner which encourages equal opportunities and in particular the observance of the equal opportunities requirements.

Where housing corresponds to a major development (50 or more homes) legislation requires that the associated planning applications contain a design and access statement. The statement should explain: the design principles and concepts that have been applied; and how issues relating to access for disabled people to the development have been dealt with.

Designing Streets, the Scottish Government's policy on street design, states that those involved in the design of streets and spaces should consider pedestrians first and private motor vehicles last. In this context, pedestrians include wheelchair users, mobility scooter users and people pushing prams and pushchairs. It also states that street design should be inclusive, providing for all people regardless of age or ability.

JUSTICE

Women Offenders

The Scottish Government recognised that the way women were dealt with in the criminal justice system was a pressing social issue in light of the compelling evidence that the number of women imprisoned in Scottish prisons had doubled over the last decade with many, following release, going on to repeatedly commit further low level offences.

It was recognised that the criminal justice system had historically evolved to address the criminogenic needs and patterns of male offenders and that gender specific approaches were required in order to achieve equality of outcomes for women offenders.

The Commission on Women Offenders was established "to consider the evidence on how to improve outcomes for women in the criminal justice system; to make recommendations for practical measures in this Parliament to reduce their reoffending and reverse the recent increase in the female prison population". The Commission reported in April 2012. It made 37 far reaching recommendations as outlined in [The Commission Report](#). The Scottish Government responded in June 2012, accepting 33 of the 37 recommendations immediately and agreeing to consider the remaining 4 in more detail before deciding on its response as defined in [The Scottish Government Response](#).

Tackling Sectarianism

The Scottish Government is fully committed to tackling sectarianism and is supporting this commitment with £9m over three years. We have appointed an independent Advisory Group on Tackling Sectarianism in Scotland to offer expert advice on wide-ranging actions to tackle the root causes of sectarianism, supported over 40 projects in 2012/13 to test a variety of community-based approaches to tackling sectarianism, and are working in partnership with a wide range of organisations to build on and expand this work in 2013/14 and 2014/15.

To complement our project work, and build a robust evidence base for our work on tackling sectarianism, we are preparing a summary of the empirical evidence on sectarianism; analysing information on religiously aggravated offences under Section 74 of the Criminal Justice (Scotland) Act 2003 on an annual basis; extending the data collected in key national surveys, such as the Scottish Crime and Justice Survey and the Scottish Household Survey, to build a better understanding of sectarian discrimination in Scotland; and will evaluate Section 1 of the Offensive Behaviour at Football and Threatening Communications (Scotland) Act 2012 to determine the impact this is having on tackling football-related hateful, threatening or offensive behaviour likely to cause disorder. In addition we have commissioned research on the impact of marches and parades on local communities which is due to report in early 2014.

SPORT

A Games Legacy for Scotland

The Commonwealth Games in Glasgow in 2014 will bring a wealth of opportunities and are about far more than delivering world-class sport. They are about creating a positive and lasting legacy for the whole of Scotland and everyone in it.

The Scottish Government and its wide range of partners have developed, and are now delivering, a Scotland-wide games legacy plan, *A Games Legacy for Scotland*. The games legacy plan is wide-ranging and covers a ten year period to 2019.

The games legacy plan is set around four themes: Active, Connected, Flourishing and Sustainable. Within each of these themes there is a range of programmes and activities where individuals, groups, communities, organisations and businesses can get involved and benefit. Embedded across each are five underpinning principles of enabling diversity, ensuring equality, enhancing partnerships, encouraging community engagement and embedding sustainability.

The Scottish Government is conducting an exercise to look at the equality landscape across all themes, in an effort to ensure access to opportunities does not exclude any groups and to determine examples of where groups are already benefiting. The Legacy 2014 website (www.legacy2014.co.uk) contains information on benefits gained across the four themes and sets out the wide range of opportunities available for all to get involved. Annual progress and evaluation data will also be available on the website.

Below are some examples which give a flavour of the activities that in particular will benefit equality groups:

1) Leap Sports

We are funding LEAP £106,000 over the next 3 years to deliver:

- increase in the participation of LGBT people within sport, outdoor activity and physical activity across Scotland
- increase in the profile of LGBT people within the sporting life in Scotland
- improved access and opportunities for the LGBT community as a result of the 2014 Commonwealth Games in Scotland.

2) Physical Education Disability Inclusion Training

Scottish Government through Education Scotland have agreed to invest £125,000 in courses delivered by Skills Development Scotland to up-skill a minimum 1000 teachers (primary and secondary) across all 32 Local Authorities with the knowledge, skills and experience to fully include disabled young people in quality PE and sports provision between 2012 and 2014.

Through supporting and up-skilling PE teachers and secondary/primary teachers, it is projected that disabled young people will engage in an active lifestyle, enjoy physical education in school and participate in sport at the level of their choice. It should also result in greater awareness and understanding of disability by the whole school community.

3) Scottish Community Development Centre (SCDC)

The Scottish Government granted SCDC £135,000 over 2 years to take forward the Legacy for Communities Programme.

The programme will build on the existing community engagement currently being supported by the local authorities Legacy Leads and will add value to their work by offering skilled support in engaging all sections of the community in the range of legacy activities happening as a result of hosting the Games.

Some examples of projects they have been working with that are advancing equality of opportunity are:

- Action for Children Scotland are delivering a programme called the **Inverclyde Youth Commonwealth Games** which will bring the games to disadvantaged young people in Inverclyde.
- **Argyll Activities** is a community project based in Ardrishaig and is part of the Ardrishaig Community Development Trust. The Project offers a wide variety of sporting and outdoor opportunities to the residents of Argyll. Through the

Commonwealth Games Legacy Programme the Project has been engaging with Argyll sports clubs and the disability community to find out what sporting activities disabled people are currently interested in, what the barriers are to getting involved and what will enable existing clubs to be genuinely inclusive. Recognising that the issues/barriers will differ from area to area, Argyll Activities has engaged with sports clubs and disabled people using an online survey and focus groups in Campbeltown, Oban, Dunoon and Helensburgh.

- **Central & West Integration Network** has been supported by the Legacy for Communities Programme to organise a community engagement event for its members and across the wider community of Central and West Glasgow. The community engagement event will include information on the various activities and services available from member organisations, what the Commonwealth Games involves and opportunities for dialogue about what a positive legacy for the local communities might look like. The event will target a number of BME communities through member organisations of the network. The event will also include some of the sporting activities to give participants a flavour of what the Games will entail.
- **Sauchie Community Council** is working in partnership with other local stakeholders to deliver a Clackmannanshire wide Commonwealth Games legacy event. This will involve communities coming together to participate in community sporting activities for all levels in order to address territorial, intergenerational and discriminatory issues.

THIRD SECTOR AND COMMUNITIES

The Scottish Government believes strongly in a strengthened third sector and has committed both resource and effort to that end. Many of the organisations in the sector operate to support communities and to deal with issues of inequality on the ground. The support which the Government provides to the sector is therefore important for equality groups across Scotland. Just Enterprise has a requirement to ensure that equality organisations are amongst those benefitting from its provision.

The Equality budget enables work to be taken forward to eliminate discrimination, advance equality of opportunity and foster good relations. It supports projects undertaking activity across the range of characteristics as well as developing the capacity of communities, supporting the equality infrastructure and contributing to the mainstreaming of equality.

Violence Against Women

Safer Lives: Changed Lives, our shared approach to tackling violence against women, was published in 2009 in collaboration with COSLA. It is a statement of intent containing a shared definition and examples of good practice. *Safer Lives* was helpful in encouraging local multi agency partnerships to widen their work from domestic abuse to violence against women and the shared definition was a key step forward.

We now intend to produce, by the end of 2013, an integrated violence against women strategy for Scotland, which will lay the basis to take this work, both locally and nationally, to a new level through 2014 and beyond.

The Strategy will:

- set out the range of ways in which Government, and our partners, can reduce or end, and respond to violence against women
- capture what is effective in tackling violence against women, and what might be tried, in order to maximise the resources we are currently investing
- map the current work focused on addressing violence against women at a national level and carry out a literature review of what works to tackle violence against women
- use the evidence gathered to inform the strategic direction of violence against women work in Scotland. This will ensure that future action to reduce the incidence of violence against women (and its multiple negative effects) is delivered in a manner which recognises the complexity of the issue and results in positive outcomes for women and families.

As violence against women impacts on a range of agendas, a number of Directorates across Government are involved in taking action to address it, most notably Health, Justice and Education. Significant resources are being committed to tackling violence against women across the policy areas above.

Violence also affects people in same sex relationships and some men are abused by their female partners. Trans women can be particularly vulnerable and we are funding projects to raise awareness about these areas and provide support to victims.

We have also supported Voice against Violence.

British Sign Language

A proposed Private Members Bill was lodged in 2012 and the consultation ended in November. The findings of the consultation are expected to be published later this year. The Bill highlights a need to increase the rights of parents, siblings, grandparents etc. to access BSL classes, to meet the communication needs of children. It is also suggested that Scottish Ministers provide guidance and support for public authorities and facilitate the availability of BSL for families of deaf children.

Funding of £301,000 has been provided for 2 years to 2015 to a consortium of deaf organisations to appoint two national policy officers to improve equality of opportunity for deaf people by supporting public authorities seek solutions which complement existing and emerging legislation, policy and service delivery.

Other strands of work on BSL such as core costs, capacity building and self-directed support are supported through various streams of Scottish Government funding. A

national BSL and language access working group will collaborate with the Scottish Government to gather up to date and meaningful data on the deaf community and BSL users.

Gypsies/Travellers

Gypsies/Travellers are amongst the most discriminated against communities in Scotland and their experiences were well documented in the recent and previous inquiries conducted by the Equal Opportunities Committee of the Scottish Parliament.

The Scottish Government welcomed the Committee's report and is considering the recommendations to establish how best to address the needs highlighted. We have established a cross-government group to take this work forward and will respond to the Committee in due course.

We continue to review the existing and emerging evidence on the Gypsy/Traveller population and their service usage and requirements and look forward to the information which the census may be able to provide later this year.

We are supporting a number of activities focused on supporting the Gypsy/Traveller community such as the work of MECOPP which is designed to assist Gypsy/Traveller carers, Article 12 which is working with young Gypsies/Travellers and the Scottish Traveller Education Project.

Asylum Seekers and Refugee Integration

Although policy on asylum seekers and refugees is reserved to the UK Government, Scotland has a long-standing commitment to support the integration of asylum seekers and refugees from day one of arrival. The majority of asylum seekers and refugees have been based in Glasgow since the dispersal programme began in 2000, with a small number in Edinburgh.

We work to support the integration of asylum seekers and refugees through funding to the Scottish Refugee Council (£1.650 m in 2012-15) which delivers services which help integrate asylum seekers and refugees from day one of arriving in Scotland.

We also work closely with COSLA's Strategic Migration Partnership to help ensure integration and assist in planning for the delivery of essential services such as accommodation and transport. We are currently halfway through a year-long project to refresh the existing Refugee Integration Strategy. This review which is chaired by Dr Alison Strang from Queen Margaret University, will conclude in June 2013, with the recommendations being presented to Ministers for approval in September 2013.

Race Equality

The Scottish Government's 2008-11 Race Equality Statement set out our approach to race equality at that time. We are currently considering our approach to race equality over the next 3 years. We intend to publish a refreshed statement in the

autumn, on which we will work with stakeholders. This will provide more detail on our plans and will coincide with the autumn budget considerations.

The 2008-11 Race Equality Statement was never intended to be a detailed description of all the work on race equality being undertaken either in the Equality Unit or across the Scottish Government – it was part of the Scottish Government's work across the range of policies and activities. However, it focused on the general activities to be taken forward by Ministers with regard to the overarching work on race equality.

The statement, which set the context for much of our work on race equality, was originally meant to cover the period 2008-11. However, much of it is still relevant and continues to inform the work we do today. We are aware though that the economic landscape in particular looks very different now compared to 2008. We know that by the time we reach 2015 it will have changed even more significantly and we need to be clear about how we can support organisations and communities to deliver race equality without the same financial dependence on Scottish Government funding which we have been able to provide to date. This sets the context as we prepare to refresh the race equality statement.

AGENCIES

Below are some of the agency lead policies that are of benefit to equality groups.

EDUCATION SCOTLAND

Promoting Diversity and Equality: Developing Responsible Citizens for 21st Century Scotland

This publication aims to support schools and centres in promoting diversity and equality through all aspects of planned learning.

It can be found at

http://www.educationscotland.gov.uk/resources/p/genericresource_tcm4747991.asp?strReferringChannel=inspectionandreview&strReferringPageID=tcm:4-682712-64&class=l1+d147708

Focus on equality and diversity in school inspections

In advance of all inspections, headteachers are asked to provide information on what the school does to promote inclusion, equality and diversity. This information is used to inform the inspection activities, and to identify good practice and aspects for improvement.

HISTORIC SCOTLAND

Heritage Travel Subsidy Scheme for Schools

Historic Scotland works in conjunction with National Trust Scotland and New Lanark on the Heritage Travel Subsidy Scheme, a Scottish Government scheme which Historic Scotland administers on its behalf. It provides a subsidy towards the cost of travel for school groups who are visiting heritage sites on educational visits.

The scheme encompasses all Historic Scotland sites and some sites operated by the National Trust for Scotland, as well as New Lanark World Heritage Site. The scheme is open to any school in Scotland to apply for. However, should the scheme become oversubscribed (this has not happened to date) then the Scottish Index of Multiple Deprivation is used as a means to prioritise applications. This scheme targets a number of equality groups, but in the main young people who would not normally have access to these types of sites due to their situation, and encourages social inclusion.

Historic environment and minority ethnic communities

Historic Scotland provides funding to the West of Scotland Regional Equality Council which has the following aims with the funding (worth £50,000 per annum, in place for 2012–13 and 2014–15):

- Increased knowledge, appreciation and enjoyment of the historic environment by minority ethnic communities in Scotland.
- Minority ethnic communities are more aware of open events being held by Historic Scotland.
- Historic Scotland have an increased understanding and opportunities to inter-trade with minority ethnic communities across Scotland.
- The wider communities and historic sector are aware of the positive benefits of the project.

Work of Historic Scotland's Volunteers

Historic Scotland place no upper age limits for volunteers and the Historic Scotland Rangers Service (HSRS) has recently developed a Junior Rangers Scheme.

The volunteers are involved with a number of equality related projects:

- Health walks delivered that are led by Rangers and Volunteer Rangers (both are given specific training by Paths For All) targeting inactive people, those with mobility problems or mental illnesses. The walks are promoted through networks such as Scottish Association for Mental Health, within Holyrood Park notice boards, GP surgeries, physio clinics, pulmonary rehab, NHS service providers and other health practitioners, Weight Watchers, Scottish Slimmers, local shops, community centres and pharmacies.

- Rangers and Volunteer Rangers attend Edinburgh MELA to provide free activities. (The MELA is a festival of music, dance and the wider arts from around the world, with the express purpose of promoting understanding between people and advancing the cause of community coherence.)
- Rangers & Volunteer Rangers attending Redhall Razzmatazz event to provide free activities and SPACES conference to provide information relating to the listed opportunities – these events target Mental Health service users.
- Offering Practical Conservation Volunteering for groups such as Transition Access to Industry (former addicts) - once a month since April and Outlook Project (mental health service users).

Our volunteering also provides a number of services to the local community:

- Bus tours around Holyrood Park have been offered since last April to elderly care home/day care residents.
- HSRS have led guided walks for people who have suffered from illnesses such as Alzheimer's or had head injuries.
- Offered "Holyrood Park Pioneer Award" for Upward Mobility (6 sessions last summer) – adults with physical and learning disabilities.
- HSRS carrying out various work with Garvald Edinburgh – adults with physical and learning disabilities.
- HSRS partnership development with BME Groups such as "Beyond the Veil" women's group from Blackhall Mosque to provide guided walks in Holyrood Park.

TRANSPORT SCOTLAND

Transport Scotland provides sponsor and secretariat support to a Ministerial advisory non departmental public body called 'Mobility and Access Committee for Scotland' (MACS). Members of the committee have been involved in policy development including a framing workshop for an equality impact assessment for the Blue Badge legislation, devising questions for a consultation on Blue Badge legislation, publicising the effects of abuse of the Blue Badge on legitimate Blue Badge users, advising on research on the effects and usage of the Blue Badge.

Colleagues in other parts of Transport Scotland are also being encouraged to make use of the committee's expertise. There will be an action in the Transport Scotland business plan for this year which will say:

"To ensure that MACS act as a key resource, providing advice and guidance on mobility and accessibility issues, in the development and implementation of policy throughout Transport Scotland".

National Concessionary Travel Scheme

Transport Scotland runs the National Concessionary Travel Scheme for Older and Disabled People, which entitles people aged 60 or more or who meet one of a wide range of disability-based criteria to free bus travel within Scotland.

This contributes towards health and quality of life by making it easier for people who might otherwise be inhibited by poverty or disability to travel for recreation or to shop, access services or visit friends and family.

Blue Badge Scheme

The Blue Badge scheme provides a national arrangement throughout the UK of on-street parking concessions for disabled people.

Transport Scotland is responsible for the legislation which sets out the framework for the scheme in Scotland and local authorities are responsible for administration and enforcement of the scheme in their area. The eligibility criteria are set out in Regulations. Those who meet the specific criteria for a Blue Badge are able to maintain their independence by parking close to their destination when travelling as a driver or passenger in a car.

Equality Act Mainstreaming Report Tables - SG Main 2012-13

Scottish Government Core, Agencies, Non-Departmental Public Bodies and Other Bodies

This workbook contains tables showing the diversity statistics for Scottish Government employees as at **31 January 2013**.

The statistics cover the following public bodies:

Scottish Government Core Departments - Enterprise, Environment & Digital; Finance; Governance & Communities; Health & Social Care; Learning & Justice; Strategy & External Affairs; Permanent Secretary. Accountant in Bankruptcy, Advocate General for Scotland, British Irish Council, Courts Tribunals, Court of Lord Lyon, Crofting Commission, Disclosure Scotland, Education Scotland, HMI Constabulary, HMI Prisons, Judicial Appointments Board for Scotland, Judicial Appointments and Finance, Local Government Boundary Commission for Scotland, Mental Welfare Commission, National Records of Scotland, Office of the Scottish Charity Regulator, Parole Board, Police Complaints, Risk Management Authority, Scotland Office, Scottish Housing Regulator, Scottish Law Commission, Scottish Police Authority, Employees in the following categories are included:

Employees in the following categories are included:

Permanent staff, those on maternity or adoption leave, outward secondments, those on career breaks, modern apprentices, fixed-term appointments (open competition and no competition), students (paid)

Tables

[Employees as at 31 January 2013, by age and work pattern](#)

[Employees as at 31 January 2013, by gender and work pattern](#)

[Employees as at 31 January 2013, by ethnic group and work pattern](#)

[Employees as at 31 January 2013, by sexual orientation and work pattern](#)

[Employees as at 31 January 2013, by disability status and work pattern](#)

[Employees as at 31 January 2013, by marital/civil partnership status and work pattern](#)

[Employees as at 31 January 2013, by religion or belief and work pattern](#)

[Employees on maternity leave during the period 1 February 2012 to 31 January 2013, by work pattern](#)

Disclosure control

To avoid the possible disclosure of information about individual members of staff, data suppression has been applied to counts of less than 5 (and the corresponding percentage value).

In some cases, secondary data suppression has been necessary to prevent the calculation of suppressed values by differencing. Suppressed values are shown as an asterisk (*).

Where possible, data suppression has been avoided by grouping categories in some manner.

Where the only small counts in a table refer to the 'prefer not to say' category, no data suppression is done.

Where data suppression has been applied or category grouping has been carried out in any table, an explanatory note is provided.

Charts

Where appropriate, charts have been included to illustrate the percentages in the tables. The charts show the work pattern breakdown, except in cases where data suppression has been necessary.

In these cases, the chart will show the percentage for each category for all employees.

Data source

The tables in this workbook were compiled from data held on the Scottish Government HR system.

Information on the protected characteristics (age, gender, ethnicity, sexual orientation, disability status, marital/civil partnership status, and religion or belief) is provided by the employee on a voluntary basis. For some protected characteristics (for example, age and gender) the information held is complete or very nearly complete, while the information held the other characteristics is less well populated.

Contact details

For more information, please contact:

HR Management Information Team, Human Resources, Scottish Government, F1 Spur, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD

HRMITeamMailbox@scotland.gsi.gov.uk

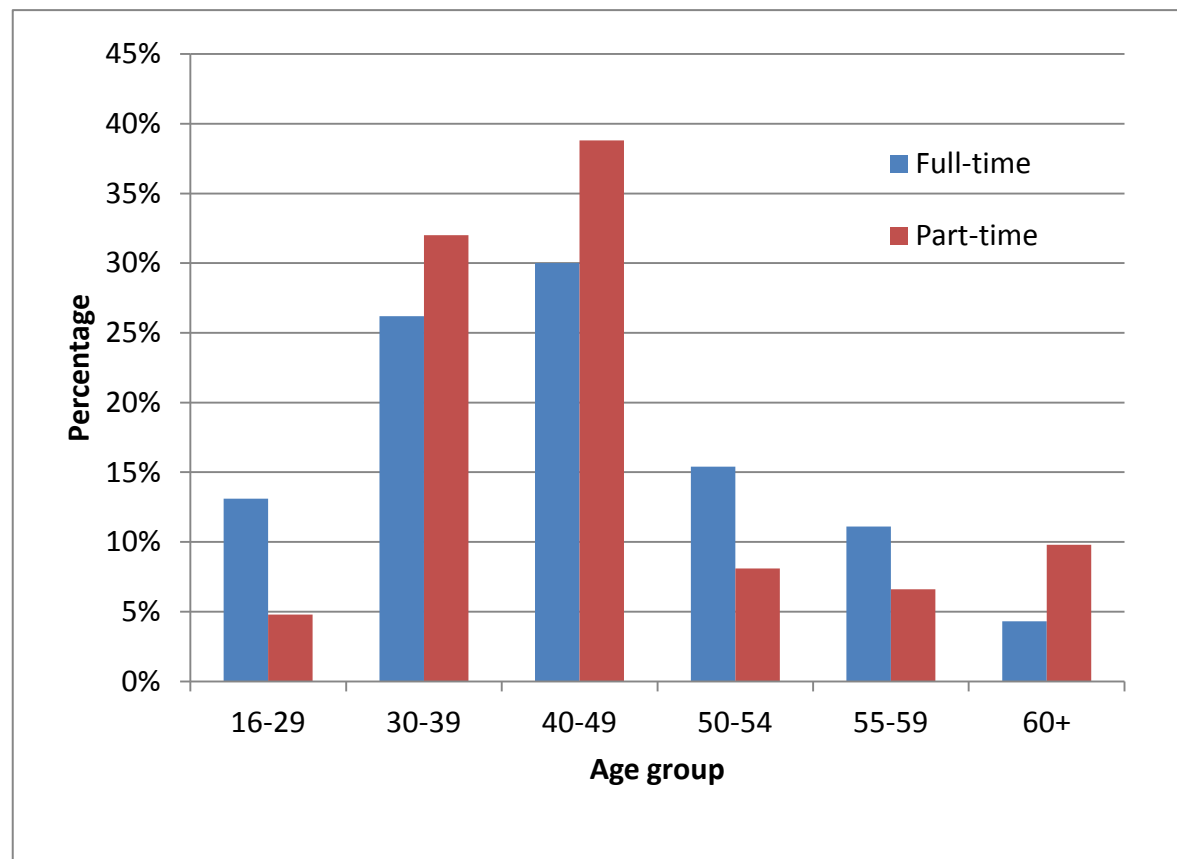
April 2013

Equality Act Mainstreaming Report Tables - SG Main 2012-13

Employees as at 31 January 2013, by age and work pattern

Counts and row percentages

Work pattern	Age Group													
	16-29		30-39		40-49		50-54		55-59		60+		All employees	
Full-time	812	13.1%	1630	26.2%	1865	30.0%	956	15.4%	689	11.1%	269	4.3%	6221	100.0%
Part-time	54	4.8%	361	32.0%	438	38.8%	91	8.1%	74	6.6%	110	9.8%	1128	100.0%
All employees	866	11.8%	1991	27.1%	2303	31.3%	1047	14.2%	763	10.4%	379	5.2%	7349	100.0%

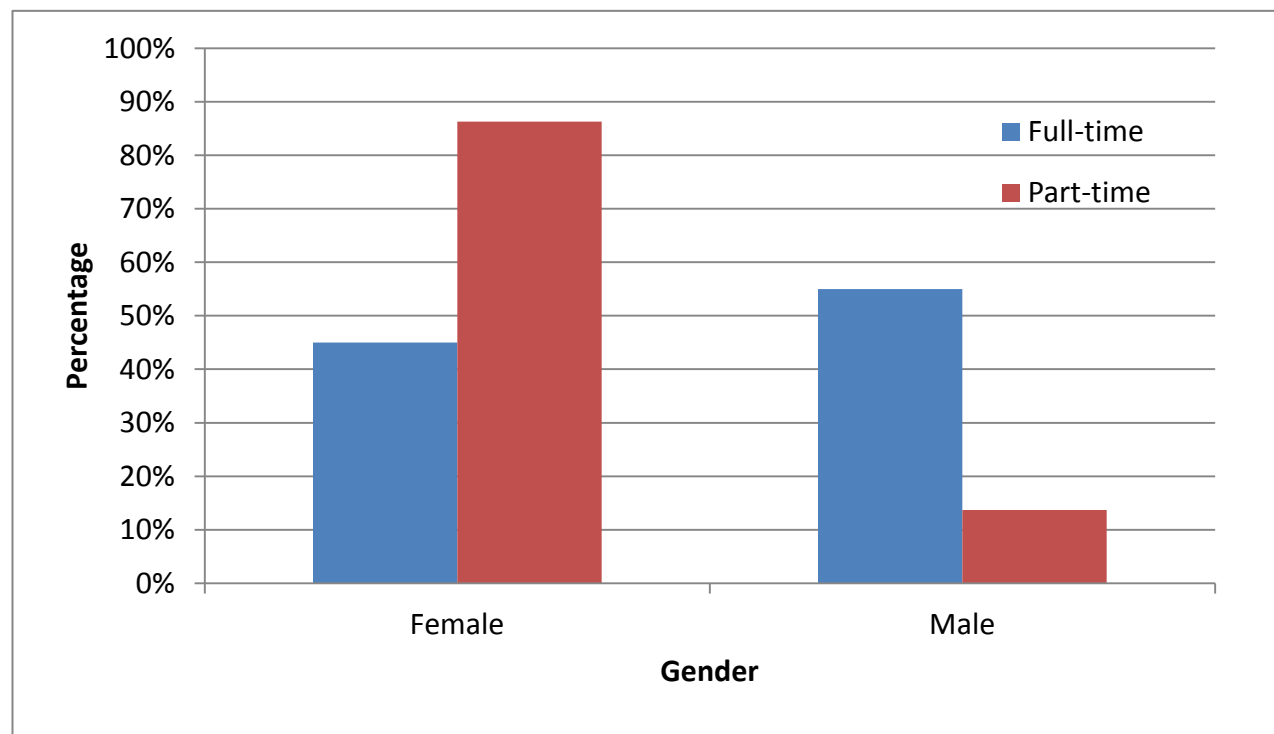


Equality Act Mainstreaming Report Tables - SG Main 2012-13

Employees as at 31 January 2013, by gender and work pattern

Counts and row percentages

Work pattern	Gender					
	Female		Male		All employees	
Full-time	2798	45.0%	3423	55.0%	6221	100.0%
Part-time	974	86.3%	154	13.7%	1128	100.0%
All employees	3772	51.3%	3577	48.7%	7349	100.0%

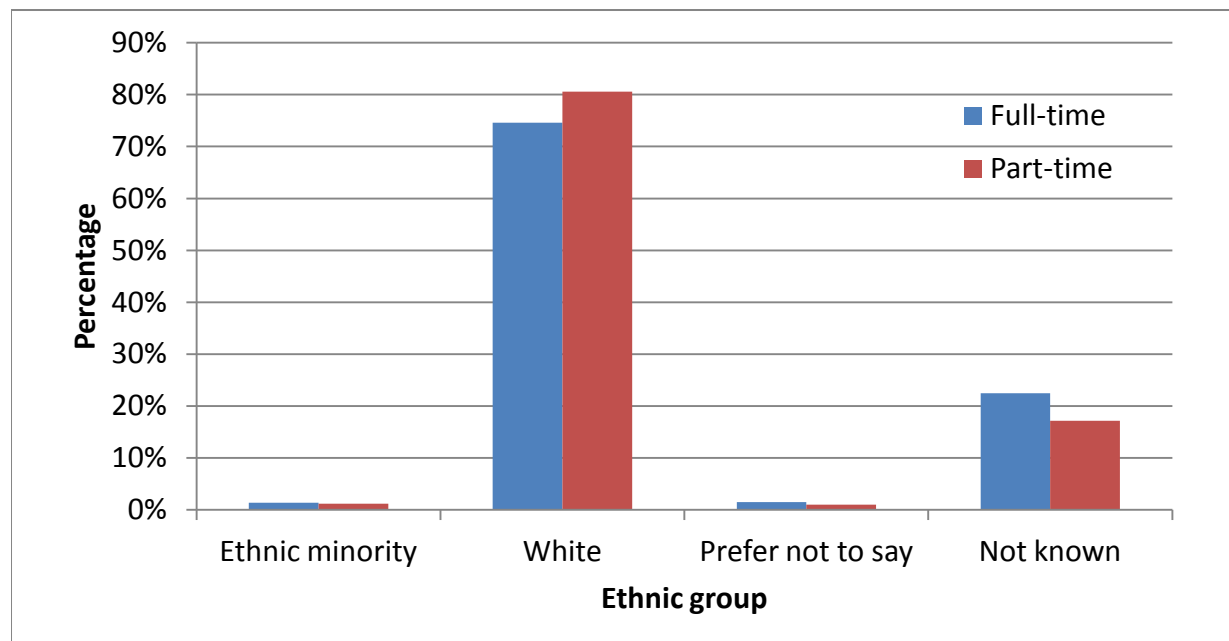


Equality Act Mainstreaming Report Tables - SG Main 2012-13

Employees as at 31 January 2013, by ethnic group and work pattern

Counts and row percentages

Work pattern	Ethnic Group									
	Ethnic minority		White		Prefer not to say		Not known		All employees	
Full-time	87	1.4%	4641	74.6%	94	1.5%	1399	22.5%	6221	100.0%
Part-time	14	1.2%	909	80.6%	11	1.0%	194	17.2%	1128	100.0%
All employees	101	1.4%	5550	75.5%	105	1.4%	1593	21.7%	7349	100.0%



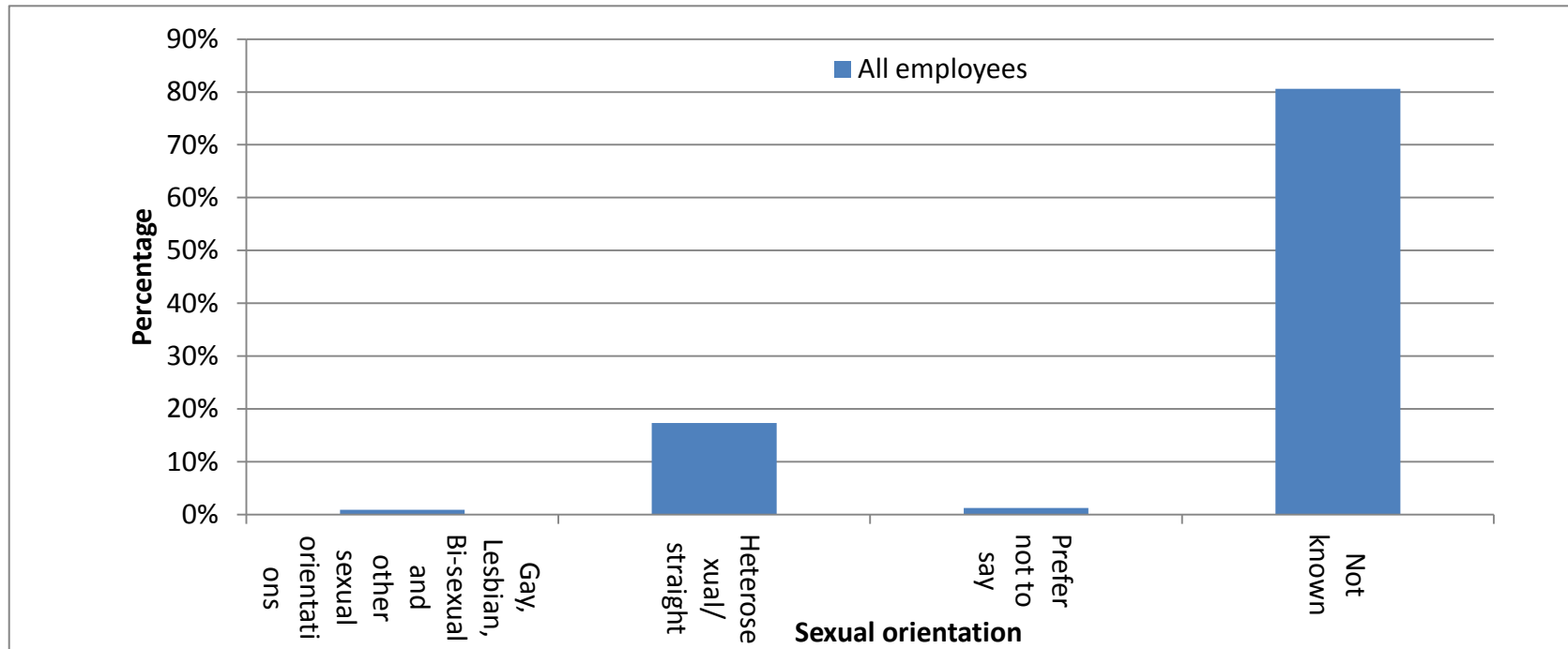
Equality Act Mainstreaming Report Tables - SG Main 2012-13

Employees as at 31 January 2013, by sexual orientation and work pattern

Counts and row percentages

Work pattern	Sexual Orientation									
	Gay, Lesbian, Bi-sexual and other sexual		Heterosexual/straight		Prefer not to say		Not known		All employees	
Full-time	*	*	1081	17.4%	*	*	4995	80.3%	6221	100.0%
Part-time	*	*	187	16.6%	*	*	929	82.4%	1128	100.0%
All employees	66	0.9%	1268	17.3%	91	1.2%	5924	80.6%	7349	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals. Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).



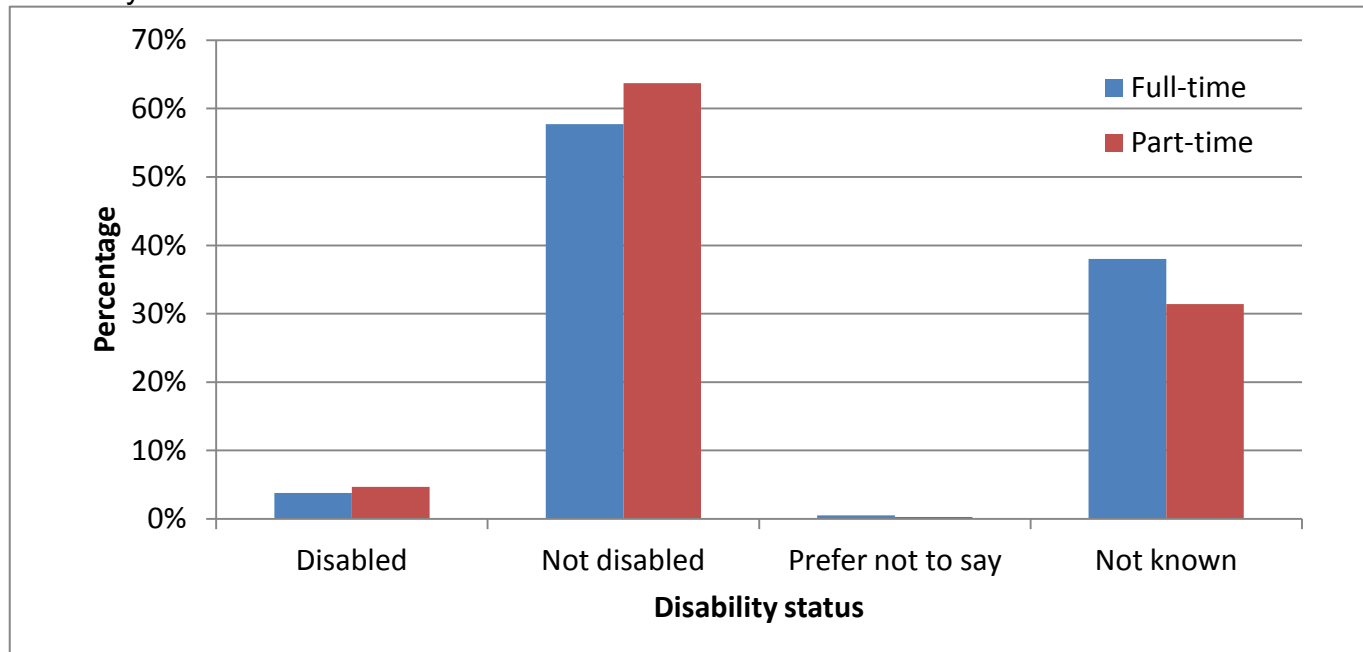
Equality Act Mainstreaming Report Tables - SG Main 2012-13

Employees as at 31 January 2013, by disability status and work pattern

Counts and row percentages

Work pattern	Disability status									
	Disabled		Not disabled		Prefer not to say		Not known		All employees	
Full-time	237	3.8%	3591	57.7%	31	0.5%	2362	38.0%	6221	100.0%
Part-time	53	4.7%	718	63.7%	3	0.3%	354	31.4%	1128	100.0%
All employees	290	3.9%	4309	58.6%	34	0.5%	2716	37.0%	7349	100.0%

No disclosure control has been applied to this table because the only small numbers are in the 'Prefer not to say' column.

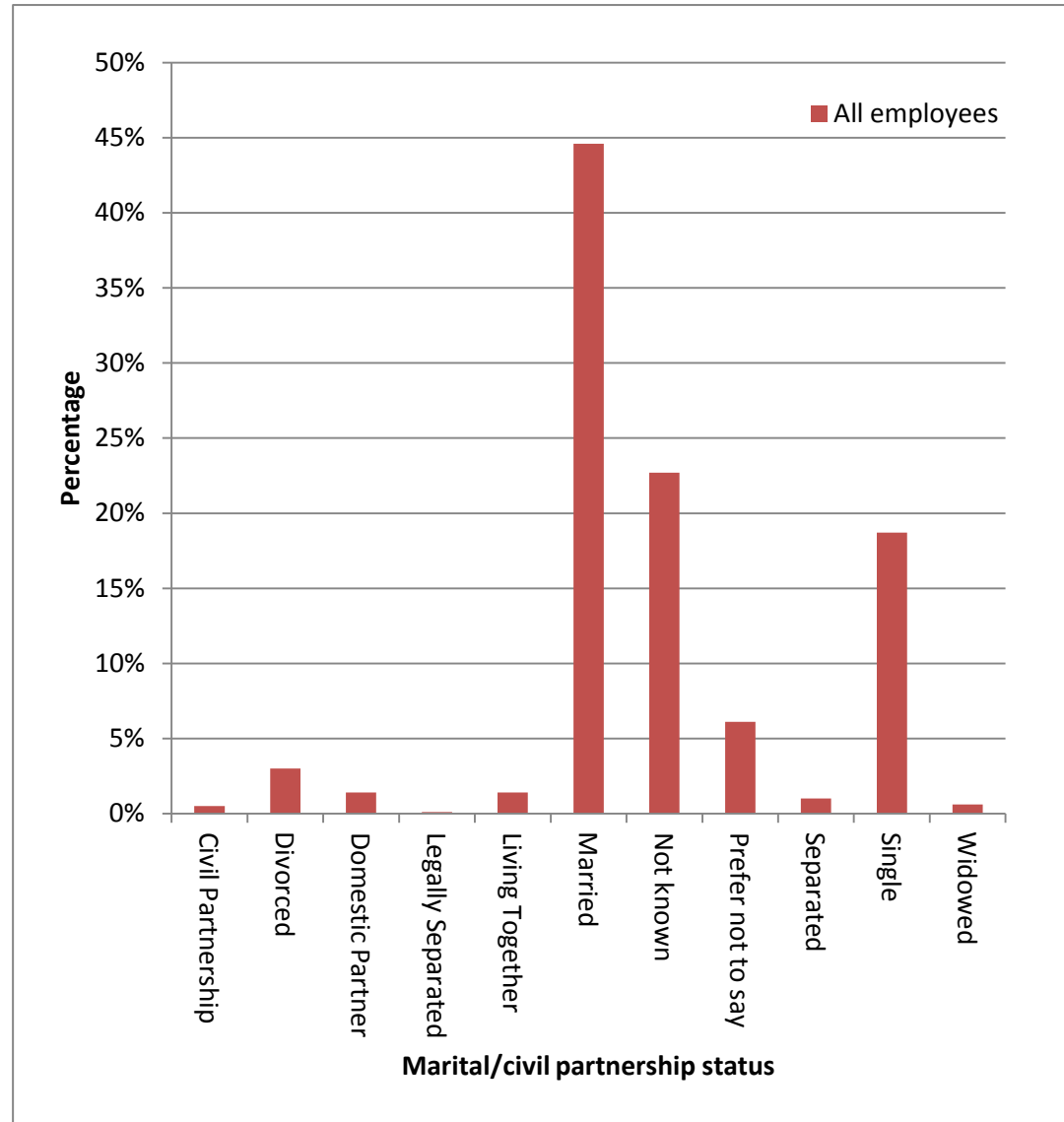


Equality Act Mainstreaming Report Tables - SG Main 2012-13

Employees as at 31 January 2013, by marital/civil partnership status and work pattern

Counts and row percentages

Marital/ Civil Partnership Status	Work Pattern		All employees
	Full-time	Part-time	
Partnership	*	*	34
	*	*	0.5%
Divorced	191	26	217
	3.1%	2.3%	3.0%
Partner	100	5	105
	1.6%	0.4%	1.4%
Separated	*	*	6
	*	*	0.1%
Together	88	15	103
	1.4%	1.3%	1.4%
Married	2552	728	3280
	41.0%	64.5%	44.6%
Not known	1500	165	1665
	24.1%	14.6%	22.7%
say	401	46	447
	6.4%	4.1%	6.1%
Separated	66	9	75
	1.1%	0.8%	1.0%
Single	1252	120	1372
	20.1%	10.6%	18.7%
Widowed	34	11	45
	0.5%	1.0%	0.6%
All employees	6221	1128	7349
	100.0%	100.0%	100.0%



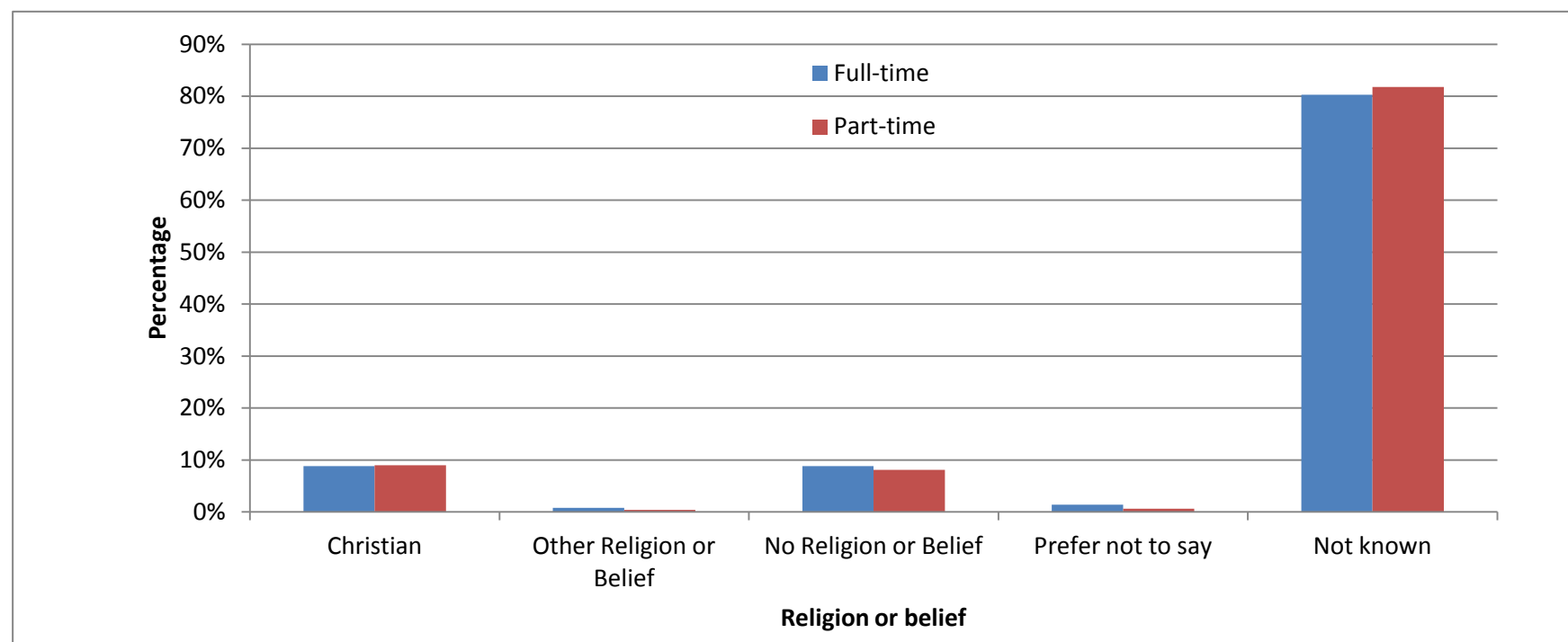
Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals. Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).

Equality Act Mainstreaming Report Tables - SG Main 2012-13

Employees as at 31 January 2013, by religion or belief and work pattern

Counts and row percentages

Work pattern	Religion or Belief											
	Christian		Other Religion or Belief		No Religion or Belief		Prefer not to say		Not known		All employees	
Full-time	546	8.8%	49	0.8%	548	8.8%	84	1.4%	4994	80.3%	6221	100.0%
Part-time	102	9.0%	5	0.4%	91	8.1%	7	0.6%	923	81.8%	1128	100.0%
All employees	648	8.8%	54	0.7%	639	8.7%	91	1.2%	5917	80.5%	7349	100.0%



Equality Act Mainstreaming Report Tables - SG Main 2012-13

Employees on maternity leave during the period 1 February 2012 to 31 January 2013, by work pattern
 Counts and row percentages

Work pattern	Maternity Leave				
	On maternity leave at start of period		Went on maternity leave during period		Total number of female employees
Full-time	89	3.2%	132	4.7%	2798 100.0%
Part-time	45	4.6%	70	7.2%	974 100.0%
All employees	134	3.6%	202	5.4%	3772 100.0%

Equality Mainstreaming Report 2012-13: Appraisal Markings (All SG)

Gender

Counts and row percentages

	Exceptional		Highly Effective		Effective and below		No Marking		Total	
Female	194	5.5%	1549	44.1%	1487	42.3%	285	8.1%	3515	100.0%
Male	160	4.8%	1381	41.2%	1562	46.6%	248	7.4%	3351	100.0%
All	354	5.2%	2930	42.7%	3049	44.4%	533	7.8%	6866	100.0%

Age

Counts and row percentages

	Exceptional		Highly Effective		Effective and below		No Marking		Total	
16-29	38	5.1%	286	38.7%	351	47.5%	64	8.7%	739	100.0%
30-39	134	7.2%	839	45.2%	774	41.7%	109	5.9%	1856	100.0%
40-49	106	4.9%	1012	46.3%	915	41.9%	152	7.0%	2185	100.0%
50-54	44	4.4%	435	43.5%	454	45.4%	68	6.8%	1001	100.0%
55-59	25	3.5%	267	36.9%	352	48.7%	79	10.9%	723	100.0%
60+	7	1.9%	91	25.1%	203	56.1%	61	16.9%	362	100.0%
All	354	5.2%	2930	42.7%	3049	44.4%	533	7.8%	6866	100.0%

The 16-19 and 20-29 age groups have been combined to prevent the possible disclosure of information about individuals.

Disability

Counts and row percentages

	Exceptional		Highly Effective		Effective and below		No Marking		Total	
Disabled	8	2.8%	79	27.8%	166	58.5%	31	10.9%	284	100.0%
Not disabled	247	5.8%	1956	46.0%	1762	41.4%	288	6.8%	4253	100.0%
Prefer not to say	1	3.6%	11	39.3%	12	42.9%	4	14.3%	28	100.0%
Not known	98	4.3%	884	38.4%	1109	48.2%	210	9.1%	2301	100.0%
All	354	5.2%	2930	42.7%	3049	44.4%	533	7.8%	6866	100.0%

No disclosure control has been applied to this table because the only small numbers are in the 'Prefer not to say' row.

Ethnicity

Counts and row percentages

	Exceptional		Highly Effective		Effective and below		No Marking		Total	
Ethnic minority	7	7.8%	22	24.4%	54	60.0%	7	7.8%	90	100.0%
White	288	5.4%	2390	45.1%	2224	42.0%	397	7.5%	5299	100.0%
Prefer not to say	6	5.9%	43	42.6%	46	45.5%	6	5.9%	101	100.0%
Not known	53	3.9%	475	34.5%	725	52.7%	123	8.9%	1376	100.0%
All	354	5.2%	2930	42.7%	3049	44.4%	533	7.8%	6866	100.0%

Equality Mainstreaming Report 2012-13: Appraisal Markings (All SG) (continued)

Marital/Civil Partnership Status

Counts and row percentages

	Exceptional		Highly Effective		Effective and below		No Marking		Total	
Civil Partnership	*	*	*	*	*	*	*	*	34	100.0%
Divorced	*	*	102	44.9%	108	47.6%	13	5.7%	227	100.0%
Domestic Partner	*	*	50	48.5%	45	43.7%	5	4.9%	103	100.0%
Legally Separated	*	*	*	*	*	*	*	*	6	100.0%
Living Together	7	8.0%	36	41.4%	40	46.0%	*	*	87	100.0%
Married	184	5.7%	1495	46.1%	1302	40.1%	263	8.1%	3244	100.0%
Not known	67	5.1%	520	39.5%	628	47.7%	101	7.7%	1316	100.0%
Prefer not to say	19	4.7%	144	35.4%	213	52.3%	31	7.6%	407	100.0%
Separated	*	*	26	37.1%	40	57.1%	*	*	70	100.0%
Single	66	5.0%	521	39.3%	628	47.4%	111	8.4%	1326	100.0%
Widowed	*	*	17	37.0%	26	56.5%	*	*	46	100.0%
All	354	5.2%	2930	42.7%	3049	44.4%	533	7.8%	6866	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).

Sexual Orientation

Counts and row percentages

	Exceptional		Highly Effective		Effective and below		No Marking		Total	
Gay, lesbian, bi-sexual and other sexual orientations	*	*	29	43.3%	30	44.8%	*	*	67	100.0%
Heterosexual/straight	71	5.8%	518	42.2%	561	45.7%	78	6.4%	1228	100.0%
Prefer not to say	*	*	37	42.5%	32	36.8%	*	*	87	100.0%
Not known	272	5.0%	2346	42.8%	2426	44.2%	440	8.0%	5484	100.0%
All	354	5.2%	2930	42.7%	3049	44.4%	533	7.8%	6866	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by

Religion or belief

Counts and row percentages

	Exceptional		Highly Effective		Effective and below		No Marking		Total	
Christian	23	3.7%	269	42.7%	296	47.0%	42	6.7%	630	100.0%
Other religion or belief	*	*	20	37.0%	28	51.9%	*	*	54	100.0%
No religion or belief	47	7.7%	267	43.6%	262	42.7%	37	6.0%	613	100.0%
Prefer not to say	*	*	37	41.1%	35	38.9%	*	*	90	100.0%
Not known	272	5.0%	2337	42.7%	2428	44.3%	442	8.1%	5479	100.0%
All	354	5.2%	2930	42.7%	3049	44.4%	533	7.8%	6866	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).

Work pattern

Counts and row percentages

	Exceptional		Highly Effective		Effective and below		No Marking		Total	
Full-time	321	5.5%	2496	43.1%	2526	43.6%	447	7.7%	5790	100.0%
Part-time	33	3.1%	434	40.3%	523	48.6%	86	8.0%	1076	100.0%
All	354	5.2%	2930	42.7%	3049	44.4%	533	7.8%	6866	100.0%

Equality Mainstreaming Report 2012-13: Appraisal Markings (NRS)

Gender

Counts and row percentages

	1.Exceptional		2.Highly Effective		3.Effective and below		4.No Marking		Total	
Female	*	*	80	41.7%	87	45.3%	*	*	192	100.0%
Male	*	*	78	42.2%	92	49.7%	*	*	185	100.0%
All employees	10	2.7%	158	41.9%	179	47.5%	30	8.0%	377	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).

Age

Counts and row percentages

	1.Exceptional		2.Highly Effective		3.Effective and below		4.No Marking		Total	
16-29	*	*	11	47.8%	11	47.8%	*	*	23	100.0%
30-39	*	*	33	40.7%	39	48.1%	*	*	81	100.0%
40-49	*	*	52	44.8%	54	46.6%	*	*	116	100.0%
50-54	*	*	33	47.1%	29	41.4%	*	*	70	100.0%
55-59	*	*	20	35.1%	30	52.6%	*	*	57	100.0%
60+	*	*	9	30.0%	16	53.3%	*	*	30	100.0%
All employees	10	2.7%	158	41.9%	179	47.5%	30	8.0%	377	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).

The 16-19 and 20-29 age groups have been combined to prevent the possible disclosure of information about individuals.

Disability

Counts and row percentages

	1.Exceptional		2.Highly Effective		3.Effective and below		4.No Marking		Total	
Disabled	*	*	8	32.0%	12	48.0%	*	*	25	100.0%
Not disabled	*	*	104	45.8%	102	44.9%	*	*	227	100.0%
Prefer not to say / Not known	*	*	46	36.8%	65	52.0%	*	*	125	100.0%
All employees	10	2.7%	158	41.9%	179	47.5%	30	8.0%	377	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals. Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).

Ethnicity

Counts and row percentages

	1.Exceptional		2.Highly Effective		3.Effective and below		4.No Marking		Total	
Ethnic minority	*	*	*	*	*	*	*	*	6	100.0%
White	*	*	136	43.5%	143	45.7%	*	*	313	100.0%
Prefer not to say	*	*	5	50.0%	*	*	*	*	10	100.0%
Not known	*	*	16	33.3%	28	58.3%	*	*	48	100.0%
All employees	10	2.7%	158	41.9%	179	47.5%	30	8.0%	377	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals. Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).

Equality Mainstreaming Report 2012-13: Appraisal Markings (NRS) (continued)

Marital/Civil Partnership Status

Counts and row percentages

	1.Exceptional		2.Highly Effective		3.Effective and below		4.No Marking		Total	
Civil Partnership	*	*	*	*	*	*	*	*	4	100.0%
Divorced	*	*	8	30.8%	15	57.7%	*	*	26	100.0%
Domestic Partner	*	*	*	*	*	*	*	*	1	100.0%
Living Together	*	*	*	*	*	*	*	*	3	100.0%
Married	*	*	85	48.6%	72	41.1%	*	*	175	100.0%
Not known	*	*	18	34.0%	33	62.3%	*	*	53	100.0%
Prefer not to say	*	*	*	*	7	58.3%	*	*	12	100.0%
Separated	*	*	*	*	*	*	*	*	5	100.0%
Single	*	*	39	41.5%	41	43.6%	*	*	94	100.0%
Widowed	*	*	*	*	*	*	*	*	4	100.0%
All employees	10	2.7%	158	41.9%	179	47.5%	30	8.0%	377	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).

Sexual Orientation

Counts and row percentages

	1.Exceptional		2.Highly Effective		3.Effective and below		4.No Marking		Total	
Gay, Lesbian, Bi-sexual and other sexual orientations	*	*	*	*	*	*	*	*	2	100.0%
Heterosexual/straight	*	*	14	46.7%	13	43.3%	*	*	30	100.0%
Prefer not to say	*	*	*	*	*	*	*	*	3	100.0%
Not known	*	*	142	41.5%	164	48.0%	*	*	342	100.0%
All employees	10	2.7%	158	41.9%	179	47.5%	30	8.0%	377	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).

Religion

Counts and row percentages

	1.Exceptional		2.Highly Effective		3.Effective and below		4.No Marking		Total	
None	*	*	7	43.8%	8	50.0%	*	*	16	100.0%
Christian	*	*	6	46.2%	5	38.5%	*	*	13	100.0%
Other Religious Belief	*	*	*	*	*	*	*	*	4	100.0%
Prefer not to say	*	*	*	*	*	*	*	*	2	100.0%
Not known	*	*	141	41.2%	164	48.0%	*	*	342	100.0%
All employees	10	2.7%	158	41.9%	179	47.5%	30	8.0%	377	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).

Work pattern

Counts and row percentages

	1.Exceptional		2.Highly Effective		3.Effective and below		4.No Marking		Total	
Full-time	*	*	141	45.5%	140	45.2%	*	*	310	100.0%
Part-time	*	*	17	25.4%	39	58.2%	*	*	67	100.0%
All employees	10	2.7%	158	41.9%	179	47.5%	30	8.0%	377	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).

Equality Mainstreaming Report Tables - Leavers 2012-13

Scottish Government Core, Agencies, Non-Departmental Public Bodies and Other Bodies

This workbook contains tables showing the diversity statistics for Scottish Government employees who left during the period **1 February 2012 to 31 January 2013**.

The statistics cover the following public bodies:

Scottish Government Core Departments - Enterprise, Environment & Digital; Finance; Governance & Communities; Health & Social Care; Learning & Justice; Strategy & External Affairs; Permanent Secretary. Accountant in Bankruptcy, Advocate General for Scotland, British Irish Council, Courts Tribunals, Court of Lord Lyon, Crofting Commission, Disclosure Scotland, Education Scotland, HMI Constabulary, HMI Prisons, Judicial Appointments Board for Scotland, Judicial Appointments and Finance, Local Government Boundary Commission for Scotland, Mental Welfare Commission, National Records of Scotland, Office of the Scottish Charity Regulator, Parole Board, Police Complaints, Risk Management Authority, Scotland Office, Scottish Housing Regulator, Scottish Law Commission, Scottish Police Authority, Scottish Public Pension Agency, Student Awards Agency for Scotland, Transport Scotland

Reasons for leaving

For convenience, the reasons for leaving have been grouped into the following six categories;

Resignation

Retirement - retirement (age grounds) above minimum age, retirement (age grounds) minimum age, retirement (ill health)

Voluntary exit

End of fixed-term appointment

Dismissal - dismissal (disciplinary) without compensation, dismissal (inefficiency) probation/trial, dismissal (inefficiency) with

Other - death in service, failed to take up employment, loan to another department, transfer to another department

Tables

[Leavers in period 1/2/12 to 31/1/13, by age and reason](#)

[Leavers in period 1/2/12 to 31/1/13, by gender and reason](#)

[Leavers in period 1/2/12 to 31/1/13, by ethnic group and reason](#)

[Leavers in period 1/2/12 to 31/1/13, by sexual orientation and reason](#)

[Leavers in period 1/2/12 to 31/1/13, by disability status and reason](#)

[Leavers in period 1/2/12 to 31/1/13, by marital/civil partnership status and reason](#)

[Leavers in period 1/2/12 to 31/1/13, by religion or belief and reason](#)

[Leavers in period 1/2/12 to 31/1/13, by work pattern and reason](#)

Disclosure control

To avoid the possible disclosure of information about individual members of staff, data suppression has been applied to counts of less than 5. In some cases, secondary data suppression has been necessary to prevent the calculation of suppressed values by differencing.

Suppressed values are shown as an asterisk (*).

Where possible, data suppression has been avoided by grouping categories in some manner.

Where the only small counts in a table refer to the 'prefer not to say' category, no data suppression is done.

Where data suppression has been applied or category grouping has been carried out in any table, an explanatory note is provided.

Data source

The tables in this workbook were compiled from data held on the Scottish Government HR system.

Contact details

For more information, please contact:

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HRMITeamMailbox@scotland.gsi.gov.uk

April 2013

Equality Mainstreaming Report Tables - Leavers 2012-13

Leavers in period 1/2/12 to 31/1/13, by age and reason

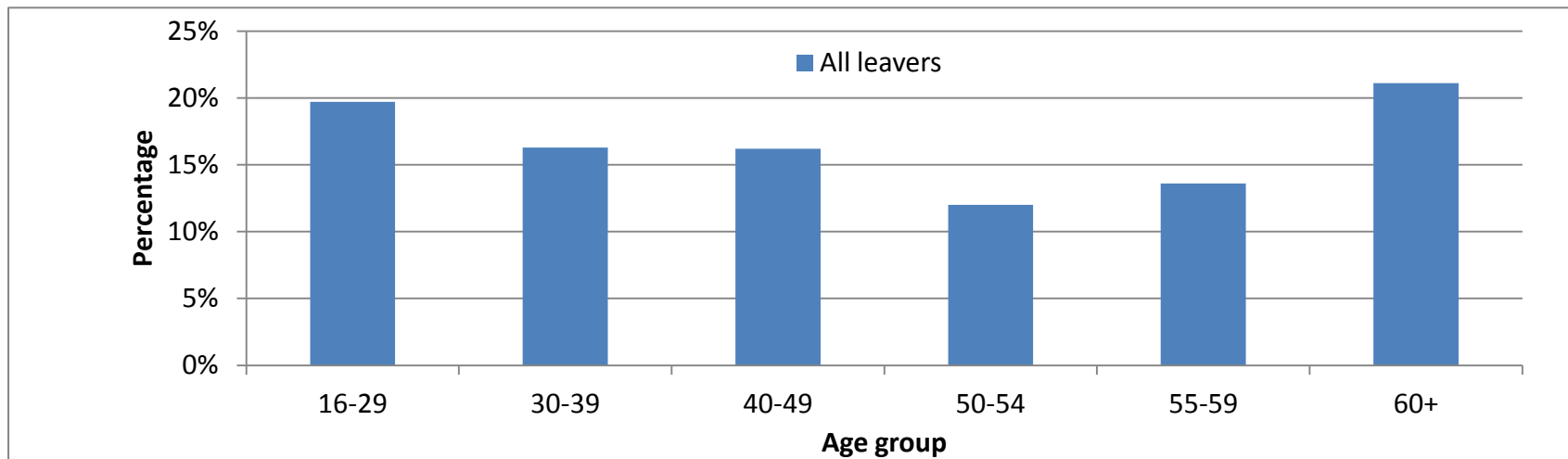
Counts and row percentages

Reason	Age Group							All leavers
	16-29	30-39	40-49	50-54	55-59	60+		
Resignation	57 35.8%	40 26.5%	28 18.5%	13 8.6%	7 4.6%	6 4.0%	151 100.0%	
Retirement	* *	* *	* *	* *	* *	25 80.6%	31 100.0%	
Voluntary exit	6 1.5%	50 12.2%	73 17.8%	63 15.3%	92 22.4%	127 30.9%	411 100.0%	
End of fixed-term appointment	94 51.2%	25 14.5%	23 13.4%	10 5.8%	7 4.1%	13 7.6%	172 100.0%	
Dismissal	* *	* *	* *	* *	* *	* *	12 100.0%	
Other	10 25.6%	14 35.9%	5 12.8%	7 17.9%	* *	* *	39 100.0%	
All leavers	170 19.7%	133 16.3%	132 16.2%	98 12.0%	111 13.6%	172 21.1%	816 100.0%	

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).

The 16-19 and 20-29 age groups have been combined to reduce the data suppression.



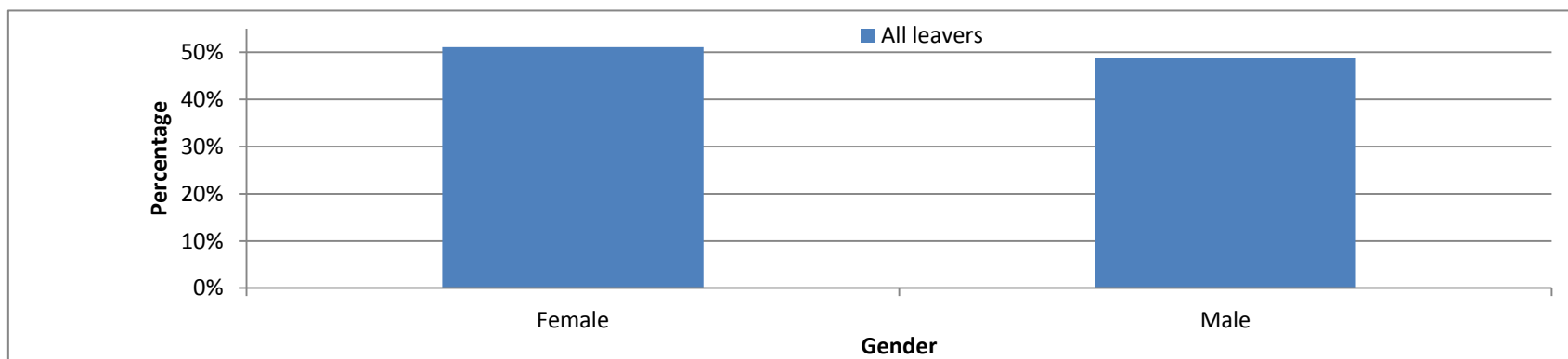
Equality Mainstreaming Report Tables - Leavers 2012-13

Leavers in period 1/2/12 to 31/1/13, by gender and reason

Counts and row percentages

Reason	Gender					
	Female		Male		All leavers	
Resignation	72	47.7%	79	52.3%	151	100.0%
Retirement	*	*	*	*	31	100.0%
Voluntary exit	243	59.1%	168	40.9%	411	100.0%
End of fixed-term appointment	67	39.0%	105	61.0%	172	100.0%
Dismissal	*	*	*	*	12	100.0%
Other	25	64.1%	14	35.9%	39	100.0%
All leavers	417	51.1%	399	48.9%	816	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals. Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).



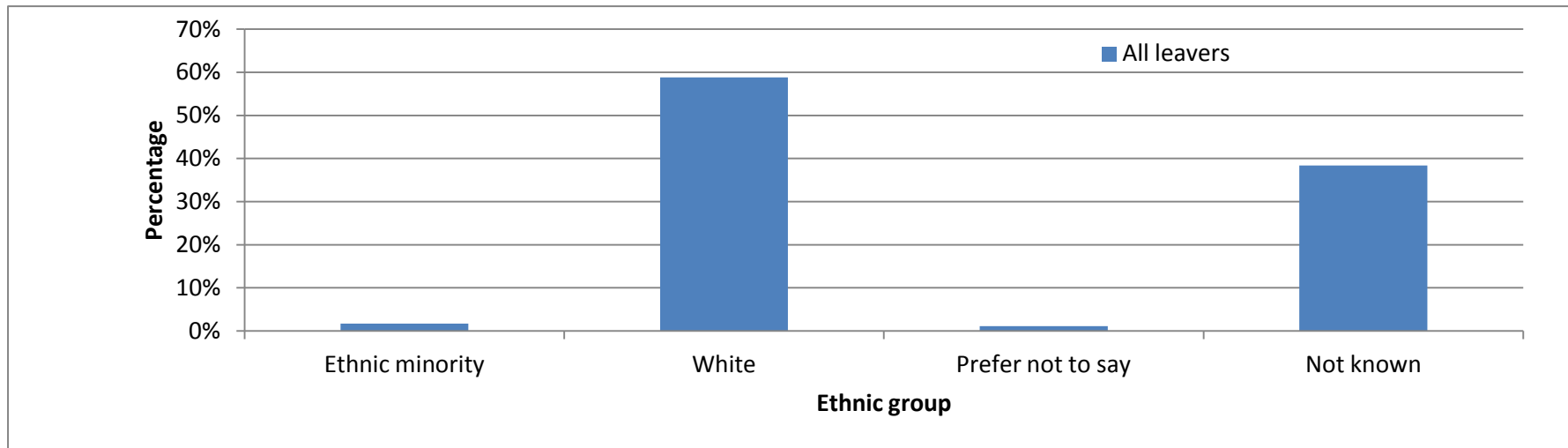
Equality Mainstreaming Report Tables - Leavers 2012-13

Leavers in period 1/2/12 to 31/1/13, by ethnic group and reason

Counts and row percentages

Reason	Ethnic Group									
	Ethnic minority		White		Prefer not to say		Not known		All leavers	
Resignation	*	*	71	47.0%	*	*	74	49.0%	151	100.0%
Retirement	*	*	27	87.1%	*	*	*	*	31	100.0%
Voluntary exit	*	*	327	79.6%	*	*	71	17.3%	411	100.0%
End of fixed-term appointment	*	*	20	11.6%	*	*	151	87.8%	172	100.0%
Dismissal	*	*	7	58.3%	*	*	*	*	12	100.0%
Other	*	*	28	71.8%	*	*	10	25.6%	39	100.0%
All leavers	14	1.7%	480	58.8%	9	1.1%	313	38.4%	816	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals. Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).



Equality Mainstreaming Report Tables - Leavers 2012-13

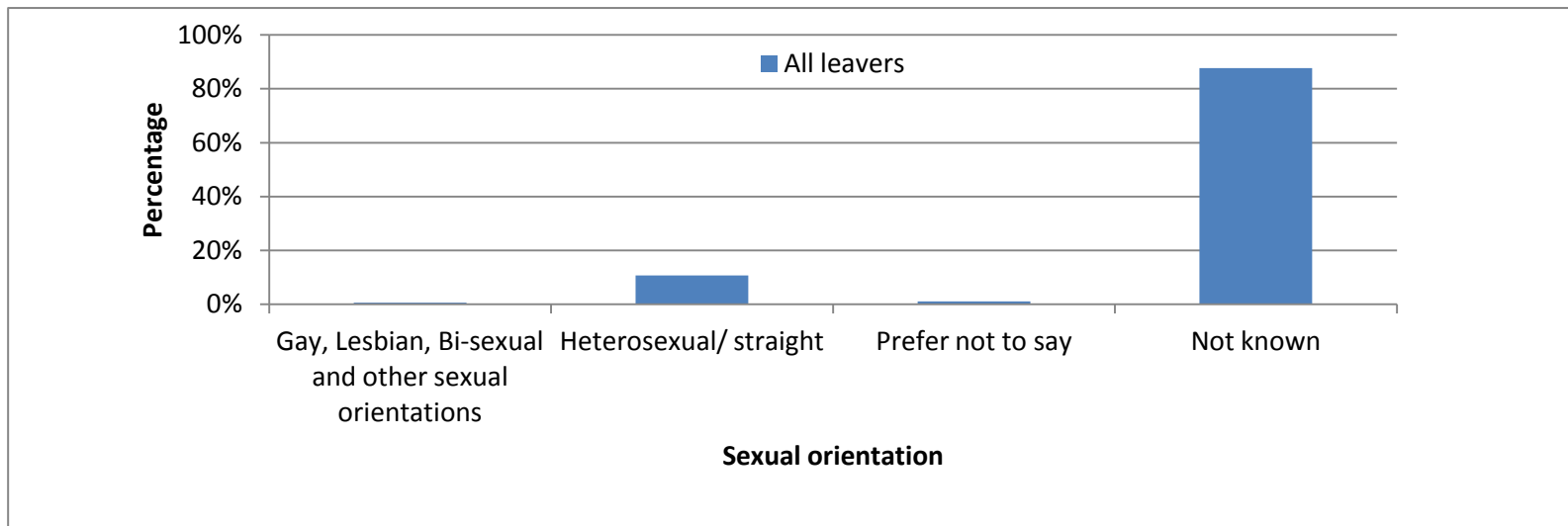
Leavers in period 1/2/12 to 31/1/13, by sexual orientation and reason

Counts and row percentages

Reason	Sexual Orientation									
	Gay, Lesbian, Bi-sexual and other sexual		Heterosexual/straight		Prefer not to say		Not known		All leavers	
Resignation	*	*	21	13.9%	*	*	128	84.8%	151	100.0%
Retirement	*	*	*	*	*	*	27	87.1%	31	100.0%
Voluntary exit	*	*	46	11.2%	*	*	358	87.1%	411	100.0%
End of fixed-term appointment	*	*	9	5.2%	*	*	162	94.2%	172	100.0%
Dismissal	*	*	*	*	*	*	10	83.3%	12	100.0%
Other	*	*	7	17.9%	*	*	31	79.5%	39	100.0%
All leavers	5	0.6%	87	10.7%	8	1.0%	716	87.7%	816	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).



Equality Mainstreaming Report Tables - Leavers 2012-13

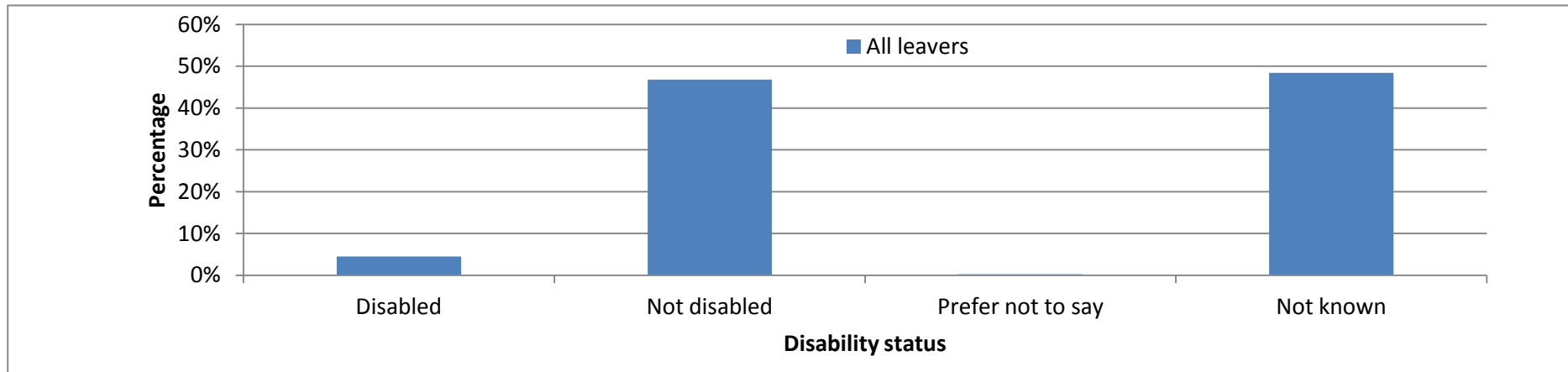
Leavers in period 1/2/12 to 31/1/13, by disability status and reason

Counts and row percentages

Reason	Disability status									
	Disabled		Not disabled		Prefer not to say		Not known		All leavers	
Resignation	*	*	62	41.1%	*	*	85	56.3%	151	100.0%
Retirement	*	*	20	64.5%	*	*	7	22.6%	31	100.0%
Voluntary exit	*	*	266	64.7%	*	*	117	28.5%	411	100.0%
End of fixed-term appointment	*	*	*	*	*	*	161	93.6%	172	100.0%
Dismissal	*	*	*	*	*	*	7	58.3%	12	100.0%
Other	*	*	19	48.7%	*	*	18	46.2%	39	100.0%
All leavers	37	4.5%	382	46.8%	2	0.2%	395	48.4%	816	100.0%

Counts of less than 5 (except columns totals) have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).



Equality Mainstreaming Report Tables - Leavers 2012-13

Leavers in period 1/2/12 to 31/1/13, by marital/civil partnership status and reason

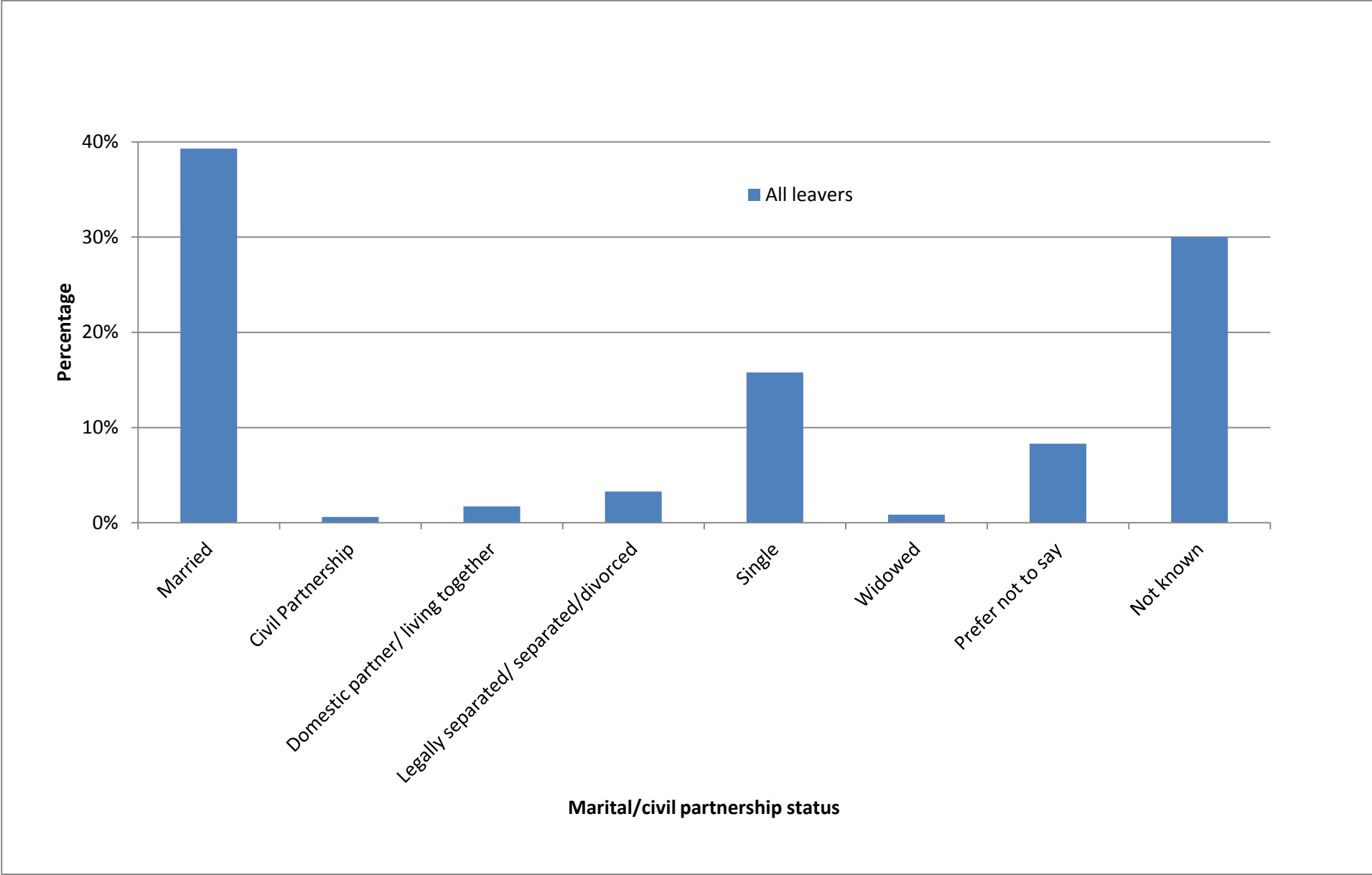
Counts and row percentages

Marital/ Civil Partnership Status	Reason						All leavers
	Resignation	Retirement	Voluntary exit	End of fixed-term appointment	Dismissal	Other	
Married	41	22	233	12	*	*	321
	27.2%	71.0%	56.7%	7.0%	*	*	39.3%
Civil Partnership	*	*	*	*	*	*	5
	*	*	*	*	*	*	0.6%
Domestic partner/ living together	*	*	8	*	*	*	14
	*	*	1.9%	*	*	*	1.7%
Legally separated/ separated/divorced	*	*	22	*	*	*	27
	*	*	5.4%	*	*	*	3.3%
Single	28	*	71	12	*	9	129
	18.5%	*	17.3%	7.0%	*	23.1%	15.8%
Widowed	*	*	6	*	*	*	7
	*	*	1.5%	*	*	*	0.9%
Prefer not to say	21	*	15	26	*	5	68
	13.9%	*	3.6%	15.1%	*	12.8%	8.3%
Not known	54	*	53	119	*	10	245
	35.8%	*	12.9%	69.2%	*	25.6%	30.0%
All leavers	151	31	411	172	12	39	816
	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).

Some categories with small counts have been grouped.



Equality Mainstreaming Report Tables - Leavers 2012-13

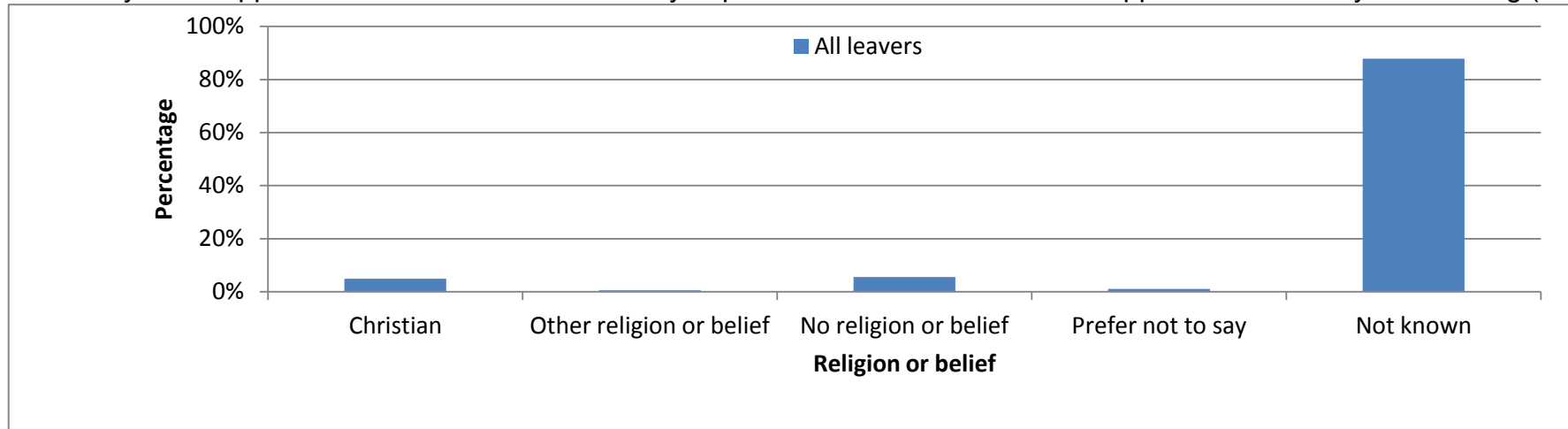
Leavers in period 1/2/12 to 31/1/13, by religion or belief and reason

Counts and row percentages

Reason	Religion or Belief											
	Christian		Other religion or belief		No religion or belief		Prefer not to say		Not known		All leavers	
Resignation	11	7.3%	*	*	12	7.9%	*	*	127	84.1%	151	100.0%
Retirement	*	*	*	*	*	*	*	*	27	87.1%	31	100.0%
Voluntary exit	22	5.4%	*	*	20	4.9%	*	*	359	87.3%	411	100.0%
End of fixed-term appointment	*	*	*	*	6	3.5%	*	*	162	94.2%	172	100.0%
Dismissal	*	*	*	*	*	*	*	*	10	83.3%	12	100.0%
Other	*	*	*	*	5	12.8%	*	*	32	82.1%	39	100.0%
All leavers	40	4.9%	4	0.5%	46	5.6%	9	1.1%	717	87.9%	816	100.0%

Counts of less than 5 (except column totals) have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).



Equality Mainstreaming Report Tables - Leavers 2012-13

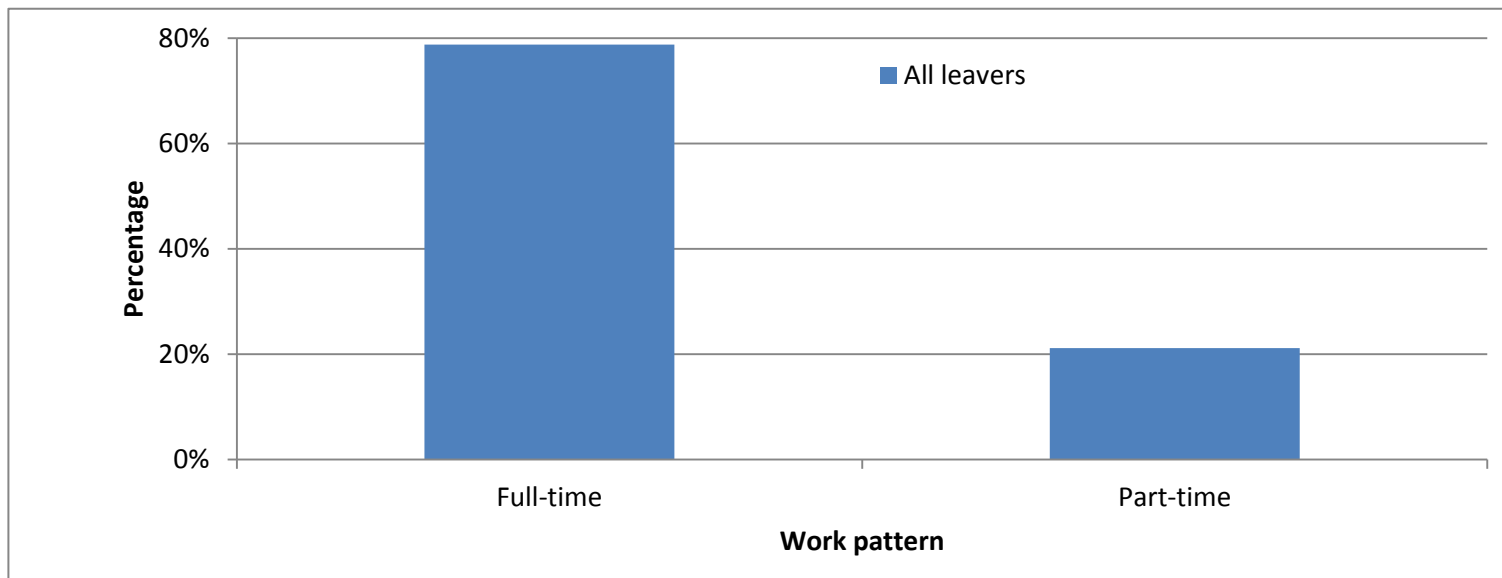
Leavers in period 1/2/12 to 31/1/13, by work pattern and reason

Counts and row percentages

Reason	Work pattern					
	Full-time		Part-time		All leavers	
Resignation	131	86.8%	20	13.2%	151	100.0%
Retirement	21	67.7%	10	32.3%	31	100.0%
Voluntary exit	301	73.2%	110	26.8%	411	100.0%
End of fixed-term appointment	146	84.9%	26	15.1%	172	100.0%
Dismissal	*	*	*	*	12	100.0%
Other	*	*	*	*	39	100.0%
All leavers	643	78.8%	173	21.2%	816	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).



RECRUITMENT AND PROMOTION DIVERSITY ANALYSIS

New Starts

- The majority of all types of new starts in the year to 31 January 2013 were aged between 20 and 39 (65%). A similar percentage of those recruited to permanent posts (67%) came from these age bands.
- Marginally more men than women were recruited overall (52% male), but more women than men were recruited to permanent posts (51% female).
- 2% of staff recruited during the year identified as coming from a minority ethnic background. No ethnicity data are held for a large number of new starts (64%).
- 2% of staff recruited during the year declared a disability. No disability data are held on the majority of new starts (88%).
- Due to the small numbers of staff recording their sexual orientation or religious beliefs, no analysis is possible of these factors beyond that given in the tables.

Promotions

- The majority of promotions went to permanent members of staff during the period (95%).
- The age group with the highest number of promotions was 30-39 years old (41%).
- More women than men were promoted during the year (56%).
- Approximately 2% of promotions went to staff with a recorded minority ethnic background.
- Staff with a recorded disability received 3% of the promotions during the period.
- Due to the small numbers of staff recording their sexual orientation or religious beliefs, no analysis is possible of these factors beyond that given in the tables.

Data Notes

- Recruitment and promotion were both analysed by employment type and protected characteristic. Results for promotion were collapsed into “permanent” and “all other” categories to allow some analysis to be presented without disclosing small numbers.
- To avoid the possible disclosure of information about individual members of staff, data suppression has been applied to counts of less than 5. In some cases, secondary data suppression has been necessary to prevent the calculation of suppressed values by differencing. Suppressed values are shown as an asterisk (*).
- This commentary refers to the Equality Act Mainstreaming Report tables for recruitment and promotion within the Scottish Government. Data for new starts covers the period 01 February 2012 to 31 January 2013. Data for promotions covers the period 01 January 2012 to 31 December 2012 (the nearest full year analysis available). All data include Scottish Government Core Directorates and all Agencies, Non-Departmental Public Bodies, and Other Bodies (including National Records of Scotland) for which the Scottish Government provides HR Shared Services.
- Figures include 33 National Records of Scotland new starts and 20 NRS promotions, as per other Equality Act reporting requests. Separate analysis of these NRS recruitments and promotions produces small numbers throughout. Once suppression has been applied to NRS specific results, the tables provided are of little to no value and are not included as a result.
- New start data apply only to those taking up employment during the reporting period and do not cover failed applicants. HR are in negotiation with our external Applicant Tracking System providers to develop accurate and trustworthy reporting systems to gather this data in future.
- As with data for current staff, levels of reporting for sexual orientation, ethnic origin and religion and belief are very low and analysis of these characteristics is therefore limited.

R2418ms - Recruitment Diversity - New Starts - Covers period 01 February 2012 to 31 January 2013

	Age Group							All
	16-19	20-29	30-39	40-49	50-54	55-59	60+	
Fixed Term Appointment fair&open	*	34 (47.9%)	19 (26.8%)	12 (16.9%)	*	*	*	71 (11.2%)
Fixed Term Appointment not fair&open	*	94 (46.3%)	37 (18.2%)	27 (13.3%)	17 (8.4%)	*	10 (4.9%)	203 (32.0%)
Inward loan	0 (0%)	*	*	0 (0%)	*	0 (0%)	0 (0%)	7 (1.1%)
Modern Apprenticeship	37 (80.4%)	9 (19.6%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	46 (7.3%)
Permanent	*	95 (34.8%)	89 (32.6%)	52 (19%)	21 (7.7%)	12 (4.4%)	*	273 (43.1%)
Student	*	*	*	0 (0%)	0 (0%)	0 (0%)	0 (0%)	34 (5.4%)
All	50 (7.9%)	262 (41.3%)	153 (24.1%)	91 (14.4%)	42 (6.6%)	23 (3.6%)	13 (2.1%)	634 (100%)

*: To avoid the possible disclosure of information about individual members of staff, data suppression has been applied to counts of less than 5.

In some cases, secondary data suppression has been necessary to prevent the calculation of suppressed values by differencing. Suppressed values are shown as an asterisk (*).

	Gender		All
	Female	Male	
Fixed Term Appointment fair&open	34 (47.9%)	37 (52.1%)	71 (11.2%)
Fixed Term Appointment not fair&open	78 (38.4%)	125 (61.6%)	203 (32.0%)
Inward loan	*	*	7 (1.1%)
Modern Apprenticeship	30 (65.2%)	16 (34.8%)	46 (7.3%)
Permanent	139 (50.9%)	134 (49.1%)	273 (43.1%)
Student	*	*	34 (5.4%)
All	303 (47.8%)	331 (52.2%)	634 (100%)

*: To avoid the possible disclosure of information about individual members of staff, data suppression has been applied to counts of less than 5.

In some cases, secondary data suppression has been necessary to prevent the calculation of suppressed values by differencing. Suppressed values are shown as an asterisk (*).

	Ethnic Group				All
	1. Ethnic minority	2. White	3. Prefer not to say	4. Unknown	
Fixed Term Appointment fair&open	*	30 (42.3%)	*	*	71 (11.2%)
Fixed Term Appointment not fair&open	*	29 (14.3%)	*	*	203 (32.0%)
Inward loan	*	*	*	*	7 (1.1%)
Modern Apprenticeship	0 (0%)	6 (13.0%)	*	40 (87.0%)	46 (7.3%)
Permanent	10 (3.7%)	147 (53.8%)	*	114 (51.8%)	273 (43.1%)
Student	*	*	*	33 (97.1%)	34 (5.4%)
All	12 (1.9%)	214 (33.8%)	3 (0.5%)	405 (63.9%)	634 (100%)

*: To avoid the possible disclosure of information about individual members of staff, data suppression has been applied to counts of less than 5.

In some cases, secondary data suppression has been necessary to prevent the calculation of suppressed values by differencing. Suppressed values are shown as an asterisk (*).

R2418ms - Recruitment Diversity - New Starts - Covers period 01 February 2012 to 31 January 2013 (continued)

	Disability				All
	1. Disabled	2. Not disabled	3. Prefer not to say	4. Unknown	
Fixed Term Appointment fair&open	*	9 (12.7%)	*	62 (87.3%)	71 (11.2%)
Fixed Term Appointment not fair&open	*	14 (6.9%)	*	187 (92.1%)	203 (32.0%)
Inward loan	0 (0%)	0 (0%)	0 (0%)	7 (100%)	7 (1.1%)
Modern Apprenticeship	*	*	*	41 (89.1%)	46 (7.3%)
Permanent	*	36 (13.2%)	*	227 (83.2%)	273 (43.1%)
Student	*	*	*	33 (97.1%)	34 (5.4%)
All	12 (1.9%)	64 (10.1%)	1 (0.2%)	557 (87.9%)	634 (100%)

*: To avoid the possible disclosure of information about individual members of staff, data suppression has been applied to counts of less than 5.

In some cases, secondary data suppression has been necessary to prevent the calculation of suppressed values by differencing. Suppressed values are shown as an asterisk (*).

	Sexual Orientation			All
	1. Sexual orientation not given	2. Sexual orientation given	3. Prefer not to say	
Fixed Term Appointment fair&open	62 (87.3%)	*	*	71 (11.2%)
Fixed Term Appointment not fair&open	192 (94.6%)	10 (4.9%)	1 (0.5%)	203 (32.0%)
Inward loan	*	*	*	7 (1.1%)
Modern Apprenticeship	41 (89.1%)	5 (10.9%)	0 (0%)	46 (7.3%)
Permanent	236 (86.4%)	36 (13.2%)	1 (0.4%)	273 (43.1%)
Student	*	*	0 (0%)	34 (5.4%)
All	571 (90.1%)	60 (9.5%)	3 (0.5%)	634 (100%)

*: To avoid the possible disclosure of information about individual members of staff, data suppression has been applied to counts of less than 5.

In some cases, secondary data suppression has been necessary to prevent the calculation of suppressed values by differencing. Suppressed values are shown as an asterisk (*).

	Religion and Belief		All
	1. Religion or belief not given	2. Religion or belief given ¹	
Fixed Term Appointment fair&open	62 (87.3%)	9 (12.7%)	71 (11.2%)
Fixed Term Appointment not fair&open	192 (94.6%)	11 (5.4%)	203 (32.0%)
Inward loan	*	*	7 (1.1%)
Modern Apprenticeship	41 (89.1%)	5 (10.9%)	46 (7.3%)
Permanent	236 (86.4%)	37 (13.6%)	273 (43.1%)
Student	*	*	34 (5.4%)
All	571 (90.1%)	63 (9.9%)	634 (100%)

*: To avoid the possible disclosure of information about individual members of staff, data suppression has been applied to counts of less than 5.

In some cases, secondary data suppression has been necessary to prevent the calculation of suppressed values by differencing. Suppressed values are shown as an asterisk (*).

1: Includes those declaring no religion or belief.

R2418ms - Recruitment Diversity - Promotions - Covers period 01 January 2012 to 31 December 2012

	Age Group						All
	20-29	30-39	40-49	50-54	55-59	60+	
Permanent	121 (18.4%)	270 (41.2%)	170 (25.9%)	58 (8.8%)	27 (4.1%)	10 (1.5%)	656 (94.9%)
All Others	11 (31.4%)	13 (37.1%)	*	*	*	0 (0%)	35 (5.1%)
All	132 (19.1%)	283 (41%)	*	*	*	10 (1.4%)	691 (100%)

*: To avoid the possible disclosure of information about individual members of staff, data suppression has been applied to counts of less than 5.

In some cases, secondary data suppression has been necessary to prevent the calculation of suppressed values by differencing. Suppressed values are shown as an asterisk (*).

	Gender		All
	Female	Male	
Permanent	364 (55.5%)	292 (44.5%)	656 (94.9%)
All Others	24 (68.6%)	11 (31.4%)	35 (5.1%)
All	388 (56.2%)	303 (43.8%)	691 (100%)

	Ethnic Group				All
	1. Ethnic minority	2. White	3. Prefer not to say	4. Unknown	
Permanent	10 (1.5%)	520 (79.3%)	9 (1.4%)	117 (17.8%)	656 (94.9%)
All Others	*	16 (45.7%)	*	18 (51.4%)	35 (5.1%)
All	*	536 (77.6%)	*	135 (19.5%)	691 (100%)

*: To avoid the possible disclosure of information about individual members of staff, data suppression has been applied to counts of less than 5.

In some cases, secondary data suppression has been necessary to prevent the calculation of suppressed values by differencing. Suppressed values are shown as an asterisk (*).

R2418ms - Recruitment Diversity - Promotions - Covers period 01 January 2012 to 31 December 2012 (continued)

	Disability				All
	1. Disabled	2. Not disabled	3. Prefer not to say	4. Unknown	
Permanent	23 (3.5%)	381 (58.1%)	4 (0.6%)	248 (37.8%)	656 (94.9%)
All Others	0 (0%)	7 (20%)	1 (2.9%)	27 (77.1%)	35 (5.1%)
All	23 (3.3%)	388 (56.2%)	5 (0.7%)	275 (39.8%)	691 (100%)

	Sexual Orientation			All
	1. Sexual orientation not given	2. Sexual orientation given	3. Prefer not to say	
Permanent	298 (45.4%)	334 (50.9%)	24 (3.7%)	656 (94.9%)
All Others	28 (80%)	5 (14.3%)	2 (5.7%)	35 (5.1%)
All	326 (47.2%)	339 (49.1%)	26 (3.8%)	691 (100%)

	Religion or Belief			All
	1. Religion or belief not given	2. Religion or belief given	3. Prefer not to say	
Permanent	300 (45.7%)	335 (51.1%)	21 (3.2%)	656 (94.9%)
All Others	28 (80%)	6 (17.1%)	1 (2.9%)	35 (5.1%)
All	328 (47.5%)	341 (49.3%)	22 (3.2%)	691 (100%)

Equality Act Mainstreaming Report Tables - National Records of Scotland 2012-13

Tables

[Employees as at 31 January 2013, by age and work pattern](#)

[Employees as at 31 January 2013, by gender and work pattern](#)

[Employees as at 31 January 2013, by ethnic group and work pattern](#)

[Employees as at 31 January 2013, by sexual orientation](#)

[Employees as at 31 January 2013, by disability status and work pattern](#)

[Employees as at 31 January 2013, by marital/civil partnership status and work pattern](#)

[Employees as at 31 January 2013, by religion or belief and work pattern](#)

[Employees on maternity leave during the period 1 February 2012 to 31 January 2013](#)

Disclosure control

To avoid the possible disclosure of information about individual members of staff, data suppression has been applied to counts of less than 5 (and the corresponding percentage value).

In some cases, secondary data suppression has been necessary to prevent the calculation of suppressed values by differencing.

Suppressed values are shown as an asterisk (*).

Where possible, data suppression has been avoided by grouping categories in some manner.

Where the only small counts in a table refer to the 'prefer not to say' category, no data suppression is done.

Where data suppression has been applied or category grouping has been carried out in any table, an explanatory note is provided.

Data source

The tables in this workbook were compiled from data held on the Scottish Government HR system.

Information on the protected characteristics (age, gender, ethnicity, sexual orientation, disability status, marital/civil partnership status, and religion or belief) is provided by the employee on a voluntary basis. For some protected characteristics (for example, age and gender) the information held is complete or very nearly complete, while the information held the other characteristics is less well populated.

Contact details

For more information, please contact:

HR Management Information Team, Human Resources, Scottish Government, F1 Spur, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD

HRMITeamMailbox@scotland.gsi.gov.uk

Equality Mainstreaming Report - National Records of Scotland 2012-13

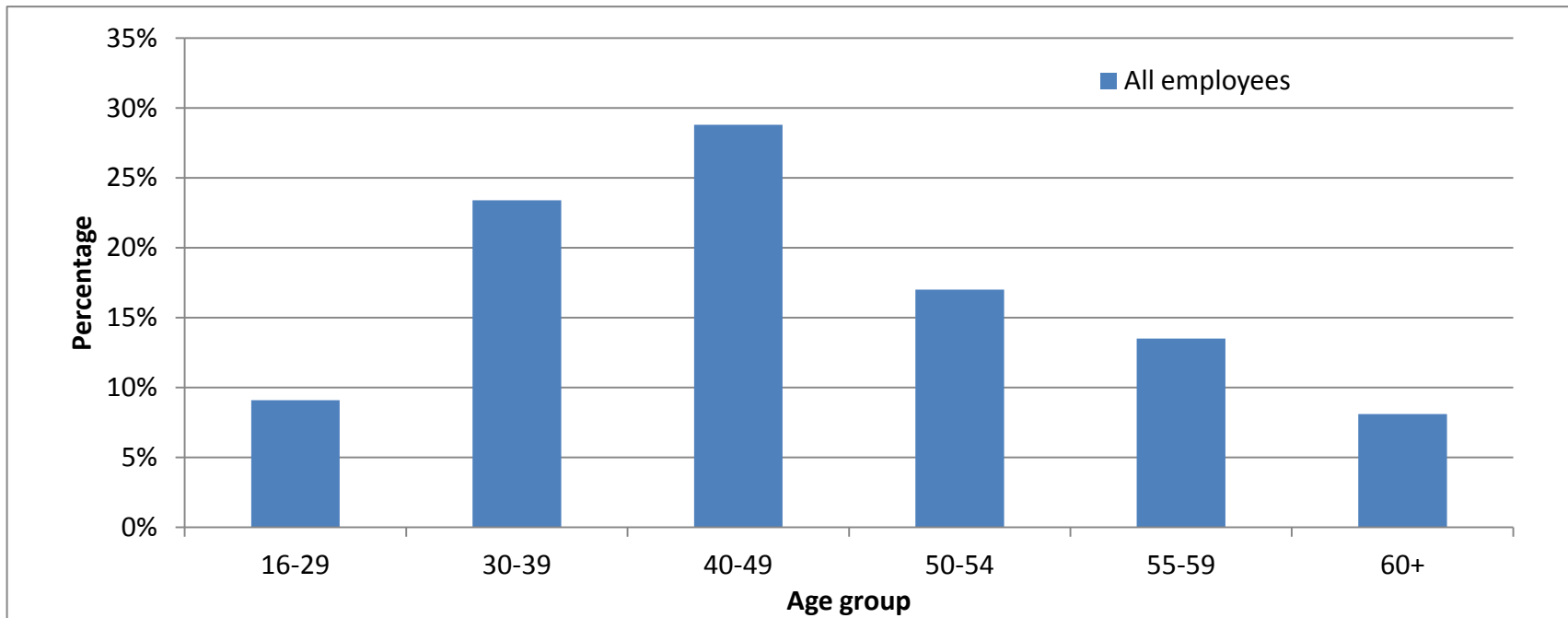
Employees as at 31 January 2013, by age and work pattern

Counts and row percentages

Work pattern	16-29		30-39		40-49		50-54		55-59		60+		All employees	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Full-time	*	*	80	23.8%	93	27.7%	64	19.0%	49	14.6%	*	*	336	100.0%
Part-time	*	*	15	21.4%	24	34.3%	5	7.1%	6	8.6%	*	*	70	100.0%
All employees	37	9.1%	95	23.4%	117	28.8%	69	17.0%	55	13.5%	33	8.1%	406	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).

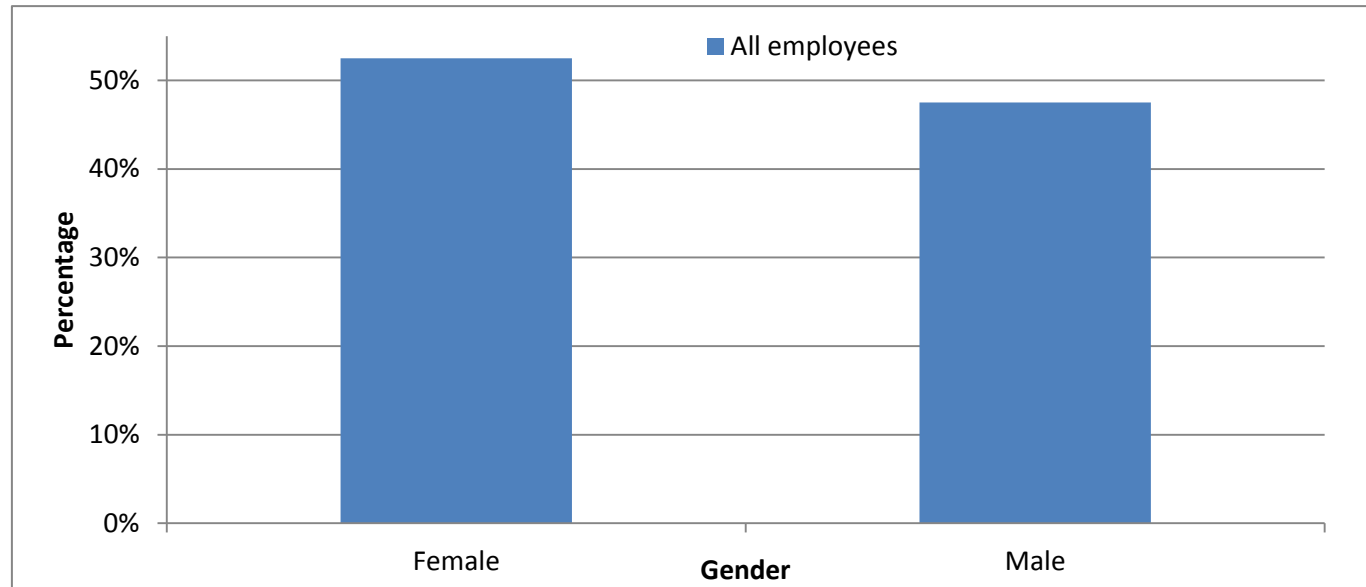


Equality Mainstreaming Report - National Records of Scotland 2012-13

Employees as at 31 January 2013, by gender and work pattern

Counts and row percentages

Work pattern	Gender					
	Female		Male		All employees	
Full-time	159	47.3%	177	52.7%	336	100.0%
Part-time	54	77.1%	16	22.9%	70	100.0%
All employees	213	52.5%	193	47.5%	406	100.0%



Equality Mainstreaming Report - National Records of Scotland 2012-13

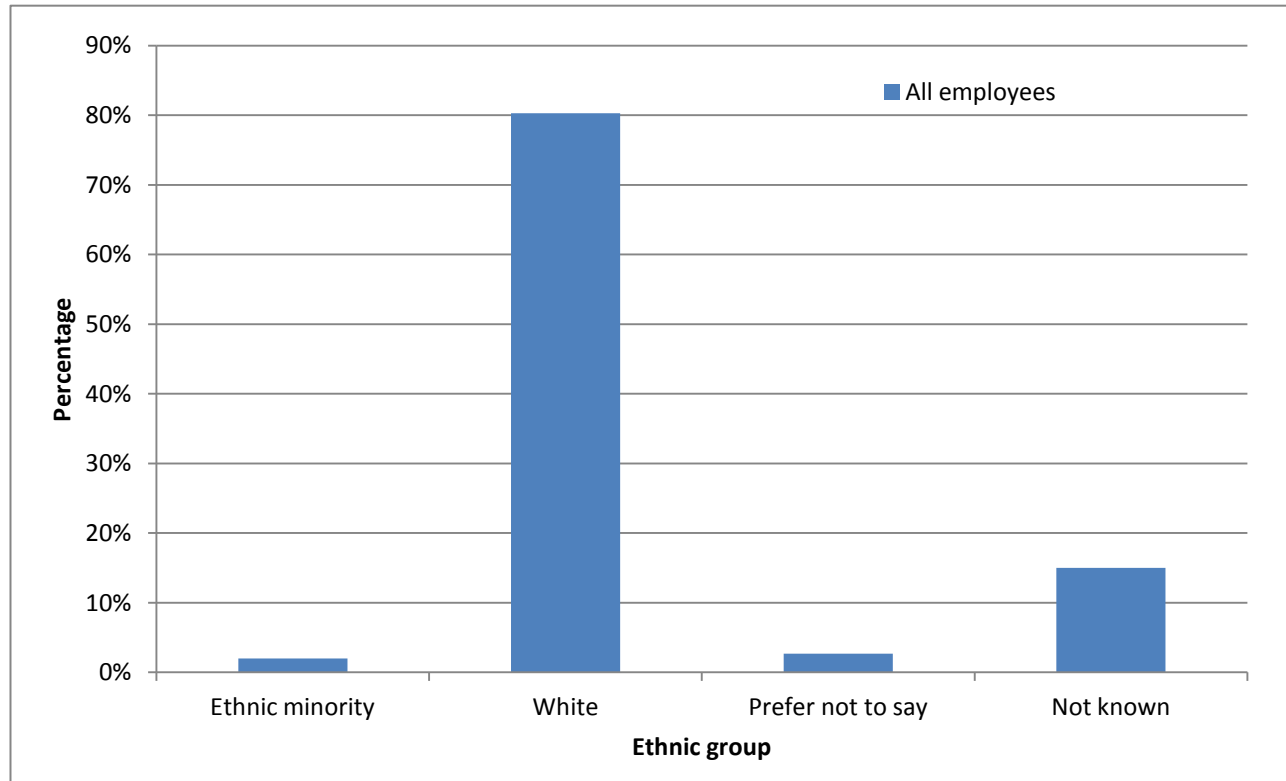
Employees as at 31 January 2013, by ethnic group and work pattern

Counts and row percentages

Work pattern	Ethnic Group				
	Ethnic minority	White	Prefer not to say	Not known	All employees
Full-time	* *	264 78.6%	* *	54 16.1%	336 100.0%
Part-time	* *	62 88.6%	* *	7 10.0%	70 100.0%
All employees	8 2.0%	326 80.3%	11 2.7%	61 15.0%	406 100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).



Equality Mainstreaming Report - National Records of Scotland 2012-13

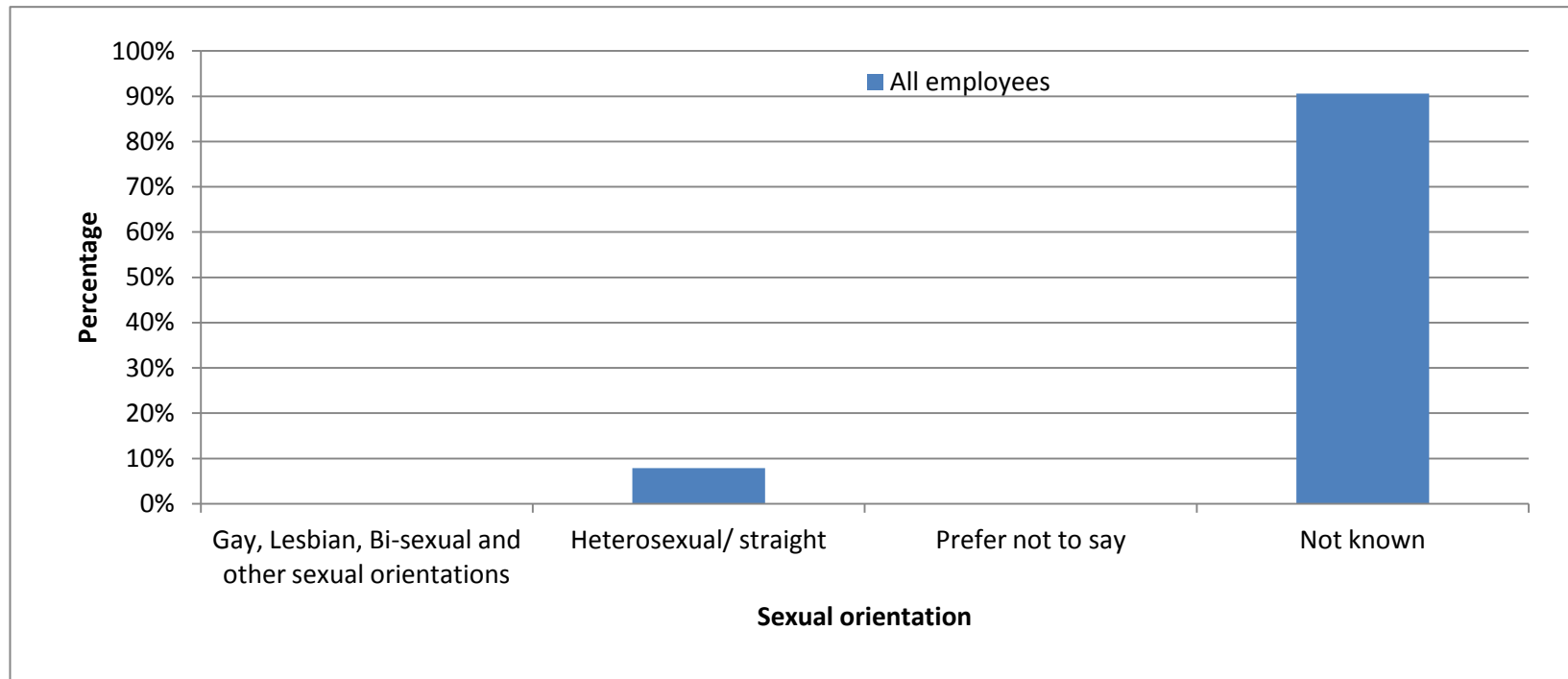
Employees as at 31 January 2013, by sexual orientation

Counts and row percentages

Work pattern	Sexual Orientation				
	Gay, Lesbian, Bi-sexual and other sexual orientations	Heterosexual/straight	Prefer not to say	Not known	All employees
All employees	* *	32 7.9%	* *	368 90.6%	406 100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).



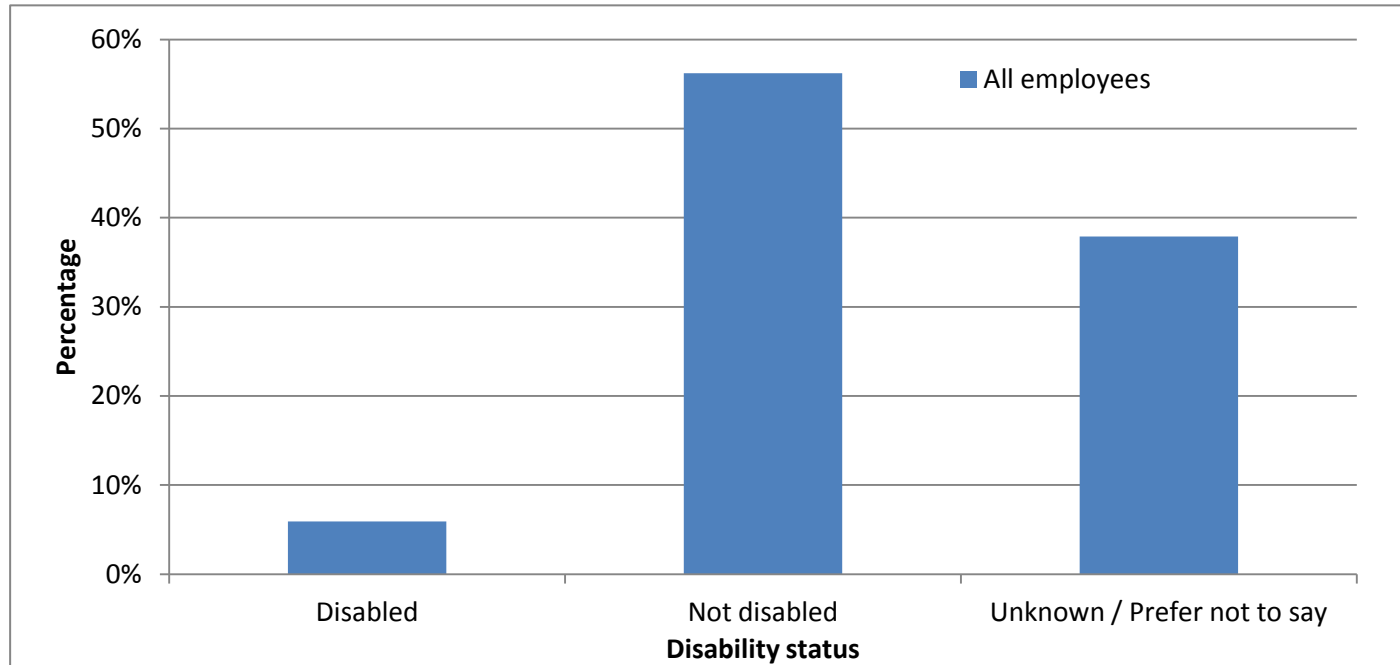
Equality Mainstreaming Report - National Records of Scotland 2012-13

Employees as at 31 January 2013, by disability status and work pattern

Counts and row percentages

Work pattern	Disability status							
	Disabled		Not disabled		Unknown / Prefer not to say		All employees	
Full-time	16	4.8%	189	56.3%	131	39.0%	336	100.0%
Part-time	8	11.4%	39	55.7%	23	32.9%	70	100.0%
All employees	24	5.9%	228	56.2%	154	37.9%	406	100.0%

Because of the small counts for 'Prefer not to say', this category has been grouped with 'Unknown'.

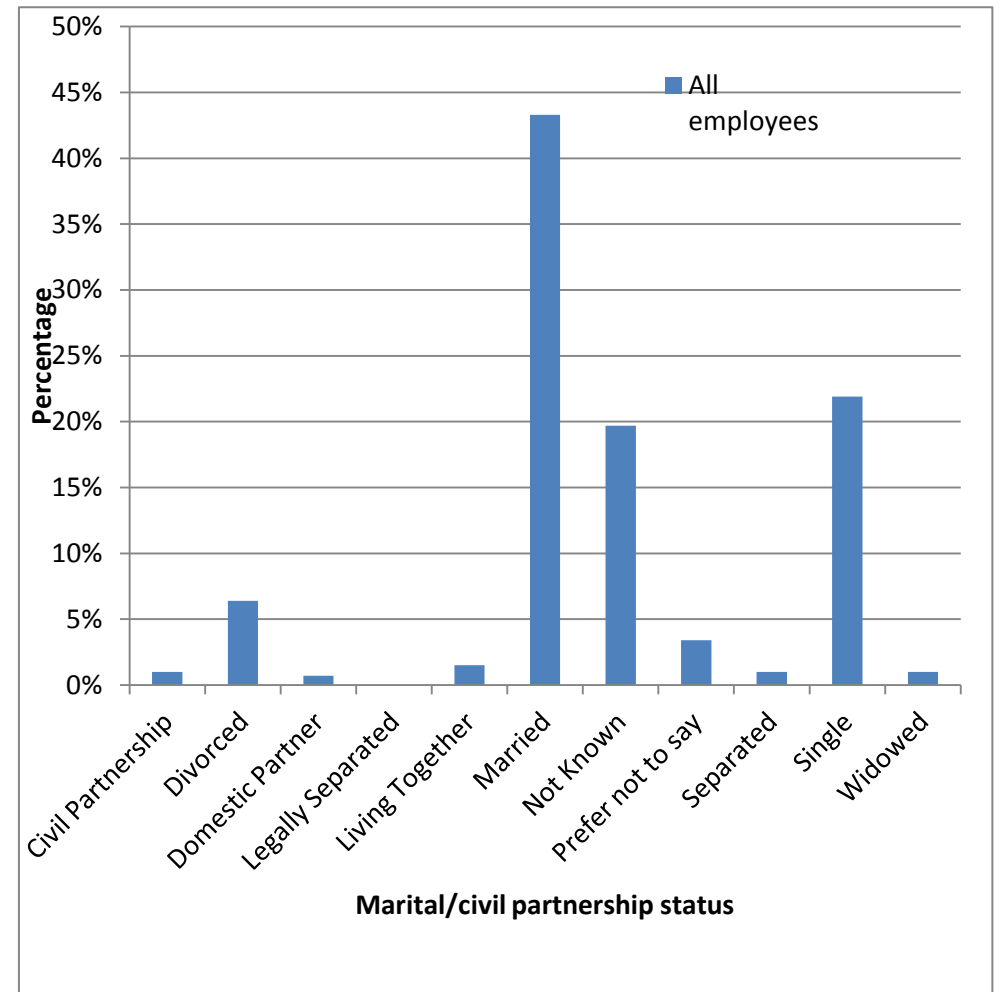


Equality Mainstreaming Report - National Records of Scotland 2012-13

Employees as at 31 January 2013, by marital/civil partnership status and work pattern

Counts and row percentages

Marital/Civil Partnership Status	Full-time	Part-time	All employees
Civil Partnership	*	*	4
	*	*	1.0%
Divorced	20	6	26
	6.0%	8.6%	6.4%
Domestic Partner	*	*	3
	*	*	0.7%
Legally Separated	0	0	0
	0.0%	0.0%	0.0%
Living Together	*	*	6
	*	*	1.5%
Married	137	39	176
	40.8%	55.7%	43.3%
Not Known	73	7	80
	21.7%	10.0%	19.7%
Prefer not to say	*	*	14
	*	*	3.4%
Separated	*	*	4
	*	*	1.0%
Single	76	13	89
	22.6%	18.6%	21.9%
Widowed	*	*	4
	*	*	1.0%
All employees	336	70	406
	100.0%	100.0%	100.0%



Counts of less than 5 (except column totals) have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).

Equality Mainstreaming Report - National Records of Scotland 2012-13

Employees as at 31 January 2013, by religion or belief and work pattern

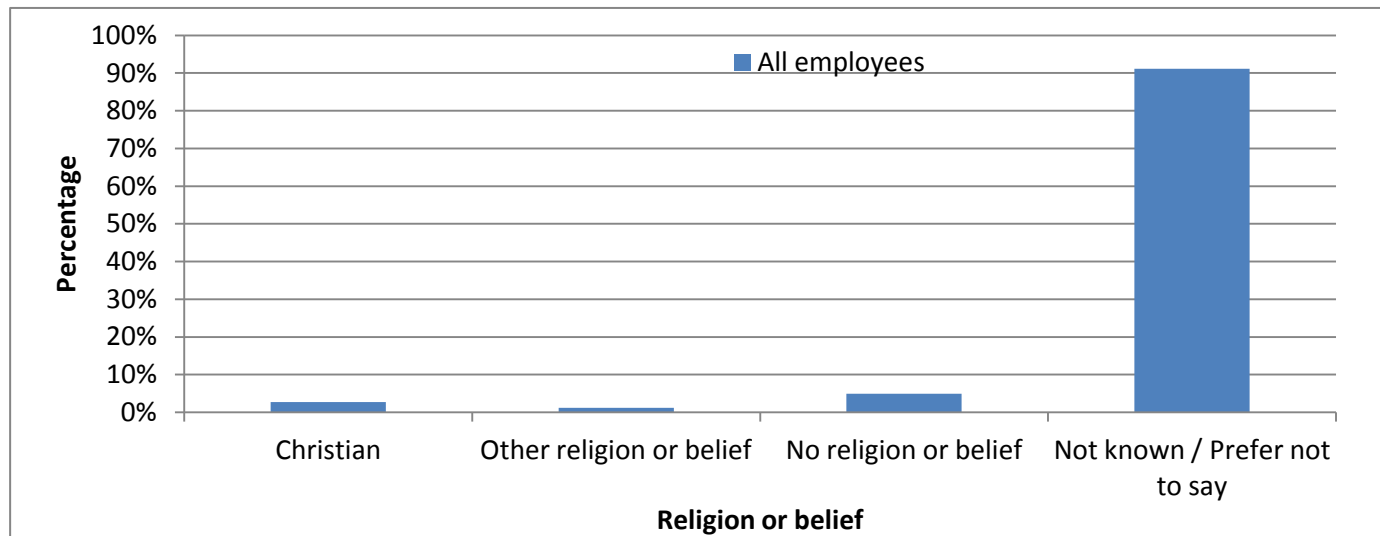
Counts and row percentages

Work pattern	Religion or Belief									
	Christian		Other religion or belief		No religion or belief		Prefer not to say		All employees	
Full-time	*	*	*	*	*	*	304	90.5%	336	100%
Part-time	*	*	*	*	*	*	66	94.3%	70	100%
All employees	11	2.7%	5	1.2%	20	4.9%	370	91.1%	406	100%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).

Because of the small counts for 'Prefer not to say', this category has been grouped with 'Unknown'.



Equality Mainstreaming Report - National Records of Scotland 2012-13

Employees on maternity leave during the period 1 February 2012 to 31 January 2013

Counts and row percentages

Work pattern	On maternity leave at start of period	Went on maternity leave during period	Total number of female staff
All	5 2.3%	8 3.8%	213 100.0%

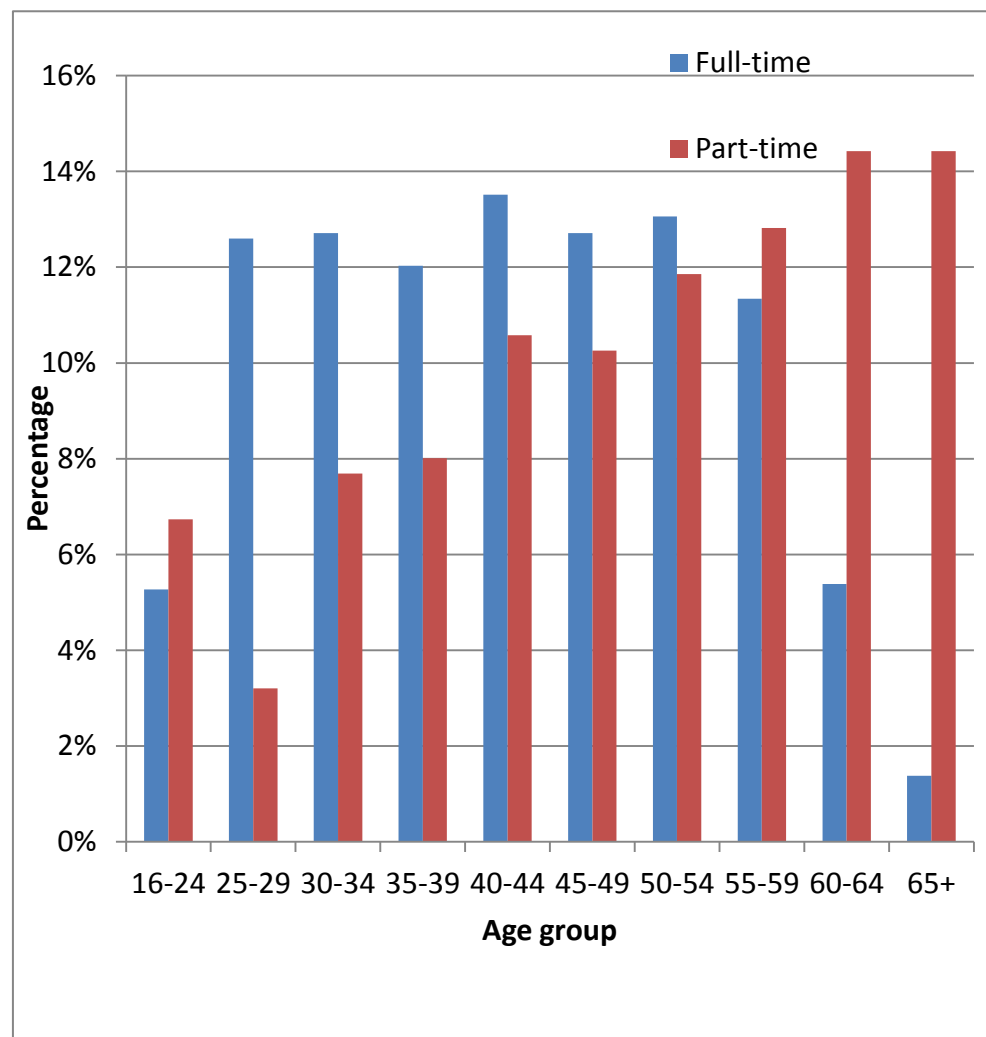
To avoid disclosure of information about individuals, no full-time/part-time breakdown has been provided here.

Equality Act Mainstreaming Report Tables - Historic Scotland 2012-13

Employees as at 31 January 2013, by age and work pattern

Counts and row percentages

Age Group	Work pattern		
	Full-time	Part-time	All employees
16-24	46	21	67
	5.3%	6.7%	5.7%
25-29	110	10	120
	12.6%	3.2%	10.1%
30-34	111	24	135
	12.7%	7.7%	11.4%
35-39	105	25	130
	12.0%	8.0%	11.0%
40-44	118	33	151
	13.5%	10.6%	12.7%
45-49	111	32	143
	12.7%	10.3%	12.1%
50-54	114	37	151
	13.1%	11.9%	12.7%
55-59	99	40	139
	11.3%	12.8%	11.7%
60-64	47	45	92
	5.4%	14.4%	7.8%
65+	12	45	57
	1.4%	14.4%	4.8%
All employees	873	312	1185
	100.0%	100.0%	100.0%

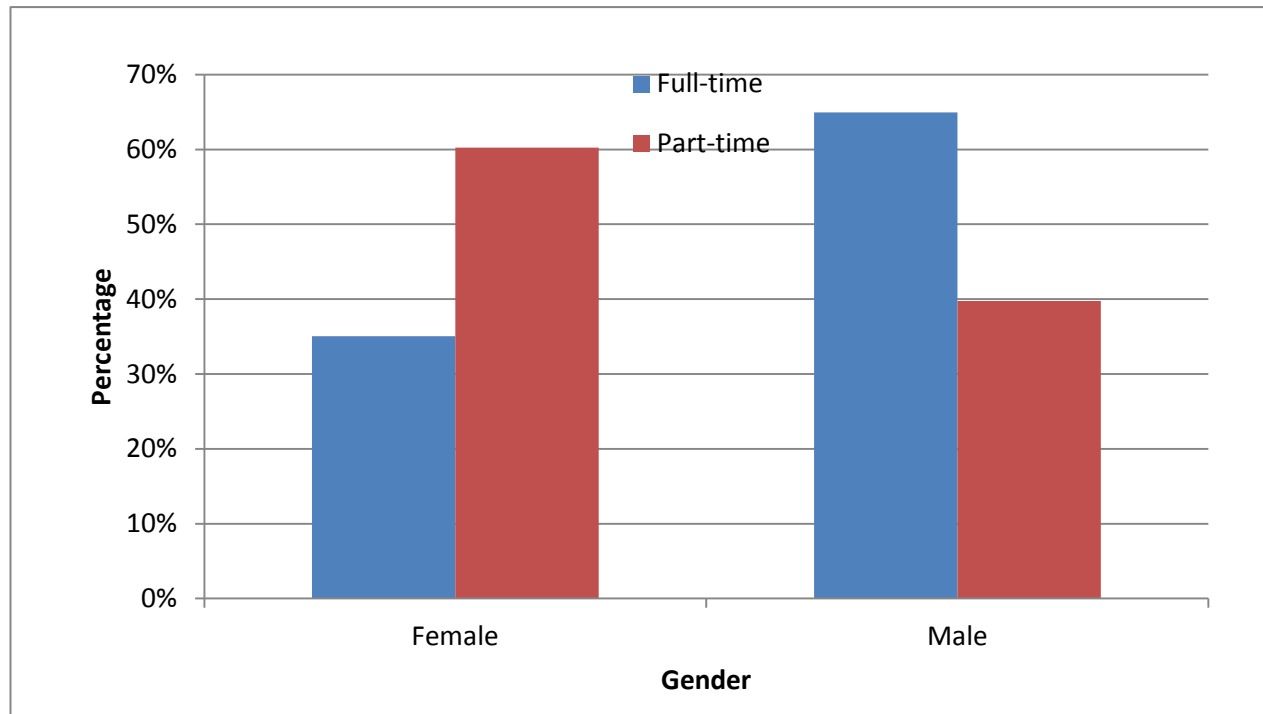


Equality Act Mainstreaming Report Tables - Historic Scotland 2012-13

Employees as at 31 January 2013, by gender and work pattern

Counts and row percentages

Work pattern	Gender					
	Female		Male		All employees	
Full-time	306	35.1%	567	64.9%	873	100.0%
Part-time	188	60.3%	124	39.7%	312	100.0%
All employees	494	41.7%	691	58.3%	1185	100.0%



Equality Act Mainstreaming Report Tables - Historic Scotland 2012-13

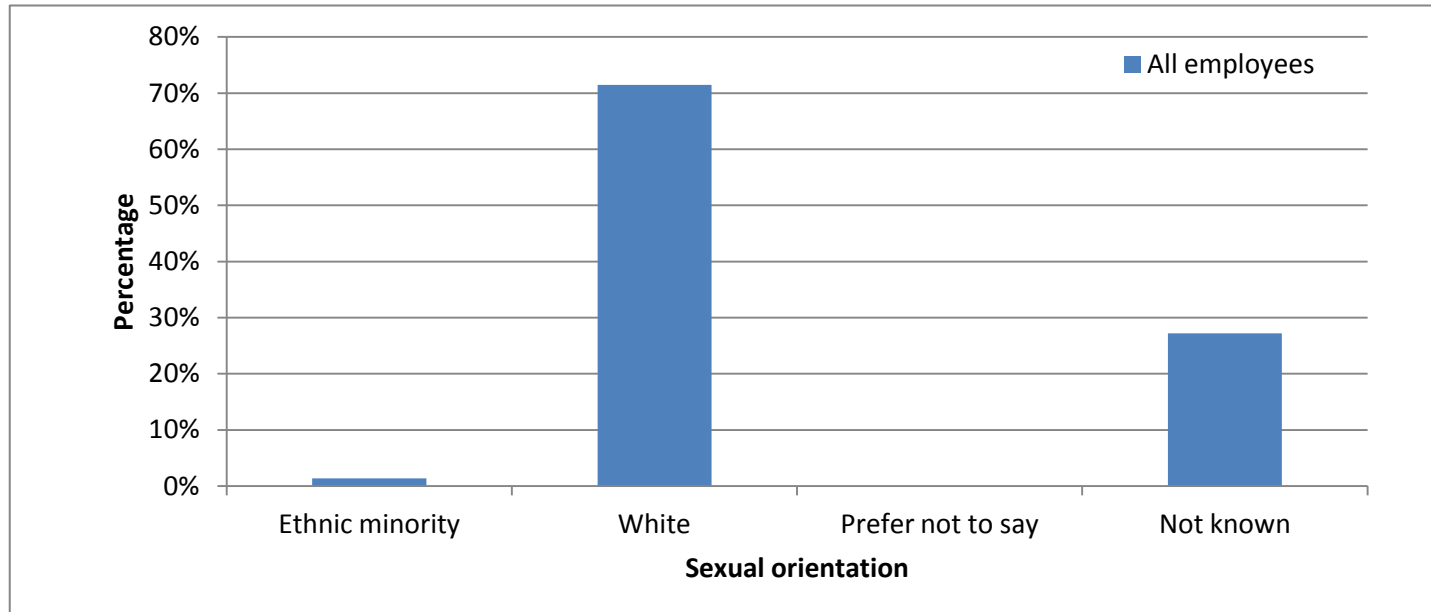
Employees as at 31 January 2013, by ethnic group and work pattern

Counts and row percentages

Work pattern	Ethnic Group									
	Ethnic minority		White		Prefer not to say		Not known		All employees	
Full-time	*	*	653	74.8%	0	0.0%	208	23.8%	873	100.0%
Part-time	*	*	194	62.2%	0	0.0%	114	36.5%	312	100.0%
All employees	16	1.4%	847	71.5%	0	0.0%	322	27.2%	1185	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).

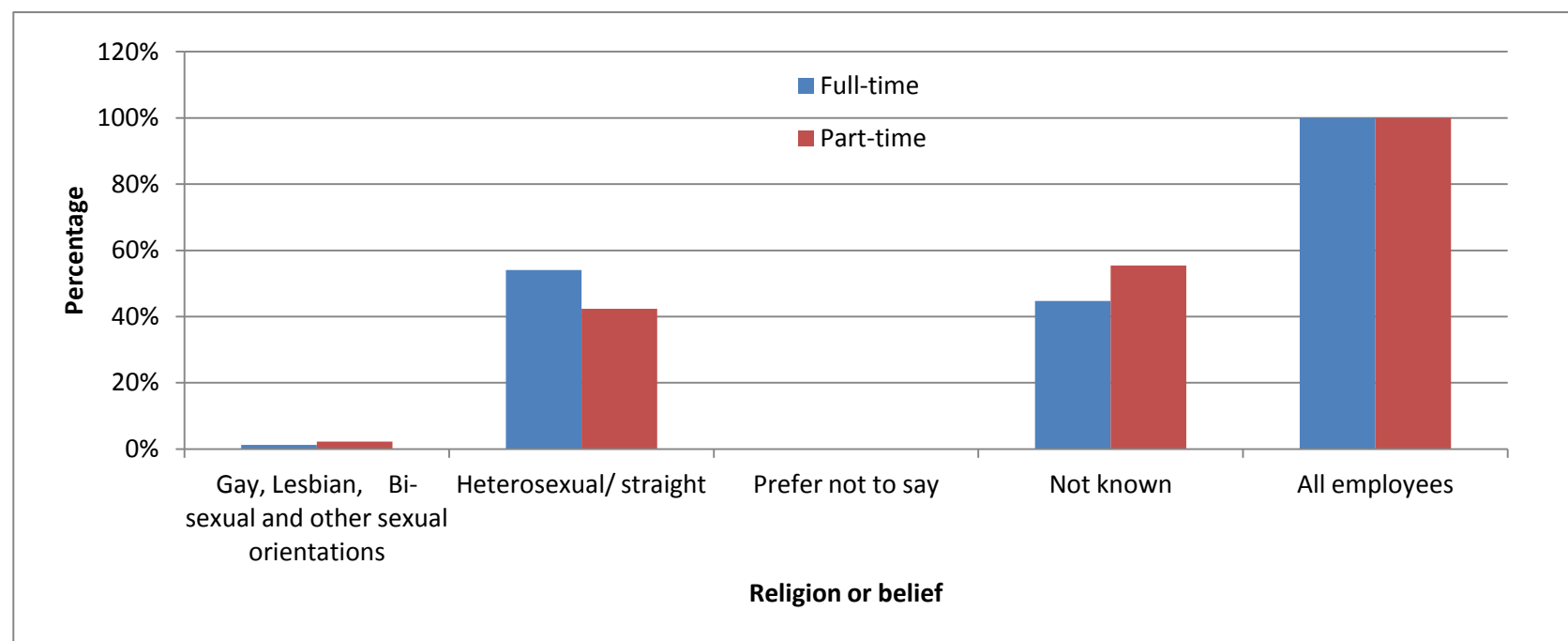


Equality Act Mainstreaming Report Tables - Historic Scotland 2012-13

Employees as at 31 January 2013, by sexual orientation and work pattern

Counts and row percentages

Work pattern	Sexual Orientation									
	Gay, Lesbian, Bi-sexual and other sexual orientations		Heterosexual/straight		Prefer not to say		Not known		All employees	
Full-time	11	1.3%	472	54.1%	0	0.0%	390	44.7%	873	100.0%
Part-time	7	2.2%	132	42.3%	0	0.0%	173	55.4%	312	100.0%
All	18	1.5%	604	51.0%	0	0.0%	563	47.5%	1185	100.0%

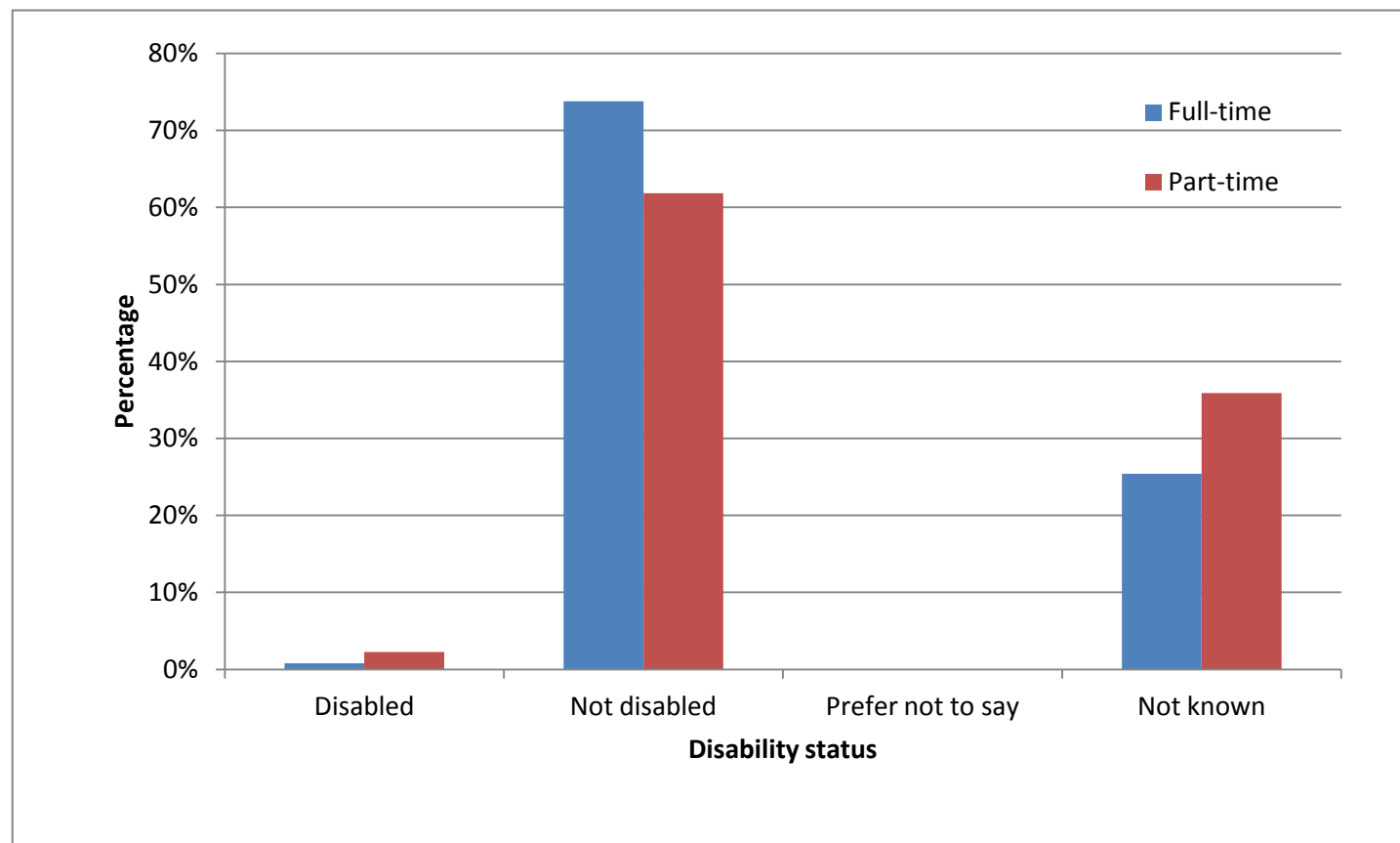


Equality Act Mainstreaming Report Tables - Historic Scotland 2012-13

Employees as at 31 January 2013, by disability status and work pattern

Counts and row percentages

Work pattern	Disability status									
	Disabled		Not disabled		Prefer not to say		Not known		All employees	
Full-time	7	0.8%	644	73.8%	0	0.0%	222	25.4%	873	100.0%
Part-time	7	2.2%	193	61.9%	0	0.0%	112	35.9%	312	100.0%
All employees	14	1.2%	837	70.6%	0	0.0%	334	28.2%	1185	100.0%



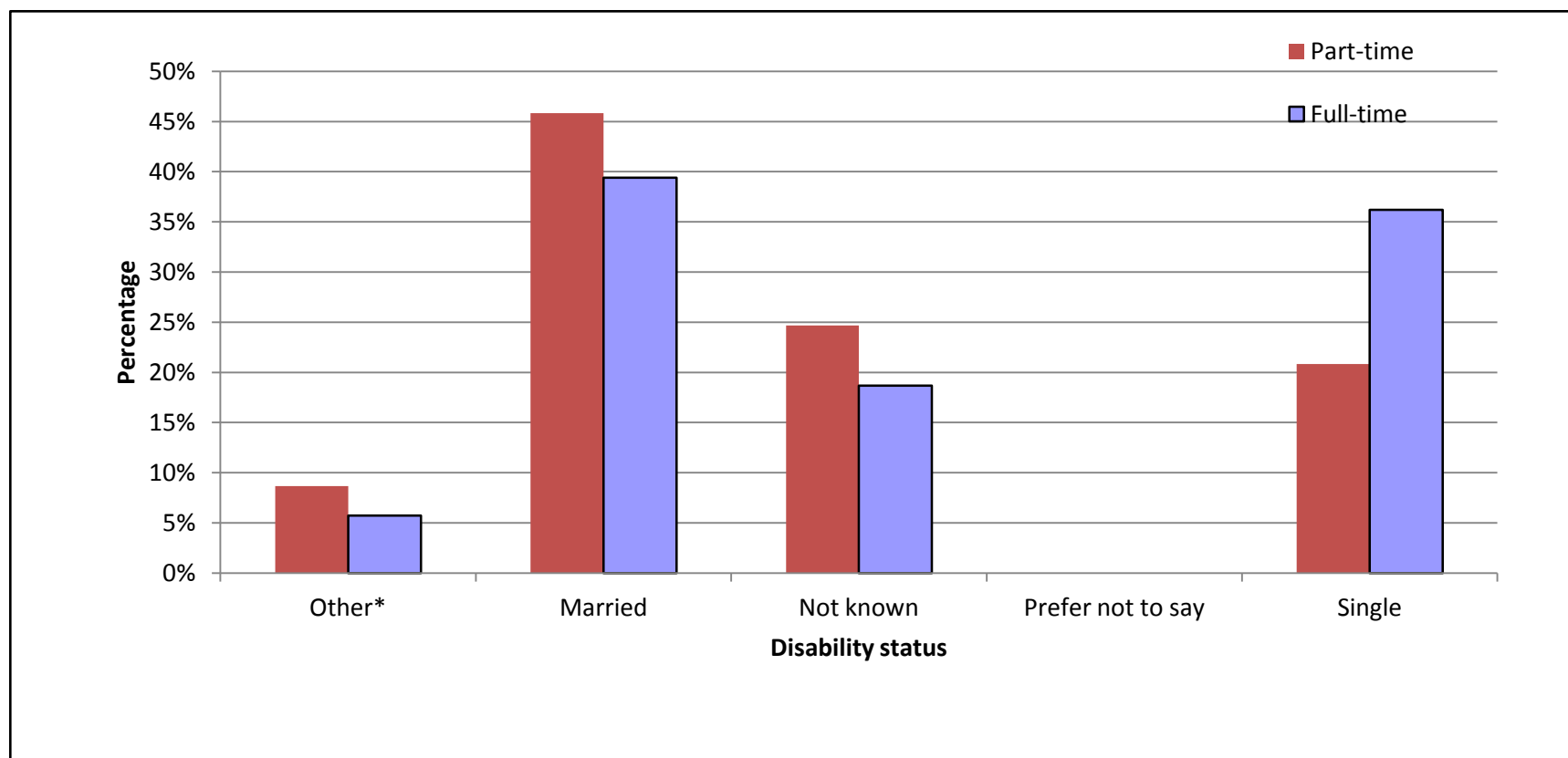
Equality Act Mainstreaming Report Tables - Historic Scotland 2012-13

Employees as at 31 January 2013, by marital status and work pattern

Counts and row percentages

Work pattern	Marital Status											
	Other*		Married		Not known		Prefer not to say		Single		All employees	
Full-time	50	5.7%	344	39.4%	163	18.7%	0	0.0%	316	36.2%	873	100.0%
Part-time	27	8.7%	143	45.8%	77	24.7%	0	0.0%	65	20.8%	312	100.0%
All employees	77	6.5%	487	41.1%	240	20.3%	0	0.0%	381	32.2%	1185	100.0%

*Other includes, Civil Partnerships, Divorced, Separated & Widowed

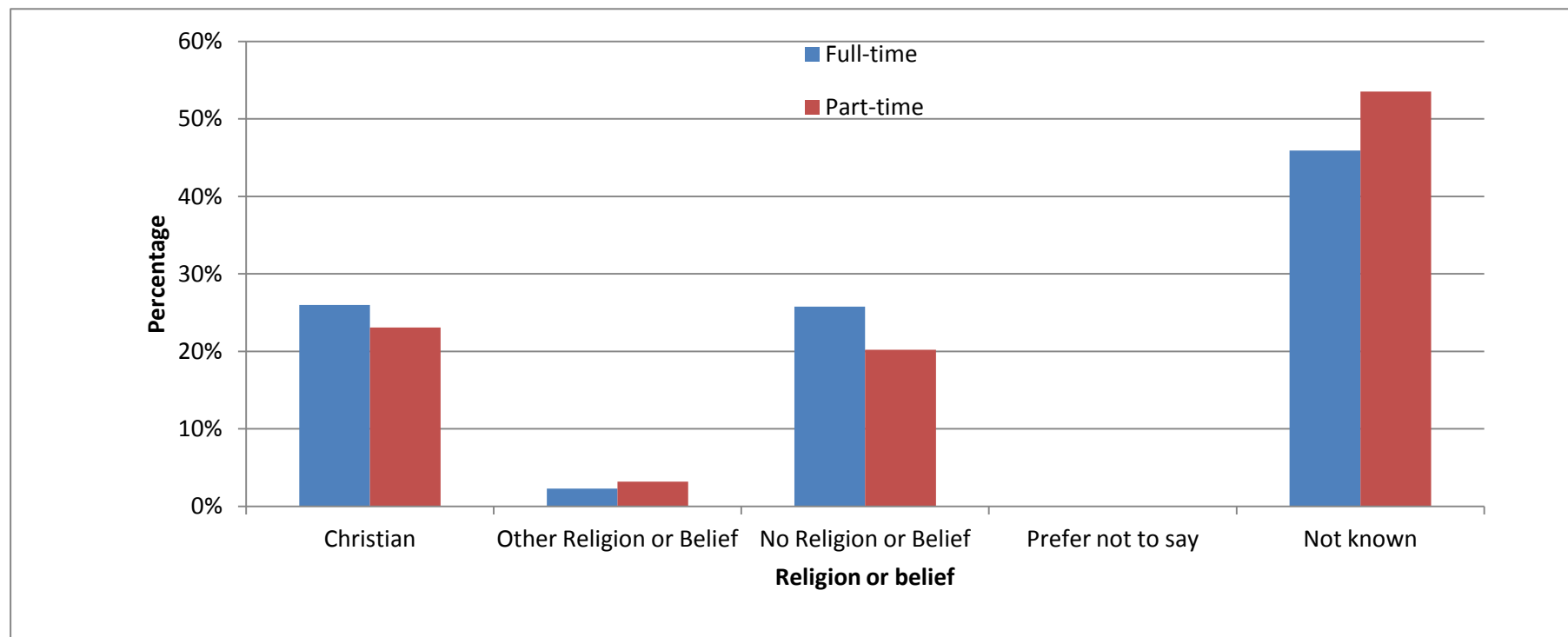


Equality Act Mainstreaming Report Tables - Historic Scotland 2012-13

Employees as at 31 January 2013, by religion or belief and work pattern

Counts and row percentages

Work pattern	Religion or Belief											
	Christian		Other Religion or Belief		No Religion or Belief		Prefer not to say		Not known		All employees	
Full-time	227	26.0%	20	2.3%	225	25.8%	0	0.0%	401	45.9%	873	100.0%
Part-time	72	23.1%	10	3.2%	63	20.2%	0	0.0%	167	53.5%	312	100.0%
All employees	299	25.2%	30	2.5%	288	24.3%	0	0.0%	568	47.9%	1185	100.0%



Equality Act Mainstreaming Report Tables - Historic Scotland 2012-13

Employees on maternity leave during the period 1 February 2012 to 31 January 2013, by work pattern

Counts and row percentages

Work pattern	Maternity Leave					
	On maternity leave at start of period		Went on maternity leave during period		Total number of female employees	
Full-time	*	*	12	57.1%	21	100.0%
Part-time	*	*	8	80.0%	10	100.0%
All employees	11	35.5%	20	64.5%	31	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

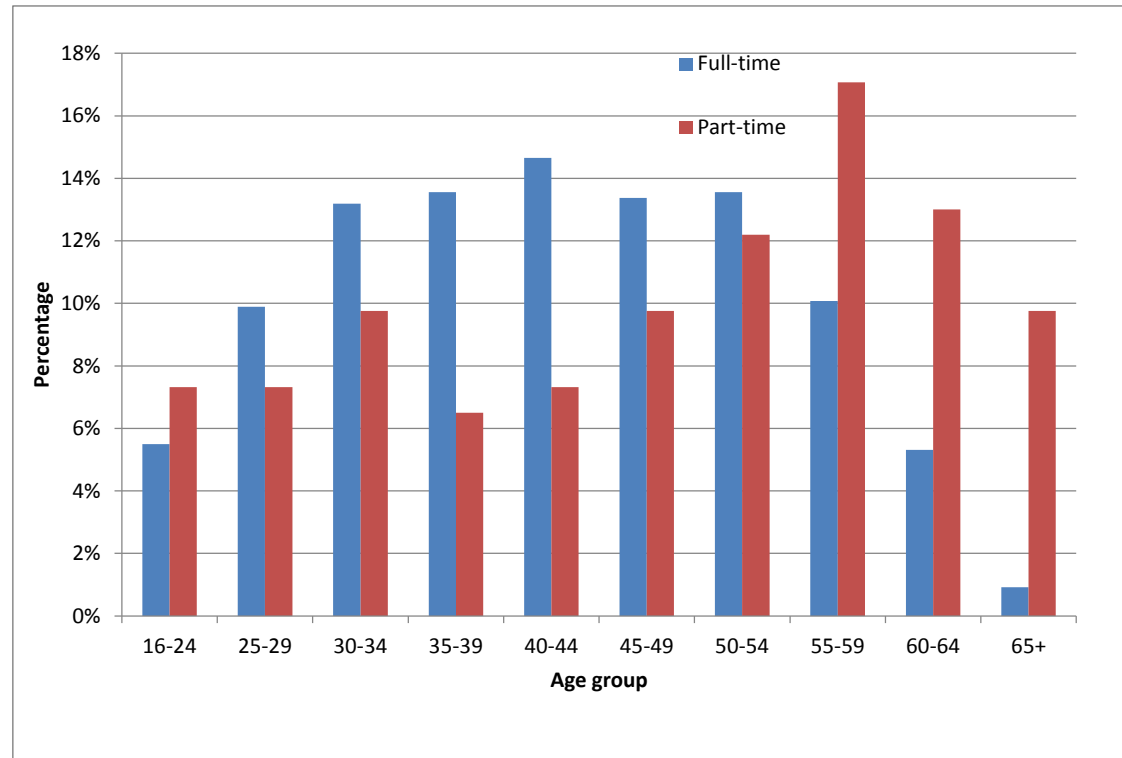
Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).

Equality Act Mainstreaming Report Tables - Historic Scotland 2012-13

The tables below provide data on those within Historic Scotland who accessed training and development

Employees as at 31 January 2013, by age and work pattern
Counts and row percentages

Age Group	Work pattern		
	Full-time	Part-time	All employees
16-24	30	9	39
	5.5%	7.3%	5.8%
25-29	54	9	63
	9.9%	7.3%	9.4%
30-34	72	12	84
	13.2%	9.8%	12.6%
35-39	74	8	82
	13.6%	6.5%	12.3%
40-44	80	9	89
	14.7%	7.3%	13.3%
45-49	73	12	85
	13.4%	9.8%	12.7%
50-54	74	15	89
	13.6%	12.2%	13.3%
55-59	55	21	76
	10.1%	17.1%	11.4%
60-64	29	16	45
	5.3%	13.0%	6.7%
65+	5	12	17
	0.9%	9.8%	2.5%
All employees	546	123	669
	100.0%	100.0%	100.0%

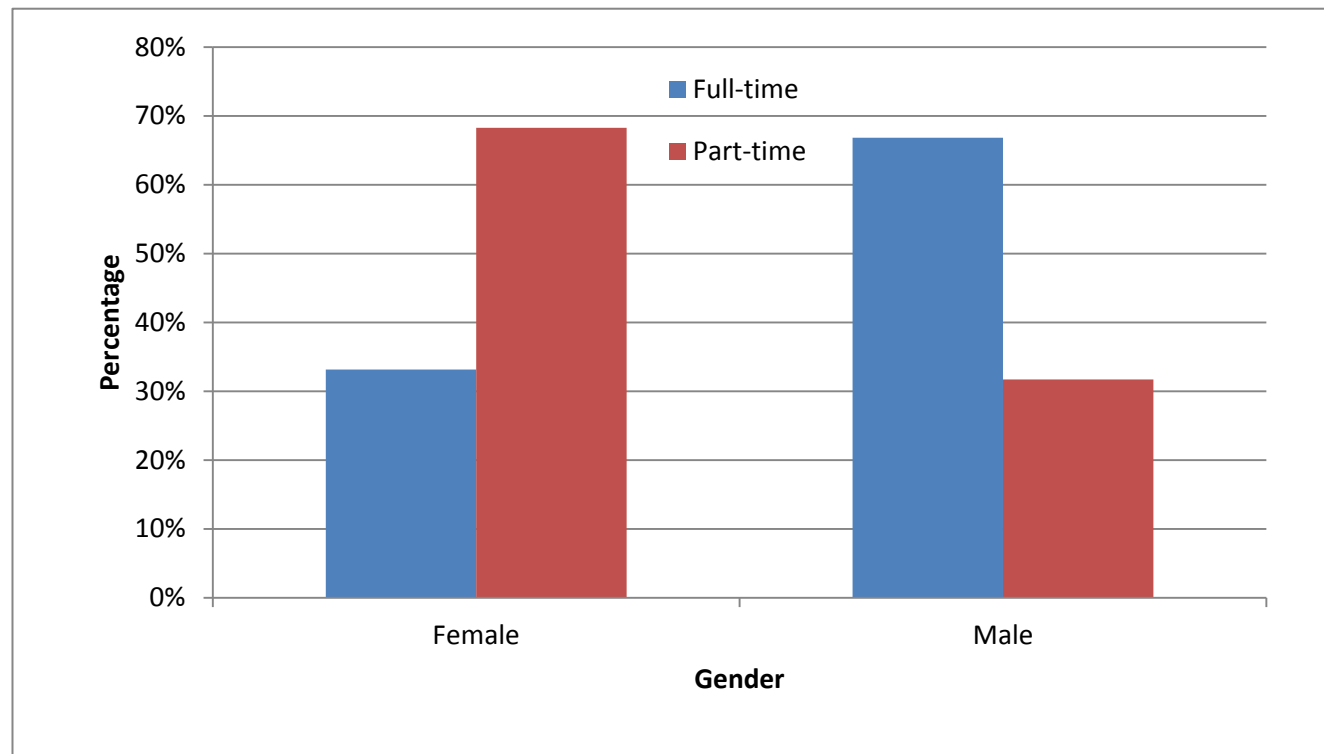


Equality Act Mainstreaming Report Tables - Historic Scotland 2012-13

Employees as at 31 January 2013, by gender and work pattern

Counts and row percentages

Work pattern	Gender					
	Female		Male		All employees	
Full-time	181	33.2%	365	66.8%	546	100.0%
Part-time	84	68.3%	39	31.7%	123	100.0%
All employees	265	39.6%	404	60.4%	669	100.0%



Equality Act Mainstreaming Report Tables - Historic Scotland 2012-13

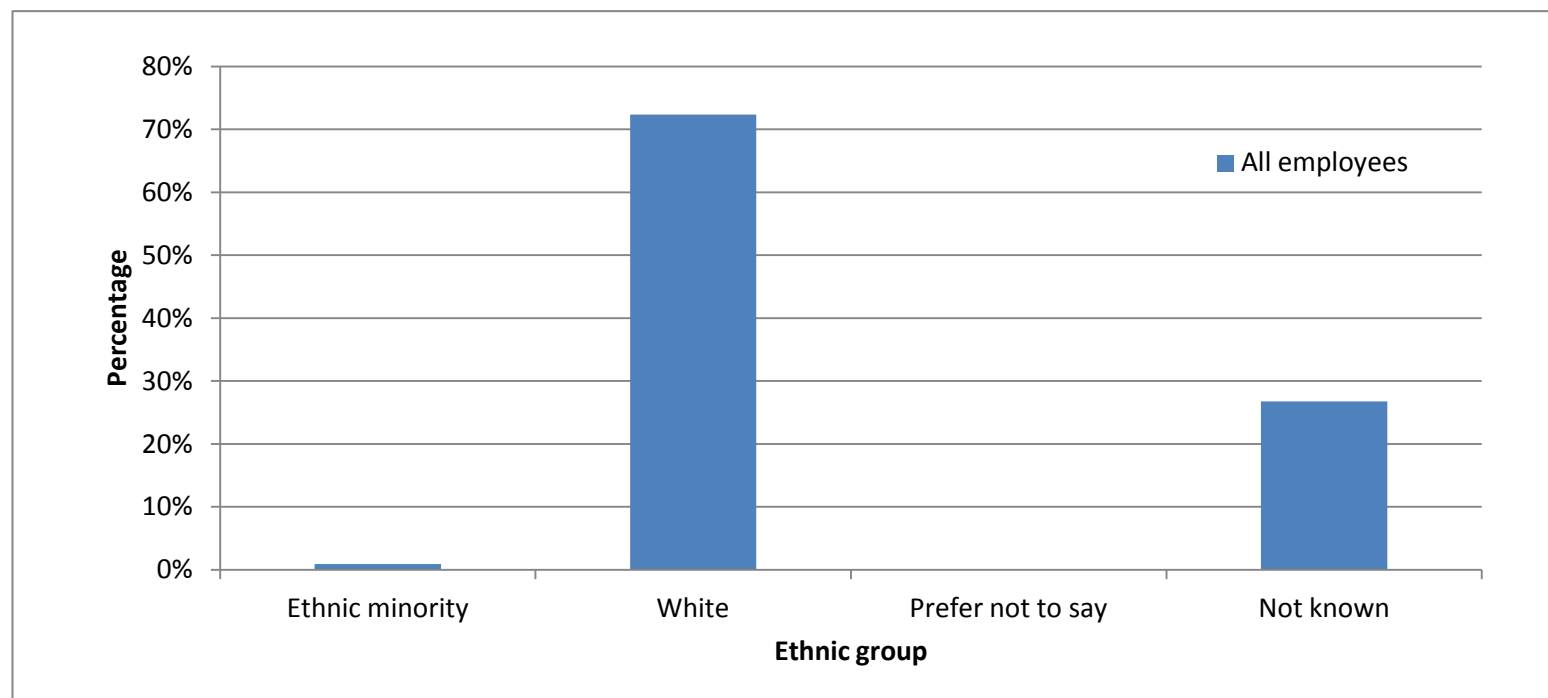
Employees as at 31 January 2013, by ethnic group and work pattern

Counts and row percentages

Work pattern	Ethnic Group									
	Ethnic minority		White		Prefer not to say		Not known		All employees	
Full-time	*	*	409	74.9%	0	0.0%	132	24.2%	546	100.0%
Part-time	*	*	75	61.0%	0	0.0%	47	38.2%	123	100.0%
All employees	6	0.9%	484	72.3%	0	0.0%	179	26.8%	669	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).

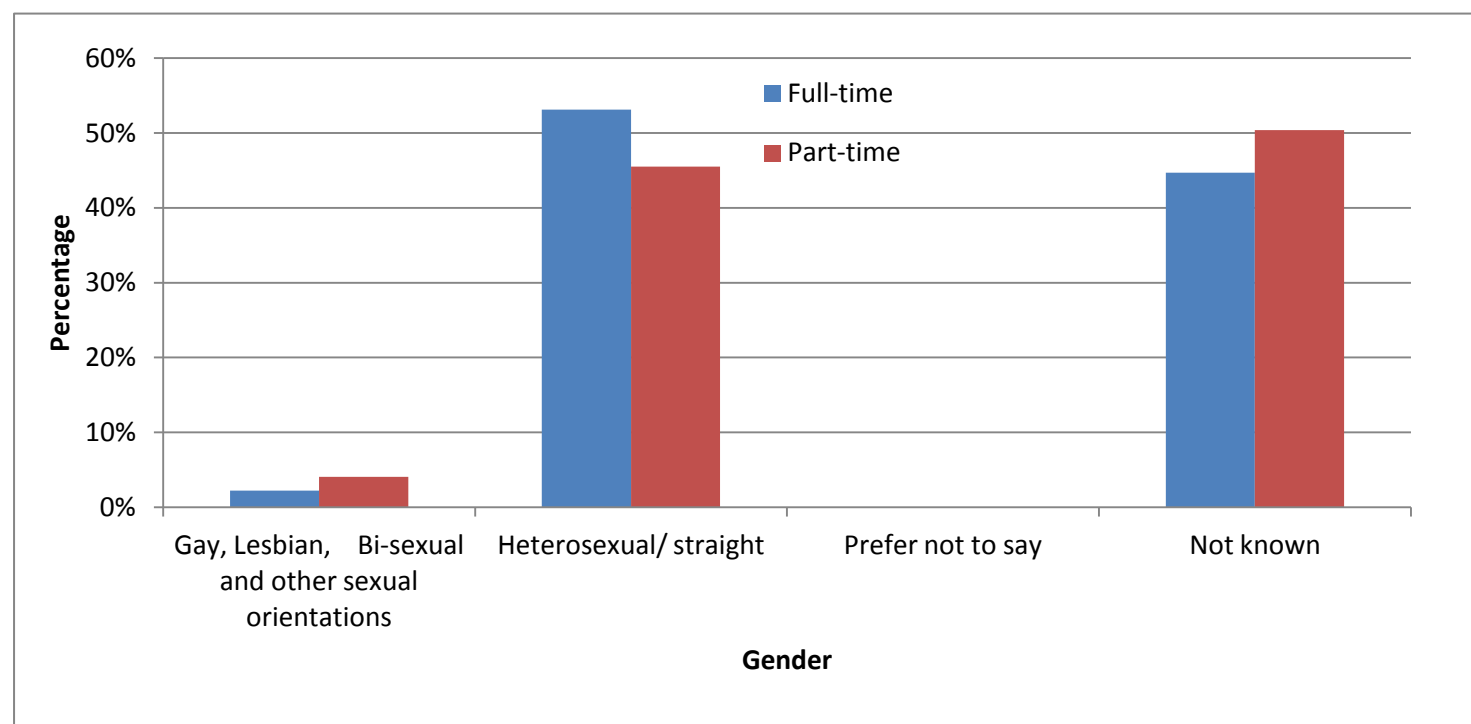


Equality Act Mainstreaming Report Tables - Historic Scotland 2012-13

Employees as at 31 January 2013, by sexual orientation and work pattern

Counts and row percentages

Work pattern	Sexual Orientation									
	Gay, Lesbian, Bi-sexual and other sexual orientations		Heterosexual/straight		Prefer not to say		Not known		All employees	
Full-time	12	2.2%	290	53.1%	0	0.0%	244	44.7%	546	100.0%
Part-time	5	4.1%	56	45.5%	0	0.0%	62	50.4%	123	100.0%
All employees	17	2.5%	346	51.7%	0	0.0%	306	45.7%	669	100.0%



Equality Act Mainstreaming Report Tables - Historic Scotland 2012-13

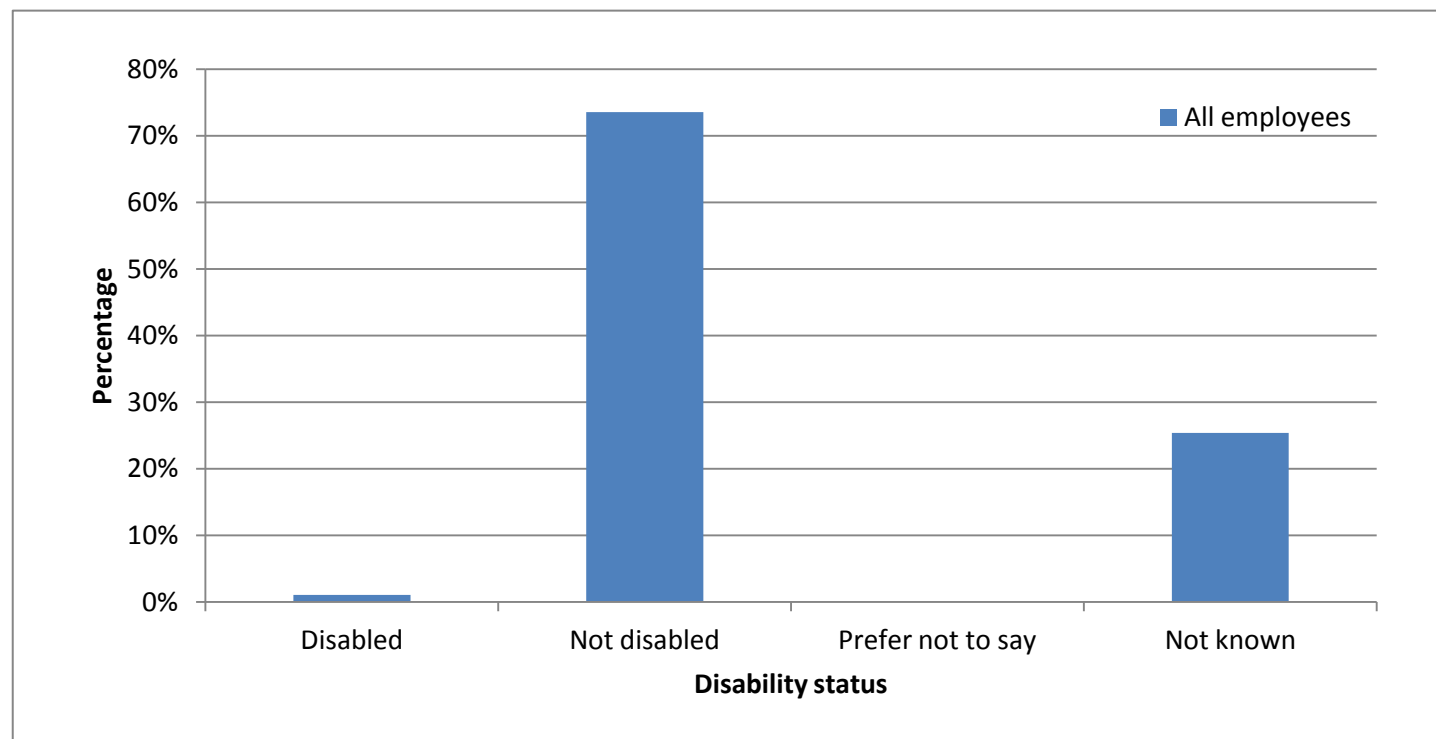
Employees as at 31 January 2013, by disability status and work pattern

Counts and row percentages

Work pattern	Disability status									
	Disabled		Not disabled		Prefer not to say		Not known		All employees	
Full-time	*	*	408	74.7%	0	0.0%	134	24.5%	546	100.0%
Part-time	*	*	84	68.3%	0	0.0%	36	29.3%	123	100.0%
All employees	7	1.0%	492	73.5%	0	0.0%	170	25.4%	669	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).



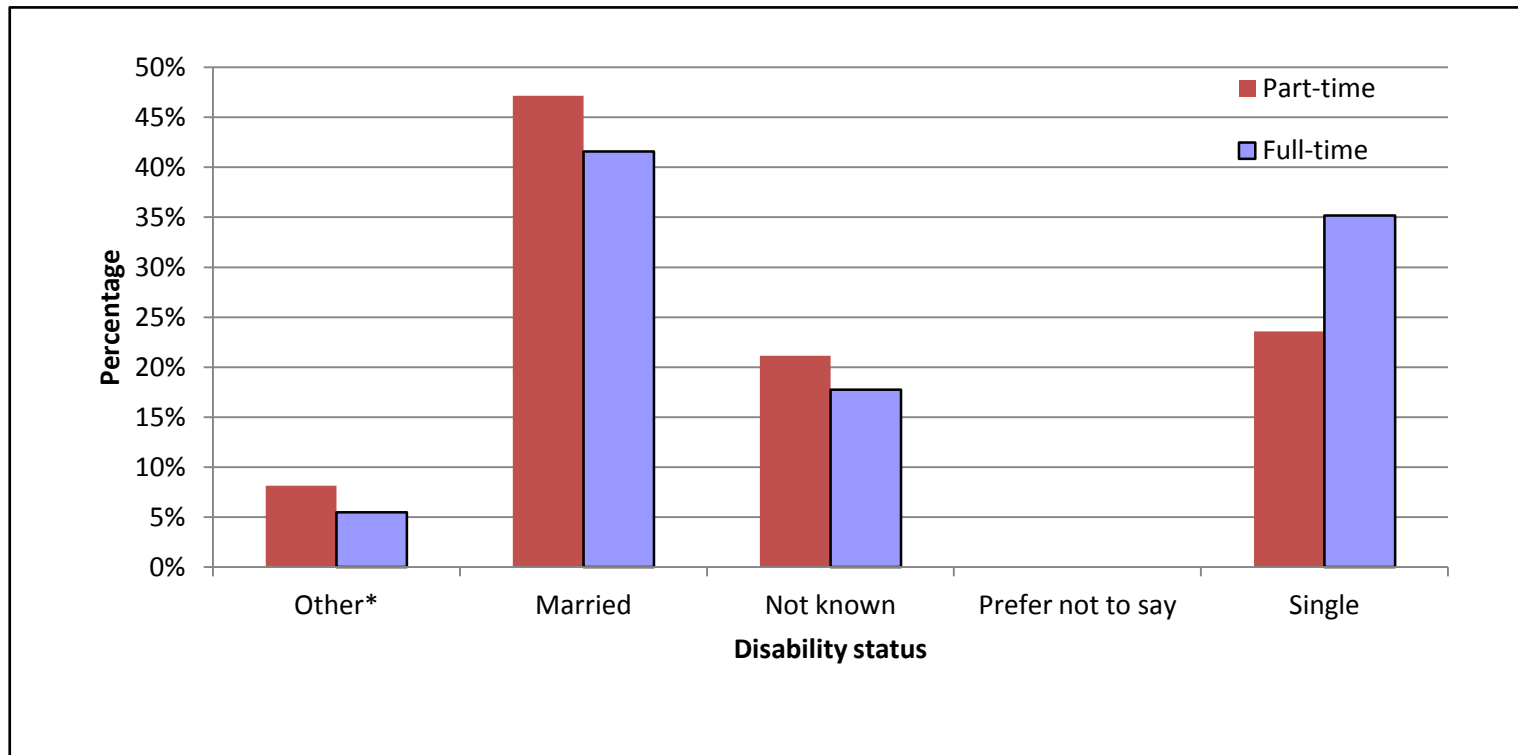
Equality Act Mainstreaming Report Tables - Historic Scotland 2012-13

Employees as at 31 January 2013, by marital status and work pattern

Counts and row percentages

Work pattern	Marital Status											
	Other*		Married		Not known		Prefer not to		Single		All employees	
Full-time	30	5.5%	227	41.6%	97	17.8%	0	0.0%	192	35.2%	546	100.0%
Part-time	10	8.1%	58	47.2%	26	21.1%	0	0.0%	29	23.6%	123	100.0%
All employees	40	6.0%	285	42.6%	123	18.4%	0	0.0%	221	33.0%	669	100.0%

*Others includes, Civil Partnerships, Divorced, Separated & Widowed

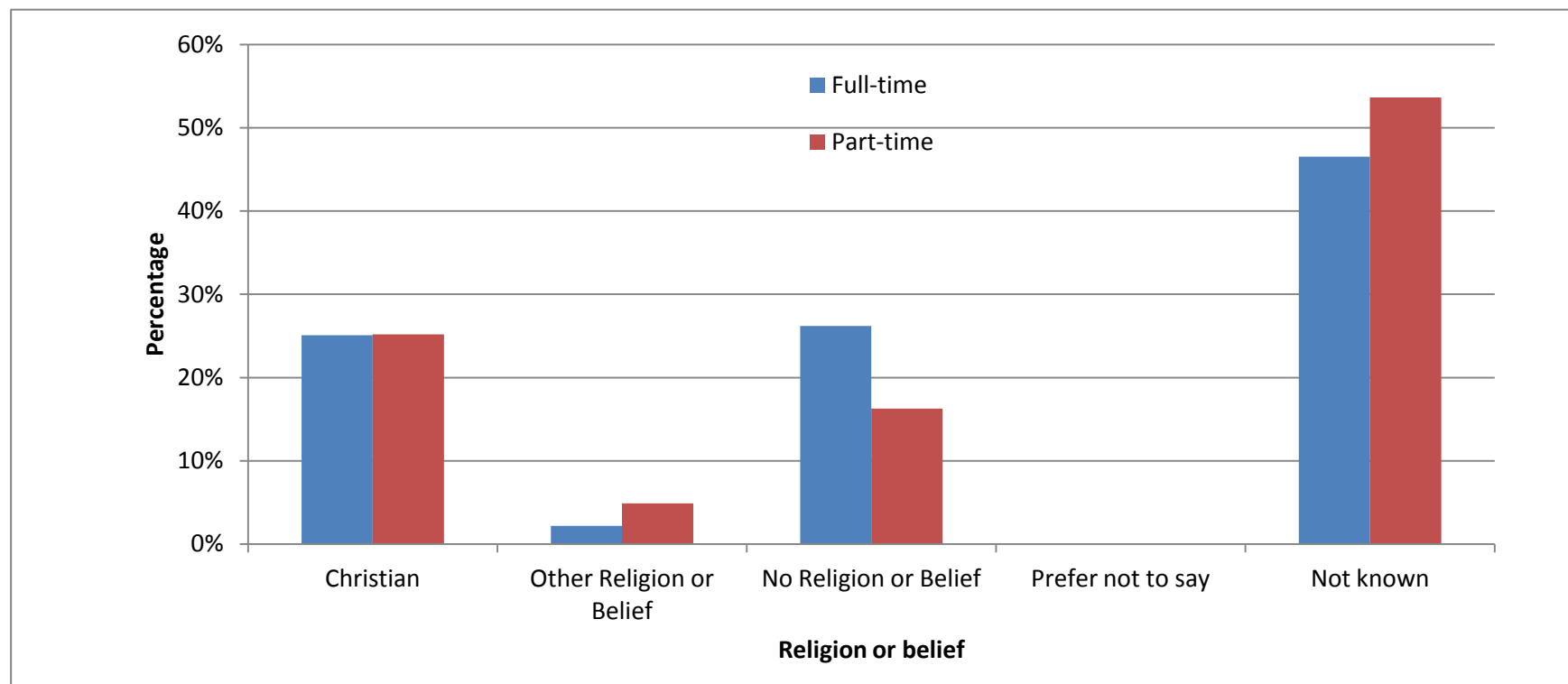


Equality Act Mainstreaming Report Tables - Historic Scotland 2012-13

Employees as at 31 January 2013, by religion or belief and work pattern

Counts and row percentages

Work pattern	Religion or Belief											
	Christian		Other Religion or Belief		No Religion or Belief		Prefer not to say		Not known		All employees	
Full-time	137	25.1%	12	2.2%	143	26.2%	0	0.0%	254	46.5%	546	100.0%
Part-time	31	25.2%	6	4.9%	20	16.3%	0	0.0%	66	53.7%	123	100.0%
All employees	168	25.1%	18	2.7%	163	24.4%	0	0.0%	320	47.8%	669	100.0%





COPFS Equality Policies and Practices in the Workplace

Introduction

The following describes the degree to which employees with protected characteristics, as defined in the Equality Act 2010 (The Act), are represented in COPFS. It includes the following reports showing numbers of people with protected characteristics:

- overall COPFS employees headcount at December 31st 2012
- the number of people who applied for vacancies at COPFS in 2012
- a breakdown of those employees who were promoted at COPFS in 2012
- the numbers of people who attended training courses held by COPFS in 2012
- the numbers of people who left COPFS including the reasons why in 2012
- an equal pay report, and
- an occupational segregation report at 31st December 2012.

This information is provided in accordance with section 149 of the Act and by analysis of it, will show how COPFS will meet its General Duty, to have 'due regard' to the need to:

- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

In this way it will show that COPFS employment policies are aligned to those in the Mainstream Equality report and the accompanying 'COPFS Equality Outcomes 2013'. In short, it provides a general description of the whole employment situation at COPFS and the plans it has developed in order to deal with possible shortfalls there may be in relation to the minimum standards expected by the Act. It also provides a detailed analysis, as part of this overall description, of its equal pay, gender gap analysis and occupational segregation position and progress made towards the Specific Duties as required by the Act.

PROFILE REPORTS

COPFS' Salary Structure

COPFS' salary structure is detailed below. Apart from Senior Civil Service grades, each is negotiated annually by either the First Division Association (FDA) for legal staff, or the Public and Commercial Services union (PCS) for administrative staff.

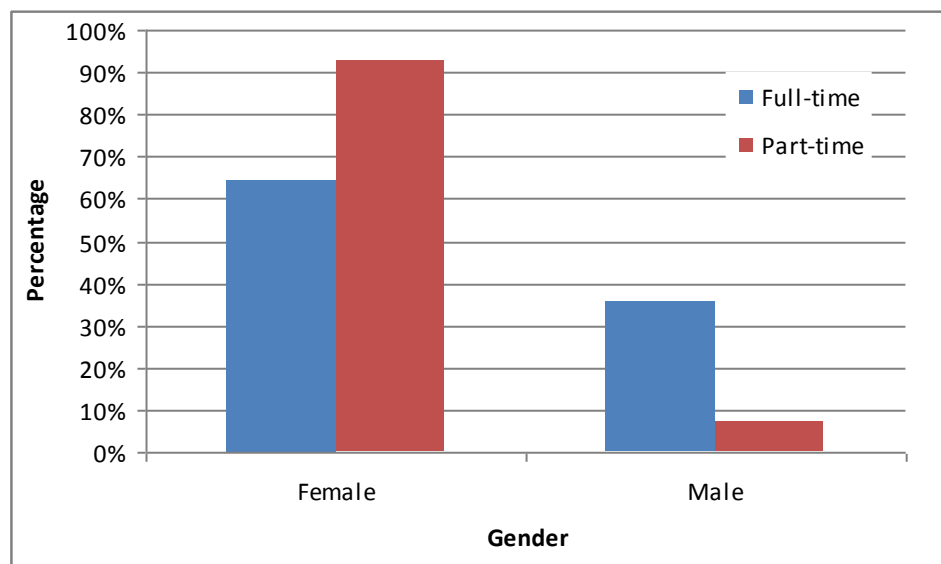
Pay Bands with salary ranges are as follows:

Pay Band	Salary Range
B	£16,036 - £18,217
C	£20,573 - £25,285
D	£24,707 - £29,736
E	£33,072 - £40,364
F	£44,263 - £52,847
G	£53,060 - £64,733
PFD (Procurator Fiscal Depute)	£34,150 - £46,365
SPFD (Senior Procurator Fiscal Depute)	£45,084 - £52,540
PPFD (Principal Procurator Fiscal Depute)	£48,899 - £60,489
SCS (Senior Civil Service) Pay Band 1	£65,000 - £117,750
SCS (Senior Civil Service) Pay Band 1A	£75,000 - £128,900
SCS (Senior Civil Service) Pay Band 2	£93,000 - £162,500
SCS (Senior Civil Service) Pay Band 3	£99,960 - £208,200
PFD Training Year 1	£30,098
PFD Training Year 2	£31,256
Trainee Solicitor Year 1	£18,667
Trainee Solicitor Year 2	£20,837

COPFS Headcount

Gender

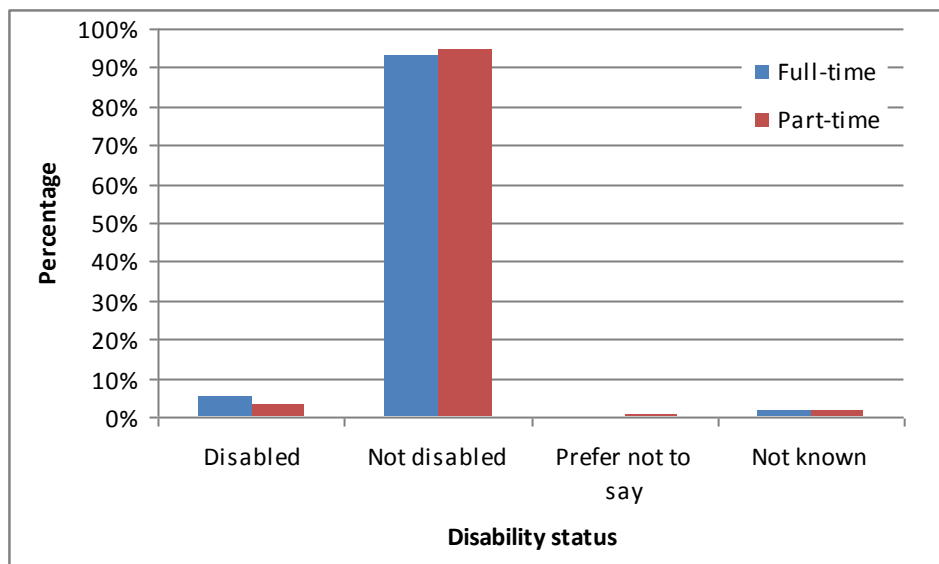
Work pattern	Gender					
	Female		Male		All employees	
Full-time	854	64.4%	473	35.6%	1327	100.0%
Part-time	321	92.8%	25	7.2%	346	100.0%
All employees	1175	70.2%	498	29.8%	1673	100.0%



Disability

Work pattern	Disability status									
	Disabled		Not disabled		Prefer not to answer		Not known		All employees	
Full-time	65	4.9%	1241	93.5%	2	0.2%	19	1.4%	1327	100.0%
Part-time	11	3.2%	329	95.1%	1	0.3%	5	1.4%	346	100.0%
All employees	76	4.6%	1570	93.8%	3	0.2%	24	1.4%	1673	100.0%

No disclosure control has been applied to this table because the only small numbers are in the 'Prefer not to say' column.



Ethnic Origin

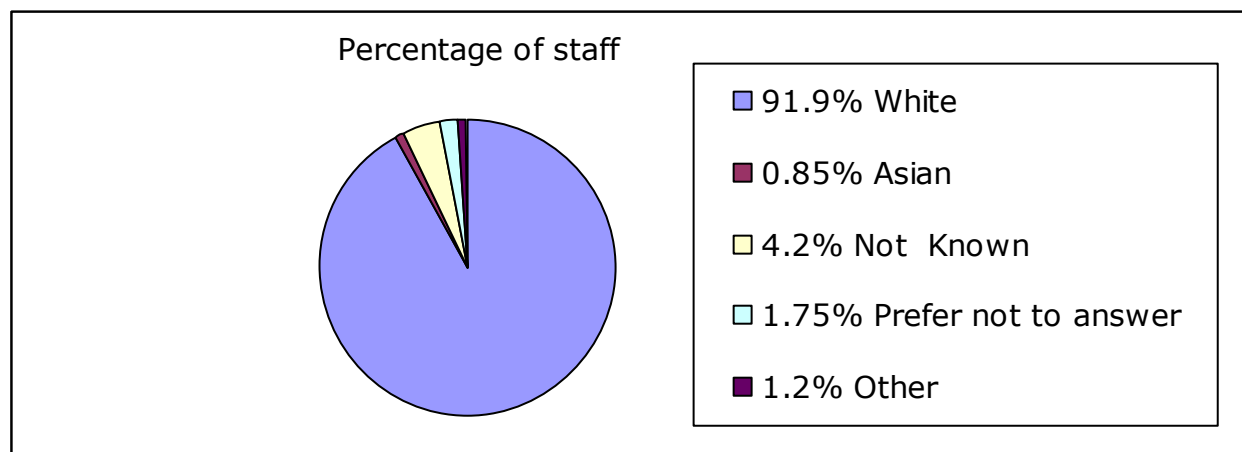
Work pattern	Ethnic Group										All employees	
	#White		##Asian		Not known		Prefer not to answer		###Other			
Full-time	1215	91.6%	*	*	56	4.2%	27	2.0%	*	*	1327	100.0%
Part-time	323	93.4%	*	*	14	4.0%	2	0.6%	*	*	346	100.0%
All employees	1538	91.9%	22	1.3%	70	4.2%	29	1.75%	14	0.85%	1673	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals.

White includes Scottish, Other British, Irish, Gypsy / Traveller, Polish and any other ethnic group or background.

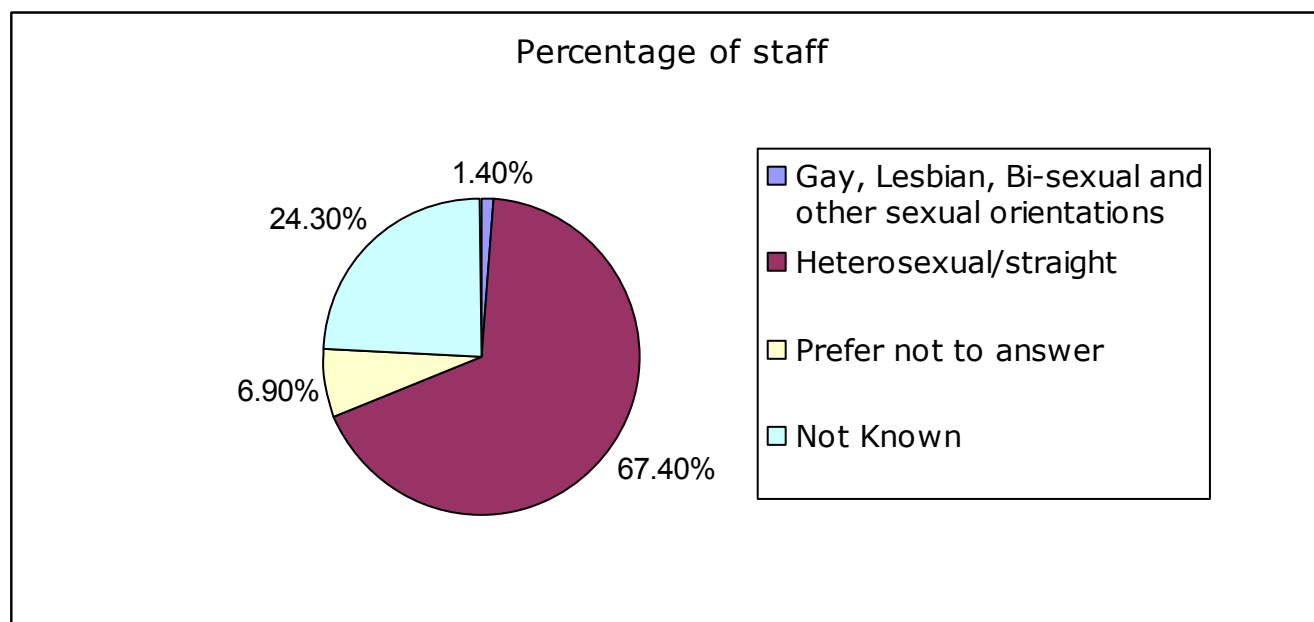
Asian includes Asian, Asian Scottish or Asian British

Other includes Arab, Arab Scottish or Arab British and any other ethnic origin not separately recorded.



Sexual Orientation

Work pattern	Sexual Orientation									
	Gay, Lesbian, Bi-sexual and other sexual orientations		Heterosexual/straight		Prefer not to answer		Not known		All employees	
Full-time	23	1.7%	900	67.8%	97	7.3%	307	23.2%	1327	100.0%
Part-time	0	0.0%	228	65.9%	18	5.2%	100	28.9%	346	100.0%
All employees	23	1.4%	1128	67.4%	115	6.9%	407	24.3%	1673	100.0%



Belief or Religion

Work pattern	Religion or Belief									
	Agnostic		Atheist		Church of Scotland		Other Christian		Humanist	
Full-time	*	*	66	5.0%	113	8.5%	284	21.4%	10	0.8%
Part-time	*	*	11	3.2%	38	11.0%	85	24.5%	0	0.0%
All employees	20	1.2%	77	4.6%	151	9.0%	369	22.1%	10	0.6%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals

Muslim		None		Roman Catholic		No Response		Prefer not to answer	
*	*	220	16.6%	126	9.5%	322	24.3%	153	11.5%
*	*	46	13.3%	43	12.4%	98	28.2%	16	4.6%
13	0.8%	266	15.9%	169	10.1%	420	25.1%	169	10.1%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals

Other		All employees	
*	*	1327	100.0%
*	*	346	100.0%
9	0.5%	1673	100.0%

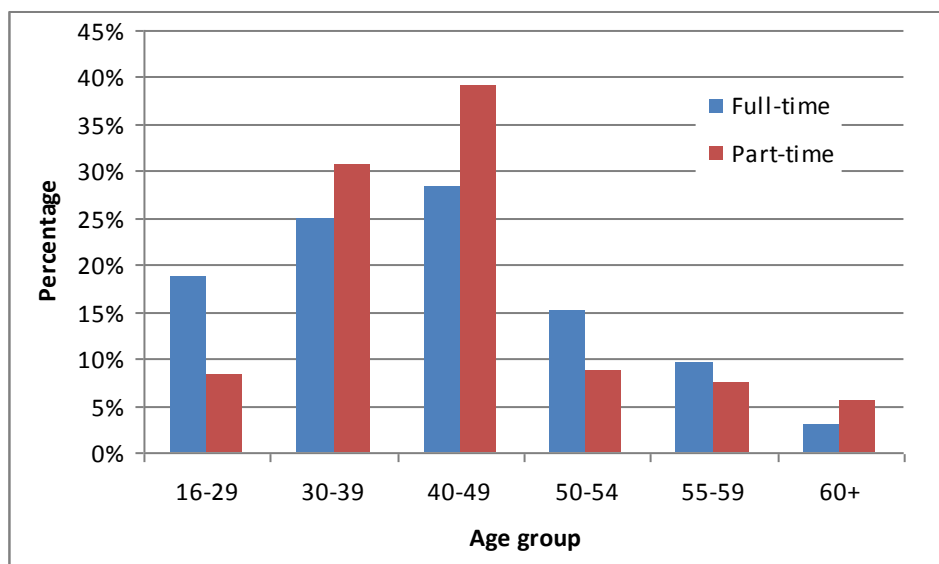
Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals

Gender Reassignment

There are no records for COPFS employees under this protected characteristic.

Age

Work pattern	Age Group												All employees	
	16-29		30-39		40-49		50-54		55-59		60+			
Full-time	250	18.9%	332	25.0%	376	28.3%	201	15.1%	127	9.6%	41	3.1%	1327	100.0%
Part-time	29	8.4%	106	30.6%	136	39.3%	30	8.7%	26	7.5%	19	5.5%	346	100.0%
All employees	279	16.7%	438	26.2%	512	30.6%	231	13.8%	153	9.1%	60	3.6%	1673	100.0%



Marital Status

Work pattern	Marital Status					
	Divorced		Married/ Civil Partnership		Not known	
Full-time	75	5.6%	614	46.2%	46	3.5%
Part-time	11	3.2%	243	70.2%	10	2.9%
All employees	86	5.2%	857	51.2%	56	3.3%

Prefer not to answer		Separated		Single		Widowed		All employees	
24	1.8%	*	*	532	40.1%	*	*	1327	100.0%
3	0.9%	*	*	72	20.8%	*	*	346	100.0%
27	1.6%	33	2.0%	604	36.1%	10	0.6%	1673	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals

2. Recruitment and Selection

In 2012, COPFS published 139 internal and external adverts filling a total of 280 permanent/fixed term job vacancies. The total number of people who applied for an advertised job opportunity in COPFS was 1956. The number of applicants can be broken down in terms of protected characteristics as follows:

Recruitment – Gender

Female		Male		No Response		Prefer not to answer		Total	
1237	63.2%	683	34.9%	27	1.4%	9	0.5%	1956	100%

Recruitment - Age

<20		21 -25		26-30		31-35		36-40		41-45		Total	
208	10.6%	693	35.4%	378	19.3%	178	9.1%	121	6.2%	115	5.9%		
46-50		51-55		56-60		61 +		No Response		Prefer not to answer		Total	
97	5%	62	3.2%	*	*	*	*	53	2.7%	24	1.2%	1956	100%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals. Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).

Recruitment - Sexual Orientation

Gay/Lesbian/Bisexual		Heterosexual/Straight		No Response		Prefer not to answer		Total	
47	2.4%	1723	88.1%	48	2.4%	138	7.1%	1956	100%

Recruitment - Belief or Religion

Agnostic		Atheist		Church of Scotland		Other Christian		Hindu		Humanist		Muslim	
63	3.2%	135	6.9%	174	8.9%	518	26.5%	6	0.3%	11	0.6%	48	2.5%

None		Other		Roman Catholic		No response		Prefer not to answer		Total	
637	32.6%	28	1.4%	181	9.2%	26	1.3%	129	6.6%	1956	100%

Recruitment – Ethnic Origin

White		Caribbean or Black Background		Not known		Prefer not to answer		Other		All employees	
1115	57%	6	0.3%	749	38.3%	59	3%	27	1.4%	1956	100%

Recruitment - Disabled

Yes		No		Prefer not to answer		Unknown		Total	
61	3.1%	1818	93%	41	2.1%	36	1.8%	1956	100%

Modern Apprenticeships

In 2012, COPFS introduced a Modern Apprenticeship programme with a focus on vocational training, core skill development and recognised qualifications. Government initiatives have been introduced to specifically target youth unemployment, particularly those aged 16-25 and of 460 total applications received for our apprenticeship, 79% of those successful were grouped within this age bracket.

We are unable to provide the full breakdown in terms of all protected characteristics for reasons of data protection, given that some of the categories have particularly small numbers.

This data will continue to be analysed as the Modern Apprenticeship programme progresses in future.

3. Promotions

The number of employees promoted into permanent positions at COPFS in 2012 was 22. The protected characteristics of this group are as follows:

Gender					
Female		Male		Total	
14	63.6%	8	36.4%	22	100%

For reasons of data protection, given the relatively small numbers involved, we have not included figures relating to age, ethnic origin/nationality, religion and belief, or sexual orientation.

4. Training and Development

In 2012 1080 of COPFS employees attended at least one training course. On average employees received 1.83 days of training. The protected characteristics of this group are detailed below:

T&D - Gender					
Female		Male		Total	
751	69.5%	329	30.5%	1080	100%

T&D - Sexual Orientation									
Bisexual Gay/Lesbian		Heterosexual/Straight		Prefer not to answer		Unknown		Total	
17	1.6%	706	65.4%	76	7.0%	281	26%	1080	100%

T&D - Religion or Belief											
Agnostic		Atheist		Church of Scotland		Other Christian		Humanist		Unknown	
11	1%	49	4.5%	101	9.3%	231	21.4%	6	0.6%	247	22.9%

Muslim		Other		Roman Catholic		None		No response		Prefer not to answer		Total	
11	1%	3	0.3%	93	8.6%	178	16.5%	47	.4.4%	103	9.5%	1080	100%

T&D - Ethnic Origin

White		Other		Prefer not to answer		Not known		Total	
958	88.7%	31	2.9%	50	4.6%	41	3.8%	1080	100%

T&D - Disabled

Yes		No		Total	
35	3.2%	1045	96.8%	1080	100%

5. Leavers

In 2012, 191 people left COPFS. They left for the following reasons (resignation, dismissal, early severance, ill health...). The following table shows this per protected characteristic:

Reason	Gender					
	Female		Male		All leavers	
Resignation	31	63.3%	18	36.7%	49	100.0%
Retirement	*	*	*	*	16	100.0%
Voluntary exit	32	69.6%	14	30.4%	46	100.0%
End of fixed-term appointment	38	61.3%	24	38.7%	62	100.0%
Transfer to OGD	5	50.0%	5	50.0%	10	100.0%
Other	*	*	*	*	8	100.0%
All leavers	124	64.9%	67	35.1%	191	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals

Reason	Age Group												All leavers	
	16-29		30-39		40-49		50-54		55-59		60+			
Resignation	13	26.5%	15	30.6%	8	16.3%	6	12.2%	*	*	*	*	49	100.0%
Retirement	*	*	*	*	*	*	*	*	5	31.3%	11	68.8%	16	100.0%
Voluntary exit	*	*	*	*	8	17.4%	8	17.4%	22	47.8%	*	*	46	100.0%
End of fixed-term appointment	44	71.0%	6	9.7%	*	*	*	*	*	*	5	8.1%	62	100.0%
Transfer to OGD	*	*	*	*	*	*	*	*	*	*	*	*	10	100.0%
Other	*	*	*	*	*	*	*	*	*	*	*	*	8	100.0%
All leavers	60	31.4%	27	14.1%	27	14.1%	18	9.4%	33	17.3%	26	13.6%	191	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals

Reason	Sexual Orientation									
	Gay, Lesbian, Bi-sexual and other sexual orientations		Heterosexual/straight		Prefer not to answer		Not known		All leavers	
Resignation	*	*	33	67.3%	*	*	14	28.6%	49	100.0%
Retirement	*	*	8	50.0%	*	*	7	43.8%	16	100.0%
Voluntary exit	*	*	15	32.6%	*	*	27	58.7%	46	100.0%
End of fixed-term appointment	*	*	43	69.4%	*	*	17	27.4%	62	100.0%
Transfer to OGD	*	*	*	*	*	*	*	*	10	100.0%
Other	*	*	*	*	*	*	*	*	8	100.0%
All leavers	2	1.0%	107	56.0%	8	4.2%	74	38.8%	191	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals
Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).

Reason	Religion or Belief													
	Church of Scotland		Other Christian		None		Other		Prefer not to answer		Not known		Total	
Resignation	8	16.3%	6	12.2%	10	20.4%	8	16.3%	3	6.1%	14	28.5%	49	100%
Retirement	*	*	*	*	*	*	2	12.4%	1	6.2%	7	43.6%	16	100%
Voluntary exit	*	*	8	17.4%	*	*	3	6.5%	6	13.1%	26	56.5%	46	100%
End of fixed-term appointment	7	11.3%	11	17.7%	16	25.8%	12	19.4%	1	1.6%	15	24.2%	62	100%
Transfer to OGD	*	*	*	*	*	*	1	10%	1	10%	4	39.9%	10	100%
Other	*	*	*	*	*	*	0	0.00%	1	12.5%	5	62.5%	8	100%
All leavers	21	11.0%	31	16.2%	29	15.2%	26	13.6%	13	6.8%	71	37.2%	191	100%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals

Reason	Ethnic Origin									
	White		Other		Prefer not to answer		Not known		Total	
Resignation	43	87.8%	5	10.20%	*	*	1	2%	49	100%
Retirement	13	81.3%	*	*	*	*	3	18.8%	16	100%
Voluntary exit	41	89.1%	*	*	*	*	1	2.2%	46	100%
End of fixed-term appointment	57	91.9%	*	*	*	*	1	1.6%	62	100%
Transfer to OGD	9	90%	*	*	*	*	0	0%	10	100%
Other	7	87.5%	*	*	*	*	1	12.5%	8	100%
All leavers	170	89%	11	5.7%	3	1.6%	7	3.7%	191	100%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals. Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).

Reason	Disability status					
	Disabled		Not disabled		All leavers	
Resignation	*	*	*	*	49	100.0%
Retirement	*	*	*	*	16	100.0%
Voluntary exit	*	*	*	*	46	100.0%
End of fixed-term appointment	*	*	*	*	62	100.0%
Transfer to OGD	*	*	*	*	10	100.0%
Other	*	*	*	*	8	100.0%
All leavers	7	3.7%	184	96.3%	191	100.0%

Counts of less than 5 have been suppressed and shown as * to prevent the possible disclosure of information about individuals. Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing (also shown as *).

6. Disciplinary Cases

The number of Disciplinary cases processed in 2012 was 11. We have omitted protected characteristic definitions for reasons of data protection, given the relatively small numbers involved.

Breakdown

Totals	11
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Gender

Male		Female		Total	
5	45.5%	6	54.5%	11	100%

7. Equal Pay Report and Gender Gap Analysis

Please see Appendix 1 for a detailed report of numbers of in terms of employee pay progression. The following analyses shows male to female pay differences in average pay per grade. Overall the review shows there is no gender bias.

Pay Band	Female's average hourly pay	Male's average hourly pay
B	£8.23	£8.11
C	£11.01	£10.88
D	£13.37	£13.34
E	£17.73	£17.90
F	£22.11	£21.68
G	£29.04	£28.42
PFD	£18.68	£19.01
SPFD	£22.11	£22.60
PPFD	£27.04	£27.02
SCS	£33.42	£35.14

8. Occupational Segregation

In general grades describe occupational categories, allowing occupational segregation to be analysed:

Grade	Male	Female	Total	% male	% female
B	175	503	678	25.8	74.2
C	45	162	207	21.7	78.3
D	68	143	211	32.2	67.8
E	15	15	30	50.0	50.0
F	4	10	14	28.6	71.4
PFD	43	136	179	24.0	76.0
SFPD	54	96	150	36.0	64.0
PPFD	46	58	104	44.2	55.8
G	16	13	29	55.2	44.8
SCS	14	18	32	43.8	56.3
TS	16	23	39	41.0	59.0
Totals	496	1177	1673	29.6	70.4

Vertical Segregation

COPFS has a 30:70 split of males to females across the organisation. The statistics show that there is a disproportionately high level of female employees in junior administration and a disproportionately low level of female employees in the more senior management grades (Band E and above for Admin staff and SPFD and above for legal staff).

The implications for employment policy about this are discussed below.

Horizontal Segregation

There is no evidence of female employees being restricted in career opportunity into stereotypical female roles by analysis of grades. Female employees are represented at all grades from entry level through to senior management level.

ANALYSIS OF PROFILE REPORTS

Background

COPFS has gathered equality data of its employees over several years in order to fulfil basic reporting duties as a civil service agency. By utilising our HR system, we are continuing to develop our range of management information to inform strategic and mainstreaming types of decision making. COPFS also uses equality monitoring surveys for employees, based on census definitions, which are completed every two years, the last taken at the start of 2012.

Analysis

Representation of Asian employees seems to reflect Scottish population norms (Muslim Council of Scotland and Census 2001) at 0.875% of headcount (against a national norm of 0.9%).

It is recognised that disclosure may be an issue for COPFS disabled employees and we continue to focus on developing a culture of trust to allow employees to state their disabilities and participate in making it a better working environment for all disabled employees. The COPFS equality survey response rate was just over 60% which is relatively high. COPFS has resources in place to assist disabled people in our workplaces (professional Health and Safety advisers and occupational health resources to inform how best to introduce reasonable adjustments). For example COPFS continues to run its Employee Disability Advisory Group allowing disabled employees to voice their point of view and influence access issues; there is a COPFS Disability Ambassador and Disability would be a feature of the agenda in the four COPFS Federation equality network meetings.

The same issues of disclosure apply to our LGBT employees. The successful creation of the COPFS LGBT network, 'Proud in COPFS', should lead to a greater willingness by employees to participate in promotion and education in LGBT rights across COPFS. This is most obviously seen by our placing of 45th on the Stonewall 'Top 100 Employer' in the UK. We continue to learn from Stonewall not only how to apply HR policies with LGBT employees in mind but across the protected categories generally.

It is also noted that there was a high level of non-disclosure in respect of religion and belief. A Religion and Belief Ambassador has been appointed with a remit to explore the potential to set up staff network groups to encourage staff to be open about their beliefs.

Family Friendly Employment Policies in COPFS

One reason for COPFS having high levels of part time employees lies in our efforts to be a family friendly organisation. In fact nearly one third of our operational legal employees (Deputes and Senior Deputes) are on part time contracts– by managing this approach and allowing flexibility of contracts, we are being competitive in the labour market and our aim is to retain and motivate high quality employees by doing so.

We have part time male and female staff working in all grades including Senior Civil Servants.

Gender Balance In Senior Management

The gender balance in senior management (Band E and above for Admin staff and SPFD and above for legal staff) does not proportionately reflect the overall male/female workforce. This is something which COPFS are aware of and will analyse further. We have appointed a Gender ambassador to support this approach.

How Analysis of Employee Reports Informs the General Duty

From the 'COPFS Equality Implementation Project' , several products will be realised which will allow our employees to understand the degree to which we are willing to invest in promoting protected characteristics and which we hope will develop a climate of trust to allow their career ambitions to be realised. These products include training and development in understanding the Equality Act 2010 (all employees, from two day courses to e-learning refresher modules) and the development of employee network groups nationally across COPFS (both to allow internal communication between people with similar protected characteristics and community engagement). The action plan for all this is described under part 4 of the COPFS Equality Outcomes.

Scrutiny of our employee profile reports will also ensure that where necessary, we will encourage applications for recruitment and career development from under-represented groups. This is dealt with more fully in part 5 of the COPFS Equality Outcomes. We will continue to promote senior management development opportunities to female staff.

Appendix 1

Pay Band G – (£53,060 to £64,733)			
Salary	No of employees in Range	Male	Female
Total	29	16	13
Average Pay	£62,673	£62,059	£63,428
Pay Band PPF – (£48,899 to £60,489)			
Salary	No of employees in Range	Male	Female
Total	103	41	54
Average Pay	£59,032	£59,012	£59,047
Pay Band SPFD – (£45,084 to £52,540)			
Salary	No of employees in Range	Male	Female
Total	152	55	97
Average Pay	£48,682	£49,360	£48,301
Pay Band PFD – (£39,000 to £46,365)			
Salary	No of employees in Range	Male	Female
Total	148	36	112
Average Pay	£43,178	£43,670	£43,021

Training Band 3 £34,150 to below main PFD Scale			
Salary Range	No of employees in Range	Male	Female
Total	*	*	*
Average Pay	£35,000	*	*
Training Band 2 £31,256			
Salary Range	No of employees in Range	Male	Female
Total	*	*	*
Average Pay	£31,256	£31,256	£31,256
Training Band 1 £30,098			
Salary Range	No of employees in Range	Male	Female
Total	26	5	21
Average Pay	£30,098	£30,098	£30,098
Pay Band F – (£44,263 to £52,847)			
Spinal Point	Salary	No of employees in Range	Male
	Total	15	5
	Average Pay	£47,974	£47,353
Pay Band E – (£33,072 to £40,364)			

Spinal Point	Salary	No of employees in Range	Male
	Total	31	15
	Average Pay	£38,905	£39,100
Pay Band D – (£24,707 to £29,737)			
Spinal Point	Salary	No of employees in Range	Male
	Total	213	68
	Average Pay	£29,185	£29,130
Pay Band C – (£20,573 to £25,285)			
Spinal Point	Salary	No of employees in Range	Male
	Total	206	45
	Average Pay	£23,976	£23,752
Pay Band B – (£16,036 to £18,217)			
Spinal Point	Salary	No of employees in Range	Male
	Total	678	174
	Average Pay	£17,915	£17,723
Trainee Solicitors - Year 1 £18,667			
Salary Range	No of employees in Range	Male	Female

Total	19	10	9
Average Pay	£18,667	£18,667	£18,667
Trainee Solicitors - Year 2 £20,837			
Salary Range	No of employees in Range	Male	Female
Total	20	6	14
Average Pay	£20,837	£20,837	£20,837

COPFS Equality Outcomes and Mainstreaming Report can be found at

http://www.copfs.gov.uk/images/Documents/Equality_Diversity/EAG_Minutes/2013%2004%2030%20Mainstreaming%20Report%20%20Outcomes.pdf

Scottish Public Appointments 1 Feb 2012 to 31 Jan 2013: Diversity Statistics

Gender

Counts and column percentages

	Applied		Reached Shortlist		Invited to Interview		Appointable		Appointed	
Female	438	30.5%	381	31.4%	121	36.3%	56	35.7%	38	39.2%
Male	932	65.0%	775	63.8%	203	61.0%	97	61.8%	58	59.8%
Prefer not to say	64	4.5%	58	4.8%	9	2.7%	4	2.5%	1	1.0%
All	1434	100.0%	1214	100.0%	333	100.0%	157	100.0%	97	100.0%

No suppression of counts less than 5 in this table because 'prefer not to say' is not protected characteristic.

Age

Counts and column percentages

	Applied		Reached Shortlist		Invited to Interview		Appointable		Appointed	
39 and Under	87	6.1%	69	5.7%	21	6.3%	8	5.1%	7	7.2%
40-49	217	15.1%	172	14.2%	54	16.2%	22	14.0%	15	15.5%
50-54	166	11.6%	141	11.6%	43	12.9%	23	14.6%	12	12.4%
55-59	316	22.0%	274	22.6%	79	23.7%	42	26.8%	28	28.9%
60-64	298	20.8%	251	20.7%	57	17.1%	24	15.3%	15	15.5%
65+	204	14.2%	186	15.3%	52	15.6%	27	17.2%	14	14.4%
Prefer not to say	146	10.2%	121	10.0%	27	8.1%	11	7.0%	6	6.2%
All	1434	100.0%	1214	100.0%	333	100.0%	157	100.0%	97	100.0%

Ethnicity

Counts and column percentages

	Applied		Reached Shortlist		Invited to Interview		Appointable		Appointed	
Ethnic Minority	70	4.9%	57	4.7%	16	4.8%	9	5.7%	6	6.2%
White	1274	88.8%	1076	88.6%	301	90.4%	141	89.8%	88	90.7%
Prefer not to say	90	6.3%	81	6.7%	16	4.8%	7	4.5%	3	3.1%
All	1434	100.0%	1214	100.0%	333	100.0%	157	100.0%	97	100.0%

No suppression of counts less than 5 in this table because 'prefer not to say' is not protected characteristic.

Scottish Public Appointments 1 Feb 2012 to 31 Jan 2013: Diversity Statistics (continued)

Disability

Counts and column percentages

	Applied		Reached Shortlist		Invited to Interview		Appointable		Appointed	
Disabled	202	14.1%	170	14.0%	41	12.3%	16	10.2%	12	12.4%
Not disabled	104	7.3%	86	7.1%	28	8.4%	13	8.3%	7	7.2%
Prefer not to say	1128	78.7%	958	78.9%	264	79.3%	128	81.5%	78	80.4%
All	1434	100.0%	1214	100.0%	333	100.0%	157	100.0%	97	100.0%

* An error in the Public Appointments system has recorded a number of people as 'prefer not to say' rather than 'no disability'.

Religion

Counts and column percentages

	Applied		Reached Shortlist		Invited to Interview		Appointable		Appointed	
Christian	722	50.3%	606	49.9%	161	48.3%	75	47.8%	47	48.5%
Other religion or belief	56	3.9%	50	4.1%	9	2.7%	*	*	*	*
No religion or belief	474	33.1%	402	33.1%	123	36.9%	63	40.1%	37	38.1%
Prefer not to say	182	12.7%	156	12.9%	40	12.0%	*	*	*	*
All	1434	100.0%	1214	100.0%	333	100.0%	157	100.0%	97	100.0%

Values of less than 5 have been suppressed and shown as * to decrease the risk of disclosure of information about individuals.

Secondary data suppression has also been necessary to prevent the calculation of the suppressed values by differencing.

Sexual Orientation

Counts and column percentages

	Applied		Reached Shortlist		Invited to Interview		Appointable		Appointed	
Heterosexual/straight	1258	87.7%	1059	87.2%	295	88.6%	136	86.6%	87	89.7%
Gay, Lesbian, Bi-sexual	37	2.6%	34	2.8%	12	3.6%	10	6.4%	6	6.2%
Prefer not to say	139	9.7%	121	10.0%	26	7.8%	11	7.0%	4	4.1%
All	1434	100.0%	1214	100.0%	333	100.0%	157	100.0%	97	100.0%

No suppression of counts less than 5 in this table because 'prefer not to say' is not protected characteristic.

Gender pay gap and occupational segregation data

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012

Duty to publish gender pay gap information and duty to publish statements on equal pay, etc.

Introduction and notes:

1. The Schedule to the Regulations provides a list of public authorities. Under a general heading of “Scottish Administration” the following are listed:
 - The Scottish Ministers
 - Keeper of the Records of Scotland
 - Keeper of the Registers of Scotland
 - Registrar General of Births, Deaths and Marriages for Scotland
 - Scottish Court Service
2. The authority “Scottish Ministers” includes employees of the Scottish Government, Historic Scotland (HS), Scottish Prison Service (SPS) and the Crown Office & Procurator Fiscal Service (COPFS).
3. The “Keeper of the Records of Scotland” and “Registrar General of Births, Deaths and Marriages for Scotland” make up the National Records of Scotland (NRS) which for staff employment purposes falls within Scottish Government. The Information for Scottish Government is inclusive of NRS but details for NRS are also shown separately.
4. The Keeper of the Registers of Scotland and Scottish Court Service publish their own data under the Regulations.
5. The national figure for the gender pay gap in Scotland is 13.9% (ASHE, 2012. Based on average, full time hourly earnings). This report publishes pay gap information for SG Main (5.7%), Historic Scotland (2.1%), the Scottish Prison Service (11.6%) and the Crown Office and Procurator Fiscal Service (9.2%). All of these are below the national figure for Scotland, however, several are out with the accepted tolerance of 5%. The reason for this is that while men and women doing equal work receive very similar average salaries, each organisation may have more women in lower pay ranges which lowers the overall average salary. It should be noted that very low gaps exist at individual grades within each organisation.
6. The information for Scottish Government is at **Annex Ja**, Historic Scotland at **Annex Jb**, Scottish Prison Service at **Annex Jc** and Crown Office & Procurator Fiscal’s Office at **Annex Jd**.
7. All data is accurate as at 31 January 2013.

SCOTTISH GOVERNMENT

1. Contents

- Gender pay gap information is provided at **Appendix 1 to Annex Ja**
- Statements on equal pay and information on occupational segregation are provided at **Appendix 2 to Annex Ja**
- A general description of duties within grades is provided at **Appendix 4 to Annex Ja**

2. The Scottish Government has 3 groups of staff each with separate sets remuneration arrangements. For this reason the three staff groups have been listed separately under gender pay gap information and occupational segregation. The 3 pay groups are:

- Scottish Government Main bargaining unit (SGM)
- Scottish Government Marine bargaining unit (SGMarine)
- Senior Civil Service (SCS)
- (Further information on the make-up of the pay groups is supplied at **Appendix 3 to Annex Ja**)

3. The Senior Civil Service is reserved to the UK Government. While the members of the SCS are Scottish Government employees, their remuneration is in line with UK Cabinet Office pay and performance management framework.

4. In addition there are a total of 58 staff (individuals and small groups), the majority of whom have retained the terms and conditions of previous employers under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE). These staff have not been included in this report.

5. In the gender pay gap information, details of SGMarine have been not been included. Within this group there are only 3 female members of staff and such a small number does not lead to statistically significant analysis.

6. In the gender pay gap information details are given of the average hourly rate of pay for men and women within each pay bargaining unit (except SGMarine – see above). This information has been withheld where the total number of staff within any grade is less than 5 to ensure that individual rates of pay cannot be calculated. This is indicated in the tables by an asterisk (“*”). Where withholding this information might subsequently lead to other personal information being available, further information has been withheld and is indicated by “#”.

7. The Scottish Government does not currently hold sufficiently detailed information to allow a breakdown of “occupational segregation” in SGM and SCS. For the purposes of this report, therefore, details have been given of the concentration of men and women within each pay range/grade.

Duty to publish gender pay gap information

8. “A listed authority must publish information on the percentage difference among its employees between men’s average hourly pay (excluding overtime) and women’s average hourly pay (excluding overtime)”

9. The national figure for the gender pay gap in Scotland is 13.9% (ASHE, 2012. Based on average, full time hourly earnings). Within the Scottish Government where men and women are undertaking work of equal value they are paid similar a similar average hourly rate and consequently the pay gap is low. The Equality and Human Rights Commission set tolerance levels of 3% and 5%.

10. However, the overall pay gap for SGM is 5.7%. The reason for this is that the Scottish Government has more women in lower pay ranges which lowers the overall average salary.

	Women’s average hourly pay	Men’s average hourly pay	Gender pay gap
SGM			
A3	£8.20	£8.20	0.0%
A4	£9.13	£9.19	0.6%
B1	£11.04	£11.10	0.6%
B2	£13.24	£13.30	0.4%
B3	£17.33	£17.37	0.2%
BFS	£13.91	£14.13	1.6%
C1	£22.57	£22.50	-0.3%
C2	£27.53	£27.54	0.0%
C3	£29.43	£29.71	0.9%
Legal Trainee	#	*	-2.8%
			5.7% (Total SGM)
NRS			
A3	£8.27	£8.29	0.2%
A4	£9.28	£9.09	-2.1%
B1	£11.26	£10.95	-2.9%
B2	£13.33	£13.40	0.5%
B3	£17.59	£17.72	0.7%
C1	£22.73	£22.91	0.8%
C2	*	*	-10.6%
C3	*		N/A
			0.6% (Total NRS)

SGMarine			
No information given as the small number of female employees does not lead to a statistically significant analysis.			
SCS			
Deputy Director 1	£31.94	£31.45	-1.6%
Deputy Director 1A	£38.45	£37.34	-3.0%
Director	£42.66	£44.61	4.4%
Director General	*	*	-4.8%
Permanent Secretary		*	N/A
			-0.7% (Total SCS)
NRS (SCS)			
Deputy Director 1	*	*	2.1%

Duty to publish statements on equal pay etc.

- A listed authority must publish a statement containing:
 - The authority's policy on equal pay among its employees between men and women
 - Occupational segregation among its employees, being the concentration of men and women in particular grades and particular occupations.

Equal Pay

11. "The Scottish Government is an equal opportunities employer and all staff should be treated equally irrespective of their sex, marital/civil partnership status, age, race, ethnic origin, sexual orientation, disability, religion or belief, working pattern, employment status, gender identity (transgender), caring responsibility, or trade union membership, and receive equal pay for doing equal work or work of equal value. The Scottish Government will operate a pay and reward system which is transparent, based on objective criteria and free from bias."

12. The Scottish Government will work with the recognised trade unions in examining all components of the SGM and SGMarine pay systems to ensure they continue to operate free from bias.

Occupational Segregation

13. Occupational segregation remains one factor of the gender pay gap within the Scottish Government just as it does more generally across Scotland. We are committed to tackling any inequalities arising from occupational segregation in order to make progress on closing the gap.

	Female	% (Female)	Male	% (Male)
SGM				
A3	795	59.60%	615	40.40%
A4	294	65.77%	166	34.23%
B1	591	55.34%	519	44.66%
B2	715	53.36%	666	46.64%
B3	557	49.03%	609	50.97%
BFS	28	51.85%	26	48.15%
C1	379	54.07%	334	45.93%
C2	187	46.40%	219	53.60%
C3	22	29.73%	53	70.27%
Legal Trainee	10	71.43%	4	28.57%
NRS				
A3	78	52.00%	72	48.00%
A4	20	71.43%	8	28.57%
B1	25	39.68%	38	60.32%
B2	55	60.44%	36	39.56%

Appendix 2 to Annex Ja

B3	17	42.50%	23	57.50%
C1	6	40.00%	9	60.00%
C2	4	80.00%	1	20.00%
C3	1	100.00%	0	0.00%
SGMarine				
1st Officer (Safety)	1	8.33%	11	91.67%
1st Officer Exec	0	0.00%	12	100.00%
2nd Engineer (2Eng Cert)	0	0.00%	7	100.00%
2nd Engineer (Chief Cert)	0	0.00%	7	100.00%
2nd Officer	1	11.11%	8	88.89%
3rd Engineer	0	0.00%	7	100.00%
Chief Engineer	0	0.00%	8	100.00%
Chief Petty Officer (Deck)	0	0.00%	9	100.00%
Chief Steward	0	0.00%	9	100.00%
Commanding Officer	0	0.00%	9	100.00%
Cook Steward	0	0.00%	6	100.00%
Engineer Superintendent	0	0.00%	1	100.00%
Marine Superintendent	0	0.00%	1	100.00%
Motorman 1	0	0.00%	5	100.00%
Petty Officer (D/MM)	0	0.00%	30	100.00%
Safety Superintendent	0	0.00%	1	100.00%
Seaman 1A	0	0.00%	17	100.00%
Seaman 1B	0	0.00%	10	100.00%
Steward	1	20.00%	4	80.00%
SCS				
Deputy Director 1	36	33.64%	71	66.36%
Deputy Director 1A	13	52.00%	12	48.00%
Director	12	37.50%	20	62.50%
Director General	2	33.33%	4	66.67%
Permanent Secretary	0	0.00%	1	100.00%
NRS (SCS)				
Deputy Director 1	1	50.00%	1	50.00%

SCOTTISH GOVERNMENT MAIN (SGM) & SCS

Core Directorates of the Scottish Government falling within the responsibility of:

- Permanent Secretary
- Directorate General – Enterprise, Environment and Digital
- Directorate General – Finance
- Directorate General – Governance & Communities
- Directorate General – Health & Social Care
- Directorate General – Learning & Justice
- Directorate General – Strategy and External Affairs

Agencies and Non-Ministerial Offices:

- Scottish Public Pensions Agency
- Student Awards Agency for Scotland
- National Records of Scotland
- Education Scotland
- Accountant in Bankruptcy
- Office of the Scottish Charity Regulator
- Transport Scotland
- Scottish Housing Regulator
- Disclosure Scotland
- Staff serving elsewhere on assignment, loan or secondment are regarded as being part of SGM except where provision has been agreed for other terms and conditions to apply.

SCOTTISH GOVERNMENT MARINE (SGMARINE)

- Officers and crew of 3 Fishery Protection Vessels
- Officers and crew of 2 Fishery Research Vessels
- Marine, Engineer and Safety Superintendents

Occupational Segregation – General description of duties within each pay range/grade

SCOTTISH GOVERNMENT MAIN (SGM)

A3

The role of posts in this range is to offer technical, specialist or advanced administrative support under the supervision of and in support of a more senior officer. Duties usually call for the exercise of discretion and initiative whilst carrying out generally routine and repetitive tasks and will often involve the use of IT based skills. Although not a management level for most posts, in some operational areas there may be supervision of staff, which can include annual reporting and career development.

Posts at this level tend to report to a post in Band B but may report to a more senior post in Band A.

A4

Supervision of staff in other Band A ranges may be an important feature of posts in this range. This will include allocation of tasks and checking of work. In some cases there may be a full staff management role, including annual reporting and career development. Posts may also be akin to an 'executive assistant', combining administrative support to officers in the Senior Civil Service with some executive functions. Posts within this range will require a degree of judgement and interpretative ability to be exercised within guidelines and established practice. Posts in this range are likely to report to a post in the upper ranges of Band B, or in Band C, or in some cases direct to a member of the Senior Civil Service.

B1

Jobs in this pay range will often be the first formal line management level including staff management (and covering staff appraisals). In some areas these posts may provide direct support to other more senior posts. Elsewhere they may be responsible for a discrete area or work under the control and direction of a more senior officer. Typically posts within this range will require postholders to exercise judgement and interpretative ability where practice and precedence guide the work.

Some posts require a good understanding of the basic principles and practices of a subject or discipline/ specialism through a mix of qualifications or training and experience.

B2

Posts in this range are expected to have a good knowledge and understanding of their area of work or subject and to exercise sound judgement and interpretative ability in the application of regulations, practice and procedures or professional standards. They may have delegated responsibility for elements of work, where they are required to keep fully up-to-date with developments and suggest responses and

solutions to posts in Band C or the Senior Civil Service. They will usually report to a Head of Branch and will have freedom of action in managerial and operational matters within accepted standards and precedents.

Management responsibilities will vary. Where there are very large numbers in the command, posts are usually assisted by staff from the lowest range in Band B or from Band A. Posts without any managerial responsibility are often the working level in a professional or specialist function or operate in a structure where support staff are managed centrally.

B3

Jobs in this range are usually responsible for a discrete area of work, which may cover more than one function, and are fully accountable for the achievement of objectives and targets within their responsibilities. Posts require considerable knowledge and full understanding of their area of work or subject, demonstrate the ability to develop and adapt existing procedures and have the acumen to resolve a variety of problems. Posts will report to a member of Band C, or possibly the Senior Civil Service.

Management responsibilities vary depending on the nature of the work; this ranges from heading up a discrete section or team to managing a larger executive area where the work and operational decisions are more routine.

C1

Posts within this range are expected to be able to function independently and take full responsibility for the work of their section or branch. They have an important role in policy areas to keep fully up-to-date with all salient developments concerning the policies they manage, for example, in Whitehall and Europe, and to produce and broker solutions for submission to senior staff and Ministers. Professional staff must also keep up-to-date in their particular fields in order to maintain their level of expertise and its applicability in the Office. Posts at this level must be able to see ways to adapt precedents/principles and to work with some complex ideas.

The managers of these posts are normally members of the Senior Civil Service, or sometimes the top range of Band C.

The size of the management task for these posts will vary, depending on the nature of the work; this ranges from small teams in which each member has set, delegated tasks, to larger professional advisory or executive areas. In each case, these postholders will normally take all staff management decisions for their areas, without reference above. In executive areas, most operational decisions will also be contained at, or beneath, this level.

C2

Posts at this level are used most often in a supporting role to Senior Civil Service managers or are responsible for managing blocks of work, for example, in executive, casework areas. These posts will usually have managerial responsibilities either for

small units or for branches/teams where the main working level will be in Band B or the first range of Band C - such as in some professional areas - or will manage significant numbers of staff in executive areas. Exceptionally, they may also lead small policy branches that have heavy and continually high profile policy and legislative demands.

Posts will have significant responsibility for maintaining areas of specialist or policy activity and may be involved in the development of new policy, in complex or novel areas, where considerable innovative thought is required. In professional areas, they may proactively ensure that relevant specialist issues are not overlooked, will contribute to the making of new policy, or its evolution, and may input to high level casework. In all cases, line management guidance is likely to be infrequent and require to be actively sought.

C3

Posts at this level are usually responsible for managing discrete and clearly defined blocks of work capable of separate control, and may be regarded ostensibly as Division Heads. Generally these posts are held accountable for the use of financial and staff resources relating to their commands which, taken together and in combination with the other factors, tend to mark them out as demanding a perceptibly higher level than the most senior posts in the other ranges of Band C.

Specific knowledge and skills may well be required of these posts, requiring qualifications and experience in a formal discipline in addition to administrative experience. The incumbents may act as the senior managers in a professional group where they will normally also carry significant operational autonomy for a clearly identified section of the remit.

Occupational Segregation – General description of duties within each pay range/grade

SENIOR CIVIL SERVICE (SCS)

Deputy Director 1 and 1A

These posts normally report to a Director and are responsible for the development and implementation of strategy, leading the government's engagement with stakeholders, operational delivery and the leadership and management of a Divisional team. The majority of Deputy Director roles have responsibility for direct running costs and programme budgets and they will be a member of the Directorate senior management team.

Director

These posts normally report to a Director General. They are senior leaders in their work within portfolios and collectively in setting, communicating and implementing organisational strategy and managing key relationships and networks, delivering operational results and the leadership and management of the Directorate team.

Director General

These posts report directly to the Permanent Secretary and are the Scottish Government's principal policy advisers. They provide support to Cabinet Secretaries and other Ministers, drive delivery and build strategic relationships with partners and stakeholders. The post holders play a leading and collegiate role as part of the Executive Team and Strategic Board in ensuring that Scottish Government resources are deployed effectively in support of the business strategy and key outcomes and to develop its capacity and performance.

Permanent Secretary

This is the senior Civil Servant in Scotland and leads the 5000+ civil servants working for the Scottish Government, supporting the Government in developing, implementing and communicating its policies. The post holder is the principal policy adviser to the First Minister and Secretary to the Cabinet. They are also the Principal Accountable Officer for the Scottish Government with personal responsibility for the propriety and regularity of Government finance and for economic, efficient and effective use of all related resources.

HISTORIC SCOTLAND

INTRODUCTION

Background

1. Historic Scotland (HS) is an Executive Agency of the Scottish Government. Its purpose is to safeguard the nation's built heritage and promote its understanding and enjoyment on behalf of Scottish Ministers. Its functions include, managing and presenting to the public over 340 monuments in its own care (attracting some 3.3 million visitor during 2011-12), and helping other owners to preserve and maintain their properties. Approximately 73 sites charge for admission and have a retail outlet providing an important source of income for the Agency.
2. To undertake its function, HS employs over 1000 core staff which increases to around 1200 during the summer season. Staff are employed in a wide variety of occupational disciplines ranging from stonemasons and other traditional crafts, to professional and technical specialists such as architects and inspectors, as well as front line stewarding staff and behind-the-scene support and administration staff.

Pay Bands and Working Patterns

3. In line with the various occupational disciplines and functions, there are a variety of grades and associated rates of pay. There are 7 pay bands incorporating some 16 different occupational groups. There are also a variety of working patterns including standard full time arrangements, 5 out of 7 day rotas, part time arrangements (ranging from 40 hours per month to 35 hours per week and any number in between), permanent part year, temporary fixed-term and annualised hours. Details of the pay bands and the occupational disciplines are shown at Table 1, **Appendix 1 to Annex Jb**.

Gender Mix

4. Overall there is a higher proportion of males than females (58:42). The higher proportion of males can be accounted for in part by a large singular group of employees being almost exclusively male, i.e. those employed in traditional craft and labouring grades. However, we are seeing a gradual increase of females in this area of work (5 in 2011, 6 in 2012 & 7 in 2013) and hope to attract a few more following a recent Apprentice recruitment campaign.

Pay Progression

5. Of the 7 pay bands, 1 has a progression time of 3 years, and 1 a progression time of 5 years. The remaining 5 pay bands have progression times of 4 years. Progression times, and respective minima and maxima for each of the Bands are detailed at Table 2, **Appendix 2 to Annex Jb**.

Pay on Promotion

6. All staff are placed at the minimum of the pay band on promotion irrespective of position in previous pay band or length of service.

ANALYSIS

7. Analysis of hourly rate of pay was based on Basic FTE Salary / 52 / 37 as at 31 January 2013.

Hourly Rate of Pay by Gender

8. The average hourly rate of pay by gender for each pay band are detailed at Table 1, **Appendix 3 to Appendix Jb**.

9. All of the pay bands, excluding Key-keepers who are all on the same salary, show a gender gap ranging from 0.38% to 5.43%. Since the introduction of the Equality Act, acceptable tolerances have yet to be defined. However, the Equality and Human Rights Commission used to suggest that tolerances in excess of the 5% should be examined.

Pay Band	Gap in average hourly rate of pay
Band G	5.43%
Band F	3.10%
Band B	2.53%
Band C	1.94%
Band D	1.80%
Band A	0.86%
Band E	0.38%
Key-keepers	0.00%
Total Historic Scotland	2.10%

CONCLUSIONS AND ACTION POINTS

Hourly Rate of Pay by Gender

10. The summary data of the pay bands show Historic Scotland as not having a significant pay gap, with only one Pay Band showing a gap of over 5%. Therefore we have only analysed the top three percentage gaps.

- Pay Band G has a gap of 5.43% which represents £1.72 an hour. There is an almost equal ratio of male to female (3:4) however, the average time in pay band for the female employees is 2 years with the male average being longer at 3.4 years.
- Pay Band F show the second highest gap of 3.1% which represents £0.80 an hour. There are almost double the amount of male employees in this pay

band (22:13), and the male employees are longer serving in the pay band with almost double the amount of time in grade. The average time in pay band for male employees is 8.4 years with the female's average being 4.9 years.

- Pay Band B show the third highest gap of 2.53% which represents £0.26 and hour. Again, there are almost double the amount of male employees in this pay band (205:122). Within this pay band, there are 5 employees who are 'red-circled' and have salaries above that of the maximum (4 males and 1 female). Males have an average time in pay band of 7.98 years with a female average of 5.14 years.

11. The small gaps in all the other pay bands show that the progression system in Historic Scotland is robust and that the progression timescales are fair and equitable.

TUPEd Employees

12. During 2012-13 a number of employees transferred to HS from Aberdeenshire Council under TUPE arrangements.

13. These employees, currently 17, remain on their original salaries. There is an overall gap of 6% in favour of females but this can be explained as there is a higher proportion of females than males (76:24). In the majority of cases the each grade is filled by either only men or only woman. The only grade that has a mix of male (3) and female (7) is 'Tech Op B' where there is an insignificant gap of 0.96% in favour of females.

Affordability

14. As the mechanism for eliminating/reducing equal pay gaps will be dealt with under the pay negotiations, the affordability factors will be explored as part of the pay remit.

Equal Pay Statement

15. Historic Scotland has a published policy on equal opportunities (below) and is working towards a specific policy on equal pay.

- Historic Scotland's policy on equal opportunities is that everyone should be treated equally irrespective of their sex, marital status, age, race, ethnic origin, sexual orientation, disability, religion or belief, working pattern, employment status, gender identity (transgender), caring responsibility, or trade union membership.

HISTORIC SCOTLAND

Table 1: Pay Band Description and Occupational Disciplines

PAY BAND	OCCUPATIONAL TYPES
Keykeepers	<ul style="list-style-type: none"> • Keykeepers
BAND A	<ul style="list-style-type: none"> • Stewards • Labourers • Apprentices • Retail Assistants • Administrators
BAND B	<ul style="list-style-type: none"> • Senior Stewards • Plumbers • Stonemasons • Painters • Joiners • Electricians • Administrators
BAND C	<ul style="list-style-type: none"> • HR Managers • Works Managers • Regional Tourism & Community Manager • Senior Heritage Management Officers • Architectural Technicians • Photographers • Retail Supervisors
BAND D	<ul style="list-style-type: none"> • District Works Managers • Inspector of Historic Buildings • Senior Heritage Management Officers • HR Business Partners • Conservators • Commercial Business Managers • Retail & Admissions Manager • Administrators
BAND E	<ul style="list-style-type: none"> • Senior Conservators • Regional Works Managers • District Architects • Heritage Management Team Leaders • Head of HR Teams • Head of Training & Development • Health & Safety Advisors • Branch Heads
BAND F	<ul style="list-style-type: none"> • Regional Architects • Castle Executive Manager • Heads of Groups
BAND G	<ul style="list-style-type: none"> • Directors • Head of CVO

Table 2: Pay Band Progression Times (1 August 2012)

PAY PROGRESSION			
PAY BAND	MIN	MAX	PROGRESSION TIME (YRS)
BAND A (Keykeepers stay on min)	£14,400	£16,164	3
BAND B	£17,613	£20,373	4
BAND C	£21,392	£27,887	5
BAND D	£29,281	£34,370	4
BAND E	£36,089	£41,822	4
BAND F	£43,913	£51,313	4
BAND G	£53,878	£62,519	4

Table 1: Analysis of hourly rate of pay by Gender

No. of Employees						
Male	683	58%	Please note the following 5 employees have not been included below: * 3 males and 1 female are on career breaks with zero salaries * 1 male under TUPEd employees is not salaried			
Female	493	42%				
Total	1176					
Pay Band Profile	Male	Average Hourly Rate of Pay	Female	Average Hourly Rate of Pay	Difference	Percentage
Keykeepers	22	£ 7.48	12	£ 7.48	£ -	0.00%
Band A	220	£ 8.15	165	£ 8.08	-£ 0.07	-0.86%
Band B	205	£ 10.28	122	£ 10.02	-£ 0.26	-2.53%
Band C	91	£ 13.39	88	£ 13.13	-£ 0.26	-1.94%
Band D	71	£ 17.19	49	£ 16.88	-£ 0.31	-1.80%
Band E	41	£ 21.00	26	£ 20.92	-£ 0.08	-0.38%
Band F	22	£ 25.81	13	£ 25.01	-£ 0.80	-3.10%
Band G	3	£ 31.65	4	£ 29.93	-£ 1.72	-5.43%
Total	675	£ 11.89	479	£ 11.64	-£ 0.25	-2.10%
Employees who TUPEd over from Duff House						
Admin B	0	£ -	1	£ 7.19	£ 7.19	100.00%
Admin D	0	£ -	1	£ 8.47	£ 8.47	100.00%
Admin H	0	£ -	1	£ 12.11	£ 12.11	100.00%
Team Leader M	0	£ -	1	£ 21.02	£ 21.02	100.00%
Tech Po B	3	£ 7.26	7	£ 7.19	-£ 0.07	-0.96%
Tech Op E	0	£ -	2	£ 8.99	£ 8.99	100.00%
Technician H	1	£ 12.11	0	£ -	-£12.11	-100.00%
Total	4	£ 8.47	13	£ 9.01	£ 0.54	6%
Overall Total	675	£ 11.91	479	£ 11.64	-£ 0.27	-2%

SCOTTISH PRISON SERVICE

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012

1. This information was compiled in compliance with the Equality Act 2010 as detailed in the Equality and Human Rights Commission (Scotland) Essential Guide to Public Sector Equality Duty, in particular the “Duty to Publish Gender Pay Information” and the “Duty to Publish Statements on Equal Pay, etc.” and has been produced in line with EHRC Statutory Code of Practice

Background Information on the Scottish Prison Service

2. The Scottish Prison Service (SPS) is an Executive Agency of the Scottish Government and was established in April 1993. It employs over 4000 staff across 14 prison establishments throughout Scotland, a Headquarters function located in Edinburgh, a Central Store at Fauldhouse and a Training College located near Falkirk. Out of 4,362 staff in post at 31st January 2013, 3,259 (75%) are men and 1,091 (25%) are women. Distinct employment groupings within SPS are:

- The Main Staff Group which is made up of operational staff, managerial staff, estates staff, and administrative support staff. Of the 4,362 staff referred to at 2 above, 4,349 belong to the Main Staff Group. 3,257(75%) are men and 1,092(25%) are women.
- The second group is the SPS Management Board which is made up of a Chief Executive, 4 Executive Directors, and 6 fee paid Non-Executive Directors appointed by Scottish Ministers for their expertise. The Chief Executive and 4 Executive Directors are members of the Senior Civil Service and are directly employed by the Scottish Government rather than SPS. As such, each member of the SPS Management Board is excluded from the staff numbers provided above.
- The third is a small group of less than 10 Scottish Government staff seconded to work in SPS Headquarters but who remain on Scottish Government terms and conditions of employment. As they are not directly employed by SPS they are excluded from the staffing numbers provided above.
- The fourth is a group of 30 staff with individual and distinct terms and conditions of employment. These staff have retained the terms and conditions of previous employers under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE).

3. The main staff group is the only one of these groups reported on here.

Pay, Grading, and Performance Management Arrangements

4. Pay arrangements for the Main Staff Group are negotiated under a collective bargaining framework with the Trade Unions which SPS recognises for this purpose. 1st October is the pay settlement date for annual pay awards in SPS. The pay arrangements for the SPS Management Board are determined with reference to the findings of the Senior Civil Service Pay Review Body and are actioned by employing Departments (in this case the Scottish Government). As such, SPS has no locus in these arrangements whatsoever and as a result we have excluded the SPS Management Board, the Non-Executive Directors and a small number of seconded staff from the findings of our report.

5. For the Main Staff Group, SPS operates a Pay Band system to differentiate between the different levels of job roles and salary levels within the Service. There are 8 Pay Bands which have an alphabetically, based referencing system. These range from Pay Band B (the smallest job size) through to Pay Band I (the largest) and have been in place since 1995. Each job role is allocated to an appropriate Pay Band on the basis of an analytical Job Evaluation system tailored to the specific circumstances of the SPS.

6. Non-managerial jobs are generally those in Pay Bands B to D whereas managerial posts are generally in Pay Bands E to I.

7. The exception to this is that the first level of management for non-operational staff (e.g. mainly administrative staff) is Pay Band D which broadly equates to the main Civil Service Executive Officer (EO) grade.

8. Table 1 below provides a summary of the pay ranges and pay progression points for each Pay Band.

9. Table 2 illustrates the number of years over which progression from the minimum to the maximum value of each Pay Band might take. These pay progression arrangements were introduced as a key component of SPS' Equal Pay strategy so that regardless of starting point all employees will subject to satisfactory performance reach the maximum of the Pay Band within a defined period of time.

10. Part-time members of staff are paid on the same pay ranges and pay points as full-time staff, pro-rated according to their contracted hours of work. Pay progression for all staff is annual after the successful completion of the appropriate probationary period. This approach is designed to ensure that our part-time pay arrangements are equal pay compliant.

Table 1
Main Staff Group Pay Band Ranges and Pay Progression Points for Period 1
October 2012 to 30 September 2013

Pay Band	Pay Point 0	1	2	3	4	5
B		£14,811	£16,421			
C		£16,421	£17,853	£19,628	£21,400	
D	£17,453	£19,570	£21,688	£23,804	£25,921	£28,039
E	£20,944	£23,440	£25,932	£28,427	£30,923	£33,416
F	£26,321	£29,068	£31,814	£34,562	£37,308	£40,054
G	£34,333	£36,897	£39,459	£42,022	£44,585	£47,149
H	£43,601	£46,223	£48,843	£51,463	£54,083	£56,704
I	£54,930	£57,631	£60,332	£63,032	£65,732	£68,433

Table 2
Main Staff Group Progression Periods to band maximum

Pay Band	Minimum Progression Period
Band B	Between 1 and 2 years
Band C	Between 3 and 4 years
Bands D to I	Between 5 and 6 years

Gender pay gap information

11. A listed authority must publish information on the percentage difference among its employees between men's average pay (excluding overtime) and women's average pay (excluding overtime).

12. This information covers those staff employed directly by SPS who are also on SPS terms and conditions of employment (i.e. excluding staff transferred in by TUPE). These members of staff are employed in the Main Staff Group.

13. The table below shows that female salaries are within +/- 5% of male salaries in all SPS' Main Staff Group Pay Bands. On the basis of this analysis and EHRC guidance, SPS has no apparent gender pay gap in relation to the total Main Staff Group, indicating that SPS' pay progression arrangements are operating as intended.

Table 3
Main Staff Group (Full Time and Part Time), Gender Pay Analysis: as at 31/1/13

Pay Band	Headcount	Female		Male		Female as % of Male 2013
		Number of Staff	Average Salary	Number of Staff	Average Salary	
B	267	159	£15,979.19	106	£16,362.39	2%
C	1319	438	£19,294.12	881	£19,722.14	2%
D	2002	354	£26,014.64	1648	£27,284.70	5%
E	432	53	£32,663.19	379	£32,992.17	1%
F	187	44	£36,966.73	143	£38,173.82	3%
G	101	30	£45,801.67	71	£46,110.23	1%
H	28	10	£55,131.70	18	£55,248.06	0%
I	13	< 10	£68,433.00	< 10	£69,450.78	1%
Total SPS			£23,673		£26,755	11.6%

14. While 25% of the total Main Staff Group population are women, 46% of SPS part-time staff are women. Analysis shows that female salaries are within +/- 5% of male salaries in all SPS' Pay Bands (see Figure 5 below). On the basis of this analysis and EHRC guidance, SPS has no apparent gender pay gap in relation to part time staff in the Main Staff Group.

Table 4
Main Staff Group (Part Time), Gender Pay Analysis: as at 31/1/13

Pay Band	Headcount	Female		Male		Female Pay as % of Male Pay 2013
		Number of Staff	Average Salary	Number of Staff	Average Salary	
B	55	41	£15,994.29	14	£15,881.71	-1%
C	50	35	£20,907.74	15	£21,770.40	4%
D	99	41	£27,057.73	58	£27,965.98	3%
E	28	7	£33,059.86	21	£33,416.00	1%
F	50	8	£35,590.75	42	£36,124.93	1%
G	15	5	£45,098.20	10	£46,439.50	3%
H	0	0	£0.00	0	£0.00	0%
I	<5	< 5	£0.00	< 5	£68,433.00	0%

Occupational Segregation

15. This is defined as: The concentration in particular grades and in particular occupations of women and men, persons who are disabled and persons who are not and people who fall into a minority racial group and persons who do not.

Table 5
Distribution of Staff in Main Staff Group by Pay Band and Gender: as at 31/1/13

Pay Band	Headcount	% of Workforce	Male	% of Total	Female	2013	2010
B	267	6.14%	108	40%	159	60%	61%
C	1319	30.33%	881	67%	438	33%	31%
D	2002	46.03%	1648	82%	354	18%	14%
E	432	9.93%	379	88%	53	12%	10%
F	187	4.30%	143	76%	44	24%	18%
G	101	2.32%	71	70%	30	30%	27%
H	28	0.64%	18	64%	10	36%	39%
I	13	0.30%	9	69%	4	31%	10%
Total	4349	100.00%	3257	75%	1092	25%	22%

16. This shows that although highest proportion of women are in pay band B (60%) that this band has seen a reduction of 1% from 2010.

17. Band C has 438 women an increase of 2% from 2010.

SCOTTISH PRISON SERVICE (SPS) EQUAL PAY POLICY STATEMENT

18. This Equal Pay Policy Statement has been prepared and published in partnership by SPS Management and the recognised Trade Unions (the “National Partners”) taking the principles of the Equality and Human Rights Commission (EHRC) Statutory Code of Practice on Equal pay as a guide.

19. The National Partners are committed to the principle of equal pay for all SPS staff members. We understand that equal pay between men and women is a legal right under both domestic and European law we also recognise that pay systems may be open to challenge on grounds of race, age or other protected characteristics under the Equality Act 2010.

20. The National Partners recognise that it is in the interests of both the organisation and staff members to provide a pay system that meets these requirements.

21. In this regard, SPS introduced progression-based pay systems in 2001 which ensure that through demonstrating satisfactory performance all staff members will progress to the maximum of their pay band within a defined period of time. SPS now

has one staff group for pay purposes, the SPS Main Staff Group which, is comprised of eight pay bands.

22. The National Partners maintain an analytical job evaluation system to assign jobs to an appropriate pay band. This process supports the objective that equal pay is awarded for work of equal value.

23. We frequently review our pay system arrangements and monitor a range of pay statistics as part of the annual pay negotiation process to ensure that the systems are continuing to deliver the intended outcomes.

24. We believe that by avoiding gender bias within our pay systems we are sending a positive message to our staff members and stakeholders. It makes good business sense to have a fair, transparent reward system. We recognise that avoiding unfair discrimination will improve morale and enhance efficiency.

25. Our on-going objectives are to:

- Avoid any unlawful practices that impact on pay; identify any pay practices which may present issues in terms of potential non-compliance with our legal obligations, and
- Take appropriate remedial action.

We will:

- With the National partners, continue to monitor pay statistics on an annual basis;
- Carry out an equal pay review in compliance with the Equality Act 2010 and EHRC Statutory Code of Practice; to be published by 30/4/2014
- Plan and implement any identified actions;
- Provide training and guidance for those involved in the management and implementation of pay;
- Continue to inform staff members of how the various aspects of our pay systems work and how their own pay is determined within those pay systems through our pay manual; and
- Give grievances on equal pay due priority
- Provide appropriate resources to pursue Equal pay objectives

26. The Director of HR is the senior manager responsible for Equal Pay policy implementation.

CROWN OFFICE AND PROCURATOR FISCAL SERVICE

The Crown Office and Procurator Fiscal Service (COPFS) Equality Information – The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012

Profile Reports

Background Notes

1. The Crown Office and Procurator Fiscal Service (COPFS) is the sole public prosecuting authority in Scotland and is responsible for investigating sudden or suspicious deaths and investigating independently all complaints of criminal conduct by police officers. The strategic aim of COPFS is to serve the public interest, prosecuting cases independently, fairly and effectively. COPFS works closely with its criminal justice partners to help make Scotland a safer place and plays a pivotal role within the criminal justice system in maintaining the security and confidence of all communities in Scotland. Our core values are impartiality, integrity, sensitivity, respect and professionalism.
2. COPFS' salary structure is detailed below with each grade (excluding Senior Civil Service (SCS)) negotiated annually with the FDA and Public and Commercial Services union (PCS) respectively.
3. There are typically three groups of employee: SCS, legal staff and administrative staff.
4. Pay Bands with salary ranges are as follows:

Pay Band	Salary Range
B	£16,036 - £18,217
C	£20,573 - £25,285
D	£24,707 - £29,736
E	£33,072 - £40,364
F	£44,263 - £52,847
G	£53,060 - £64,733
PFD (Procurator Fiscal Depute)	£34,150 - £46,365
SPFD (Senior Procurator Fiscal Depute)	£45,084 - £52,540
PPFD (Principal Procurator Fiscal Depute)	£48,899 - £60,489
SCS (Senior Civil Service) Pay Band 1	£65,000 - £117,750
SCS (Senior Civil Service) Pay Band 1A	£75,000 - £128,900
SCS (Senior Civil Service) Pay Band 2	£93,000 - £162,500
SCS (Senior Civil Service) Pay Band 3	£99,960 - £208,200
PFD Training Year 1	£30,098
PFD Training Year 2	£31,256
Trainee Solicitor Year 1	£18,667
Trainee Solicitor Year 2	£20,837

Gender Pay Gap Information

5. COPFS has a duty to publish information on the percentage difference amount between men's average hourly pay (excluding overtime) and women's average hourly pay (excluding overtime).

Pay Band	Female's average hourly pay	Male's average hourly pay	% Difference
B	£8.23	£8.11	-1.5%
C	£11.01	£10.88	-1.2%
D	£13.37	£13.34	-0.2%
E	£17.73	£17.90	0.9%
F	£22.11	£21.68	-2.0%
G	£29.04	£28.42	-2.2%
PFD	£18.68	£19.01	1.7%
SPFD	£22.11	£22.60	2.2%
PPFD	£27.04	£27.02	-0.1%
SCS	£33.42	£35.14	4.9%
Overall COPFS	£13.89	£15.29	9.2%

Duty to publish COPFS Statement on Equal Pay

6. The Crown Office and Procurator Fiscal Service is an equal opportunity employer and welcomes applications from all sectors of the community. As a public authority we are working to meet the requirements of the general equality duty to:

- Eliminate unlawful discrimination
- Advance equality of opportunity
- Foster good relations

7. We aim to ensure equality of opportunity in employment, career development and promotion to all where eligible, on the basis of ability, qualifications and suitability for the work. COPFS aims to treat all employees equally regardless of age, gender, race, ethnic origin, disability, sexual orientation, marital status, working pattern, status, caring responsibilities, religion & belief and trade union membership. COPFS aims to operate a transparent pay and reward system based on objective criteria and without bias.

Occupational Segregation

8. Given grades more or less describe occupational categories, occupational segregation can be straightforwardly analysed:

Pay Band	Male	Female	Total	% male	% female
B	175	503	678	25.8	74.2
C	45	162	207	21.7	78.3
D	68	143	211	32.2	67.8
E	15	15	30	50.0	50.0
F	4	10	14	28.6	71.4
PFD	43	136	179	24.0	76.0
SFPD	54	96	150	36.0	64.0
PPFD	46	58	104	44.2	55.8
G	16	13	29	55.2	44.8
SCS	14	18	32	43.8	56.2
TS	16	23	39	41.0	59.0
Totals	496	1,177	1,673	29.6	70.4

Pay Band General Descriptions

Band B

9. The main role for a post within this pay band is to provide administrative support within a unit or office. Duties include; carrying out general housekeeping, dealing with telephone and public enquires, managing mail, filing and updating computer records. Roles may vary slightly depending on the nature of the unit or office however all roles within this grade are administrative with no managerial responsibility. Employees within this pay band would normally report to a post in pay band C or above.

Band C

10. Employees who hold posts within this pay band typically perform a specialist role or managerial role or provide management support. Those that carry out a managerial role will normally have direct line management responsibility of administrative staff including workload management. Specialists within this role may work in one of a number of functions many of which will have no management responsibility. Those who carry out a management support role carry out administrative duties for a Head of Department or Unit. Employees within this pay band would normally report to a post in pay band D or above.

Band D

11. Employees who hold posts within this pay band perform a second line manager or specialist role. Managers within this pay band carry out a full management role, including annual appraisals, career development, attendance management, disciplinary action and case management. Specialists within this role may work in one of a number of functions many of which will have no management responsibility. Posts within this pay band would report to a pay band E or above.

Band E

12. Employees within this pay band may be responsible for more than one area of work or function fully accountable for the achievement of objectives and targets within their responsibility. Staffing issues, case management, budget requirements and performance levels would be a few of the subjects covered within this role.

Band F and G

13. Employees who hold posts at this grade may have full responsibility for a unit or a number of areas of work. The size of the role may vary depending on the nature of the work; in all cases, post holders will normally make all operational/managerial decisions within their command. Roles within these pay bands may be within the administrative or legal employee groups and would normally report directly to a member of the SCS.

PFD, SPFD and PPF

14. Employees who hold posts at this grade are qualified in Scots Law and have completed a Legal Traineeship either in the private sector or with COPFS. PFDs are responsible for the direction of the police on local criminal enquiries, deciding when to prosecute, as well as investigating all sudden and suspicious deaths, conducting Sheriff and District Court proceedings and preparing cases for prosecution in the High Court.

15. The post of SPFD is a promoted legal post; which applies to a range of posts within the department.

16. A PPF is normally a managerial legal post, the placement of the role will determine the day to day duties of the PPF whether it be related to policy or operational work etc. These posts, although diverse, are characterised by similar skill requirements. Employees within these grades would normally report to a band G or a member of the SCS.

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