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PUBLIC SERVICES AND GOVERNMENT

Scottish Government Workforce Information, 2016

15 March 2017

Main Points

- At the end of December 2016, there were 5,149 full time equivalent (FTE) directly employed staff, a small increase from last year's figure of 5,120 at the end of December 2015. The percentage of directly employed staff in permanent (97 per cent) and temporary (3 per cent) categories changed very slightly over the year (December 2015: 95 per cent, 5 per cent).

- There was a 5 per cent decrease in the number of contingent (non-directly employed) workers, from 1,042 at the end of December 2015, to 992 at the end of December 2016.

- The staff sickness level was 7.4 average working days lost (AWDL) per staff year in the 12 month period ending December 2016 (3.3 per cent of working days were lost). This is the same number of average working days lost as last year (7.4 AWDL December 2015).

- At the end of December 2016, just over half (50.9 per cent) of the workforce were female, compared to 49.1 per cent male. The proportion of female staff has increased by 0.3 percentage points from 50.6 per cent at the end of December 2015.

- The proportions of directly employed staff providing diversity information on ethnicity, sexual orientation and religion have all increased.

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1. Introduction

1.1 There has been continuing interest in Scottish Government staffing information and as a result we have produced this publication providing information on:

- Full-time equivalent numbers of directly employed[1] Scottish Government staff[2]
- Headcounts for contingent workers[3], who are those not employed directly by the Scottish Government
- Sickness data for directly employed Scottish Government staff
- Diversity data for directly employed Scottish Government staff

1.2 Scottish Government staff work to support the Government of the day in developing, implementing and communicating its polices as well as delivering public services. Each year the Government sets out its Programme for Government focusing on the key legislative and practical steps the Government will take, highlighting it priorities. Levels of staff employment will reflect the requirements of delivering the Programme for Government. This publication provides information on the size of the Scottish Government workforce for the last five years.

1.3 Sickness absence can lead to a loss in productivity for an organisation and it is important to monitor this. The Scottish Government works proactively and

[1] Those employed on Scottish Government terms and conditions and paid via the Scottish Government payroll.

[2] Only those employed in core Scottish Government Directorates, it does not include workers in Scottish Government agencies, non-ministerial departments or non-departmental public bodies.

[3] Those not employed on Scottish Government terms and conditions, engaged on a temporary basis to provide short-term cover for vacancies or where skills cannot be sourced internally. For descriptions of the categories included in contingent workers please see Annex C.

continuously to improve the level of sickness absence. It has adopted a range of processes to support staff while they are ill and to enable their return to work. The publication includes information on sickness absence of directly employed staff for the last five years.

1.4 Equality and diversity are key priorities for the Scottish Government. In addition to improving equality as a policy making organisation, the Scottish Government has responsibilities as an employer. This involves demonstrating that it is not only complying with the Equalities Act, but it is leading by example on equality issues. Therefore, both regular monitoring of staff diversity and developing our understanding of colleagues' experiences in their working lives are required. This publication includes information on the diversity of directly employed staff.

1.5 The data in this publication are taken from information held on the Scottish Government's electronic human resources system. This is a live database that is continuously updated to reflect workforce changes. This publication presents 'snapshots' of the data as it appears on the system at the end of each year quarter[4]. Annex A contains more information about the data sources. Quarterly updates to the data in this publication will be released on the Scottish Government's website approximately three months after the end of each quarter.

2. Scottish Government workforce numbers

Full time equivalent (FTE) numbers of directly employed staff

2.1 The full time equivalent (FTE) measure accounts for differences in working hours within the Scottish Government, as part-time working or job-sharing is available to suit personal circumstances. More information on how this is calculated is available in Annex B. Descriptions of worker categories along with classifications as permanent or temporary, are listed in Annex C.

2.2 At the end of December 2016, there were 5,149 FTE directly employed staff in Scottish Government core directorates. Of these, 4,989 were permanent staff (97 per cent) and 160 were temporary staff (3 per cent) (Table 1, Chart 1). The number of directly employed staff has increased by 29 FTE staff from 5,120 in December 2015. The percentage of workers that are temporary has remained low. Although, there was an increase in 2015, this has now returned to levels previously seen in 2012.

2.3 There has been a 7 per cent increase in the number of directly employed staff from the low point of September 2012 to the December 2016 total (Table 1, Chart 1). This reflects the changing nature of the work of the Scottish Government. Key change projects have resulted in the need for additional staff, often specialised in nature, to be recruited. Recent examples include:

- work to strengthen the Scottish Government's digital capability, including the new Digital Transformation Service, which operates as a shared service capability across Scottish Government and other public bodies

[4] The first quarter ends 31st March, the second ends 30th June, the third ends the 30th September and the fourth ends 31st December.

- implementing a new Common Agriculture Policy IT system
- preparing for the creation of a social security agency following the devolution of new powers under the Scotland Act 2016.

Contingent worker headcounts

2.4 At the end of December 2016, the total headcount of contingent workers engaged by the Scottish Government was 992 (Table 2, Chart 2). This is a net decrease of 50 contingent workers from 1,042 at the end of December 2015. Contractors (48.0 per cent, December 2016) are the biggest group of contingent workers.

2.5 The longer trend for contingent workers indicates that the number more than doubled from 646 in March 2012 to 1,354 at the end of December 2014, with most of the increase during 2014 (Table 2). This was mostly driven by an increase in the numbers of contractor staff. The headcount then fell in 2015 and 2016, mostly due to contractors completing their assignments.

2.6 Contractors are typically brought in under a service contract which has been awarded to an organisation to deliver a specific product. This has been the largest category of temporary workers since the end of 2013. The numbers of contractor staff increased steadily during 2012 and 2013. In 2014 the headcount of contractors then increased significantly, from 223 at the end of December 2013, to 659 at the end of December 2014 (Table 2). The headcount of contractors then began to decreased and was 476 at the end of December 2016, which is 183 lower than the high point of December 2014.

2.7 A data cleansing exercise during February and March 2015, removed around 150 out of date records for non-directly employed workers from the HR system, which partially explains the relatively large decrease at this time.

Chart 1. FTE of directly employed staff

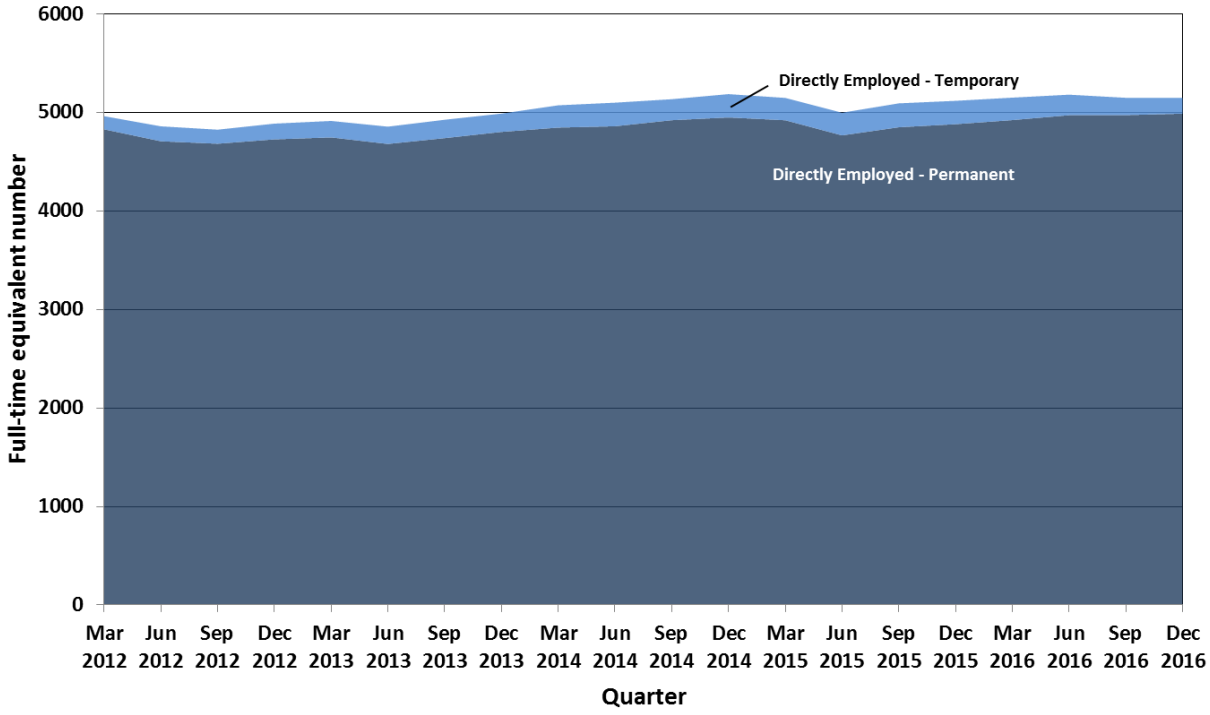
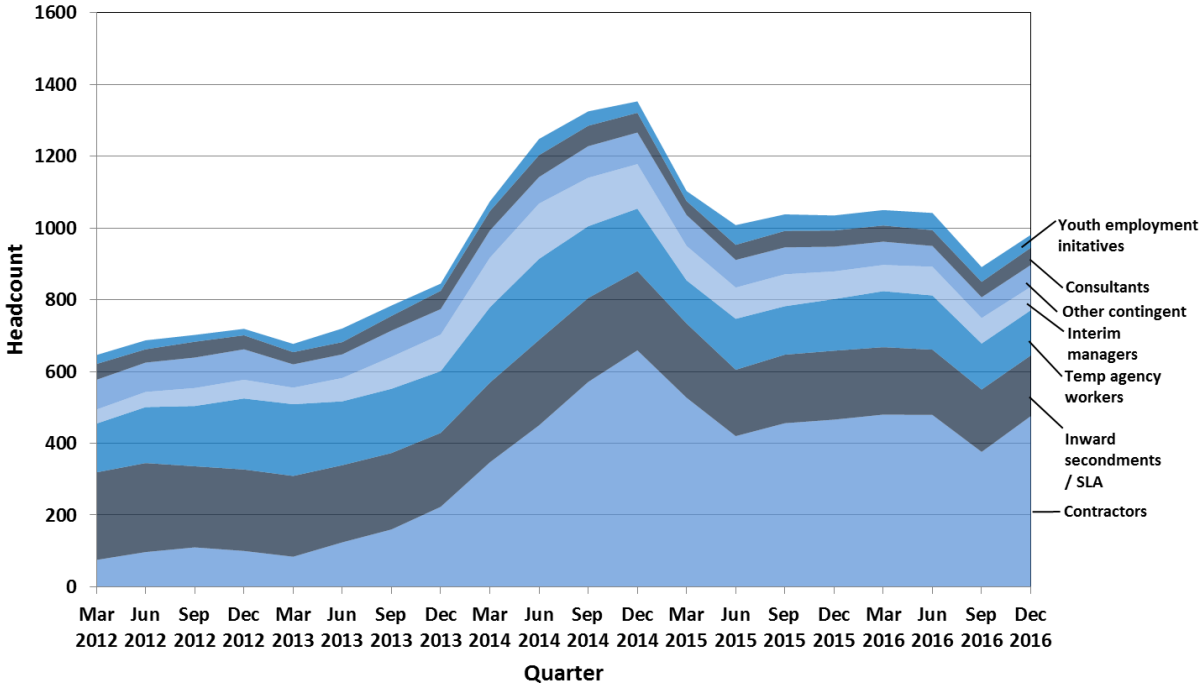


Chart 2. Headcount of contingent workers



Note that UK Civil Service Fast Stream are excluded due to small numbers.

3. Sickness absence of directly employed staff

3.1 The average number of working days lost (AWDL)[5] to sickness per staff year stood at 7.4 at the end of December 2016 (Table 3, Chart 3) . This is well below the value of 10.9 AWDL reported for those working in UK central government and similar to the 7.5 average for all employees in the UK in 2016 (Chartered Institute of Personnel & Development, CIPD).

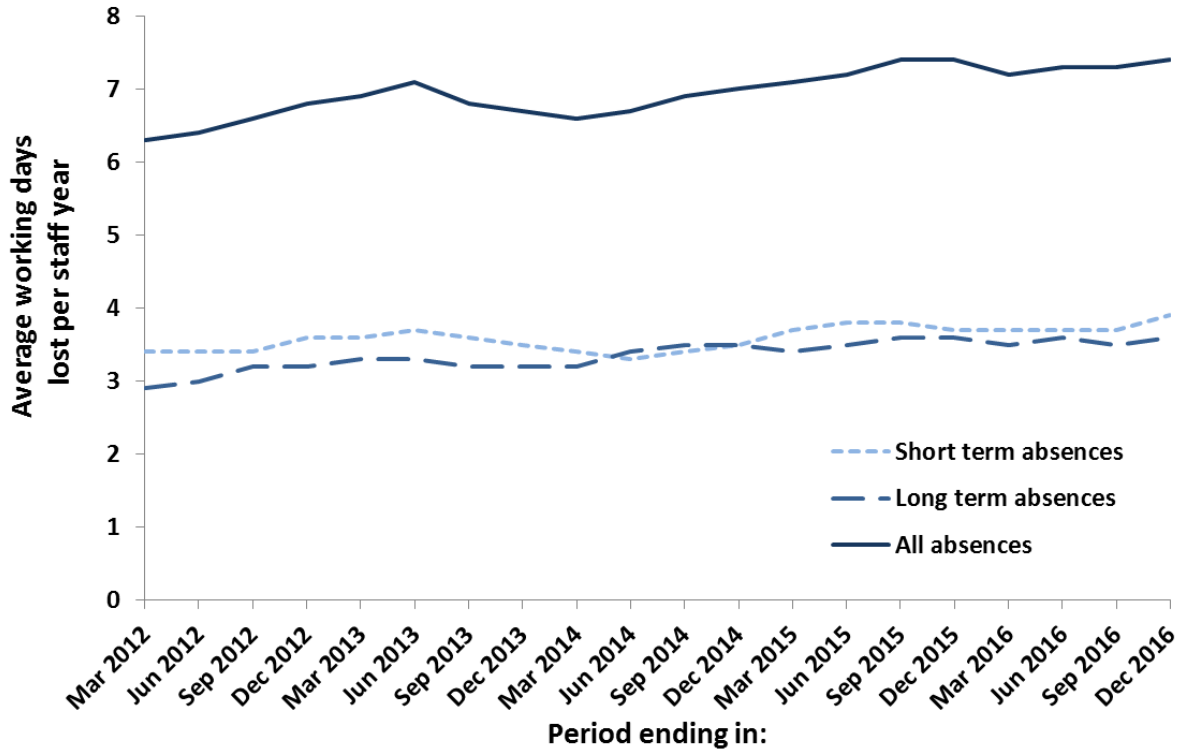
3.2 The AWDL for all absences has slowly been rising in recent years. It has risen by 1.1 days, from 6.3 at the end of March 2012 to 7.4 at the end of December 2016 (Table 3, Chart 3).

3.3 Although the overall number of days lost due to long term illness remains lower than those for short term issues, the gap has been narrowing due to long term increasing by 0.7 days while short term increased by 0.5 days between March 2012 to December 2016 (Table 3, Chart 3). Some fluctuations are caused by particularly virulent illnesses, such as influenza, which are prevalent on a large scale for a short time and therefore result in brief increases in the short-term AWDL (Table 3, Chart 3). In addition, absence rates can be partly influenced by changes in attendance management policy or practice.

3.4 The percentage of working days lost is the percentage of the total number of working days lost due to sickness absences out of the total working days available during the year. The percentage working days lost has remained stable for the last 2 years at just over 3 per cent (Table 3, Chart 3). It has only increased by 0.5 percentage points since the end of March 2012 (Table 3, Chart 3).

[5] Information on how this is calculated can be found in Annex D.

Chart 3. AWDL Sickness absence of directly employed staff



4. Diversity of directly employed staff

4.1 The Scottish Government collects diversity data set out in the Equality Act 2010. These include age, disability, ethnicity, gender, marital status, religion or belief, and sexual orientation. The two other protected characteristics are gender reassignment and pregnancy/maternity. The Scottish Government collects no information on gender reassignment. This is something that is currently being considered in conjunction with transgender organisations. Administrative information is collected on the protected characteristics of maternity and pregnancy for payroll purposes, when staff go on maternity leave. Information on the FTE number and headcount of staff on paid parental leave are presented in Table 1 and Annex E table C1.

4.2 Information on age and gender are collected and retained from all directly employed staff, for legislative reasons. Information on remaining characteristics is provided by employees on a voluntary basis. Currently, diversity information is not complete for all strands and therefore caution should be taken when interpreting the results, especially trends over time.

4.3 The Scottish Government is committed to improving the monitoring of the diversity of its staff whilst noting that the data is provided voluntarily. It is seeking to better understand the workforce by using targeted communications and awareness-raising to enhance the quality and quantity of our data monitoring. As a result declaration rates have improved for ethnicity (86.8 per cent), religion (62.2 per cent) and sexual orientation (63.0 per cent) at the end of 2016 (Table 6, Table 9, and Table 10 respectively).

4.4 At December 2016 1.9 per cent of staff who declared an ethnicity were from ethnic minorities (Table 6). This compares to 4.6 per cent for the population of Scotland aged 16-64 (Scottish Survey Core Question 2015).

4.5 The declaration rate for religion has increased by 9.3 percentage points since December 2015, though 37.8 per cent still have not declared this information (Table 9). Of those who made a declaration most reported having no religion (51.0 per cent), followed by being Christian (40.2 per cent) and having an other religion or belief (2.8 per cent) (Table 9). The results follow a similar pattern to the Scotland level results of the 2015 Scottish Survey Core Question (16-64 year old population, 52.9 per cent no religion ,42.5 per cent Christian, 1.8 per cent other).

4.6 The proportion of those completing their sexual orientation information has increased by over 13 percentage points since March 2015, though 37.0 per cent of the workforce have yet to supply this information (Table 10). Of those who have declared, the proportion identifying as Lesbian, gay, bisexual and other is 4.2 per cent (Table 10). This is higher than the proportion reported by the 2015 Scottish Survey Core Question for 16-64 year olds (2.0 per cent).

4.7 A significant proportion of staff still haven't provided their disability information (36.5 per cent, December 2016) (Table 5). The unknown category has increased over time and, although it has decreased during the last year, it is still 5.1 percentage points higher than it was in March 2012 (31.4 per cent). The not disabled group has seen a corresponding decrease of 7.5 percentage points in the same period, from 63.9 per cent to 56.4 per cent, which is unlikely to reflect a real fall in the percentage of non-disabled staff (Table 5). These changes are likely to be due to an error in the way in which categories were updated at a system level in 2012, and caution should be used when interpreting the results.

4.8 There has been a 3.6 percentage point increase in the proportion of people, who have declared disability information, identifying themselves as having a disability (6.1 per cent March 2012, 9.7 per cent December 2016 (Table 5). Comparator information for disability is difficult to source due to question wording and the categories used, as well as questions often asking about long-term conditions rather than disabilities specifically. According to the 2015 Scottish Survey Core Question 18.2 per cent of 16-64 year olds had a limiting long-term physical or mental health condition.

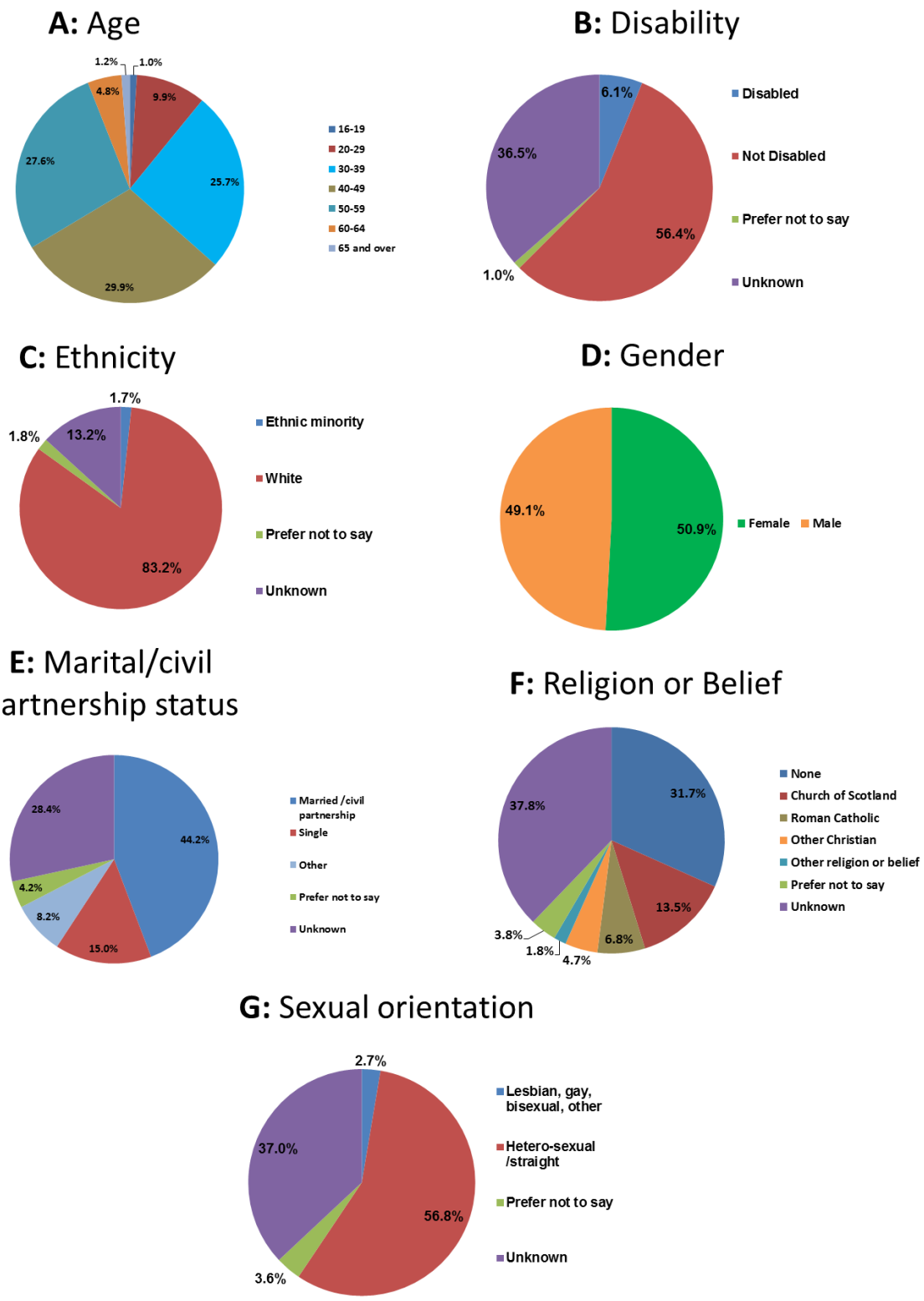
4.9 Just over half of the workforce is female (50.9 per cent December 2016), this is an increase of 1.6 percentage points from March 2012 when it was 49.3 per cent (Table 7).

4.10 The number of 16-19 year olds has increased over the last 5 years from 13 (March 2012) to 53 (December 2016) (Table 4). This increase in the headcount is mostly due to the recruitment of modern apprentices.

4.11 The Scottish Government is committed to employing modern apprentices. Since the start of the scheme in January 2011, the core Scottish Government has taken on 264 Modern Apprentices. Of these 184 have converted to permanent members of staff, 47 were still completing their apprenticeship at the end of December 2016 and 33 left the organisation before completing their apprenticeship. Although Modern Apprentices are employed on fixed term contracts it is expected that they will become permanent employees on completion of the programme and passing a competitive selection interview.

4.12 The majority of staff were aged 30-49 (55.5 per cent in December 2016), while 33.6 per cent were aged 50 and over (Table 4). Over time there has been a gradual decrease in those aged 30-49 and an increase in staff aged 50 and over, perhaps, due to an aging population and the removal of a fixed retirement age.

Chart 4. Diversity of directly employed staff at the end of December 2016



5. Tables

Table 1. Full time equivalent (FTE) number of directly employed staff

Year	Quarter to end:	Full time equivalent (FTE) number of directly employed staff[1]									Total FTE of directly employed staff[5]
		Permanent					Temporary				
		Permanent	Paid Parental leave[2]	Outward second-ment	Fixed term[3] (with competition[4])	**Total permanent[5]**	Fixed term (without competition[4])	Fixed term student placement	Modern apprentice	**Total temporary[5]**	
2012	Mar[6]	4,712	43	43	32	**4,830**	108	8	17	**134**	**4,964**
	Jun[6]	4,607	37	39	26	**4,709**	118	14	20	**152**	**4,861**
	Sep	4,561	32	39	52	**4,684**	106	17	20	**143**	**4,827**
	Dec	4,588	38	42	60	**4,728**	116	17	27	**160**	**4,888**
2013	Mar	4,599	44	43	62	**4,748**	118	19	30	**167**	**4,915**
	Jun	4,545	33	43	60	**4,681**	114	24	38	**176**	**4,858**
	Sep	4,592	41	45	62	**4,741**	106	33	48	**187**	**4,928**
	Dec	4,648	53	46	56	**4,804**	113	26	47	**186**	**4,990**
2014	Mar	4,708	47	40	52	**4,847**	121	47	59	**226**	**5,074**
	Jun	4,725	45	41	50	**4,862**	136	48	55	**239**	**5,101**
	Sep	4,788	50	42	42	**4,923**	127	32	54	**213**	**5,136**
	Dec	4,811	47	41	51	**4,951**	151	30	56	**237**	**5,188**
2015	Mar	4,792	38	46	47	**4,922**	145	19	63	**227**	**5,149**
	Jun	4,648	35	46	39	**4,768**	131	34	66	**231**	**4,999**
	Sep	4,713	48	52	39	**4,851**	140	23	80	**243**	**5,094**
	Dec	4,750	43	52	37	**4,882**	136	20	81	**237**	**5,120**
2016	Mar	4,781	31	52	59	**4,924**	133	22	73	**228**	**5,152**
	Jun	4,791	46	48	89	**4,974**	113	37	59	**209**	**5,182**
	Sep	4,780	44	51	99	**4,975**	100	16	60	**176**	**5,150**
	Dec	4,801	31	51	107	**4,989**	107	7	47	**160**	**5,149**

1. Numbers are rounded to the nearest whole number.

2. Paid parental leave refers to those on paid maternity, adoption, or shared parental leave.

3. These are included within the permanent category for the purposes of this publication. See notes for further details.

4. Competition refers to competition for the position at recruitment.

5. Due to rounding, the total columns may not exactly match the sum of the preceding columns.

6. Note that numbers for the quarter ending March 2012 are 12 lower, and quarter ending June 2012 are 11 lower than the Office for National Statistics' (ONS) Public Sector Employment numbers. This is because the ONS figures included staff from the Parole Board (Scotland). The Parole Board staff are excluded here, as this publication only covers those in core Scottish Government directorates.

Table 2 Headcount of contingent workers

Year	Quarter to end:	Headcount of contingent workers								Total head count of contingent workers
		Consultants	Contractor staff	Interim managers	Inward secondment/ SLA	Temporary agency workers	Short-term youth employment initiatives[1]	Other contingent workers	UK Fast Stream	
2012	Mar	44	75	39	244	136	25	83	0	**646**
	Jun	37	97	42	248	156	25	82	0	**687**
	Sep	44	110	50	226	168	19	85	0	**702**
	Dec	39	100	52	227	198	18	85	0	**719**
2013	Mar	34	84	46	225	200	23	65	0	**677**
	Jun	34	124	65	215	178	38	66	0	**720**
	Sep	41	160	89	213	179	29	73	0	**784**
	Dec	51	223	102	206	172	20	71	0	**845**
2014	Mar	54	347	138	222	210	27	76	0	**1,074**
	Jun	61	450	154	238	226	45	74	1	**1,249**
	Sep	57	571	135	234	200	40	88	1	**1,326**
	Dec	55	659	124	221	174	32	88	1	**1,354**
2015	Mar	39	527	96	207	120	28	86	0	**1,103**
	Jun	42	420	87	185	142	55	77	0	**1,008**
	Sep	46	456	89	191	135	46	75	1	**1,039**
	Dec	45	466	77	192	144	42	69	7	**1,042**
2016	Mar	45	480	73	188	156	43	65	7	**1,057**
	Jun	44	479	80	182	151	48	58	7	**1,049**
	Sep	43	376	71	174	128	41	58	9	**900**
	Dec	48	476	65	169	126	36	61	11	**992**

1. This includes: student placements (where paid a stipend, rather than directly by the Scottish Government), plus two former schemes (Employability fund placements & Get Ready for Work placements). The Scottish Government also offers one week work experience placements for school pupils. Due to the short length of these placements, these would only be identified in the quarterly "snapshots" of the data if the final day of the quarter fell during the week placement. Therefore the work experience placements have been excluded from the table to avoid any misleading effects on the figures due to the timing of placements.

Table 3 Sickness absence of directly employed staff

Sickness absence of directly employed staff[1]					
Year period ending in:		Short term[3] AWDL[2]	Long term[4] AWDL[2]	All absences[5] AWDL[2]	Percentage of working days lost (%)[6]
Year	Quarter				
2012	Mar	3.4	2.9	6.3	*2.8*
	Jun	3.4	3.0	6.4	*2.9*
	Sep	3.4	3.2	6.6	*3.0*
	Dec	3.6	3.2	6.8	*3.0*
2013	Mar	3.6	3.3	6.9	*3.1*
	Jun	3.7	3.3	7.1	*3.1*
	Sep	3.6	3.2	6.8	*3.0*
	Dec	3.5	3.2	6.7	*3.0*
2014	Mar	3.4	3.2	6.6	*2.9*
	Jun	3.3	3.4	6.7	*3.0*
	Sep	3.4	3.5	6.9	*3.1*
	Dec	3.5	3.5	7.0	*3.1*
2015	Mar	3.7	3.4	7.1	*3.2*
	Jun	3.8	3.5	7.2	*3.2*
	Sep	3.8	3.6	7.4	*3.3*
	Dec	3.7	3.6	7.4	*3.3*
2016	Mar	3.7	3.5	7.2	*3.2*
	Jun	3.7	3.6	7.3	*3.2*
	Sep	3.7	3.5	7.3	*3.2*
	Dec	3.9	3.6	7.4	*3.3*

1. This includes all staff that were employed during each year period, not just those that were employed at the end of the period. i.e. it may include staff that left the Scottish Government during the year period.
2. AWDL is the average working days lost due to sickness per staff year in the 12 month period.
3. Average working days lost (AWDL) per staff year for spells of short term absences of 20 working days or less.
4. Average working days lost (AWDL) per staff year for spells of long term absences of more than 20 working days.
5. Average working days lost (AWDL) per staff year for all absences. Due to rounding, AWDL - all absences may not necessarily be the sum of AWDL - short and long term.
6. The percentage of working days lost, is the percentage of the total number of working days lost for all directly employed staff on the payroll out of the total working days available during the year for those staff.

Table 4 Core Scottish Government directly employed staff: by age

Year	Quarter to end:	Age Group[1] 16-19 Head count	16-19 %	20-29 Head count	20-29 %	30-39 Head count	30-39 %	40-49 Head count	40-49 %	50-59 Head count	50-59 %	60-64 Head count	60-64 %	65 and over Head count	65 and over %	Total head count
2012	Mar	13	*0.3*	545	*10.5*	1,402	*27.0*	1,727	*33.2*	1,247	*24.0*	234	*4.5*	31	*0.6*	5,199
	Jun	22	*0.4*	518	*10.2*	1,381	*27.2*	1,694	*33.3*	1,223	*24.1*	218	*4.3*	28	*0.6*	5,084
	Sep	23	*0.5*	505	*10.0*	1,382	*27.4*	1,695	*33.6*	1,200	*23.8*	206	*4.1*	29	*0.6*	5,040
	Dec	32	*0.6*	506	*9.9*	1,396	*27.4*	1,706	*33.4*	1,211	*23.7*	218	*4.3*	32	*0.6*	5,101
2013	Mar	37	*0.7*	510	*9.9*	1,422	*27.7*	1,701	*33.2*	1,202	*23.4*	221	*4.3*	34	*0.7*	5,127
	Jun	48	*0.9*	504	*9.9*	1,388	*27.4*	1,685	*33.3*	1,195	*23.6*	209	*4.1*	38	*0.7*	5,067
	Sep	52	*1.0*	521	*10.1*	1,402	*27.3*	1,688	*32.8*	1,224	*23.8*	210	*4.1*	43	*0.8*	5,140
	Dec	50	*1.0*	523	*10.0*	1,428	*27.4*	1,689	*32.4*	1,260	*24.2*	211	*4.1*	45	*0.9*	5,206
2014	Mar	60	*1.1*	547	*10.3*	1,434	*27.1*	1,703	*32.2*	1,284	*24.3*	215	*4.1*	51	*1.0*	5,294
	Jun	64	*1.2*	554	*10.4*	1,434	*27.0*	1,677	*31.5*	1,328	*25.0*	213	*4.0*	50	*0.9*	5,320
	Sep	57	*1.1*	524	*9.8*	1,453	*27.1*	1,695	*31.6*	1,356	*25.3*	223	*4.2*	56	*1.0*	5,364
	Dec	56	*1.0*	544	*10.0*	1,447	*26.7*	1,692	*31.2*	1,395	*25.8*	225	*4.2*	57	*1.1*	5,416
2015	Mar	67	*1.2*	534	*9.9*	1,424	*26.5*	1,679	*31.2*	1,392	*25.9*	230	*4.3*	56	*1.0*	5,382
	Jun	82	*1.6*	510	*9.8*	1,383	*26.5*	1,631	*31.3*	1,340	*25.7*	222	*4.3*	51	*1.0*	5,219
	Sep	72	*1.4*	535	*10.1*	1,422	*26.7*	1,639	*30.8*	1,366	*25.7*	235	*4.4*	51	*1.0*	5,320
	Dec	68	*1.3*	542	*10.1*	1,415	*26.5*	1,649	*30.8*	1,379	*25.8*	240	*4.5*	55	*1.0*	5,348
2016	Mar	62	*1.2*	558	*10.4*	1,398	*26.0*	1,647	*30.6*	1,419	*26.4*	240	*4.5*	61	*1.1*	5,385
	Jun	69	*1.3*	554	*10.2*	1,403	*25.9*	1,628	*30.1*	1,455	*26.9*	245	*4.5*	62	*1.1*	5,416
	Sep	53	*1.0*	554	*10.3*	1,395	*25.9*	1,619	*30.0*	1,455	*27.0*	251	*4.7*	62	*1.2*	5,389
	Dec	53	*1.0*	534	*9.9*	1,383	*25.7*	1,610	*29.9*	1,487	*27.6*	259	*4.8*	64	*1.2*	5,390

1. Age at end of quarter.

Table 5 Core Scottish Government directly employed staff: by disability

		Disability								
		Disabled		Not Disabled		Prefer not to say		Unknown		Total head count
Year	Quarter to end:	Head count	%	Head count	%	Head count	%	Head count	%	
2012	Mar	217	*4.2*	3,324	*63.9*	23	*0.4*	1,635	*31.4*	5,199
	Jun	209	*4.1*	3,214	*63.2*	25	*0.5*	1,636	*32.2*	5,084
	Sep	204	*4.0*	3,150	*62.5*	23	*0.5*	1,663	*33.0*	5,040
	Dec	207	*4.1*	3,154	*61.8*	24	*0.5*	1,716	*33.6*	5,101
2013	Mar	212	*4.1*	3,152	*61.5*	24	*0.5*	1,739	*33.9*	5,127
	Jun	203	*4.0*	3,113	*61.4*	27	*0.5*	1,724	*34.0*	5,067
	Sep	210	*4.1*	3,105	*60.4*	27	*0.5*	1,798	*35.0*	5,140
	Dec	213	*4.1*	3,110	*59.7*	28	*0.5*	1,855	*35.6*	5,206
2014	Mar	226	*4.3*	3,109	*58.7*	30	*0.6*	1,929	*36.4*	5,294
	Jun	225	*4.2*	3,095	*58.2*	32	*0.6*	1,968	*37.0*	5,320
	Sep	237	*4.4*	3,093	*57.7*	34	*0.6*	2,000	*37.3*	5,364
	Dec	272	*5.0*	3,059	*56.5*	37	*0.7*	2,048	*37.8*	5,416
2015	Mar	275	*5.1*	3,026	*56.2*	37	*0.7*	2,044	*38.0*	5,382
	Jun	260	*5.0*	2,934	*56.2*	37	*0.7*	1,988	*38.1*	5,219
	Sep	271	*5.1*	2,978	*56.0*	41	*0.8*	2,030	*38.2*	5,320
	Dec	274	*5.1*	2,980	*55.7*	42	*0.8*	2,052	*38.4*	5,348
2016	Mar	286	*5.3*	2,981	*55.4*	43	*0.8*	2,075	*38.5*	5,385
	Jun	318	*5.9*	3,072	*56.7*	49	*0.9*	1,977	*36.5*	5,416
	Sep	320	*5.9*	3,040	*56.4*	50	*0.9*	1,979	*36.7*	5,389
	Dec	331	*6.1*	3,038	*56.4*	55	*1.0*	1,966	*36.5*	5,390

Table 6 Core Scottish Government directly employed staff: by ethnicity

Year	Quarter to end:	Ethnicity								Total head count
		Ethnic minority[1]		White		Prefer not to say		Unknown		
		Head count	%	Head count	%	Head count	%	Head count	%	
2012	Mar	69	*1.3*	4,148	*79.8*	76	*1.5*	906	*17.4*	5,199
	Jun	67	*1.3*	4,024	*79.2*	75	*1.5*	918	*18.1*	5,084
	Sep	71	*1.4*	4,008	*79.5*	74	*1.5*	887	*17.6*	5,040
	Dec	71	*1.4*	4,064	*79.7*	72	*1.4*	894	*17.5*	5,101
2013	Mar	80	*1.6*	4,089	*79.8*	70	*1.4*	888	*17.3*	5,127
	Jun	79	*1.6*	4,063	*80.2*	73	*1.4*	852	*16.8*	5,067
	Sep	81	*1.6*	4,078	*79.3*	70	*1.4*	911	*17.7*	5,140
	Dec	86	*1.7*	4,139	*79.5*	71	*1.4*	910	*17.5*	5,206
2014	Mar	88	*1.7*	4,175	*78.9*	80	*1.5*	951	*18.0*	5,294
	Jun	84	*1.6*	4,144	*77.9*	79	*1.5*	1,013	*19.0*	5,320
	Sep	85	*1.6*	4,121	*76.8*	80	*1.5*	1,078	*20.1*	5,364
	Dec	86	*1.6*	4,322	*79.8*	80	*1.5*	928	*17.1*	5,416
2015	Mar	88	*1.6*	4,316	*80.2*	80	*1.5*	898	*16.7*	5,382
	Jun	89	*1.7*	4,200	*80.5*	84	*1.6*	846	*16.2*	5,219
	Sep	85	*1.6*	4,317	*81.1*	86	*1.6*	832	*15.6*	5,320
	Dec	84	*1.6*	4,350	*81.3*	87	*1.6*	827	*15.5*	5,348
2016	Mar	84	*1.6*	4,381	*81.4*	86	*1.6*	834	*15.5*	5,385
	Jun	90	*1.7*	4,496	*83.0*	95	*1.8*	735	*13.6*	5,416
	Sep	91	*1.7*	4,463	*82.8*	93	*1.7*	742	*13.8*	5,389
	Dec	91	*1.7*	4,487	*83.2*	99	*1.8*	713	*13.2*	5,390

1. 'Ethnic minority' includes: African, Caribbean or Black; Asian, Asian Scottish or Asian British; Mixed or Multiple Ethnic Group; Other Ethnic Group.

Table 7 Core Scottish Government directly employed staff: by gender

Year	Quarter to end:	Gender				Total head count
		Female		Male		
		Head count	%	Head count	%	
2012	Mar	2,565	*49.3*	2,634	*50.7*	5,199
	Jun	2,491	*49.0*	2,593	*51.0*	5,084
	Sep	2,465	*48.9*	2,575	*51.1*	5,040
	Dec	2,499	*49.0*	2,602	*51.0*	5,101
2013	Mar	2,535	*49.4*	2,592	*50.6*	5,127
	Jun	2,519	*49.7*	2,548	*50.3*	5,067
	Sep	2,549	*49.6*	2,591	*50.4*	5,140
	Dec	2,587	*49.7*	2,619	*50.3*	5,206
2014	Mar	2,648	*50.0*	2,646	*50.0*	5,294
	Jun	2,660	*50.0*	2,660	*50.0*	5,320
	Sep	2,683	*50.0*	2,681	*50.0*	5,364
	Dec	2,709	*50.0*	2,707	*50.0*	5,416
2015	Mar	2,699	*50.1*	2,683	*49.9*	5,382
	Jun	2,619	*50.2*	2,600	*49.8*	5,219
	Sep	2,688	*50.5*	2,632	*49.5*	5,320
	Dec	2,705	*50.6*	2,643	*49.4*	5,348
2016	Mar	2,725	*50.6*	2,660	*49.4*	5,385
	Jun	2,760	*51.0*	2,656	*49.0*	5,416
	Sep	2,743	*50.9*	2,646	*49.1*	5,389
	Dec	2,742	*50.9*	2,648	*49.1*	5,390

Table 8 Core Scottish Government directly employed staff: by marital/civil partnership status

Year	Quarter to end:	Marital/civil partnership status										Total head count
		Married /civil partnership		Single		Other[1]		Prefer not to say		Unknown		
		Head count	%	Head count	%	Head count	%	Head count	%	Head count	%	
2012	Mar	2,413	*46.4*	1,034	*19.9*	366	*7.0*	336	*6.5*	1,050	*20.2*	5,199
	Jun	2,347	*46.2*	1,001	*19.7*	353	*6.9*	329	*6.5*	1,054	*20.7*	5,084
	Sep	2,315	*45.9*	979	*19.4*	351	*7.0*	308	*6.1*	1,087	*21.6*	5,040
	Dec	2,319	*45.5*	999	*19.6*	370	*7.3*	305	*6.0*	1,108	*21.7*	5,101
2013	Mar	2,321	*45.3*	986	*19.2*	373	*7.3*	310	*6.0*	1,137	*22.2*	5,127
	Jun	2,292	*45.2*	955	*18.8*	364	*7.2*	303	*6.0*	1,153	*22.8*	5,067
	Sep	2,325	*45.2*	933	*18.2*	370	*7.2*	294	*5.7*	1,218	*23.7*	5,140
	Dec	2,345	*45.0*	920	*17.7*	378	*7.3*	297	*5.7*	1,266	*24.3*	5,206
2014	Mar	2,341	*44.2*	944	*17.8*	387	*7.3*	291	*5.5*	1,331	*25.1*	5,294
	Jun	2,340	*44.0*	940	*17.7*	390	*7.3*	287	*5.4*	1,363	*25.6*	5,320
	Sep	2,370	*44.2*	918	*17.1*	391	*7.3*	279	*5.2*	1,406	*26.2*	5,364
	Dec	2,378	*43.9*	913	*16.9*	393	*7.3*	281	*5.2*	1,451	*26.8*	5,416
2015	Mar	2,363	*43.9*	892	*16.6*	406	*7.5*	270	*5.0*	1,451	*27.0*	5,382
	Jun	2,280	*43.7*	857	*16.4*	405	*7.8*	245	*4.7*	1,432	*27.4*	5,219
	Sep	2,326	*43.7*	861	*16.2*	412	*7.7*	245	*4.6*	1,476	*27.7*	5,320
	Dec	2,341	*43.8*	858	*16.0*	415	*7.8*	238	*4.5*	1,496	*28.0*	5,348
2016	Mar	2,350	*43.6*	844	*15.7*	422	*7.8*	227	*4.2*	1,542	*28.6*	5,385
	Jun	2,375	*43.9*	839	*15.5*	429	*7.9*	224	*4.1*	1,549	*28.6*	5,416
	Sep	2,370	*44.0*	821	*15.2*	431	*8.0*	223	*4.1*	1,544	*28.7*	5,389
	Dec	2,384	*44.2*	808	*15.0*	442	*8.2*	224	*4.2*	1,532	*28.4*	5,390

1. Other includes: divorced, domestic partner, legally separated, living together, separated, and widowed.

Table 9 Core Scottish Government directly employed staff: by religion or belief

		Religion or Belief [1]														Total head count
		None		Church of Scotland		Roman Catholic		Other Christian		Other religion or belief [2]		Prefer not to say		Unknown		
Year	Quarter to end:	Head count	%	Head count	%	Head count	%	Head count	%	Head count	%	Head count	%	Head count	%	
2015	Dec	1,439	*26.9*	616	*11.5*	324	*6.1*	212	*4.0*	69	*1.3*	171	*3.2*	2,517	*47.1*	5,348
2016	Mar	1,461	*27.1*	634	*11.8*	329	*6.1*	218	*4.0*	70	*1.3*	173	*3.2*	2,500	*46.4*	5,385
	Jun	1,655	*30.6*	711	*13.1*	363	*6.7*	251	*4.6*	90	*1.7*	187	*3.5*	2,159	*39.9*	5,416
	Sep	1,659	*30.8*	716	*13.3*	361	*6.7*	244	*4.5*	91	*1.7*	187	*3.5*	2,131	*39.5*	5,389
	Dec	1,708	*31.7*	729	*13.5*	366	*6.8*	251	*4.7*	95	*1.8*	203	*3.8*	2,038	*37.8*	5,390

1. Note that prior to the introduction of this publication, snapshots of staff data containing religion or belief weren't routinely stored. This is because collection of data on this characteristic was started later than the other characteristics, and the numbers were initially low.

Table 10 Core Scottish Government directly employed staff: by sexual orientation

		Sexual orientation [1]								
		Lesbian, gay, bisexual, other		**Hetero-sexual /straight**		**Prefer not to say**		**Unknown**		**Total head count**
Year	**Quarter to end:**	Head count	%	Head count	%	Head count	%	Head count	%	
2015	Mar	108	*2.0*	2,402	*44.6*	148	*2.7*	2,724	*50.6*	5,382
	Jun	-	-	-	-	-	-	-	-	-
	Sep	-	-	-	-	-	-	-	-	-
	Dec	114	*2.1*	2,605	*48.7*	159	*3.0*	2,470	*46.2*	5,348
2016	Mar	112	*2.1*	2,659	*49.4*	161	*3.0*	2,453	*45.6*	5,385
	Jun	133	*2.5*	2,998	*55.4*	171	*3.2*	2,114	*39.0*	5,416
	Sep	137	*2.5*	2,995	*55.6*	172	*3.2*	2,085	*38.7*	5,389
	Dec	143	*2.7*	3,059	*56.8*	195	*3.6*	1,993	*37.0*	5,390

1. Note that prior to the introduction of this publication, snapshots of staff data containing sexual orientation weren't routinely stored. This is because collection of data on this characteristic was started later than the other characteristics, and the numbers were initially low. Data were collected for the ONS in Mar 2015.

6. Annex

Annex A. Data sources and revisions

A 1. The data presented in this publication are taken from information held on the Scottish Government's HR system. When staff are appointed to the Scottish Government, a record is created on the HR system for that person. This record contains a variety of information about the worker including: the type of worker they are, working pattern, and any sickness absence accrued. A voluntary, self-service facility on the HR system also allows staff to update sections of their personal information, including diversity information, or adding diversity information not captured on their appointment. Records are also created for contingent workers on the HR system when they are engaged in any capacity for the Scottish Government, however, limited information is held in this record, since the workers are not Scottish Government employees.

A 2. The HR system is an administrative database. As such, it is continually updated when workers join and leave the Scottish Government and personal details change. As with any large scale administration system, it may be subject to errors with data entry and processing, and short delays in processing changes to the data. This publication presents a "snapshot" of the data as it appears on the HR system at the end of a quarter. Therefore there is a possibility that there may be out of date data or errors presented in this publication, as the "snapshot" may be taken at a point before records are updated or corrected.

A 3. There are no plans to revise any of the snapshots of data from previous quarters in future versions of this publication. Firstly, the number of erroneous records on the HR system will be small compared to the total number of records. Secondly it is difficult to discern whether changes in the data are real changes or corrections of errors, particularly as changes to HR records can be made by a wide number of people: indeed, all staff members can update some fields of their personal records. If there are any significant changes in the data between quarters due to corrections of errors in the HR system, changes in recording practices, operational changes, etc, then these reasons will be given in the publication.

Annex B. Full Tme Equivalent

B 1. The full time equivalent (FTE) measure accounts for differences in working hours within the Scottish Government, as part-time working or job-sharing is available to suit personal circumstances. The measure is given as a proportion of the number of hours worked in a week, compared to the working hours in a standard full-time working week. A full-time member of staff works 37 hours a week and is assigned a FTE value of 1. A staff member that works half the number of hours a week of a full-time member of staff (18.5 hours/week), would be assigned an FTE value of 0.5, and so forth.

Annex C. Staff/worker categories

C 1. Directly employed staff are of two main types: permanent and temporary.

C 2. **Permanent staff** are directly employed staff with a permanent contract. they include those on paid maternity, adoption or shared parental leave, and those on outward secondment. Fixed term appointment (with competition), are included within the permanent category in this publication, because they have been recruited through open and fair competition, and may apply for an internally advertised vacancy at the end of their temporary post.

Permanent Categories :

C 3. **Permanent on paid maternity, adoption, or shared parental leave**. The Scottish Government allows 26 weeks of maternity or adoption leave on full pay, and from 5th April 2015 this can be shared by both partners as Shared Parental Leave.

C 4. **Permanent on outward secondment.** Some permanent staff go on outward secondment or loan to other organisations such as other government departments (including local and UK government), health, and the private sector. The purpose of these secondments is to provide staff with opportunities to develop in areas such as improved quality of policy making, operational and people management, leadership, project management etc; give them a more outward-looking and broader skills base, through exposure to innovation and creativity; and increase their knowledge of, and improve their links with host organisations whilst sharing good practice.

C 5. **Fixed Term Appointment (with competition)** are staff recruited to the Scottish Government and selected on merit through a fair and open competition, on a contract with an end date to fill a temporary post. They may apply for permanent internally advertised vacancies and converted to permanent members of staff, so they are included within the permanent category for the purposes of this publication.

C 6. **Temporary staff** includes those on fixed term contracts, or students on paid placements. Modern Apprentices are temporary employees who may be converted to permanent staff at the end of their apprenticeship, subject to meeting the necessary criteria.

Temporary categories:

C 7. **Fixed Term Appointment (without competition)** are staff recruited to the Scottish Government without fair and open competition where either the urgency of the need or short duration of the role make a full competition impracticable or disproportionate. These are for a fixed period which is agreed at the outset and must only be used for a specific task or related tasks (for example, a particular project) that cannot be completed with existing resources. FTAs cannot be used for an undefined period; or for regular, every day work normally undertaken by the business area. All FTAs must be reported to the Civil Service Commission as part of a regular compliance statement and the use of exceptions may be subject to audit.

C 8. **Fixed term student placements**. These placements are offered by the Scottish Government to give students an opportunity to gain work experience and knowledge of the government. In turn these placements are a route for attracting

new talent, as some of these students may apply for permanent positions when they finish their courses.

C 9. **Modern Apprentices** are staff employed on the Scottish Government's Modern Apprenticeship scheme. Although Modern Apprentices are first employed on a fixed term contract when they are on the scheme, it is expected that they will become permanent employees on successful completion of the programme, satisfying the applicable performance and attendance criteria, and passing a competitive selection interview.

C 10. **Contingent workers** are non-directly employed workers that are engaged in any capacity for the Scottish Government, such as contractors, inward secondments, and temporary agency workers.

Contingent categories:

C 11. **Consultants** are specialist temporary workers brought in through a specific procurement exercise for a discrete piece of work not covering an on-going role or 'business as usual' activity. They are often engaged as a team rather than on an individual time hire basis. Payments are in arrears on delivery of agreed output.

C 12. **Contractors** are temporary workers, typically brought in under a service contract which has been let to an organisation to deliver a specific product.

C 13. **UK Fast Stream** are staff assigned to the Scottish Government from the Civil Service Fast Stream Programme. These are non-directly employed staff as they are paid via the UK Government and can be moved from the Scottish Government to another part of the Civil Service as part of their prescribed development programme. This programme began in the Scottish Government in 2015. The Scottish Government also runs its own graduate entry programme and these workers are classified under Permanent directly employed staff (Table 1).

C 14. **Interim managers** are temporary workers covering management or specialist roles on temporary projects, through a procured framework.

C 15. **Inward secondments** are non-directly employed workers that are seconded on short term contracts from other organisations, such as the private sector or local government. The Scottish Government benefits from inward secondments by filling skills gaps, sharing people and practice and developing partnership working with stakeholders.

C 16. **Service Level Agreement (SLA)** staff are NHS staff on Service Level Agreements contracted to the Scottish Government to provide a specific service.

C 17. The Scottish Government offers **temporary short-term youth employment initiatives** to help prepare young people for the world of work. These include placements for students in Further / Higher / Post-grad Education on a formal (for example, part of course requirements) or informal (self-organised) basis. The students may be paid a stipend, rather than being paid directly by the Scottish Government, hence they aren't included under Fixed Term Student Placements in Table 1. It also includes former schemes which are now closed, which are: (i) Get Ready for Work Placements, which were work experience placements for

16-19 year olds as part of the national 'Get Ready for Work' programme; these were unpaid placements, but a training allowance was provided by the scheme. (ii) Employability Fund Placements were placements funded by the Employability Fund. The Scottish Government also offers one week work experience placements for school pupils. Due to the short length of these placements, these would only be identified in the quarterly "snapshots" of the data if the final day of the quarter fell during the week placement. Therefore the work experience placements have been excluded from Table 2 to avoid any misleading effects on the figures due to the timing of placements.

C 18. **Temporary agency workers** are procured through a framework contract to fill generalist (especially administrative) posts.

C 19. **Other contingent workers** are temporary workers that do not fit in any of the categories.

Annex D. Sickness absences

D 1. Sickness absence is reported in 12 month period, ending in each quarter. The Scottish Government records all sickness absences of its directly employed workers. Sickness absences of those who left in the 12 month period are also included. Sickness absences of non-directly employed workers are not recorded.

D 2. Sickness absences are measured across a rolling year to reduce the effect of seasonal variation in the data caused by seasonal illnesses, such as influenza. However, a particularly virulent illness that caused a large number of absences in a particular quarter would show as raised sickness levels in each of the 12 month periods that contained this quarter.

D 3. Average working days lost per staff year (AWDL) is the total number of working days lost, divided by the number of staff years. Only working days are counted, so calculations exclude weekends and public and privilege holidays from the period of sickness. A staff year takes into account part-time working and if a member of staff only worked part of a year. A full time member of staff in post for the whole year period is assigned a staff year of 1. If a part-time member of staff works half of the number of hours in a standard 37 hour week, their staff year would be 0.5. If that member of staff only worked half of the year period, for example, they were recruited part way through the period, then their staff year would be halved further, to give a staff year of 0.25.

D 4. **The all absences** AWDL is the average working days lost per staff year for all sickness absences, including both long and short term spells of absences A weighting is applied to spells over 125 working days to account for annual leave not taken, and is subtracted, pro rata, from the number of days off sick. This assumes a working year of 225 days (unless a leap year) for full time staff employed for the full year period.

D 5. The short term AWDL is the average working days lost per staff year for spells of sickness absences of 20 days or less.

D 6. The long term AWDL is the average working days lost per staff year for spells of sickness absences of more than 20 days.

D 7. The percentage of working days lost is the percentage of the total number of working days lost due to sickness absences for all directly employed staff, out of the total working days available during the year for all directly employed staff. As with AWDL, this takes working patterns into account. A part time member of staff that works half the hours of standard 37 hour week, is available for half of the working days of a full time member of staff in a year period.

Annex E: Additional tables Table C1: Headcount of directly employed staff

Year	Quarter to end:	Head count of directly employed staff									Total headcount of directly employed staff
		Permanent					Temporary				
		Permanent	Paid Parental leave[2]	Outward second-ment	Fixed term[3] (with competition[4])	**Total permanent**	Fixed term (without competition[4])	Fixed term student placement	Modern apprentice	**Total temporary**	
2012	Mar[5]	4,931	50	45	33	**5,059**	113	10	17	**140**	**5,199**
	Jun[5]	4,817	43	40	27	**4,927**	123	14	20	**157**	**5,084**
	Sep	4,764	37	41	52	**4,894**	109	17	20	**146**	**5,040**
	Dec	4,788	43	44	60	**4,935**	122	17	27	**166**	**5,101**
2013	Mar	4,801	48	44	62	**4,955**	123	19	30	**172**	**5,127**
	Jun	4,745	35	45	60	**4,885**	119	25	38	**182**	**5,067**
	Sep	4,794	45	47	63	**4,949**	109	34	48	**191**	**5,140**
	Dec	4,850	59	48	58	**5,015**	118	26	47	**191**	**5,206**
2014	Mar	4,913	53	43	54	**5,063**	125	47	59	**231**	**5,294**
	Jun	4,934	49	44	51	**5,078**	139	48	55	**242**	**5,320**
	Sep	5,001	56	46	43	**5,146**	131	33	54	**218**	**5,364**
	Dec	5,025	52	44	52	**5,173**	156	31	56	**243**	**5,416**
2015	Mar	5,011	41	50	47	**5,149**	149	21	63	**233**	**5,382**
	Jun	4,855	38	50	39	**4,982**	136	35	66	**237**	**5,219**
	Sep	4,925	52	55	39	**5,071**	145	24	80	**249**	**5,320**
	Dec	4,966	47	55	37	**5,105**	142	20	81	**243**	**5,348**
2016	Mar	5,001	35	54	60	**5,150**	139	23	73	**235**	**5,385**
	Jun	5,010	49	51	91	**5,201**	119	37	59	**215**	**5,416**
	Sep	5,003	47	54	103	**5,207**	105	17	60	**182**	**5,389**
	Dec	5,026	34	54	111	**5,225**	110	8	47	**165**	**5,390**

1. Paid parental leave refers to those on paid maternity, adoption, or shared parental leave.
2. These are included within the permanent category for the purposes of this publication. See notes for further details.
3. Competition refers to competition for the position at recruitment.

4. Note that numbers for the quarter ending March 2012 are 13 lower, and quarter ending June 2012 are 12 lower than the Office for National Statistics' (ONS) Public Sector Employment numbers. This is because the ONS figures included staff from the Parole Board (Scotland). The Parole Board staff are excluded here as this publication only covers those in core Scottish Government directorates.

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