

# **Equality Mainstreaming And Equality Outcomes**

## **Update Report**

**April 2015**

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## **FOREWORD**

I am pleased to present the Scottish Police Authority's (SPA) updated Equality Mainstreaming and Equality Outcomes Report which covers the period from April 2013 to April 2015.

The SPA recognises the importance of equality and believes that having a modern, representative police workforce with the right balance of skill, powers and rewards is an essential part of achieving our goals.

We know there is much to do in this area and importance will be given to creating a climate of confidence to drive change across the police service, inspire innovation and facilitate effective collaboration with partners to support Police Scotland's drive to keep people safe.

Our staff are our most important resource and we have undergone significant organisational change since 2013. As we continue to innovate policing in Scotland, we are keen to maintain and improve conversations with staff.

The SPA has been meeting with the internal staff equality associations to explore ways of working. These associations do a fantastic job in raising awareness of equality and diversity issues across policing in Scotland and have organised very successful staff conferences with a common focus on under-representation and improving the employment experience for women, black and minority ethnic staff, lesbian, gay, bi-sexual and transgender staff, and those with disabilities. We are confident that this gives us a sound foundation to build on.

It is important that our diverse communities across Scotland feel safe and have confidence that Police Scotland can provide a responsive and equitable service. This is being tested through our scrutiny review process such as our report into impact of 'stop and search' which contained a number of recommendations on Police Scotland's policy and practice and our inquiry into the level of public concern over Police Scotland's policy on the deployment of firearms officers on routine patrols.

A sound process for scrutiny, good governance and best value will help to mainstream and measure performance against the public sector equality duties and contribute to effective leadership, proactive community engagement and ethical policing across Scotland.

**Vic Emery**  
**Chair of Scottish Police Authority Board**

# 1. Introduction

The Scottish Police Authority (SPA) came into being on the 1<sup>st</sup> April 2013 as a result of the Police and Fire Reform (Scotland) Act 2012, which also established a new single police service, the Police Service of Scotland (Police Scotland).

The Scottish Police Authority commitment to equality recognises that our country is a rich and diverse one, made up of many different communities who bring a wide range of skills, experiences and cultures to influence the way in which we live and work.

## 1.1 Scotland's Demographic Profile

The results of the 2011 Census began to emerge over 2013 and 2014. This has shown that Scotland has grown in diversity and some of the key population highlights relevant to our equality framework tell us the following.

The population of Scotland on census day in 2011 was estimated to be 5,295,403 - the highest ever and a 4.6 per cent rise since 2001. The major conurbations are Glasgow; Edinburgh; Aberdeen; Dundee, Stirling and Inverness.

Detailed below are some of the key Population and Household statistics from the 2011 Census that are of interest from an equality and diversity perspective:

**Sex** - There are more women than men - women (2,727,959 or 51.5 per cent); men (2,567,444 or 48.5 per cent) in Scotland.

**Marriage** - The proportion of adults (people aged 16 and over) in Scotland who are married is 45 per cent, a 5% decrease since 2001. The proportion of adults who are single (never married or never registered a same-sex civil partnership) rose to 35 per cent in 2011, an increase of 5% from 2001.

**Civil partnerships** - There were 7,000 people (0.2 per cent of adults) who reported that they were in registered same-sex civil partnerships.

**Minority Ethnic population** - 84% of people in Scotland identified themselves as white Scottish with 4% identifying from a black and minority ethnic background or heritage. In 2001 the minority ethnic population was 2% and now it is 4%.

Language capability is often a factor for new migrants and Polish people in Scotland were the most likely to have the lowest English language skills.

'Bangladeshi', 'Pakistani' and 'Indian' people were most likely to be married. The 'Pakistani' ethnic group had the highest proportion of households that contained three or more dependent children.

People who recorded their ethnicity as 'White: Gypsy/Traveller' were much younger than the population as a whole. In terms of language they are likely to speak other languages at home and despite a young age profile they are also much more likely to have worse health issues than the general population.

**Religion and Belief** - Scotland became a less religious country in the decade to 2011. Almost two fifths of the population (2 million people) stated they had no religion an increase of over half a million people from 2001.

There were increases in the number of people from non-Christian denominations with the relatively largest group, 'Muslim', increasing to 77,000 people.

**Disability and Health** - In 2011, one in five people (20 per cent) reported that they were limited either 'a little' or 'a lot' by a long-term health problem or disability. Age is a factor in disability and health for people over 85 years; their day – to – day activities are often limited in this regard. All minority groups are less likely than the 'white' population to report that they are limited by a health / disability issue.

People who reported that they had a physical disability or a mental health condition were the least likely to assess their health as 'very good' or 'good'.

Consultation has been taking place on British Sign Language and the needs of the deaf / hearing community and in 2011 the Census identified:

12,533 people aged 3 and over in Scotland used BSL at home; this is 0.24% of the population with the greatest use amongst 35 – 49 year olds.

**Sexual Orientation** - The highest percentage recorded for Scotland was heterosexual (98%), followed by those who preferred not to say (0.8%) and gay/lesbian respondents (0.7%).

**Age** - For the first time ever there were more over 65s than under 15s. Children aged under 15 accounted for 16% of the population whereas those aged 65 and over accounted for 17%. The number of people aged 65 and over had increased by 85,000 (11%) since 2001.

## **2. The Scottish Police Authority (SPA)**

The following information outlines key areas where the SPA is able to demonstrate that equality is being mainstreamed within our operations, and that we evidence our ability to demonstrate 'due regard' in relation to eliminating discrimination; advancing equality of opportunity and fostering good relations. Links have been built into this report which when read on screen will take the reader to the relevant section on the SPA website.

We are aware that this is a journey of improvement however we have some confidence that we are heading in the right direction.

The attached appendices illustrate the most recent annual data gathered in relation to equality and diversity statistics for both Police Scotland and the SPA.

## 2.1 Leadership

Since 2013, a degree of time and energy has been spent putting in place a range of governance arrangements to ensure that the SPA is operating within sound operational processes.

The SPA is governed by a Board whose profiles can be viewed on the SPA website [SPA - Board Members](#). In March 2014 a [code of conduct](#) for Board Members was published which outlines the standards and ethical principles expected of a Board Member. Key principles of openness; integrity; honesty and respect being part of the expectations placed on Board Members in the performance of their duties and role.

### **Recruitment of Board Members:**

Currently 3 new board places are being recruited to under the auspices of the public appointments arrangements in Scotland and where encouragement is given to public boards being representative of the community they serve.

In terms of governance the SPA has produced a number of documents to regulate operation, decision making and to ensure transparency in the way we work with people. One of which is the [governance and accountability](#) framework.

## 2.2 Governance

The Authority's main statutory functions are set out in section 2 of the Police and Fire Reform (Scotland) Act 2012 and are to:

- maintain the Police Service of Scotland;
- promote the statutory policing principles;
- promote and support continuous improvement in the policing of Scotland;
- keep the policing of Scotland under review; and
- hold the Chief Constable to account for the policing of Scotland.

As part of governance arrangements the SPA is required to ensure appropriate internal audit arrangements are in place around risk management, control and governance.

The SPA has developed a [performance framework](#), which allows it to monitor and evaluate the performance of the police service, and whether the aims and benefits resulting from a single police force in Scotland are being realised.

While performance indicators are used to gather information about levels and quality of service and public perception, it is unlikely, however, that on their own they would be able to provide the full picture on performance across policing in Scotland.

The Framework is made up of the following elements:

- A set of key performance indicators;
- Scrutiny Review processes;
- A set of corporate support indicators (under development); and
- A self-assessment tool to allow SPA to assess its own performance as an organisation

Looking at this through the lens of 'keeping people safe', public protection in its widest sense is important, and it is also about making sure that we know who are the most vulnerable in society. Working with our partners under the Multi Agency Public Protection arrangements helps to direct resources appropriately.

**Police Scotland has introduced a new data collection system which is being rolled out.**

*iVPD stands for Interim Vulnerable Persons Database. It facilitates the recording of concern reports for vulnerable people across Police Scotland. Concerns are recorded under six thematic areas: Adult Concerns (including Adult Support & Protection); Child Concerns (including Child Protection); Domestic Abuse; Youth Offending; Hate Concerns; Getting it Right for Every Child (GIRFEC).*

It is expected that this will further improve the data collection on public protection matters. SPA will be able to scrutinise this area of data protection as part of its wider E & D assurance and scrutiny plans.

As part of the scrutiny arrangements, the SPA has conducted and supported external scrutiny reviews and those particular to the equality and human rights agenda would be 'stop and search' and 'routine armed policing'.

The outcome from the [stop and search review](#) identified a total of 12 recommendations for Police Scotland resulting in the national police service changing its policy and practice on stop and search.

## **Stop and Search**

"We make a number of recommendations which, if implemented, we believe will improve policy, practice, and outcomes.

"The golden thread running through those recommendations is the need for a step change in knowledge and awareness – within policing, and more widely in our society.

"We need to collect better data and analyse it more, and to make stronger the connection between intelligence gathered and the activity undertaken. We need to increase the transparency of reporting and publication of stop and search data.

"People need to be better informed of their rights, including the right to decline non-statutory search. And we need more research to better understand the longer-term impacts of stop and search on particular groups in our communities, especially younger people.

The review on [routine armed policing](#) has been published and identified a specific recommendation in relation to equality and diversity, which clearly states the role of the SPA.

## **Routine Armed Policing**

"Police Scotland should ensure that all operational policies are subject to Community Impact Assessments and Equality Impact Assessments. As part of the scrutiny process, the SPA should seek assurances from Police Scotland that these assessments have been undertaken and used to inform the decision-making process to ensure that 'equal access to specialist services' is not interpreted as 'the same access' but considers impact on groups with protected characteristics or other minority groups. The SPA should also develop dialogue and engagement with representatives of equalities groups to better reflect their voice in engagement with Police Scotland".

Internal scrutiny reviews have also been conducted with the SPA carrying out a specific review on [organisational change equality impact assessments](#) conducted by Police Scotland.

The purpose of this scrutiny was to seek assurance that assessments were being carried out and that they were being used where possible to identify ways to reduce any dis-proportionate impact on the workforce.

The report was tabled at a recent Human Resources & Remuneration Committee where the recommendations were agreed by Police Scotland and incorporated into their review of the equality impact assessment process and toolkit.

## **2.3 External Partnership**

Partnerships and engagement are at the heart of how we operate and continue to develop as a board and an organisation. We are committed to working with partners from all sectors at a national and local level, to ensure the following:

- Public services work together with their partners to improve services.
- The SPA works well with local authorities to scrutinise the services Police Scotland and the SPA are delivering across the country.
- The best police service is one that can respond to what local communities and stakeholders are saying about their priorities, and the SPA has a key role in delivering such a service.
- We need to be able to be held to account for all services, including engagement with partners and local communities and responses to the outcomes of that engagement. The SPA needs strong partnerships with local authorities and service stakeholders to do that.

We are meeting with and building key relationships with Councillors and senior officers in local authorities, local policing commanders and their command teams across Scotland. Strengthening local engagement and its influence on local police services is a key priority for the SPA.

One of our first actions has been to establish board-level liaison with local authorities. Every local authority in Scotland will have a relationship with a named SPA board member as their lead contact on engagement and scrutiny matters.

Board members are in the process of meeting with Councillors and local authority chief executives and local policing commanders. These meetings will let board members and partners share ideas, discuss what might work best, and how we can work most effectively together.

In addition to the formal monthly SPA Board meeting, which is held in public and livestreamed via the web, a number of Board members hosted a 'Meet the Board' event in the morning of the Board meetings, which were open to the local press and public.

This is an informal opportunity for local people, community and elected representatives to meet Board members and hear about the Board's role and responsibilities as well as ask any questions. Over this year meetings have ranged from Renfrew, Alloa, Inverness and Aberdeen.

## **2.4 Internal Partnership**

The SPA is the legal employer for all staff employed by the SPA as well as those staff under the direction and control of the Chief Constable. Since 2013 the SPA has been keen to speak with and hold regular meetings with staff and in particular with staff representatives of different protected equality characteristics including SEMPER Scotland, Gay Police

Association Scotland (GPA), Scottish Women's Development Forum (SWDF), Scottish Police Muslim Association, Christian Police Association Scotland, National Trans Police Association, Disability and Carers Group.

SPA Chair, Vic Emery, spoke at the GPA Scotland/SEMPER Scotland joint conference on 1 May 2014, an event supported by the SPA and Police Scotland. The conference's theme focused on the capacity for development and new solutions to address under representation in policing across Scotland specifically from the black and minority community and the lesbian, gay and transgender (LGBT) communities

**Extract from speech given by – Vic Emery, SPA Board Chair**

"Internally, our aspirations for our staff and officer communities are about building a workplace that includes everyone and encourages everyone to develop and progress.

I believe that we can only have excellence in delivering a police service - if the people working in that service have pride in the way we treat each other, our professionalism, and the way we work with the different communities across Scotland....."

"Equality and diversity is not an obstacle to be overcome. It is a golden thread and our approach as an Authority is that we are partners with you in a shared guardianship of this agenda for the future."

There are a number of different active staff associations across the SPA and Police Scotland and throughout 2014 a review of the way they operate was carried out in order to identify ways to improve consistency of support received as well as providing the opportunity to learn from each other about effective ways of working to influence decision makers on the different and important equality related issues for women; carers; black and minority ethnic community and the lesbian, gay, bi-sexual, transgender and intersex communities.

Additionally at the October Human Resources and Remuneration Committee (HRRC) agreement was given for a biennial staff survey to be carried out and launched by March 2015. It is hoped that repeated surveys of this kind will help to form both a 'temperature check' on how our staff are feeling about their workplace and an opportunity to identify what improvements are needed.

## **2.5 Procurement**

As a public authority, spending public money, public procurement contracts must ensure that principles of "value for money" are adhered to. Public procurement is also an effective way of promoting and embedding equality and diversity in the supply chain.

The Police Scotland/SPA procurement function on the enactment of the Police and Fire Reform Act 2012 on the 1 April 2013 was aligned with the SPA. In July 2013 the general duty for procurement was transferred to be under the direction of the Chief Constable of the Police Service of Scotland.

Work has been ongoing through consultation with members of the SPA and Police Scotland to prepare a joint Procurement Strategy and Standing Orders for Contracting, these documents were approved at the SPA Board in October 2014.

Within the Procurement Strategy a suit of documents have been produced to ensure equality and diversity requirements are met at the pre-qualification and tender stage. Specific Terms have also been included within the standard SPA terms and condition for the purchase of goods and services for equality and diversity issues.

Companies corporate social responsibilities are discussed at the tender stage to ascertain what benefit can be brought to the local community if the tender is to be discharged where appropriate.

Joint training with suppliers was carried out by a number of legacy forces. A Police Scotland Procurement training event was run on the 2nd September 2014, with Police Scotland taking the lead as they deliver procurement on behalf of the SPA. This included presentations not only from various Police Scotland speakers including staff from Procurement, Equality and Diversity, Policing Values and Human Rights but also included four current suppliers who shared the work they were doing. This event was an opportunity for suppliers to gain greater awareness of the work that Police Scotland/SPA have been doing over the past year and support them in aligning with our values.

## **2.6 People and Equality Processes**

To carry out its functions, and discharge its responsibilities, in terms of the Police and Fire Reform (Scotland) Act 2012, the SPA needs a highly skilled and motivated workforce.

The operational deadline set by the Police and Fire Reform legislation was met however there was still much to do in terms of establishing internal operational structures and as a consequence 2013/14 has been a year of significant change for the SPA.

This involved agreeing the transfer of core internal services and staff from the SPA operational functions of Human Resources, Information & Technology; Finance etc to Police Scotland in support of operational policing.

In April 2014 the SPA reported to the Human Resources & Remuneration Committee on the equality profile of its workforce, following the transfer which saw the SPA direct operational function reduce to 530 people.

The equality monitoring key headlines at that time were: Gender (63% women; 37% men); BME (4% of which 1.2% is from the Black and Asian community); Disabled staff (3%) and LGBT staff (3%).

The reduction in staff resource for the SPA resulted in conversations with Police Scotland about the feasibility of Police Scotland HR and Equality teams providing a 'service back'. The nature of this 'service back' would focus on equality advice where it was considered relevant and added value to both Police Scotland and the SPA.

Specifically, Police Scotland will provide the SPA which, under the terms of the Police and Fire Reform (Scotland) Act 2012, is the legal employer of all non-uniformed staff with the following information:

*People & Development Specialist Services will provide expertise and guidance on all People Management Policy and E&D related issues; and progress the statutory responsibilities that relate to the Public Sector Equality Duties on behalf of the SPA Management Team.*

The following is central to the service level agreement. Police Scotland will provide the SPA with information which will give confidence that the SPA is able to comply with the **public sector equality duty** and in particular the:

- *Duty to gather and use employee information*
- *Duty to publish gender pay gap information*
- *Duty to publish statements on equal pay, etc.*
- *Duty to consider award criteria and conditions in relation to public procurement*

As a temporary measure up to December 2014 the SPA commissioned an equality consultant to revise the Equality Outcomes in light of the organisational changes; work with direct SPA services to identify relevant equality improvements; conduct the internal EIA scrutiny and produce the SPA Mainstreaming and Equality Outcomes update report.

Future progress on equality and diversity will be delivered through staff in the SPA HR Governance Team.

### **3. Revision of the SPA Equality Outcomes**

The SPA Equality Outcomes were updated and revised to reflect the significant organisational change over this past year.

Given the similarities between the SPA and Police Scotland on the equality outcomes relevant to staff it was agreed that the most appropriate way to accommodate the requirements of the service level agreement would be if the SPA adopted the equality outcomes from Police Scotland.

In addition to the above, direct services delivered by the SPA also changed in this first year of operation requiring further changes to the SPA Equality Outcome.

In light of the equality advice 'service back' from Police Scotland it was considered necessary to examine each of the SPA services and decide if this would be part of the 'service back' arrangement or not and the reasons for this are outlined below.

### **3.1 SPA Equality Outcome 3**

This includes the direct services of Forensic Services, Complaint Handling and Independent Custody Visiting.

**Forensic Services** - brings together forensic and fingerprint capability and Scene of Crime Officers, placing forensic services in Scotland at the forefront of evidence capture and analysis. This approach provides, for the first time, a fully integrated national service from 'crime scene through to court'.

**It is considered that there is merit of including equality related 'service back' to Forensics Services which would provide the service with a single point of contact for equality relevant advice and guidance on relevant service delivery equality related matters.**

**Complaint Handling** - The SPA is committed to ensuring the best possible policing service is delivered throughout Scotland. The SPA, Police Scotland and the Police Investigations & Review Commissioner for Scotland (PIRC) all have a role to play in ensuring complaints are dealt with fairly and appropriately.

The Police and Fire Reform (Scotland) Act 2012 outlines the statutory obligations relating to relevant complaints. The SPA Complaints and Conduct Committee enables the Authority to fulfil its statutory obligations in terms of complaint handling.

#### **What complaints can the SPA deal with?**

The SPA is responsible for recording, processing and investigating complaints about:

- A member of the SPA
- The Chief Executive
- The SPA Board
- SPA policies and procedures
- Senior police officers of Police Scotland (Senior police officers are those above the rank of Chief Superintendent i.e. Assistant Chief Constable (ACC), Deputy Chief Constable (DCC) and the Chief Constable (CC).

Over 2013 / 14 the SPA Complaints Team have been developing and updating complaint handling procedures; online complaints form and [Website complaints page](#).

**This service is not included as part of the equality service level agreement with Police Scotland and therefore the SPA will provide equality advice in house.**

**Independent Custody Visiting** - the SPA has a statutory duty to maintain and manage an independent custody visiting scheme to monitor the welfare of people detained in police custody facilities throughout Scotland.

Independent Custody Visitors are volunteer members of the local community who visit police stations unannounced to check on the treatment of detainees, the conditions in which they are being held and that their rights and entitlements are being observed.

The SPA's ICV scheme helps ensure that the SPA is meeting its obligations to ensure equality, diversity and that we are protecting human rights. It also helps to ensure that Scotland is doing everything it can in its public services to meet international standards set by the United Nations in its Optional Protocol to the Convention against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment (OPCAT).

Approximately 140 [Volunteer visitors](#) are managed across Scotland.

Here are a few comments from our visitors:

**Why did you volunteer to become an independent custody visitor?**

"I am a firm believer in giving something back to society, being an independent custody visitor is an excellent opportunity to make a contribution by ensuring that our services, in this case the social order monitored by the Police, are fair and mindful of detainees human rights."

**What is the most interesting aspect of being an independent custody visitor?**

"The independent custody visitors can be the only contact a detainee has with the outside world in a moment of significant stress. This means that no visit is the same and every time I learn something new, whether it concerns the law, the procedures or the 'heartbeat of the place' as indicated through the number of detainees on a given day. We have to operate alongside the police force while they do their job, which can be testing at times. Coming out of the Custody Suites knowing that the police are doing their job properly and that the detainees are well looked after is simply a great feeling."

**What do you enjoy about it?**

"For me, working as a custody visitor enables me to ensure people in custody are treated with respect. I check that they are well and have had something to eat and drink. I care about their welfare. It is such a worthwhile way to spend your spare time and you feel you are contributing to ensuring the welfare of people, many who are vulnerable, who are in custody."

**What experience do you need to become an independent custody visitor?**

"Full training is provided. However you must be able to communicate well with both police officers and detainees who may be angry, upset, have learning difficulties or be suspicious of your independent role."

**This service is not included as part of the equality service level agreement with Police Scotland as it is considered that greater transparency will be achieved if the SPA retain equality advice in house.**

### 3.2 SPA Equality Outcome 4

This focuses on the performance of policing in Scotland and that equality becomes part of what is a scrutiny and good governance outcome.

Earlier in this report information has been provided on external and internal scrutiny arrangements which have taken place and this forms part of an ongoing scrutiny plan which is included as part of the HRRC HR update.

Internal HR scrutiny arrangements will cover:

- Statutory obligations
- Strategic people initiatives
- Operational HR practice and delivery

The next planned HRRC Scrutiny Review will focus on organisational change processes and in particular, consultation practice.

**The SPA [Equality Outcomes \(revised\)](#) were presented and approved by the Human Resources & Remuneration in August 2014.**

## 4. EQUALITY OUTCOMES UPDATE

***SPA Equality Outcome 1*** - we have a workforce that is reflective of the communities we serve.

***SPA Equality Outcome 2*** – we have a workplace where people feel valued and are recognised to maximise their potential to ensure the most efficient and effective service is delivered.

**4.1** Police Scotland has presented the staff information with the following note of caution:

**“Police Staff – this includes all staff whether line managed by the SPA or under the direction and control of Police Scotland.**

The Employment Equality Monitoring Report presents the headcount for staff in post on the 31/03/2014. From this we have presented the information by equality protected characteristic and compared it with the headcount as at 28/02/2013.

We would however highlight at this stage in the reporting cycle we are aware that presenting the equality data in this way does not accurately reflect the significant staff organisational change which has taken place in this first year of operation for the SPA and Police Scotland.

Work is currently underway to import the organisational changes into the SCOPE system and track the impact of these changes. Until this is completed we are unable to confidently draw any comparable conclusions from the staff data.”

**Appendix 1** provided by Police Scotland outlines the updated position against the actions as outlined in the workforce related Equality Outcomes:

**Appendices 2a and b** also offers data, explanation and case studies against the key activities.

**4.2** Measures and deliverables were identified and agreed within the revised equality outcomes.

#### **Key deliverables for outcome 1:**

- Increase the recruitment and promotion of staff from and across under-represented groups.
- Analysis of equality profile throughout employment 'life-cycle' (recruitment, grievances, leavers, flexible working requests) to inform and measure workforce change.
- Reduce the number of 'choose not to disclose' returns in respect of equality monitoring.
- Use of the gender, disability and ethnicity information as a baseline in year one to set annual pay gap improvements over the next three years

#### **Activity reporting for outcome 1:**

- Appendix 2 references that there is no recruitment data for staff available.
- Organisational changes have yet to be imported into SCOPE
- An equality and diversity employment monitoring standard operating procedure has been produced to provide staff with information on how equality information is used by the organisation and this will be supported by a communication strategy ahead of its release in early 2015.
- Pay gap data has been provided for 2014 which indicates that the gender pay gap for staff has risen slightly from 12.4% to 12.9% [excluding allowances and overtime] and 13.1% to 13.4% [ including allowances and overtime].

### **Key deliverables for Outcome 2:**

- Increased applications for training and development from and across under-represented groups.
- Reduction of occupational segregation within posts and departments.
- Review of equality monitoring data.
- Review and monitoring of staff attendance data.
  
- Improve Stonewall Workplace Equality Index score each year.
- Positive direction of travel in feedback from biennial staff surveys.

### **Activity reporting for outcome 2:**

- Information not available for training and development
  
- Reduction of occupational segregation within posts and departments. Data is available on vertical segregation [gender picture by rank for police officers and grade for staff]. To determine if a change has taken place some comparison with the 2013 data would be needed as well as up to date organisational change information.
  
- Cross reference with Equality Outcome 1 above
  
- Contained within HR metrics reporting
  
- 2014 is the first year of Police Scotland submitting information on workplace performance as measured within the context of the lesbian, gay, bi-sexual and transgendered community
  
- Approval for bi-ennial staff surveys was given at the October HRRC.

### **4.3 SPA Commentary**

We acknowledge that the headcount data from February 2013 and March 2014 does provide us with information on the workforce profile in line with our public duty to 'gather employee information'.

After examining the key deliverables against the workforce related equality outcomes it is clear that the acknowledged data gaps and subsequent action now in place by Police Scotland will need to form a separate corrective action report.

#### **Additional SPA action:**

1. That tighter monitoring of the HR and Equality service level agreement will be put in place around the measures and key deliverables.

2. That our ability to demonstrate how we use employment monitoring data forms part of the SPA scrutiny programme for 2015/2016 and those lessons learned will contribute in good time for the next reporting cycle.

#### 4.4 Review of the Equal Pay Statement

The SPA is responsible for the terms and conditions and the implementation of pay and reward structures for all members of staff working directly within the SPA and Police Scotland.

**Appendix 3** provides an update to the joint SPA and Police Scotland Equal Pay Statement from 2013. Given the continuous re-structuring which has taken place over this first year it was considered appropriate to review our joint Equal Pay Statement to reflect this.

##### **Extract from Equal Pay Statement update:**

The Pay and Grading Team of SPA/Police Scotland are currently undertaking a complex data gathering exercise relating to staff that have been through the organisational change process and this data will be used to identify issues in terms of the gender pay gap.

Restructuring programmes will continue into 2015 and a true picture of gender pay gap issues should be identified for the next reporting period. Gender pay gap data will continue to be used to inform the development of a new pay and grading structure for staff, so that Police Scotland and the SPA can reinforce and improve their committed position on equal pay.

##### **Gender Pay Gap data**

The data we have thus far indicates that in terms of staff the gender pay gap has gone up slightly.

The gender pay gap for staff base pay (excluding allowances and overtime) is 12.9% [12.4% in 2013]. This increases to 13.4% [13.1% in 2013] when calculated including shift allowance + weekend working allowance.

**Police Scotland required action:** That the work Police Scotland is carrying out on data input from staff organisational change should be used to present an annual analysis of the gender pay gap and that this is used to provide a trend analysis in time for the next legislative reporting period of 2017.

**SPA required action:** That the SPA explore whether there is potential for staff at the lower end of the pay scale benefitting from the SPA adopting the 'living wage'.

**SPA required action:** That our gender pay gap data forms part of the SPA scrutiny programme for 2015/2016

## 4.5 SPA Equality Outcome 3

Services provided to Police Scotland and other criminal justice partners will contribute to the effectiveness and efficiency of policing across Scotland.

The specific services within this outcome are: Forensics Services; Complaints and Independent Custody Visiting

Measures and deliverables were identified and agreed within the revised equality outcomes.

### Key Deliverables

- Continually improve service performance and the establishment of improvement targets along a development measure from 'fit for purpose' to business excellence.
- Improvement in the number of complaints received.
- Improved confidence in service complaint outcomes.
- E and D monitoring to ensure compliance and indicate areas for improvement.

**Forensic Services** – discussions have taken place this year about advice and guidance on equality requirements which would add value to the Forensic Services staff. Discussions have now identified a Police Scotland member of staff who will act as a single point of contact. Further discussions are needed in order to explore what activities are needed around service improvements and these will form part of future actions and measures.

**Complaint Handling** – the following progress is reported:

- Of the 17 inherited legacy complaints 5 are ongoing with the remainder being concluded.
- Caseload from April 2014 to October 2014 – of the 20 cases falling within the SPA criteria 7 are closed leaving 13 live cases.
- Guidelines are now available which gives greater clarity on the type of complaints the SPA can respond to. The SPA complaints webpages have been updated to be more user friendly.
- Quality Assurance (QA) processes are now in place. The Police Investigations and Review Commissioner's (PIRC) return audit in January 2015, to determine the effectiveness of QA processes, resulted in a favourable report published in April 2015.

**Independent Custody Visiting** – the following progress is reported:

- A process for capturing equality monitoring information has been introduced for volunteer recruitment. This E & D monitoring form has also been sent out to existing volunteers and will produce a baseline for future year's analysis and support the identification of improvement actions.

- Specific engagement has also taken place with the Police Scotland LGBT reference group on the process of planned equality monitoring, the needs of those in custody and how they are met and how we might encourage wider representation amongst volunteers.
- Work is also in place to provide information to those in custody in an easy read format.

**SPA required action:**

- As part of the Forensic Services SLA with Police Scotland key measures and deliverables are identified.
- That any equality related lessons learned from the PIRC audit are actioned and monitored
- Specific actions are generated around measuring the impact of the easy read information leaflet for people in custody.

#### **4.6 Equality Outcome 4**

The Scottish Police Authority will provide effective leadership on equalities activity through a process of scrutiny, good governance and resourcing.

**Key deliverables and reporting:**

The Scrutiny programme will be measured by: Achievements as part of the SPA / Police performance framework

- Delivery of equality actions contained within service level agreements
- Regular reports to the relevant Committee and Board meetings

- This is the first year of the SPA / Police Scotland HR and Equality service level agreement and the benchmark will be providing the relevant reports as per the public sector equality duties.

The [HRRC](#) receives regular reports.

**SPA required action:**

- Internal discussions around the measures in place to ensure that the HR and Equality SLAs are on target.

## **5. Conclusion**

The journey towards police reform began with the Police and Fire Reform Act 2012 and has continued with a process of change and transformation which will carry on as we strive to deliver the aims of reform and the Strategic Priorities.

This has been a year of significant change for Police Scotland and the SPA and by reviewing and actioning our equality outcomes we believe that we have been able to demonstrate an ongoing commitment to equality which moves in time with the organisation as it develops and grows.

Arising from this update we know we have some practical challenges to address and we are confident that by putting plans in place to deal with them we will be able to contribute positively to a more equal society.

# APPENDICES

**Appendix One** provides detailed information about Police Scotland's Equality Outcomes Update, which satisfies the specific duties of the Equality Act 2010.

**Appendix Two** illustrates the Equality monitoring information, gathered by Police Scotland for their own workforce, but which also includes the SPA staff. This information is provided as part of the HR Service back from Police Scotland to the SPA.

**Appendix Three** provides an update to the joint SPA and Police Scotland Equal Pay Statement from 2013. Given the continuous re-structuring which has taken place over this first year it was considered appropriate to review our joint Equal Pay Statement to reflect this.

## **APPENDIX 1**

### **POLICE SCOTLAND PEOPLE AND DEVELOPMENT EQUALITY OUTCOMES UPDATE**

**Equality Outcome 6: We have workforce that is reflective of our communities to increase trust and confidence in the police.**

**Key Activities which are ongoing and are evidenced below:**

**Initiate positive action at a national level to improve the recruitment and promotion of under-represented staff.**

**Work with staff associations and equality organisations to improve opportunities for people from and across protected groups.**

**Raise understanding of the importance of equality monitoring.**

**Ensure that we have the information and data collection mechanisms in place to quantify progress.**

**Ensure the elimination of any pay gaps in relation to sex, race and disability.**

**Review the Equal Pay Statement and Action Plan.**

**Equality Outcome 7: We have a workplace where people feel valued and are recognised to maximise their potential to ensure the most efficient and effective service is delivered.**

**Key Activities which are ongoing and are evidenced below:**

**Use the occupational segregation information to identify relevant positive action to improve occupational integration of the workforce.**

**Encourage applications for posts and departments from across under-represented groups.**

**Consider nationally how 'complaints against the police' can be used as a relevant measure.**

### **Positive Action**

Over the course of the last year there have been a number of positive action activities, many in partnership with our equality staff associations.

In November 2013, the Scottish Women's Development Forum held a Broaden Your Horizons Event. The Police Scotland E&D People and Development Team produced equality and diversity employment monitoring statistics for this event in relation to areas of the organisation where occupational segregation had previously been identified.

To benchmark with these statistics, further analysis was conducted based upon data at 31 March 2014, to build a profile of the areas identified. Work is ongoing with the relevant divisions and departments to begin to explore the reasons for occupational segregation and take a positive action approach to change perceptions and culture about specific roles within the organisation.

In May 2014, a conference "Capacity for Development - New Solutions to Tackle Under-representation" was organised jointly by the Gay Police Association and SEMPER Scotland (Supporting Ethnic Minority People) with support by Police Scotland and the SPA. This examined ways of improving recruitment, retention and development of LGBT and other under-represented staff.

The conference was attended by participants from all over the UK and beyond, including officers and staff from Police Scotland and the SPA and key stakeholders. Speakers included Chief Constable Sir Stephen House, Kenny MacAskill (then Cabinet Secretary for Justice), Neville Lawrence, Dan Aldridge (Stonewall Scotland), Everett Henry (College of Policing), Jatin Haria (Coalition for Racial Equality and Rights), Herman Renes (European GPA), Vic Emery (SPA Chair), Deputy Chief Constable (DCC) Rose Fitzpatrick, all facilitated by DCC Steve Allen.

In addition there were workshops on:

- Positive Action
- Exploring Diversity, Enhancing Inclusion
- Recruitment and Development: Challenges and Solutions
- An Introduction to Unconscious Bias.

Over the year Operational Support Division (OSD), have been undertaking several positive action event/activities and have an equality and diversity group, with representatives from around OSD as well as from the E&D People and Development Team and a People and a Development Business Adviser. An action plan (which feeds into the equality outcomes) has been drawn up is tracked by the OSD equality and diversity group. –

The Police Scotland Stonewall Workplace Equality Index (WEI) submission for 2015, which allow us to benchmark ourselves against other organisations around Britain to identify how inclusive we are for our lesbian, gay and bisexual staff. This included a short, anonymous survey open to all staff for the first time. The results of the WEI show that Police Scotland came 119<sup>th</sup> place out of 397 employers nationally. Of the 33 Scottish Employers who entered the survey, Police Scotland came 7<sup>th</sup>. This very positive result will allow Police Scotland to use the benchmarking feedback to inform work going forward.

A strong commitment by Police Scotland to the No Bystanders pledge not to tolerate bullying at work has been repeatedly promoted throughout the year, including for probationers during the Anti-bullying Week in November 2014. This also ties in with the poster campaign on "Sexual Misconduct will not be tolerated" which mentions ways of reporting such misconduct, including Professional Standards and Safecall.

### **Equality and Diversity Employment Monitoring Annual Report**

A comprehensive Police Scotland SPA Equality & Diversity Employment Monitoring Annual Report has been produced, along with a key findings document, with the purpose of providing information relating to changes in the composition of the workforce between April 2013 to March 2014. These key findings can be found in Appendix 2.

This employment monitoring may indicate trends, which require further investigation or demonstrate best practice and act as a baseline from which to measure progress towards meeting Equality Outcomes 6 and 7. Where possible the data has been benchmarked against the 2011 Scotland Census data to ascertain whether the organisation is reflective of the communities it serves.

It is acknowledged that there are gaps in information due to the reporting mechanisms currently in place and work will continue to address data gaps over the next few years. It is also recognised that amendments to HR IT systems demand considerable development and implementation time, and have major impacts in relation to cost and managing other critical national and local IT priorities..

The information contained within the report will also inform the Equality Impact assessment (EIA) process in relation to benchmarking and be used to ensure that equality is mainstreamed throughout the decision making processes of SPA/Police Scotland. The SPA has a separate scrutiny role to assess Police Scotland's implementation of EIAs.

An action plan outlining the issues and trends based on information in the report ensures that each trend is investigated to identify where further work is required, identify best practice and to establish the root cause of any issues or trends and any interdependencies.

### **Equality and Diversity Monitoring and Reporting Mechanisms**

Work is ongoing to ensure that all staff understands the importance of Equality and Diversity Employment Monitoring. A Standard Operating Procedure (SOP) has been developed and outlines how an individual's equality and diversity information will be gathered, what happens with the information and who will have access to the information. This will allow us to ensure that there are consistent equality and diversity monitoring processes implemented throughout SPA/Police Scotland working in partnership with the statutory and diversity staff associations to ensure we achieve our goals.

A communication strategy is being developed to ensure that the Equality and Diversity Employment Monitoring Questionnaire is marketed ahead of its release. This will look at various methods of communication to all staff to highlight the Equality and Diversity Employment Monitoring SOP and to ensure all staff understands why we are asking them to update or provide this information to us.

**Resource Management (SCOPE)** – E&D People and Development Team have been working in partnership with the Management Information and SCOPE teams to ensure that the equality and diversity reports available on SCOPE can provide the required equality information. The analysis of the information between April 2013 and March 2014, identified process issues with information provided at the recruitment stage not feeding through to the personal record on SCOPE.

**Resource Management (Promotion)** - The PS E&D People and Development Team have been working in partnership with the National Police Promotion Team to ensure that relevant equality and diversity monitoring processes were put into place from 1<sup>st</sup> April 2014. This will be reviewed prior to March 2015 to ensure that the process is working as anticipated.

This enables Police Scotland to evidence that at each stage of the promotion process (for any rank), candidates are treated fairly and consistently and the processes are not either directly or indirectly discriminating against those who apply for promotion. If trends are identified, further research will be carried out to establish the cause and ensure that a solution is put into place.

**Resource Management (Recruitment)** – The E&D People and Development Team are currently working in partnership with the Recruitment Team to ensure that the recruitment processes (both internal and external) for police officers, SPA/Police Scotland police staff and special constables can be monitored at each stage of the process.

This is to ensure there are no barriers, which either could directly or indirectly discriminate against those going through the SPA/Police Scotland recruitment process and to ensure our processes are fair and transparent. This information forms part of the continual equality impact assessment of the recruitment processes and procedures that are put into place to ensure that SPA/Police Scotland attract a diverse range of applicants.

**Equality Self-classification** - In addition to the work described above, work is also ongoing to ensure a consistent approach is adopted across Police Scotland to ensure that newly appointed staff have the opportunity to self-populate their equality and diversity information onto the SCOPE system, which will assist in filling the data gaps already identified.

**Grievance and Disciplinary Cases** - Work is ongoing by the People and Development team to address gaps in equality and other grievance/disciplinary information and ensure this can be recorded so that consistent data is available for the differing needs of the People and Development Team. This will allow us to highlight trends relating to the reasons and outcomes for grievances or disciplinary cases by the relevant protected characteristics and address any equality issues which may emerge.

**Complaints against the Police** - The E&D People and Development Team and SPA/Police Scotland - Professional Standards are working to ensure that relevant processes are in place to gather information about complaints against the service and to have a consistent approach between across SPA and Police Scotland. This links to the CIMplexity training work that has been carried out skilling senior officers and staff on how to manage critical policing incidents more effectively, taking account of the potential impact on the confidence of the victim, their family and /or their community. This will ensure that when the complaints processes are harmonised, sufficient officers and supporting staff will have an appreciation of the issues which need to be addressed.

**Leadership** - The Leadership Strategy for Police Scotland and the SPA will create a framework for current and future leaders to ensure they have the skills to support the successful delivery of our future strategic and operational objectives. This will include a focus on issues such as talent management, career development and succession planning. This work was to be underpinned with evidence from officers, special constables and staff about their career aspirations and experiences.

The E&D People and Development Team worked in partnership with the team responsible for the Leadership Strategy Survey, by providing advice on the best approach to ensure that the results could be disaggregated by the relevant protected characteristics and to benchmark using the workforce profiles at 31 March 2014. The survey "Shaping our future leadership" was run in November and December 2014, and its findings are due to be presented to the SPA Board in early 2015

## **APPENDIX 2**

### **POLICE SCOTLAND AND SCOTTISH POLICE AUTHORITY**

#### **PEOPLE RESULTS**

The Scottish Police Authority and Police Scotland have worked in partnership to produce the Equality and Diversity Employment Monitoring report and Equal Pay Statement, and we will continue to work together to achieve the people outcomes we have committed to. This approach will help us attract, develop, support and retain talented police officers, police staff and special constables to ensure that we have a workforce that is reflective of our communities and able to provide a service relevant to individual needs.

#### **EQUALITY AND DIVERSITY EMPLOYMENT MONITORING**

##### **KEY FINDINGS 2013 - 2014**

###### **Introduction**

These key findings are collated from equality in employment data collected for the Scottish Police Authority (SPA) and Police Scotland at 31 March 2014 or where relevant for the period 1 April 2013 to 31 March 2014.

All data provided in this report was extracted from Police Scotland internal systems and databases and represents what was available when the information was collected. However, there are data gaps arising from organisational changes since the formation of the single police service. This is being addressed through action plans within People & Development corporate strategy for Police Scotland and the SPA.

###### **Notes:**

- The equality and diversity statistics within this report are based upon voluntary individual self-classification where individuals have the option to choose not to disclose.
- The "choose not to disclose" option is available for those individuals who do not want to declare information on one or more of the protected characteristics. The "unknown" option is used when no information has been entered in the self-classification options and when the "choose not to disclose" option has not been used.
- Percentages have been rounded to the nearest whole number.
- Percentages have been used throughout to express proportions to ensure the data is meaningful and does not identify datasets of less than five.
- Figures are based on headcount and include those on a temporary contract but do not include agency workers.
- Figures also include individuals on any service break including career breaks, maternity leave etc.
- Workforce profile tables are attached as Appendix A.

## **Key Findings**

### **1. Workforce Profiles**

#### **Sex**

The 2011 Scotland Census identified that 51% of Scotland's population were women and 49% were men.

- The percentage of female police officers has increased from 28% at 28/02/2013 to 29% at 31/03/2014, an increase of 1%.
- The percentage of female SPA/police staff decreased from 63% at 28/02/2013 to 62% at 31/03/2014, a decrease of 1%.
- The percentage of female special constables has decreased from 37% at 28/02/2013 to 36% at 31/03/2014, a decrease of 1%.

#### **Age**

The 2011 Scotland Census identified that the 35-44 and 45-54 age groups had the highest proportions of the working age population, whilst approximately 12% of the population fall within the 16-24 age group.

- The 35-44 age group accounts for 36% of police officers at 31/03/2014. This was the most common age group at 28/02/2013, accounting for 37% of all police officers.
- The 45-54 age group accounts for 32% of SPA/police staff at 31/03/2014. This was the most common age group at 28/02/2013, accounting for 33% of all police staff.
- The 25-34 age group accounts for 33% of special constables at 31/03/2014. This was the most common age group at 28/02/2013, accounting for 31% of all special constables.

#### **Disability**

15% of the Scottish population aged between 16-64 have their day-to-day activities limited due to a health problem or disability. This percentage includes those who are unable to work.

- The percentage of police officers where a disability has been advised has decreased from 3% at 28/02/2013 to 2% at 31/03/2014.
- The percentage of SPA/police staff where a disability has been advised has decreased from 6% at 28/02/2013 to 5% at 31/03/2014.
- The percentage of special constables where a disability has been advised was less than 1% at 28/02/2013 and remains static at 31/03/2014.

**Note:** Disability includes those who have advised that they consider themselves to have a disability and where a disability has been advised through another source such as the Occupational Health Provider, a recruitment process or other selection process.

## Ethnic Origin

The 2011 Scotland Census data identified that 4% of the population identified themselves as coming from a BME background and 4% from a White Minority background. Scotland's Asian population represented the largest BME group, accounting for 3% of the Scottish population. Scotland's Other White population represented the largest white minority group, accounting for 2% of the Scottish population

- The percentage of BME police officers was 1% at 28/02/2013 and remains static at 31/03/2014. This has been the trend since 2010. 47% of police officers from a BME background have identified their ethnic origin as Asian.
- The percentage of BME SPA/police staff was 1% at 28/02/2013 and remains static at 31/03/2014. This has been the trend since 2010. 68% of SPA/police staff from a BME background has identified their ethnic origin as Asian.
- The percentage of BME special constables was 1% at 28/02/2013 and remains static at 31/03/2014. 73% of special constables from a BME background have identified their ethnic origin as Asian.

**Note:** BME figures include those who have identified their ethnic origin as Mixed or Multiple Ethnic Group, Asian Pakistani, Asian Indian, Asian Bangladeshi, Asian Chinese, Asian Other, African, African Other, Caribbean, Black, Caribbean or Black Other, Arab and Other Ethnic Group.

- The percentage of police officers from a white minority background was 1% at 31/03/2014, there is no comparable data for 28/02/2013. 51% of police officers from a white minority background have identified their ethnic origin as Other White Background.
- The percentage of SPA/police staff from a white minority background was 1% at 31/03/2014, there is no comparable data for 28/02/2013. 60% of SPA/police staff from a white minority background have identified their ethnic origin as Other White Background.
- The percentage of special constables from a white minority background was 1% at 31/03/2014, there is no comparable data for 28/02/2013. 50% of special constables from a white minority background have identified their ethnic origin as Polish.

**Note:** White Minority figures include those who have identified their ethnic origin as White Irish, White Gypsy/Traveller, White Polish and White Other.

## Pregnancy and Maternity

- **Police Officers** - 4% of female police officers were on maternity leave (either paid or unpaid) at 31 March 2014. 9% of female police officers were on maternity leave (either paid or unpaid) between March 2013 and March 2014. Of those who were on maternity leave between March 2013 and March 2014, 59% returned to work, whilst 41% remained on maternity leave.

- **SPA/Police Staff** - 2% of female SPA/police staff were on maternity leave (either paid or unpaid) at 31 March 2014. 5% of female SPA/police staff were on maternity leave (either paid or unpaid) between March 2013 and March 2014. Of those who were on maternity leave between March 2013 and March 2014, 62% returned to work while 38% remained on maternity leave.

## **Religion or Belief**

The 2011 Scotland Census data identified that 37% of the population identified themselves as having No Religion or Belief. 7% of the population did not state what their religion or belief was. 54% of the Scottish population identified themselves as having a Christian religion (Church of Scotland, Roman Catholic and Other Christian) and 3% of the population identified themselves as having Other Religions. The 2011 Scotland Census data, identified that 1% of the population identified themselves as Muslim. This was the religion with the largest proportion of those with Other Religions.

- Police officers who identified their religion or belief as All Other Religions decreased from 5% at 28/02/2013 to 2% at 31/03/2014. 64% of police officers whose religion or belief was All Other Religions have identified their religion or belief as Other.
- SPA/Police staff who identified their religion or belief as All Other Religions decreased from 6% at 28/02/2013 to 2% at 31/03/2014. 60% of SPA/police staff whose religion or belief was All Other Religions have identified their religion or belief as Other.
- Special constables who identified their religion or belief as All Other Religions decreased from 4% at 28/02/2013 to 1% at 31/03/2014. 43% of special constables whose religion or belief was All Other Religions have identified their religion or belief as Other.

Note: All Other Religions include those who have self-classified as Buddhist, Hindu, Jewish, Muslim, Sikh and an option for "Other" where a specific religion or belief is not specified within the 2011 Scotland Census categories.

## **Sexual Orientation**

Stonewall Scotland estimate that around 5%-7% of the Scottish population are lesbian, gay or bisexual.

- The percentage of police officers who have identified themselves as LGB was 2% at 28/02/2013 and remains static at 31/03/2014.
- The percentage of SPA/police staff who have identified themselves as LGB was 2% at 28/02/2013 and remains static at 31/03/2014.
- The percentage of special constables who have identified themselves as LGB has decreased from 4% at 28/02/2013 to 2% at 31/03/2014.

**Note:** LGB refers to Lesbian, Gay or Bisexual.

## **Transgender**

- At 31/03/2014, less than 1% of police officers, SPA/police staff and special constables, currently or previously considered themselves to be transgender. This is the first Transgender Profile that has been produced by SPA/Police Scotland in relation to staff.

## **2. Recruitment**

### **Police Officers**

**Sex** – Between April 2013 and March 2014, 28% of applications received were from female applicants compared to 26% of applications between April 2012 and February 2013. 30% of those newly appointed between April 2013 and March 2014 were female compared to 35% between April 2012 and February 2013.

**Age** – 55% of applications received between April 2013 and March 2014, were from those in the 16-24 age group. 47% of applicants who were made an offer of employment between April 2013 and March 2014 were in the 16-24 age group and 47% were in the 25-34 age group. 49% of newly appointed police officers between April 2013 and March 2014 were in the 25-34 age group.

**Disability** – Less than 1% of applicants advised they had a disability between April 2013 and March 2014, compared to 2% between April 2012 and February 2013. Less than 1% of newly appointed police officers between April 2013 and March 2014 are recorded as having a disability, compared to 3% for the period April 2012 to February 2013. However, 4% of applicants, who were given an offer of employment between April 2013 and March 2014, advised they had a disability.

**Ethnic Origin** – Between April 2013 and March 2014, 2% of applications received were from applicants who identified their ethnic origin as BME, compared to 4% between April 2012 and February 2013. Less than 1% of newly appointed police officers have their ethnic origin recorded as BME, compared to 2% for the period April 2012 to February 2013. However, 1% of applicants, who were given an offer of employment between April 2013 and March 2014, identified their ethnic origin as BME.

Between April 2013 and March 2014, 3% of applications received were from applicants who identified their ethnic origin as coming from a white minority background. There is no comparable data for the previous reporting period. 1% of applicants, who were given an offer of employment between April 2013 and March 2014, identified their ethnic origin as a White Minority background. There is no available data relating to those who were appointed between April 2013 and March 2014.

**Religion or Belief** - Between April 2013 and March 2014, 54% of applications received were from applicants who identified their religion or belief as None and 2% were from applicants who identified their religion or belief as All Other Religions. 1% of applicants, who were made an offer of employment between April 2013 and March 2014, identified their religion or belief as All Other Religions and 46% identified as None. There is no available data relating to those who were appointed between April 2013 and March 2014

**Sexual Orientation** – 4% of applications received between April 2013 and March 2014 were from applicants who had identified themselves as LGB. 4% of applicants, who were made an offer of employment between April 2013 and March 2014, identified themselves as LGB. There is no available data relating to those who were appointed between April 2013 and March 2014.

### **SPA/Police Staff**

Comparisons for the reporting period April 2012 to February 2013 cannot be made as the information was collated in a different format, which included successful applicants for both internal and external recruitment processes.

There is no data available relating to the number of applications received.

**Sex** - 37% of those newly appointed between April 2013 and March 2014 were male.

**Age** – 35% of those newly appointed between April 2013 and March 2014 were in the 25-34 age group and 35% were in the 45-54 age group.

**Disability** - 0% of newly appointed SPA/police staff are recorded as having a disability.

**Ethnic Origin** - 0% of newly appointed SPA/police staff have their ethnic origin recorded as BME. There is no data available relating to those from a White Minority background.

There is no data available relating to religion/belief or sexual orientation.

### **Special Constables**

**Sex** - Between April 2013 and March 2014, 34% of applications received were from female applicants compared to 37% of applications between April 2012 and February 2013. 36% of newly appointed special constables were female compared to 38% being appointed between April 2012 and February 2013.

**Age** – 75% of applications received between April 2013 and March 2014, were from those in the 16-24 age group. 68% of newly appointed special constables between April 2013 and March 2014 were in the 16-24 age group.

**Disability** – 1% of applicants advised they had a disability between April 2013 and March 2014, compared to 2% between April 2012 and February 2013. 0% of newly appointed special constables between April 2013 and March 2014 are recorded as having a disability compared to less than 1% between the period April 2012 and February 2013.

**Ethnic Origin** – Between April 2013 and March 2014, 5% of applications received were from applicants who identified their ethnic origin as BME, compared to 2% between April 2012 and February 2013. 2% of newly appointed special constables between April 2013 and March 2014 have their ethnic origin recorded as BME. This was also the percentage recruited during the period April 2012 and February 2013.

Between April 2013 and March 2014, 2% of applications received were from applicants who identified their ethnic origin as coming from a white minority background. There is no comparable data for the reporting period April 2012 and February 2013. 2% of newly appointed special constables between April 2013 and March 2014 have their ethnic origin recorded as coming from a White Minority background.

**Religion or Belief** - Between April 2013 and March 2014, 51% of applications received were from applicants who identified their religion or belief as None and 4% were from applicants who identified their religion or belief as All Other Religions. There is no available data relating to those who were appointed between April 2013 and March 2014.

**Sexual Orientation** – 4% of applications received between April 2013 and March 2014 were from applicants who identified themselves as LGB. There is no available data relating to those who were appointed between April 2013 and March 2014.

### **3. Service Profiles**

**Police Officers** - 49% of all police officers have between 0-10 years' service at 28/02/2013 compared to 48% at 28/02/2013. 82% of police officers with 21 years' service and above are male.

**SPA/Police Staff** – 59% of all SPA/police staff have between 0-10 years' service at 31/03/2014 compared to 60% at 28/02/2013. 0-2 years' service accounts for 9% of all SPA/police staff at 31/03/2014 compared to 11% at 28/02/2013.

**Special Constables** – 39% of all special constables have between 0-2 years' service at 31/03/2014 compared to 40% at 28/02/2013. 9% of female special constables have 11 years' or more service. Special constables have a very different service profile to that of a police officer, which is attributable to it being a voluntary role.

#### **4. Rank Profile**

Police officer promoted posts includes those currently at the rank of sergeant or above and is inclusive of those who hold a temporary promotion.

**Age** - At 31/03/2014, 45-54 was the most common age group for those in a promoted post. Those in promoted posts accounted for 43% of that age group.

**Sex** - At 31/03/2014, 22% of police officers were in a promoted post, which has remained static since 28/02/2013. The proportion of promoted posts occupied by female police officers at 31/03/2014 remains static at 20% since 28/02/2013.

At 31/03/2014, 15% of all female police officers and 25% of all male police officers were in a promoted post, which has remained static since 28/02/2013.

16% of police officers in superintendent ranks and above were female at 31/03/2014, compared with 13% at 28/02/2013.

**Disability** - At 31/03/2014, 26% of police officers who advised they have a disability are in a promoted post, which accounts for 3% of all those in a promoted post.

**Ethnic Origin** – At 31/03/2014, 13% of police officers who have identified their ethnic origin as BME are in a promoted post, which accounts for 1% of all those in a promoted post. 12% of those who have identified their ethnic origin as coming from a white minority ethnic group, are in a promoted post, which accounts for 1% of all those in a promoted post.

**Religion or Belief** – At 31/03/2014, 13% of police officers who identified their religion or belief as having All Other Religions were in a promoted post, accounting for 1% of all those in a promoted post.

17% of police officers who identified their religion or belief as having no religion or belief were in a promoted post, accounting for 28% of all those in a promoted post.

31% of police officers who identified their religion or belief as Church of Scotland were in a promoted post, accounting for 41% of all those in a promoted post.

23% of police officers who identified their religion or belief as Roman Catholic were in a promoted post, accounting for 12% of all those in a promoted post.

**Sexual Orientation** – At 31/03/2014, 17% of police officers who have identified their sexual orientation as LGB are in a promoted post, which accounts for 2% of all those in a promoted post.

**Note:** Sergeant and above includes the following: Sergeant, Inspector, Chief Inspector, Superintendent, Chief Superintendent, Assistant Chief Constable, Deputy Chief Constable and Chief Constable.

## **5. Promotion**

### **Police Officers**

To be considered for promotion, police officers must have passed the relevant police promotion qualifications relevant to the rank.

**Age** – Between March 2013 and March 2014, 53% of those who were promoted either substantively or temporarily were in the 35-44 age group.

**Sex** - Between March 2013 and March 2014, 22% of police officers promoted either substantively or temporarily were female. This was also the ratio of females promoted between April 2012 and February 2013.

**Disability** – Between March 2013 and March 2014, 2% of police officers who were promoted either substantively or temporarily advised they had a disability.

**Ethnic Origin** – Between March 2013 and March 2014, 0% of those promoted identified their ethnic origin as BME. This compares to less than 1% of police officers who identified their ethnic origin as BME between April 2012 and February 2013. There is no data available for those from a White Minority background.

**Religion or Belief** – Between March 2013 and March 2014, 1% of those promoted either substantively or temporarily identified their religion or belief as one categorised as All Other Religions.

**Sexual Orientation** – Between March 2013 and March 2014, 1% of those promoted either substantively or temporarily identified their sexual orientation as LGB.

## **6. Flexible Working**

The data noted below is based upon the information recorded relating to staff who work less than full time hours and undertake part time or job share working. At the present time, there is no national facility to record the different types of flexible working, such as Compressed Hours, Term Time etc as outlined within the Flexible Working SOP and work is ongoing to address this data gap.

### **Police Officers**

- 5% of all police officers undertake part time working. 17% of female police officers and less than 1% of male police officers undertake part time working.

- 3% of all police officers in a promoted post undertake part time working. 12% of female police officers and less than 1% of male police officers in a promoted post undertake part time working.

### **SPA/Police Staff**

- 21% of SPA/police staff undertakes part time or job share working. 29% of female SPA/police staff and 9% of male SPA/police staff undertake part time or job share working.

## **7. Leavers**

The purpose of undertaking equality and diversity employment monitoring of staff who leave the service, is to ensure that there is no disproportionality relating to the protected characteristics and to explore the reasons if this is found to be the case.

### **Police Officers**

**Sex** - Between April 2013 and March 2014, female police officers accounted for 20% of all police officer leavers compared with 18% between April 2012 and February 2013.

Between April 2013 and March 2014, Resignations accounted for 35% of all police officer leavers, however, 59% of all female police officer leavers resigned, compared to 29% of all male police officer leavers. Between April 2012 and February 2013, 49% of female police officers who left the force resigned, compared to 23% of male police officers.

**Age** – Between April 2013 and March 2014, 34% of female leavers were in the 25-34 age group and 60% of male leavers were in the 45-54 age group.

**Disability** - 10% of police officer leavers who advised they had a disability left between April 2013 and March 2014 compared to 9% between April 2012 and February 2013.

**Ethnic Origin** – Less than 1% of police officer leavers identified their ethnic origin as BME between April 2013 and March 2014, compared to 1% between April 2012 and February 2013. There is no data available for those from a White Minority background.

There is no data available relating to religion/belief or sexual orientation.

### **SPA/Police Staff**

**Sex** – Between April 2013 and March 2014, female police staff accounted for 34% of all SPA/police staff leavers compared with 43% between April 2012 and February 2013.

Between April 2013 and March 2014, Voluntary Redundancy/Retirement accounted for 50% of all SPA/police staff leavers. 43% of male SPA/police staff left for this reason compared to 53% of female SPA /police staff.

**Disability** - 6% of SPA/police staff leavers who advised they had a disability left between April 2013 and March 2014, compared to 7% between April 2012 and February 2013.

**Ethnic Origin** - 1% of police staff leavers identified their ethnic origin as BME between April 2013 and March 2014, compared to 2% between April 2012 and February 2013. There is no data available for those from a White Minority background.

There is no data available relating to religion/belief or sexual orientation.

### **Special Constables**

**Sex** - Between April 2013 and March 2014, female special constables accounted for 44% of all special constable leavers compared with 40% between April 2012 and February 2013.

Between April 2013 and March 2014, Resignations accounted for 52% of all special constable leavers. 51% of all female special constable leavers resigned, compared to 53% of all male special constable leavers.

**Age** - Between April 2013 and March 2014, 42% of female special constable leavers were in the 25-34 age group and 40% of male special constable leavers were in the 16-24 age group.

**Disability** - Less than 1% of special constable leavers who advised they had a disability left between April 2013 and March 2014, compared to 0% between April 2012 and February 2013.

**Ethnic Origin** - 2% of special constable leavers identified their ethnic origin as BME between April 2013 and March 2014, compared to 3% between April 2012 and February 2013. There is no data available for those from a White Minority background.

There is no data available relating to religion/belief or sexual orientation.

## APPENDIX 2a

### Workforce Profiles

#### Sex

	Police Officers	SPA/Police Staff	Special Constables
<b>Male</b>	71%	38%	64%
<b>Female</b>	29%	62%	36%

#### Age

Age Group	Police Officers	SPA/Police Staff	Special Constables
<b>16-24</b>	5%	1%	29%
<b>25-34</b>	32%	18%	33%
<b>35-44</b>	36%	27%	17%
<b>45-54</b>	26%	32%	17%
<b>55-64</b>	1%	20%	5%
<b>65+</b>	0%	1%	<1%
<b>Unknown</b>	0%	<1%	<1%

#### Disability

	Police Officers	SPA/Police Staff	Special Constables
<b>Yes</b>	2%	5%	<1%
<b>No</b>	90%	88%	59%
<b>Choose not to Disclose</b>	6%	5%	<1%
<b>Unknown</b>	2%	2%	40%

#### Ethnic Origin

**BME** - Mixed or Multiple Ethnic Group, Asian Pakistani, Asian Indian, Asian Bangladeshi, Asian Chinese, Asian Other, African, African Other, Caribbean, Black, Caribbean or Black Other, Arab and Other Ethnic Group.

**All Other White British** - White English, White Northern Irish, White Welsh and White Other British.

**White Minority** - White Irish, White Gypsy/Traveller, White Polish and White Other.

	<b>Police Officers</b>	<b>SPA/Police Staff</b>	<b>Special Constables</b>
<b>Ethnic Origin</b>			
<b>White Scottish</b>	83%	86%	53%
<b>All Other White British</b>	8%	7%	4%
<b>White Minority</b>	1%	1%	1%
<b>BME</b>	1%	1%	1%
<b>Choose not to Disclose</b>	5%	3%	<1%
<b>Unknown</b>	2%	2%	40%

### Religion or Belief

All Other Religions include those who have self-classified as Buddhist, Hindu, Jewish, Muslim, Sikh and an option for "Other" where a specific religion or belief is not specified within the 2011 Scotland Census categories.

	<b>Police Officers</b>	<b>SPA/Police Staff</b>	<b>Special Constables</b>
<b>None</b>	37%	33%	28%
<b>Church of Scotland</b>	30%	35%	19%
<b>Roman Catholic</b>	12%	12%	8%
<b>Other Christian</b>	3%	3%	1%
<b>All Other Religions</b>	2%	2%	1%
<b>Choose not to Disclose</b>	14%	12%	3%
<b>Unknown</b>	2%	2%	40%

### Sexual Orientation

	<b>Police Officers</b>	<b>SPA/Police Staff</b>	<b>Special Constables</b>
<b>Gay/Lesbian/Bisexual</b>	2%	2%	2%
<b>Heterosexual</b>	84%	86%	54%
<b>Choose not to Disclose</b>	11%	9%	3%
<b>Other</b>	<1%	<1%	<1%
<b>Unknown</b>	2%	2%	40%

### Transgender

	<b>All Staff</b>
<b>Yes</b>	<1%
<b>No</b>	91%
<b>Choose not to Disclose</b>	4%
<b>Unknown</b>	4%

## APPENDIX 2b

### POLICE SCOTLAND AND SCOTTISH POLICE AUTHORITY

#### AREAS OF COMMENT AND FURTHER ACTION AS IDENTIFIED IN THE EMPLOYMENT MONITORING: KEY FINDINGS REPORT MONITORING: KEY FINDINGS REPORT

**A number of areas for comment based on the Equality and Diversity Employment Monitoring Key Findings report have been identified.**

**A Key Findings Action Plan to address these issues has been drawn up and shared with SPA for progression.**

#### **1. Gender – Police Officers**

- 1.1 Overall in post**, there has been a slight improvement in female police officers from 28% of all officers at 28/2/2013 to 29% at 31/3/2014 against a population figure of just fewer than 51%. However, some of this is attributable to the much higher numbers of male officers being eligible for, and taking retirement on completion of service – due to historic rates of resignations by female officers in the past, far fewer have the service to allow them to retire yet – only about 8% of those who retired last year. We also need to consider recruitment of officers addition, the Scottish Women’s Development Forum (SWDF) have been very proactive in the last year in marketing Police Scotland to the public.
- 1.2 Retention** - So the challenge will be to ensure this improvement is maintained and increased over the next few years. To this end we intend to do some research and gather more evidence into why officers leave the service before retirement (analysis of exit questionnaires and/or interviews on a multi-factorial basis so that more than one reasons is recorded – usually ‘resigned to take up other employment’ or ‘resigned for personal reasons’) to see if any issues emerge which we can address. This work has been included in the key findings action plan relating to recruitment and retention. There may be other factors such as pension and the extension of officers working for 35 years instead of 30 years etc. May also be worth considering undertaking work to identify if officers resign from the force, do they rejoin in the future?
- 1.3 Recruitment** - This is a mixed picture – while numbers of female applicants improved slightly from 26% to 28% of all applications, the percentage actually appointed dropped from 35% to 30%. It should be borne in mind that applications take a number of months to process and so some of the appointees may have applied in the previous year when there were fewer female applicants. Analysis

over a longer time period will be required, to see how we can maintain and improve the percentage of female applicants and how they progress through the selection process.

- 1.4 Return to work** - Previous research found that most officers (and in fact police staff too) returned to work after taking maternity leave, unlike many other employment sectors. However, this needs checking and a look at the longer-term retention in the years after such a return. It will be interesting to see if the introduction of shared parental leave in April 2015 has an impact on this. This is one of the action points within our key findings action plan. In addition, the Equality and Human Rights Commission is conducting a research project in partnership with Department for Business, Innovation and Skills into pregnancy and maternity provision in the workplace. The main focus is on recruitment, contact during maternity leave, health and safety, breastfeeding, and management of flexible working. Contact has been made with Police Scotland and SPA, the SWDF is in the process of setting up a maternity working group. All parties will work together to contribute to this research.
- 1.5 Part-time working** has remained a predominately female practice – 17% of female officers against less than 1% of all male officers. It is understood that when flexible working including full-time compressed hours and full-time shift variations are included, the picture is not so different, but unfortunately, at this time we cannot report on this. We need to be able to identify all types of flexible working, which is one of our actions within the Key Findings Action Plan. Its likely men will undertake full time flexible working options, whilst women will likely undertake part time flexible working options. Historically, we found that men who undertook part time working, did so for short periods of time, whereas women undertook part time working for longer periods of time. This may be an organisational culture issue too, where some managers still think that part time working is for women. This will be an area for further research when the facility to report is available. Again it is unknown if the introduction of shared parental leave will lead to more male officers seeking flexible and part-time working.
- 1.6 On promotion**, there has been no recent progress – last year this remained at 22% of those promoted during the year (substantively and/or temporarily) who are female, against 29% of all officers. Overall, 20% of all promoted officers as part of the rank profile (sergeant and above) are female, the same as the previous year.

Further work on numbers with the required qualification(s), with the average length of service for first promotion (about 11 or 12 years' service, though there is no actual service **requirement** after passing the probationary period) and other factors will be required before we understand the continuing short-fall. If we are to increase the numbers of female officers reaching senior ranks, far more need to be recruited, to populate every rank and also the full range of specialist functions. It is hoped that work on analysing occupational segregation in the service will continue in the future.

Further work is needed in relation to accessing opportunities for all officers regardless of gender and any perception that those who apply for promotion cannot undertake flexible working

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## **2. Sexual Orientation (LGB) – Police Officers**

- 2.1 Overall in post**, the percentage who identified as LGB remained the same at 2% against population estimates of between 6% and 10%. A benchmarking exercise – the Stonewall Workplace Equality Index (WEI) - may provide pointers as to what the service should concentrate on to improve figures overall.
- 2.2 Recruitment** – figures seem promising at 4% of both those who applied and were appointed in the year to 31/3/2014 (no data available for the previous year). This may be due to work over several years with the Gay Police Association, Stonewall and other bodies to promote the service as LGB friendly, including marching at the Pride Scotia events. As a large proportion of applicants are from the 18-24 age group, such individuals may be more willing to identify their sexual orientation as LGB.
- 2.3 Promotion** – in the 12 months to 31/3/2014, 1% of all those promoted (substantively and/or temporarily) identified themselves as LGB. This should be considered along with the fact that 17% of all officers who identify themselves as LGB are in promoted posts. From the rank profile, 2% of those in a promoted post identified themselves as LGB
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## **3. Disability – Police Officers**

- 3.1 Overall in post** - The number of officers who have a disability has decreased in the year to 31/3/2014 from 3% to 2% overall. In the Scottish population, 15% of those of working age in Scotland have a disability or illness, which limits their day to day activities. The reduction in officers may be due to the increase in leavers who had a disability over the same period from 9% to 10% of all leavers. It is unclear if this was due to a number retiring either on service or ill-health grounds or other reasons. Further analysis will be required in the future. This is an action within the Key Findings Action Plan, looking at the recording mechanisms from recruitment right through the employment life cycle to ensure the information is being recorded accurately.
- 3.2 Recruitment** - There has been a decrease both in applicants and appointed officers who have a disability, although there may be a disparity between those who self-classify and the slightly higher percentage who notify during the applications process that they have a disability. Whatever the reason, this is of concern as the

service has continued to sign up to the Disability Symbol (or Two Ticks symbol) to advertise its disability friendly status. Again as above, need to establish whether we have the correct recording mechanisms in place to be able to measure whether this is the case. This is an action on the Key Findings Action Plan.

- 3.3 Promotion** - in the 12 months to 31/3/2014, the rank profile suggests that 3% of all those promoted (substantively and/or temporarily) had a disability. This should be considered along with the fact that 26% of all officers who advised they have a disability are in promoted posts.

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#### **4. Ethnic Origin – Police Officers**

- 4.1 Overall in post** – The percentage of officers from a Black or Minority Ethnic (BME) background has remained static at 1 % for several years. Of those who are BME, nearly half are Asian.

In addition, a further 1% of officers are from a White minority background (which includes White Polish). Less than 1% of leavers in the 12 months to 31/3/2014 were BME (there is no comparable data for White minority leavers).

In the Scottish population the BME figure is 4% and the White minority figure a further 4%

- 4.2 Recruitment** – In the year to 31/3/2014, 2% of applicants were BME, compared to 4% in the previous year. Of those actually appointed, less than 1% self-classified as BME in the year to 31/3/2014, though it is understood that 1% had been identified as BME during the recruitment process. This compares to 2% of applicants in the year from 1/4/2012 and 28/2/2013.

In the year to 31/3/2014, 3% of all applicants were from White minority groups and 1% were actually appointed. (There is no comparable data for the year before.) This continues the trend seen before the inception of Police Scotland, when there was considerable interest in joining the service from recent immigrants from the (then) new European Accession States (A8).

Further work with partners to attract suitable applicants from all the communities we serve will be needed over the next year or two to improve the percentage of minority ethnic officers in the service. As part of the Key Findings Action Plan, further work required to ensure we have the correct recording mechanisms in place so that accurate monitoring can be undertaken.

**4.3 Promotion** – Unfortunately, none of those officers who were promoted in the year to 31/3/2014 identified their ethnic origin as BME. In the year before the figure was less than 1%. It is unclear how many in either year were eligible or applied for promotion. (No data is available for White minority officers.)

However, of those officers who have self-classified as BME, 13% are in a promoted post. From the rank profile this accounts for 1% of all those Sgt and above –and of those who classified as from a White minority background, 12% are in a promoted post. From the rank profile this accounts for 1% of all those Sgt and above. Given how recently many of these officers were able to join the service; this is an impressive figure, particularly when compared, for example, with the percentage of female officers who are in promoted posts.

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## **5. Religion or Belief – Police Officers**

**5.1 Overall in Post** – Religions which covered by the term 'All Other Religions' include those who have self-classified as Buddhist, Hindu, Jewish, Muslim, Sikh and an option for "Other" where a specific religion or belief is not specified within the 2011 Scotland Census categories. 3% of the Scottish population are members of these faiths. By comparison, 37% are of no religion, 32% of the Church of Scotland, 16% Roman Catholic and 6% Other Christian churches.

For police officers the numbers who self-classified under the 'All Other Religions' categories fell from 5% at 28/2/2013 to 2% at 31/3/2014. It is unclear why this decrease occurred and further work will need to be under-taken in the future. We have no data about the religion of leavers unfortunately, which might in part explain this decrease. Further work required as outlined within the Key Findings Action Plan, to understand the reasons for the decrease.

**5.2 Recruitment** – In the year to 31/3/2014, 2% of applicants and 1% of those offered an appointment, self-classified as being from the All Other Religions group. In fact the biggest group were those of no religion or belief – 54% of applicants and 46% of those offered an appointment.

**5.3 Promotion** – In the year to 31/3/2014, 1% of those promoted (substantively and/or temporarily) identified their religion as one of the All Other Religions group. Of all officers who have self-classified as belonging to a religion in this group, 13% are in promoted posts. This compares with 17% of those of no religion of belief, 31% who belong to the Church of Scotland and 23% of those who are Roman Catholic.

The Rank Profile looks at the proportions of those in a promoted post and those who are constables and then looks at the

percentage overall, as stated for some of the other protected characteristics above. This is to see what the profile looks within each religion and overall as a %.

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## 6. Age –Police Officers

Age is a complex protected characteristic to consider, partly due to the differing percentages in the Scottish working population, and also as factors like retirement on service grounds (currently still after 30 years but due to increase over time) which cause a sudden drop after age 50.

In addition, the interaction with length of service and gender in particular, make any simple analysis less than useful. Further work is required to build on analysing data relating to age and how it links in with other protected characteristics. Further work needs to be done on the interdependencies of all the protected characteristics.

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## 7. Gender Identity or Transgender – Police Officers

There are no official statistics, but Home Office funded research by GIRES in 2007 stated that 0.003% of people over the age of 15 were confident in seeking treatment concerning gender identity and that studies show the numbers increasing by 11% a year.

Accordingly, the recorded figure of less than 1% of all police officers who consider themselves to be transgender has not been analysed further at this time.

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## Special Constables

Special Constables are a very small group (relatively speaking) and so a few starting or leaving can have a big impact on statistics. As a result, no further comment on their recruitment and retention is made here

However, ***if we consider them as a route into regular policing in part***, their diversity (or lack thereof) is a matter of concern as this could be reflected in the community backgrounds of some of our future regular recruits. And this is before we consider the various routes of 'Pathways to Policing' which is under development

So a lot more work on how to attract special constables from diverse backgrounds and how to train and retain them long enough to allow them to be useful as special constables and potentially as a pool for recruiting regular officers **is essential**. Positive attraction action should include 'volunteer' fairs etc.

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## **Police Staff**

Police staff are covered by detailed equality impact assessments (EIA) for the various restructuring processes being under-taken by Police Scotland and the SPA. Until this reorganisation is completed, overall statistics in the Key Findings present the current position, but analysis and plans of potential positive action are difficult to formulate.

The Employment Equality Monitoring Report presents the headcount for staff in post on the 31/03/2014. From this we have presented the information by equality protected characteristic and compared it with the headcount as at 28/02/2013.

We would however highlight at this stage in the reporting cycle we are aware that presenting the equality data in this way does not accurately reflect the significant staff organisational change which has taken place in this first year of operation for the SPA and Police Scotland.

Work is currently underway to import the organisational changes into the SCOPE system and track the impact of these changes. Until this is completed we are unable to confidently draw any comparable conclusions from the staff data.

## **APPENDIX 3**

### **POLICE SCOTLAND AND SCOTTISH POLICE AUTHORITY**

#### **Equal Pay Statement Update 2015**

Scottish Police Authority (SPA) is responsible for the terms and conditions for all members of staff and for the implementation of pay and reward structures for members of staff working within SPA. Police Scotland (PS) is responsible for the implementation of pay and reward structures for police officers and members of staff working within PS. SPA and PS have worked in partnership to develop this joint equal pay statement and will continue to work in partnership to achieve the commitments and actions laid out in this statement.

We are committed to promoting and embedding equality of opportunity and diversity into our employment practices including those that impact on pay such as training, development, promotion, overtime etc. This includes equality regardless of age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race (including colour, nationality (including citizenship) ethnic or national origins), religion or belief (including a philosophical or no belief), sex and sexual orientation.

This extends to the way we reward our people. We are committed to the principle of equal pay on the grounds of gender for all our police officers and members of staff and aim to ensure equal pay for like work, work rated as equivalent and work of equal value.

We believe that in eliminating gender bias from pay systems we are:

- eliminating discrimination, harassment, victimisation and any other prohibited conduct;
- advancing equality of opportunity; and
- promoting positive relations amongst staff and the wider community.

To achieve equality of financial reward for police officers and staff, we aim to operate reward systems that are transparent, based on objective criteria and free from gender bias.

It is important that police officers and members of staff have confidence in our processes so we will continue to work with the recognised trade unions, staff associations and diversity staff groups to ensure equality within our reward policy and practice.

Most members of staff retain remuneration outcomes that were derived from a number of differing analytical job evaluation schemes and associated pay structures. This is due to staff being transferred from predecessor forces and agencies across Scotland on 1st April 2013 with protected terms and conditions. We continue to use an interim job evaluation scheme and pay structure in order to ensure a consistency of analytical approach to pay and grading. We will aim to move towards developing a national Job Evaluation Scheme as part of wider harmonisation strategy that will allow us to implement a single pay and grading structure as soon as practically possible. This development will underpin a commitment to increase fairness and transparency in all remuneration and reward practices.

The Pay and Grading Team of SPA/Police Scotland are currently undertaking a complex data gathering exercise relating to staff who have been through the organisational change process and this data will be used to identify issues in terms of the gender pay gap. Restructuring programmes will continue into 2015 and a true picture of gender pay gap issues should be identified for the next reporting period. Gender pay gap data will continue to be used to inform the development of a new pay and grading structure for staff, so that Police Scotland and the SPA can reinforce and improve their committed position on equal pay.

Police officer pay is established by Scottish Ministers. Although we do not determine the pay systems for police officers, we are committed to identifying and taking appropriate actions within our control to support pay equality. Any findings out with our control will be notified to Scottish Ministers.

## **Objectives and Actions**

We continue to review our gender pay gap and occupational segregation to assist in identifying objectives and actions in relation to equal pay. Gender pay gap and occupational segregation figures are included at the foot of this statement.

Our objectives are to:

- Eliminate any unfair, unjust or unlawful practices that impact on pay (including overtime) or reward,
- Where any inequality may arise, investigate promptly and take appropriate remedial action as required,
- Continually scrutinise our pay and grading structures and processes, to eradicate any potential areas of gender discrimination.

In support of this commitment to equal pay, we will:

- Review our reward policy and practice so that trends and any anomalies are identified, investigated and resolved.
- Continue to use job evaluation in establishing pay for members of staff and move towards a single job evaluation scheme.

- Identify, examine and address occupational segregation where it is found.
- Provide training and guidance for those involved in determining pay and the job evaluation process.
- Inform police officers and members of staff of how reward practices work and how their own reward is determined.
- Respond to grievances and other concerns on equal pay as a priority.
- Discuss and agree changes to reward policy with trade union representatives, where appropriate.
- Establish monitoring systems to identify trends and measure progress
- Carry out regular monitoring of the impact of pay practices.
- Extend work around equal pay to cover race and disability by 30 April 2015. Work is currently ongoing to progress this.

## **Gender Pay Gap**

The data used to calculate the Gender Pay Gap was based upon staff in post at August 2014.

The gender pay gap is the difference between men's and women's average hourly earnings (excluding overtime).

### **Police Officers**

The gender pay gap for police officer base pay (excluding allowances and overtime) is 4.3%.

This is a reduction in the figure of 7.0% published in 2013. Caution should be exercised as it is unclear why this has reduced and should not be looked at in isolation. Some suggested reasons of why this may be the case is due to the proportions of male police officers leaving the service who may have longer lengths of service or be in a promoted post when compared to women. For example, overall, 80% of leavers were men and 88% of those who retired from the service were men. Consideration should also be given to the hourly rates of those who left compared to those who have been recruited.

A figure inclusive of allowances is unavailable due to the nature of legacy pay systems' work is ongoing to address these issues.

### **Police Staff**

The gender pay gap for staff base pay (excluding allowances and overtime) is 12.9%. This increases to 13.4% when calculated including shift allowance + weekend working allowance.

There has been increase in the Police Staff gender pay gap since 2013 when the gender pay gap for staff base pay (excluding allowances and overtime) was 12.4%. Further work is required to identify the impact of organisational change and for those leaving the force on VR/ER. 66% of staff leavers were female. 53% of female staff leavers and 43% of male staff leavers left due to VR/ER.

## Occupational Segregation

Occupational segregation refers to the clustering of men and women into different levels of work (vertical segregation) and into different types of work (horizontal segregation).

Considerable work has been undertaken by previous legacy forces to identify and address occupational segregation and we will continue this work to ensure ongoing progress in this area.

## Vertical Segregation

### Police Officers

The tables below show the percentage of male and female police officers at each rank:

<b>Rank</b>	<b>Female %</b>	<b>Male %</b>
Constable	31	69
Sergeant	21	79
Inspector	20	80
Chief Inspector	19	81
Superintendent	13	87
Chief Superintendent	25	75
ACC, DCC, CC	6	94
<b>Total</b>	<b>29</b>	<b>71</b>

### Police Staff

The tables below show the percentage of male and female staff at each salary group.

<b>Salary Band</b>	<b>Female %</b>	<b>Male %</b>
<15k	83	17
15 - <25k	65	35
25k - <35k	48	52
35k - <45k	39	61
45k - <55k	44	56
55k - <65k	43	57
65k - <75k	23	77
75k+	45	55
<b>Total</b>	<b>62</b>	<b>38</b>

## **Horizontal Segregation**

Work is ongoing to identify horizontal segregation among police officers and staff, this includes partnership working with Diversity Staff Associations and addressing issues identified in legacy forces. The main focus is to explore the reasons for horizontal segregation and to take a positive action approach to change perceptions and culture relating to specific roles, an example of this is within the Operational Support Division.

There have been limitations with the systems in place due to merging legacy information, this includes consistency with job titles across SPA/Police Scotland, which makes it difficult to identify where horizontal segregation occurs.