



Equality & Diversity Employment Monitoring and Analysis Report

1st April 2017 to 31st March 2018

Introduction

The specific duties of the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 require each listed authority to take steps to gather information on the composition of the authority's employees and information on recruitment, development and retention of employees.

The SPA are committed to using this information to improve performance in terms of the general equality duty. The categories selected are in line with those advised by the Equality and Human Rights Commission as part of its 'Employee Information and the Public Sector Equality Duty: A Guide for Public Authorities in Scotland' published in June 2016'.

This publication commences an annual reporting process that supplements the key insights included within the two yearly reporting process that is carried out within the SPA Equality and Diversity Mainstreaming and Outcomes Progress Reports. This focuses on SPA employees who work directly for SPA (i.e. SPA Corporate and SPA Forensics). As this data relates to an organisation of just over 500 staff, with limited recruitment over the last few years (only 1% of all staff were recruited in the last two year reporting period), it is important that success is not simply defined by a short-term increase in representation, but also by the extent to which changes to working practices can contribute to creating a more inclusive organisation, thereby increasing the likelihood of it becoming more reflective of society.

Overall Workforce Profile

The structure of this section has been adapted from the [SPA Equality and Diversity Mainstreaming Progress Report 2017](#) to include a broader assessment of sex, disability and race relating to representation and occupational segregation, to ensure a more holistic commentary of workforce profile in relation to these protected characteristics. The emphasis on these three protected characteristics for this form of assessment is in line with equality legislation and EHRC guidance in relation to equal pay statements. The provision of vertical segregation information relates to salary amounts rather than grade. This is due to the fact that the information relates

to a time period prior to the implementation of a single pay and grading model with consistent grades. Decreases and increases may therefore be impacted by pay awards and increments.

Additional commentary has been provided at relevant sections where it is felt that this adds value to the presentation of the employment information.

Sex

Overall Profile

	31 March 2014	31 March 2015	31 March 2016	31 March 2017	31 March 2018	Government Data ¹
MALE	37%	36%	35%	34%	34%	49%
FEMALE	63%	64%	65%	66%	66%	51%

Vertical Segregation

Salary	31 March 2016		31 March 2018	
	Female (%)	Male (%)	Female (%)	Male (%)
15-25k	85	15	83	17
25-35k	61	39	65	35
35-45k	65	35	67	33
45-55k	58	42	58	42
55-65k	25	75	31	69

¹ National Records of Scotland Mid-2017 population estimates Scotland

65-75k	75	25	67	33
75k	43	57	40	60

Departmental Segregation

SPA Department	Male	Female
SPA Corporate	66%	34%
SPA Forensics - Biology	77%	23%
SPA Forensics - Business Support	93%	7%
SPA Forensics - Physical Science	64%	36%
SPA Forensics - Quality	75%	25%
SPA Forensics - Scene Examination	51%	49%
SPA Forensics - Senior Management	80%	20%

Commentary: The percentage of males within the organisation has steadily decreased over the last four years. Therefore males continue to be under-represented in comparison to the percentage of males within Scotland.

As was the case at the time of the previous mainstreaming report, the only area where males were significantly over-represented compared to the overall workforce profile was Scene Examination (49%). With Scene Examination being the only area that attracts allowances, and due to the fact that 42% of all males within Forensic Services work in Scene Examination compared to 22% of all females, this may likely explain why the gender pay gap increases when allowances are included.

That being said, whilst it may assist reduction in the gender pay gap by putting in place positive action initiatives to increase representation of females within Scene

Examination, this would likely not be appropriate when the actual gender split within Scene Examination actually currently reflects wider society.

Disability

Overall Profile

RECORDED DISABILITY	31 March 2014	31 March 2015	31 March 2016	31 March 2017	31 March 2018	Government Data
Yes	3%	3%	3%	3%	3%	32% of adults had a long-term limiting mental or physical health condition or disability in 2017 ²
No	89%	88%	90%	87%	88%	
Choose not to Disclose	7%	7%	6%	9%	9%	
Unknown/Not Recorded	1%	2%	<1%	<1%	<1%	

Vertical and Departmental Segregation

It is difficult to assess any particular clustering in relation to occupational segregation due to the low numbers involved. However, it is worth noting that no individual with a recorded disability within SPA earns above £35,000.

Commentary: Representation in relation to those with a recorded disability has remained at 3% for the last four years. Whilst work is progressing on an improved reasonable adjustments process, consideration will be given to any changes to working practices that can be seen to be more inclusive for recruitment, retention and development

Also the percentage of individuals who choose not to disclose is something that will be examined further and jointly with Police Scotland over the coming year. To ensure accuracy of data there is also a reliance on individuals feeling comfortable

² Scottish Government: Scottish Health survey 2017

and being aware of the process to update their record if they become disabled during employment. Another factor may include those who may wrongly not consider that they have a qualifying disability.

Race

Overall Profile

ETHNIC ³ ORIGIN	31 March 2014	31 March 2015	31 March 2016	31 March 2017	31 March 2018	Government Data ⁴
White Scottish	78%	77%	79%	76%	76%	82%
All Other White British	14%	14%	14%	13%	14%	9%
White Minority	2%	2%	2%	2%	2%	5%
BME	2%	2%	2%	2%	2%	4%
Choose not to Disclose	3%	3%	3%	7%	6%	
Unknown	2%	2%	<1%	1%	<1%	

³ For the protected characteristic of Race, the ethnic origin categories have been categorised in the following way due to some of them having very small numbers:

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.

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

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

⁴ National Records of Scotland Census 2011: Population Estimates for Scotland

Vertical and Departmental Segregation

It is difficult to assess any particular clustering in relation to occupational segregation due to the low numbers involved. In terms of vertical segregation there is proportionate representation throughout most pay grades, however no individual who has disclosed their ethnic origin as White Minority or BME works in a role with a salary above £55,000.

Commentary: Similar to the commentary in relation to disability, the figures do demonstrate a further justification for identifying potential actions to seek to become a more inclusive organisation.

In addition, and as mentioned above, the percentage of individuals who choose not to disclose is something that will be examined further and jointly with Police Scotland over the coming year.

Age

	31 March 2014	31 March 2015	31 March 2016	31 March 2017	31 March 2018	Government Data ⁵
16-24	1%	2%	1%	1%	1%	18%
25-34	26%	23%	21%	20%	19%	19%
35-44	39%	40%	39%	39%	39%	21%
45-54	26%	26%	29%	30%	31%	23%
55-64	7%	9%	8%	10%	10%	19%
65+	<1%	<1%	<1%	<1%	0	

⁵ National Records of Scotland Census 2011: Population Estimates for Scotland

Commentary: It is recognised that the representation of individuals below the age of 25 is extremely low (1%). The option of utilising modern apprenticeships is actively being considered, however again it is important to highlight that low levels of recruitment may impact on the ability to make any significant change in this area in the short-term.

Religion or Belief

	31 March 2014	31 March 2015	31 March 2016	31 March 2017	31 March 2018	Government Data ⁶
None	41%	41%	42%	49%	50%	39%
Church of Scotland	25%	25%	25%	21%	21%	29%
Roman Catholic	12%	11%	12%	10%	10%	17%
Other Christian	5%	5%	5%	3%	3%	6%
All Other ⁷ Religions	2%	2%	1%	<1%	<1%	3%
Choose not to Disclose	14%	14%	14%	15%	15%	6%
Unknown	1%	2%	<1%	1%	<1%	

⁶ National Records of Scotland Census 2011: Population Estimates for Scotland

⁷ Due to very small numbers this includes those who have self-classified as Buddhist, Hindu, Jewish, Muslim and Sikh.

Commentary: The number of individuals who have confirmed 'None' as their religion or belief has increased. However, no action has been identified for the SPA as a result of this. The continued high level of individuals choosing not to disclose is an issue that will be considered as part of a broader piece of work mentioned previously.

Sexual Orientation

	31 March 2014	31 March 2015	31 March 2016	31 March 2017	31 March 2018	Census/SG Data ⁸
Gay/Lesbian/Bisexual	4%	4%	4%	5%	5%	2.2%
Heterosexual	85%	84%	85%	83%	84%	95.3%
Choose not to Disclose	10%	10%	10%	11%	11%	2.5%
Other	<1%	1%	<1%	0%	0%	0%
Unknown	1%	2%	<1%	<1%	1%	

Commentary: The figures remain steady, however it should be recognised that the percentage of Gay, Lesbian and Bisexual employees within SPA is higher in proportion to the percentage that disclose and are of working age in Scotland. Although the fact that 11% of the organisation are choosing not to disclose their sexual orientation is something that could be looked at further.

⁸ Scottish Government Scottish Surveys Core Questions 2016'

Transgender

Information continues to confirm that no individuals report as transgender, whilst there is a consistently small amount of individuals (5%) that choose not to disclose. This will be considered as part of the broader issue associated with choosing not to disclose.

Recruitment

The number of newly appointed staff since the last mainstreaming report is less than 1% of the overall workforce profile, and therefore, given the limited statistical significance of these results, a summary of key points related to protected characteristic is outlined below:

- A minor amount of progress has been made in recruiting staff from the under-represented group of those under 24 years old (38% of new recruits in 2018). However, the fact that the overall workforce profile still sits at 1% demonstrates the difficulties in increasing the overall percentage of the workforce profile due to the limited number of new recruits
- Whilst overall numbers of recruits are low, it should still be noted that none of those appointed in the last two annual reporting periods had a recorded disability or were from a minority ethnic group
- The SPA cannot currently carry out an analysis of 'applications received' compared to 'offer of appointment' as this has been collated alongside police staff within Police Scotland to date. Work is being progressed to start getting this separated going forward.

Commentary: It is important that success is not simply defined by a short-term increase in representation (due to small number of recruits), but also by the extent to which changes to working practices can contribute to creating a more inclusive organisation that can then enable the organisation to increase the likelihood of being more reflective of society.

Development and Retention

Promotion Profile

Until the recent introduction of a single pay and grading model for staff within SPA and Police Scotland there have been difficulties in assessing promotions through the current reporting system. This situation should now be resolved for future reports due to the introduction of a single pay and grading structure. However, as with the recruitment section the numbers involved are likely to be very small.

Training

There are currently data gaps in relation to training information for SPA employees and engagement is ongoing with Police Scotland to improve in this area.

Flexible Working

Overall the percentage of staff working part-time has increased from 15% to 17%. This has resulted in small increases for both males and females, with 5% of all males having a part-time contract compared to 24% of all females. It is recognised that flexible working also includes varying working hours for those working full-time. However, due to data gaps, there is currently an inability to report the percentage of individuals that are actually working such a pattern.

Recent progress has, however, been made in being able to report the types of flexible working that are being applied for, which may provide an insight into the prominence within SPA of flexible working that does not involve a reduction in hours. For example, 33% of flexible working requests made during 2017/18 (36 requests in all) related to working full-time on compressed working hours. This is supported by confirmation that 97% of flexible working applications during this time period were accepted.

This newly available data also demonstrates that the majority of requests relate to child or other caring responsibilities and work-life balance.

Other findings from the data in relation to flexible working applications (recognising the small number of applications involved) include:

- the proportion of male and female SPA staff submitting recorded flexible working requests is proportionate to the overall workforce profile
- the most common type of flexible working requested for female SPA staff is “Reduction in Hours/Part Time Working”, compared to “Compressed Hours on a Full Time Basis” being the most common reason for male SPA Staff
- 100% of requests submitted by female SPA staff were supported compared to 92% for male SPA staff.
- 6% (<5) had a recorded disability.
- 0% identified their ethnic origin as either BME or White Minority.

Commentary: Whilst improvements in data relating to applications has been very insightful, there is a need to understand the full picture in relation to those who actually perform flexible working to ensure that those working full-time on a flexible working pattern are included.

Given the important role that flexible working can have in developing a more inclusive and diverse workforce, the SPA are proactively working in partnership with Police Scotland to identify areas for improvement in the delivery of flexible working within Police Scotland and SPA.

Appraisals

Equality and Diversity Data is unable to be provided in relation to the appraisal process and engagement is ongoing with Police Scotland to resolve this.

Return to Work of Women on Maternity Leave

The current data available does not provide the opportunity to draw any meaningful conclusions and an assessment of any potential improvements to data gathering is currently being considered.

Disciplinary and Grievance

The numbers of those with concluded grievances for the last two reporting periods was very small and therefore no meaningful comparison can be made in order to identify trends.

The same situation applies for those who were subject to disciplinary proceedings.

Commentary: Consideration is being given to a more qualitative approach to ensuring lessons learned through these processes are identified and progressed, with one element from these lessons learned being in relation to equality and diversity.

Leavers

Due to the small number of leavers (similar to those who were recruited) it is extremely difficult to draw any specific trends or lessons from the numerical data currently available. An improved approach to exit interviews, that may provide more qualitative data, would be more useful in terms of identifying key actions for improvement to ensure SPA becomes a more inclusive organisation.

For example, it is difficult to be confident there is a definite issue as a result of 7% of leavers in 2017-18 having a recorded disability (with no such trend in 2016/17), given that the numbers involved in 2018 were less than five. Similarly it cannot be assumed that the SPA is appropriately inclusive due to the fact that no individual from a white minority or BME background has left the organisation over the last two annual reporting periods.

The effective process to draw out qualitative feedback either through the leaver process or the staff survey, would be far more valuable, particularly given the small numbers involved and the fact that the staff survey would provide levels of satisfaction within the existing workforce.

Commentary: The examples above demonstrate the importance of gathering improved and more meaningful contextual information to avoid unnecessary or inappropriate actions as a result of potentially statistically insignificant quantitative data.

Section 4 – SPA Board Profile

Due to the small numbers involved, care must be taken not to inadvertently disclose protected characteristics associated with individuals. Therefore, the Equality Act 2010 (Specific Duties) (Scotland) Amendment Regulations 2016 only requires the SPA to publish the number of men and women. As of 1 April 2019, six (46%) of the 13 Board Members are female and seven (54%) male. This compares to 25% being female in April 2017. Since this time, a new Succession Planning and Appointments Committee was established with a key purpose being to ensure an effective and diverse board through succession planning and member development.