



## **MAINSTREAMING REPORT & EQUALITY OUTCOMES 2021**

### **1. INTRODUCTION**

As a grant-aided special school, Harmeny is subject to the public sector equality duty (PSED) and the associated special duties. Part of that duty requires us to publish information on how we mainstream the equality duty, i.e. integrate equality into our day-to-day operations.

This report outlines:

- the progress that we have made since our last mainstreaming report;
- outcomes for the next four years that will enable us to better perform our duty;
- gender pay gap information;
- our equal pay statement and associated occupational segregation data;
- data in relation to the composition of our employees;
- details of the progress that we have made in gathering that information; and
- information on the composition of our board of trustees.

### **2. REVIEW OF PROGRESS**

#### **2.1. Progress against previous outcomes**

##### **a. Recruitment of senior HR post**

A new Head of HR and Workforce Development was recruited to take lead responsibility for promoting our equality agenda, who was with the organisation from September 2017 to June 2019.

Following that employee's departure, the new post of Head of HR and Organisational Development (HoHR+OD) was created, with that employee in post from November 2019. The HoHR+OD has over 10 years' experience in HR and has a background as an employment solicitor, with a specialism in equality and diversity issues.

The HoHR+OD will take a lead role in promoting the equality agenda across the organisation, including how we can fulfil the general equality duty.

##### **b. Policy development and impact assessment**

Since joining the organisation, the HoHR+OD has begun work on creating and revising policies to promote equality, such as new policies on equal opportunities and dignity at work, as well as amended policies on sickness absence and leave.

The new policies on equal opportunities and dignity at work emphasise the importance of equality and respectful relationships to the senior management team (SMT), and were issued to all employees on our HR system, with the requirement that all staff read and understand them. We have had no employee relations issues in relation to equality in recent times, but we would take stringent action against any employee who did not live up to the spirit of our policies.

When consulting with employees in relation to preparing equality outcomes, we received positive feedback in relation to Harmeny's revised policies and stance on equality issues, which have helped staff to feel that differences are supported and respected, and that they have options should they face any difficulties at a personal level.

The HoHR+OD has also implemented equality impact assessments for certain new and revised policies. The HoHR+OD has discussed proposed policies with SMT and considered evidence relating to those who share a protected characteristic. For example, we assessed the potential impact of our special leave policy on those who may have childcare or other caring responsibilities.

Our work in this area meets all three aims of the general equality duty, by providing us with a better framework to eliminate discrimination, harassment and victimisation, ensure equality of opportunity and foster relations between individuals.

#### **c. Collation of monitoring information**

We have been collating information from equal opportunities monitoring forms but we have had challenges with analysis due to our previous database becoming difficult to access following the departure of our external IT consultant.

In the months prior to this report being published, the HR team has worked closely with our ICT team to recover some archived equal opportunities monitoring data, to allow publication and analysis of this information to take place. However, we have limited data for 2019/20 as outlined in appendix one below.

From this we learned that we need to make improvements to systems to allow meaningful analysis of applicant information to take place. We now have an improved system for recording this information to allow that analysis to continue, with a view to determining how we can better perform the general equality duty, particularly in relation to advancing equality of opportunity. This can be seen in our increased data pool for 2020/21, as outlined in appendix two below.

#### **d. Recruitment and selection**

Our recruitment practices remain robust. The HR department has control of this process, and ensures that adverts are free from any terminology that may be directly or indirectly discriminatory. We receive applications from a range of demographics and have received feedback that our adverts, job descriptions and person specifications are helpful and clear.

Shortlisting is conducted by a panel, generally of mixed gender, to ensure fairness. Equality monitoring information is not sent to panel members with applications. Interview panels are also mixed-gender where possible, with each candidate being scored against agreed criteria, to ensure consistency and fairness. We are often asked for feedback following interview, and our robust interview paperwork allows us to provide such feedback. Generally, the HoHR+OD will take responsibility for this, to ensure that feedback is fair and constructive.

A recent example of our fair recruitment procedures related to recruiting a support worker for a child with autism. There was some discussion over whether we should target a male employee given the child's needs, but on reflection we decided that the focus should instead be on finding an employee who shares the child's sporting interests. We therefore didn't specify a gender on our advert, and have recruited a female employee who has a keen interest in rugby like the child in question.

The above ensures that we avoid any discriminatory practice, and that we advance equality of opportunity by not making gender-based assumptions when recruiting.

#### **e. Board recruitment**

In the first quarter of 2021 we decided to advertise for new Trustees to be part of our Board. Having noticed that diversity on our Board is limited, the HoHR+OD proposed to the Chair of the Board and Chief Executive that we took the opportunity to target underrepresented demographics as part of the recruitment campaign.

The Board is mixed in relation to certain protected characteristics and is currently evenly split in terms of gender, but lacks diversity in terms of race and age. We are also keen on having more care-experienced voices on the Board, and decided to include the following in our Trustee advert:

*We are particularly interested in receiving applications from candidates from black and minority ethnic (BAME) backgrounds, younger candidates and those who are care experienced (such as someone who has been in care or the parent or carer of such a person).*

As an additional step, we engaged the services of Changing the Chemistry (CtC), an organisation committed to increasing diversity at Board level. We asked CtC to use their broad networks to actively target underrepresented groups, which we considered would yield better results than using our normal advertising methods.

In the past, we have not received high numbers of applications for Board positions. In this campaign we received seven applications (more than usual), three of which were from Asian applicants, and another from an Eastern European applicant who was under 29 years old. Two of the applications from Asian candidates resulted directly from our engagement of CtC, as confirmed by their application forms. The Eastern European candidate was not suitable.

Three Asian applicants were shortlisted for interview, one of whom has been successful in obtaining a position on the Board. That applicant is also in a younger age bracket than the other Board members. The other two were unsuccessful due to not performing as well at interview, and we did not wish to appoint certain candidates simply to increase diversity, which would have been tokenistic and potentially discriminatory.

We consider this to be a successful outcome in relation to advancing equality of opportunity and fostering good relations, as the younger Asian Board member will help strategic decision-making to consider a different perspective. However, we recognise that it must be a first step and that more work must be done to promote opportunities in under-represented groups.

As such, and in line with feedback outlined in section 3 below, we have set an equality outcome for the coming years to increase diversity across the organisation.

## **f. Training**

Employees have received training in equality and diversity issues. We have invested in a new learning management system that allows us to design online courses for employees. One course is on equality and diversity and this has been rolled out to all employees as mandatory. As with the new policy, this highlights the significance of equality issues and ensures that all staff understand their obligations in that regard.

Separately, managers have attended mandatory in-person courses on equality and diversity, delivered by the HoHR+OD. These courses highlighted the legislation in this area as well as issues to be vigilant for in relation to promoting equality and dignity at work. An activity in relation to appropriate terminology was used to highlight the potentially damaging effect of using inappropriate language, and to remind managers to be mindful of everyday conversations among their teams.

Our work in this area will help us to eliminate discrimination by equipping managers with the right knowledge to be vigilant for, and robustly tackle, any inappropriate behaviour.

As with recruitment, we are keen to introduce more learning and development (L&D) initiatives in relation to equality, and have accordingly set an outcome in this regard.

## **g. Staff consultation**

Section 3 outlines our recent consultation with staff in relation to setting new equality outcomes.

We also consulted with staff in relation to a new set of organisational values and beliefs. After listening to what staff had to say, we agreed the following as our new values and beliefs:

- We believe that children and young people are at the heart
- We believe in compassionate, nurturing relationships
- We believe that learning is a passport to life
- We believe in helping each other to thrive

The last value above relates to respecting diversity, and is accompanied by a statement that 'we are a community which is welcoming, supportive and celebrates difference, enabling everyone to flourish'.

This complements our work on policy and training as another way of emphasising the importance of equality and diversity in all that we do, further helping us to eliminate discrimination, harassment and victimisation.

## **h. Equal pay**

We have published information on our gender pay gap and continue to ensure that the spirit of equal pay legislation is implemented across the organisation. We adhere to pay scales for the vast majority of roles, and all roles have agreed rates to ensure fairness. We do not operate bonus or commission schemes. Further information can be found in our equal pay statement and below in relation to gender pay gap.

## **2.2. Other equality initiatives**

### **a. COVID-19**

COVID-19 has of course presented significant challenges for us, particularly given that we are a multidisciplinary essential service and have been unable to furlough the vast majority of our staff, as we are publicly funded. Like many organisations, we had concerns in relation to the potential for staff absence, and paid close attention to the medical evidence suggesting that older employees, those from BAME backgrounds and those with disabilities face higher risks from the virus.

In an effort to support our workforce and ensure that no employees were disproportionately affected by COVID-related absence, SMT decided that we would allow shielding to be paid as special leave (and not sickness absence) from March 2020 to 31 July 2020. From 1 August 2020 those still shielding were moved to sickness absence, which allowed full pay (in line with contractual entitlements) until shielding was ended.

We again offered paid special leave to the employees who required to shield up to 25 April 2020 as a supportive measure.

This allowed us to reduce the disadvantage to those more affected by COVID-19, and better meet their needs, by taking account of their disabilities.

We also amended our rules in relation to sick pay entitlement for new employees. While our contracts allow us to pay statutory sick pay only during probation (for six to nine months), we felt that this may prejudice newer (and potentially younger) employees and encourage presenteeism. As a result, those in their probationary period with COVID-related absence were allowed to use their enhanced sick pay from the outset of their employment.

Our overall approach to COVID-19, particularly in relation to pay, helped us to avoid any discriminatory practice.

### **b. Redundancies**

We entered into a redundancy consultation process with employees in June 2020 in an effort to make cost-savings due to reduced pupil flow. In advance of commencing consultation, SMT created a business plan outlining the proposal to make certain posts redundant, with a rationale for each post.

The HoHR+OD gave advice on ensuring that the proposal was based on posts and not post-holders, with certain posts being pooled to promote fairness. This transparency ensured that the redundancy consultation process was as objective as possible and not tainted by any bias related to the post-holders. While there eventually was no need for us to make selections from defined pools, we had prepared to interview pooled candidates according to agreed criteria, again ensuring that there was a robust process for selection that was not discriminatory.

### **c. Learning and development**

We have a team dedicated to the promotion of learning and development (L&D) for all employees regardless of grade, and ensure that support is given (e.g. on accessing IT) where necessary.

There is a monthly L&D meeting where potential opportunities are highlighted to managers to discuss with their teams, and the L&D budget is managed carefully to ensure equality of opportunity.

### **3. EQUALITY OUTCOMES**

We acknowledge our duty to take reasonable steps to involve people who share a relevant protected characteristic and anyone who appears to us to represent the interests of those people when preparing equality outcomes.

To comply with this requirement, individuals and groups across the organisation were consulted in February and March 2021 in relation to equality outcomes, to allow them the opportunity to give their opinion on the direction that we should take in the coming years. Responses were sought and received from specific employees with protected characteristics, including sexual orientation, race, religion and belief, and disability.

The following questions were asked:

- Where is Harmeny successful in advancing equality (what are we doing well)?
- What changes would you like to see at Harmeny in terms of equality
- What action is needed to bring about those changes?
- How can we involve the children in discussions on equality and diversity?
- How can we get equality and diversity issues more on everyone's agenda?

The feedback from the meetings and individual responses was considered in April 2021, and used to set outcomes for the coming years. The following outcomes for 2021 to 2025 have therefore been set.

#### **3.1. Incorporation of equality and diversity issues into the curriculum**

A significant number of employees feel that equality and diversity should be incorporated into the curriculum for the children and young people as well as daily life, to educate the children and young people and tackle prejudice at an early age.

Suggestions received included arranging themed weeks/events focusing on particular issues such as race and sexual orientation, meals inspired by other cultures and more discussion of current affairs in the 'lifespace'.

This outcome will be taken forward by both our Care and Education teams to ensure that it forms part of teaching as well as everyday life.

#### **3.2. Learning and development initiatives**

L&D plays a pivotal role in all parts of the organisation, and recent structural and staffing changes have allowed us to place more focus on the internal menu of L&D initiatives available.

Employee feedback highlights a need to increase training on equality issues, as some expressed concern at not 'getting it right', particularly in relation to terminology and discussions with the children.

We will consider how to increase the amount of information and resources provided to employees, such as during induction and throughout employment. We will also consider how to educate staff on discussing topics with the children and young people.

### **3.3. Greater diversity in the organisation**

As noted in section 6.2 and appendices three and four, Harmeny is diverse in relation to certain protected characteristics, particularly age. However, we lack diversity in relation to other characteristics, most notably race.

Edinburgh and the Lothians are predominantly white regions, and as such our workforce is broadly representative of the local populace in terms of race. However, we have learned from analysing the appendices below, including analysing appendices one and two in terms of who applies for roles with us, that we could do more to promote diversity within our organisation, and in turn foster good relations.

We will therefore apply the learning from our activity in relation to board diversity (see section 2.1(e) above) to our wider recruitment activity, i.e. use positive action to target under-represented groups.

### **3.4. More discussion of equality and diversity issues across the organisation**

The recent consultation process has highlighted that staff have an interest in this area (given the depth of responses received) but also that they would like it to feature more heavily on the Harmeny agenda. As such, we will endeavour to increase the level of discussion around equality and diversity issues across the organisation.

One way that we can do this is by establishing an employee engagement group that can act as a representative body for the wider workforce. While equality and diversity will not be the sole focus of such a group, and is part of our wider engagement agenda, this area can be a regular agenda item for discussion, and will be a way of reviewing whether other outcomes set for the coming years are being implemented as well as they could be.

Discussion can also be promoted by having equality-focused development days for the staff teams, specific mention within certain policies such as supervision, and the issue being discussed regularly in SMT meetings.

### **3.5. The display of equality-related materials across the organisation**

As mentioned above, we have recently revised our organisational values and beliefs, one of which is centred around appreciating difference.

We are of course keen to ensure that we 'live our values', and that they don't simply exist on paper. As part of this we intend to make better use of our spaces to display equality-related materials. In particular, we would like to encourage the children to create materials (in line with outcome 3.1 above) and display these throughout the campus.

### **3.6. Fulfilling the general equality duty**

We consider that the outcomes above fulfil our general equality duty in relation to all protected characteristics, as follows:

- We will help to eliminate unlawful discrimination, harassment and victimisation by educating our children, staff and managers on equality issues.
- We will advance equality of opportunity between people who share a relevant protected characteristic and those who do not by taking steps to increase diversity within our organisation, including through positive action.

- We will foster good relations between people who share a protected characteristic and those who do not by highlighting the benefit of cultural differences, encouraging more discussion of equality issues across the organisation and using materials to showcase the significance of the subject.

#### 4. GENDER PAY GAP INFORMATION

Gender	Number of employees	Average hourly pay	% pay gap
Female	103	£14.71	
Male	38	£16.67	
			11.76%

The gender pay gap data above includes all employees and is not broken down by full and part-time. Our gender pay gap is therefore well below the national gender pay gap of 15.5% at April 2020<sup>1</sup>.

Our gender pay gap can largely be explained by us having significantly more females in our catering and domestic roles, which are along the lowest paid roles in the organisation.

We are however confident that our pay practices are fit for purpose as we have a transparent pay scale in place with no additional remuneration for bonus or commission. As such, there is no scope for arbitrary pay decisions that could benefit males more than females.

#### 5. EQUAL PAY STATEMENT

##### 5.1. Policy statement

Harmeny is committed to promoting equality and fairness in all of its practices, including in relation to pay. We recognise that all employees are entitled to fair and transparent pay systems, regardless of age, disability, gender reassignment, marriage and civil partnership status, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

We understand that equal pay for similar work or work of equal value is an intrinsic right for all our employees, and we have structured our pay and benefits systems accordingly.

We will take all necessary steps to reduce pay inequality as far as possible, as outlined below in our actions.

##### 5.2. Actions

We will provide and maintain equal pay in our organisation by:

- using transparent pay structures with particular pay rates/scales and benefits for each post regardless of any protected characteristic of the post-holder;
- avoiding arbitrary or subjective pay decisions;
- making objective decisions on pay for new employees based on qualifications, skills and experience, and not any protected characteristic;

<sup>1</sup> Office of National Statistics data

<https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/bulletins/genderpaygapintheuk/2020>



- (d) regularly reviewing our pay systems, including gender pay gap reporting, to highlight any areas for development and take any necessary or appropriate action;
- (e) providing guidance to any employee involved in determining pay and benefits; and
- (f) ensuring that employees can ask questions about their pay or our pay structures.

### 5.3. Complaints

We have a grievance policy in place that outlines how employees can raise concerns or complaints on any employment matter, including in relation to pay. Employees can do so by speaking informally to their line manager, or by raising a formal grievance.

Any complaints raised will be quickly investigated where necessary, with a response given and the opportunity to appeal any formal grievance outcome. Records of any grievances regarding equal pay will be retained confidentially for monitoring purposes.

A copy of our grievance policy can be found on Breathe or by contacting the HR Department.

### 5.4. Responsibility

The HoHR+OD has primary responsibility for ensuring equal pay within the organisation and will review and ensure compliance with this policy at regular intervals. Reports will be provided for the Board of Trustees as required.

Individual managers also have responsibility for ensuring that equal pay is maintained, particularly in relation to hiring decisions.

### 5.5. Monitoring

As outlined above, we will regularly review our pay policies and practice to ensure that they are fit for purpose. We will share information with employees where appropriate, including in relation to any gender pay gap.

### 5.6. Occupational segregation (by gender, as at 31 March 2021)

	Males	Females
Senior Management	3	2
Middle Management	3	12
Teachers	3	5
Education Support	5	13
Care	19	32
Support Services	5	10
Catering, Domestic, Night	3	24

As can be seen, there is an almost even split between males and females at the highest level within our organisation. We also have a high level of representation of females within middle management, with four times as many females. This is further evidence of us making recruitment and promotion decisions based on merit and not gender.

As noted above in section 4, we do have many more females working in our catering, domestic and 'night awake' roles. This can partly be explained by those roles being part-time; such roles tend to attract more females due to them (in general) having other responsibilities such as childcare.

We have carried out an analysis of both disability and ethnicity by grade but due to the small number of employees with those characteristics across the organisation, we are unable to provide the information. This is to prevent identification of anonymised individuals within the data, which would be a potential breach of data protection legislation.

We will however implement the actions outlined above in section 5.2 to ensure fairness and equity for all employees.

## **6. RECRUITMENT / EMPLOYEE INFORMATION**

### **6.1. Recruitment**

In relation to recruitment, we capture the protected characteristics of those applying for roles in our organisation using equal opportunities monitoring forms. Those forms are not seen by the interview panel and do not form part of the decision-making process, but are used to allow data analysis and consider how the data can be used to better perform the general equality duty.

Information on applicants is broken down for 2019/20 and 2020/21 in appendices one and two. While this information is helpful to an extent, we intend to broaden the options on our equality and diversity monitoring form, as we are aware that individuals may not fall easily into the categories that we have established.

As mentioned above, our data in this area shows that there is little diversity across the spectrum of protected characteristics in those who apply for roles within our organisation. This is also noted by our employees, as highlighted during the consultation on equality outcomes.

While this can largely be explained by the demographics of Edinburgh and the Lothians in general, we acknowledge that more could be done to target under-represented groups, hence the outcome detailed at section 3.3.

### **6.2. Composition of employees**

The composition of our employees is broken down for 2019/20 and 2020/21 in appendices three and four. The information in those appendices uses 31 March 2021 as a snapshot date.

We ask employees to update their records on our HR system as part of our requirement to take steps to gather information on the composition of our employees. However, many choose not to do so, as is their right.

We are therefore unable to guarantee the accuracy of the information in appendix two, albeit the size of our organisation and the close relationships between employees has allowed us to 'sense-check' and amend the data in some cases.

As noted elsewhere in this report, the data shows that we are diverse in terms of certain protected characteristics (e.g. age and gender) and less so in terms of others (e.g. race). Outcome 3.3 (increasing diversity) is one step to take in addressing this, as is continued review of policy and practice to ensure equity and fairness.

To allow us to better understand the composition of our employees, we will begin to issue an annual questionnaire to employees with the purposes of obtaining information relating to protected characteristics. Previous attempts to obtain such data have resulted in low return rates, so consideration will be given as to how we can encourage more employees to supply this information.

## 7. APPENDIX ONE – RECRUITMENT MONITORING DATA 2019/2020

21 posts advertised

105 equal opportunities forms received

### 7.1. Age

29 or under	30-39	40-49	50-59	Prefer not to say
48	31	10	15	1
46%	30%	10%	14%	0.9%

### 7.2. Disability

Yes	No	Prefer not to say
5	96	4
5%	91%	4%

### 7.3. Gender reassignment

Yes	No	Prefer not to say
0	105	0
	100%	

### 7.4. Marriage and civil partnership

Yes	No	Prefer not to say
26	77	2
25%	73%	2%

### 7.5. Race

Any other white background	10	10%
White - Scottish	52	50%
White - British	18	17%
White - English	4	4%
White - Irish	1	0.9%
White - Northern Irish	3	3%
White - Bulgarian	1	0.9%
White - Latvian	1	0.9%
White - Italian	1	0.9%
White - Greek	1	0.9%
White - Polish	2	2%
White - Western European	1	0.9%
Black - African	7	7%
Asian - Indonesian	2	2%
Other - Turkish	1	0.9%

### 7.6. Religion and belief

Christian	Muslim	Other	None	Prefer not to say
34	2	0	62	7
33%	2%		59%	7%

### 7.7. Sex

Female	Male	Prefer not to say
68	35	2
65%	33%	2%

## 7.8. Sexual orientation

Heterosexual	Gay	Bisexual	Not known
89	3	7	6
85%	3%	7%	6%

## 8. APPENDIX TWO – RECRUITMENT MONITORING DATA 2020/2021

21 posts advertised

238 equal opportunities forms received

### 8.1. Age

29 or under	30-39	40-49	50-59	60+	Prefer not to say
93	69	46	26	1	3
39%	29%	19%	11%	0.4%	1%

### 8.2. Disability

Yes	No	Prefer not to say
10	226	2
4%	95%	1%

### 8.3. Gender reassignment

Yes	No	Prefer not to say
0	236	2
	99%	1%

### 8.4. Marriage and civil partnership

Yes	No	Prefer not to say
74	157	7
31%	66%	3%

### 8.5. Race

Any other White background	24	10%
Any other Asian background	1	0.4%
Any other mixed background	2	1%
Any other background	1	0.4%
White - Scottish	103	43%
White - British	55	23%
White - English	6	3%
White - Irish	1	0.4%
White - Northern Irish	11	5%
White - Bulgarian	1	0.4%
White - Czech	1	0.4%
White - Italian	1	0.4%
White - Greek	1	0.4%
White - Polish	1	0.4%
White - Catalan	2	1%
White - European	2	1%
White - German	2	1%
White – South African	2	1%
White - Spanish	4	2%
White - Welsh	2	1%
White - Vietnamese	1	0.4%
White - American	1	0.4%
Black - African	2	1%
Pakistani	2	1%
Asian - Indian	2	1%
Arabic - Scottish	1	0.4%

Mixed – Black African, White Scottish & Arabic	1	0.4%
Prefer not to say	5	2%

### 8.6. Religion and belief

Christian	56	24%
Muslim	4	2%
Agnostic	1	0.4%
Buddhist	1	0.4%
Hindu	2	1%
Pagan	1	0.4%
Prefer not to say	17	7%
No religion or belief	154	65%
Other	2	1%

### 8.7. Sex

Female	Male	Prefer not to say
174	53	11
73%	22%	5%

### 8.8. Sexual orientation

Heterosexual	Gay	Bisexual	Pansexual	Other	Prefer not to say
198	15	7	1	1	16
83%	6%	3%	0.4%	0.4%	7%

## 9. APPENDIX THREE – EMPLOYEE COMPOSITION DATA 2019/2020

### 9.1. Age

29 or under		30 - 39		40 - 49		50 - 59		60 and over	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
6	13	10	26	14	23	10	19	3	13
4%	9%	7%	19%	10%	17%	7%	14%	2%	9%

### 9.2. Disability

Disabled	Not disabled / not known
7	130
5%	95%

### 9.3. Gender reassignment

Cisgender / not known	Transgender
137	0
100%	

### 9.4. Marriage and civil partnership

Cohabiting	Divorced	Married	Separated	Single	Widowed
40	4	54	2	36	1
29%	3%	39%	1%	26%	0.7%

### 9.5. Pregnancy and maternity

Maternity Leave	Returned to work full-time	Returned to work part-time	Did not return
2	0	2	0
		100%	

### 9.6. Race

Black	Mixed	White
2	1	134
1%	0.7%	98%

### 9.7. Religion and belief

Christian	Humanist	Jehovah's Witness	Other	No religion	Prefer not to say
60	2	1	1	59	14
44%	1%	0.7%	0.7%	43%	10%

### 9.8. Sex

Female	Male	Other
94	43	0
69%	31%	

### 9.9. Sexual orientation

Heterosexual	Gay	Not known
120	10	7
88%	7%	5%

### 9.10. Part or full-time

Full-time (male)	Full-time (female)	Part-time (male)	Part-time (female)
36	45	7	49
26%	33%	5%	36%

### 9.11. Board of Trustees

Male	Female
4	4

29 or under	30-39	40-49	50-59	60 and over	Prefer not to say
0	0	0	3	5	0



## 10. APPENDIX FOUR – EMPLOYEE COMPOSITION DATA 2020/2021

### 10.1. Age

29 or under		30 - 39		40 - 49		50 - 59		60 and over	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
6	19	11	23	14	21	9	23	1	12
4%	14%	8%	17%	10%	15%	6%	17%	0.7%	9%

### 10.2. Disability

Disabled	Not disabled / not known
6	133
4%	96%

### 10.3. Gender reassignment

Cisgender / not known	Transgender
139	0
100%	

### 10.4. Marriage and civil partnership

Cohabiting	Divorced	Married	Separated	Single	Widowed
40	2	54	2	41	0
29%	1%	39%	1%	29%	

### 10.5. Pregnancy and maternity

Maternity Leave	Returned to work full-time	Returned to work part-time	Did not return
2	0	1	1 (redundancy)
		50%	50%

### 10.6. Race

Black	Mixed	White
2	1	136
1%	0.7%	98%

### 10.7. Religion and belief

Christian	Humanist	Jehovah's Witness	Other	No religion	Prefer not to say
61	2	1	0	59	16
44%	1%	0.7%		42%	12%

### 10.8. Sex

Female	Male	Other
98	41	0
71%	29%	

### 10.9. Sexual orientation

Heterosexual	Gay	Not known
123	11	5
88%	8%	4%

### 10.10. Part or full-time

Full-time (male)	Full-time (female)	Part-time (male)	Part-time (female)
35	46	6	52
25%	33%	4%	37%

### 10.11. Board of Trustees

Male	Female
4	4

29 or under	30-39	40-49	50-59	60 and over	Prefer not to say
0	0	0	2	5	1