



**Scottish
Ambulance
Service**
Taking Care to the Patient



Workforce Equality Monitoring Report 2020/21

Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 1	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022

Workforce Equality Monitoring Report 2019/20

Content

	Section	Page
1	Introduction	3
2	General context	4
3	Summary	5
4	Improving the diversity profile of the workforce	6
5	Improving equality monitoring	8
6	Workforce profile	10
7	Recruitment	17
8	Starters and leavers	20
9	Training	22
10	Discipline and grievance	23
11	Appraisal	25
12	Redeployment	26
13	Promotions	27
14	Actions taken and next steps	28
15	Conclusion	30

We welcome comment about our workforce equality monitoring report and would be pleased to discuss any aspect of it with individuals or groups.

This document can be provided in another format for example in large print, Braille or summary translation, please contact:



Communication & Engagement Team
Scottish Ambulance Service
National Headquarters
Gyle Square
1 South Gyle Crescent
Edinburgh
EH12 9EB



0131 314 0000



Sas.communications@nhs.scot

Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 2	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022

1. Introduction

The Scottish Ambulance Service (SAS) collects equality data from both current workforce and prospective candidates through the recruitment and selection process. This information is collected at the application stage of the recruitment process, at short listed stage, at the appointment stage, through our engagement process and through surveying current staff.

Gathering this information is important to SAS and adds value to our Service by enabling us to:

- monitor the diversity of our workforce
- take action where any trends / patterns of inequality emerge
- monitor the implementation of our Equality, Diversity and Human Rights Policy
- provide evidence to support equality impact assessments
- meet our general duties under the Equality Act 2010

Employee data is monitored across the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation as defined in the Equality Act 2010.

How we use employee information

This report assists SAS to routinely analyse equality monitoring information, which helps to identify trends where further action may be required to address any areas of inequality in the workplace thus eliminating potential unlawful discrimination. By capturing equality data during the recruitment process, we are able to take any actions required in order to advance equality of opportunity for both staff and external applicants.

The collection of equality data highlights areas where there is under representation across the protected characteristics and helps to identify where steps can be taken to improve the diversity of the workforce. The content of this report also provides evidence for consideration when reviewing progress associated with the implementation of equality outcomes and how future outcomes will be developed.

Equality monitoring data also assists SAS to establish whether actions taken have had a positive impact. For example, the data collected has assisted us with the examination of recruitment activity across equality groups to establish where candidates have been successful and what further steps can be taken to make improvements. We have also been able to show some improvement in the collection of data, although action taken to improve recruitment rates of some groups was less successful.

Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 3	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022

2. General context

Equality monitoring information has been collected during 1 April 2020 – 31 March 2021 both via the NHS Scotland Standard Application Form and the on line applications via Job Train for potential candidates. The equality monitoring and personal details are detached from these forms before applicants are short-listed to ensure such details are not taken into account. Equality details are also collected on appointment via the staff engagement form and entered on the individual's personal record. Staff can decline to provide specific details if they wish to do so. Only a limited number of individuals have access to this information for reporting purposes.

We are reviewing our approach with regard to the use of the self-service element of the Electronic Employee Service System (eESS) and the links with our systems infrastructure. We recognise that access to this would improve levels of self-disclosure if staff could have access to amend their own personal details.

As at 1 April 2021, SAS employed 6,614 staff. The workforce consists of 43 per cent female and 57 per cent male staff. We have seen a steady increase in the number of women employed rising from 31 per cent in 2007 and this is very positive.

SAS currently has robust data regarding age and sex however, data on the protected characteristics of disability, gender reassignment, race, religion or belief and sexual orientation is more limited and therefore not covering the whole workforce. We acknowledge that there is still work to do if we are to make further improvements. That said we are making progress in a range of areas for disclosure and recruitment.

The SAS age profile is broadly reflective of the working age profile of Scotland with 31 per cent of staff employed between the ages of 45 – 55 and 16 per cent of staff who are under the age of 30.

With the limited capture of equality data and / or where numbers are small across the protected characteristics it is difficult to draw any meaningful analysis and because of this the potential to determine fairness in training, grievance, disciplinary, appraisals etc is compromised. Work is in progress to improve the disclosure of equality data and it is recognised that this will not change significantly in the short term. However, we have seen an increase in the percentage of staff disclosing equality information and with sustained action further improvements will be made.

Further details of the actions already taken and next steps can be seen at section 14.

Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 4	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022

3. Summary

Progress has been made across a number of areas during the period April 2020 – March 2021.

- **Improving the diversity profile of the workforce**

Increasing the diversity of the workforce is important in order that we have a profile that is more reflective of the population we serve in Scotland.

We continue to advertise vacant posts in a variety of ways in order to reach across minority groups and those who have a disability in order to encourage more applications from these communities. We are actively working with the recruitment team and the new East Region shared support service to identify ways of reaching out to diverse communities to encourage applications. The universities have similar strategies and this should begin to reflect in our workforce as we recruit newly qualified paramedics.

We have seen an increase over the last year in the percentage of applications from BAME groups, from LGB people and from women. Over time, we expect the number of applicants from these and other groups will continue to increase which will in turn lead to a greater representation across the Service.

We have seen an increase in the proportion of applicants providing all equality information with 95.4 per cent of applicants doing so during 2020/21 (94 per cent in 2019/20). The most striking gap is for the disclosure of age with 17 per cent of applicants preferring not to provide this information (11 per cent 2019/20).

Further details of the actions being taken forward can be seen at section 4.

- **Improving equality monitoring**

Improving rates of employee self disclosure of equality monitoring data is important if we are to better analyse recruitment and employment trends and identify appropriate actions to take forward.

It is encouraging to see improvements have been made in disclosure rates for religion or belief and sexual orientation. Work continues to reduce the gap in order to have a fuller picture of the diversity of the workforce.

At 1 April 2020, 53.4 per cent of staff had provided all equality monitoring details and we have seen this increase to 60.5 per cent by 31 March 2021.

Further details of the actions being taken can be seen at section 5.

We said in our 2019/20 workforce equality monitoring report that we would take a number of steps which would help improve the diversity profile of the workforce and also improve equality monitoring. These can be seen at section 14.

Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 5	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022

4. Improving the diversity profile of the workforce

The equality profile of SAS is not very diverse particularly with regard to the number of young people, those from BAME groups and those who have a disability.

Details of the workforce profile against each of the protected characteristics can be seen at section 6. Recruitment activity and the diversity profile of applicants who have applied for posts during 2020/21 can be seen at section 7.

We said in our 2019/20 workforce equality monitoring report that we would take a number of steps in relation to improving our diversity profile. This is what we did, the results and what we plan to do next.

4.1 Identify and attend specific careers events / fairs in areas with higher minority ethnic communities.

Actions	Results	Next steps
We will target our approach specifically to attend careers events / fairs / schools, which are located in areas with higher BAME communities rather than across all communities.	During the pandemic, many events have been cancelled so engaging with BAME communities has been more limited. Applicants from BAME communities have increased from 2.6 (2019/20) to 4.3 per cent.	We will engage as widely as possible with BAME community across a variety of events including careers fairs, events and at schools. Digital channels will be used to extend our reach where appropriate.

4.2 We will aim to increase the employability for young people and those from minority ethnic communities.

Actions	Results	Next steps
We will consider linking with a local school to explore providing support for a young person to join the Young Scot Mentorship Programme during 2020/21.	This programme has now been agreed and will be put in place during 2021/22.	
A Modern Apprenticeship programme will be developed and two Modern Apprentices will join the HR team based at National Headquarters.	This work has not been completed due to other priorities during the pandemic.	A Modern Apprenticeship programme will be introduced for the HR team during 2021/22. We will also explore expanding this to other departments.

4.3 We will utilise contacts with third sector partners to identify further ways to advertise recruitment vacancies.

Actions	Results	Next steps
We will explore options to engage with other third sector partners during 2020/21.	We have continued to engage with third sector partners, for example Deaf Action, Deaf Scotland and Scottish Ahlul Bayt Society and we are able	We will continue to develop contacts with third sector partners during 2021/22.

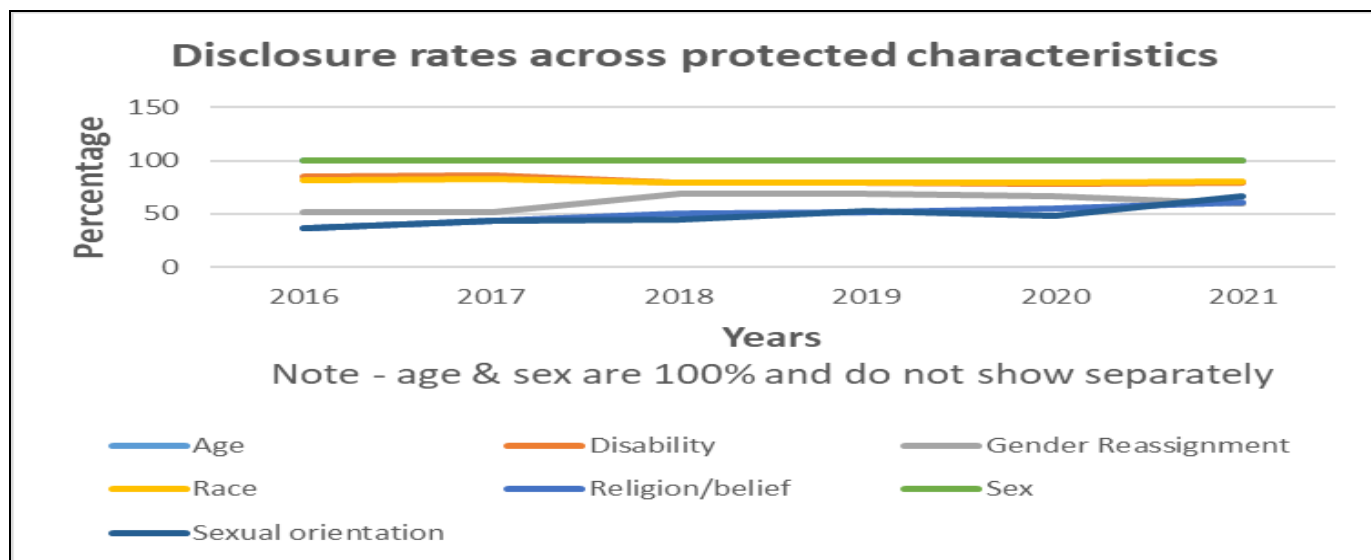
Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 6	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022

	to utilise these contacts to advertise posts.	
4.4 Ensure all selection panels have a gender mix.		
Actions	Results	Next steps
We will continue to encourage managers to plan panels with a gender mix.	We are unable to monitor the gender mix on panels through the Job Train system. We have queried this with the national team to establish if this functionality can be added as part of on-going development work being progressed.	In the absence of reporting of this through Job Train we will endeavour to capture this information to enable us to monitor the gender mix.

5. Improving equality monitoring

It is accepted that there is still work to be done to improve the capture of equality information to enable a fuller analysis of workforce data. The chart below illustrates the gaps by percentage in disclosure rates across the different protected characteristics.

Chart 1



The chart shows the rate of disclosure across each of the protected characteristics. Progress is being made albeit slowly to increase staff self-disclosure rates. As at 31 March 2021, 60.5 per cent of staff had provided all equality monitoring details compared with 53.4 per cent in March 2020.

The most striking differences between the disclosure rates and the total workforce establishment are for religion / belief and sexual orientation. However, it is encouraging to see improvements have been made in disclosure rates for these protected characteristics.

Staff applying for posts during their employment will complete these details at application stage and personal records are updated accordingly.

Next steps

We said in our 2019/20 workforce equality monitoring report that we would take the following actions.

5.1 For staff attending learning in practice sessions provide equality monitoring forms and prepaid envelopes for the education and professional development team to distribute.

Actions	Results	Next steps
We will continue to utilise staff training events to gather equality information.	This has been more limited during 2020/21 due to training being delivered on line during the pandemic.	Once restrictions are eased, we will be able to gather equality monitoring data at training sessions.

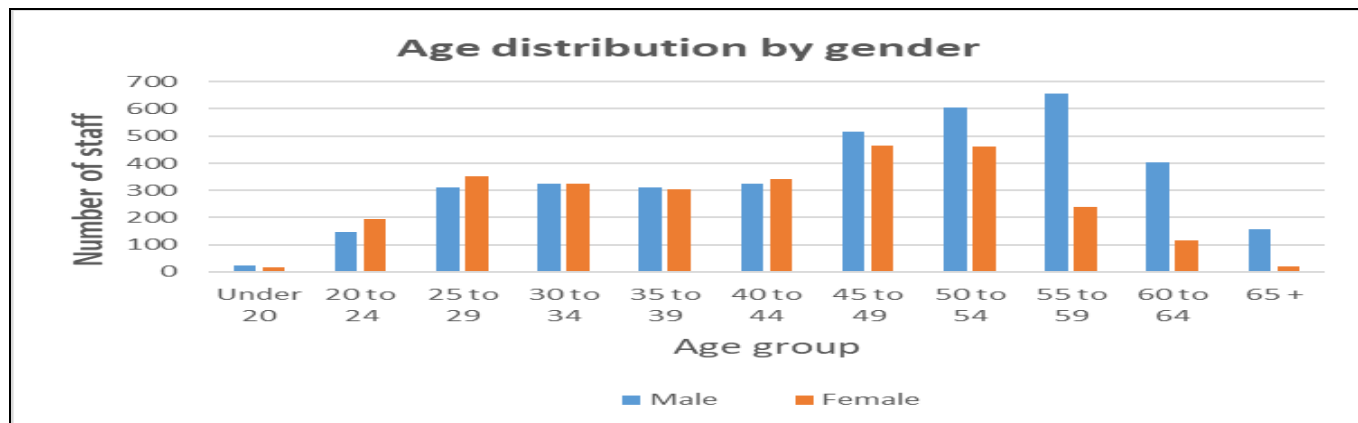
Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 8	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022

		We will consider other ways of capturing this information digitally.
5.2. Identify and agree with local management teams which additional areas to prioritise for additional support.		
Actions	Results	Next steps
A survey will be sent to all staff via email to encourage the disclosure of equality monitoring information.	A survey was distributed to all staff in November 2020. The response to the survey contributed to the increase in the overall disclosure rate from 53.4 per cent in March 2020, to 60.5 per cent in March 2021.	A similar survey will be sent out to staff during 2021/22.

6. Workforce Profile

6.1 Age

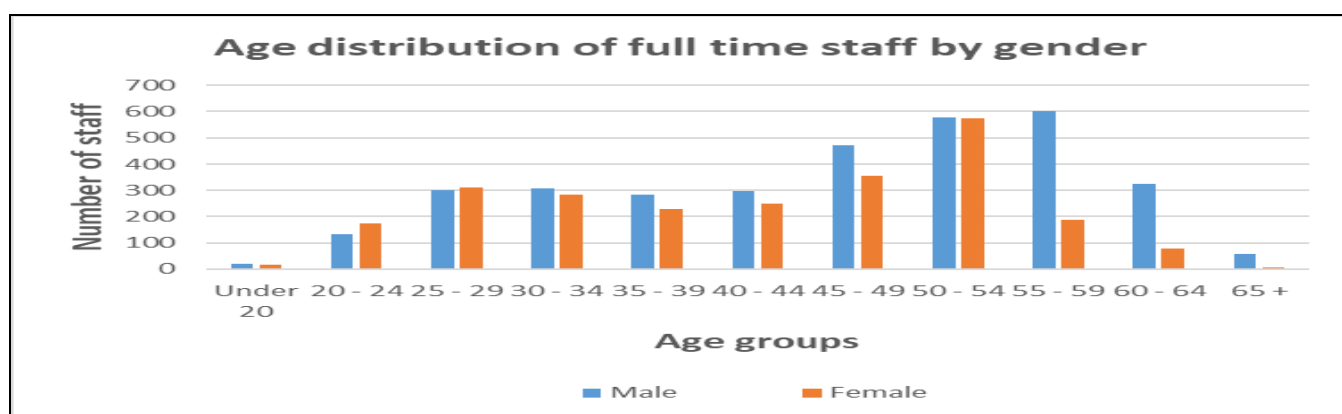
Chart 2



The chart illustrates the age distribution of all staff. Fifty-five per cent of staff are age 45 and over. The majority of women employed fall within the ages of 40 – 54 (38 per cent) with the majority of men working between the ages of 45 – 59 (47 per cent). The most under represented groups in terms of age and the workforce profile are those under 20 (0.6 per cent) and those who are 65 and over (2.6 per cent). This spread of staff across the age groups is very similar to that reported for 2019/20.

The charts below illustrate the age distribution of staff by full time and part time.

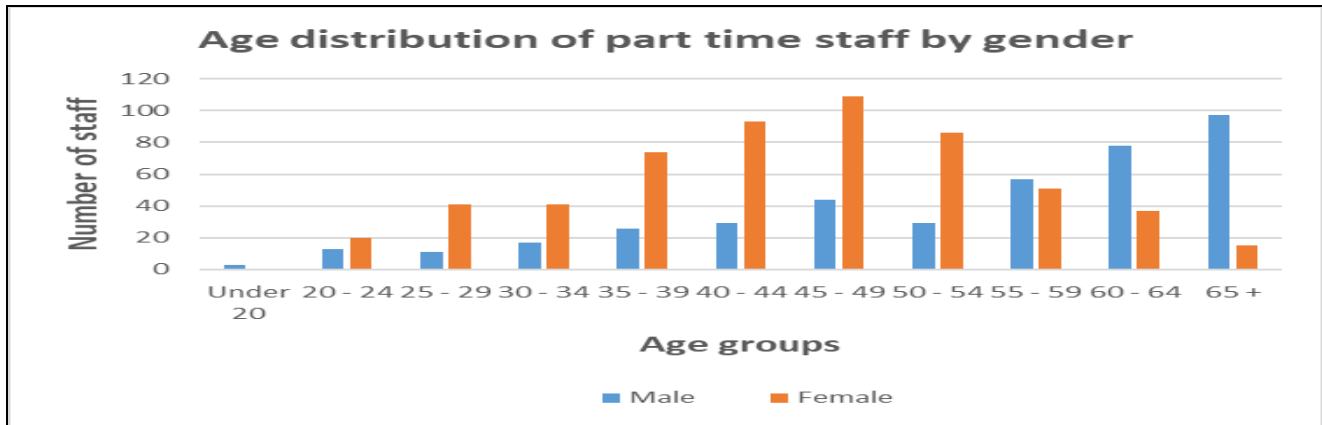
Chart 3



It can be seen that for full time staff there is a more even split of female / male staff in the younger age groups and those age between 50 – 54 with more male staff in the older groups. Eighty-five per cent of staff work on a full time basis.

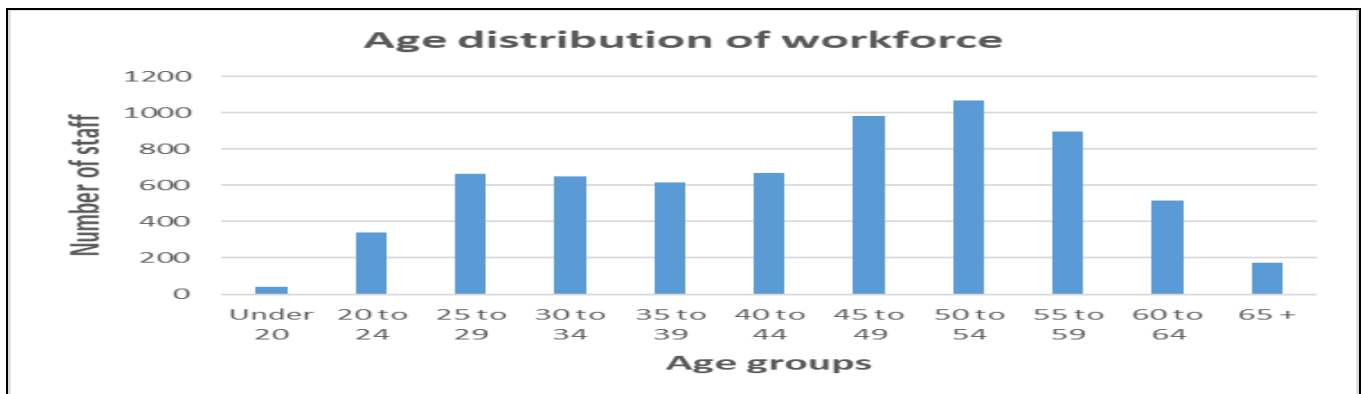
Chart 4

Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 10	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022



The number of staff working part time is very similar to that reported to 2019/20 and represents 15 per cent of the total (16 per cent previously). The majority of those staff working part time are women (58 per cent). Across NHS Scotland 33 per cent of staff work on a part-time basis. Of these 91 per cent are women and 9 per cent are men. The majority of women working on a part time basis are between the ages of 40 – 54 with the majority of men working part time between the ages of 55 – 65+.

Chart 5



The chart profiles the age distribution of the overall SAS workforce. Staff between the ages of 45 to 54 represent the largest groups and we have seen the overall age profile of the workforce increase and this is consistent with the rest of NHS Scotland.

6.2 Disability

The percentage of staff disclosing a disability has increased from 1.9 per cent in 2019/20 to 2.8 per cent in 2020/21. Across NHS Scotland, 1.1 per cent of staff have disclosed a disability. The percentage of the Scottish population with a long term, activity limiting health problem or disability was 19.6 per cent at the Census in 2011 (20.3 per cent in 2001).

In keeping with the Disability Confident Standard, we write to staff on an annual basis under the 'Positive about disabled people' initiative. This was last done in December 2019 and the plan for writing to staff in 2020 was delayed due to the pandemic. This will be taken forward in 2021. This scheme helps to encourage individuals with a disability to discuss this with their line

Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 11	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022

manager to establish if any assistance can be provided to help them in the workplace by way of reasonable adjustments.

The percentage of staff who have chosen not to provide details of their disability has decreased from 22 per cent in 2019/20 to 20.6 per cent in 2020/21.

6.3 Pregnancy and maternity

Table 1

Number of women on maternity leave during 2020/21	Number of women who returned to work	Percentage of total who returned	Number of women returning who did so on a flexible basis	Percentage of those returning who did so on a flexible basis
28	15	35	11	73

The table above illustrates the number of women who have taken maternity leave during the period 2020/21, those who have returned and the number returning on a more flexible basis. We are seeing more women do this compared with 26 per cent in 2019/20.

Some of the women who have commenced maternity leave during 2019/20 have returned to work during 2020/21 and others will be due to return in the coming months.

The women who returned to work on a flexible basis did so on reduced hours, different shift patterns or by working on different days of the week.

6.4 Race

Table 2

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Non-disclosure by percentage	17	17	19	21	19	19	17	21	21	21	19.5

The 2011 Census indicated that 93 per cent of the people in Scotland stated that they were born in the UK with 83 per cent of these stating that they were born in Scotland. Ethnicity cannot be identified by place of birth. Four per cent of people in Scotland were from minority ethnic groups (Census 2011), an increase of two per cent since the 2001 Census.

The table above shows the percentage of staff who have chosen not to provide details of their ethnicity has decreased to 19.5 per cent (includes those who prefer not to answer and where details are unknown). Across NHS Scotland non-disclosure of ethnicity accounts for 26.5 per cent of all staff.

As data on the ethnicity of staff is incomplete, it is not possible to determine the exact percentage of staff from different ethnic groups. Of the 6,614 staff employed as at 1 April 2021,

Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 12	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022

0.94 per cent disclosed they were from BAME backgrounds (0.64 per cent in 2020). Across NHS Scotland 3.6 per cent of staff have disclosed they are from BAME backgrounds.

Table 3

Ethnic origin	Number	Percentage
African	62	0.94
Any other Asian background		
Any other Black background		
Any other ethnic background		
Any Mixed background		
Bangladeshi		
Caribbean		
Chinese		
Indian		
Pakistani		
Other White background*	121	1.82
White Irish	44	0.66
White other British	672	10.1
White Scottish	4424	66.9
Declined to disclose information / unknown	1291	19.5

*other White background includes Polish, Gypsy Travellers and other White.

The table above illustrates the ethnicity of SAS workforce as at 1 April 2021. Of those staff that had disclosed ethnicity, there were 62 staff from BAME groups and 5,261 from non-BAME groups.

6.5 Religion or belief

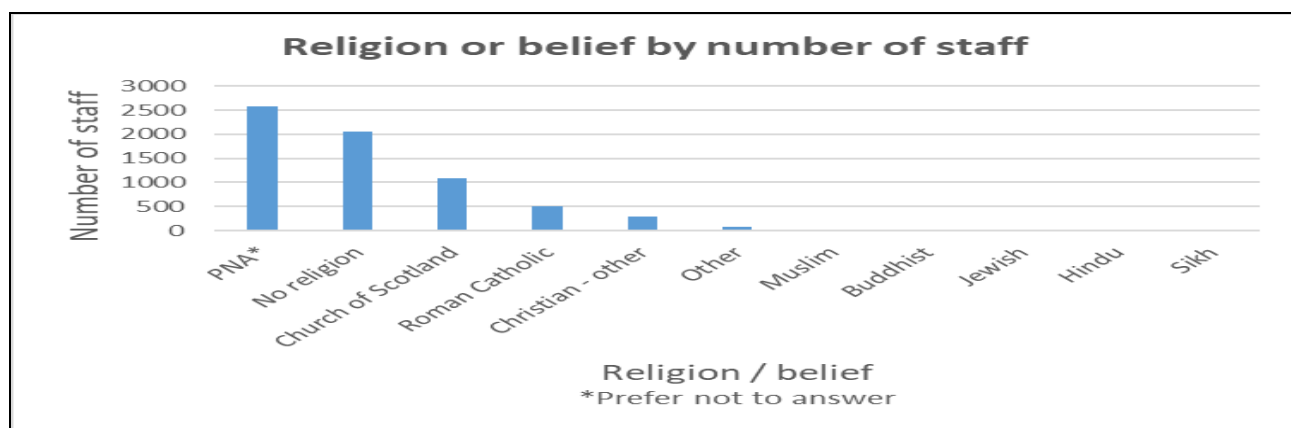
Religion or belief is unknown for 39 per cent of the workforce (includes those who prefer not to answer this question). Whilst disclosure rates have steadily increased from 27.5 per cent in 2015 to 61 per cent in 2021, there are still significant gaps. Across NHS Scotland, religion or belief is unknown for 39.5 per cent of the workforce.

Staff disclosing no religion or belief accounted for 31 per cent. Across NHS Scotland 25.7 per cent of staff disclosed no religion or belief.

Scotland remains a place of diverse religious and faith communities, although those having no religion increased to 36.7 per cent in the 2011 census (27.8 per cent in 2001)

Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 13	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022

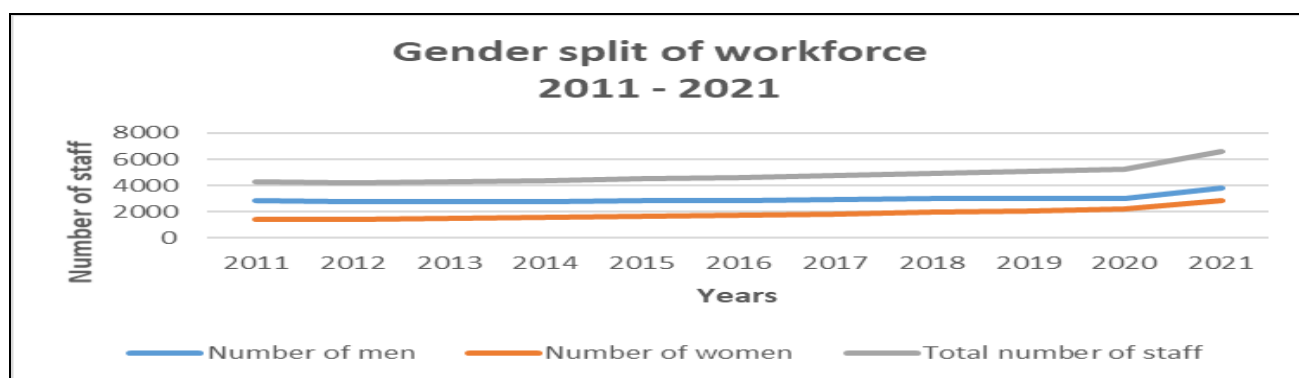
Chart 6



The chart above illustrates that no religion and Church of Scotland represented the largest groups of those staff disclosing religion or belief.

6.6 Sex

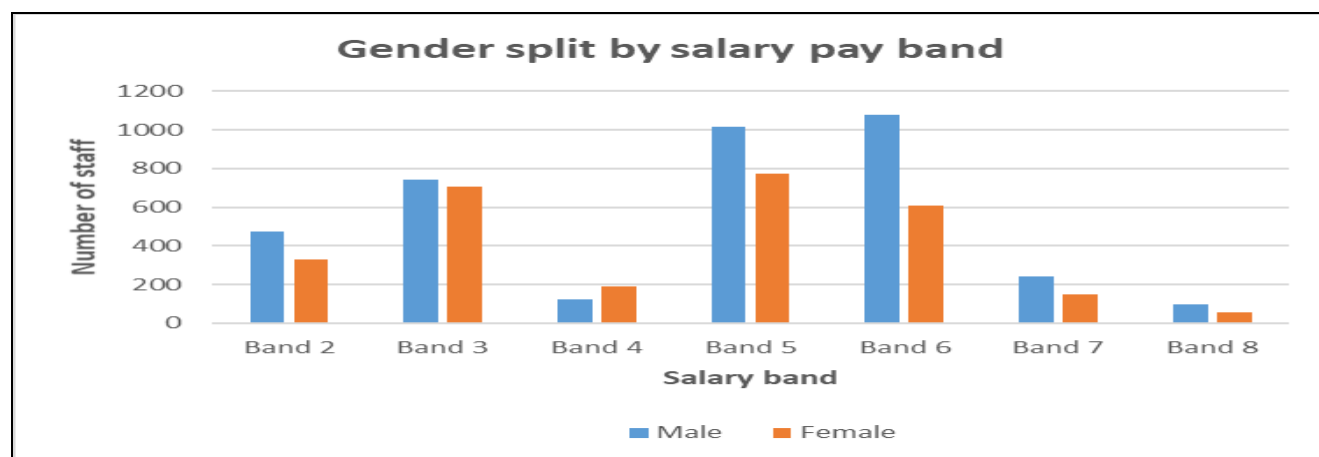
Chart 7



There has been a steady increase in headcount and the chart above shows the number of women employed by SAS rising from 1,451 in 2011 (34 per cent of total) to 2,838 in 2021 (43 per cent of total). Historically the Service has been predominantly male compared with the rest of the NHS Scotland, which is predominantly female (77 per cent as at March 2021). Nursing and midwifery posts accounted for the majority of female staff in NHS Scotland with the majority of female staff at SAS employed as Technicians.

6.7 Band and sex

Chart 8



The chart above illustrates the gender split by salary pay bands.

Women are represented across all salary pay bands. Career progression can be seen as staff remain with SAS over long periods. As a greater number of women join SAS, it is likely that we will see a greater distribution of women across more senior positions.

Of the executive team, 44 per cent are women and 55 per cent are men. The proportion of women employed in bands 6 - 8 has continued to increase and now represents 36.5 per cent of the total compared with 14 per cent in 2019. Further details relating to gender and pay bands can be seen in the Equal Pay Statement [here](#).

6.8 Sexual orientation

Table 4

Sexual Orientation	Staff in post	Percentage
Bisexual	77	1.16
Gay	98	1.48
Heterosexual	3,434	52
Lesbian	59	0.9
Other	14	0.2
Declined to disclose /unknown	2,932	44

The table above illustrates the sexual orientation of staff by number and percentage.

Sexual orientation is unknown for 44 per cent of the workforce. Disclosure rates have improved from 26.5 per cent in 2015 to 56 per cent in 2021. Across NHS Scotland, sexual orientation has been disclosed for 57 per cent of all staff. Whilst there remains no official data on the numbers of people who are lesbian, gay, bisexual, or intersex (LGBTI) - various estimates have been made. For example, Stonewall Scotland suggest a LGBT figure of between 5 - 7 per cent while the Scottish Household Survey suggests an LGB population of around 1 per cent although the

Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 15	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022

question relating to sexual orientation was added to the survey in 2011 and it is thought that the figures are likely to under-report. In actual terms the percentage is likely to be somewhere between the two estimates. Of the staff at SAS 3.7 per cent have disclosed that they are from the lesbian, gay, bisexual or other community compared with 1.8 per cent for staff across NHS Scotland.

6.9 Marriage and civil partnership

Table 5

Marriage and civil partnership	Staff in post	Percentage
Civil partnership	36	0.54
Married	2,843	43
Other *	3,393	51.3
Declined to disclose/unknown	342	5.2

* Includes divorced, single or widowed

Disclosure rates for marriage and civil partnership have increased from 92 per cent in 2018/19 to 95 per cent in 2021.

We will continue to monitor marital / civil partnership status as this is one of the protected characteristics included in the Equality Act 2010 and is part of the public sector equality duty in respect of the requirement to have due regard to the need to eliminate discrimination.

Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 16	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022

7. Recruitment

The recruitment team dealt with 3,965 applications for employment during the period 2020/21 (8,084 in 2019/20) and 299 roles were advertised (596 in 2019/20). Of these 15 per cent of applicants were successful compared with 6.3 per cent the previous year.

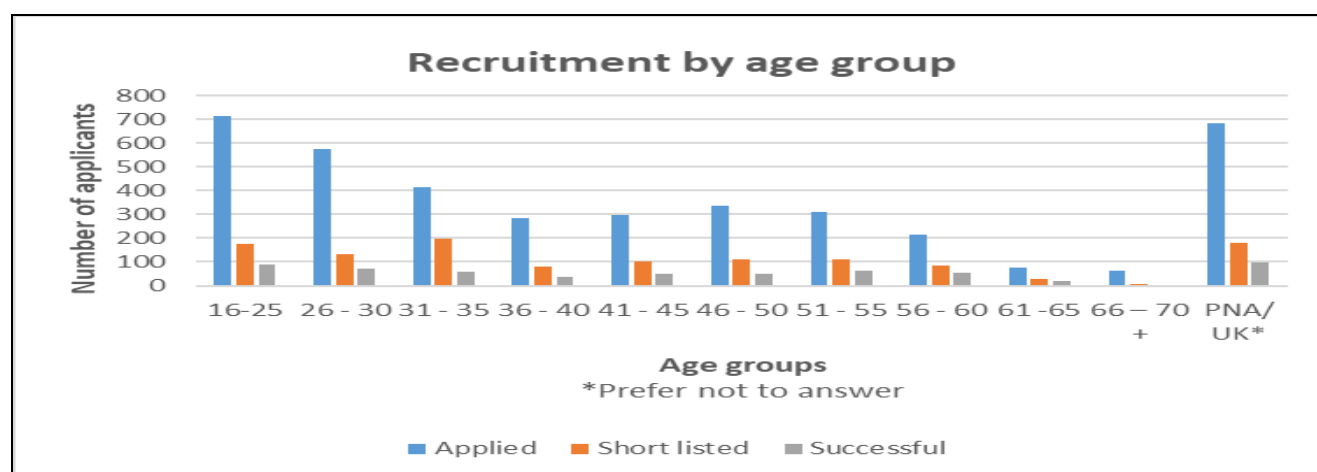
The Job Train system has been introduced across NHS Scotland and all applications received made during 2020/21 have been managed through this system. Steps have been taken to advertise posts more widely to attract a more diverse mix of applicants.

Examination of recruitment data across equality groups is undertaken based on:

- number of applications
- number of applications shortlisted
- number of candidates successful at interview stage

7.1 Recruitment by Age

Chart 9



The chart above illustrates the number of applicants from each age group against their respective success to short listing stage and being offered posts.

Table 6

By percentage	16-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66-70+	PNA/UK*
Applied	18	14.5	10.5	7.2	7.5	8.5	7.8	5.4	1.9	1.5	17.2
Short listed	24.9	23.3	25.7	28	34	32.4	36	39	36.5	8.2	26.5
Successful	12.7	12.5	14.4	3.7	16.5	15.5	20.4	26	24.3	4.9	14

* PNA - prefer not to answer / unknown

The largest proportion of applicants came from the 16 - 25 age group and 12.7 per cent of all applicants in this group were offered posts (3.4 per cent 2019/20).

Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 17	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022

The most successful applicants came from the 56 – 60 age group and represented 5.4 per cent of all applicants, with a success rate of 26 per cent. The least successful applicants came from the 66 -70 age group and represented 1.5 per cent of all applicants and the smallest proportion with a success rate of 4.9 per cent.

The number of applicants who preferred not to disclose their age accounted for 17.2 per cent of all applicants (11 per cent in 2019/20).

7.2 Recruitment - Disability

The percentage of applicants disclosing a disability was 6.5 per cent (10.3 per cent in 2019/20). Of these 27 per cent were shortlisted (21 per cent previously) and 14 per cent of all applicants who had a disability were successful (6 per cent previously). The Service complies with the Disability Confident Standard and applicants who are disabled can be considered under the Job Interview Guarantee initiative if they meet the essential criteria for the post and therefore a greater proportion of disabled applicants go through to interview stage compared with other groups. The number of applicants who preferred not to disclose disability decreased 4 per cent to 0.4 per cent of the total.

7.3 Recruitment - Gender reassignment

The Job Train system adopted across NHS Scotland does not, yet have the functionality to track applicants who have disclosed gender reassignment so it is not possible to report on that at this time.

SAS has raised queries regarding this with the national team and we anticipate that this will be included in the programme of development of the system going forward.

7.4 Recruitment - Race

Table 7

Year	White Scottish	White other British	White Irish	Any other white background	Black, Asian & minority ethnic	Prefer not to answer / unknown
2014	2,497	328	53	51	56	31
2015	4,112	529	64	88	81	162
2016	3,889	408	56	82	76	163
2017	4,221	442	58	126	98	125
2018	7,866	723	54	200	212	59
2019	4,295	466	41	146	132	28
2020	6,560	674	58	280	207	305
2021	3,096	377	11	251	171	59

There has been an increase in the proportion of BAME applicants, which represent 4.3 per cent of all applicants (2.6 per cent in 2019/20). Of these 17.5 per cent were short listed (18.8 per cent previously) and 6.4 per cent of all BAME applicants were offered posts (5.8 per cent previously) compared with 15 per cent of white Scottish applicants. The percentage of applicants who preferred not to disclose their ethnicity decreased from 3.8 per cent (2019/20) to 1.5 per cent.

Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 18	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022

7.5 Recruitment - Religion or belief

Applicants who indicated a religion of Church of Scotland represented 15.5 per cent of all applicants (17.4 per cent 2019/20). Of these 18.8 per cent were successful (7.5 per cent 2019/20). Applicants indicating a religion of Roman Catholic represented 12.2 per cent of all applicants (11 per cent 2019/20). Of these 12.3 per cent were successful (7 per cent in 2019/20).

The percentage of applicants who preferred not to disclose their religion / belief decreased from 11.7 per cent (2019/20) to 4.2 per cent.

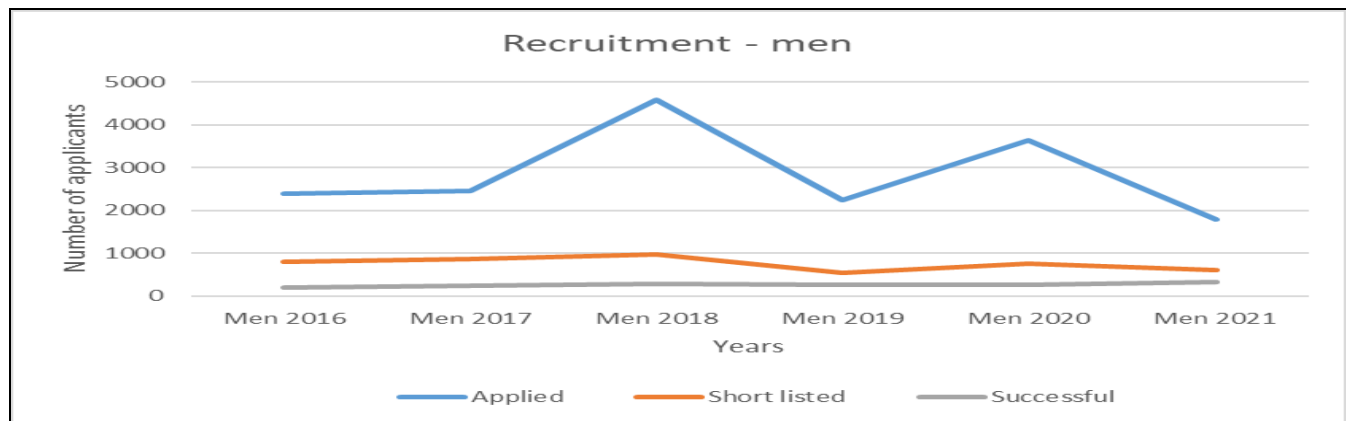
7.6 Recruitment - Sexual orientation

Applicants who disclosed their sexual orientation as lesbian, gay, bisexual or other represented 9.4 per cent of all applicants (6.6 per cent 2019/20) Of this group 13.6 per cent were successful (7.5 per cent 2019/20). 3.6 per cent of all applicants did not answer this question or preferred not to answer (8 per cent 2019/20).

7.7 Recruitment - Sex

The proportion of women applying for posts increased to 54 per cent (53 per cent in 2019/20). The success rate for women was 12 per cent (5.7 per cent 2019/20) compared with 18 per cent for men (7.3 per cent 2019/20).

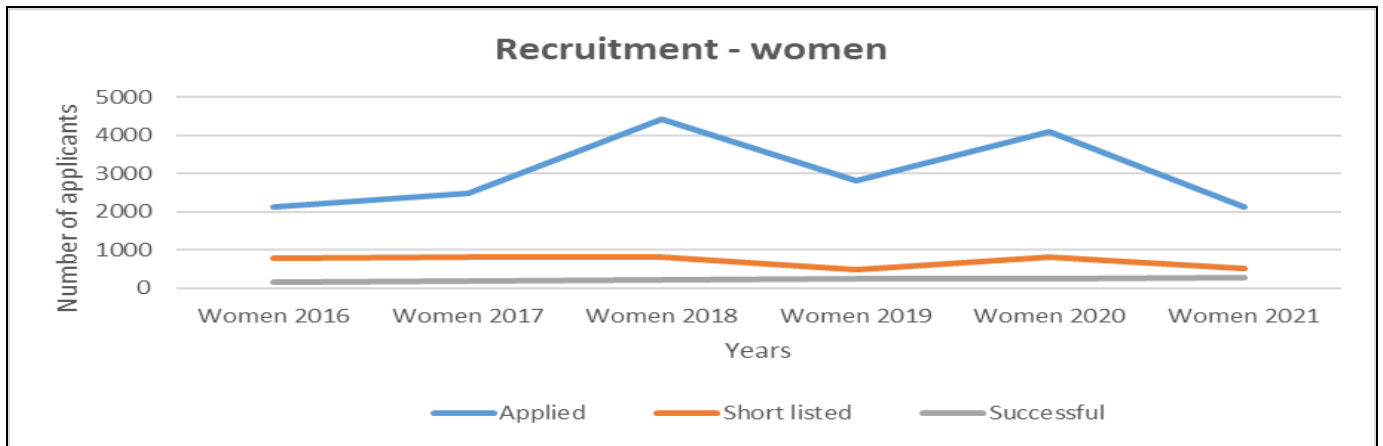
Chart 10



The chart above illustrates the number of men who applied, were short-listed and were successful between 2016 and 2021.

Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 19	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022

Chart 11



The charts above illustrates the number of women who applied, were short-listed and were successful between 2016 and 2021. We have seen a steady increase in the proportion of women applying for posts in recent years.

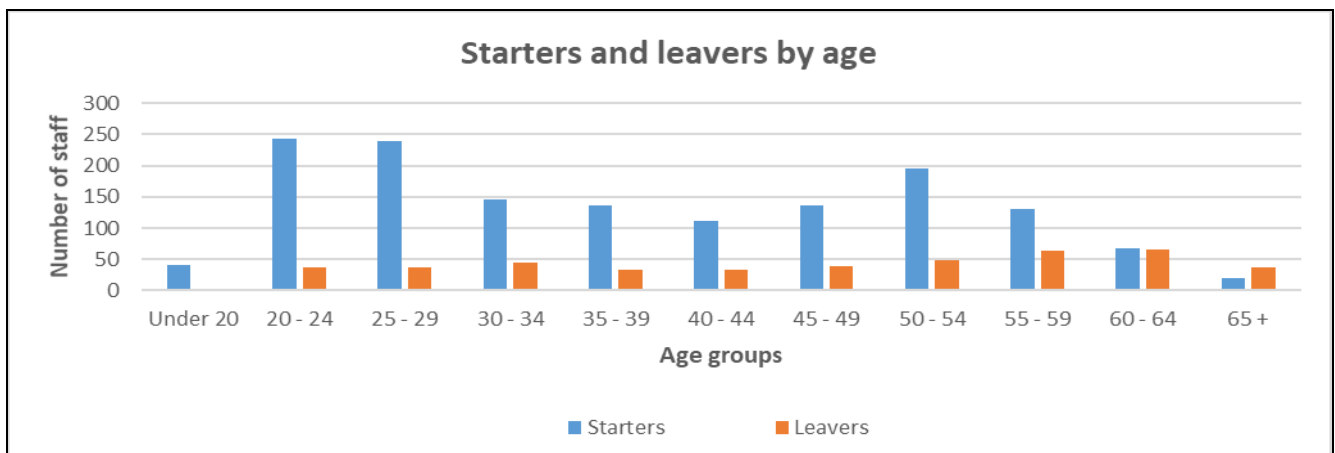
Of all applicants, 0.78 per cent preferred not to disclosure gender at recruitment stage (4.1 per cent in 2019/20).

8. Starters and leavers

8.1 Age

The chart below illustrates that there are more young people joining SAS with older staff leaving. This is because of the increasing impact of the nature of SAS work, which is very physical for the majority of staff, and there is a higher proportion of older staff choosing to retire from the age of 55 onwards.

Chart 12



8.2 Disability

Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 20	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022

Of the staff joining the Service 2.2 per cent disclosed they had a disability (1.8 per cent in 2019/20) and of those leaving 1.8 per cent disclosed disability (0.77 per cent in 2019/20).

8.3 Gender reassignment

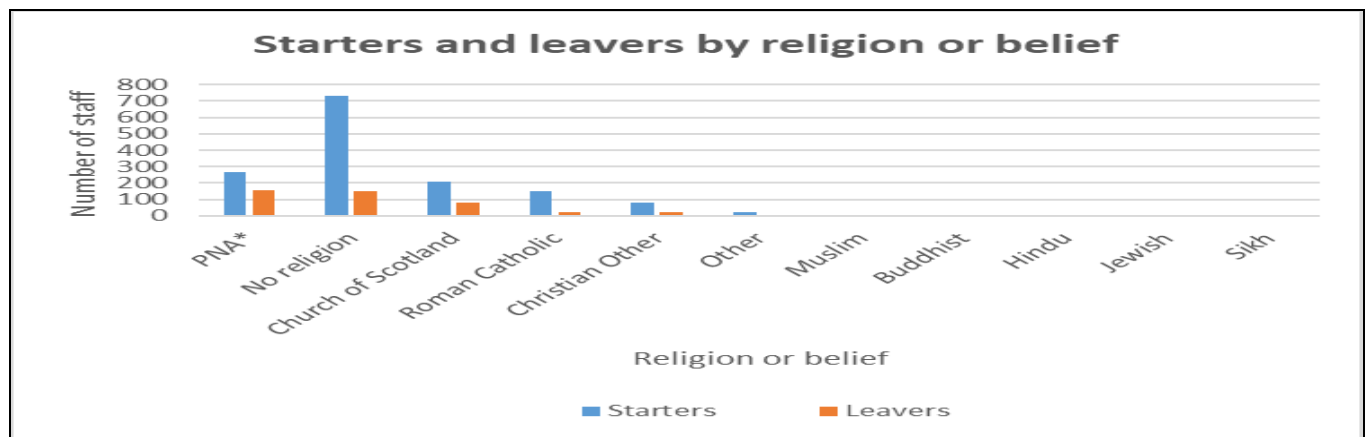
One member of staff joining SAS disclosed that they had undergone gender re-assignment and no leavers did so.

8.4 Race

The pattern of those joining and leaving SAS by ethnicity is broadly reflective of the workforce profile with 26 members of staff joining and 2 leaving who disclosed they are from BAME backgrounds.

8.5 Religion or belief

Chart 13



The chart above illustrates the number of starters and leavers by religion or belief.

Of those staff joining the Service, 82 per cent disclosed religion or belief with 64 per cent of those leaving doing so. This suggests staff are more willing to provide equality data at recruitment and engagement stage. There is a similar pattern of religion and belief held for those joining and leaving the Service with the exception of no religion with more starters disclosing no religion than those staff leaving. Of those joining SAS, 50 per cent have disclosed that they do not have a religion with 34 per cent of leavers doing so.

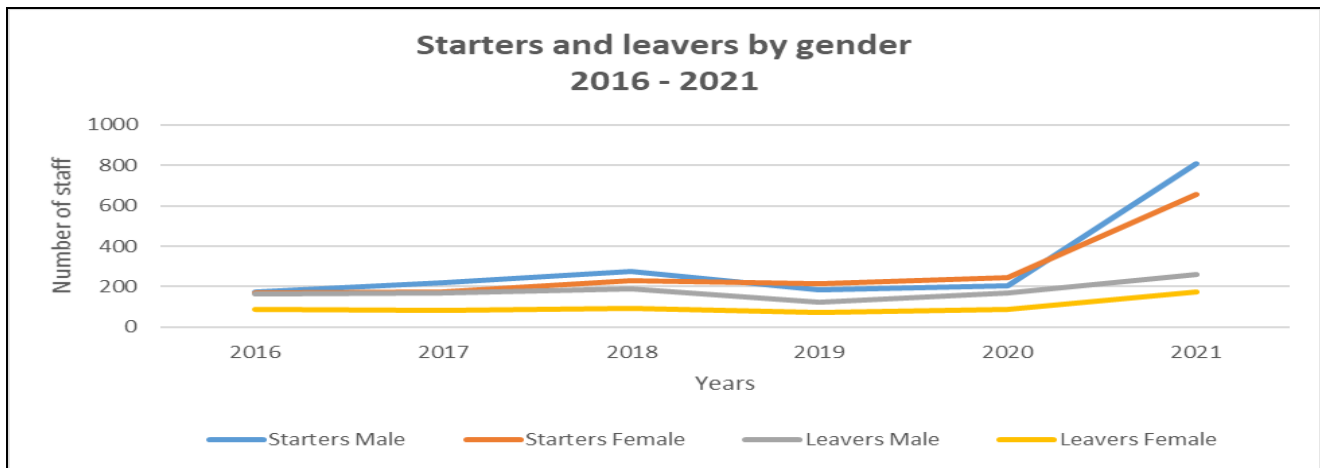
8.6 Sexual Orientation

Of those staff joining the Service 81 per cent disclosed sexual orientation with 42 per cent of those leaving doing so. Staff joining were more likely to disclosed that they were lesbian, gay, bisexual or other which accounted for 8 per cent compared with 5 per sent for leavers.

8.7 Sex

Chart 14

Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 21	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022



The chart illustrates the number of starters and leavers by gender between 2016/21.

Forty five per cent of new starters were women (54 per cent 2019/20). Women leaving SAS accounted for 40 per cent of the total leavers compared with 35 per cent in 2019/20. The number of female staff has steadily increased over the last few years and now represents 43 per cent of the total.

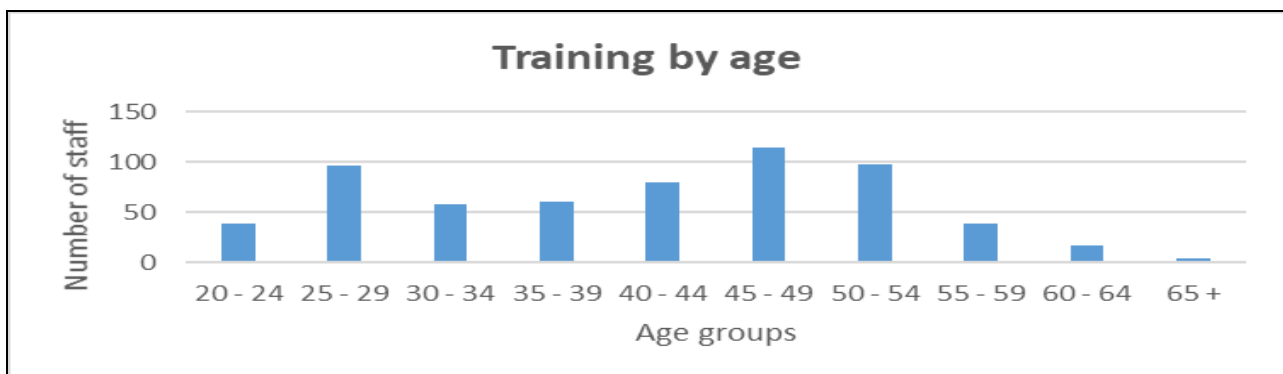
Ninety one per cent of those leaving the Service did so on a voluntary basis with 20 per cent leaving for reason of age / retirement and 4 per cent doing so on the grounds of ill health / capability.

9. Training

The following breakdown covers training attended by staff across SAS including those who attended the vocational qualification programmes delivered across regions.

9.1 Age

Chart 15



The chart above illustrates the number of staff who undertook training by age group.

Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 22	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022

From the data, available age does not seem to have an influence on the incidence of training opportunities. For example, the vocational qualification programme (Ambulance Trainee Technician) attracted a broad range of students.

The vocational qualification courses attracted both internal and external applicants and those commencing the course are employed by SAS. As a consequence, SAS attracts a broader range of students than those reported by most undergraduate Paramedic programmes in the UK where students tend to be under the age of 25.

9.2 Disability

Of the staff receiving training, 0.6 per cent disclosed a disability. For 15 per cent of staff this was not disclosed / unknown.

9.3 Gender reassignment

None of the staff taking part in training had disclosed they had undergone gender reassignment.

9.4 Race

The majority of those staff completing training were white Scottish / white British / any other white background and accounted for 86 per cent (81 per cent in 2019/20). For 12 per cent of staff this information was not disclosed / unknown (17 per cent in 2019/20) and 1.6 per cent were from minority ethnic groups.

Staff receiving training is broadly reflective of the workforce profile with regard to ethnicity.

9.5 Religion or belief

Religion or belief was unknown for 60 per cent of those staff who completed training. Nineteen per cent of staff disclosed Church of Scotland, 9 per cent Roman Catholic and 46 per cent disclosed no religion or belief.

9.6 Sexual orientation

Sexual orientation was unknown for 22 per cent of those staff who completed training. Seven per cent disclosed a sexual orientation of lesbian, gay, bisexual or other.

9.7 Sex

Of those staff taking part in training 41 per cent were women, compared with the overall workforce establishment of 43 per cent.

10. Discipline & grievance

10.1 Age

There were 33 cases of discipline in 2020/21 compared with 26 cases in 2019/20. The continued use of the significant adverse events review process has enabled SAS to adopt an

Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 23	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022

approach which focuses on learning rather than punitive action. In addition to this, a preliminary investigation process continues to be used to gather facts and understanding to inform decisions prior to formal investigations being undertaken.

As numbers are relatively small it is difficult to analyse by age other than to state that the highest numbers of disciplinary activity have occurred across the age groups occupied by the greater proportion of staff, i.e. age 45 – 59.

A total of 24 grievances were raised during 2020/21 compared with 11 in 2019/20. Most grievances have occurred across 45 – 49 age group.

There were seven (11 in 2019/20) cases raised by staff under the dignity at work policy where concerns of bullying / harassment were alleged.

10.2 Disability

One member of staff involved in discipline or grievance procedure disclosed they had a disability.

10.3 Gender reassignment

None of the staff who went through discipline or grievance procedure disclosed gender reassignment.

10.4 Race

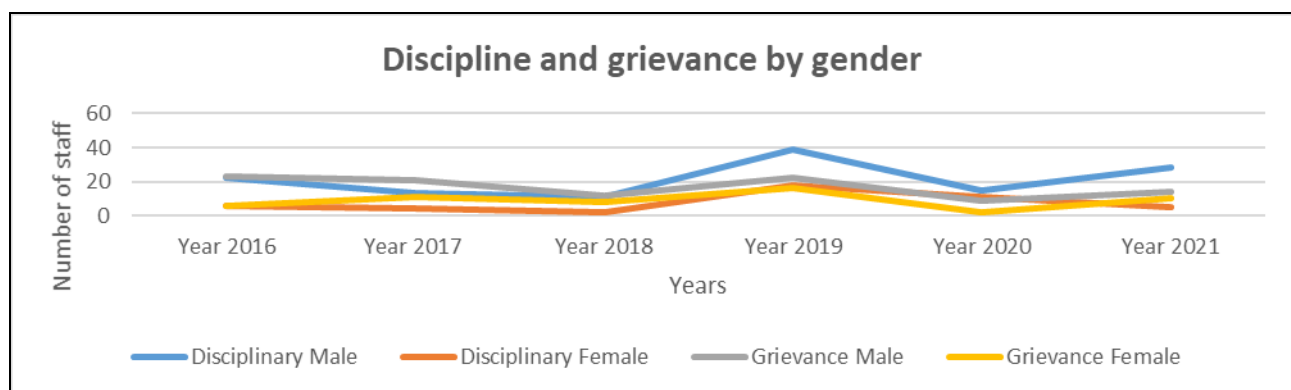
The pattern of discipline and grievance by ethnicity is broadly reflective of the workforce establishment with the majority identifying as white Scottish / white British. No staff who went through discipline or grievance procedure were from minority ethnic groups.

10.5 Religion or belief and sexual orientation

Given the very limited disclosed data available and small numbers involved, it is not possible to provide a breakdown by religion / belief and sexual orientation for analysis.

10.6 Sex

Chart 16



Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 24	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022

The chart above illustrates the number of men and women who have gone through the discipline or grievance procedure for the years 2016 - 2021.

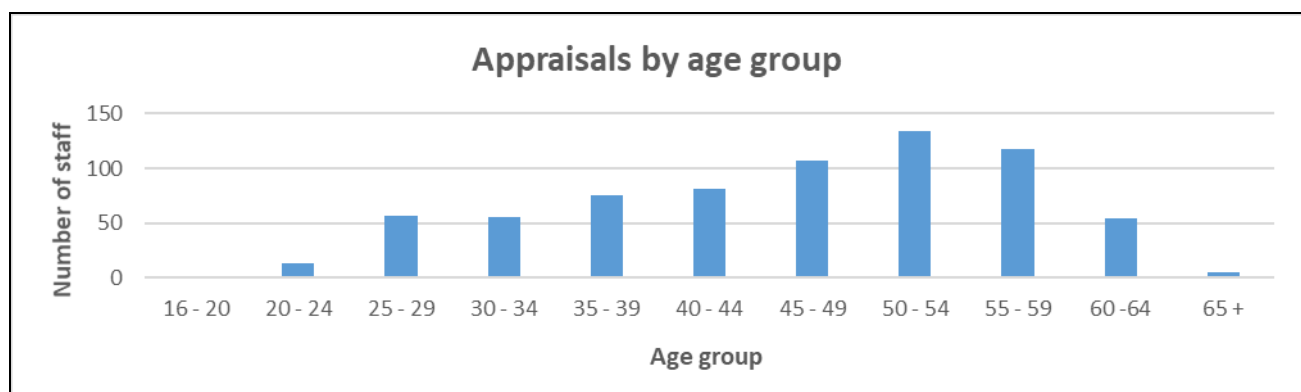
Of the instances of discipline and grievance during the period 2020/21, a higher proportion of men went through these processes than women. For discipline, 85 per cent of activity involved men and for grievance 58 per cent involved men, compared with the workforce establishment of 57 per cent men.

11. Appraisals

The system for recording development activity across NHS Scotland has moved from the electronic Knowledge and Skills Framework to the Turas platform.

11.1 Age

Chart 17



The chart above illustrates the number of staff completing appraisals by age group. This pattern is broadly reflective of the whole workforce profile.

11.2 Disability

Of those staff completing appraisals, 4 per cent disclosed disability.

11.3 Race

The majority of staff completing appraisals were from white Scottish/ white British backgrounds and these accounted for 80 per cent with 0.3 per cent from BAME backgrounds.

11.4 Sex

Forty per cent of those completing appraisals were women, the same percentage as for 2019/20.

Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 25	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022

12. Redeployment

A total of 34, staff were included on the redeployment register during the period 2020/21. This reflects changes in the health of individuals, organisational changes and adherence to the policy of no compulsory redundancies. This is a decrease on the number from 2019/20 when 58 staff were on the register. Seventy nine per cent of staff (27) were on the register as a result of incapacity / ill health, 9 per cent (3) due to the end of a fixed term contract and 12 per cent (4) for other reasons including organisational change / performance.

Table 8

	Total	Redeployed	Awaiting redeployment	On trial redeployment	No longer requiring redeployment
Men	20	5	5	3	7
Women	14	4	5	2	3
	34	9	10	5	10

The table above illustrates the number of staff that have been redeployed during this period, those still awaiting redeployment and those who no longer require to be redeployed.

12.1 Age

Staff between the ages of 55 - 59 accounted for the largest proportion of those on the redeployment register representing 18 per cent.

12.2 Disability

No staff on the redeployment register have disclosed a disability although for 23.5 per cent of staff this was not disclosed / unknown. However, 79 per cent of staff on the register (27) were seeking alternative posts as a result of long term conditions / ill health.

12.3 Gender reassignment

None of the staff on the register disclosed they had undergone gender reassignment.

12.4 Race

The majority of staff on the register disclosed that they were white Scottish / white British backgrounds (82 per cent). This is in keeping with the workforce where the majority of staff self disclose as white Scottish / white British. For 18 per cent of staff this was not disclosed / unknown.

12.5 Religion or belief

Of those staff on the register, 58.8 per cent had disclosed religion or belief. Forty per cent of which disclosed Church of Scotland and 40 per cent disclosed no religion.

12.6 Sexual orientation

Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 26	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022

Of those staff on the register 44 per cent had disclosed sexual orientation and six 6 per cent were from the LGB community.

12.7 Sex

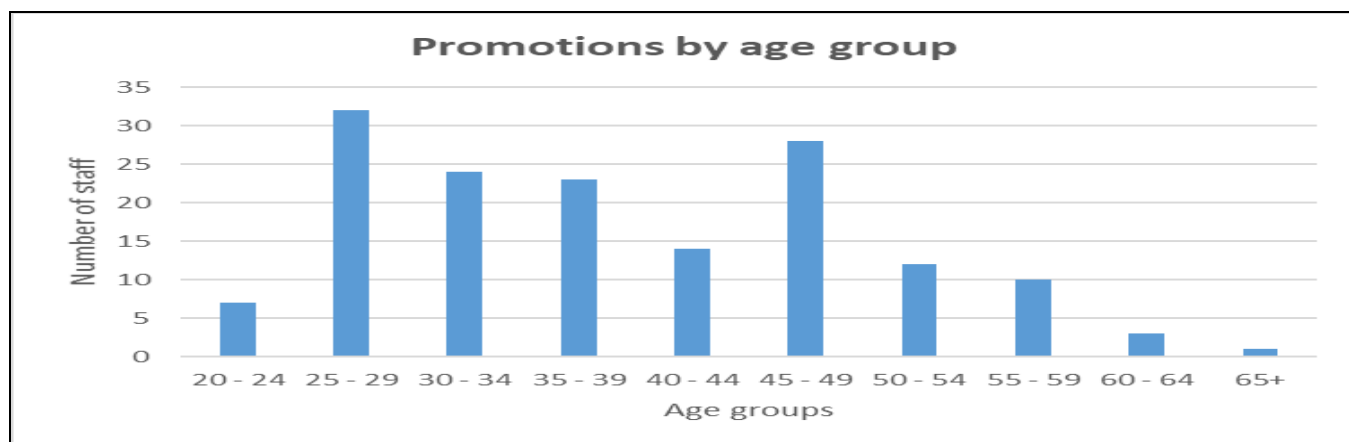
Forty-one per cent of those staff on the register were female compared with 43 per cent of female staff in the workforce overall.

13. Promotions

13.1 Age

During 2020/21, 154 staff were promoted. The chart below illustrates the number of promotions against age groups.

Chart 18



The chart above illustrates the spread of promotions across the age groups, with 56 per cent being promoted below the age of 40. With such small numbers, it is difficult to draw any conclusion regarding the relative success of particular age groups.

13.2 Disability

Of those staff promoted 1.9 per cent disclosed, they had a disability.

13.3 Gender reassignment

No staff who were promoted disclosed they had undergone gender reassignment.

13.4 Race

The majority of staff promoted were white Scottish / white British (70 per cent). Seventy four per cent of staff promoted had disclosed their ethnicity.

13.5 Religion or belief

Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 27	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022

Of those staff promoted 63 per cent had disclosed religion or belief. Fifteen per cent disclosed Church of Scotland, 8 per cent Roman Catholic and 32 per cent no religion / belief.

13.6 Sexual orientation

Of those staff promoted 66 per cent had disclosed sexual orientation.

13.7 Sex

Of those staff promoted 51 per cent were female.

14. Actions taken and new steps

We said in our 2019/20 workforce equality monitoring report that we would take a number of steps. This is what we did, the results and what we plan to do next.

14.1 In order to improve equality disclosure rates a plan is in place to increase awareness of this and the importance of collecting the data		
Actions	Results	Next steps
A survey will be sent to all staff via email in November 2020.	The survey was sent to all staff via email on 26 November 2021. Responses to the survey have been used to update personal records.	A follow up survey will be distributed to staff during 2021/22.
14.2 We will investigate why those in 16 - 25 age group applying for posts are least successful at interview stage.		
Actions	Results	Next steps
(a)We will attend the next Skills Scotland event when scheduled.	<p>The Skills Scotland event did not take place.</p> <p>Applications from young people between the ages of 16 - 25 represented 18 per cent of all applications (19 per cent 2019/20), the largest proportion of all applications for posts.</p> <p>The success rate of this group has increased from 3.4 per cent to 12.7 per cent. That is 12.7 per cent of all applicants in this group were successful.</p> <p>SAS provides feedback to applicants and those attending interview upon request.</p>	<p>We will attend the Skills Scotland event and others which are for young people.</p> <p>We will explore opportunities for training for young people through the newly established NHS Scotland Academy.</p>

Doc: 2021-07-21 Workforce Equality Monitoring Report 2020/21	Page 28	Author: HR Manager (Equalities)
Date:	Version 0.2	Review Date: April 2022

<p>(b) We will continue to link with other Ambulance Services through the BME Forum, LGBT Network, Disability Network and Diversity & Inclusion Forum in order to share learning.</p>	<p>We have regular input with Ambulance Services networks and through guidance produced and discussion we share practice and learning.</p> <p>Promoting our own BAME Forum and Proud@SAS, our LGBT Network help to promote inclusion and provide support for people joining SAS.</p>	
---	--	--

14.3 Applicants wishing to join SAS will be encouraged to provide equality monitoring information.

Actions	Results	Next steps
<p>We have migrated to the Job Train recruitment portal and will investigate if there is a difference in the way equality data is being captured through this system.</p>	<p>The proportion of applicants who have chosen not to disclose their age has increased from 11 per cent in 2019/20 to 17 per cent in 2020/21. This is the first full year that the Job Train system has been in place to process all applications.</p> <p>Disclosure of other equality details improved with fewer applicants preferring not to answer these questions.</p>	<p>We will investigate if the format of the equality monitoring section on Job Train is different to that on the Talent Link system previously and identify if changes could be made to encourage disclosure of age details.</p>

14.4 We have identified that there has been an increase in the number of applicants from minority ethnic, disabled groups and applicants disclosing gender reassignment.

Actions	Results	Next steps
<p>We will continue to monitor success rates of applicants from BAME backgrounds, those who are disabled and those who have disclosed gender reassignment.</p>	<p>6.4 per cent of applicants BAME groups were successful (5.8 per cent previously)</p> <p>14 per cent of applicants from disabled backgrounds were successful (previously 6 per cent)</p> <p>In comparison the success rate for all applicants applying for posts during 2020/21 was 15 per cent (6.3 previously)</p> <p>We are not able to monitor the number of applicant's disclosing gender</p>	<p>We will continue to monitor success rates of applicants from BAME backgrounds and from those who have a disability.</p> <p>We will investigate success rates of BAME applicants from different groups (2020/21) to establish if there are actions that can be taken in order to make improvements.</p>

	reassignment at this stage.	
--	-----------------------------	--

15. Conclusion

We recognise that equality monitoring is a means and not an end in itself. The purpose is to have information to inform us about how well we reflect the communities we serve in relation to diversity and protected characteristics. Work over several years indicates improvement in some areas however; we are still striving to gather robust equality data for our workforce, and to increase self-disclosure response rates. We are making progress, and our plans are set out in this report about areas where we would like to improve, and priorities to focus on.