

COPFS Mainstreaming Report 2021

Annex B - HR Data and Analysis

Our equal opportunities policy commits us to treat all staff equally, irrespective of their sex, marital status, age, race, ethnic origin, sexual orientation, transgender status, pregnancy and maternity, disability, or religion/belief or because they work part-time. Employment and promotion are based solely on merit. Staff on alternative work patterns are assessed on exactly the same basis as those working full time.

COPFS endeavours to ensure that the data we hold is as current and up to date as possible; our most recent internal Equality and Diversity data gathering survey being conducted in March 2021. In total, 65.3% of staff responded to this survey which was an increase of almost 30% compared with the 35.9% participation recorded in 2019. Information is routinely collected from surveys, and recruitment and selection 'applicant detail's' information and updated in our HR system. On completion of the latest surveys we updated the relevant sections within our HR information system to assist in monitoring staff representation.

In order to get maximum participation in the latest Equality and Diversity data gathering exercise, we received input from our Equality Ambassadors & Networks, in addition to asking Union representatives to support the completion of our survey. We will continue to encourage staff to supply as much information about themselves as possible

The data used to produce the tables within Annex B in this report is from COPFS HR and payroll system and was extracted as at 31 December 2020. The number of staff in post at this date was 1961.

Section A

Pay Band and salary ranges as at 1 April 2020, except for the Trainee Solicitors scale which is based as at 01 September 2020.

Section B

Gender and working pattern by grade

The overall proportion of male and female staff remains similar to the 2019 survey. In Scotland 51% of people are female and 49% are male (Scotland's Census 2011) whilst COPFS gender demographics are: 71.3% of staff are female, 27.6% are male. 1.1% of staff chose not to disclose their Gender.

23.5% of staff work part-time working patterns, which is a small decrease from 2019 when it was 24.8%. There has been little change in the percentage of our staff who work a part-time pattern where 88.7%% of part-time staff are female and 10.7% of part-time staff are male and we continue to monitor the effects of part-time working on future progression.

Age profile

The majority of our staff, 47.68% are aged between 30 and 49 with 8.01% over 60 years.

However, all age ranges are well represented amongst our staff.

Disability declaration by working pattern and grade

5.15% of COPFS staff have declared themselves as disabled, however 352 of 1301 respondents said they did have medical conditions which have lasted over 12 months with 21.31% of the 352 considering themselves disabled. In the Scotland 2011 census, 19.6% had declared themselves as having long-term (over one year) activity-limiting health problems.

Ethnicity

3.21% of staff identify as BAME or other ethnic background with 3.11% preferring not to provide information relating to their ethnicity. Figures for white background have decreased by 0.23%.

Religious belief profile

28.56% of our staff have declared that they do not follow any faith or belief system. The next two most popular answers remain the same as the previous survey with the most popular being Church of Scotland at 19.17% and Roman Catholic at 16.52%. 6.17% have not answered this question previously and 10.05% preferred not to answer.

Marital status profile

This table provides details of the marital status of our staff

Sexual orientation

The numbers of declared gay, lesbian, bisexual and other sexual orientations recorded with our HR system are *above* national average as recorded in the 2019 Scottish Household Survey – 2.65% compared to 1.7%. We note that 85.31% of our staff declared that they were heterosexual with 10.71% of our staff choosing not to declare this information. The number of staff who have not declared this information has reduced by 3.49% since the last survey.

Section C

Information on leavers broken down by category between 01 January 2020 to 31 December 2020.

Section D

Information on COPFS Gender Pay Gap as at 31 December 2020.

Section E

In the calendar year 2020, COPFS published a total of 66 internal and external adverts filling a total of 158 permanent/fixed term job vacancies. The total number of applications received by COPFS during this period was 1063.

Annex C - HR Data

Introduction

The mainstreaming report is a legal requirement of all public body organisations and is used to show how they are demonstrating the public sector equality duty and its three requirements:

Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010

Advance equal opportunity between people who share a relevant protected characteristic and those who do not

Foster good relations between people who share a protected characteristic and those who do not

As part of mainstreaming the equality duty, COPFS must collate and provide evidence. This means an annual gathering of information on the protected characteristics covered by the Equality Act 2010, analysing the data and presenting it in a clear and concise format. The organisation is then required to publish this document on the external website.

In addition to the mainstreaming report, COPFS is also required to publish data on their gender pay gap. This is the percentage difference of among employees between men's average hourly pay and women's average hourly pay.

COPFS does not report on figures less than 5 and in cases where the number has been too small to report on, an * has been used in its place.

Contents

Section A – COPFS Salary Scale

- Show the current salary scale for each grade within the organisation following the 2020 pay implementation. Trainee Solicitors received an increase in September 2020, which is shown in the scale.

Section B – Staff Headcount Data

- Includes data on the current headcount of COPFS as at 31 December 2020. Information is broken down into each of the protected characteristics and separated out by full time and part time employees.

Section C – Information on Leavers

- Contains information on employees who have left the organisation between 01 January 2020 and 31 December 2020. This data will also be broken down into the protected characteristics and separated by the reason for leaving

Section D – Average Salaries and Gender Pay Gap

- Details the average salaries and gender pay gap between male and female employees within COPFS. There will be two tables with one showing the percentage gap without the SCS employees and one including the SCS employees

Section E – Recruitment & Selection

- Displays information on recruitment and selection data between 01 January 2020 and 31 December 2020 categorised by the protected characteristics

Section F – Graphs

- Graphs showing the trends in data between 2019 and 2020

Section A

COPFS Salary Scale as at 01 April 2020, Trainee Solicitor scale as at 01 September 2020.

| Pay Band | Salary Range |
|--------------------------|-------------------|
| B | £20,763 – £22,217 |
| C | £25,409 – £29,039 |
| D | £30,500 – £34,150 |
| E | £38,609 – £45,693 |
| F | £51,156 – £59,824 |
| G | £62,816 – £73,280 |
| H | £71,884 – £76,944 |
| PFD | £40,974 – £52,487 |
| SPFD | £51,539 – £59,476 |
| PPFD | £57,441 – £68,474 |
| SCS Pay Band (1 – 3) | £71,000 – 208,100 |
| PFD Training Year 1 | £33,551 |
| PFD Training Year 2 | £37,938 |
| Trainee Solicitor Year 1 | £25,409 |
| Trainee Solicitor Year 2 | £26,572 |

Section B

COPFS Staff Headcount as at 31 December 2020

PNA = Prefer Not to Answer

Gender broken down by work pattern

| Work Pattern | Male | Male % | Female | Female % | PNA | PNA % | Non-Binary | Non-Binary % | All Employees | All Employees % |
|---------------|------|--------|--------|----------|-----|-------|------------|--------------|---------------|-----------------|
| Full Time | 492 | 32.78% | 991 | 66.02% | 18 | 1.20% | * | * | 1501 | 100% |
| Part Time | 49 | 10.65% | 408 | 88.70% | * | * | * | * | 460 | 100% |
| All Employees | 541 | 27.59% | 1399 | 71.34% | 21 | 1.07% | * | * | 1961 | 100% |

Gender broken down by grade

| Grade | Male | Male % | Female | Female % | PNA | PNA % | Non-Binary | Non-Binary % | All Employees | All Employees % |
|-------|------|--------|--------|----------|-----|-------|------------|--------------|---------------|-----------------|
| B | 174 | 25.00% | 516 | 74.14% | 6 | 0.86% | * | * | 696 | 100% |
| C | 57 | 22.71% | 194 | 77.29% | * | * | * | * | 251 | 100% |
| D | 84 | 28.57% | 205 | 69.73% | 5 | 1.70% | * | * | 294 | 100% |
| E | 19 | 43.18% | 23 | 52.27% | * | * | * | * | 44 | 100% |

| | | | | | | | | | | |
|-------|-----|--------|------|--------|----|-------|---|-------|------|------|
| F | 10 | 47.62% | 11 | 52.38% | * | * | * | * | 21 | 100% |
| G | 9 | 25.71% | 26 | 74.29% | * | * | * | * | 35 | 100% |
| H | * | * | * | * | * | * | * | * | * | * |
| PFD | 74 | 25.61% | 213 | 73.70% | * | * | * | * | 289 | 100% |
| PPFD | 30 | 25.42% | 84 | 71.19% | * | * | * | * | 118 | 100% |
| SCS | 16 | 59.26% | 10 | 37.04% | * | * | * | * | 27 | 100% |
| SPFD | 46 | 36.51% | 79 | 62.70% | * | * | * | * | 126 | 100% |
| TS | 21 | 36.21% | 37 | 63.79% | * | * | * | * | 58 | 100% |
| Total | 541 | 27.59% | 1399 | 71.34% | 21 | 1.07% | * | 0.00% | 1961 | 12 |

Age Group broken down by work pattern

| Work Pattern | 16-29 | 16-29 % | 30-39 | 30-39 % | 40-49 | 40-49 % | 50-54 | 50-54 % | 55-59 | 55-59 % | 60+ | 60+ % | All Employees | All Employees % |
|---------------|-------|---------|-------|---------|-------|---------|-------|---------|-------|---------|-----|--------|---------------|-----------------|
| Full Time | 334 | 22.25% | 406 | 27.05% | 315 | 20.99% | 183 | 12.19% | 181 | 12.06% | 82 | 5.46% | 1501 | 100% |
| Part Time | 30 | 6.52% | 96 | 20.87% | 118 | 25.65% | 68 | 14.78% | 73 | 15.87% | 75 | 16.30% | 460 | 100% |
| All Employees | 364 | 18.56% | 502 | 25.60% | 433 | 22.08% | 251 | 12.80% | 254 | 12.95% | 157 | 8.01% | 1961 | 100% |

Age Group broken down by grade

| Grade | 16-29 | 16-29 % | 30-39 | 30-39 % | 40-49 | 40-49 % | 50-54 | 50-54 % | 55-59 | 55-59 % | 60+ | 60+ % | All Employees | All Employees % |
|-------|-------|---------|-------|---------|-------|---------|-------|---------|-------|---------|-----|--------|---------------|-----------------|
| B | 205 | 29.45% | 128 | 18.39 % | 112 | 16.09% | 90 | 12.93% | 80 | 11.49% | 81 | 11.64% | 696 | 100% |
| C | 45 | 17.93% | 55 | 21.91 % | 57 | 22.71% | 40 | 15.94% | 37 | 14.74% | 17 | 6.77% | 251 | 100% |
| D | 16 | 5.44% | 100 | 34.01 % | 58 | 19.73% | 50 | 17.01% | 50 | 17.01% | 20 | 6.80% | 294 | 100% |
| E | * | * | 10 | 22.73 % | 11 | 25.00% | 7 | 15.91% | 11 | 25.00% | * | * | 44 | 100% |
| F | * | * | * | * | 7 | 33.33% | * | * | * | * | * | * | 21 | 100% |
| G | * | * | * | * | 19 | 54.29% | 6 | 17.14% | 6 | 17.14% | * | * | 35 | 100% |
| H | * | * | * | * | * | * | * | * | * | * | * | * | * | * |
| PFD | 59 | 20.42% | 124 | 42.91 % | 58 | 20.07% | 22 | 7.61% | 19 | 6.57% | 7 | 2.42% | 289 | 100% |
| PPFD | * | * | 31 | 26.27 % | 44 | 37.29% | 10 | 8.47% | 24 | 20.34% | 9 | 7.63% | 118 | 100% |
| SCS | * | * | * | * | 11 | 40.74% | 6 | 22.22% | 8 | 29.63% | * | * | 27 | 100% |
| SPFD | * | * | 35 | 27.78 % | 48 | 38.10% | 16 | 12.70% | 14 | 11.11% | 13 | 10.32% | 126 | 100% |

| | | | | | | | | | | | | | | |
|-------|-----|--------|-----|--------|-----|--------|-----|--------|-----|--------|-----|-------|------|------|
| TS | 37 | 63.79% | 13 | 22.41% | 7 | 12.07% | * | * | * | * | * | * | 58 | 100% |
| Total | 364 | 18.56% | 502 | 25.60% | 433 | 22.08% | 251 | 12.80% | 254 | 12.95% | 157 | 8.01% | 1961 | 100% |

Disability Status broken down by work pattern

| Work Pattern | Disabled | Disabled % | Not Disabled | Not Disabled % | PNA | PNA % | Not Known | Not Known % | All Employees | All Employees % |
|---------------|----------|------------|--------------|----------------|-----|-------|-----------|-------------|---------------|-----------------|
| Full Time | 80 | 5.33% | 1331 | 88.67% | 53 | 3.53% | 37 | 2.47% | 1501 | 100% |
| Part Time | 21 | 4.57% | 418 | 90.87% | 18 | 3.91% | * | * | 460 | 100% |
| All Employees | 101 | 5.15% | 1749 | 89.19% | 71 | 3.62% | 40 | 2.04% | 1961 | 100% |

Disability Status broken down by grade

| Grade | Disabled | Disabled % | Not Disabled | Not Disabled % | PNA | PNA % | Not Known | Not Known % | All Employees | All Employees % |
|-------|----------|------------|--------------|----------------|-----|-------|-----------|-------------|---------------|-----------------|
| B | 31 | 4.45% | 626 | 89.94% | 21 | 3.02% | 18 | 2.59% | 696 | 100% |
| C | 9 | 3.59% | 235 | 93.63% | * | * | * | * | 251 | 100% |
| D | 13 | 4.42% | 270 | 91.84% | 11 | 3.74% | * | * | 294 | 100% |

| | | | | | | | | | | |
|-------|-----|-------|------|--------|----|-------|----|--------|------|------|
| E | * | * | 38 | 86.36% | * | * | * | * | 44 | 100% |
| F | * | * | 20 | 95.24% | * | * | * | * | 21 | 100% |
| G | * | * | 34 | 97.14% | * | * | * | * | 35 | 100% |
| H | * | * | * | * | * | * | * | * | * | * |
| PFD | 26 | 9.00% | 248 | 85.81% | 12 | 4.15% | * | * | 289 | 100% |
| PPFD | 5 | 4.24% | 102 | 86.44% | 10 | 8.47% | * | * | 118 | 100% |
| SCS | * | * | 24 | 88.89% | * | * | * | * | 27 | 100% |
| SPFD | 8 | 6.35% | 108 | 85.71% | 8 | 6.35% | * | * | 126 | 100% |
| TS | * | * | 42 | 72.41% | * | * | 13 | 22.41% | 58 | 100% |
| Total | 101 | 5.15% | 1749 | 89.19% | 71 | 3.62% | 40 | 2.04% | 1961 | 100% |

Ethnic Origin broken down by work pattern

| Work Pattern | White | White % | BAME | BAME % | PNA | PNA % | Other | Other % | Not Known | Not Known % | All Employees | All Employees % |
|---------------|-------|---------|------|--------|-----|-------|-------|---------|-----------|-------------|---------------|-----------------|
| Full Time | 1391 | 92.67% | 54 | 3.60% | 38 | | 8 | 0.53% | 10 | 0.67% | 1501 | 100% |
| Part Time | 438 | 95.22% | 9 | 1.96% | 9 | 1.96% | * | * | * | * | 460 | 100% |
| All Employees | 1829 | 93.27% | 63 | 3.21% | 47 | 2.40% | 8 | 0.41% | 14 | 0.71% | 1961 | 100% |

Ethnic Origin broken down by grade

| Grade | White | White % | BAME | BAME % | PNA | PNA % | Other | Other % | Not Known | Not Known % | All Employees | All Employees % |
|-------|-------|---------|------|--------|-----|-------|-------|---------|-----------|-------------|---------------|-----------------|
| B | 657 | 94.40% | 19 | 2.73% | 11 | 1.58% | * | * | 6 | 0.86% | 696 | 100% |
| C | 237 | 94.42% | 8 | 3.19% | * | * | * | * | * | * | 251 | 100% |
| D | 279 | 94.90% | 5 | 1.70% | 8 | 2.72% | * | * | * | * | 294 | 100% |
| E | 39 | 88.64% | * | * | * | * | * | * | * | * | 44 | 100% |
| F | 21 | 100.00% | * | * | * | * | * | * | * | * | 21 | 100% |
| G | 34 | 97.14% | * | * | * | * | * | * | * | * | 35 | 100% |
| H | * | * | * | * | * | * | * | * | * | * | * | * |
| PFD | 267 | 92.39% | 13 | 4.50% | 9 | 3.11% | * | * | * | * | 289 | 100% |
| PPFD | 106 | 89.83% | * | * | 9 | 7.63% | * | * | * | * | 118 | 100% |
| SCS | 24 | 88.89% | * | * | * | * | * | * | * | * | 27 | 100% |
| SPFD | 115 | 91.27% | 6 | 4.76% | * | * | * | * | * | * | 126 | 100% |
| TS | 48 | 82.76% | 6 | 10.34% | * | * | * | * | * | * | 58 | 100% |
| Total | 1829 | 93.27% | 63 | 3.21% | 47 | 2.40% | 8 | 0.41% | 14 | 0.71% | 1961 | 100% |

Belief or Religion broken down by work pattern

| Work Pattern | Agnostic | Agnostic % | Atheist | Atheist % | Church of Scotland | Church of Scotland % | Other Christian | Other Christian % | Humanist | Humanist % | Muslim | Muslim % |
|---------------|----------|------------|---------|-----------|--------------------|----------------------|-----------------|-------------------|----------|------------|--------|----------|
| Full Time | 53 | 3.53% | 104 | 6.93% | 264 | 17.59% | 74 | 4.93% | 9 | 0.60% | 28 | 1.87% |
| Part Time | 15 | 3.26% | 32 | 6.96% | 112 | 24.35% | 33 | 7.17% | * | * | * | * |
| All Employees | 68 | 3.47% | 136 | 6.94% | 376 | 19.17% | 107 | 5.46% | 10 | 0.51% | 31 | 1.58% |

| Work Pattern | None | None % | Roman Catholic | Roman Catholic % | No Response | No Response % | PNA | PNA % | Other | Other % | All Employees | All Employees % |
|---------------|------|--------|----------------|------------------|-------------|---------------|-----|--------|-------|---------|---------------|-----------------|
| Full Time | 465 | 30.98% | 242 | 16.12% | 79 | 5.26% | 158 | 10.53% | 25 | 1.67% | 1501 | 100% |
| Part Time | 95 | 20.65% | 82 | 17.83% | 42 | 9.13% | 39 | 8.48% | 6 | 1.30% | 460 | 100% |
| All Employees | 560 | 28.56% | 324 | 16.52% | 121 | 6.17% | 197 | 10.05% | 31 | 1.58% | 1961 | 100% |

Belief or Religion broken down by grade

| Work Pattern | Agnostic | Agnostic % | Atheist | Atheist % | Church of Scotland | Church of Scotland % | Other Christian | Other Christian % | Humanist | Humanist % | Muslim | Muslim % |
|--------------|----------|------------|---------|-----------|--------------------|----------------------|-----------------|-------------------|----------|------------|--------|----------|
| B | 22 | 3.16% | 50 | 7.18% | 132 | 18.97% | 39 | 5.60% | * | * | 11 | 1.58% |
| C | * | * | 11 | 4.38% | 54 | 21.51% | 15 | 5.98% | * | * | * | * |
| D | 9 | 3.06% | 19 | 6.46% | 68 | 23.13% | 13 | 4.42% | * | * | * | * |
| E | * | * | 5 | 11.36% | 13 | 29.55% | * | * | * | * | * | * |
| F | * | * | * | * | 6 | 28.57% | * | * | * | * | * | * |
| G | * | * | * | * | 10 | 28.57% | * | * | * | * | * | * |
| H | * | * | * | * | * | * | * | * | * | * | * | * |
| PFD | 12 | 4.15% | 22 | 7.61% | 36 | 12.46% | 11 | 3.81% | * | * | 5 | 1.73% |
| PPFD | * | * | * | * | 29 | 24.58% | 9 | 7.63% | * | * | * | * |
| SCS | * | * | * | * | 7 | 25.93% | 6 | 22.22% | * | * | * | * |
| SPFD | 11 | 8.73% | 14 | 11.11% | 18 | 14.29% | 9 | 7.14% | * | * | * | * |
| TS | * | * | 5 | 8.62% | * | * | * | * | * | * | 6 | 10.34% |
| Total | 68 | 3.47% | 136 | 6.94% | 376 | 19.17% | 107 | 5.46% | 10 | 0.51% | 31 | 1.58% |

| Work Pattern | None | None % | Roman Catholic | Roman Catholic % | No Response | No Response % | PNA | PNA % | Other | Other % | All Employees | All Employees % |
|--------------|------|--------|----------------|------------------|-------------|---------------|-----|--------|-------|---------|---------------|-----------------|
| B | 212 | 30.46% | 111 | 15.95% | 34 | 4.89% | 74 | 10.63% | 9 | 1.29% | 696 | 100% |
| C | 86 | 34.26% | 41 | 16.33% | 14 | 5.58% | 19 | 7.57% | 5 | 1.99% | 251 | 100% |
| D | 88 | 29.93% | 50 | 17.01% | 13 | 4.42% | 29 | 9.86% | * | * | 294 | 100% |
| E | 8 | 18.18% | 5 | 11.36% | * | * | 6 | 13.64% | * | * | 44 | 100% |
| F | 7 | 33.33% | * | * | * | * | * | * | * | * | 21 | 100% |
| G | 5 | 14.29% | 7 | 20.00% | * | * | * | * | * | * | 35 | 100% |
| H | * | * | * | * | * | * | * | * | * | * | * | * |
| PFD | 77 | 26.64% | 57 | 19.72% | 26 | 9.00% | 34 | 11.76% | 8 | 2.77% | 289 | 100% |
| PPFD | 21 | 17.80% | 18 | 15.25% | 12 | 10.17% | 18 | 15.25% | * | * | 118 | 100% |
| SCS | * | * | * | * | * | * | * | * | * | * | 27 | 100% |
| SPFD | 30 | 23.81% | 18 | 14.29% | 12 | 9.52% | 10 | 7.94% | * | * | 126 | 100% |
| TS | 25 | 43.10% | 10 | 17.24% | * | * | * | * | * | * | 58 | 100% |
| Total | 560 | 28.56% | 324 | 16.52% | 121 | 6.17% | 197 | 10.05% | 31 | 1.58% | 1961 | 100% |

Marital Status broken down by work pattern

| Work Pattern | Single | Single % | Married | Married % | Separated | Separated % | Divorced | Divorced % | Partnered | Partnered % |
|---------------|--------|----------|---------|-----------|-----------|-------------|----------|------------|-----------|-------------|
| Full Time | 516 | 34.38% | 585 | 38.97% | 28 | 1.87% | 57 | 3.80% | 228 | 15.19% |
| Part Time | 67 | 14.57% | 316 | 68.70% | 7 | 1.52% | 18 | 3.91% | 36 | 7.83% |
| All Employees | 583 | 29.73% | 901 | 45.95% | 35 | 1.78% | 75 | 3.82% | 264 | 13.46% |

| Work Pattern | Widowed | Widowed % | In a Civil Partnership | In a Civil Partnership % | Not Known | Not Known % | PNA | PNA % | All Employees | All Employees % |
|---------------|---------|-----------|------------------------|--------------------------|-----------|-------------|-----|-------|---------------|-----------------|
| Full Time | 9 | 0.60% | 8 | 0.00533 | 14 | 0.93% | 56 | 3.73% | 1501 | 100% |
| Part Time | 6 | 1.30% | * | * | * | * | 6 | 1.30% | 460 | 100% |
| All Employees | 15 | 0.76% | 8 | 0.00408 | 18 | 0.92% | 62 | 3.16% | 1961 | 100% |

Marital Status broken down by grade

| Grade | Single | Single % | Married | Married % | Separated | Separated % | Divorced | Divorced % | Partnered | Partnered % |
|-------|--------|----------|---------|-----------|-----------|-------------|----------|------------|-----------|-------------|
| B | 255 | 36.64% | 274 | 39.37% | 12 | 1.72% | 26 | 3.74% | 95 | 13.65% |
| C | 65 | 25.90% | 124 | 49.40% | 6 | 2.39% | 11 | 4.38% | 39 | 15.54% |
| D | 56 | 19.05% | 162 | 55.10% | * | * | 18 | 6.12% | 39 | 13.27% |
| E | 7 | 15.91% | 24 | 54.55% | * | * | * | * | 6 | 13.64% |
| F | * | * | 12 | 57.14% | * | * | * | * | * | * |
| G | * | * | 22 | 62.86% | * | * | * | * | * | * |
| H | * | * | * | * | * | * | * | * | * | * |
| PFD | 109 | 37.72% | 113 | 39.10% | * | * | * | * | 43 | 14.88% |
| PPFD | 17 | 14.41% | 71 | 60.17% | * | * | 6 | 5.08% | 10 | 8.47% |
| SCS | * | * | 19 | 70.37% | * | * | * | * | * | * |
| SPFD | 29 | 23.02% | 69 | 54.76% | * | * | 5 | 3.97% | 17 | 13.49% |
| TS | 38 | 65.52% | 9 | 15.52% | * | * | * | * | 6 | 10.34% |
| Total | 583 | 29.73% | 901 | 45.95% | 35 | 1.78% | 75 | 3.82% | 264 | 13.46% |

| Grade | Widowed | Widowed % | In a Civil Partnership | In a Civil Partnership % | Not Known | Not Known % | PNA | PNA % | All Employees | All Employees % |
|-------|---------|-----------|------------------------|--------------------------|-----------|-------------|-----|-------|---------------|-----------------|
| B | 7 | 1.01% | * | * | 7 | 1.01% | 18 | 2.59% | 696 | 100% |
| C | * | * | * | * | * | * | * | * | 251 | 100% |
| D | * | * | * | * | * | * | 11 | 3.74% | 294 | 100% |
| E | * | * | * | * | * | * | * | * | 44 | 100% |
| F | * | * | * | * | * | * | * | * | 21 | 100% |
| G | * | * | * | * | * | * | * | * | 35 | 100% |
| H | * | * | * | * | * | * | * | * | * | * |
| PFD | * | * | * | * | 7 | 2.42% | 9 | 3.11% | 289 | 100% |
| PPFD | * | * | * | * | * | * | 9 | 7.63% | 118 | 100% |
| SCS | * | * | * | * | * | * | * | * | 27 | 100% |
| SPFD | * | * | * | * | * | * | * | * | 126 | 100% |
| TS | * | * | * | * | * | * | * | * | 58 | 100% |
| Total | 15 | 0.76% | 8 | 0.41% | 18 | 0.92% | 62 | 3.16% | 1961 | 100% |

Sexual Orientation broken down by work pattern

| Work Pattern | Gay & Lesbian | Gay & Lesbian % | Bisexual | Bisexual % | Heterosexual/Straight | Heterosexual/Straight % | Other | Other % | PNA | PNA % | Not Known | Not Known % | All Employees | All Employees % |
|---------------|---------------|-----------------|----------|------------|-----------------------|-------------------------|-------|---------|-----|-------|-----------|-------------|---------------|-----------------|
| Full Time | 48 | 3.20% | 22 | 1.47% | 1282 | 85.41% | * | * | 75 | 5.00% | 72 | 4.80% | 1501 | 100% |
| Part Time | * | * | * | * | 391 | 85.00% | * | * | 25 | 5.43% | 38 | 8.26% | 460 | 100% |
| All Employees | 52 | 2.65% | 24 | 1.22% | 1673 | 85.31% | * | * | 100 | 5.10% | 110 | 5.61% | 1961 | 100% |

Sexual Orientation broken down by grade

| Grade | Gay & Lesbian | Gay & Lesbian % | Bisexual | Bisexual % | Heterosexual/Straight | Heterosexual/Straight % | Other | Other % | PNA | PNA % | Not Known | Not Known % | All Employees | All Employees % |
|-------|---------------|-----------------|----------|------------|-----------------------|-------------------------|-------|---------|-----|-------|-----------|-------------|---------------|-----------------|
| B | 16 | 2.30% | 11 | 1.58% | 600 | 86.21% | * | * | 37 | 5.32% | 31 | 4.45% | 696 | 100% |
| C | 6 | 2.39% | * | * | 230 | 91.63% | * | * | * | * | 11 | 4.38% | 251 | 100% |

| | | | | | | | | | | | | | | |
|-------|----|-------|----|-------|------|--------|---|---|-----|-------|-----|--------|------|------|
| D | 7 | 2.38% | * | * | 259 | 88.10% | * | * | 12 | 4.08% | 12 | 4.08% | 294 | 100% |
| E | * | * | * | * | 36 | 81.82% | * | * | * | * | * | * | 44 | 100% |
| F | * | * | * | * | 20 | 95.24% | * | * | * | * | * | * | 21 | 100% |
| G | * | * | * | * | 30 | 85.71% | * | * | * | * | * | * | 35 | 100% |
| H | * | * | * | * | * | * | * | * | * | * | * | * | * | * |
| PFD | 11 | 3.81% | * | * | 230 | 79.58% | * | * | 22 | 7.61% | 23 | 7.96% | 289 | 100% |
| PPFD | * | * | * | * | 93 | 78.81% | * | * | 11 | 9.32% | 13 | 11.02% | 118 | 100% |
| SCS | * | * | * | * | 22 | 81.48% | * | * | * | * | * | * | 27 | 100% |
| SPFD | * | * | * | * | 102 | 80.95% | * | * | 8 | 6.35% | 12 | 9.52% | 126 | 100% |
| TS | * | * | * | * | 49 | 84.48% | * | * | * | * | * | * | 58 | 100% |
| Total | 52 | 2.65% | 24 | 1.22% | 1673 | 85.31% | * | * | 100 | 5.10% | 110 | 5.61% | 1961 | 100% |

Section C

Leavers in COPFS between 01 January 2020 to 31 December 2020.

Gender

| Reason Left | Male | Male % | Female | Female % | Unknown | Unknown % | All Employees | All Employees % |
|-------------------------------|------|--------|--------|----------|---------|-----------|---------------|-----------------|
| Resignation | 15 | 37.50% | 25 | 62.50% | * | * | 40 | 100% |
| Retirement | 9 | 45.00% | 11 | 55.00% | * | * | 20 | 100% |
| End of Fixed Term Appointment | * | * | * | * | * | * | 8 | 100% |
| Transfer to OGD | * | * | * | * | * | * | 7 | 100% |
| Other | * | * | * | * | * | * | 5 | 100% |
| All Leavers | 33 | 41.25% | 47 | 58.75% | * | * | 80 | 100% |

Age Group

| Reason Left | 16-29 | 16-29 % | 30-39 | 30-39 % | 40-49 | 40-49 % | 50-54 | 50-54 % | 55-59 | 55-59 % | 60+ | 60+ % | All Employees | All Employees % |
|-------------------------------|-------|---------|-------|---------|-------|---------|-------|---------|-------|---------|-----|---------|---------------|-----------------|
| Resignation | 11 | 27.50 % | 11 | 27.50 % | 5 | 12.50 % | 5 | 12.50 % | * | * | * | * | 40 | 100% |
| Retirement | * | * | * | * | * | * | * | * | * | * | 19 | 95.00 % | 20 | 100% |
| End of Fixed Term Appointment | * | * | * | * | * | * | * | * | * | * | * | * | 8 | 100% |
| Transfer to OGD | * | * | * | * | * | * | * | * | * | * | * | * | 7 | 100% |
| Other | * | * | * | * | * | * | * | * | * | * | * | * | 5 | 100% |
| All Leavers | 20 | 25.00 % | 14 | 17.50 % | 7 | 8.75% | 6 | 7.50% | 6 | 7.50 % | 27 | 33.75 % | 80 | 100% |

Disability Status

| Reason Left | Disabl ed | Disabl ed % | Not Disabled | Not Disabled % | PNA | PNA % | Not Known | Not Known % | All Employees | All Employees % |
|-------------------------------|-----------|-------------|--------------|----------------|-----|-------|-----------|-------------|---------------|-----------------|
| Resignation | * | * | 33 | 82.50% | * | * | 5 | 12.50% | 40 | 100% |
| Retirement | * | * | 19 | 95.00% | * | * | * | * | 20 | 100% |
| End of Fixed Term Appointment | * | * | 8 | 100.00% | * | * | * | * | 8 | 100% |
| Transfer to OGD | * | * | 6 | 85.71% | * | * | * | * | 7 | 100% |
| Other | * | * | 5 | 100.00% | * | * | * | * | 5 | 100% |
| All Leavers | * | * | 71 | 88.75% | * | * | 5 | 6.25% | 80 | 100% |

Ethnic Origin

| Reason Left | White | White % | BAME | BAME % | PNA | PNA % | Other | Other % | Not Known | Not Known % | All Employees | All Employees % |
|-------------------------------|-------|----------|------|--------|-----|-------|-------|---------|-----------|-------------|---------------|-----------------|
| Resignation | 38 | 95.00% | * | * | * | * | * | * | * | * | 40 | 100% |
| Retirement | 19 | 95.00% | * | * | * | * | * | * | * | * | 20 | 100% |
| End of Fixed Term Appointment | 7 | 87.50% | * | * | * | * | * | * | * | * | 8 | 100% |
| Transfer to OGD | 7 | 100.00 % | * | * | * | * | * | * | * | * | 7 | 100% |
| Other | * | * | * | * | * | * | * | * | * | * | 5 | 100% |
| All Leavers | 75 | 93.75% | * | * | * | * | * | * | * | * | 80 | 100% |

Belief or Religion

CoS = Church of Scotland

| Reason Left | Agnostic | Agnostic % | Atheist | Atheist % | CoS | CoS % | Other Christian | Other Christian % | Humanist | Humanist % | Muslim | Muslim % |
|-------------|----------|------------|---------|-----------|-----|---------|-----------------|-------------------|----------|------------|--------|----------|
| Resignation | * | * | * | * | 6 | 15.00 % | * | * | * | * | * | * |

| | | | | | | | | | | | | |
|-------------------------------|---|---|---|---|----|---------|---|---|---|---|---|---|
| Retirement | * | * | * | * | 6 | 30.00 % | * | * | * | * | * | * |
| End of Fixed Term Appointment | * | * | * | * | * | * | * | * | * | * | * | * |
| Transfer to OGD | * | * | * | * | * | * | * | * | * | * | * | * |
| Other | * | * | * | * | * | * | * | * | * | * | * | * |
| All Leavers | * | * | * | * | 14 | 17.50 % | * | * | * | * | * | * |

| Reason Left | None | None % | Roman Catholic | Roman Catholic % | No Response | No Response % | PNA | PNA % | Other | Other % | All Employees | All Employees % |
|-------------------------------|------|--------|----------------|------------------|-------------|---------------|-----|-------|-------|---------|---------------|-----------------|
| Resignation | 23 | 57.50% | * | * | * | * | * | * | * | * | 40 | 100% |
| Retirement | * | * | * | * | * | * | * | * | * | * | 20 | 100% |
| End of Fixed Term Appointment | 5 | 62.50% | * | * | * | * | * | * | * | * | 8 | 100% |
| Transfer to OGD | 5 | 71.43% | * | * | * | * | * | * | * | * | 7 | 100% |

| | | | | | | | | | | | | |
|-------------|----|--------|---|--------|---|-------|---|--------|---|---|----|------|
| Other | * | * | * | * | * | * | * | * | * | * | 5 | 100% |
| All Leavers | 38 | 47.50% | 8 | 10.00% | 7 | 8.75% | 8 | 10.00% | * | * | 80 | 100% |

Marital Status

| Work Pattern | Single | Single % | Married | Married % | Separated | Separated % | Divorced | Divorced % | Partnered | Partnered % |
|-------------------------------|--------|----------|---------|-----------|-----------|-------------|----------|------------|-----------|-------------|
| Resignation | 21 | 52.50% | 14 | 35.00% | * | * | * | * | * | * |
| Retirement | * | * | 15 | 75.00% | * | * | * | * | * | * |
| End of Fixed Term Appointment | 7 | 87.50% | * | * | * | * | * | * | * | * |
| Transfer to OGD | * | * | * | * | * | * | * | * | * | * |
| Other | * | * | * | * | * | * | * | * | * | * |
| All Leavers | 35 | 43.75% | 35 | 43.75% | * | * | * | * | * | * |

| Work Pattern | Widowed | Widowed % | Not Known | Not Known % | PNA | PNA % | All Employees | All Employees % |
|-------------------------------|---------|-----------|-----------|-------------|-----|-------|---------------|-----------------|
| Resignation | * | * | * | * | * | * | 40 | 100% |
| Retirement | * | * | * | * | * | * | 20 | 100% |
| End of Fixed Term Appointment | * | * | * | * | * | * | 8 | 100% |
| Transfer to OGD | * | * | * | * | * | * | 7 | 100% |
| Other | * | * | * | * | * | * | 5 | 100% |
| All Leavers | * | * | * | * | * | * | 80 | 100% |

Sexual Orientation

| Work Pattern | Gay, Lesbian, Bisexual & Other Sexual Orientations | Gay, Lesbian, Bisexual & Other Sexual Orientations % | Heterosexual /Straight | Heterosexual /Straight % | PNA | PNA % | Not Known | Not Known % | All Employees | All Employees % |
|-------------------------------|--|--|------------------------|--------------------------|-----|-------|-----------|-------------|---------------|-----------------|
| Resignation | * | * | 33 | 82.50% | * | * | * | * | 40 | 100% |
| Retirement | * | * | 17 | 85.00% | * | * | * | * | 20 | 100% |
| End of Fixed Term Appointment | * | * | 7 | 87.50% | * | * | * | * | 8 | 100% |
| Transfer to OGD | * | * | 6 | 85.71% | * | * | * | * | 7 | 100% |
| Other | * | * | * | * | * | * | * | * | 5 | 100% |
| All Leavers | * | * | 66 | 82.50% | 5 | 6.25% | 8 | 10.00% | 80 | 100% |

Section D

Average Salaries

Information on the Band H grade has not been included as there are less than 5 employees working to this grade and would identify individual salaries

No staff declared that they were non-binary therefore no data is available, and 21 staff chose not to disclose their gender.

Pay Band G – (£62,816 to £73,280)

| Salary | No of employees in Range | Male | Female | % Difference between Female & Male salary |
|-------------|--------------------------|---------|---------|---|
| Total | 35 | 9 | 26 | 0.00% |
| Average Pay | £72,372 | £72,373 | £72,372 | £1 |

Pay Band PPF – (£57,441 - £68,474)

| Salary | No of employees in Range* | Male | Female | % Difference between Female & Male salary |
|-------------|---------------------------|---------|---------|---|
| Total | 118 | 30 | 84 | 0.19% |
| Average Pay | £67,207 | £67,258 | £67,128 | £130 |

Pay Band SPFD – (£51,539 to £59,476)

| Salary | No of employees in Range* | Male | Female | % Difference between Female & Male salary |
|-------------|---------------------------|---------|---------|---|
| Total | 126 | 46 | 79 | 0.12% |
| Average Pay | £58,575 | £58,612 | £58,542 | £70 |

Pay Band PFD – (£40,974 to £52,487)

| Salary* | No of employees in Range | Male | Female | % Difference between Female & Male salary |
|-------------|--------------------------|---------|---------|---|
| Total | 198 | 55 | 142 | -3.77% |
| Average Pay | £49,585 | £48,834 | £50,675 | -£1,841 |

Training Band 2 (£37,938)

| Salary Range | No of employees in Range | Male | Female | % Difference between Female & Male salary |
|--------------|--------------------------|---------|---------|---|
| Total | 58 | 12 | 45 | 0.00% |
| Average Pay | £37,938 | £37,938 | £37,938 | £0 |

Training Band 1 (£33,551)

| Salary Range | No of employees in Range | Male | Female | % Difference between Female & Male salary |
|--------------|--------------------------|---------|---------|---|
| Total | 33 | 7 | 26 | 0.00% |
| Average Pay | £33,551 | £33,551 | £33,551 | £0 |

Trainee Solicitors - Year 1 £25,409

| Salary Range | No of employees in Range | Male | Female | % Difference between Female & Male salary |
|--------------|--------------------------|---------|---------|---|
| Total | 29 | 12 | 17 | 0.00% |
| Average Pay | £25,409 | £25,409 | £25,409 | £0 |

Trainee Solicitors - Year 2 £26,572

| Salary Range | No of employees in Range | Male | Female | % Difference between Female & Male salary |
|--------------|--------------------------|---------|---------|---|
| Total | 29 | 9 | 20 | 0.00% |
| Average Pay | £26,572 | £26,572 | £26,572 | £0 |

Pay Band F – (£51,156 to £59,824)

| Salary | No of employees in Range | Male | Female | % Difference between Female & Male salary |
|-------------|--------------------------|---------|---------|---|
| Total | 21 | 10 | 11 | -0.72% |
| Average Pay | £56,514 | £56,302 | £56,707 | -£405 |

Pay Band E – (£38,609 - £45,693)

| Salary | No of employees in Range | Male | Female | % Difference between Female & Male salary |
|-------------|--------------------------|---------|---------|---|
| Total | 44 | 19 | 23 | -1.69% |
| Average Pay | £43,170 | £42,801 | £43,526 | -£725 |

Pay Band D – (£30,500 - £34,150)

| Salary | No of employees in Range | Male | Female | % Difference between Female & Male salary |
|-------------|--------------------------|---------|---------|---|
| Total | 294 | 84 | 205 | -0.26% |
| Average Pay | £33,066 | £32,991 | £33,076 | -£85 |

Pay Band C – (£25,409 to £29,039)

| Salary | No of employees in Range | Male | Female | % Difference between Female & Male salary |
|-------------|--------------------------|---------|---------|---|
| Total | 251 | 57 | 194 | -0.13% |
| Average Pay | £27,691 | £27,663 | £27,699 | -£36 |

Pay Band B – (£20,763 to £22,217)

| Salary | No of employees in Range | Male | Female | % Difference between Female & Male salary |
|-------------|--------------------------|---------|---------|---|
| Total | 696 | 174 | 516 | -0.10% |
| Average Pay | £21,947 | £21,929 | £21,950 | £21 |

Gender Pay Gap

The tables below show the gender pay gap when all grades within the service are included.

The first table is concerned with the gender pay gap based on a basic salary:

Pay Bands TS & Band B – SCS (£18,513 - £208,100)

| Salary Range | No of Employees in Range | Male | Female | % Difference between Male & Female Salary |
|--------------|--------------------------|------|--------|---|
|--------------|--------------------------|------|--------|---|

| | | | | |
|-------------|---------|---------|---------|--------|
| Total | 1961 | 541 | 1399 | 7.10% |
| Average Pay | £35,690 | £37,538 | £34,871 | £2,667 |

*21 members of staff chose not to confirm their gender

The second table is concerned with the gender pay gap based on a basic salary shown by an hourly rate:

Pay Bands TS & Band B – SCS (£18,513 - £208,100)

| Salary Range | No of Employees in Range | Male | Female | % Difference between Male & Female Hourly Rate |
|--------------|--------------------------|--------|--------|--|
| Total | 1961 | 541 | 1399 | 7.10% |
| Average Pay | £18.55 | £19.51 | £18.12 | £1.39 |

The tables below show the gender pay gap when only grades Band B to Band G are included.

The first table is concerned with the gender pay gap based on a basic salary:

Pay Bands TS & Band B – H (£18,513 - £72,866)

| Salary Range | No of Employees in Range | Male | Female | % Difference between Male & Female Salary |
|--------------|--------------------------|------|--------|---|
|--------------|--------------------------|------|--------|---|

| | | | | |
|-------------|---------|---------|---------|--------|
| Total | 1932 | 524 | 1388 | 4.00% |
| Average Pay | £34,943 | £35,926 | £34,490 | £1,436 |

The second table is concerned with the gender pay gap based on a basic salary shown by an hourly rate:

Pay Bands TS & Band B – H (£18,513 - £72,866)

| Salary Range | No of Employees in Range | Male | Female | % Difference between Male & Female Hourly Rate |
|--------------|--------------------------|--------|--------|--|
| Total | 1932 | 524 | 1388 | 4.00% |
| Average Pay | £18.16 | £18.67 | £17.93 | £0.75 |

Section E

Recruitment and Selection statistics between 01 January 2020 to 31 December 2020

CoS = Church of Scotland

Gender

| Female | Female % | Male | Male % | No Response | No response % | PNA | PNA% | Total | Total % |
|--------|----------|------|--------|-------------|---------------|-----|-------|-------|---------|
| 688 | 64.72% | 362 | 34.05% | * | * | 9 | 0.85% | 1063 | 100% |

Age

| 16-29 | 16-29 % | 30-39 | 30-39 % | 40-49 | 40-49 % | 50-54 | 50-54 % | 55-59 | 55-59 % | 60+ | 60+ % | No Response | No Response % | PNA | PNA % | Total | Total % |
|-------|---------|-------|---------|-------|---------|-------|---------|-------|---------|-----|-------|-------------|---------------|-----|-------|-------|---------|
| 423 | 39.79% | 300 | 28.22% | 167 | 15.71% | 81 | 7.62% | 59 | 5.55% | 14 | 1.32% | 5 | 0.47% | 14 | 1.32% | 1063 | 100% |

Sexual Orientation

| Gay, Lesbian, Bisexual & Other Sexual Orientations | Gay, Lesbian, Bisexual & Other Sexual Orientations % | Heterosexual /Straight | Heterosexual /Straight % | No Response | No Response % | PNA | PNA % | Total | Total % |
|--|--|------------------------|--------------------------|-------------|---------------|-----|-------|-------|---------|
| 73 | 6.87% | 926 | 87.11% | 13 | 1.22% | 51 | 4.80% | 1063 | 100% |

Ethnic Origin

| White | White % | BAME | BAME % | PNA | PNA % | Other | Other % | Not Known | Not Known % | Total | Total % |
|-------|---------|------|--------|-----|-------|-------|---------|-----------|-------------|-------|---------|
| 962 | 90.50% | 79 | 7.43% | 18 | 1.69% | 3 | 0.28% | 7 | 0.66% | 1063 | 100% |

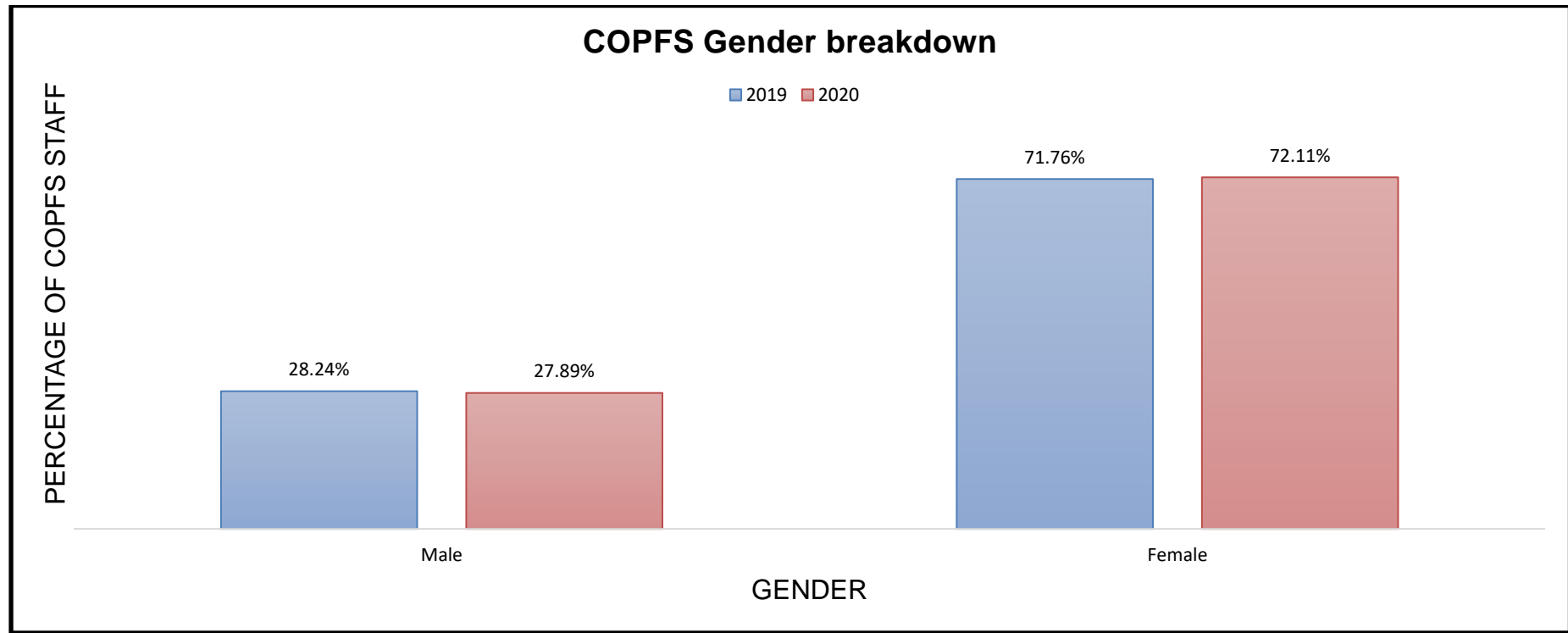
Belief or Religion

| Agnostic | Agnostic % | Atheist | Atheist % | CoS | CoS % | Other Christian | Other Christian % | Humanist | Humanist % | Muslim | Muslim % |
|----------|------------|----------------|------------------|-------------|---------------|-----------------|-------------------|----------|------------|--------|----------|
| * | * | * | * | 134 | 12.61% | 51 | 4.80% | * | * | 33 | 3.10% |
| None | None % | Roman Catholic | Roman Catholic % | No Response | No Response % | PNA | PNA % | Other | Other % | Total | Total % |
| 610 | 57.38% | 141 | 13.26% | 24 | 2.26% | 52 | 4.89% | 18 | 1.69% | 1063 | 100% |

Disability

| Disabled | Disabled % | Non-Disabled | Non-Disabled % | PNA | PNA % | Unknown | Unknown % | Total | Total % |
|----------|------------|--------------|----------------|-----|-------|---------|-----------|-------|---------|
| 56 | 5.27% | 975 | 91.72% | 24 | 2.26% | 8 | 0.75% | 1063 | 100% |

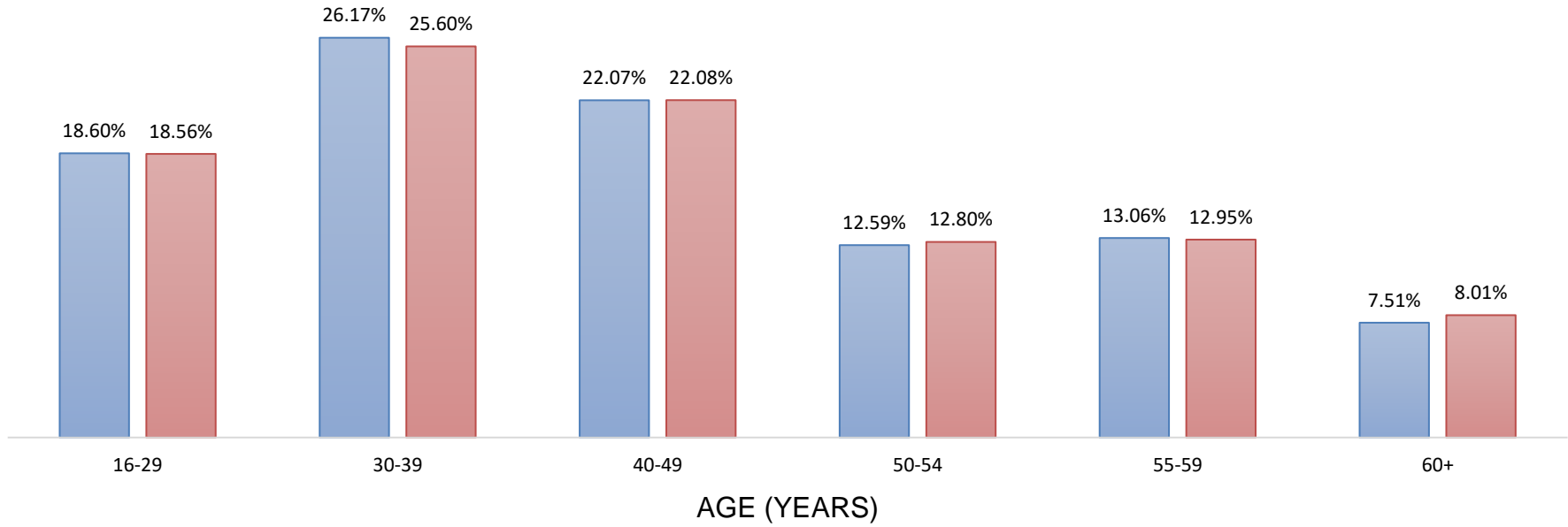
Section F



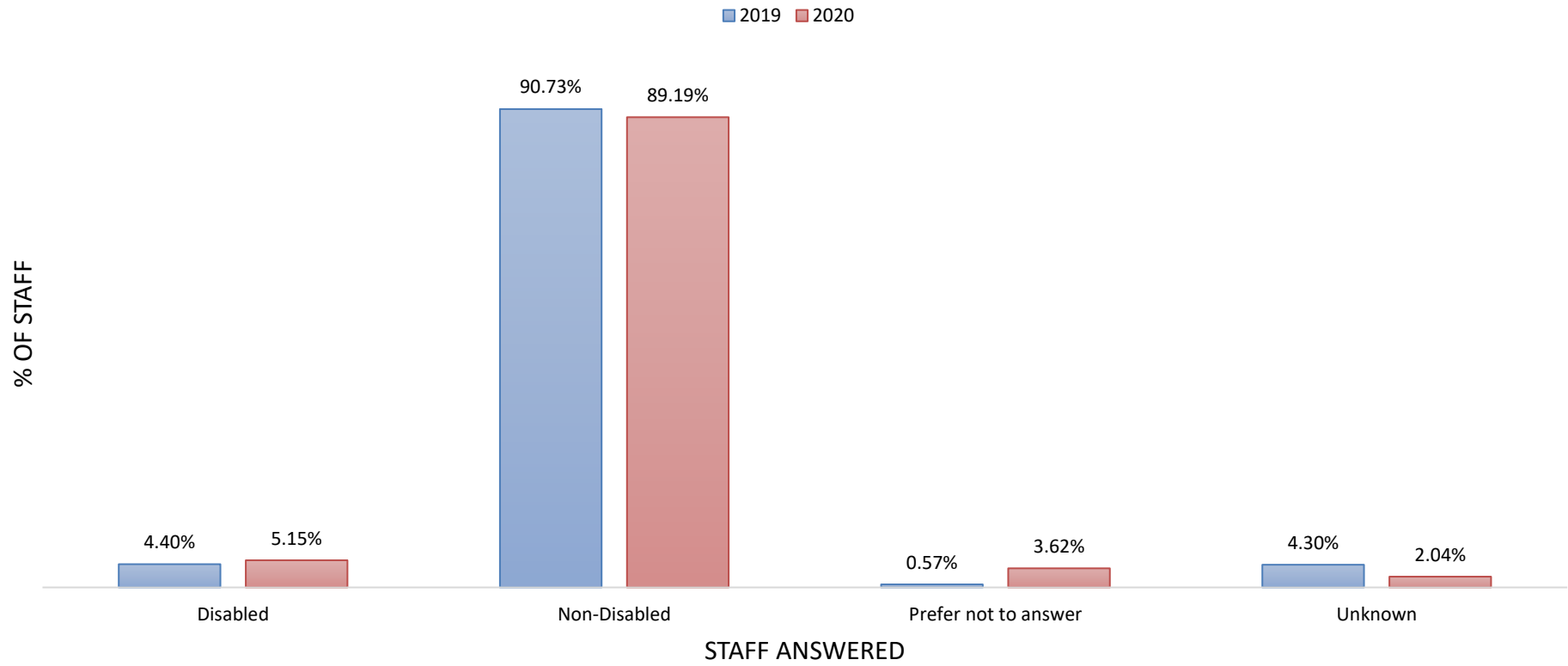
COPFS Age Breakdown

■ 2019 ■ 2020

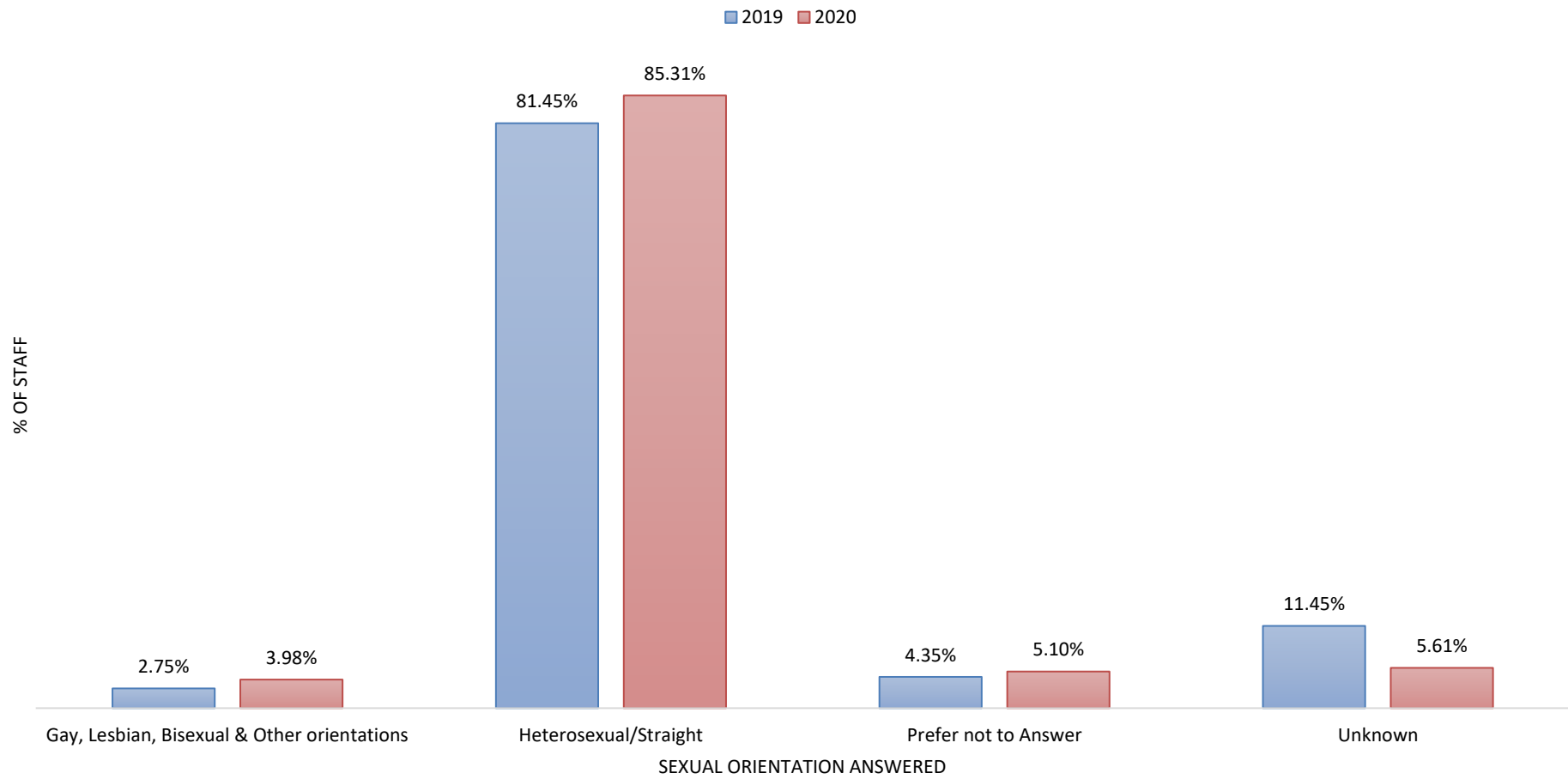
PERCENTAGE OF STAFF IN THAT AGE BRACKET



COPFS Disability Breakdown

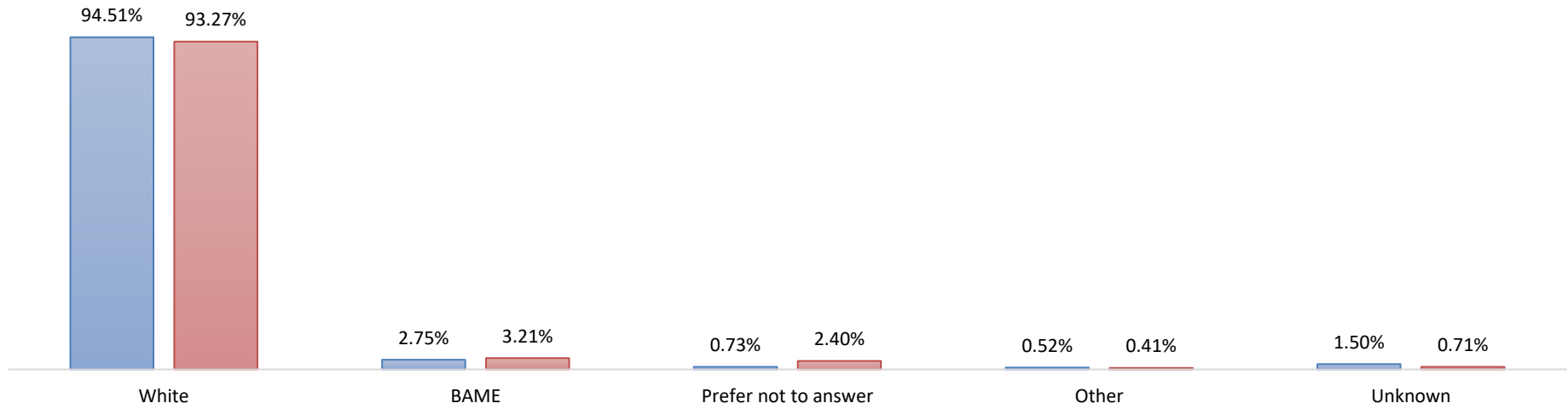


COPFS Sexual Orientation Breakdown



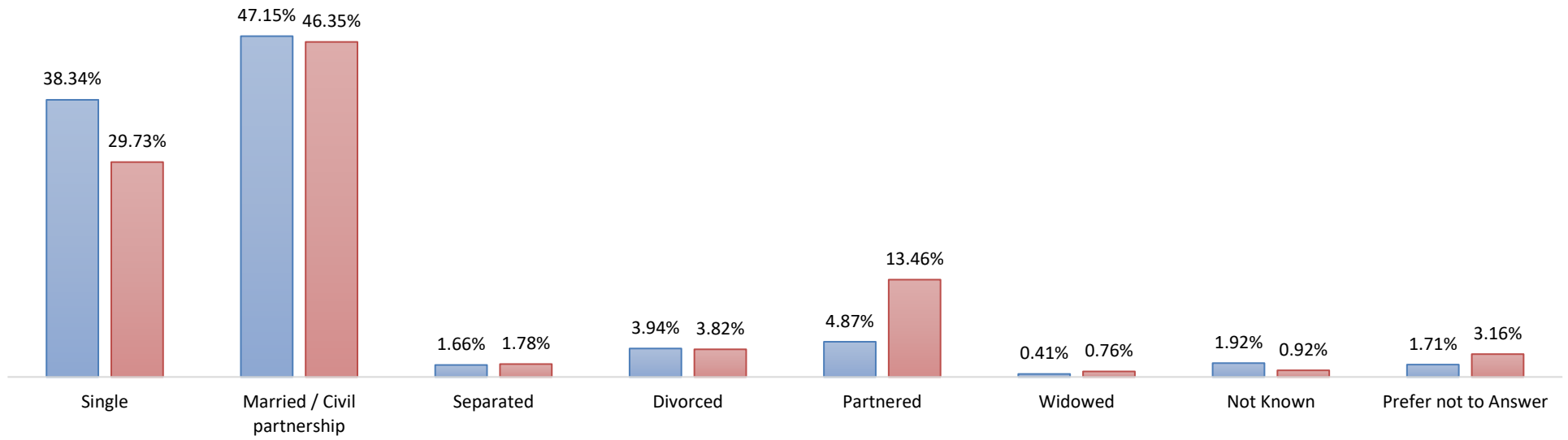
COPFS Ethnicity Breakdown

■ 2019 ■ 2020



COPFS Marital Status Breakdown

■ 2019 ■ 2020



COPFS Belief or Religion Breakdown

