

Employee Information Report

28 April 2018

Introduction

The Royal Blind Group, comprising Royal Blind and Scottish War Blinded, is an organisation that promotes the inclusion and empowerment of people with vision impairments, and as such regards equality in all its respects as something that should be inherent in our service delivery, our staffing and our management and governance.

The Equality Act 2010 introduced a public sector equality duty in order to ensure that public authorities and those carrying out a public function consider how they can positively contribute to a more equal society through advancing equality and good relations in their day-to-day business.

The establishment of Specific Duties under the Equality Act 2010 (Specific Duties) (Scotland) Regulations in relation to the Board's role as the manager of the Royal Blind School, a grant aided school, provides a framework for the setting and monitoring of formal aspirations for the continual improvement of our performance in attaining equality in all our functions and our employment practice.

These reports are written so as to transparently fulfil our obligations under the Regulations. They also serve the function of monitoring, managing and improving our equalities performance across our whole organisation.

This report on employee information contains details of:

- information on progress made in gathering and using employee information to better meet the equality duty
- the composition of our employees broken down by protected characteristic
- recruitment, development and retention of employees broken down by protected characteristic.

Gathering and using employee information

We have established procedures, which ensure that the equal opportunities data we hold about our employees and job applicants is representative. This helps us ensure that our equal opportunities approach and practices are effective and allows us to identify groups that may be underrepresented or disadvantaged in our organisation.

All job applicants are asked to fill in the equal opportunities form when they apply for a position with us. Provision of this information is voluntary and it does not adversely affect an individual's chances of recruitment or any other decision related to their employment. The information is removed from applications before shortlisting, and kept

solely for the purpose of equal opportunities monitoring and positive action to recruit disabled persons under the Jobcentre's Two Ticks Scheme.

If the successful candidate didn't provide equal opportunities information with their application, he or she is asked for it again on commencement of employment.

We ensure that employee information in relation to disability is updated if new information becomes known during the course of a staff member's employment. Employees can also update their personal details themselves at any time through self-service functionality of our HR system introduced in early 2017. We have noticed however that this has led to an increased proportion of staff preferring not to disclose equal opportunities information.

We consistently gather equal opportunities data relating to recruitment, retention and development.

Analysing this data helps us take appropriate steps to avoid discrimination and improve equality and diversity across all our employment practices.

The composition of our employees

As at 31 March 2018, we employed a total of 597 staff, out of whom 259 (43.38%) worked full time and 338 (56.62%) worked part time.

Within the Royal Blind School, we employed 135 staff, out of whom 64 (47.41%) worked full time and 71 (52.59%) worked part time.

Sections below outline employee information under the following protected characteristics: gender, age, disability, sexual orientation, ethnic origin, religion and belief, marriage/civil partnership.

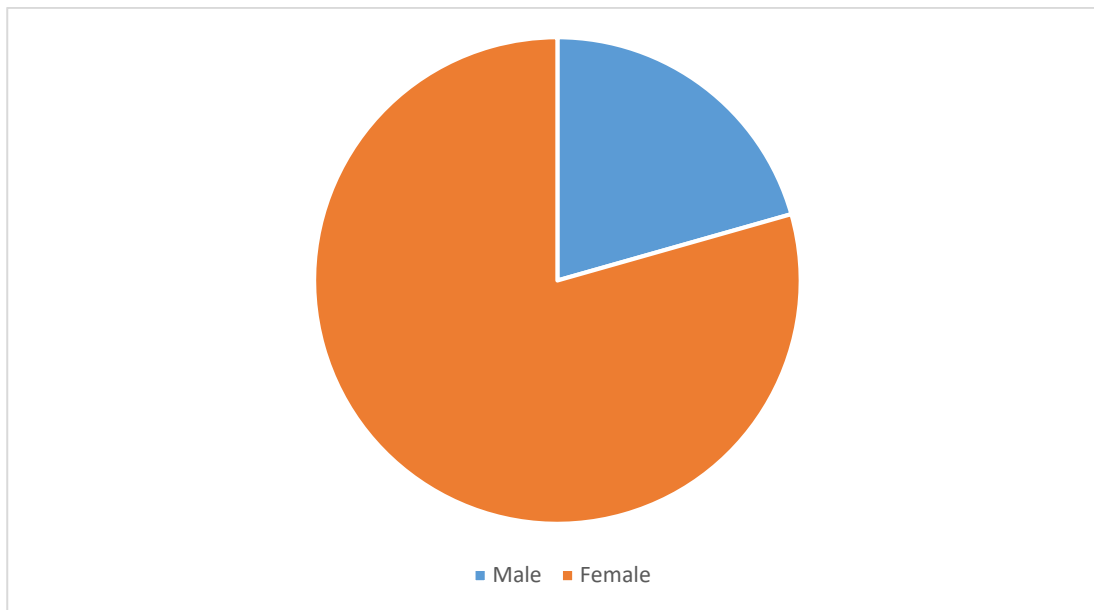
The employment information presented in this report covers the last 12 months since our last Equality Status Report was initially published on 28 April 2017 and updated on 19 July 2017. Under each protected characteristic, we have provided the following information:

- the overall composition of our employees as at 31 March 2018
- comparison with the 2017 and 2016 reports
- new employees appointed between 1 April 2017 and 31 March 2018
- job applicants between 1 April 2017 and 31 March 2018
- leavers between 1 April 2017 and 31 March 2018
- employees promoted internally between 1 April 2017 and 31 March 2018.

We have provided information relating to the whole organisation, and additionally about the Royal Blind School taken alone in order to meet our regulatory requirements.

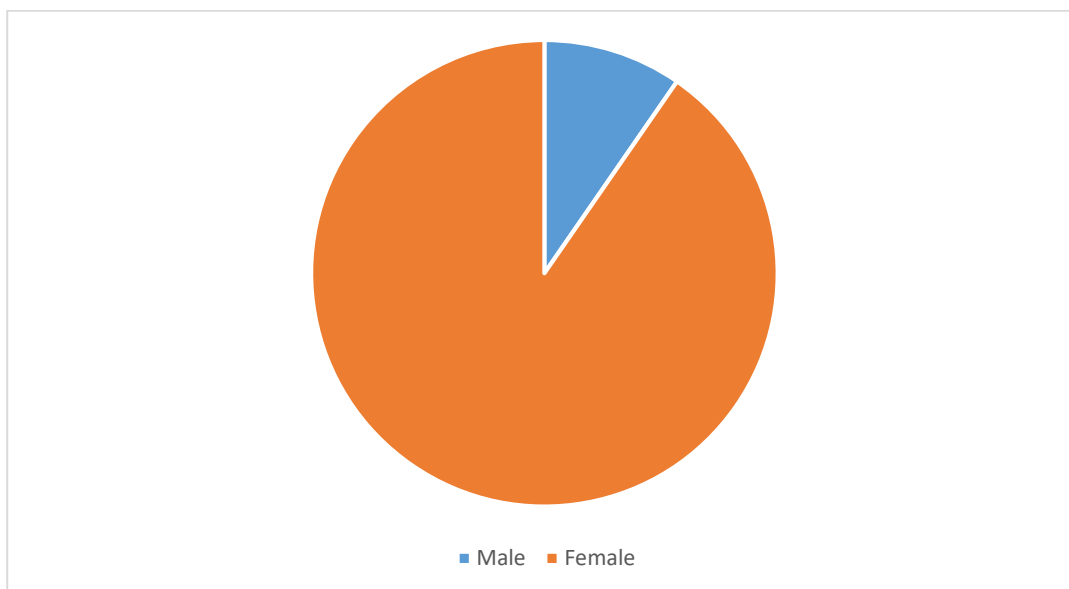
Gender

- The whole organisation as at 31 March 2018:



Gender	2018 Report	2017 report	2016 report
Female	79.40%	79.22%	79.30%
Male	20.60%	20.78%	20.70%

- The Royal Blind School as at 31 March 2018:



Gender	2018 report	2017 report	2016 report
Female	90.37%	90.23%	90.85%
Male	9.63%	9.77%	9.15%

- **Recruitment**

New employees appointed between 1 April 2017 and 31 March 2018:

Gender	The whole organisation	The Royal Blind School
Female	75.24%	86.21%
Male	24.76%	13.79%

Job applicants between 1 April 2017 and 31 March 2018:

Gender	The whole organisation	The Royal Blind School
Female	70.60%	78.69%
Male	22.22%	15.85%
Prefer not to say	7.18%	5.46%

- **Leavers** between 1 April 2017 and 31 March 2018::

Gender	The whole organisation	The Royal Blind School
Female	68.75%	76.47%
Male	31.25%	23.53%

- **Employees promoted internally** between 1 April 2017 and 31 March 2018:

Gender	The whole organisation	The Royal Blind School
Female	75.00%	75.00%
Male	25.00%	25.00%

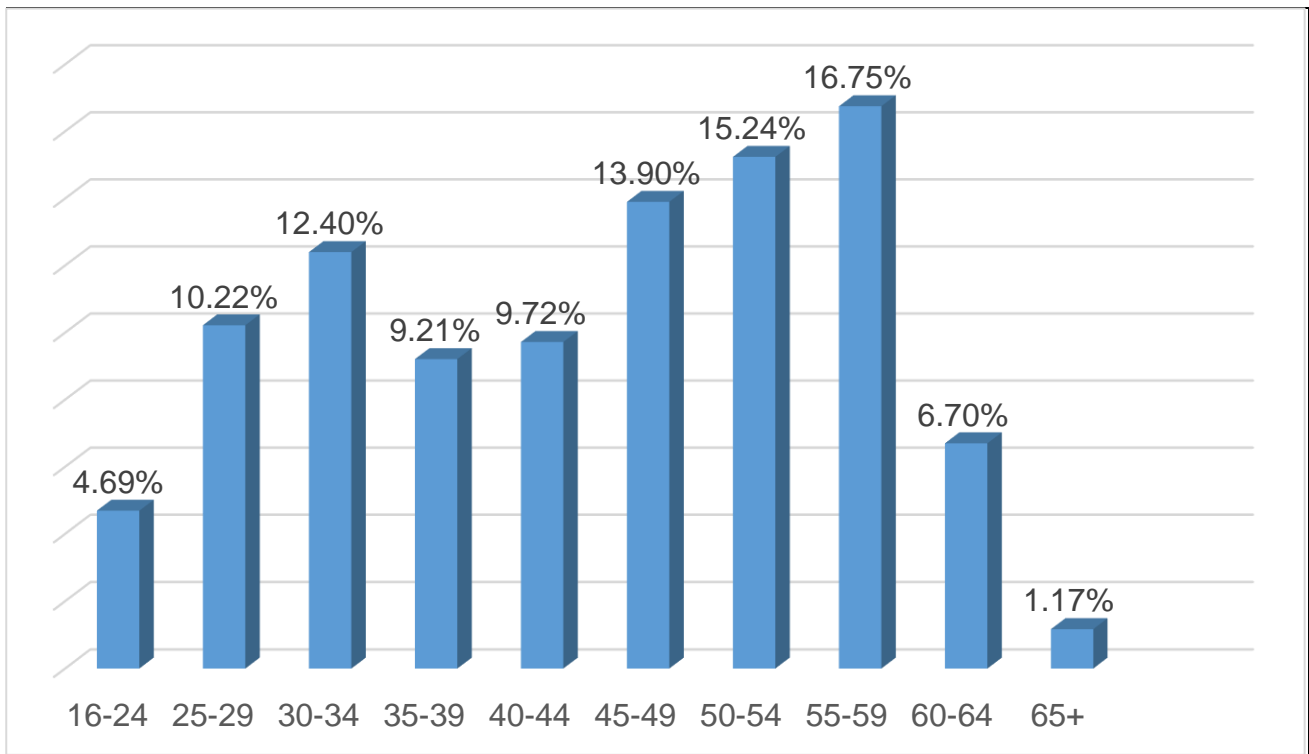
A vast majority of our employees are female. This reflects the typical gender mix in the activities we operate, which are mostly care and education sector. Based on SSSC Workforce Data Report published in 2016, 85% of all employees within the care sector are female.

The gender mix for the whole organisation is at a similar level as in April 2017, with a slightly lower proportion of men working for the organisation (20.60% in 2018 compared with 20.78% in 2017). In terms of the School specifically, the proportion of male employees compared to female staff changed from 9.77% in 2017 to 9.63% in 2018.

We believe that the recruitment, retention and development data outlined above is consistent with a fair and equal approach to our employment practices.

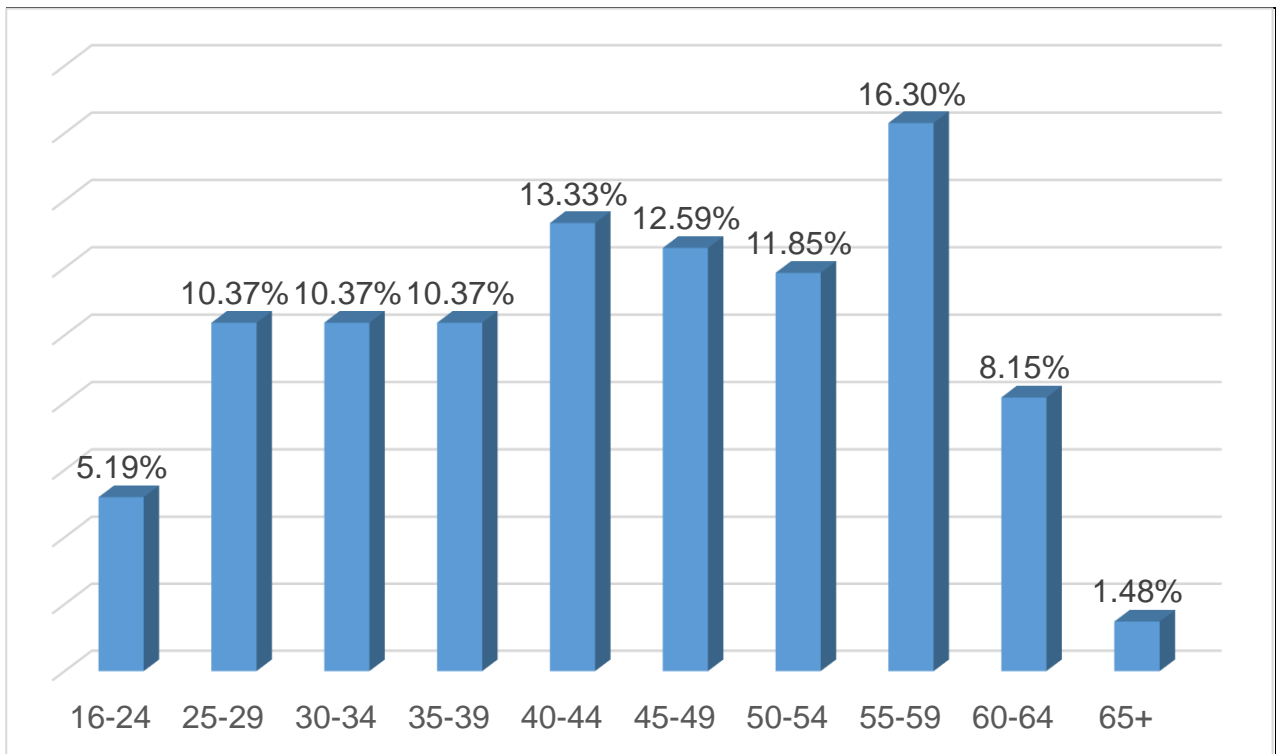
Age

- The whole organisation as at 31 March 2018:



Age	2018 report	2017 report	2016 report
16-24	4.69%	4.74%	4.63%
25-29	10.22%	9.36%	9.25%
30-34	12.40%	11.41%	11.45%
35-39	9.21%	9.80%	9.69%
40-44	9.72%	11.73%	12.78%
45-49	13.90%	13.46%	12.33%
50-54	15.24%	14.64%	14.98%
55-59	16.75%	17.87%	18.06%
60-64	6.70%	5.92%	5.51%
65+	1.17%	1.08%	1.32%

- **The Royal Blind School as at 31 March 2018:**



Age	2018 report	2017 report	2016 report
16-24	5.19%	3.38%	3.52%
25-29	10.37%	6.67%	5.63%
30-34	10.37%	10.53%	10.56%
35-39	10.37%	10.15%	9.86%
40-44	13.33%	16.17%	17.61%
45-49	12.59%	14.66%	14.09%
50-54	11.85%	12.41%	12.68%
55-59	16.30%	17.67%	16.90%
60-64	8.15%	7.52%	8.45%
65+	1.48%	0.75%	0.70%

- **Age at recruitment**

New employees appointed between 1 April 2017 and 31 March 2018:

Age	The whole organisation	The Royal Blind School
16-24	7.77%	17.24%
25-29	15.53%	24.14%
30-34	14.56%	13.79%
35-39	8.25%	13.79%
40-44	10.19%	-
45-49	8.25%	-
50-54	13.59%	6.90%
55-59	14.56%	10.34%
60-64	6.80%	6.90%
65+	0.49%	6.90%

Job applicants between 1 April 2017 and 31 March 2018:

Age	The whole organisation	The Royal Blind School
16-24	17.68%	18.03%
25-29	15.85%	15.85%
30-34	11.34%	16.39%
35-39	9.54%	12.57%
40-44	8.38%	6.56%
45-49	11.06%	10.38%
50-54	12.92%	9.29%
55-59	8.13%	2.19%
60-64	2.78%	3.28%
65+	0.49%	-
Prefer not to say	1.83%	5.46%

- **Leavers** between 1 April 2017 and 31 March 2018:

Age	The whole organisation	The Royal Blind School
16-24	5.00%	5.88%
25-29	12.50%	11.76%
30-34	13.75%	11.76%
35-39	13.75%	23.53%
40-44	10.00%	17.65%
45-49	10.00%	-
50-54	8.75%	11.76%
55-59	10.00%	5.88%
60-64	11.25%	5.88%
65+	5.00%	5.88%

- **Employees promoted internally** between 1 April 2017 and 31 March 2018:

Age	The whole organisation	The Royal Blind School
16-24	6.25%	-
25-29	18.75%	25%
30-34	25.00%	50%
35-39	18.75%	-
40-44	6.25%	-
45-49	6.25%	-
50-54	12.50%	-
55-59	-	-
60-64	6.25%	25%
65+	-	-

We have a balance of employees of different ages across the organisation.

The age bracket for 55 to 59 has the highest proportion of staff in both the whole organisation and the school. Turnover is low in the organisation, so it is perhaps unsurprising that many people choose to stay with us long into their working careers.

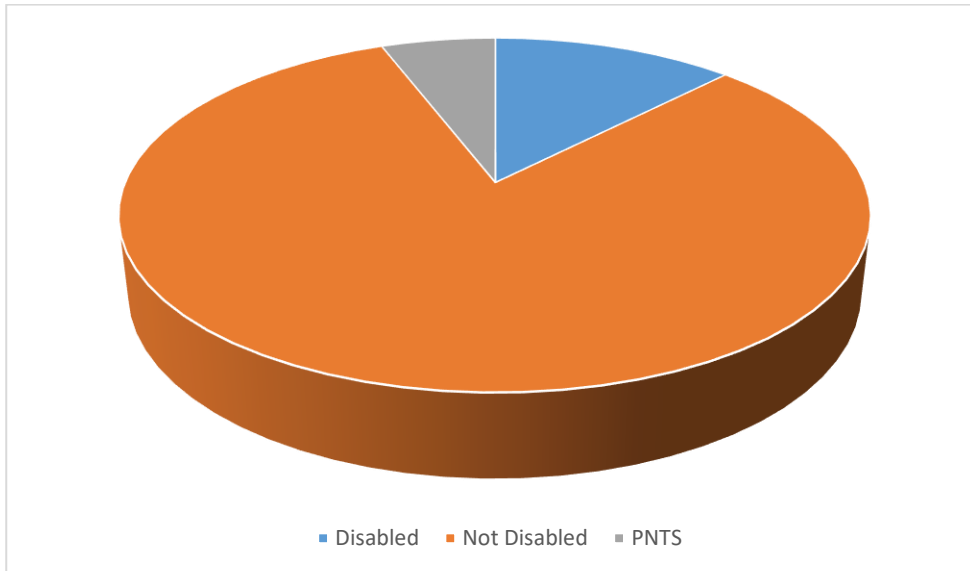
The figures for job applicants and new starters are fairly well balanced, suggesting we are attracting a wide range of applicants of all ages to Royal Blind. The proportion of new employees appointed from the 16 - 24 age group decreased from 15.48% in 2017 to 7.77% in 2018 for the whole organisation – this is due to the majority of our recruitment being centred around our new service, Jenny’s Well, and the requirement for qualifications to fulfil the majority of care and nursing roles. However new employees

appointed to the school from this age group increased from 6.67% in 2017 to 17.24% in 2018.

The slightly higher proportion of staff leaving over the age of 60 is influenced by staff retirements. Our long serving employees have a generous final salary pension scheme which allows for early retirements from the age of 55.

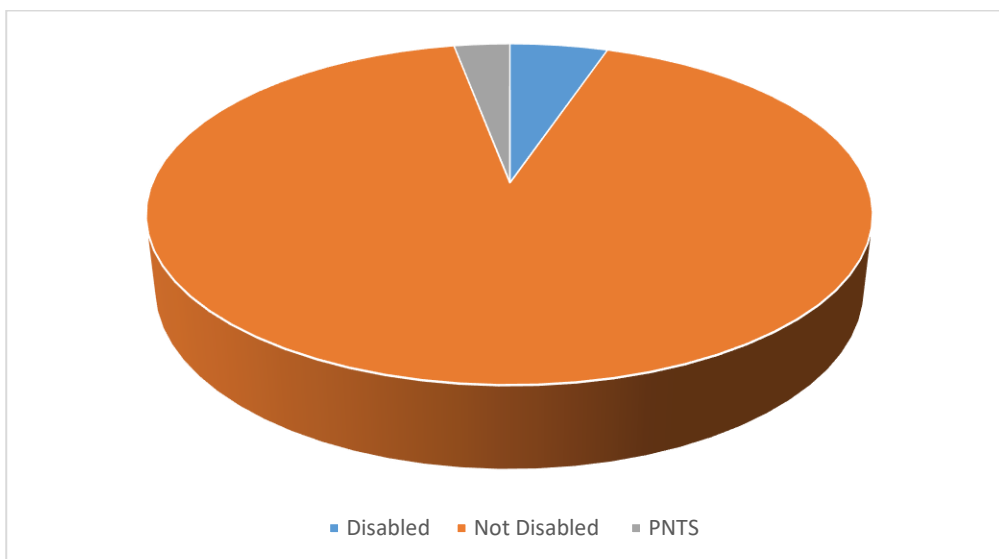
Disability

- **The whole organisation as at 31 March 2018:**



Disability status	2018 report	2017 report	2016 report
Disabled	12.40%	15.07%	16.08%
Not disabled	81.74%	83.21%	83.48%
Prefer not to say	5.86%	1.72%	0.44%

- **The Royal Blind School as at 31 March 2018:**



Disability status	2018 report	2017 report	2016 report
Disabled	5.19%	7.52%	8.45%
Not disabled	91.85%	91.73%	91.55%
Prefer not to say	2.96%	0.75%	-

- **Recruitment**

New employees appointed between 1 April 2017 and 31 March 2018:

Disability status	The whole organisation	The Royal Blind School
Disabled	4.85%	0.00%
Not disabled	80.10%	89.66%
Prefer not to say	15.05%	10.34%

Job applicants appointed between 1 April 2017 and 31 March 2018:

Disability status	The whole organisation	The Royal Blind School
Disabled	5.39%	4.92%
Not disabled	87.43%	90.16%
Prefer not to say	7.18%	4.92%

- **Leavers** between 1 April 2017 and 31 March 2018:

Disability status	The whole organisation	The Royal Blind School
Disabled	2.50%	-
Not disabled	85.00%	100.00%
Prefer not to say	12.50%	-

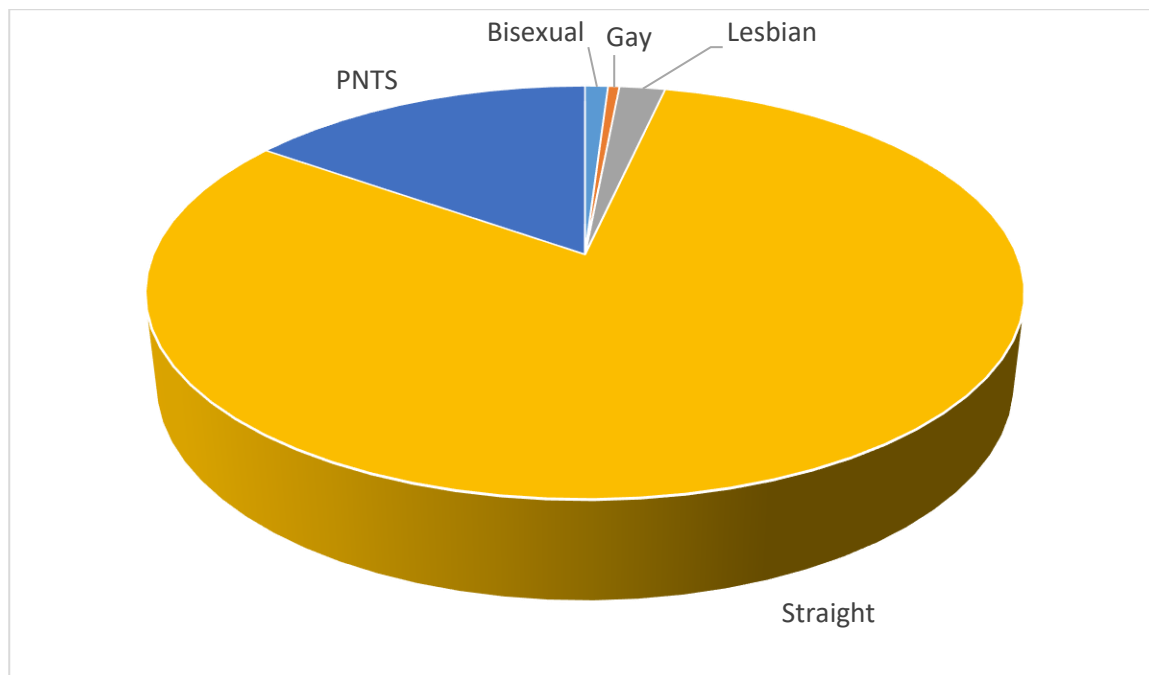
- **Employees promoted internally** between 1 April 2017 and 31 March 2018:

Disability status	The whole organisation	The Royal Blind School
Disabled	12.50%	-
Not disabled	75.00%	100%
Prefer not to say	12.50%	-

The records show a decrease in the proportion of employees identifying themselves as disabled (from 15.07% in 2017 to 12.40% in 2018), but it is likely due to the increased proportion of staff who prefer not to disclose this information (from 1.72% in 2017 to 5.86% in 2018). This may be linked to the fact that employees now have access to easily change this information through the HR system, which is now well established and used regularly (the system was introduced in early 2017).

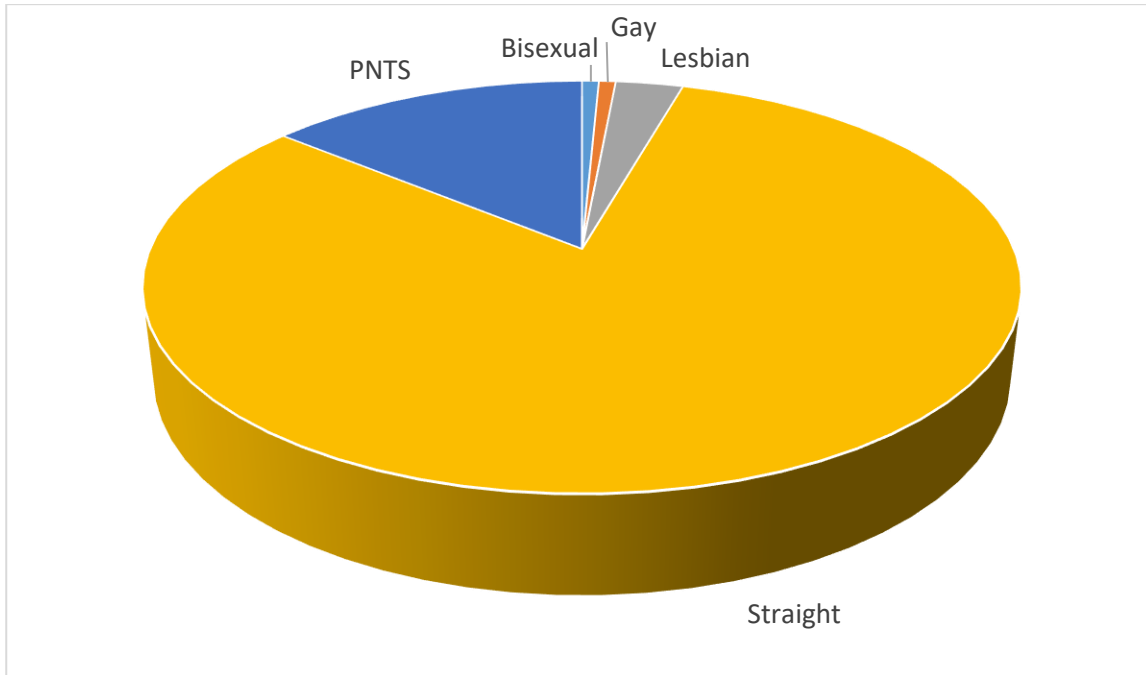
Sexual Orientation

- The whole organisation as at 31 March 2018:



Sexual orientation	2018 report	2017 report	2016 report
Bisexual	1.01%	1.94%	1.98%
Gay	0.50%	0.43%	0.44%
Lesbian	2.01%	1.94%	2.20%
Heterosexual/straight	81.24%	79.44%	78.86%
Prefer not to say	15.24%	16.25%	16.52%

- **The Royal Blind School as at 31 March 2018:**



Sexual orientation	2018 report	2017 report	2016 report
Bisexual	0.74%	0.75%	0.70%
Gay	0.74%	-	-
Lesbian	2.96%	1.50%	1.41%
Heterosexual/straight	81.48%	82.71%	82.40%
Prefer not to say	14.07%	15.04%	15.49%

- **Recruitment**

New employees appointed between 1 April 2017 and 31 March 2018:

Sexual orientation	The whole organisation	The Royal Blind School
Bisexual	0.97%	-
Gay	0.97%	3.45%
Lesbian	1.94%	6.90%
Heterosexual/straight	81.07%	75.86%
Prefer not to say	15.05%	13.79%

Job applicants between 1 April 2017 and 31 March 2018:

Sexual orientation	The whole organisation	The Royal Blind School
Bisexual	1.48%	2.73%
Gay	1.23%	1.09%
Lesbian	0.85%	1.64%
Heterosexual/straight	89.26%	88.52%
Prefer not to say	7.18%	6.01%

• **Leavers** between 1 April 2017 and 31 March 2018:

Sexual orientation	The whole organisation	The Royal Blind School
Bisexual	2.50%	-
Gay	1.25%	-
Lesbian	-	-
Heterosexual/straight	72.50%	88.24%
Prefer not to say	23.75%	11.76%

• **Employees promoted internally** between 1 April 2017 and 31 March 2018:

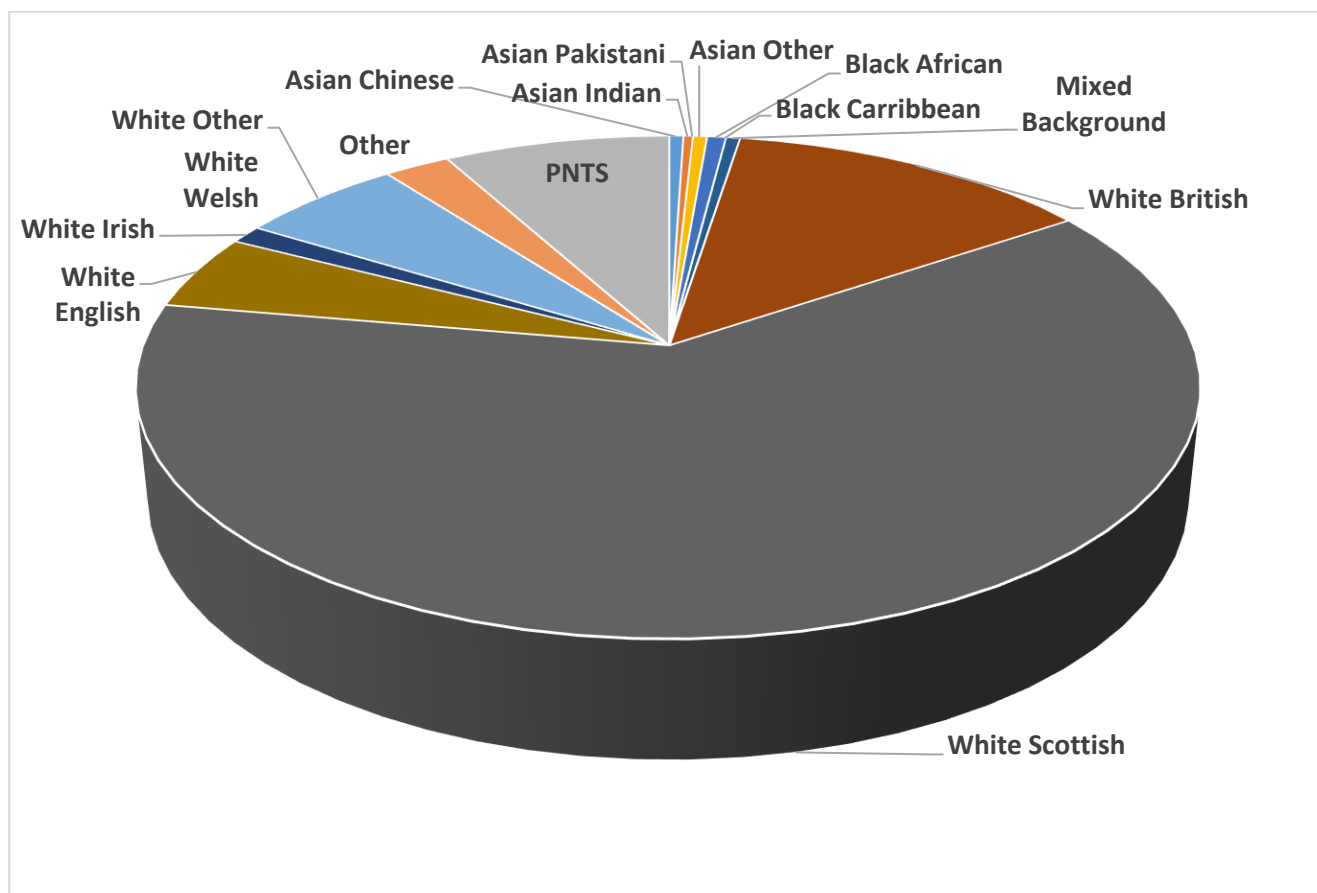
Sexual orientation	The whole organisation	The Royal Blind School
Bisexual	6.25%	-
Heterosexual/Straight	81.25%	100%
Prefer Not to say	12.50%	-

There is still a relatively high proportion of staff who prefer not to declare their sexual orientation, and these figures are similar to our last year's statistics.

The general make-up of our staffing split by sexual orientation corresponds to the data presented under recruitment, retention and development practices. The figures are broadly similar to the figures presented in our 2017 report.

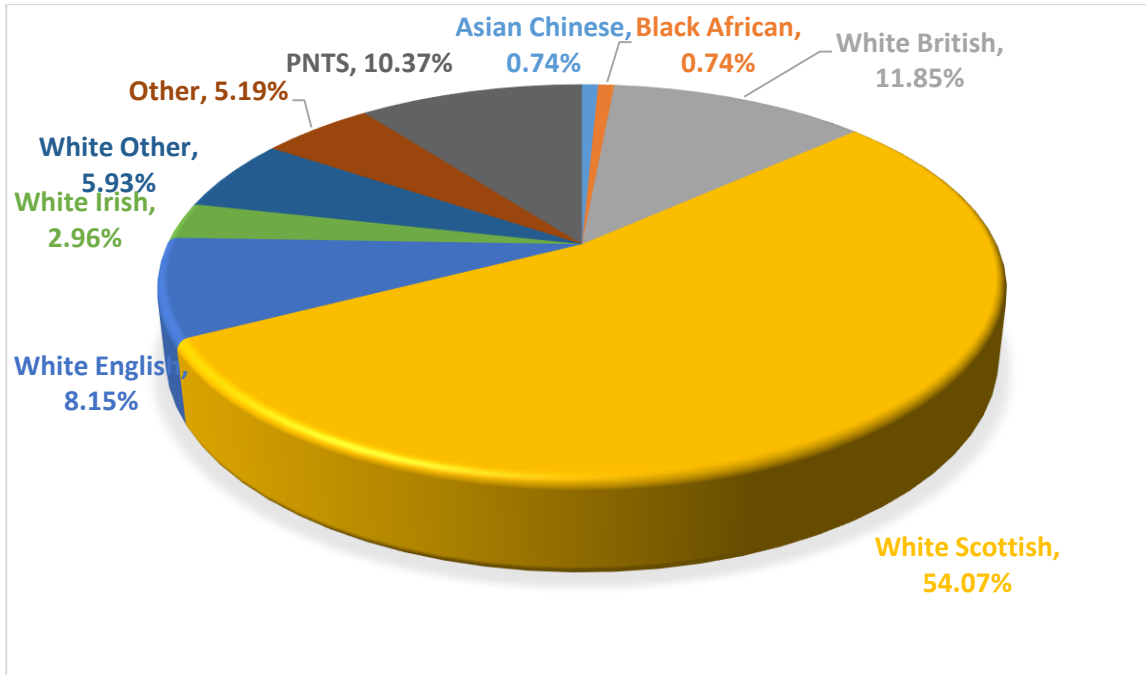
Ethnic Origin

- The whole organisation as at 31 March 2018:



Ethnic origin	2018 report	2017 report	2016 report
Asian Chinese	0.50%	0.65%	0.66%
Asian Indian	0.34%	0.43%	0.66%
Asian Other	0.50%	0.22%	0.22%
Black African	0.67%	0.54%	0.44%
Mixed Background	0.50%	0.54%	0.44%
White British	13.07%	8.18%	6.61%
White Scottish	62.14%	66.52%	67.40%
White English	4.86%	6.57%	6.83%
White Irish	1.17%	2.05%	2.42%
White Welsh	-	0.11%	0.22%
White Other	5.86%	2.91%	2.64%
Other	2.35%	3.77%	4.19%
Prefer not to say	8.04%	7.53%	7.27%

- The Royal Blind School as at 31 March 2018:



Ethnic origin	2018 report	2017 report	2016 report
Asian Chinese	0.74%	0.75%	0.70%
Black African	0.74%	0.75%	0.70%
White British	11.85%	5.64%	4.93%
White Scottish	54.07%	64.29%	65.49%
White English	8.15%	8.27%	8.45%
White Irish	2.96%	4.14%	4.23%
White Other	5.93%	1.13%	1.41%
Other	5.19%	6.02%	5.63%
Prefer not to say	10.37%	9.02%	8.45%

- **Recruitment:**

New employees appointed between 1 April 2017 and 31 March 2018:

Ethnic origin	The whole organisation	The Royal Blind School
Asian Indian	0.49%	-
Asian Other	0.97%	
Black African	0.49%	
White British	23.79%	34.48%
White Scottish	52.43%	34.48%
White English	1.46%	-
White Other	10.19%	20.69%
Other	0.49%	-
Prefer not to answer	9.71%	10.34%

Job applicants between 1 April 2017 and 31 March 2018:

Ethnic origin	The whole organisation	The Royal Blind School
Asian Chinese	0.21%	0.55%
Asian Indian	1.02%	1.00%
Asian Pakistani	0.53%	6.00%
Asian Other	1.02%	3.28%
Black African	2.25%	1.64%
Black Caribbean	0.04%	0.55%
Mixed Background	0.92%	1.64%
White British	28.27%	33.88%
White Scottish	55.42%	37.16%
White English	1.27%	-
White Irish	0.88%	2.73%
White Welsh	0.14%	-
White Other	6.83%	15.85%
Other	0.14%	0.55%
Prefer not to say	1.06%	-

- **Leavers** between 1 April 2017 and 31 March 2018:

Ethnic origin	The whole organisation	The Royal Blind School
White British	20.00%	11.76%
White Scottish	60.00%	76.47%
White English	3.75%	-
White Irish	1.25%	5.88%
White Welsh	-	-
White Other	1.25%	5.88%
Other	1.25%	-
Prefer not to say	12.50%	-

- **Employees promoted internally** between 1 April 2017 and 31 March 2018:

Ethnic origin	The whole organisation	The Royal Blind School
Mixed Background	-	-
White British	18.75%	25.00%
White Scottish	62.50%	75.00%
White English	6.25%	-
White Other	-	-
Other	6.25%	-
Prefer not to say	6.25%	-

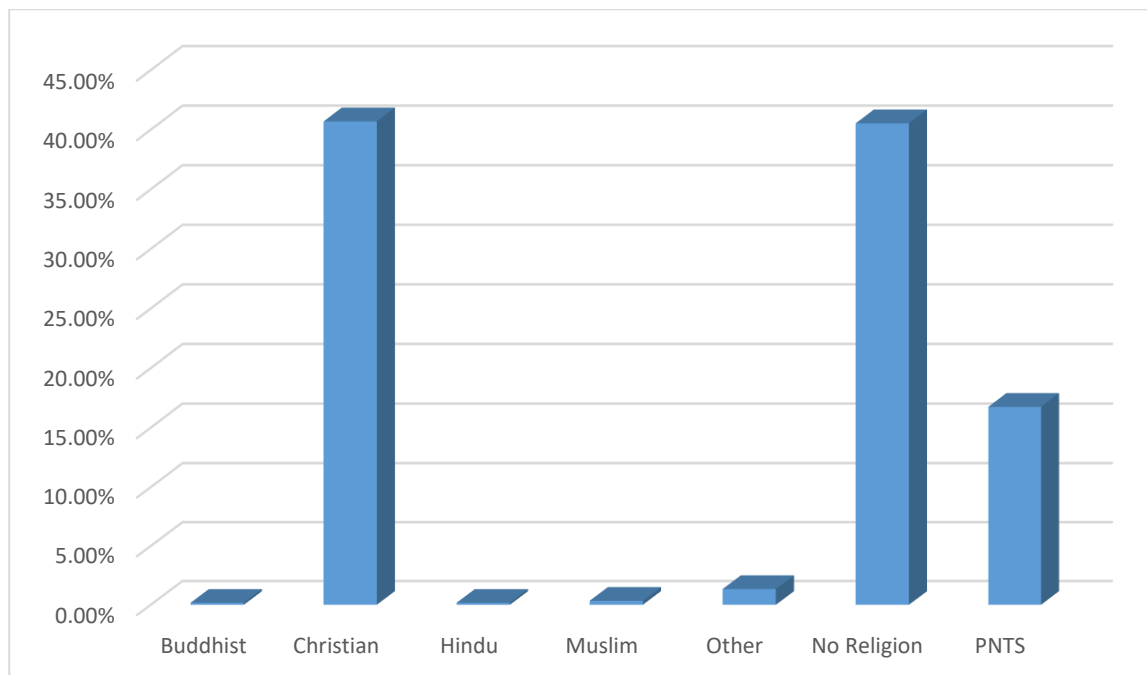
A vast majority of our employees are 'White Scottish', which reflects our location.

The current figures show an increased proportion of employees from the 'White Other' ethnic background 5.86% in 2018 compared with 3.91% in 2017 for the whole organisation, and 5.91% compared with 1.13% for the School. The proportion of new employees appointed from this group over the last year also increased to 10.19%, compared with 8.33% in the previous reporting period.

The ethnicity mix within recruitment, retention and development closely reflects the overall make-up of our staffing, which is consistent with a fair and equal approach to our employment practices.

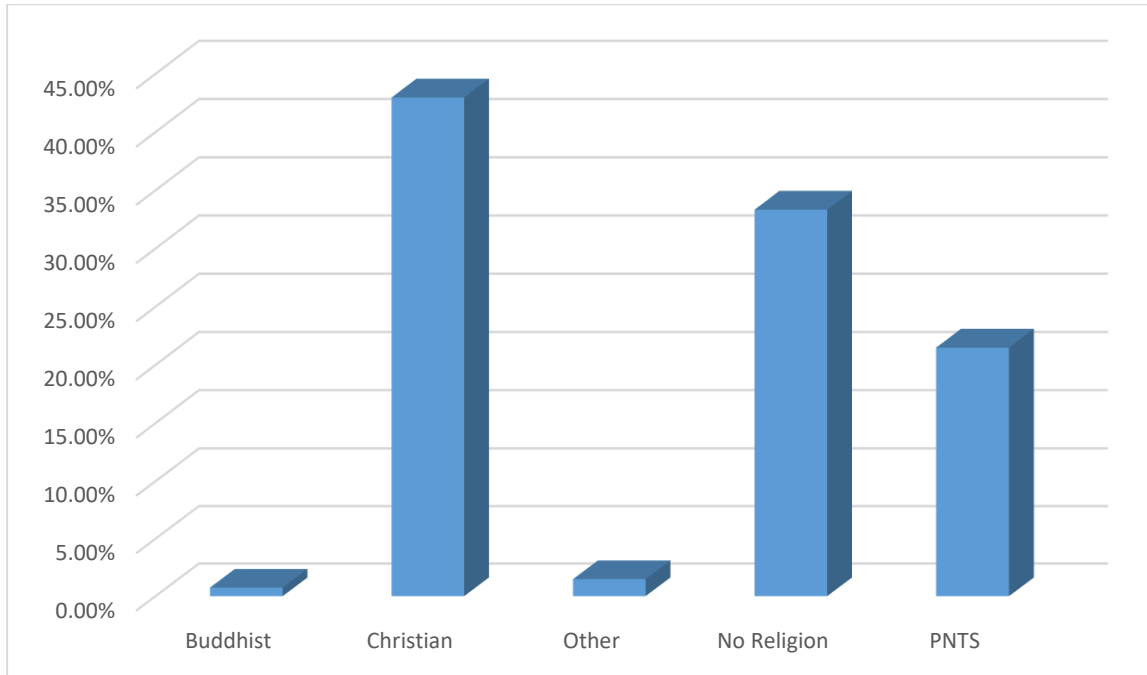
Religion and Belief

- The whole organisation as at 31 March 2018:



Religion/belief	2018 report	2017 report	2016 report
Buddhist	0.17%	0.22%	0.44%
Christian	40.70%	40.47%	40.31%
Hindu	0.17%	0.32%	0.44%
Sikh	-	0.32%	-
Muslim	0.34%	-	0.44%
Other religion	1.34%	1.72%	1.76%
No religion	40.54%	38.97%	38.55%
Prefer not to say	16.75%	17.98%	18.06%

- **The Royal Blind School as at 31 March 2018:**



Religion/belief	2018 report	2017 report	2016 report
Buddhist	0.74%	-	-
Christian	42.96%	46.24%	46.48%
Other religion	1.48%	0.75%	0.70%
No religion	33.33%	33.46%	33.80%
Prefer not to say	21.48%	19.55%	19.02%

- **Recruitment**

New employees appointed between 1 April 2017 and 31 March 2018:

Religion/belief	The whole organisation	The Royal Blind School
Christian	39.32%	34.48%%
Buddhist	0.49%	3.45%
Muslim	0.97%	-
Other religion	0.97%	3.45%
No religion	40.78%	34.48%
Prefer not to say	17.48%	24.14%

- **Job applicants** between 1 April 2017 and 31 March 2018:

Religion/belief	The whole organisation	The Royal Blind School
Buddhist	0.74%	2.19%
Christian	39.93%	29.51%
Hindu	0.21%	-
Jewish	0.11%	-
Muslim	1.34%	2.73%
Sikh	0.21%	1.64%
Other religion	0.81%	1.09%
No religion	46.02%	52.46%
Prefer not to say	10.63%	10.38%

- **Leavers** between 1 April 2017 and 31 March 2018:

Religion/belief	The whole organisation	The Royal Blind School
Christian	36.25%	47.06%
Buddhist	1.25%	5.88%
Sikh	1.25%	-
Other religion	1.25%	-
No religion	35.00%	29.41%
Prefer not to say	25.00%	17.65%

- **Employees promoted internally** between 1 April 2017 and 31 March 2018:

Religion/belief	The whole organisation	The Royal Blind School
Christian	25.00%	25.00%
No religion	62.50%	75.00%
Prefer not to say	12.50%	-

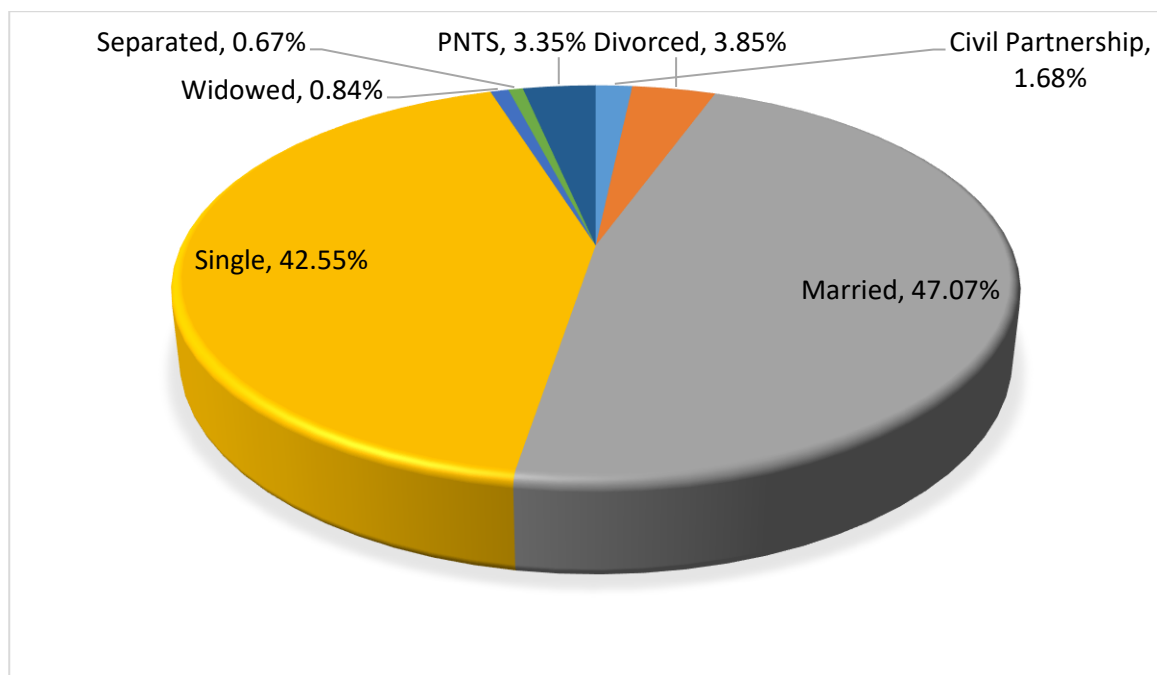
The make-up of our staffing is dominated by 'Christian' and 'No religion', and this spread is similar across all our employment practices. These proportions are similar to the figures presented in our 2017 report.

There is still a relatively high percentage of employees who prefer not to disclose their religion. 17.48% of new employees across the whole organisation and 24.14% of new employees at the School chose not to disclose this information.

The employee data split by religion or belief under recruitment, retention and development practices broadly corresponds to the overall make-up of our staffing.

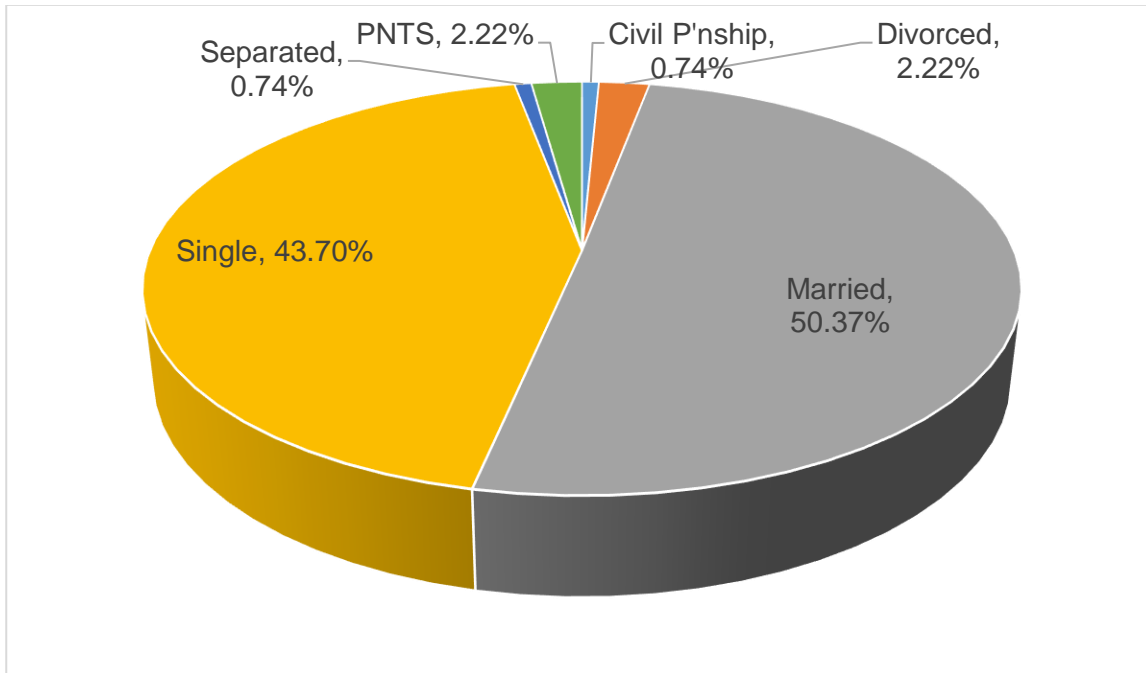
Marriage/Civil Partnership Status

- The whole organisation as at 31 March 2018:



Marriage/civil partnership status	2018 report	2017 report	2016 report
Civil partnership	1.68%	0.43%	0.22%
Divorced	3.85%	3.12%	3.08%
Married	47.07%	47.04%	47.58%
Separated	0.67%	0.32%	0.22%
Single	42.55%	46.18%	46.92%
Widowed	0.84%	0.75%	0.66%
Other	-	-	1.10%
Prefer not to say	3.35%	2.15%	0.22%

- **The Royal Blind School as at 31 March 2018:**



Marriage/civil partnership status	2018 report	2017 report	2016 report
Civil partnership	0.74%	0.75%	0.70%
Divorced	2.22%	4.14%	4.23%
Married	50.37%	50.38%	51.41%
Separated	0.74%	0.75%	0.70%
Single	43.70%	40.98%	40.14%
Widowed	-	0.75%	0.70%
Other	-	-	1.41%
Prefer not to say	2.22%	2.26%	0.70%

- **Recruitment**

New employees appointed between 1 April 2017 and 31 March 2018:

Marriage/civil partnership status	The whole organisation	The Royal Blind School
Divorced	6.80%	3.45%
Civil Partnership	5.34%	3.45%
Married	41.26%	37.93%
Single	39.81%	48.28%
Separated	0.97%	-
Widowed	0.97%	-
Prefer not to say	4.85%	6.90%

Job applicants between 1 April 2017 and 31 March 2018:

Marriage/civil partnership status	The whole organisation	The Royal Blind School
Civil partnership	3.63%	3.83%
Divorced	5.85%	3.83%
Married	34.79%	33.88%
Separated	2.25%	3.28%
Single	44.72%	48.09%
Widowed	1.62%	1.09%
Prefer not to say	7.15%	6.01%

- **Leavers** between 1 April 2017 and 31 March 2018:

Marriage/civil partnership status	The whole organisation	The Royal Blind School
Civil Partnership	5.00%	5.88%
Divorced	7.50%	11.76%
Married	36.25%	29.41%
Separated	1.25%	-
Single	43.75%	52.94%
Widowed	0%	-
Prefer not to say	6.25%	-

- **Employees promoted internally** between 1 April 2017 and 31 March 2018:

Marriage/civil partnership status	The whole organisation	The Royal Blind School
Married	43.75%	50%
Single	50.00%	50%
Divorced	6.25%	-

A vast majority of our staff are either 'Married' or 'Single'. These proportions are similar to the figures presented in our 2017 report.

We believe that the data above relating to recruitment, retention and development of our employees corresponds with fair and equal employment practices in relation to the marriage and civil partnership status.

Further implementation and monitoring

We will continue to monitor and use employee information to ensure improved equality and diversity across the organisation.

The next Equality Status Report will be published in April 2019. The report will include the following elements:

- Mainstreaming the equality duty
- Employee information
- Gender pay gap information
- Progress towards achieving our equality outcomes set in 2017