

Equality, Diversity and Inclusion Mainstreaming and Outcomes Report 2021-2025

April 2021 Employee Equality Data Annex



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1. Introduction and purpose of this annex

This annex should be read alongside our Equality Mainstreaming and Outcomes report.

- The mainstreaming report sets out our ongoing approach to progressing our equality outcomes.
- This data annex contains more detailed information on the composition of our workforce and our approach to meeting the Gender Representation on the Public Boards (Scotland) Act 2018.

We continue to improve the quality of information we hold on our workforce. Our recent progress includes updated questions and making it easier for staff to update their HR records. So caution is required when comparing the December 2020 data with previous years. We believe this new approach will provide a more robust understanding of the nature of our workforce and will help us to identify how we can continue to mainstream equality within every area of the SSSC.

2. Detailed employee monitoring information

This annex has detailed information on our workforce. All information is as of December 2019 or December 2020 unless stated. The annex ends with a technical note on the data.

Declaration rates

We ask staff to declare their protected characteristics on our MyView HR system. The following table contains a snapshot of the proportion of staff who provided this information as of December 2020. This figure represents the proportion of staff who responded to the question and includes staff who will have selected the 'prefer not to say' option to one or more questions. The table excludes sex, age and trans status as we have 100% figures for all staff.

The proportion of staff who have shared their marital status is considerably lower than the other figures. We believe this is because we ask staff to provide this information on a separate part of our HR system. We are exploring how we can make this easier for staff and are raising awareness of the need for this information. We anticipate this figure will increase significantly in the short term.

SSSC staff declaration rates for protected characteristics, December 2020

Ethnicity	85.50%
Sexual orientation	85.50%
Disability	85.50%
Marital status	14.50%
Religion	85.50%
Gender identity	85.20%

A. Overview of the SSSC workforce by protected characteristics

All tables have an asterisk where there are fewer than five employees in each category. In some instances, we've also applied an asterisk to an additional figure to increase the level of anonymity. We have also used an asterisk where there was a nil response.

Sex

	December 2019	
	Headcount	% of workforce
Female	221	75.95%
Male	70	24.05%
Total	291	100.00%

	December 2020	
	Headcount	% of workforce
Female	230	74.19%
Male	80	25.81%
Total	310	100.00%

Gender identity¹

	December 2020	
	Headcount	% of workforce
Female	196	63.23%
In another way (please specify)	*	
Male	61	19.68%
Prefer not to say	*	
Unknown	46	14.84%
Total	310	100.00%

Age

	December 2019	
	Headcount	% of workforce
Under 25	*	
25-34	87	29.90%
35-44	72	24.74%
45-54	60	20.62%
55-64	43	14.78%
65+	*	
Total	291	100.00%

¹ We introduced this optional question in July 2020.

	December 2020	
	Headcount	% of workforce
Under 25	*	
25-34	84	27.10%
35-44	87	28.06%
45-54	70	22.58%
55-64	46	14.84%
65+	*	0.97%
Total	310	100.00%

Disability

	December 2019	
	Headcount	% of workforce
Don't know	*	
No	177	60.82%
Prefer not to say	15	5.15%
Yes	35	12.03%
Unknown	60	20.62%
Total	291	100.00%

	December 2020	
	Headcount	% of workforce
Don't know	*	
No	199	64.19%
Prefer not to say	16	5.16%
Yes	45	14.52%
Unknown	46	14.84%
Total	310	100.00%

Marital status

	December 2019	
	Headcount	% of workforce
Separated	*	
Cohabiting	*	
Divorced	*	
Married	14	4.81%
Prefer not to say	*	
Single	9	3.09%
Unknown	260	89.35%
Total	291	100.00%

	December 2020	
	Headcount	% of workforce
Separated	*	
Cohabiting	7	2.26%
Divorced	*	
Married	20	6.45%
Prefer not to say	*	
Single	13	4.19%
Unknown	265	85.48%
Total	310	100.00%

Ethnicity

	December 2019	
	Headcount	% of workforce
White	219	75.26%
Any mixed of multiple ethnic groups (please specify below)	*	
Asian, Asian Scottish or Asian British	5	1.72%
African, African Scottish or African British	*	
Other ethnic group (please specify)	*	
Prefer not to say	6	2.06%
Unknown	58	19.93%
Total	291	100.00%

	December 2020	
	Headcount	% of workforce
White	248	80.00%
Any mixed of multiple ethnic groups (please specify below)	*	
Asian, Asian Scottish or Asian British	5	1.61%
African, African Scottish or African British	*	
Other ethnic group (please specify)	*	
Prefer not to say	7	2.26%
Unknown	45	14.52%
Total	310	100.00%

Religion

	December 2019	
	Headcount	% of workforce
Church of Scotland	44	15.12%
Jewish	*	
Muslim	*	
None	117	40.21%
Other	7	2.41%
Other Christian (please specify)	6	2.06%
Prefer not to say	29	9.97%
Roman Catholic	26	8.93%
Unknown	58	19.93%
Total	291	100.00%

	December 2020	
	Headcount	% of workforce
Church of Scotland	48	15.48%
Jewish	*	
Muslim	*	
None	136	43.87%
Other	7	2.26%
Other Christian (please specify)	10	3.23%
Prefer not to say	30	9.68%
Roman Catholic	30	9.68%
Unknown	45	14.52%
Total	310	100.00%

Sexual orientation

	December 2019	
	Headcount	% of workforce
Bi / bisexual	*	
Gay / lesbian	*	
Heterosexual / straight	212	72.85%
Other (If you prefer another term, please specify below)	*	
Prefer not to say	12	4.12%
Unknown	60	20.62%
Total	291	100.00%

	December 2020	
	Headcount	% of workforce
Bi / bisexual	*	
Gay / lesbian	*	
Heterosexual / straight	242	78.06%
Other (If you prefer another term, please specify below)	*	
Prefer not to say	14	4.52%
Unknown	45	14.52%
Total	310	100.00%

Gender reassignment²

	December 2019	
	Headcount	% of workforce
No	224	76.98%
Prefer not to say or unknown	67	23.02%
Total	291	100.00%

Trans status

	December 2020	
	Headcount	% of workforce
No	257	82.90%
Prefer not to say or unknown	53	17.10%
Total	310	100.00%

² We replaced the gender reassignment question with one on trans status in July 2020.

B. Promotions

Promotions by age

	2019	
	Headcount	% of workforce
Under 25	*	
25-34	8	47.06%
35-44	*	
45-54	*	
55-64	*	
65+	*	
Total	17	100%

	2020	
	Headcount	% of workforce
Under 25	*	
25-34	23	52.27%
35-44	9	20.45%
45-54	8	18.18%
55-64	*	
65+	*	
Total	44	100%

Promotions by disability

	2019	
	Headcount	% of workforce
Don't know	*	
No	13	76.47%
Prefer not to say	*	
Unknown	*	
Yes	*	
Total	17	100.00%

	2020	
	Headcount	% of workforce
Don't know	*	
No	29	65.91%
Prefer not to say	*	
Unknown	*	
Yes	8	18.18%
Total	44	100.00%

Promotions by gender reassignment

	2019	
	Headcount	% of workforce
No	15	88.24%
Prefer not to say	*	
Unknown	*	
Total	17	100%

Promotions by trans status

	2020	
	Headcount	% of workforce
No	40	90.91%
Prefer not to say	*	
Unknown	*	
Total	144	100.00%

Promotions by marital status

	2019	
	Headcount	% of workforce
Cohabiting	*	
Divorce	*	
Married	*	
Prefer not to say	*	
Single	*	
Unknown	15	88.24%
Total	17	100.00%

	2020	
	Headcount	% of workforce
Cohabiting	*	
Divorce	*	
Married	*	
Prefer not to say	*	
Single	*	
Unknown	36	81.82%
Total	44	100.00%

Promotion by ethnicity

	2019	
	Headcount	% of workforce
White	15	88.24%
Prefer not to say	*	
Unknown	*	
Total	17	100.00%

	2020	
	Headcount	% of workforce
White	40	90.91%
Prefer not to say	*	
Unknown	*	
Total	44	100.00%

Promotion by gender

	2019	
	Headcount	% of workforce
Female	13	76.47%
Male	*	
Total	17	100.00%

	2020	
	Headcount	% of workforce
Female	31	70.45%
Male	13	29.55%
Total	44	100.00%

Promotions by sexual orientation

	2019	
	Headcount	% of workforce
Gay / lesbian	*	
Heterosexual / straight	13	76.47%
Other, unknown, prefer not to say	*	
Total	17	100.00%

	2020	
	Headcount	% of workforce
Gay / lesbian	*	
Heterosexual / straight	34	77.27%
Other, unknown, prefer not to say	*	
Total	44	100.00%

Promotions by religion

	2019	
	Headcount	% of workforce
Church of Scotland	*	
Catholic	*	
None	10	58.82%
Prefer not to say or unknown	*	
Total	17	100.00%

	2020	
	Headcount	% of workforce
Church of Scotland	10	22.73%
Catholic	*	
None	23	52.27%
Prefer not to say or unknown	7	11.36%
Total	44	100.00%

C. Flexible working

The following table examines successful flexible working applications by age. We have chosen not to publish figures for other protected characteristics due to the small numbers of people involved.

Flexible applications by age

	2019	
	Headcount	% of workforce
Under 25	*	
25-34	8	42.11%
35-44	5	26.32%
45-54	*	
55-64	*	
Total	19	100.00%

	2020	
	Headcount	% of workforce
Under 25	*	
25-34	14	66.67%
35-44	*	
45-54	*	
55-64	*	
Total	21	100.00%

D. Recruitment

All applicants

	Headcount
	2019
All people	373
External	212
Internal	74
Unknown	87

	Headcount
	2020
External	559
Internal	104
Total	663

All shortlisted applicants

	Headcount
	2019
External	100
Internal	63
Unknown	41
Total	204

	Headcount
	2020
External	101
Internal	69
Total	170

All successful applicants

	Headcount
	2019
External	29
Internal	22
Total	51

	Headcount
	2020
External	43
Internal	50
Total	93

Successful applicants by age

	Headcount
	2019
Under 21	*
21-29	18
30-39	6
40-49	8
50-59	*
60-65	*
Over 65	*
Prefer not to say	*
Not stated	*
Unknown	17
Total	51

	Headcount
	2020
Under 21	*
21-29	23
30-39	28
40-49	19
50-59	9
60-65	*
Over 65	*
Prefer not to say	*
Not stated	*
Unknown	13
Total	93

Successful applicants by disability

	Headcount
	2019
With a disability	*
No disability	46
Prefer not to say	*
Not stated	*
Unknown	*
Total	51

	Headcount
	2020
With a disability	11
No disability	67
Prefer not to say	*
Not stated	*
Unknown	14
Total	93

Successful applicants by gender reassignment³

	Headcount
	2019
Undertaken gender reassignment	*
No gender reassignment	26
Prefer not to say	*
Not stated	*
Unknown	25
Total	51

	Headcount
	2020
Undertaken gender reassignment	*
No gender reassignment	53
Prefer not to say	*
Not stated	*
Unknown	40
Total	93

³ We will revise this question to ask applicants about their trans status in April 2021.

Successful applicants by ethnicity

	Headcount
	2019
White	47
Minority ethnic	*
Prefer not to say / not stated	*
Unknown	*
Total	51

	Headcount
	2020
White	75
Minority ethnic	*
Prefer not to say / not stated	*
Unknown	15
Total	93

Successful applicants by marital status

	Headcount
	2019
Single	14
Co-habiting	*
Civil partnership	*
In a registered same-sex civil partnership	*
Married	8
Separated	*
Separated but still legally married	*
Divorced	*
Widowed or surviving partner from a same-sex civil partnership	*
Other	*
Prefer not to say	*
Not stated	*
Unknown	23
All people	51

	Headcount
	2020
Single	15
Co-habiting	16
Civil partnership	*
In a registered same-sex civil partnership	*
Married	22
Separated	*
Separated but still legally married	*
Divorced	5
Widowed or surviving partner from a same-sex civil partnership	*
Other	*
Prefer not to say	*
Not stated	*
Unknown	30
All people	93

Successful applicants by gender

	2019
Male	13
Female	35
Prefer not to say / not stated	*
Unknown	*
Total	51

	2020
Male	24
Female	53
Prefer not to say / not stated	*
Unknown	14
Total	93

Successful applicants by sexual orientation

	Headcount
	2019
Heterosexual	43
Gay /Lesbian	*
Bisexual	*
Other	*
Prefer not to say / not stated / unknown	*
Total	51

	Headcount
	2020
Heterosexual	69
Gay /Lesbian	*
Bisexual	*
Other	*
Prefer not to say / not stated / unknown	13
Total	93

Successful applicants by religion

	Headcount
	2019
Church of Scotland	6
Roman Catholic	*
Other Christian	*
Buddhist	*
Hindu	*
Jewish	*
Muslim	*
Sikh	*
Other religions	*
No religion	36
Prefer not to say or unknown	*
Total	51

	Headcount
	2020
Church of Scotland	13
Roman Catholic	11
Other Christian	*
Buddhist	*
Hindu	*
Jewish	*
Muslim	*
Sikh	*
Other religions	*
No religion	43
Prefer not to say or unknown	21
Total	93

Successful applicants by carers status

	Headcount
	2019
Carer	*
Not carer	35
Don't know	*
Prefer not to say / not stated / unknown	*
Total	51

	Headcount
	2020
Carer	15
Not carer	58
Don't know	*
Prefer not to say / not stated / unknown	*
Total	93

E. Leavers

The following tables examine the numbers of people who left the SSSC by age and by sex. We have chosen not to publish figures for other protected characteristics due to the small numbers of people involved.

Leavers by age

	Headcount	% of workforce
	2019	
Under 25	*	
25-34	17	37.78%
35-44	5	11.11%
45-54	7	15.56%
55-64	8	17.78%
65+	*	
Total	45	100.00%

	Headcount	% of workforce
	2020	
Under 25	5	16.67%
25-34	11	36.67%
35-44	*	
45-54	*	
55-64	5	16.67%
65+	*	
Total	30	100.00%

Leavers by sex

	Headcount	% of workforce
	2019	
Female	29	64.44%
Male	16	35.56%
Total	45	100.00%

	Headcount	% of workforce
	2020	
Female	24	80.00%
Male	6	20.00%
Total	30	100.00%

Technical note on data

In 2020 we introduced a new approach allowing staff to update most of their diversity information themselves. We also changed the snapshot data for these figures. Our 2019 report contained figures as of January 2018 and January 2019. This report contains figures as of December 2019 and December 2020.

Figures for 2019 use the staffing profile as of December 2019 but use diversity data collected in the 2020 exercise. This means that in the case of disability, transgender, ethnicity, religion and sexuality, our figures assume that their status supplied in 2020 would have applied in 2019. We will make our approach to gathering and analysing this information more robust in future through a cycle of targeted reminders about data completion during the year and taking a snapshot of the data at a predetermined date.

Some of our data should be treated with caution due to relatively high levels of unknown or not disclosed responses. For example, in 2020 the ethnicity of approximately 15% of successful applicants for our posts is unknown. We are taking steps to raise awareness of the reasons why we collect this data. Where relevant we highlight warnings on the data throughout this report.

In 2020 we updated our questions using the [Getting Monitoring Right](#) guidance by Stonewall. We also updated our questions based on advice from other public bodies. Updating our equality questions and approach has led to some discontinuities around the data in the short term. In the longer term it will lead to an improved understanding of our workforce.

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We promote equality by removing unlawful and unfair
treatment on the grounds of any protected characteristic
wherever possible.