SPT

Strathclyde Partnership for Transport

Equality and Diversity Monitoring Report 2021

CONTENTS

List of Figures

List of Tables

1.   **INTRODUCTION**

SPT remains committed to meeting its obligations under the Equality Act 2010 and subsequent Public Sector Equality Duties. SPT continues to work to identify improvements to how it gathers and analyses data from our workforce.

This is SPT's fifth Equality and Diversity Monitoring Report, with the last report issued in April 2019 reflecting data as at 31 December 2018. In order to consistently assess progress and ensure compliance with SPT's governance, as well as external reporting requirements, this report is based upon data at 31 December.

SPT regularly monitors the profile of our staff to meet our legal obligations and in line with good practice. Monitoring and analysis also informs our equality impact assessments.

Efforts to build a more comprehensive data set have continued. The Equality Monitoring survey undertaken in November 2020 achieved a good response rate of 66% and, perhaps more importantly, many more staff chose to share their personal data against each of the protected characteristics which is testament to our efforts to increase staff confidence in how this data is used.   This also means that our analysis has fewer gaps where data is 'not known', notwithstanding the fact that some staff 'prefer not to say' which category applies to them, as is their prerogative.

2.   **PURPOSE OF THIS REPORT**

The purpose of this report is to provide evidence of progress against SPT's Equality Outcomes and to set out the results of employment monitoring over the year from 1 January to 31 December 2020.

The report focuses on the main protected characteristics of age, caring responsibilities, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, sex and sexual orientation.

3.   **STAFF IN POST**

SPT had 474 employees (458 full time equivalents) as at 31 December 2020. This is a reduction of 2 employees compared to our previous Equality and Diversity Monitoring report in 2019 when we had 476 employees.

ANNUAL STATISTICS FOR PROTECTED CHARACTERISTICS

4.   **AGE**

SPT's overall staff profile in terms of age has remained relatively static over the last few years. Staff within the 35-44 and 45-54 age groups represent 55% of the total workforce compared to 58% in our 2019 report, a reduction of 3%.

Figure 1 below confirms that the overall ageing workforce profile has not changed significantly since our report in 2019; 28% of the workforce now fall into the 55+ age group compared to 26% in our 2019 report. The 20-25 age group remains the same at 3% however; the 26-34 age group has increased by 3%.

Figure 1 - Age profile by reporting year by %

Age profile by reporting by %
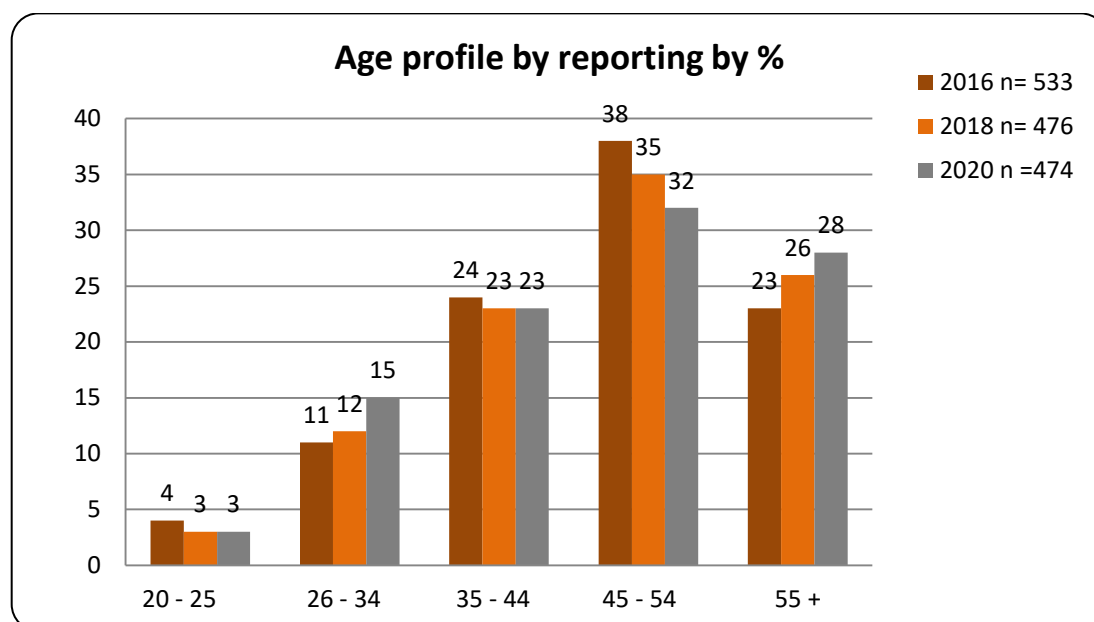
UK government statistics show that there is an ageing workforce in the UK as a whole.   This is due to a number of contributory factors including changes to state pension age, the removal of the compulsory retirement age, general societal pressures and the fact that people are living longer.

Employment statistics for workers aged 50 and over published by the Department of Work & Pensions show that employment of workers over 50 has grown significantly in the past decades with 42.9% of the working population aged over 50 at September 2019[i]. SPT is developing long term resource plans to ensure continuity in terms of skills and knowledge, within its operational teams in particular, as many staff approach traditional retirement age**.**

4.1   Age and Job Grade

Figure 2 below shows that there have been significant changes since our report in 2019 in terms of our ageing workforce in specific roles. Within our Maintenance technical grades Tech 2 to 6 the proportion of staff in the age 45 and over category has reduced from 80% to 66%. Within our Permanent Way infrastructure grades, IA01 and IA02 the proportion of staff in the age 45 and over category has reduced from 71% to 60%.

Figure 2 - Age and job grade profile by %

Age and job grade profile by %
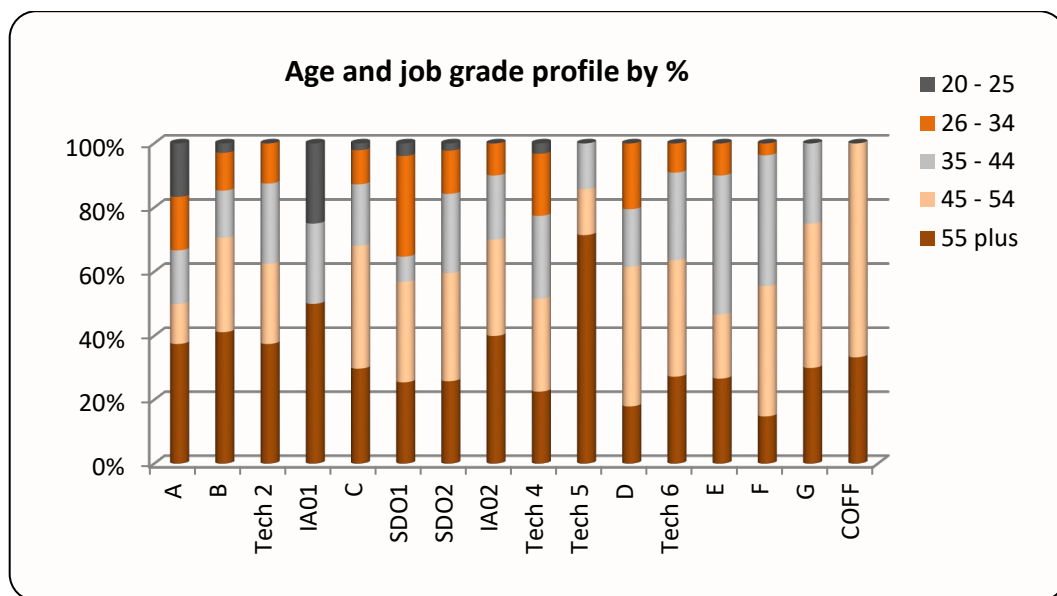
The 20-25 age group is mainly represented in lower grades throughout SPT.   SPT is similar to many organisations in the UK in that it typically seeks work experience in addition to qualifications and tends not to recruit directly from education institutions.   However, SPT recruited three Modern Apprentices in 2017 and five Graduates in 2018 across a number of functions – Engineering, Human Resources, Projects and Subway Operations.   The Modern Apprentices and Graduates have continued to build on their academic skills whilst gaining experience working alongside our current workforce.   The current Modern Apprenticeships and Graduate Programmes will be completed in 2021 and 2022.

4.2   New Starts

Non-essential recruitment was suspended during 2020 due to the coronavirus pandemic and financial constraints placed upon SPT.   However, SPT appointed 31 employees to our workforce in the year to 31 December 2020. Most of our new starts (71%) (n=22) came from the 26-34 and 35-44 age groups. 10% of our new employees came from the youngest 20-25 age group (n=3).

In terms of contract type, 90% (n=28) of our new staff joined on a permanent, full-time basis. 3 people person joined on a temporary full time, part time basis.

The e-Recruitment system enables SPT to closely monitor candidate data with more accuracy than ever before. Young people are just as likely to be selected for roles in SPT as any other group based on objective criteria such as skills and experience. The suspension of non-essential recruitment has resulted in a significant change in the number of young people age 19-24 applying for roles within SPT.   In the 2019 Report, this age group represented 13% of applications as opposed to 8% in 2020. It is likely that this decrease is linked to the level of experience required for the essential roles which were advertised. The percentage of new starts in the 19-24 age group also decreased from 17% to 10% in 2020.

4.3   Leavers

Staff leave SPT for a number of reasons including career progression, alternative employment, early retirement, medical retirement and end of contract.   45 people left SPT during 2020, including 12 retirements (27% of all leavers).   Of those who left, the proportion of leavers who resigned decreased from 45% in 2018 to 38% in 2020, whilst there has been a decrease in the number of people leaving at the end of their fixed term contracts (from 3% to 2%).

In terms of age distribution, Table 1 below shows that 51% of leavers were aged 55 and over; which is an increase from our 2019 report which showed 29%. However, the 45–54 age groups have seen a decrease in terms of leavers from 34% to 18%.

Table 1 - Leaver profile by age group by %

Age group	Number	%
20 - 25	1	2%
26 - 34	5	11%
35 - 44	8	18%
45 - 54	8	18%
55 - 64	15	33%
65 plus	8	18%

5.   CARING RESPONSIBILITIES

56% of staff (n=267) considered themselves **not** to have caring responsibilities.   26% (n=124) of employees confirmed that they had caring responsibilities, this has slightly increased since our report in 2019 when it was at 23%.   Of the 124 staff who considered themselves to have caring responsibilities 68% (n=85) of them were within the 35-44 and 45-54 age groups. There is a 13% gap in SPT's data set 'not known' and 5% opted to 'prefer not to say'. Information gathered did not seek to distinguish between caring for elderly dependents, children, grandchildren or, for example, caring for a spouse or partner.

Figure 3 - Caring responsibilities by age group by %

Caring responsibilities by age group by %

Legend: 20 - 25, 26 - 34, 35 - 44, 45 - 54, 55 plus

Yes: 0, 3, 7.4, 10.5, 5.7
No: 2, 9.7, 12, 15.4, 17.3
Not Known: 1, 1, 2.7, 3.6, 4.0
PNTS: 0, 1, 0.4, 2.5, 1.1
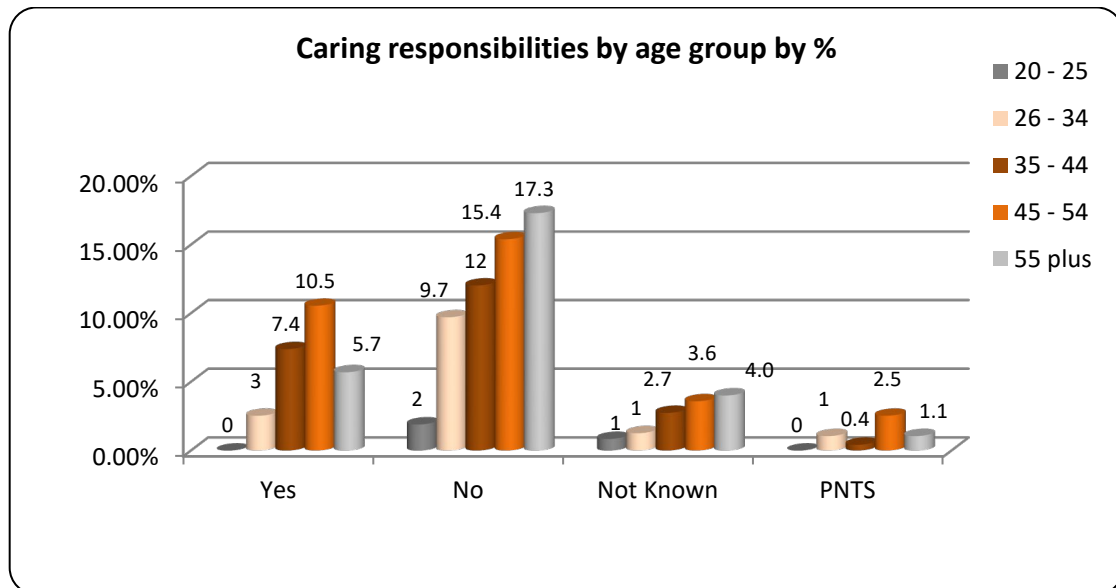
SPT has a range of family friendly policies designed to support staff with dependent care commitments, including a Flexible Working policy whereby a member of staff can request a change to their working pattern.   In 2020, 1.7% of the workforce (N=8) requested a change in their working pattern.   4 of these requests were subsequently approved.   The gender split for approved requests was 75:25 female to male staff.

In addition to considering flexible working requests, approximately 89 staff participated in SPT's flexible working hours scheme.   124 staff confirmed they have caring responsibilities, 27 of them participate in the flexible working hours scheme.   This scheme enables staff to vary their start and finish times in line with operational requirements, allowing staff to deal with dentist and medical appointments or other personal matters during the working week.   The scheme also allows staff the potential to take up to 8 full days off work in addition to their annual leave entitlement. The flexible working hours scheme was suspended in March 2020 when staff moved to working from home due to the Covid-19 pandemic.

6.   DISABILITY

6.1.   Staff Profile

The proportion of people in the UK estimated to be disabled, as defined within the Equality Act 2010, varies from study to study.   However, recent statistics from the 'Family Resources Survey 2018/19' published by the Department of Work and Pensions in March 2020[ii], suggest that around 19% of working adults are disabled.   At SPT, the proportion of staff declaring that they fall within the definition of disability, which includes an impairment, health condition or learning difference, has remained static at 10% at December 2020. The data is detailed in Figure 4 below.

It is positive to note that a significantly higher proportion of staff shared their personal data in this regard. The 2019 report confirmed that 11% of the workforce 'prefer not to say' or 'not known'. This has reduced to 6% in 2020.

Figure 4 - Disability profile by reporting year by %
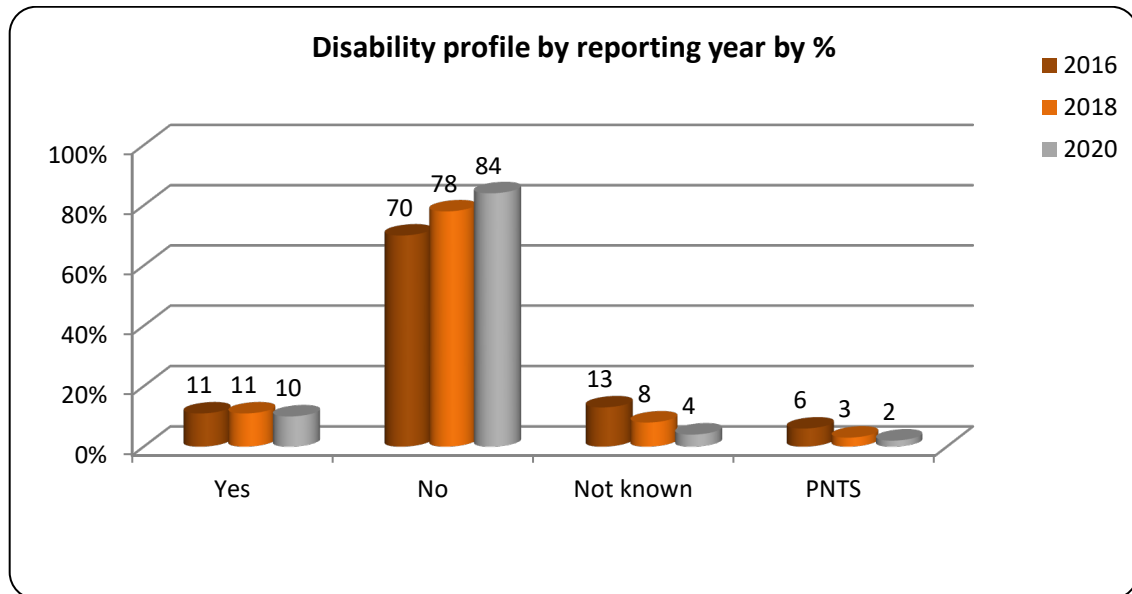
SPT has gathered further information regarding categories of disability from the updated data submitted in November 2020. In our 2019 Report 11% of staff confirmed that they had a disability. The figure remains static giving us a total of 47 staff (10% of SPT's population).

Of the 31 staff who declared a disability in the recent survey, 48% (n=15) related to long standing illnesses eg cancer or diabetes. 52% (n=16) confirmed that they had a mental health condition or impairment. This applied to more women than men which is in line with trends in the UK generally.

Statistics show that mental health illness is increasing in the UK and is now the leading cause of absence in the workplace[iii]. The 'Mental Health at Work 2019 Summary Report : Scotland Focus - Time to Take Ownership' states that 35% of the Scottish workforce have been formally diagnosed with a mental health condition at some point in their lifetime, compared to 30% for the UK workforce[iv]. SPT has established appropriate support measures for staff and managers. SPT continues to review its approach to managing absence and supporting wellbeing, delivering training to line managers on mental health and dementia awareness. SPT's focus is on early intervention where a mental health related absence is reported such as scheduling sickness absence review meetings within the first 2 weeks and signposting to support services through Validium our Employee Assistance Provider[v]. Feedback from users of this service remains positive.

6.2. New Starts and Leavers

Information gathered showed that 100% (n=31) of SPT new starts confirmed that they did not consider themselves to have a disability. The HR team actively monitor new start information from the equal opportunities monitoring forms completed and any occupational health review outcome information to ensure that any issues are addressed proactively with new employees with regards to adjustments and/or restrictions.

An analysis of leaver data throughout 2020 showed that the statistics are very similar to our previous report in 2019 with 80% of leavers indicating that they did not have a disability compared to 73% previously. 6% of staff did not provide the equality data. In terms of leavers who declared they had a disability, the figure was 14%.

7.   GENDER REASSIGNMENT

None of our staff have declared they have or intend to undergo gender reassignment.   SPT will continue to seek information from all job applicants on this protected characteristic on a regular basis.

8.   MARRIAGE AND CIVIL PARTNERSHIP

55% of staff confirmed that they are married and the proportion of staff confirming that they are in a civil partnership has remained at 2%.   25% of staff confirmed they are single.   14% of staff confirmed they fall within other categories including divorced, widowed and other.   4% of staff preferred not to say.

9.   PREGNANCY AND MATERNITY

2 staff took maternity leave in 2020.   One person reduced their working hours or changed their working pattern on their return to work; one person remains on maternity leave at the time of writing the report.

10.   RACE

10.1 Staff Profile

Figure 5 below indicates that there has been limited change in SPT's race profile since our last report in 2019.

According to Statistics from the Scottish Government in 2018, the largest ethnicity group for adults is White Scottish at 76.7% and 4.6% for minority ethnic adults[vi].

Figure 5 - Ethnicity profile by reporting year by %

Ethnicity profile by reporting year by %

Legend: 2016, 2018, 2020

White: 92, 95, 94
BME: 2, 2, 3
Not known: 1, 1, 1
PNTS: 5, 3, 2
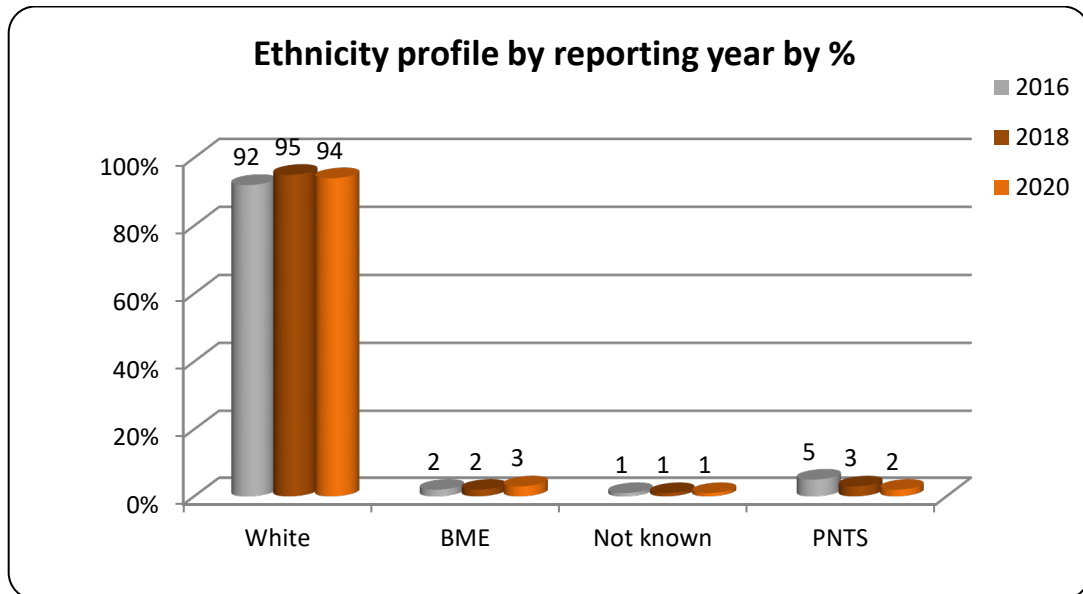
10.2 New Starts and Leavers

Of SPT's 31 new starts in the year to December 2020, 94% were from a White background. 6% of our new starts were from a BME background.

2% of staff who left SPT in 2020 were from a BME background. The number of leavers in 2020 was 45.

11. RELIGION OR BELIEF

More staff than ever before provided SPT with data in terms of religion/belief when completing the equality monitoring survey in November 2020, reducing our 'not known' category from 6% to 4%. Those reporting Christianity as a stated religion or belief has slightly decreased since our report in 2019 when it was 49% however; it remains the most common category with 47%. This overall profile has not changed significantly from previous reports.

Figure 6 - Religion or belief profile by %

Religion or belief profile by %

- Buddist: 0.5
- Church of Scotland: 20
- Hindu: 0.5
- Muslim: 1
- Other: 2
- Other Christian: 4
- Roman Catholic: 23
- Sikh: 0.5
- No Religion: 38
- Not Known: 4
- Prefer not to say: 7
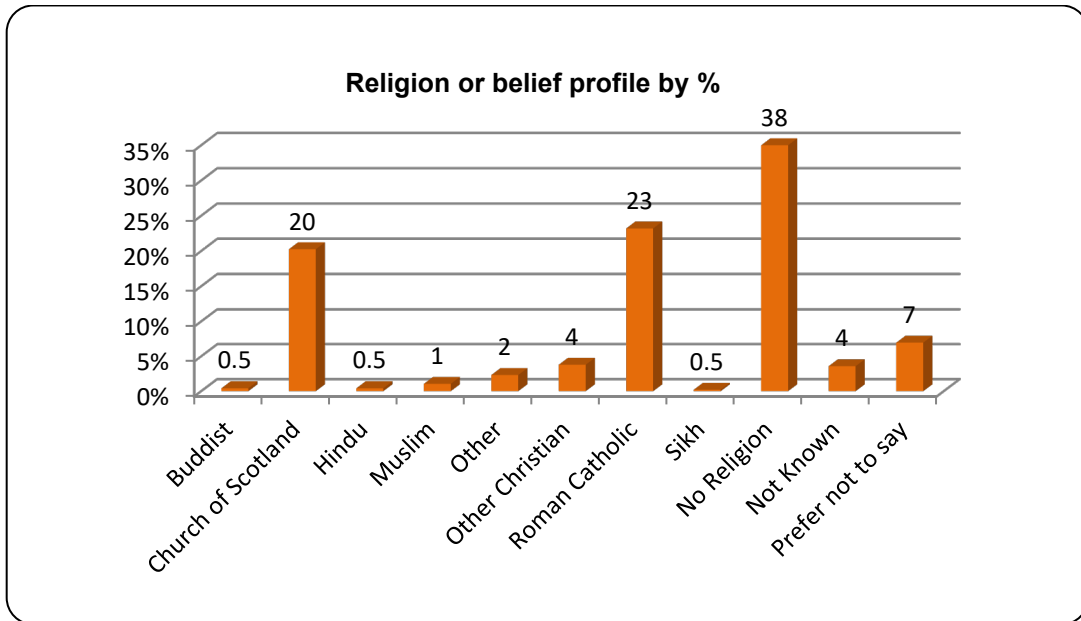
11.1 New Starts

41% of our new employees in 2020 declared that they are Christian.   Only 6% (n=2) of new starts chose not to say. There has been a significant decrease in employees who declare that they have 'no religion' from 69% to 49%.

Table 2 - New starts religion or belief profile by %

Religion or belief	%
Church of Scotland	16%
No Religion	49%
Roman Catholic	23%
Other Christian	3%
PNTS	6%
Hindu	3%

12. SEX

12.1 Staff Profile

In SPT the male to female ratio remains steady at 66:34 (313 males to 161 females).   This figure has not changed by more than 1% at any point in recent years.   Table 3 below demonstrates that the gender split is broadly similar in each of the age categories.

Table 3 - Age profile by Female/Male by %

Age Category	Female	Male
Under 20	0%	0%
20 - 25	31%	69%
26 - 34	32&	68%
35 - 44	26%	74%
45 - 54	41%	59%
55 plus	34%	66%

12.2 Sex and Job Grade

Figure 7 below sets out the staffing profile by sex and job grade.   There has been a significant change since our 2019 report as men now make up a higher proportion of the workforce within the lower administrative and customer-facing roles (grades A and B).   SPT's technical grades, which are typically found in the Engineering and Maintenance teams, remain predominantly male.

Figure 7 - Sex and job grade profile by %

Figure 7 - Sex and job grade profile by %
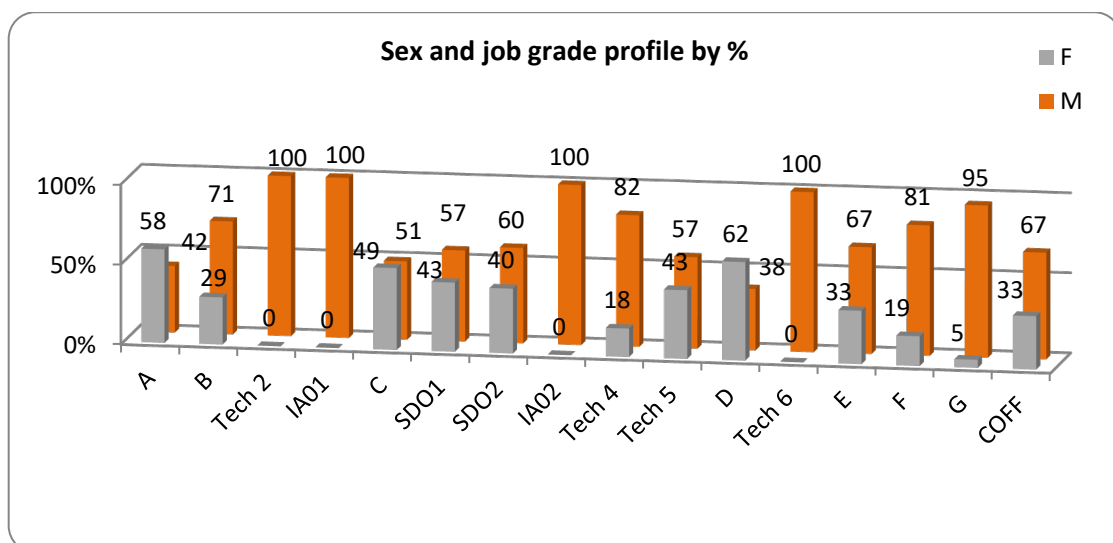
In SPT the most senior grades F, G and Chief Officials have a higher proportion of men than the average distribution across SPT as a whole, with 81%, 95% and 67% respectively.

Statistics from the 'Scottish Government Annual Population Survey 2018' confirm that "Gender segregation remains a persistent issue across several broad industry sectors and occupational groups in Scotland." SPT data broadly reflects the society in which we operate and the occupational segregation data at national level.

These national statistics also report that 37.7% of females are employed in part-time roles an increase of 1.4% since 2016 as opposed to 10% of males a decrease of 0.1% since 2016.[vii]
SPT's contract types by female/male are set out in Table 4 below. Two-thirds of full time contracts are filled by men and 74% (n=28) of all permanent part time contracts are filled by women. There are currently 10 men who work on a permanent, part time basis. This profile is not particular to SPT and we know that many of our female staff opted for part time roles to achieve a balance with childcare and flexibility in terms of work/life balance.

Table 4 - Contract type by Female/Male%

Contract type	Female	Male
Permanent Full time	31%	69%
Permanent Part time	74%	26%
Temporary Full/Part time	0%	100%

12.3 New Starts and Leavers

There were 31 new starts in 2020, 84% of whom were men. This compares to 75% of new starts being male in our 2019 report. The percentage increase may be linked to the suspension of non-essential recruitment and types of roles recruited.

SPT advertised 17 vacancies from 1 January to 31 December 2020 for a variety of roles compared to 62 vacancies in our 2019 report. The decrease is linked to the suspension of non-essential recruitment.

There was a 66:34 split between male and females leaving SPT during 2020 (n=45). 29% of females left SPT in 2020 due to retirement whereas 26% of males who left retired. Overall, 38% of the staff who left SPT, resigned from their role giving the reason as other employment or they did not give a reason. Of the 38% who resigned the split was 27% male compared to 11% female. Other staff left SPT for a number of reasons including early retirement, medical retirement and end of contract.

13.   SEXUAL ORIENTATION

Heterosexuals make up the single largest group in SPT in terms of sexual orientation at 88% of all staff.   There has been limited change in our data since 2018 in terms of the LGBT this has remained static. 4%.   However, many more staff have confirmed their sexual orientation while completing the recent equal opportunities monitoring survey, reducing the proportion of 'not known' from 6% to 3%.   The 2019 report confirmed 12% of the workforce 'prefer not to say' or 'not known'.   This has reduced to 8% in 2020.

Figure 8 - Sexual orientation by reporting year by %

Sexual orientation by reporting year by %
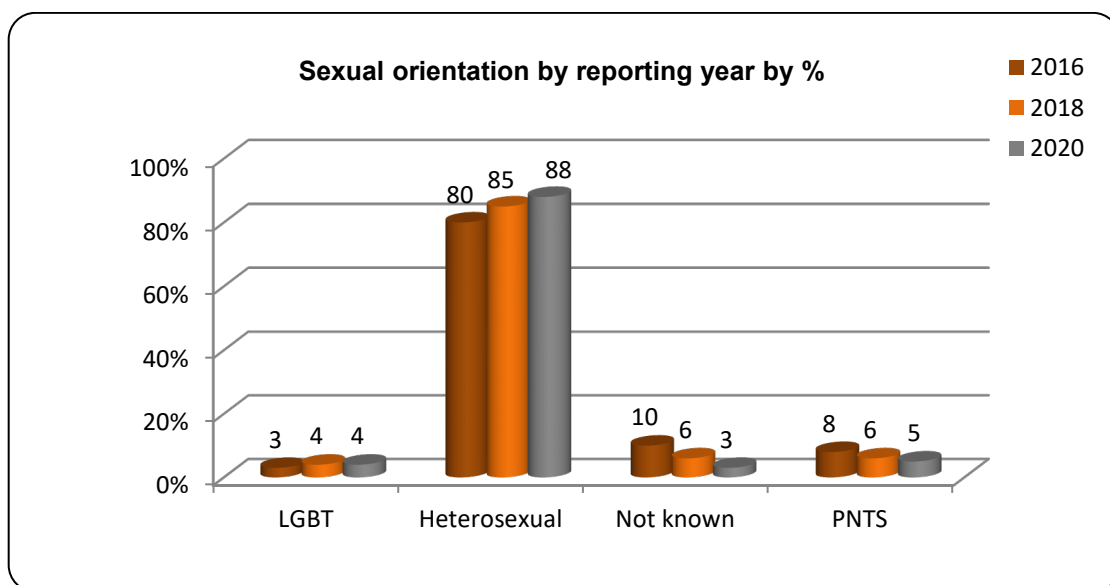
13.1 New Starts

87% of our new starts defined themselves as Heterosexual. 10% of our new starts in 2020 identified themselves as LGBT which is an increase from our 2019 report when no new starts identified themselves as LGBT.

KEY PEOPLE MANAGEMENT ACTIVITY AREAS

14.   LEARNING AND DEVELOPMENT

SPT remains committed to developing our staff to ensure that they have the skills so that they can work safely and perform well within their current roles as well as to increase their capability to adapt positively to change.   Health and Safety is a key priority, particularly within our operational areas.   Front line operational staff regularly attend training sessions to improve their knowledge of procedures to ensure they remain compliant with regulations and legislation.

In total, 324 staff (68%) undertook learning and development activity, excluding induction, during 2020.   Health and Safety training accounted for 78% of all training days (17% of budget); continuous professional development activity accounted for 8% of all training days (24% of budget) and IT training were the next most common reason for Learning and Development, accounting for 5% of training days (25% of budget).   The opportunities for learning and development were curtailed in 2020 due to the Covid-19 pandemic.

14.1   Age Profile

Nearly 39% of staff who participated in Learning and Development activity during 2020 were aged between 26 and 44 years old.   This is in line with SPT's overall age profile.   This equates to 128 staff.

Figure 9 - Learning and Development age profile by %

Learning and Development Age profile by %

- 20 - 25
- 26 - 34
- 35 - 44
- 45 - 54
- 55 plus

3% 17.2% 22.2% 31.1% 26.2%
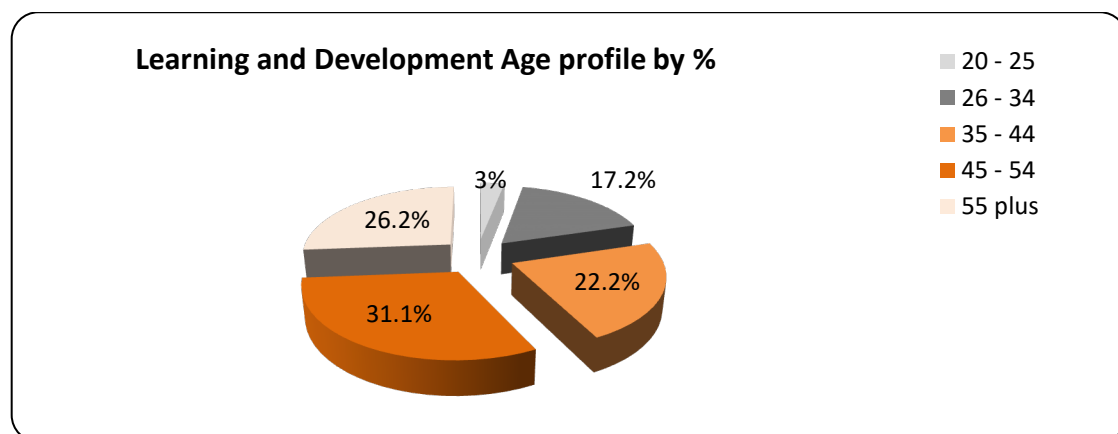
14.2   Disability Profile

Staff who declared a disability were marginally under-represented with regards to participation in training.   This group make up 10% of the total number of staff and 9% of the number of staff who undertook training in 2020.

14.3 Race Profile

Figure 10 below shows that the figure remains at 3% of staff who undertook training were from the BME category, which is in line with SPT's overall population.
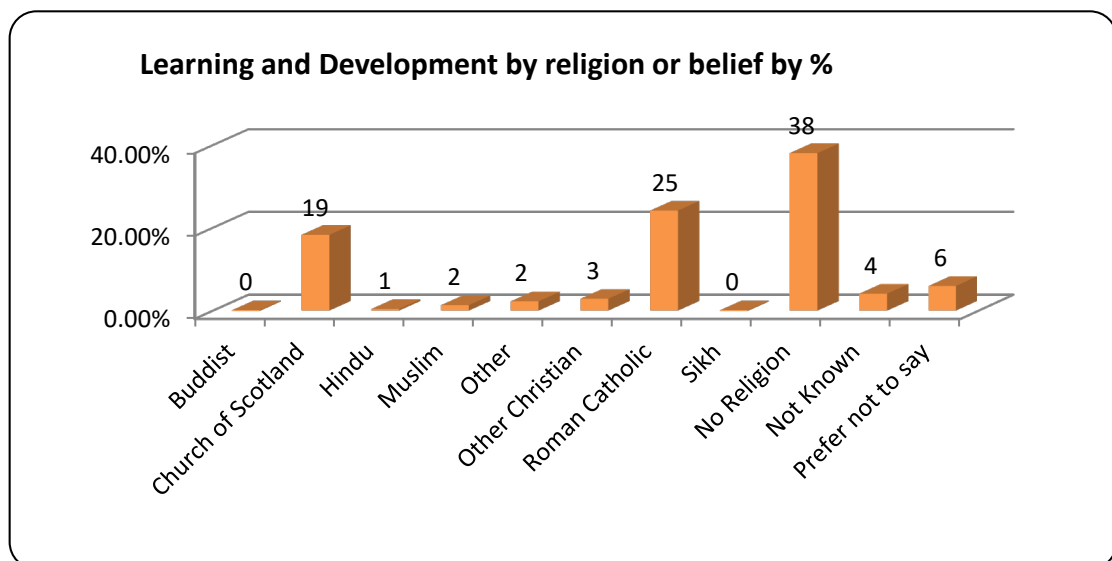
Figure 10 - Learning and Development race profile by %

Corporate L&D race profile by %

3% 1% 3%

93%

Legend:
- BME
- Not known
- PNTS
- White
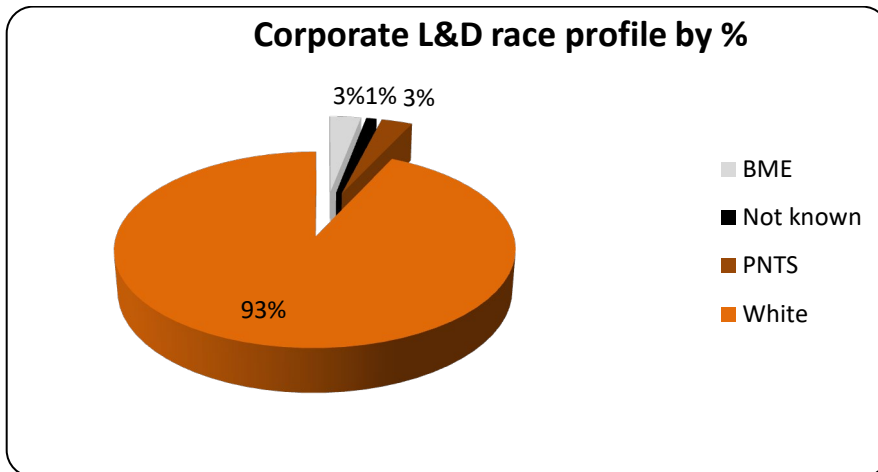
14.4 Religion Profile

The Learning and Development data is similar to SPT's overall employee profile in terms of religion or belief.

Figure 11 - Learning and Development by religion or belief by %

Learning and Development by religion or belief by %

Category	%
Buddist	0
Church of Scotland	19
Hindu	1
Muslim	2
Other	2
Other Christian	3
Roman Catholic	25
Sikh	0
No Religion	38
Not Known	4
Prefer not to say	6

14.5 Sex Profile

The Learning and Development data is similar to SPT's overall employee profile in terms of sex, with a 68:32 ratio men to women.

14.6 New Starts

Out of the 31 new employees who joined SPT in 2020, 22 participated in training activity, not including the corporate induction process, in their first few months of employment. New staff were equally as likely to receive support for learning and development, no matter their age, sexual orientation, marital status or religion/belief.

15. RECRUITMENT

SPT's e-Recruitment system is configured such that applicants are compelled to complete an Equal Opportunities Monitoring Form as part of the application process, albeit there is still the option to select 'prefer not to say' under each and every protected characteristic. As a result, SPT now has a much more reliable dataset with regards to the recruitment process and uses this information to monitor the profile of applicants and relative success rates throughout the recruitment process. This analysis will also inform how we market SPT as an employer as well as help us to decide how and where SPT advertises in future to increase diversity in the selection pool.

All equality monitoring data provided by applicants is accessed by HR only.

SPT advertised 17 vacancies, between 1 January and 31 December 2020. We received a total number of 396 applications for these vacancies.

15.1 Age Profile

The chart below sets out the age profile of all 396 applicants to SPT from 1 January to 31 December 2020. 5% of applicants declined to provide this information; the biggest single group of applicants were aged between 25 and 39 at 51%.

Figure 12 - Job applicants by age by %

Job applicant by age by %

- Less Than 16
- 19-24
- 25-39
- 40-54
- 55-65
- Not Answered
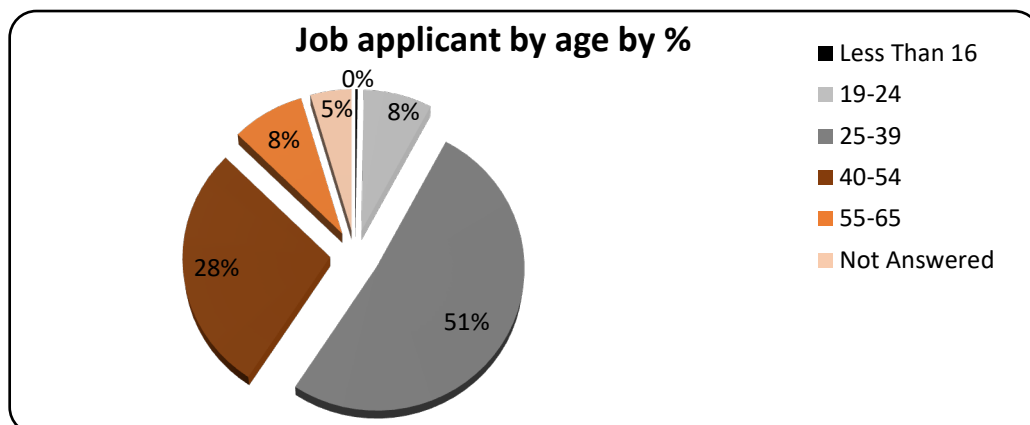
15.2 Disability Profile

The statistics have remained the same for our disability profile of job applicants. Only 2% of applicants declined to provide information relating to disability; 6% confirmed that they had a disability and 92% did not consider themselves to be disabled.

As previously stated, recruiting managers do not have access to this personal sensitive data while shortlisting. The HR team asks all applicants selected for interview/testing whether they require any additional support in order to participate in the selection process, whether they have declared a disability or not.

All offers of employment are subject to medical clearance; SPT does consider reasonable adjustments and restrictions within the workplace as advised by our independent Occupational Health advisers.

15.3 Race Profile

Whilst only 4% of applicants (n=14) did not provide information and confirmed that they preferred not to say, 88% of applications came from people confirming that they were from a White background and 8% from a BME group.

15.4 Religion Profile

92% of applicants chose to provide information with regards to this protected characteristic in comparison with our report in 2019, which was 93%.

Figure 13 - Job applicants by religion by %
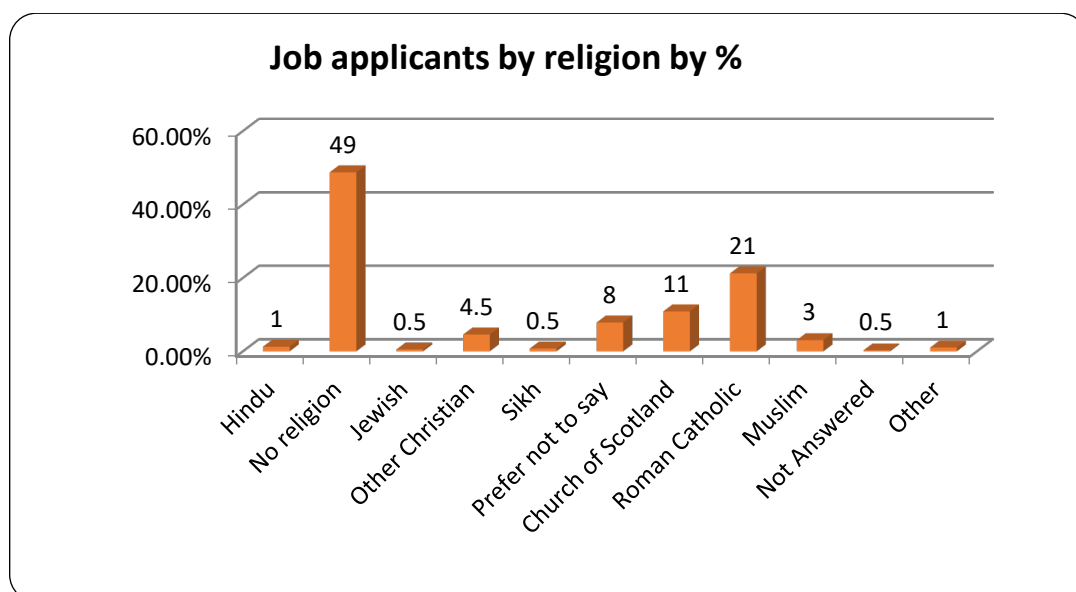
15.5 Sex Profile

The ratio of male to female applicants remains the same at 3:1. 4% of job applicants preferred not to say or did not answer.

SPT will continue to develop its reporting capabilities with a view to creating more detailed reports that can inform SPT's future recruitment campaigns.

REPORT RECOMMENDATIONS

SPT meets the legislative requirement in relation to equality monitoring for staff and is committed to further developments to build on good practice, and most importantly, to ensure that SPT is a diverse and inclusive employer. We will continue to focus on the following issues:

Monitoring
The Equality Group will consider the key findings from the 'Advancing Equality Report' to ensure that any new risks or issues are identified and included in SPT's Equality Action Plan.

Ageing Workforce
SPT will continue to review its people policies and practice in relation to recruitment and selection, learning and development including knowledge transfer, health and wellbeing as well as retirement with a view to managing risks associated with an ageing workforce.

Equality Awareness
SPT will continue to provide managers and staff with regular updates on equality matters, access to personal support through the employee assistance programme and awareness training on matters such as mental health.

Diversity
SPT will consider how it can work in partnership with local education establishments to create work experience placements across a number of functions including Engineering, Human Resources, Projects and Subway Operations from diverse backgrounds, including women.

Recruitment
SPT is committed to systematically reviewing its recruitment campaigns; analysing equality data produced within our e-Recruitment system to establish how we can more effectively attract a diverse range of applicants.

---

[i] Department for Work and Pensions – Employment statistics for workers aged 50 and over, by 5 year age bands and gender from 1984 to 2019 - https://www.gov.uk/government/statistics/economic-labour-market-status-of-individuals-aged-50-and-over-trends-over-time-september-2019

[ii] Department for Work and Pensions - Family Resources Survey 2018/19 published 26 March 2020 - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/874507/family-resources-survey-2018-19.pdf

[iii] Mental Health Foundation Website - https://www.mentalhealth.org.uk/our-work

[iv] Mental Health at Work 2019 Summary Report : Scotland Focus – 'Time to Take Ownership' - https://www.bitc.org.uk/report/mental-health-at-work-2019-time-to-take-ownership/

[v] Validium – Employee Assistance Provider - https://www.validium.com/home/

[vi] Scottish Government Website – Summary: Ethnicity - https://scotland.shinyapps.io/sg-equality-evidence-finder/

[vii] Regional Employment Patterns: Statistics from the Annual Population Survey https://www.gov.scot/publications/regional-employment-patterns-scotland-statistics-annual-population-survey-2018/pages/0/