



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



Workforce Equality Monitoring Report 2022-23

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

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



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1. Introduction

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

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

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

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

How we use employee information

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

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

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

2. General context

Equality monitoring information has been collected during 1 April 2022 – 31 March 2023 both via the NHS Scotland Standard Application Form and the online applications via JobTrain for potential candidates. The equality monitoring and personal details are detached from these

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forms before applicants are short-listed to ensure such details are not taken into account. Equality details are also collected on appointment via the staff engagement form and entered on the individual's personal record. Staff can decline to provide specific details if they wish to do so. Only a limited number of individuals have access to this information for reporting purposes.

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

As of 1 April 2022, SAS employed 7304 staff and as of 31 March 2023 SAS employed 6547. The first figure includes the Mobile Testing Unit staff who were employed on fixed term contracts for the Covid response. Their contracts came to end of 30 September 2022, showing the overall decrease in the number of staff employed by the end of the year.

The workforce consists of 45.5% female and 54.4% male staff. We have seen a steady increase in the number of women employed rising from 31% in 2007 and this is very positive.

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

The SAS age profile continues to be broadly reflective of the working age profile of Scotland with 44% of staff employed between the ages of 45 – 59 and 12% of staff who are under the age of 30. Across NHS Scotland the number of people over 54 has increased from 18.4% to 24.2%. SAS figures follow this trend in increase, which gives a good indicator of potential outflows of workforce going forward.

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

Further details of the actions already taken and future actions can be seen in sections 4 and 14. This will include an update on actions taken which link to Equality Outcomes (April 2023 to September 2023), detailed in [2023 Mainstreaming Report](#).

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3. Summary

Progress has been made across a number of areas during the period April 2022 – March 2023.

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

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

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

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

We have seen an increase in the proportion of applicants providing all equality information with 93% of applicants doing so during 2022/23 (73.8 in 2021/22). The largest gap is for the disclosure of age with 20% of applicants preferring not to provide this information (65% 2021/22).

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

- **Improving equality monitoring**

Improving rates of employee self-disclosure of equality monitoring data is important if we are to better analyse recruitment and employment trends and identify appropriate actions to take forward. It is encouraging to see increases were made in disclosure rates for all categories. Work continues to reduce the gap to have a fuller picture of the diversity of the workforce.

At 31 March 2022, 60.5% of staff had provided all equality monitoring details and we have seen this increase to 63.32% by 31 March 2023.

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

We said in our 2021/22 workforce equality monitoring report that we would take a number of steps which would help improve the diversity profile of the workforce and also improve equality monitoring. These can be seen at section 14.

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4. Improving the diversity profile of the workforce

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

Details of the workforce profile against each of the protected characteristics can be seen at section 6. Recruitment activity and the diversity profile of applicants who have applied for posts during 2021/22 can be seen at section 7.

We said in our 2021/22 workforce equality monitoring report that we would take a number of steps in relation to improving our diversity profile. Some of these actions link directly back to the progress on our Equality Outcomes for 2021-2025 (April 2023/September 2023). This is what we did, the results and what we plan to do next.

4.1 Identify and attend specific careers events / fairs in areas with higher minority ethnic communities.		
Actions	Results	Next steps
We will target our approach specifically to attend careers events / fairs / schools, which are located in areas with higher BAME communities rather than across all communities.	<p>Following the pandemic, work has restarted on engaging more proactively with BAME communities</p> <p>See also p49-51 Mainstreaming report for actions linked to Equality Outcome 5 and 6.</p> <p>Applicants from BAME communities have increased from 4.3 (2020/21) to 5.5% in 2021/22.</p>	<p>Recommendations and actions SAS will be taking to address these concerns are as follows:</p> <p>Continuation of the Chief Executive's mentorship program, supported by Young Scot, and targeting young people from a BME background.</p> <p>Continuation of a successfully trialled work experience program, supported by Young Scot, and targeting young people from a BME background. In 2019, results demonstrated 2/4 participants from a BME background seek employment from the Service.</p> <p>Online educational presentations delivered to schools and classrooms across the country via Microsoft Teams. This method of delivery will use less capacity.</p>

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		Operational staff on restricted duties (through pregnancy or injury) to attend key BME-focused community events.
4.2 We will aim to increase the employability for young people and those from minority ethnic communities.		
Actions	Results	Next steps
We will consider linking with a local school to explore providing support for a young person to join the Young Scot Mentorship Programme in the coming year.	We have been unable to progress this in 2022/23 as work has been focussed on objectives identified in SAS Strategy.	Some of our work will be focussed on the Young Minds Save Lives (YMSL) Initiative, as part of the SAS Anchors programme – Glasgow South Station (See p13, 2023 Mainstreaming Report)
A Modern Apprenticeship programme will be developed and two Modern Apprentices will join the HR team based at National Headquarters.	This work has been delayed as the review of the structure needed for the ER Hub has been carried out. The job description and role profile has been drafted and Education Providers sourced	A Modern Apprenticeship programme will be introduced for the HR team during 2023/24, once funding stream has been confirmed. We will also explore expanding this to other departments.
4.3 We will utilise contacts with third sector partners to identify further ways to advertise recruitment vacancies.		
Actions	Results	Next steps
We will explore options to engage with other third sector partners during 2022/23.	We have continued to engage with third sector partners, for example Deaf Action, Deaf Scotland and Scottish Ahlul Bayt Society and we are able to utilise these contacts to advertise posts. We have worked with organisations, such as Changing Faces, which calls on organisations and brands to represent and champion people with visible differences e.g in positive recruitment campaigns. See also p48-51, Mainstreaming report for actions linked to Equality Outcome 5 and 6.	We will continue to develop contacts with third sector partners during 2023/24. We will also seek to understand how other ambulance services and agencies are utilising these services through the various networks we are engaged with.

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4.4 Ensure all selection panels have a gender mix.

Actions	Results	Next steps
We will continue to encourage managers to plan panels with a gender mix.	We are unable to monitor the gender mix on panels through the Job Train system. We have queried this with the national team to establish if this functionality can be added as part of on-going development work being progressed.	In the absence of reporting of this through Job Train we will endeavour to capture this information to enable us to monitor the gender mix. We will further explore this as we develop and agree the reporting mechanisms/SLAs with East Region Shared Service Consortium

5. Improving equality monitoring

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

Chart 1

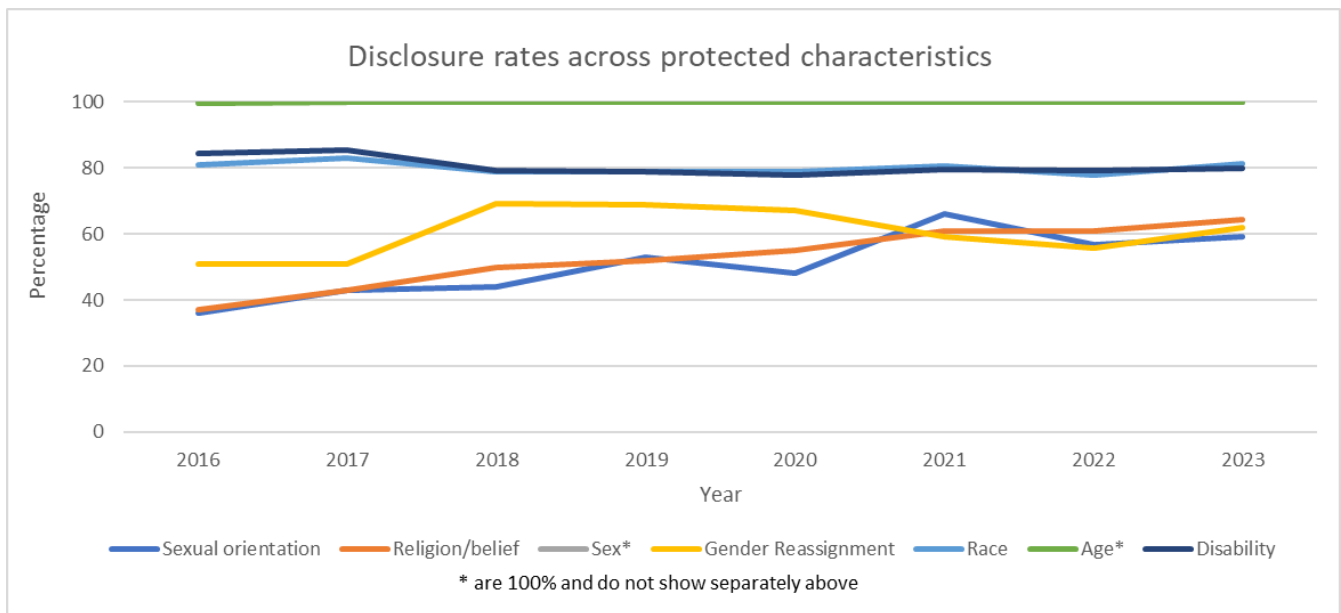


Chart 1 shows the rate of disclosure across each of the protected characteristics. Progress is being made, albeit slowly, to increase staff self-disclosure rates. As of 31 March 2023, 63.3% of staff had provided all equality monitoring details compared with 60.5% in March 2022.

Disclosure rates for all protected characteristics have increased this year.

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

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Next steps

We said in our previous workforce equality monitoring report that we would take the following actions:

5.1 For staff attending learning in practice sessions provide equality monitoring forms and prepaid envelopes for the education and professional development team to distribute.		
Actions	Results	Next steps
We will continue to utilise staff training events to gather equality information.	Digital forms have been developed and will be rolled out in 2023/24 for any new training courses, once DPIA has been completed. See also p48-49 Mainstreaming report for actions linked to Equality Outcome 5.	We will consider other ways of capturing this information digitally. We are in the process of updating the EDI online training, in conjunction with NES and Turas platform, which will further support this aim
5.2. Identify and agree with local management teams which additional areas to prioritise for additional support.		
Actions	Results	Next steps
A survey will be sent to all staff via email to encourage the disclosure of equality monitoring information.	A survey was distributed to all staff in November 2020. The response to the survey contributed to the increase in the overall disclosure rate from 53.4% in March 2020, to 60.5% in March 2021.	A similar survey is now being developed digitally and will be sent out to staff during 2023/24 with the establishment of the Employee Relations Hub.

6. Workforce Profile

6.1 Age

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Chart 2

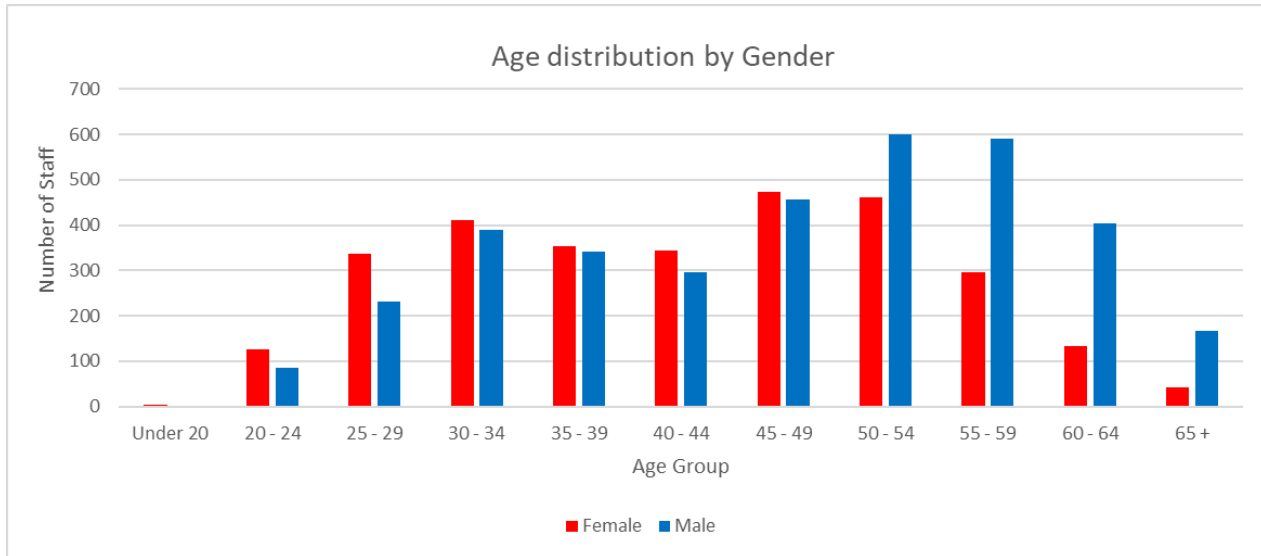
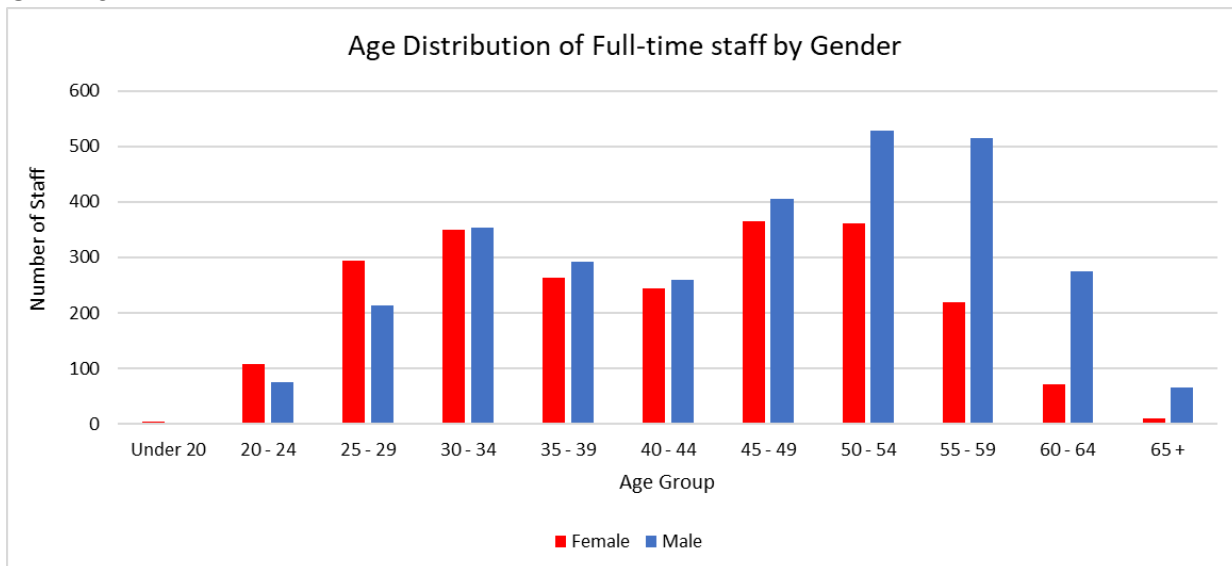


Chart 2 illustrates the age distribution of all staff. 55% of staff are age 45 and over. The majority of women employed fall within the ages of 45 - 49 (7%) with the majority of men working between the ages of 50 - 54 (9%). The most underrepresented groups in terms of age and the workforce profile are those under 20 (0.1%) and those who are 65 and over (3.2%). This spread of staff across the age groups is very similar to that reported for 2021/22.

Charts 3 and 4 below illustrate the age distribution of staff by full-time and part-time.

Chart 3

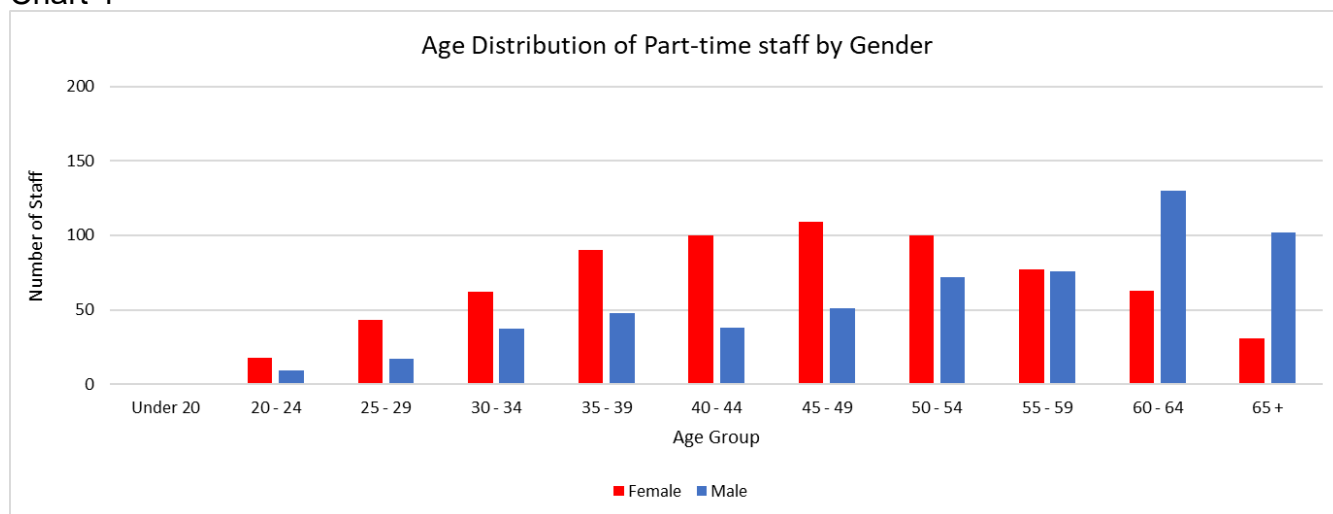


80.5% of staff work on a full-time basis.

It can be seen that for full-time staff there is a more even gender split of staff in the younger age groups. In the age groups 50 – 54 and above there are more male staff than female.

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Chart 4



The number of staff working part-time is slightly more than reported to 2021/22 and represents 19.5% of the total (17% previously). The majority of staff working part-time are women (54.4%). Across NHS Scotland over a third of staff work on a part-time basis. Of these the majority are women and a small percentage are men. The majority of women working on a part time basis, as of 31st March 2023 (NHS Scotland Workforce Statistics March 2023) are between the ages of 60 – 65+ now, with the majority of men working part time between the ages of 55 – 65+.

Chart 5

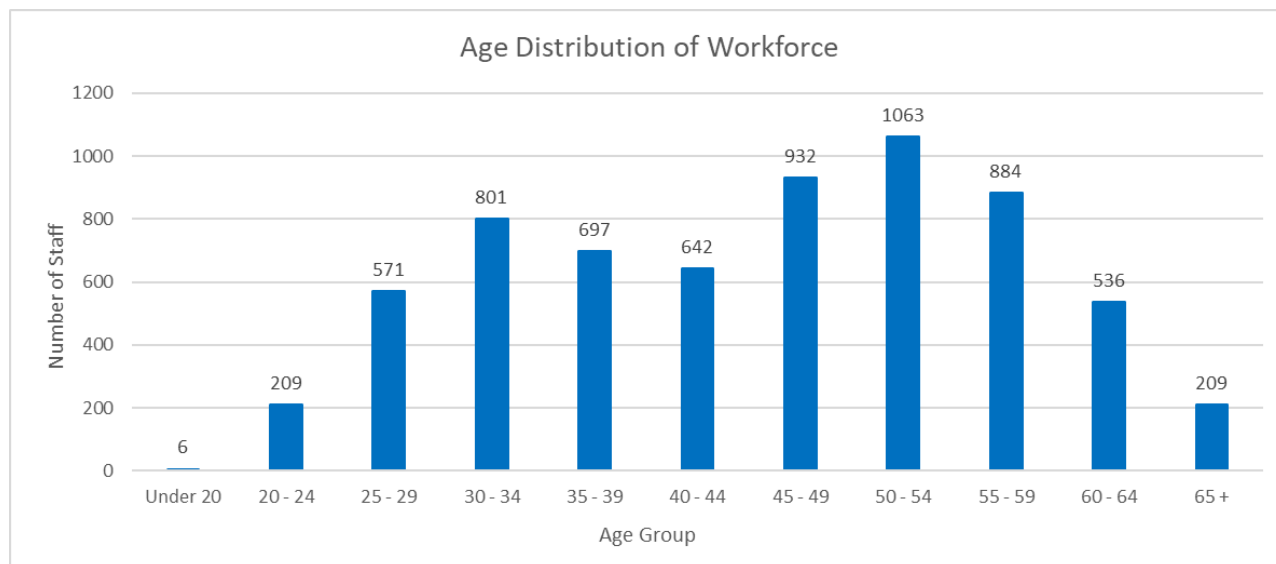


Chart 5 profiles the age distribution of the overall SAS workforce. Staff between the ages of 45 and 59 represent the largest groups. We have seen the overall age profile of the workforce increase and this is consistent with the rest of NHS Scotland.

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6.2 Disability

The percentage of staff disclosing a disability has decreased from 2.4% in 2021/22 to 2.2% in 22/23. Across NHS Scotland, 1.4% of staff have disclosed a disability. The percentage of the Scottish population with a long term, activity limiting health problem or disability was 19.6% at the Census in 2011 (20.3% in 2001). Further updates will be provided once 2021 data is available.

In keeping with the Disability Confident Standard, we write to staff on an annual basis under the 'Positive about disabled people' initiative. This scheme helps to encourage individuals with a disability to discuss this with their line manager to establish if any assistance can be provided to help them in the workplace by way of reasonable adjustments. This was last sent to staff in September 2022 and will be issued again in September 2023.

The percentage of staff who have chosen not to provide details of their disability slightly decreased from 20.6% in 2021/22 to 20.1% in 2022/23.

6.3 Pregnancy and maternity

Table 1

Number on maternity leave during	Number who returned to work	Percentage who returned to work	Number returning on a flexible basis	Percentage returning on a flexible basis
49	12	27%	4	33%

The table above illustrates the number of women who have taken maternity leave during the period 2022/23, those who have returned and the number returning on a more flexible basis. Women who return to work on a flexible basis can do so on reduced hours, different shift patterns or by working on different days of the week.

Some of the women who have commenced maternity leave during 2021/22 have returned to work during 2022/23 and others will be due to return in the coming months.

6.4 Ethnicity

The 2011 Census indicated that 93% of the people in Scotland stated that they were born in the UK with 83% of these stating that they were born in Scotland. Ethnicity cannot be identified by place of birth. Four% of people in Scotland were from minority ethnic groups (Census 2011), an increase of two% since the 2001 Census. Data from the 2021 Census will become available in the Autumn of 2023 and further updates will be made to this report.

Of the 6,547 staff employed as at 31 March 2023, 1% disclosed they were from BAME backgrounds (1.1% in 2021/22). Across NHS Scotland 4.9% of staff have disclosed they are from BAME backgrounds, representing a very slight increase.

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Table 2

Ethnic Group	Headcount	Percentage
African - African, African Scottish or African British	66	1.01
African - Other		
Asian - Chinese, Chinese Scottish or Chinese British		
Asian - Indian, Indian Scottish or Indian British		
Asian - Other		
Asian - Pakistani, Pakistani Scottish or Pakistani British		
Caribbean or Black - Black, Black Scottish or Black British		
Caribbean or Black – Other		
Mixed or Multiple Ethnic Group		
Other Ethnic Group - Other		
White - Irish		
White – Other *	116	1.77
White - Other British	748	11.41
White - Scottish	4361	66.58
Did not disclose / unknown	1218	18.60

* includes Polish, Gypsy Travellers and other White

Table 2 illustrates the ethnicity of SAS workforce as at 31 March 2023. Of those staff that had disclosed their ethnicity, there were 66 staff from BAME groups and 5,266 from non-BAME groups. A further 1,218 have not disclosed their ethnicity.

Table 3

Non-disclosure by Percentage											
2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
17	19	21	19	19	17	21	21	21	19.5	22	18.6

Table 3 shows the percentage of staff who have chosen not to provide details of their ethnicity has decreased to 18.6%. Across NHS Scotland non-disclosure of ethnicity accounts for 15.6% of all staff. As data on the ethnicity of staff is incomplete, it is not possible to determine the exact percentage of staff from different ethnic groups.

6.5 Religion or belief

Religion or belief is unknown for 35.7% of the workforce. Whilst disclosure rates have steadily increased from 27.5% in 2015 to 63.7% in 2023, there are still significant gaps. Across NHS Scotland, religion or belief is unknown for 20.7% of the workforce.

Staff disclosing no religion or belief accounted for 33.7%. Across NHS Scotland 32.1% of staff disclosed no religion or belief.

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

Chart 6

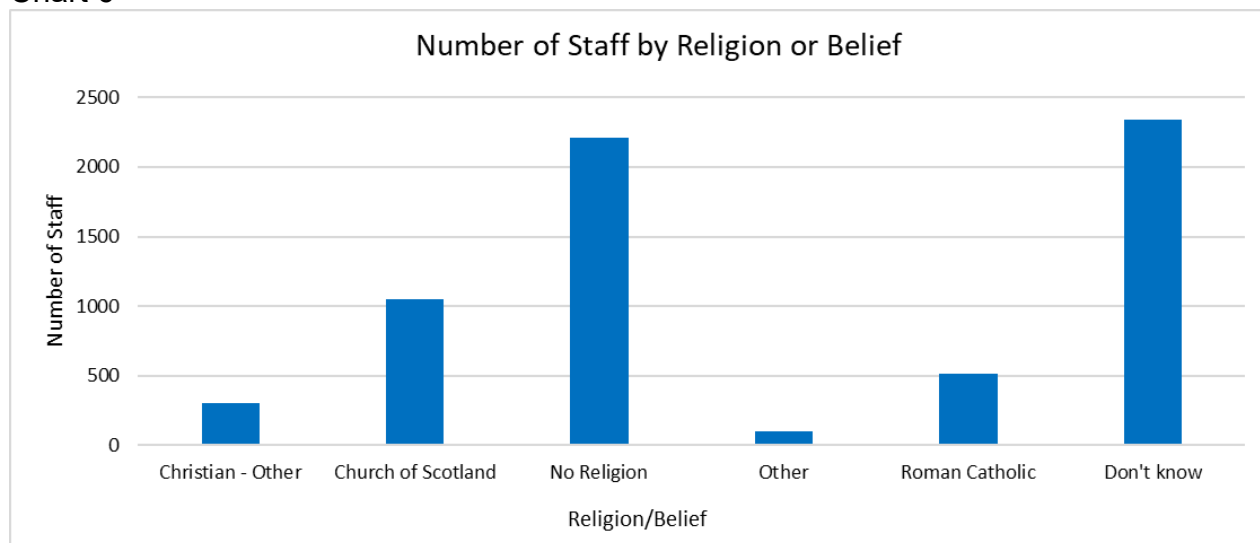
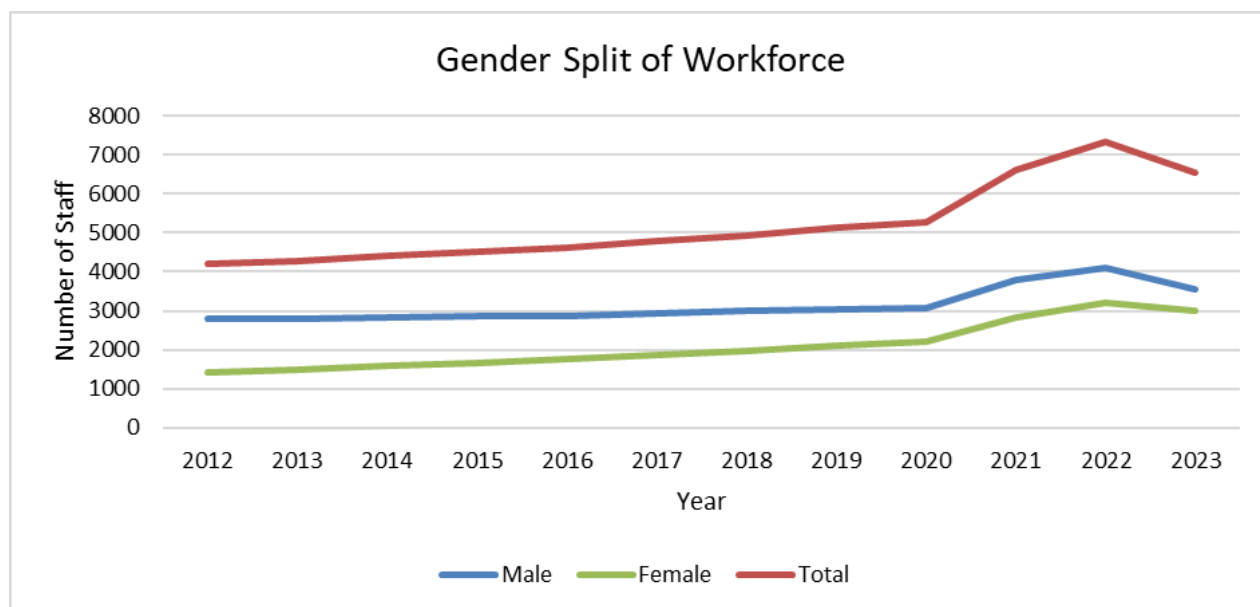


Chart 6 illustrates that no religion and those choosing not to disclose/don't know represented the largest groups of those staff disclosing religion or belief.

6.6 Gender

Chart 7



Although there was a decrease in headcount during 2022/23, generally we have seen a steady increase in headcount over the last few years. Chart 7 shows the number of women employed by SAS has risen from 1,424 in 2012 (34% of total) to 2,984 in 2023 (45% of total workforce).

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Historically the Service has been predominantly male compared with the rest of the NHS Scotland, which is predominantly female (78.8% as at March 2023). Nursing and midwifery posts accounted for the majority of female staff in NHS Scotland with the majority of female staff at SAS employed as Ambulance Care Assistants, Control Room staff, or in admin and clerical roles.

6.7 Band and Gender

Chart 8 and Table 4 illustrate the gender split by salary pay bands.

Chart 8

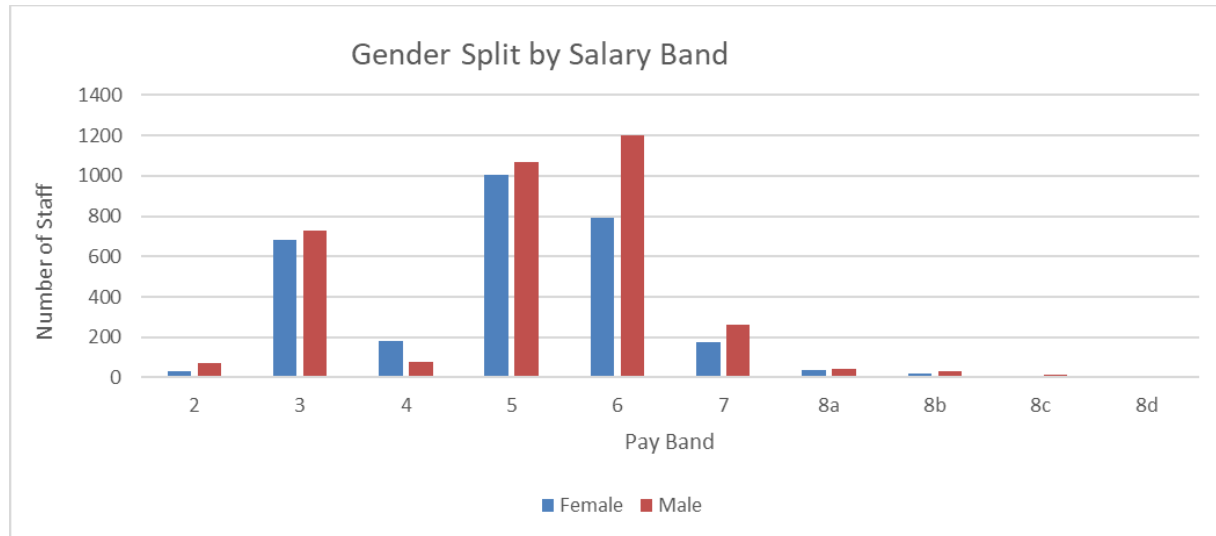


Table 4

Pay Band	Number of Employees	
	Female	Male
2	30	73
3	680	727
4	181	80
5	1004	1068
6	794	1199
7	178	260
8A	37	42
8B	21	32
8C	10	15
8D	1	5

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

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Of the executive team, 44% are women and 56% are men. The proportion of women employed in bands 6 - 8 has remained static at 40% since 2021/22. Further details relating to gender and pay bands can be seen in the Equal Pay Statement [here for 2022](#). Gender pay gap information will be updated and reported again in 2025.

6.8 Sexual orientation

Table 5 below illustrates the sexual orientation of staff by headcount and percentage.

Sexual Orientation	Headcount	Percentage
Bisexual	76	1.16
Gay	95	1.45
Heterosexual	3626	55.36
Lesbian	76	1.16
Other	9	0.14
Don't Know	2668	40.73

Sexual orientation is unknown for 40.73% of the workforce. Disclosure rates have improved from 26.5% in 2015 to 59.3% in 2023. Across NHS Scotland, sexual orientation has been disclosed for 66.9% of all staff. Whilst there remains no official data on the numbers of people who are lesbian, gay, bisexual, or intersex (LGBTI) - various estimates have been made. For example, Stonewall Scotland suggest a LGBT figure of between 5 - 7% while the Scottish Household Survey suggests an LGB population of around 1% although the question relating to sexual orientation was added to the survey in 2011 and it is thought that the figures are likely to under-report. In actual terms the percentage is likely to be somewhere between the two estimates. Of the staff at SAS 3.9% have disclosed that they are from the lesbian, gay, bisexual or other community compared with 2.8% for staff across NHS Scotland.

6.9 Marital Status

Table 6 below illustrates the marital status of staff by headcount and percentage.

Marital Status	Headcount	Percentage
Civil Partnership	39	0.60
Divorced	276	4.21
Married	3046	46.50
Single	2893	44.17
Widowed	22	0.34
Did not Disclose / Don't Know	274	4.18

Disclosure rates for marriage and civil partnership have remained at 96% this year.

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

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7. Recruitment

The recruitment team dealt with 5,016 applications for employment during the period 2022/23 (**5841** in 21/22) and 365 roles were advertised (299 in 2021/22). Of these 17% of applicants were successful compared with 15% the previous year.

The Job Train recruitment system is used across NHS Scotland and all applications received made during 2022/23 have been managed through this system. Steps have been taken to advertise posts more widely to attract a more diverse mix of applicants.

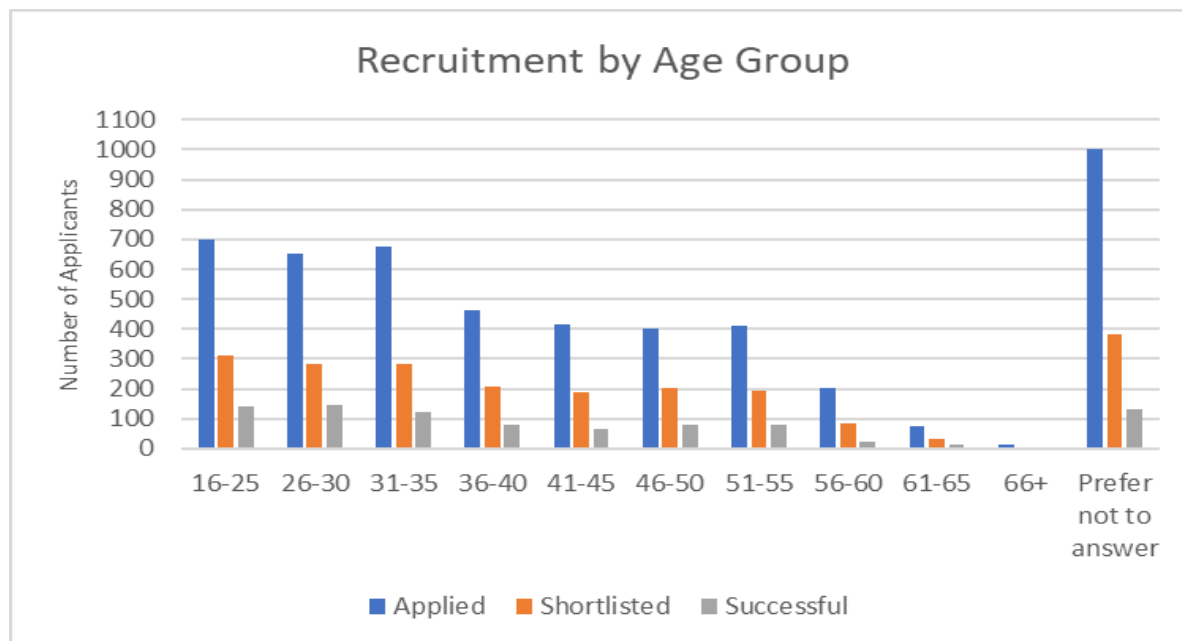
Examination of recruitment data across equality groups is undertaken based on:

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

On analysing this year's recruitment data, it become apparent there was an error in some of last year's reported figures. This has been updated and revised in this year's report and the corrected figures are in bold.

7.1 Recruitment by Age

Chart 9 below illustrates the number of applicants from each age group against their respective success to short listing stage and being offered posts. Table 7 breakdowns the number of applicants per age group by percentage.



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Table 7

	Age Group by Percentage										
	16-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66+	Prefer not to answer
Applied	13.9	13.0	13.5	9.2	8.3	8.0	8.2	4.1	1.5	0.3	20.0
Shortlisted	14.4	13.0	13.0	9.5	8.8	9.4	8.9	3.8	1.5	0.2	17.6
Successful	16.0	16.3	13.5	9.1	7.4	9.1	9.1	2.6	1.7	0.3	14.8

The largest proportion of applicants came from the Prefer Not to Answer age group and 14.8% of all applicants in this group were offered posts.

The most successful applicants came from the 26-30 age group and represented 2.9% of all applicants, with a success rate of 16.3%. Last year the most successful age group was 56 – 60 age group. The least successful applicants came from the 66+ age group and represented 0.05% of all applicants and the smallest proportion with a success rate of 0.3%.

The number of applicants who preferred not to disclose their age accounted for 20% of all applicants (49% in 2021/22).

7.2 Recruitment - Disability

The percentage of applicants disclosing a disability was 9.3% (5.7% in 2021/22). Of these 45% were shortlisted (43.9% last year) and 15% of all applicants who had a disability were successful (17% in 21/22). The Service complies with the Disability Confident Standard and applicants who are disabled can be considered under the Job Interview Guarantee initiative if they meet the essential criteria for the post and therefore a greater proportion of disabled applicants go through to interview stage compared with other groups. 106 applicants took advantage of this scheme in 22/23. We have seen an increase in those disclosing as well as being shortlisted and successful.

7.3 Recruitment - Gender reassignment

The Job Train system has this year introduced capabilities allowing us to report on gender reassignment. 19 applicants identified themselves as a trans person. Of these, 9 were shortlisted and 2 were successful giving a success rate of 10.5%.

11 applicants advised that they had either undergone, or were planning to undergo, gender reassignment surgery. Of those, 6 were shortlisted and 3 were successful giving a success rate of 27%.

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7.4 Recruitment – Ethnicity

Table 8

Year	Ethnicity by Headcount					
	White Scottish	White other British	White Irish	Any other white background	Black, Asian & minority ethnic	Prefer not to answer / unknown
2014	2,497	328	53	51	56	31
2015	4,112	529	64	88	81	162
2016	3,889	408	56	82	76	163
2017	4,221	442	58	126	98	125
2018	7,866	723	54	200	212	59
2019	4,295	466	41	146	132	28
2020	6,560	674	58	280	207	305
2021	3,096	377	11	251	171	59
2022	4457	683	65	160	390	86
2023	3,469	688	41	259	420	133

The above table shows there has been an increase in the proportion of BAME applicants, which represent 8.3% of all applicants (**6.7%** in 2021/22). Of these 18.8% were shortlisted and 6.6% of all BAME applicants were offered posts (17.7% previously) compared with 18.4% of white Scottish applicants. The percentage of applicants who preferred not to disclose their ethnicity increased from 1.5% (2021/22) to 2.6%.

We received applications from candidates identifying as 51 different nationalities.

7.5 Recruitment - Religion or belief

Table 9 breaks down the percentage of applicants who have applied, been shortlisted and successful by religion or belief.

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Table 9

	Buddhist	Christian - Other	Church of Scotland	Hindu	Jewish	Muslim	No Religion	Other	Roman Catholic	Sikh	Prefer not to say
Applied	0.3	11.3	13.2	0.8	0.2	1.5	55.5	1.3	9.0	0.2	6.6
Shortlisted	0.4	8.5	14.2	0.2	0.0	0.6	59.7	1.5	8.6	0.3	5.9
Successful	0.2	7.5	12.2	0.3	0.0	0.6	65.4	1.1	7.0	0.2	5.4

55.5% of applicants indicated that they did not hold a religion.

Applicants who indicated a religion of Church of Scotland represented 13.2% of all applicants (**14.28%** 2021/22). Of these 12.2% were successful (**21.94%** 2021/22). Applicants indicating a religion of Roman Catholic represented 9% of all applicants (**10.12%** 2021/22). Of these 7% were successful (**22.8%** in 2020/21).

The percentage of applicants who preferred not to disclose their religion / belief increased from **4.26%** (2021/22) to 6.6%.

7.6 Recruitment - Sexual orientation

Table 10 details the sexual orientation of applicants. Applicants who disclosed their sexual orientation as lesbian, gay, bisexual or other represented 9.9% of all applicants (**5.1%** 2021/22). Of this group, 19.4% were successful (**24.6%** 2021/22). 5.8% of all applicants did not answer this question or preferred not to answer (**4%** 2021/22).

Table 10

	Bisexual	Gay/Lesbian	Heterosexual	Other	Prefer not to say
Applied	187	277	4223	31	292
Shortlisted	86	131	1846	6	100
Successful	37	56	754	3	40

7.7 Recruitment - Gender

The proportion of women applying for posts decreased to 50% (**52%** in 2021/22). The success rate for women was 18.9% (**20.9%** 2021/22) compared with 17.04% for men (**23.8%** 2021/22).

Chart 10 illustrates the number of applicants who identified as male, were short-listed and were successful between 2016 and 2023.

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Chart 10

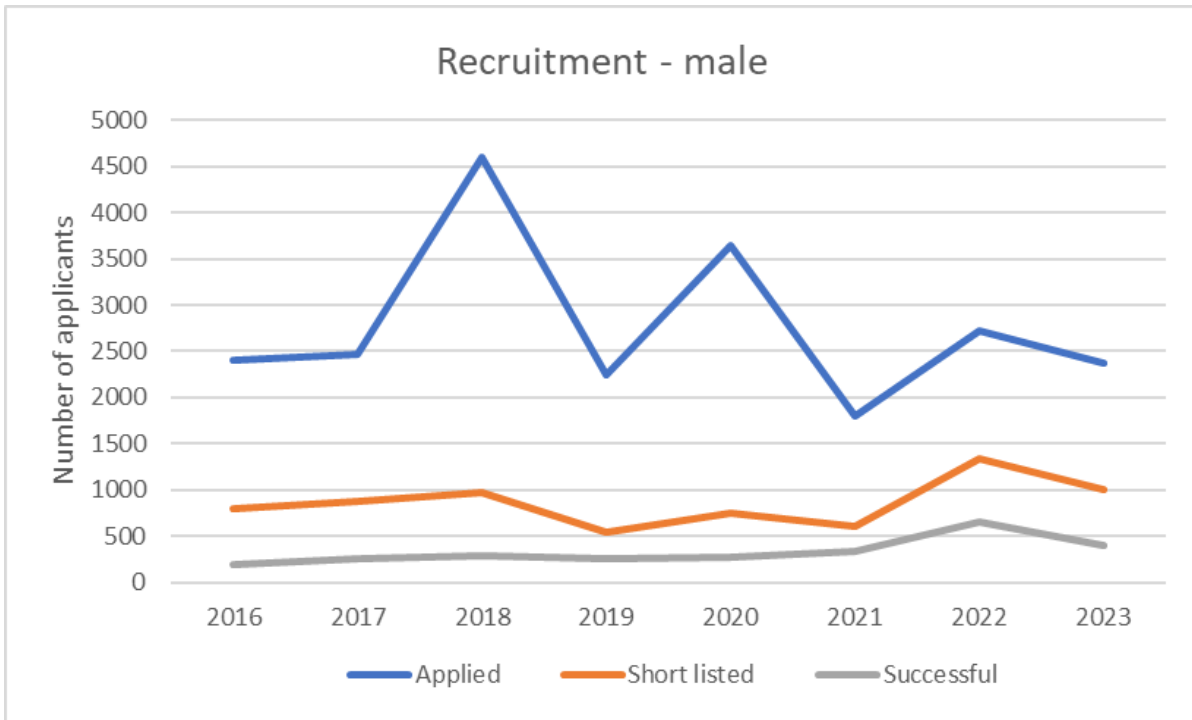
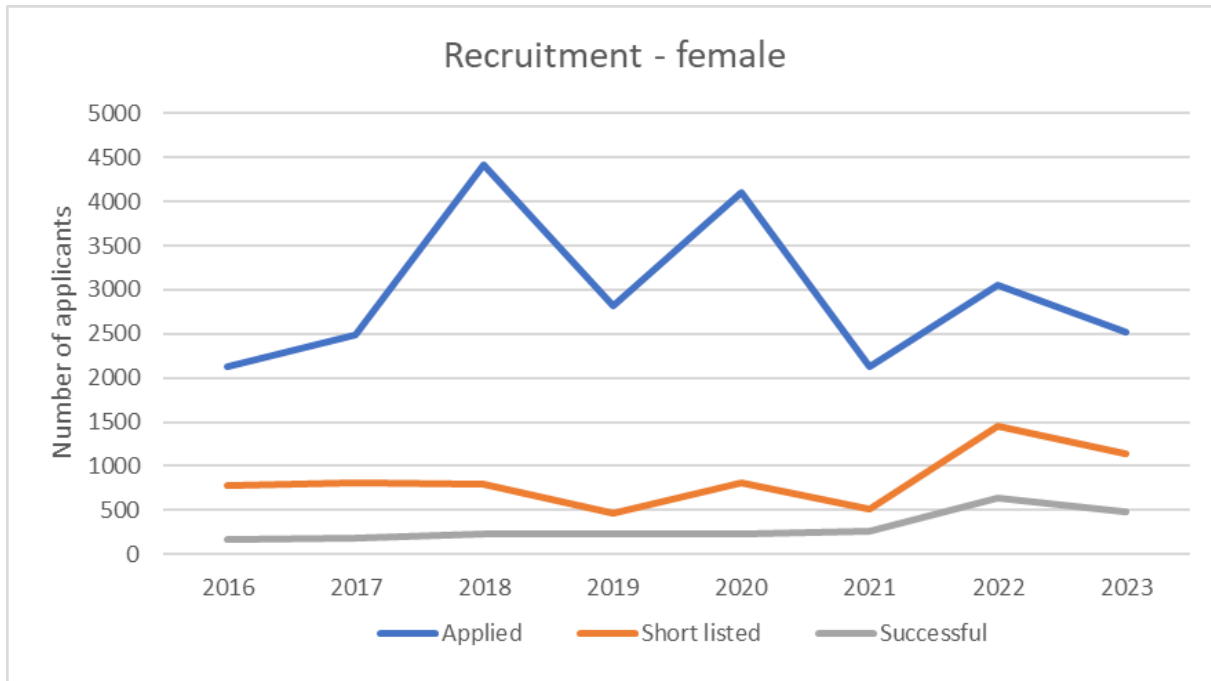


Chart 11 below illustrates the number of applicants who identified as women, were short-listed and were successful between 2016 and 2023. We continue to see an increase in the proportion of women being successful in recent years.



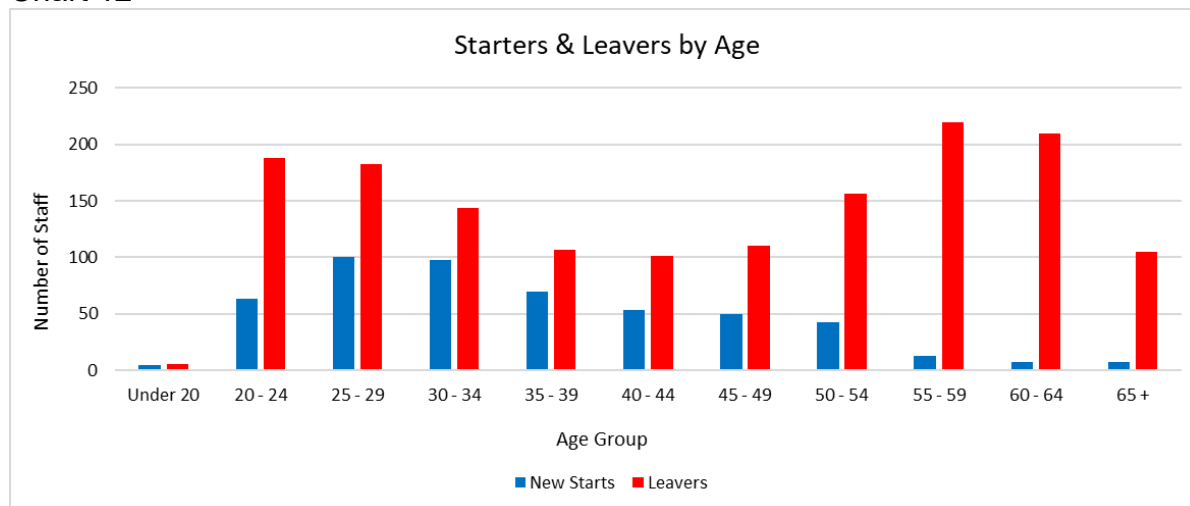
Of all applicants, 0.12% identified their gender in another way and 2.3% preferred not to disclose gender at recruitment stage (1% in 2021/22).

8. Starters and leavers

8.1 Age

Chart 12 illustrates that there more leavers than starters in each age category. Historically, we have seen that there are more young people joining SAS with older staff leaving. This is because of the increasing impact of the nature of SAS work, which is very physical for the majority of staff, and there is a higher proportion of older staff choosing to retire from the age of 55 onwards. However, this year we have also witnessed more leavers than starters in our younger age categories and this is largely due to the contracts of our Mobile Testing Units coming to an end. The MTU workforce were mainly from the younger age categories.

Chart 12



8.2 Disability

Of the staff joining the Service 0% disclosed they had a disability (2.4% in 2021/22) and of those leaving 2.1% disclosed a disability (2.1% in 2021/22).

8.3 Gender reassignment

No members of staff joining SAS disclosed that they had undergone gender re-assignment and 1 leaver did so.

8.4 Ethnicity

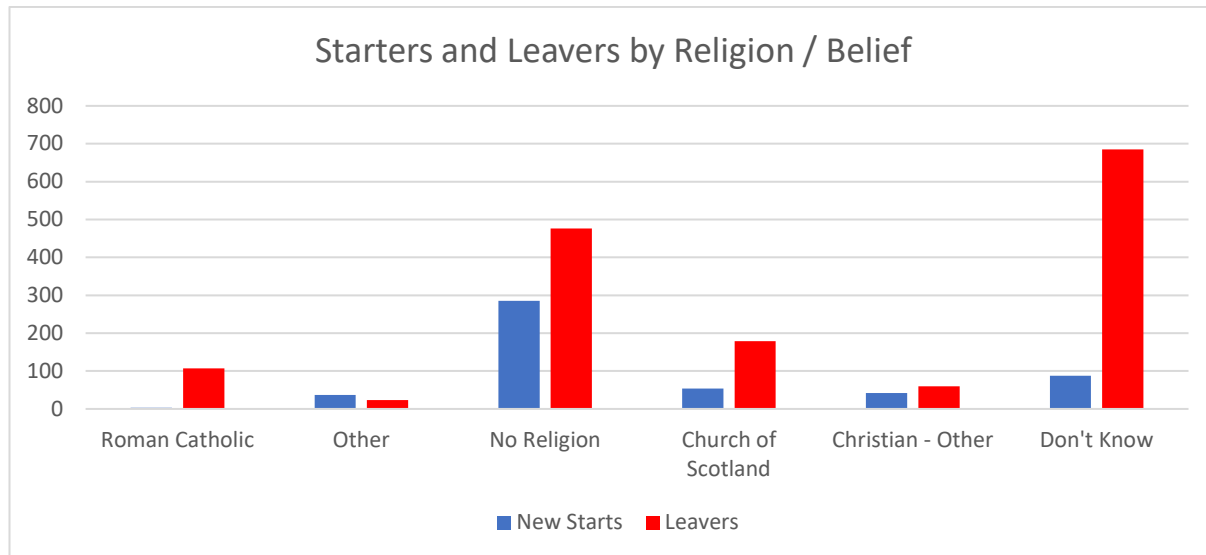
The pattern of those joining and leaving SAS by ethnicity is broadly reflective of the workforce profile with 11 members of staff joining and 30 leaving who disclosed they are from BAME backgrounds.

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8.5 Religion or belief

Chart 13 illustrates the number of starters and leavers by religion or belief.

Chart 13



Of those staff joining the Service, 82.7% disclosed religion or belief with 55% of those leaving doing so. There are more staff leaving who hold Roman Catholic and Church of Scotland as a religion and more new starters who do not hold a religion. Of those joining SAS, 57% have disclosed that they do not have a religion with 31% of leavers doing so.

8.6 Sexual Orientation

Of those staff joining the Service 50% disclosed sexual orientation with 54% of those leaving doing so. Staff joining were more likely than leavers to disclose that they were lesbian, gay, bisexual or other. 8.2% of new starters disclosed that they were LGBTQ+ compared with 4.2% for leavers.

8.7 Sex

Chart 14 below illustrates the number of starters and leavers by gender between 2016 and 2023.

59.5% of new starters were women (48% 2021/22). Women leaving SAS accounted for 41.8% of the total leavers compared with 44% in 2021/22. The number of female staff has steadily increased over the last years and now represents 45.5% of the total.

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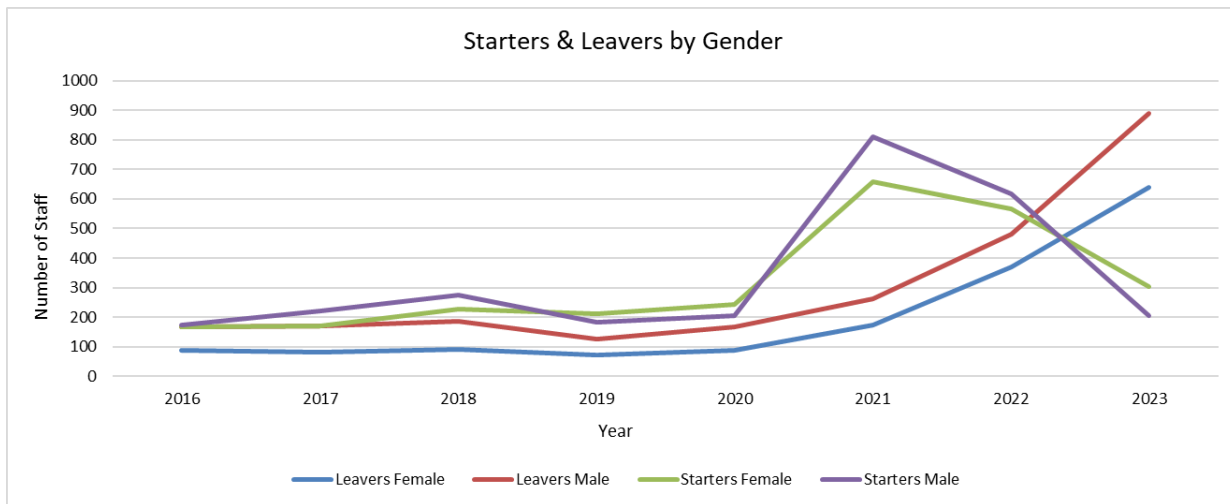
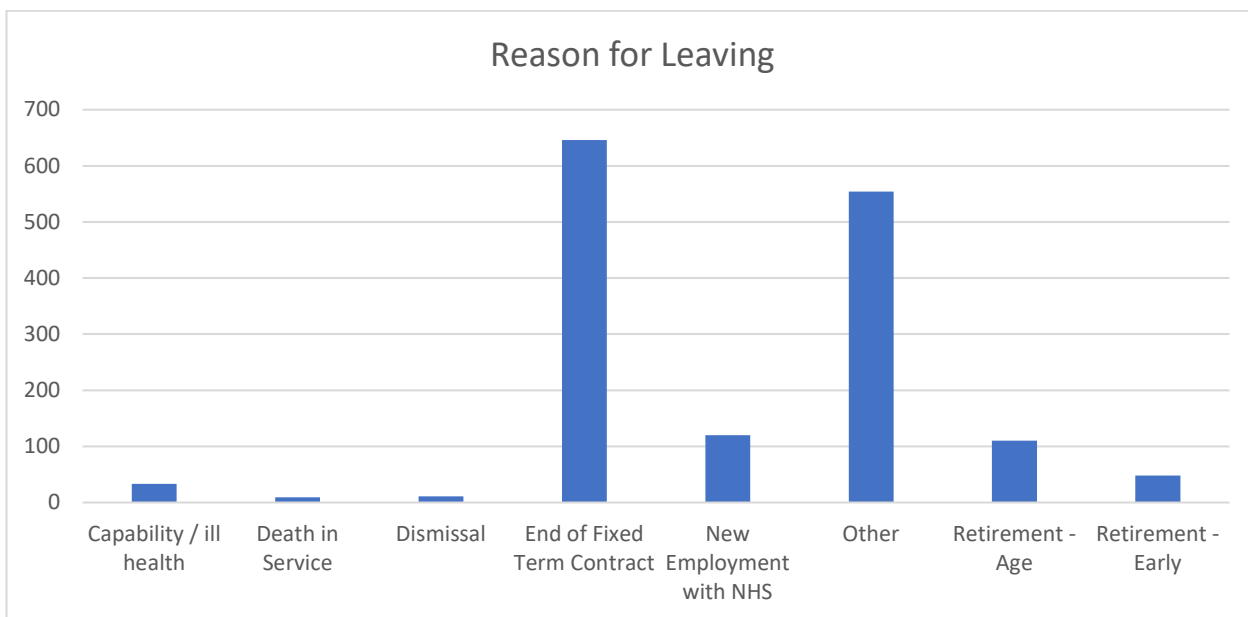


Chart 15 details the reasons given for employees leaving the organisation. 54% of those leaving the Service did so on a voluntary basis with 10% leaving for reason of retirement and 2% doing so on the grounds of ill health / capability. 42% of employees left due to the end of their fixed term contract, the vast majority of these will be MTU staff.

Chart 15



9. Training

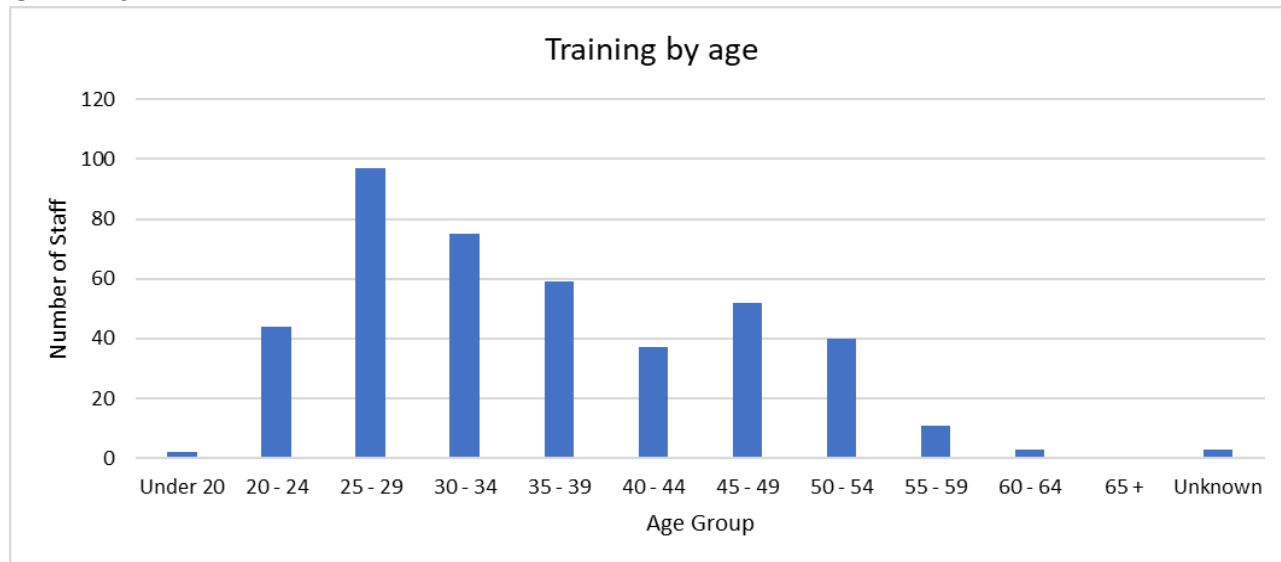
The following breakdown covers training attended by staff across SAS including those who attended the vocational qualification programmes delivered across regions.

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9.1 Age

Chart 16 illustrates the number of staff who undertook training by age group.

Chart 16



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

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

9.2 Disability

Of the staff receiving training, 1.18% disclosed a disability (0.8% in 2021/22). For 10.87% of staff this was not disclosed / unknown.

9.3 Gender reassignment

One member of staff taking part in training had disclosed they had undergone gender reassignment.

9.4 Ethnicity

The majority of staff completing training were white Scottish / white British / any other white background and accounted for 89.83% (90% in 2021/22). For 9.69% of staff this information was not disclosed / unknown (9% in 2021/22) and 0.47% were from minority ethnic groups.

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

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9.5 Religion or Belief

Religion or belief was unknown for 11.8% of those staff who completed training. 13% of staff disclosed Church of Scotland, 8.8% Roman Catholic and 59.3% disclosed no religion or belief.

9.6 Sexual orientation

Sexual orientation was unknown for 13.95% of those staff who completed training. 8.27% disclosed a sexual orientation of lesbian, gay, bisexual or other.

9.7 Sex

Of those staff taking part in training 53.9% were women, compared with the overall workforce establishment of 46.1%.

10. Disciplinary & Grievance

10.1 Age

There were 41 disciplinary cases in 2022/23 compared with 62 cases in 2021/22. The continued use of the significant adverse events review process has enabled SAS to adopt an approach which focuses on learning rather than punitive action. In addition to this, a preliminary investigation process continues to be used to gather facts and understanding to inform decisions prior to formal investigations being undertaken.

As numbers are relatively small it is difficult to analyse by age other than to state that the highest numbers of disciplinary activity have occurred across the age groups occupied by the greater proportion of staff, i.e. age 45-49.

A total of 20 grievances were raised during 2022/23 compared with 18 in 2021/22. Most grievances have occurred across the 55 – 59 age group.

There were 4 (14 in 2021/22) cases raised by staff under the Bullying & Harassment policy.

10.2 Disability

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

10.3 Gender reassignment

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

10.4 Ethnicity

The pattern of disciplinaries and grievances by ethnicity is broadly reflective of the workforce establishment with the majority identifying as white Scottish / white British/ white other. One

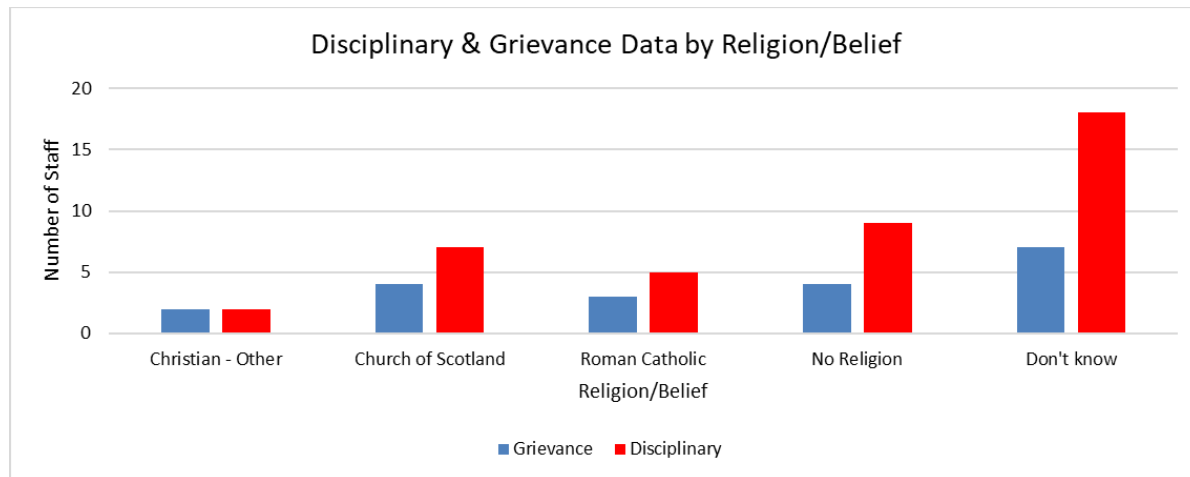
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person went through a disciplinary or grievance procedure who was from a minority ethnic group.

10.5 Religion or Belief

Chart 17 shows the religion / belief details of staff who went through a disciplinary or grievance. The majority of staff who went through a disciplinary or grievance procedure had not disclosed their religion or belief or had no religion.

Chart 17



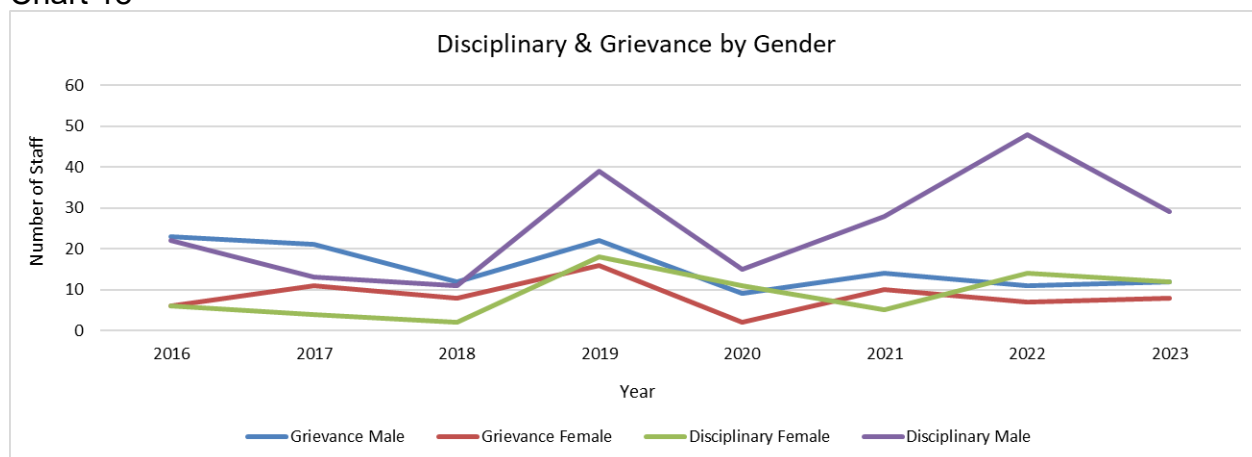
10.6 Sexual Orientation

Most of the staff who went through a disciplinary or grievance procedure were heterosexual and 1 identified as homosexual.

10.7 Sex

Chart 18 illustrates the number of men and women who have gone through the disciplinary or grievance procedure for the years 2016 - 2023.

Chart 18



Of the instances of disciplinary and grievance during the period 2022/23, a higher proportion of men went through these processes than women. For disciplinary, 70.73% of activity involved men and for grievance 60% involved men, compared with the workforce establishment of 54.44% men.

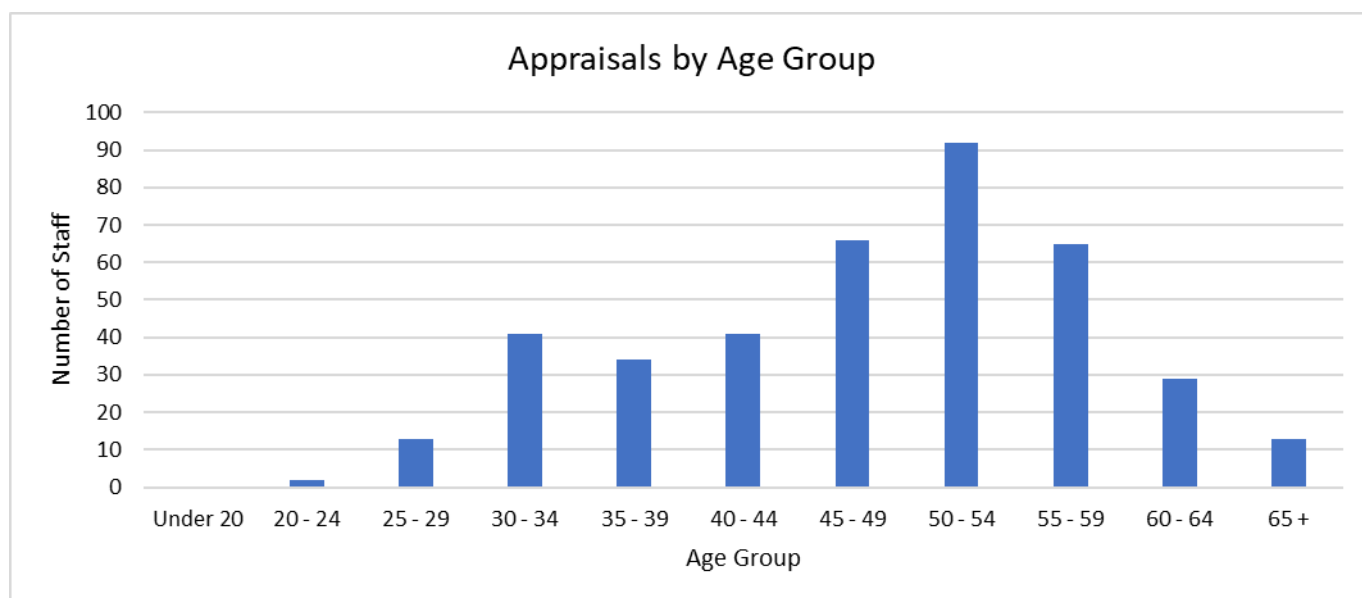
11. Appraisals

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

11.1 Age

Chart 19 illustrates the number of staff completing appraisals by age group. This pattern is broadly reflective of the whole workforce profile.

Chart 19



11.2 Disability

Of those staff completing appraisals, 4.29% disclosed disability.

11.3 Race

The majority of staff completing appraisals were from white Scottish/ white British backgrounds and these accounted for 86.11% with 0.25% from BAME backgrounds.

11.4 Sex

38.13% of those completing appraisals were women, less than last year 2021/22.

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12. Redeployment

A total of 51, staff were included on the redeployment register during the period 2022/23. This reflects changes in the health of individuals, organisational changes and adherence to the policy of no compulsory redundancies. This is a slight decrease on the number from 2021/22 when 51 staff were on the register. 44.2% of staff (23) were on the register as a result of incapacity / ill health, 48.1% (25) due to the end of a fixed term contract and 3.8% (2) for other reasons including organisational change / performance.

Table 11

	Number of employees	Redeployed	Awaiting redeployment	On trial redeployment	No longer requiring redeployment
Men	19	1	3	3	12
Women	32	10	6	0	16
Total	51	11	9	3	28

Table 11 illustrates the number of staff that have been redeployed during this period, those still awaiting redeployment and those who no longer require to be redeployed.

12.1 Age

Staff between the ages of 50 - 54 accounted for the largest proportion of those on the redeployment register representing 22%.

12.2 Disability

One staff member on the redeployment register has disclosed a disability. For 27% of staff this was not disclosed / unknown. However, 46% of staff on the register (23) were seeking alternative posts as a result of long-term conditions / ill health.

12.3 Gender reassignment

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

12.4 Race

The majority of staff on the register disclosed that they were white Scottish / white British backgrounds (59%). This is in keeping with the workforce where the majority of staff self-disclose as white Scottish / white British. For 27% of staff this was not disclosed / unknown.

12.5 Religion or belief

Of those staff on the register, 47% had disclosed religion or belief. 24% disclosed no religion.

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12.6 Sexual orientation

Of those staff on the register 57% had disclosed sexual orientation and 6% were from the LGBTQ+ community.

12.7 Sex

48% of those staff on the register were female compared with 45.5% of female staff in the workforce overall.

13. Promotions

13.1 Age

During 2022/23, 177 staff were promoted. The chart below illustrates the number of promotions against age groups.

Chart 20

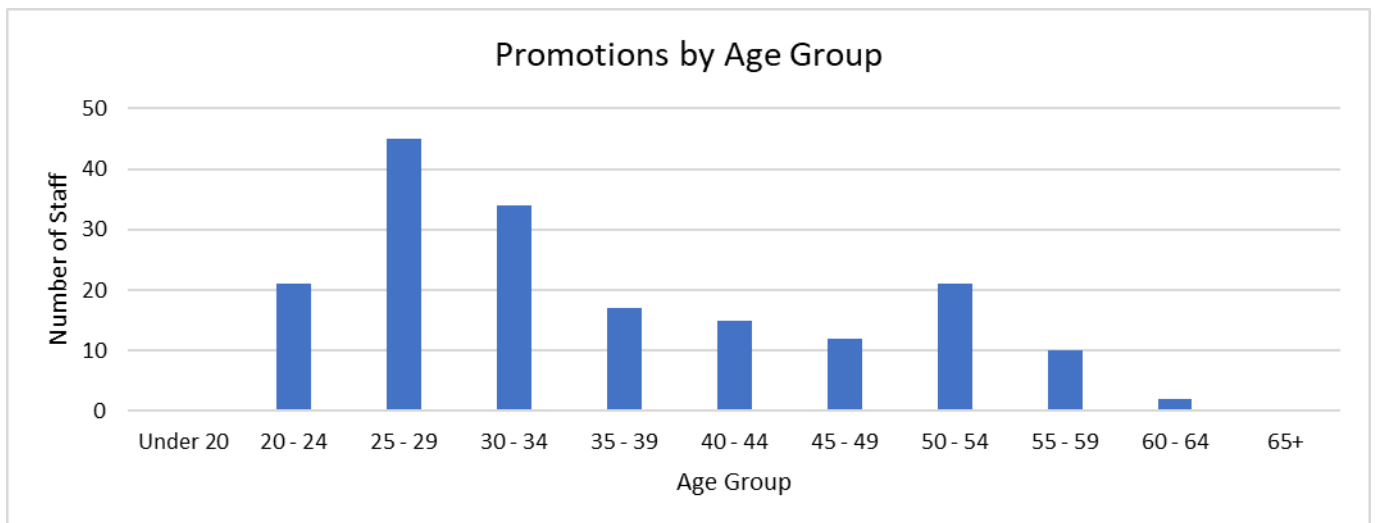


Chart 20 illustrates the spread of promotions across the age groups, with 66.1% being promoted below the age of 40.

13.2 Disability

Of those staff promoted 1.69% disclosed, they had a disability.

13.3 Gender reassignment

One person promoted disclosed they had undergone gender reassignment.

13.4 Race

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The majority of staff promoted were white Scottish / white British (74.58%). 75.14% of staff promoted had disclosed their ethnicity.

13.5 Religion or belief

Of those staff promoted 68.36% had disclosed religion or belief. 8.47% disclosed Church of Scotland, 7.91% Roman Catholic and 45.76% had no religion / belief.

13.6 Sexual orientation

Of those staff promoted 66.67% had disclosed sexual orientation.

13.7 Sex

Of those staff promoted 49.72% were female.

14. Actions taken and new steps

We said in our 2021/22 workforce equality monitoring report that we would take a number of steps. This is what we did, the results and what we plan to do next. Actions in this area are linked to Equality Outcomes 5 and 6 (Mainstreaming Report 2023).

14.1 In order to improve equality disclosure rates a plan is in place to increase awareness of this and the importance of collecting the data		
Actions	Results	Next steps
A survey will be sent to all staff via email in November 2020.	The survey was sent to all staff via email on 26 November 2021. Responses to the survey have been used to update personal records.	A follow up survey will be distributed to staff during 2023/24 once digital form has been approved, as detailed earlier in report.
14.2 We will investigate why those in 16 - 25 age group applying for posts are least successful at interview stage.		
Actions	Results	Next steps
(a)We will attend the next Skills Scotland event when scheduled.	We were not able to attend the Skills Scotland event this time due to cost Applications from young people between the ages of 16 - 25 represented 13.9% of all applications (18% 2021/22). The success rate of this group is 16%. That is 16% of all applicants in this group were	We will aim to attend the Skills Scotland event and others which are for young people. Much of this will be dependent on cost. Local management teams are often requested to attend school events and we will look at how we can support them across SAS.

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	<p>successful. This is the most successful age group.</p> <p>SAS provides feedback to applicants and those attending interview upon request.</p>	<p>We will explore opportunities for training for young people through the newly established NHS Scotland Academy.</p>
<p>(b)We will continue to link with other Ambulance Services through the BME Forum, LGBT Network, Disability Network and Diversity & Inclusion Forum in order to share learning.</p>	<p>We have regular input with Ambulance Services networks and through guidance produced and discussion we share practice and learning.</p> <p>Promoting our own Ethnic Minority Forum, Proud@SAS, our LGBT Network, Disability, Gender Equality and Veterans Network to help to promote inclusion and provide support for people joining SAS.</p> <p>4 Staff members were supported to attend the AACE national LGBT+ Conference in Manchester in 2023, along with two of our managers who were part of National LGBT+Committee</p>	<p>We will increase the cover at these meetings across the Service to encourage shared ownership of the work that needs to be done in these areas.</p> <p>We now have Executive Leads and dedicated HR Advisor input to all of our Networks. These individuals will also now attend National (NHSS and AACE) meetings when possible.</p> <p>We now have a dedicated Communications lead who will help support our overall aims in our Mainstreaming and Equality Outcomes strategy.</p>

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

Actions	Results	Next steps
<p>We have migrated to the Job Train recruitment portal and will investigate if there is a difference in the way equality data is being captured through this system.</p>	<p>The proportion of applicants who have chosen not to disclose their age has increased from 17% in 2021/22 to 20% in 2022/23.</p> <p>Disclosure of other equality details improved with fewer applicants preferring not to answer these questions.</p>	<p>We will investigate if the format of the equality monitoring section on Job Train is different to that on the Talent Link system previously and identify if changes could be made to encourage disclosure of age details.</p>

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

Actions	Results	Next steps
<p>We will continue to monitor success rates of applicants from BAME backgrounds,</p>	<p>6.6% of all BAME applicants were offered posts.</p>	<p>We will continue to monitor success rates of applicants from BAME backgrounds and</p>

<p>those who are disabled and those who have disclosed gender reassignment.</p>	<p>15% of applicants from disabled backgrounds were successful (17% previously)</p> <p>In comparison the success rate for all applicants applying for posts during 2021/22 was 17% (15 previously)</p> <p>Gender resignation</p>	<p>from those who have a disability.</p> <p>We will investigate success rates of BAME applicants from different groups (2021/22) to establish if there are actions that can be taken in order to make improvements.</p>
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15. Conclusion

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

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Appendix 1

Highlights of other Equalities Work from April to September 2023

Since the publication of our Mainstreaming Equality and Diversity in the Scottish Ambulance Service 2023 report, we would like to highlight a few areas of work which highlight the ongoing commitment to support the strategic aims outlined in that report.

- 1) Our overall Equality, Diversity and Inclusion Steering Group and been re-established and is led by our Deputy Chief Executive and Equalities lead for the Service.
- 2) Each of the Staff Networks has an Executive lead and dedicated HR Advisor. All of our previous networks Proud@SAS (LGBT), Disability, Ethnic Minority have been relaunched, with improved website, communications and coverage across the service. Membership of the groups is spread across SAS and networks have a renewed energy and enthusiasm, which is being driven by our staff.
- 3) We have held more staff engagement sessions on topics related to Gender Equality, Disability and current work by National LGBT+ network. More sessions are planned in for all of our networks for the coming year.
- 4) The AACE National LBGT+ Conference was attended by six of our staff. The four operational staff who were financially supported to go are producing a summary of key learning from the event, with support from the Equalities lead for SAS and Chair of Proud @SAS. We hope to be able to share this with the SAS network and Staff Governance Committee at the next meeting. The Chair of Proud @SAS also held one of the workshops at the event, discussing his experience of Adoption and Fostering as part of the LGBT+Community.
- 5) Community Engagement – new areas of work include designing a national survey for both our mental health response improvement work and end of life care, which we plan to have translated into the top 3 languages spoken in Scotland. We are also in discussion with third sector partners on what we can do to make the surveys more accessible to those with visual impairments.
- 6) The Equalities lead for staff has played an active part in the work led by AACE, across all UK Ambulance Service and four countries, with the aim of Reducing Mysogyny and Improving sexual safety in the workplace. The consensus agreement and development on toolkits/interventions is currently going through its approval process and will hopefully be launched at the Ambulance Leadership Forum Conference in October.
- 7) To support the work identified in point 5 above, is being supported by an internal short-life working group. So far, this group has met to discuss how the Service currently deals

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with allegations and issues of sexual harassment, sexual assault, mysogny and other issues of sexual safety at work. We also looked at what policies and processes we currently have in place and what more we need to do to support this work. We will meet again once the AACE Consensus agreement and associated support material are released to take this forward in SAS. We will also continue to represent SAS in this forum to both share our good practice and bring back new learning to SAS.

- 8) The Second Edition of our Gaelic Language Plan was approved by Bòrd na Gàidhlig for the second edition of the Scottish Ambulance Service Gaelic language plan.
- 9) Work across all of our Equality Outcome objectives is ongoing and a more detailed update will be provided to March Committee meeting.

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