

SPS Employment Equality Monitoring Report 2015 - 2016

Unlocking Potential. Transforming Lives.

Content

1.0 Introduction.....	1
2.0 Observations and Analysis.....	4
2.1 Gender.....	4
2.2 Age	7
2.3 Disability	7
2.4 Sexual Orientation	9
2.5 Ethnicity	9
2.6 Religion.....	11
2.7 Gender Reassignment.....	12
2.8 Pregnancy and Maternity	12
2.9 Marriage and Civil Partnership.....	12
2.10 Recruitment	12
2.11 Performance	14
2.12 Promotion	14
2.13 Absence.....	15
2.14 Leavers	16
2.15 Retirement	17
3.0 Annex A: Workforce Composition Data 01/01/16 – 31/12/16.....	18
3.1 Gender.....	18
3.2 Full Time and Part Time	22
3.3 Age	25
3.4 Disability	27
3.5 Sexual Orientation	30
3.6 Ethnicity	32
3.7 Religion.....	34
3.8 Pregnancy and Maternity	35
3.9 Marriage and Civil Partnership.....	36
4.0 Annex B: Recruitment, Retention and Progression Data 01/01/16 – 31/12/16.....	38

4.1	Recruitment	38
	<i>Age</i>	38
	<i>Disability</i>	39
	<i>Gender</i>	39
	<i>Ethnicity</i>	40
	<i>Sexual Orientation</i>	40
	<i>Religion/Belief</i>	41
4.2	Personal Performance Management System (PPMS).....	42
4.3	Promotions.....	44
4.4	Absence.....	45
4.5	Leavers.....	47
4.6	Retirement	48

5.0 Annex C: Workforce Composition Data 01/01/15 – 31/12/15....49

5.1	Gender.....	49
5.2	Full Time and Part Time	53
5.3	Age	54
5.4	Disability	56
5.5	Sexual Orientation	60
5.6	Ethnicity	60
5.7	Religion.....	61
5.8	Pregnancy and Maternity	62
5.9	Marriage and Civil Partnership.....	62

6.0 Annex D: Recruitment, Retention and Progression Data

01/01/15 – 31/12/1564

6.1	Recruitment	64
	<i>Age</i>	64
	<i>Disability</i>	65
	<i>Gender</i>	65
	<i>Ethnicity</i>	65
	<i>Sexual Orientation</i>	66
	<i>Religion/Belief</i>	67
6.2	Personal Performance Management System (PPMS).....	68
6.3	Promotion	70
6.4	Absence.....	72

6.5	Leavers.....	73
6.6	Retirement.....	74
7.0	SPS Equality Monitoring Campaign Materials.....	75

1.0 Introduction

The last equality monitoring reports we issued under the public sector equality duty were based on data derived from our system 'SPS People'. Employees completed paper forms when they joined the SPS and this information was transferred onto SPS People by HR colleagues. However, the accuracy of the information – particularly sensitive information like sexual orientation – was a potential challenge as SPS has a low turnover of staff and many employees had not been requested to update their equality information during the time of their employment.

In autumn 2014 we introduced an electronic HR system ('e-HR') which enables employees to update most of their equality data themselves. At any time they can amend their nationality, religion or belief, ethnicity, disability status, sexual orientation, relationship status and indicate if they identify as a transgender person. Sex and date of birth are recorded separately in the system, based on information provided by the employee at the time they joined the SPS. Although they cannot update this information themselves, employees who identify as transgender can have their records amended accordingly if they so desired and in accordance with SPS policies.

Ownership of their own diversity information by employees is a positive step. However, it does bring the challenge of potentially low completion rates across certain diversity categories. This makes it difficult to provide complete and meaningful analysis of the data. For example, the completion rate of the ethnicity field on e-HR is 45.53%, whereas on our previous system the rate was 93%. Similarly, only around 40% of staff have told us about their relationship status, whereas previously 93% of staff had. The Measuring Up? 4: Practice report¹ issued by the Equality & Human Rights Commission noted that low levels of disclosure rates remained a widespread issue affecting the meaningfulness and usability of employee information. This continues to be the experience in SPS.

¹ https://www.equalityhumanrights.com/sites/default/files/measuring_up_4_practice_final_2.pdf accessed 31/01/17

On the other hand, in some categories low completion rates are still an improvement on data previously held. The completion rate for sexual orientation is 36.22%, whereas under the previous system we only held data on sexual orientation for 19% of staff. Similarly, previously only 14% of employees had told us about their religion – this now stands at 45%. Notably, our entry level band for non-operational employees – band B – has the highest rates of ‘no data’ on e-HR. Band C – entry level for prison officers – also reveals high instances of no data being recorded. Our recruitment processes are administered via a system called ATS, and this is where the equality monitoring data of candidates is captured. Information from ATS is not transferrable to e-HR. Given that during recruitment external candidates tend to provide high levels of equality monitoring data on the ATS system during recruitment, this could point to new employees simply not realising that they are required to enter their equality data again, this time on e-HR.

In 2017 we launched a campaign to raise awareness of equality monitoring, how it benefits everyone and how the information is protected and used. The E&D team at headquarters worked with prisoners in the education department at HMP Shotts to design promotional materials (posters and bookmarks – see Annex E) for the campaign. The SPS College developed a short video for all staff to view and an intranet site was developed, which all staff can access, to act as a central resource with guidance and Frequently Asked Questions about why we monitor equality and how sensitive information is protected and used; the equality monitoring reports we have published (to promote transparency and build trust) and links to external guidance and data (including Census 2011 results and the Scottish Government’s Evidence Finder). We have started providing establishments with regular management information on the proportion of their staff who have completed their diversity data. This will enable us to monitor the completion rates and also whether employees are providing specific information or are choosing the ‘Prefer Not To Declare’ option. So far the PNTD rate is quite low, with the highest being for religion at 14.25%.

Another challenge presented by moving to the e-HR system is the lack of capability to extract retrospective data. We have dedicated considerable resource to defining the E&D metrics that we require to report against and to developing management information reports to produce this data. Consequently, we decided to set December

31st as the 'cut-off' point for running the data reports and that our reporting period would run from January to December each year. This allows sufficient time to conduct analysis and to publish results in the year when we have a statutory duty to do so.

However, we had not defined the management information metrics and data extraction dates until 2016. The equality information data in this report for the period January 1st 2015 to December 31st 2015 relates to *individuals who were employed in SPS during that time*, but the equality information is what was held on the system at the time the data was extracted (early 2017). This is not ideal and we appreciate the impact this has on analysis. However, given that SPS has a very stable workforce (turnover of around 5%) it should still be reasonably representative. Appropriate processes are in place to prevent this problem from occurring in the future.

The report is split largely into 2 parts: *Observations and Analysis*, which provides a narrative, by protected characteristic and then by recruitment, retention and progression theme, of the SPS data and trends. Each protected characteristic section starts with national data obtained from the Scottish Government Evidence Finder.

Following *Observations and Analysis*, there are 4 Annexes which provide the quantitative data tables being reported. They are laid out as follows:

- Annex A: Workforce Composition Data 1st January 2016 to 31st December 2016
- Annex B: Recruitment, Retention and Progression Data 1st January 2016 to 31st December 2016
- Annex C: Workforce Composition Data 1st January 2015 to 31st December 2015
- Annex D: Recruitment, Retention and Progression Data 1st January 2015 to 31st December 2015

Where data tables are not provided for particular protected characteristics, this is because the data set are too small and reporting would risk identifying individuals. Instead, narrative analysis has been provided in *Observations and Analysis*.

Headings are used throughout and should enable navigation of the document.

2.0 Observations and Analysis

2.1 Gender

In 2015, 51% of the population were women and 49% of the population were men².

In 2015 in Scotland³:

- 86.8% of men in employment were in full time employment compared to 58.1% of women.
- 18.5% of men in employment worked in the public sector compared to 35.3% of women.

Analysis of consecutive equality reports demonstrates that women represent an increasing proportion of SPS employees: from 25% of the workforce in March 2013 to 29% in December 2016.

SPS has a somewhat unique gender composition throughout our bands: women are well-represented in the most junior band (B), but the proportion they represent drops steadily to 19% at Band E. It then steadily increases again up to Band H (45% female) and as of 31/01/16 we had a gender balance amongst our Senior Civil Servants. The 'hour glass' shape of our gender composition results, in part, from the lower proportion of women in operational roles than non-operational roles. In 2016, 15% of operational E bands were women (up from 14% in 2015), whilst they accounted for 37% of non-operational E bands across both reporting years.

The operational employee group accounts for 75% of our workforce and there are operational realities, such as same-sex searching required by Prison Rules 2011 which mean that we must have a certain proportion of male operational officers in male establishments and female operational officers in female establishments. Nonetheless, we have seen an increase in the proportion of women at Operational bands D and E over the last 3 years:

² NRS Mid-2015 Population Estimates Scotland

³ Annual Population Survey

Band	2013	2016
D – Residential Officer	17%	19%
E – First Line Manager	11%	15%

Table 1: Proportion of female officers at D band and E band

We have achieved this by taking tangible action to ensure women are represented in the imagery in our job advertisements; reviewing the language of the advertisement to enhance the value of interpersonal and collaborative skills; aiming where possible for a gender balance on our assessor panels during recruitment and selection; and holding assessment awareness sessions for applicants in advance of a recruitment campaign going live.

Nevertheless, it is still the case that there is half the proportion of women at Operational band E (also known as First Line Manager or FLM) compared with Operational band C. The normal route for to reaching FLM is progression through Band D from Band C (although is it not unheard of to be promoted from Band E directly to E). It is also worth noting that the distribution of female operational officers is not even across establishments (even accounting for female units which will necessarily require a preponderance of women officers for searching). However in HMP Low Moss – which only holds male prisoners – 24% of FLMs and 24% of Residential Officers (operational D band) are female. This is considerably ahead of the 15% and 18% that women represent at operational E and D band overall.

Also, whilst 54% of our female operational staff at C, D and E band work in male establishments, only 45% of female FLMs are deployed in male establishments.

In conclusion: the talent is there; we need to find ways to harness it, and we will consider approaches such as role modelling / shadowing to promote the visibility of successful women in these roles.

It is also important to consider access to flexible working arrangements as there are gender, age and grade patterns to part-time working. In 2016 13.5% of non-operational staff worked part-time, while 9% of operational staff did (although the latter does represent a slight increase on 2015 data when the figure was 7%). On the

operational side of the business, 98% of part time workers are concentrated in bands C, D and E, whilst on the non-operational side these grades account for one third of part time workers with a further third found at Band F.

In terms of age, 4% of employees aged 16-34 years worked part time, compared with more than 3 in 10 55-64 year olds and nearly 6 in 10 employees aged 65 and over. Further disaggregation shows that 87% of part time men are aged 55 and over, whereas for women part time working is more evenly spread across the age groups, with over half aged 25-44 years and one quarter aged 55-34 years old.

The results of the Career Progression Survey we carried out in 2014 showed that whilst more women reported working part-time, a higher proportion of men than women had a job-share arrangement.

	Men %	Women %	All respondents
Part-time working	33	43	37
Job sharing	23	10	18

Table 2: Flexible working activities by gender; source: SPS Career Progression Survey 2014

We need to recognise that the drivers for men and women to work part-time are likely to be very different given the age profiles, and ensure that our culture and deployment approaches can support non-standard working patterns, particularly where the individual is not requesting a job share and is perhaps requesting to work less than full time but more than 18.5 hours per week.

2.2 Age

In 2015 in Scotland⁴ the employment rate was highest for 35-49 year olds (82.4%) and lowest for the 16-24 age group (56.2%). The employment rate for those aged 16-64 stood at 73.1%. The lowest employment rates were seen by those aged 16-24, 50-64 and 65+ (56.2%, 68.6% and 8.2%).

An ageing workforce is a feature of the modern workplace and SPS is no different. In 2015 53% of our workforce were 45 years or older, and this proportion rose to 56% in 2016. As of 31/12/16 nearly 1 in 5 employees were aged between 55 and 64 years old. These are also the age groups that comprise the lowest proportions of women who are predominantly concentrated the 16-44 age brackets. This is not surprising given the fact that women only began working in male establishments in an operational capacity in the early 1990's and long service/low turnover is a trend within the SPS workplace. Conversely, in the 16-24 age bracket, the proportion of men is less than that of women (46% and 54% respectively).

2.3 Disability

In 2014, 23% of adults living in Scotland had a long term limiting health condition or disability⁵. The employment rate⁶ for those who were Equality Act disabled was 42.0% compared to 80.3% for those who were not Equality Act disabled and 73.1% for the total population aged 16-64. 51.5%⁷ of people who were Equality Act disabled were economically inactive.

The proportion of employees who have self-declared a disability is 7.87% (360 employees). It is an unescapable fact that the SPS is an operational service. This means that those employed for operational purposes must be able to evidence competency in certain areas such as Control and Restraint (C&R). Also, staff

⁴ Annual Population Survey

⁵ Scottish Surveys Core Questions 2014

⁶ Annual Population Survey

⁷ Annual Population Survey

employed in non-operational roles and whose job involves direct prisoner contact must be able to evidence competency in Personal Protection Training (PPT). This necessarily impacts on our ability to employ individuals with certain types of disabilities which would preclude them from being able to achieve competency in C&R or PPT. Positively, the proportion of operational employees and non-operational employees who have self-declared disabled is almost identical at around 8%.

The current proportion of disabled employees – 8% – represents an increase on previous years' data when 5% of employees had declared a disability (in January 2015). This could be down to a quantifiable increase in the proportion of employees in the last 2 years, or it could also be attributable to the introduction of e-HR where employees can update their diversity information themselves, and the awareness-raising actions we have undertaken to help employees understand how to self-declare and also to build trust and confidence in providing the data. Whatever the reason, the increase is a positive change.

The data reveals that, currently, over 91% of staff had provided no information about their disability status. Therefore the challenge for us is to raise awareness amongst all staff that they can *all* declare a disability status, even if this is 'non-disabled'. We cannot assume that the 91% of staff who have provided no information are not disabled, and even having high completion rates but including categories such as 'Prefer Not to Declare' would be helpful to understand our workplace culture.

Proportionately slightly more staff who work part-time have self-declared a disability (9.53%) compared with full-time staff (7.69%). This represents a slight change on 2015 data when the proportions are almost identical. Compared to the proportion of the workforce, disabled people are over-represented at band D and E and underrepresented at Band C and F and above.

2.4 Sexual Orientation

There is currently limited data and evidence collected on the experiences of gay, lesbian and bisexual people in Scotland. In 2014⁸ 1.6% of adults identified themselves as LGB and Other. 3.1% of people aged 16 to 24 identified as being LGB and Other in 2014. In comparison, 0.8% of people aged 55 to 64 identified as being LGB and Other and similar proportions (0.6%) could be seen in older age groups. 2.4% did not provide a response.

In 2016 the proportion of SPS employees who had completed this category on e-HR was 36.22%, an increase of 3 percentage points compared with 2015. In 2016 just over 4% of SPS employees identified as lesbian, gay, bisexual or 'other'.

Interestingly, the proportion of gay women / lesbians is more than twice that of gay men when set against the fact that there are more than double the number of men working in SPS versus women. This observation needs to be caveated with the fact that the data is based on information declared on e-HR – in other words, just over one third of our employees.

Further disaggregated data will be provided in future reports once declaration rates for sexual orientation increase.

2.5 Ethnicity

In 2014⁹ the largest ethnic group was 'White:Scottish' at 77.9% and adults from minority ethnic groups represented 3.4%.

The size of the minority ethnic population in 2011 was just over 200,000 or 4% of the total population of Scotland¹⁰.

In 2015¹¹ in Scotland the employment rate for people from minority ethnic groups decreased by 0.9 percentage points over the year, from 60.1% to 59.2%.

⁸ Scottish Surveys Core Questions 2014

⁹ Scottish Surveys Core Questions 2014

¹⁰ Scotland's 2011 Census

¹¹ Scottish Surveys Core Questions 2014

The proportion of SPS employees who have completed this category on e-HR is 45.53% which represents a considerable decrease in this type of data compared with data from January 2015 when 93% of employees had told us about their ethnicity. However, that data was captured under our previous system ('SPS People') and since then we have introduced e-HR which is a self-service system and requires employees to enter their own data. It is possible that employees are not yet fully aware of the need to do so but the equality monitoring campaign launched in April 2017 should see declaration rates improve. Positively, the 2016 declaration rate of 45.53% represents a 5 percentage point increase on the 2015 declaration rate.

We use the same categories as the Census 2011 and the number of employees who selected a category other than 'White' is too small to present disaggregated. In order to enable meaningful analysis, we have grouped these categories into a single 'ethnic minority group'. We have also grouped as 'White' all employees who identified as belonging to a sub-category of White using Census categories.

In doing so we recognise the limitations this imposes on being able to understand the particular differences in experiences of people between people who fall into visible minority ethnic groups and non-visible minority ethnic groups (e.g. people who are Polish or Gypsy/Travellers) or among visible ethnic minority groups. However, were we to disaggregate the data in this way, our data set would be so small as to then require redaction which would be contrary to the purpose of this analysis.

Of the employees who have provided information about their ethnicity on e-HR in 2016, 77% identified as White, 23% chose Prefer Not to Declare and 0.96% declared their ethnicity as Mixed or multiple ethnic group; Asian, Asian Scottish or Asian British; African; Caribbean or Black; or other ethnic group. Even accounting for low completion rates of this field on e-HR, we know from other monitoring exercises (for example, our annual Employee Surveys and the Career Progression Survey we conducted in 2014) and from data previously held on SPS People that employees from ethnic minority groups represent between 0.5% and 1% of our employees. The data shows that the proportion of employees who identified as belonging to an ethnic minority groups was evenly split between operational and non-operational status.

The majority of employees who identify as belonging to an ethnic group other than White were in band C, which is the entry level operational band. Compared to white employees, ethnic minority employees had higher representation rates at B, C, F and

G, and lower representation rates at D and E. There was no one who identified as belonging to an ethnic minority group at band H or higher.

We cannot provide ethnicity data by other categories as doing so may risk identifying individuals.

2.6 Religion

In 2014¹², No Religion was the single biggest group at 44.5%. 52% of people in Scotland stated their religion was Christian. In comparison, 45% of people stated that they had no religion. The remaining 3% of people include Muslim, Hindu, Buddhist, Pagan, Jewish, Sikh and 'Another religion' responses.

In Scotland in 2015¹³, Hindus had the highest employment rates (81.3%) followed by those with no religion (74.8%), Christians (72.4%), Other religion (70.0%), Muslims (49.8%) and Buddhists (47.9%). The employment rate for Scotland as a whole was 73.1%.

The proportion of employees who have completed this category on e-HR is 45.10%, and in this case that represents a vast improvement on the data we previously held when only 14% of colleagues had told us about their religion (or no religion). The declaration rate for this diversity category is not increasing as quickly as other diversity categories, with an increase of less than 1 percentage point from 2015 to 2016.

The data shows that most people preferred not to disclose their religion (32%). Church of Scotland was the most declared religion (26%), followed by No Affiliation (18%) and Roman Catholic (11%).

¹² Scottish Surveys Core Questions 2014

¹³ Annual Population Survey

2.7 Gender Reassignment

It is widely recognised that there is limited evidence on the experiences of transgender people in Scotland. Currently, there is no fully tested recommended question with which to collect information on gender identity in surveys or other data sources. A recent project carried out for the Equality and Human Rights Commission began work into this and the Scottish Government is considering future work in this area.

The proportion of SPS employees who have completed the field on e-HR is 23% which has remained the same since 2015. To protect identities we are not publishing the number of employees who indicated that they identify as a transgender person.

2.8 Pregnancy and Maternity

As of 31st December 2016 36 employees were on maternity leave, representing 3% of our workforce. At the same point in time in the previous year, 4% of employees were on maternity leave.

2.9 Marriage and Civil Partnership

The proportion of employees who have completed this category on e-HR is 40%, the same as in 2015. Of those who completed this field, most (62%) were married or in a civil partnership. The next most common category was single (14%).

2.10 Recruitment

Recruitment data demonstrates that the proportion of women applying for and successful in recruitment and promotion campaigns is greater than the overall proportion of the workforce they represent: in both 2015 and 2016, 42% of applications were from women, and the proportion of offers to women increased from 46% in 2015 to 54% in 2016.

During 2015 and 2016 the proportion of applications received from people aged 16-24 years dropped from 36% to 28%, and the offers similarly reduced from 31% to 20%. This is most likely attributable to the types of posts we were recruiting for during this period (a reduction in entry level prison officer campaigns). A notable increase was seen in the 50-54 years category which accounted for 5% of offers in 2015 but 11% in 2016.

The proportion of candidates who self-declared a disability in 2015 and 2016 remained static at around 3%, and they were proportionately represented at offer stage. However, this is lower than the overall 8% of the SPS workforce that disabled employees comprise, and considerably lower than wider societal figures.

The proportion of candidates who identify as lesbian, gay or bisexual was constant in 2015 and 2016 at 4%. In 2016 there was a slight drop in the proportion of offers made to LGB candidates, from 4% to 2%. Notably, in 2016 the proportion of candidates who provided no information about their sexual orientation was 9%, but this was accounted for by a drop in the candidates identifying as heterosexual.

SPS is attracting applications from ethnic minority groups (4% in 2016, and 3% in 2015, proportionate with wider Scottish society), but in both years no offers were made to candidates from an ethnic minority background, pointing to potential barriers in our selection process. In 2015 and 2016 candidates who identified as having no religion or belief or being Church of Scotland accounted for the vast majority of applications for vacancies and offers made, at 78%. In both years, Church of Scotland candidates were overrepresented at offer stage compared with application stage (by 7 percentage points in 2015 and 14 percentage points in 2016). In both years, candidates who identified as Buddhist, Hindu, Jewish, Muslim, Sikh or any other religion accounted for 2% of applications and 0% of offers.

Analysis of this recruitment data has been central to the review of our Recruitment Policy which has been ongoing through 2016. On the basis of the trends outlined above, it was decided to: 1) reflect a policy position in the revised Recruitment policy to explicitly state that SPS aims to reflect the diversity of wider Scottish society; and 2) define an equality outcome for the period 2017-2021 in relation to increasing the diversity of the SPS workforce, identifying positive action measures such as diversifying recruitment strategies and sustained community engagement, and

reviewing our recruitment process to ensure disabled candidates experience equality of opportunity.

SPS does not have recruitment data disaggregated by gender reassignment.

SPS does not have recruitment data disaggregated by pregnancy and maternity.

SPS does not have recruitment data disaggregated by marriage and civil partnership.

2.11 Performance

In 2016 the majority of staff received a Personal Performance Management System (PPMS) marking of Meets Expectations (62.5%), while one quarter were rated as Exceeding Expectations. Broken down by gender the proportions of women and men in each rating category were reasonably even, with a slightly higher proportion of women having no score recorded or required to be recorded compared with men (8% vs. 3% respectively). This represents a notable decrease on 2015 data when 16% of women and 7% of men had no PPMS rating recorded or required to be recorded. This could be due to probationary periods for new starts (during which PPMS is not conducted) or as a result of maternity leave.

As seen in previous years, the trend continues whereby proportionately more full-time staff received a PPMS rating of 'Exceeds Expectations' or 'Consistently Exceeds Expectations' than part-time staff (33% vs. 23% respectively).

When disaggregated by disability status, the ratings allocated to disabled and non-disabled staff are reasonably even, with a very slightly higher proportion of disabled staff receiving a 'Consistently Exceeds Expectations' rating in both 2015 and 2016.

2.12 Promotion

In both 2015 and 2016 45% of employees promoted were women which is significantly above the 29% overall proportion of the workforce women represent. In 2016, there were promotions at bands C, D, E, F and G. Of these, women accounted for a greater proportion than that which they represent at each band (particularly at C

and E). Men accounted for a greater proportion of promotions at band F than that which they represented at this band.

The vast majority of employees promoted in 2016 either identified as heterosexual or provided not data about their sexual orientation. In both years, the proportion of employees promoted who identified as lesbian, gay, bisexual or other was less than the overall proportion of the workforce they comprised.

In 2016 all promotions went to employees who identified as White, or who preferred not to disclose or who provided no data. The picture was almost identical in 2015.

In both years the majority of promoted employees were aged 25-34.

In both years the proportion of promotions that went to disabled employees was nearly representative of the proportion of the workforce they comprise.

In 2016 all promotions went to employees who identified as Christian or belonging to a Christian denomination, who indicated no affiliation to any religion, who preferred not to disclose or who provided no data. In 2015, less than 10 promoted employees identified as belonging to a religion other than a Christian denomination.

In 2015 the proportion of part-time employees who were promoted was less than the proportion of the workforce they represented. In 2016, no part-time employees were promoted.

2.13 Absence

In both 2015 and 2016 the number of days lost to sickness absence was split proportionately between men and women compared with the proportion of the workforce they comprised. Analysis of the data reveals that younger employees (aged 25-34) account for more short-term absence than the proportion of the workforce they represent, whilst the reverse is true for older employees (55+ years), who represent 19% of the workforce but 26% of days lost due to long-term absence.

Disabled employees, who comprised 8% of the workforce, accounted for slightly higher proportions of both short-term and long-term absence days lost in 2015 and 2016. Notably, the proportion of long-term absences attributable to disabled employees dropped 5 percentage points between 2015 and 2016.

2.14 Leavers

In 2016 the ratio of men to women who left the organisation was 66:34, roughly the same as in 2015 when it was 68:32, meaning that women were slightly overrepresented compared with the 29% of the workforce they represented.

When broken down by age and gender, it emerged that in 2016 there was one age category – 16-24 years – where men who left the organisation were disproportionately represented compared with the proportion of the workforce they comprised (52% vs 46% respectively). Women were overrepresented in 3 leaver age categories: 34-44 (54% of leavers were women, compared to the 41% they comprised in that age category); 45-54 years (32% of leavers were women, compared to the 18% they comprised in that age category); and 55-64 years (24% of leavers were women, compared to the 15% they comprised in that age category).

Analysis by full-time / part-time reveals that part-time employees are significantly overrepresented, comprising 9.4% of the workforce but 23.79% of leavers. This is a notable increase on 2015 data when part-time employees accounted for 8.5% of the workforce and 12% of leavers.

In 2016 all employees who left SPS identified as White, preferred not to disclose their ethnicity or provided no information about their ethnicity. In the previous year, the proportion of employees who left the SPS and who identified as belonging to an ethnic minority was higher than the proportion of the workforce they represented in 2015. However, the numbers are very small so should be interpreted with caution.

In 2016 all employees who left SPS identified as Christian or a Christian denomination, preferred not to disclose their religion or provided no information about their religion. A similar trend was noted in 2015 but the data is too small to report.

In 2016 the proportion of leavers who self-declared disabled was representative of the proportion of the workforce they represented, unlike the previous year when it was less than the proportion of the workforce they represented.

In 2016, the proportion of employees who left SPS who identified as lesbian, gay, bisexual or other was representative of the proportion of the workforce who identified as LGB or other. In 2015, the proportion of employees who left SPS who identified as lesbian, gay, bisexual or other was less than the proportion of the workforce who

identified as LGB or other. In both years the numbers are very small so should be interpreted with caution.

In both years bullying and harassment was cited by less than 1% of employees who left.

2.15 Retirement

Over the last 2 years, a higher proportion of employees who retired in 2016 were men (83% versus the 71% of the overall workforce they comprised). This is not surprising given the historical and current demographic features of the SPS workforce composition.

In both years being reported the proportion of retired employees who were disabled was greater than the overall proportion of the workforce that disabled employees represent. However, numbers are small so should be interpreted with caution.

The majority of employees who retired were aged 55 and above.

In both 2015 and 2016 all employees who retired identified as White, preferred not to disclose their ethnicity or provided no data about their ethnicity.

In both 2015 and 2016 all employees who retired identified as belonging to a Christian denomination, preferred not to disclose their religion or provided no data about their religion.

In 2016, the proportion of employees who retired and who identified as lesbian, gay, bisexual or other was representative of the proportion of the workforce who identified as LGB or other. In 2015 all employees who retired either identified as heterosexual, preferred not to disclose their sexual orientation or provided no data about their sexual orientation.

3.0 Annex A: Workforce Composition Data 01/01/16 – 31/12/16

Operational	Non-Operational	Grand Total
74.57%	25.43%	100.00%

Table 3: Workforce composition by operational status

Full Time	Part Time	Grand Total
90.61%	9.39%	100.00%

Table 4: Workforce composition by full time / part time

3.1 Gender

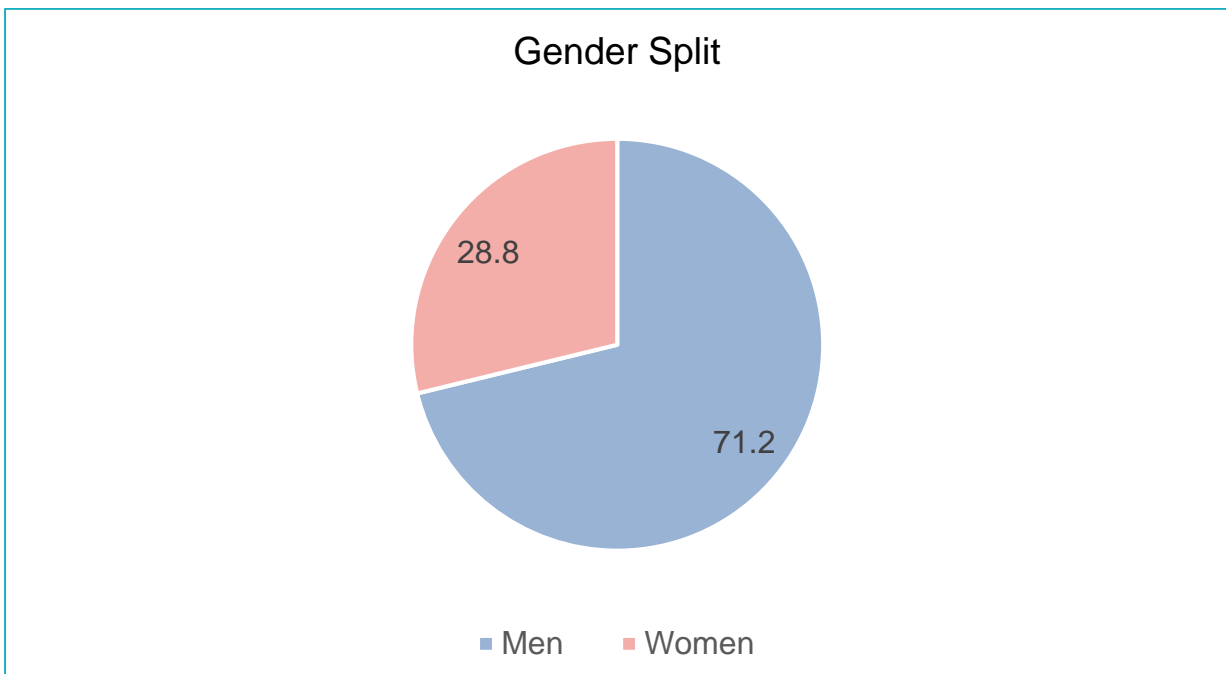


Table 5: Gender composition of SPS workforce

Gender	Operational	Non-Operational	Grand Total
Female	57.13%	42.87%	100.00%
Male	81.62%	18.38%	100.00%
Grand Total	74.57%	25.43%	100.00%

Table 6: Operational status by gender

Age Range	Female	Male
16-24	54.15%	45.85%
25-34	44.04%	55.96%
35-44	40.54%	59.46%
45-54	18.29%	81.71%
55-64	14.84%	85.16%
65+	8.57%	91.43%
Grand Total	28.80%	71.20%

Table 7: Employees by gender and age

Band	Female	Male	Grand Total
B	57.25%	42.75%	100.00%
C	37.90%	62.10%	100.00%
D	21.02%	78.98%	100.00%
E	19.87%	80.13%	100.00%
F	28.76%	71.24%	100.00%

G	32.38%	67.62%	100.00%
H	45.16%	54.84%	100.00%
I	31.25%	68.75%	100.00%
SCS	50.00%	50.00%	100.00%
Grand Total	28.75%	71.25%	100.00%

Table 8: Gender split by band

Operational			Non-Operational		
Band	Female	Male	Band	Female	Male
B	0	0	B	57.25%	42.75%
C	31.71%	68.29%	C	56.57%	43.43%
D	18.38%	81.62%	D	51.48%	48.52%
E	14.68%	85.32%	E	37.38%	62.62%
F	19.18%	80.82%	F	33.33%	66.67%
G	22.73%	77.27%	G	34.94%	65.06%
H	46.67%	53.33%	H	43.75%	56.25%
I	42.86%	57.14%	I	22.22%	77.78%
SCS	0.00%	0.00%	SCS	50.00%	50.00%
Grand Total	22.06%	77.94%	Grand Total	48.94%	51.06%

Table 9: % Male vs. Female by Band then Non-Operational vs. Operational

Establishment	Female	Male
Barlinnie	20.50%	79.50%
Central Stores	23.08%	76.92%
Cornton Vale	61.34%	38.66%
Dumfries	29.27%	70.73%
Edinburgh	23.04%	76.96%
Glenochil	26.49%	73.51%
Grampian	38.27%	61.73%
Greenock	24.88%	75.12%
Headquarters	44.48%	55.52%
Inverness	27.64%	72.36%
Low Moss	31.34%	68.66%
Open Estate	21.05%	78.95%
Perth	18.70%	81.30%
Polmont	26.59%	73.41%
Shotts	23.64%	76.36%
SPS College	58.44%	41.56%
Grand Total	28.80%	71.20%

Table 10: Gender split by establishment

Location	Operational E Band (FLM)	% FLM	Operational C, D and E Combined	% Combined
National Female Units	23	40%	326	45%
Male Establishments	26	45%	389	54%
SPS College and Headquarters	9	16%	11	2%
Grand Total	58		726	

Table 11: Distribution of female operational officers at C, D and E band

3.2 Full Time and Part Time

Operational Status	Full Time	Part Time	Grand Total
Non-Operational	24.28%	36.51%	25.43%
Operational	75.72%	63.49%	74.57%
Grand Total	100.00%	100.00%	100.00%

Table 12: Operational Status by Full time and Part time

Contract Type	Non-Operational	Operational	Grand Total
Full Time	86.51%	92.00%	90.61%
Part Time	13.49%	8.00%	9.39%
Grand Total	100.00%	100.00%	100.00%

Table 13: Full time and Part time by Operational Status

Gender	Full Time	Part Time
Female	88.69%	11.31%
Male	91.38%	8.62%
Grand Total	90.61%	9.39%

Table 14: Gender split by contract type

Age	Full Time	Part Time	Grand Total
16-34	96.19%	3.81%	100.00%
35-44	93.01%	6.99%	100.00%
45-54	97.30%	2.70%	100.00%
55-64	68.31%	31.69%	100.00%
65+	44.44%	55.56%	100.00%
Grand Total	90.61%	9.39%	100.00%

Table 15: Full time and part time by age bracket

Age	Men			Women		
	Full time	Part time	Grand Total Men	Full time	Part time	Grand Total Women
16-24	3.53%	0.00%	3.22%	10.18%	3.36%	9.41%
25-34	18.70%	2.14%	17.28%	34.73%	24.16%	33.54%
35-44	15.18%	2.49%	14.08%	22.84%	31.54%	23.82%
45-54	45.97%	8.19%	42.71%	24.72%	15.44%	23.67%
55-64	16.12%	80.78%	21.69%	7.44%	24.16%	9.33%
65+	0.50%	6.41%	1.01%	0.09%	1.34%	0.23%
Grand Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Table 16: Full time and part time by age bracket and gender

Band	Full Time	Part Time	Grand Total
B	87.02%	12.98%	100.00%
C	94.52%	5.48%	100.00%
D	92.02%	7.98%	100.00%
E	83.12%	16.88%	100.00%
F	76.11%	23.89%	100.00%
G, H, I, SCS	89.74%	10.26%	100.00%
NONS	--	--	--

Grand Total	90.61%	9.39%	100.00%
--------------------	---------------	--------------	----------------

Table 17: Full time and part time by band

3.3 Age

Age Range	No. of Employees	% Ages
16-24	229	5.0%
25-34	1005	22.0%
35-44	773	16.9%
45-54	1704	37.2%
55-64	830	18.1%
65+	36	0.8%
Grand Total	4577	100.00%

Table 18: Age range of SPS employees

Age	Female	Male	Grand Total
16-24	54.15%	45.85%	100.00%
25-34	43.98%	56.02%	100.00%
35-44	40.62%	59.38%	100.00%
45-54	18.31%	81.69%	100.00%
55-64	14.82%	85.18%	100.00%
65+	8.33%	91.67%	100.00%
Grand Total	28.80%	71.20%	100.00%

Table 19: Age range by gender

Age Group	Operational	Non-Operational
16-24	62.45%	37.55%
25-34	76.22%	23.78%
35-44	71.15%	28.85%
45-54	80.22%	19.78%
55-64	68.67%	31.33%
65+	47.22%	52.78%
Grand Total	74.57%	25.43%

Table 20: Age range by Operational and Non-Operational

Age Group	Full Time	Part Time
16-24	97.82%	2.18%
25-34	95.82%	4.18%
35-44	93.01%	6.99%
45-54	97.30%	2.70%
55-64	68.31%	31.69%
65+	44.44%	55.56%
Grand Total	90.61%	9.39%

Table 21: Age range by full time and part time

3.4 Disability

Proportion of employees who have completed the field on e-HR: 8.65%

Proportion of employees who have not completed this field on e-HR: 91.35

Declaration	% of employees
Self-Declared Disabled	7.87%
Non Self-Declared Disabled	92.13%
Grand Total	100.00%

Table 22: Proportion of employees by disability status

Disability category	Number of employees
Multiple Disabilities	118
Reduced Physical Cap	66
Other Disability	40
Non-Disabled	34
Mental Health Condition	27
Mobility Impairment	26
Deaf or Partial Hearing Loss	14
Learning Difficulties	11
Progressive Condition	11
Blind or Visual Impairment	17
All Other Categories	32

No Entry on e-HR	4181
Grand Total	4577

Table 23: Number of employees by type of disability

Establishment	Percentage of Self-Declared Disabled Employees
Barlinnie	8.89%
Central Stores	--
Cornton Vale	5.56%
Dumfries	4.44%
Edinburgh	11.39%
Glenochil	9.72%
Grampian	3.89%
Greenock	5.00%
Headquarters	8.61%
Inverness	3.33%
Low Moss	9.17%
Open Estate	--
Perth	8.89%
Polmont	7.22%
Shotts	8.61%

SPS College	--
Grand Total	100.00%

Table 24: Distribution of self-declared disabled employees by establishment

Band	Proportion of workforce	Self-Declared Disabled
B	5.77%	3.33%
C	28.92%	18.89%
D	46.60%	53.33%
E	10.30%	15.83%
F	4.97%	6.11%
G	2.31%	--
H	0.68%	--
I	0.35%	0.00%
SCS	0.09%	--
Grand Total	100.00%	7.87%

Table 25: Proportion of employees by band versus proportion of disabled employees by band

Operational Status	Self-Declared Disabled
Operational	7.96%
Non-Operational	7.57%
Grand Total	7.87%

Table 26: Proportion of disabled employees by operational status

Working Pattern	Self-Declared Disabled
Full Time	7.69%
Part Time	9.53%
Grand Total	7.87%

Table 27: Proportion of disabled employees by Full Time and Part Time

	16-34 ¹⁴	35-44	45-54	55+ ¹⁵	Grand Total
% of self-declared disabled employees	11.11%	17.22%	47.78%	23.89%	100.00%

Table 28: Proportion of disabled employees by age bracket

3.5 Sexual Orientation

Proportion of staff who have completed the field on e-HR: 36.22%

Proportion of employees who have not completed this field on e-HR: 63.78%

Sexual Orientation	No. of employees
Lesbian, gay, bisexual, other	4.40%
Choose not to Disclose	4.16%
Heterosexual / straight	91.44%
Grand Total	100.00%

Table 29: Sexual orientation data of employees who have completed the sexual orientation field on e-HR.

¹⁴ Categories 16-24 and 25-34 combined due to small numbers

¹⁵ Categories 55-64 and 65+ combined due to small numbers

	Non-operational	Operational	Grand Total
LGB employees	15.94%	84.06%	100.00%

Table 30: Lesbian, gay and bisexual employees by operational status

Sexual Orientation	
Band	Percentage of no data on e-HR
B	76.34%
C	66.74%
D	64.53%
E	48.50%
F	60.18%
G	52.38%
H	45.16%
I	56.25%
NONS	97.06%
SCS	50.00%
Grand Total	63.78%

Table 31: Proportion of employees who have provided no information about their sexual orientation on e-HR, by band.

3.6 Ethnicity

Proportion of employees who have completed the field on e-HR: 45.53%

Proportion of employees who have not completed this field on e-HR: 54.47%

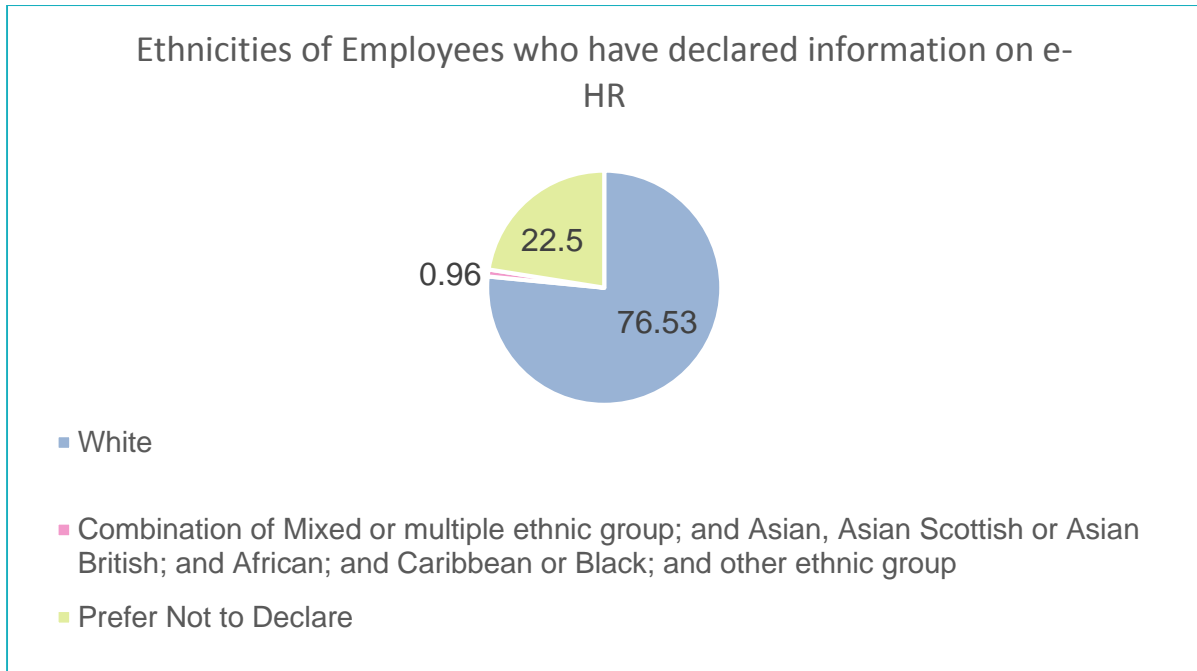


Table 32: Ethnicities of employees who have declared information on e-HR

	Operational	Operational
Employees who identify as belonging to a minority ethnic group ¹⁶	10	10

Table 33: Ethnic minority employees by operational status

¹⁶ Combination of employees who selected Mixed or multiple ethnic group; and Asian, Asian Scottish or Asian British; and African; and Caribbean or Black; and other ethnic group

Ethnicity	
Band	Percentage of no data on e-HR
B	65.27%
C	57.46%
D	55.64%
E	38.46%
F	48.23%
G	40.95%
H	45.16%
I	50.00%
NONS	97.06%
SCS	50.00%
Grand Total	54.47%

Table 34: Proportion of employees who have provided no information about their ethnicity on e-HR, by band

3.7 Religion

Proportion of employees who have completed the field on e-HR: 45.10%

Proportion of employees who have not completed this field on e-HR: 54.90%

Religion	Number of employees	Percentage
Christian	157	7.61%
Church of England	29	1.41%
Church of Scotland	531	25.73%
Roman Catholic	229	11.09%
Other Christian	10	0.48%
Baptist, Buddhist, Episcopalian, Hindu, Jewish, Muslim, Scottish Episcopal, Other	48	2.33%
No Response	30	1.45%
No Affiliation	378	18.31%
Chose not to disclose	652	31.59%
Grand Total	2064	100%

Table 35: Employees by declared religion. Table shows data only for those who have completed this category on e-HR.

Religion	
Band	Percentage of no data on e-HR
B	65.27%
C	58.45%
D	55.88%
E	38.89%
F	48.23%
G	40.00%
H	48.39%
I	50.00%
NONS	97.06%
SCS	50.00%
Grand Total	54.90%

Table 36: Proportion of employees who have provided no information about their religion on e-HR, by band.

3.8 Pregnancy and Maternity

Number of Employees	36
Percentage of Employees	2.73%

Table 37: Number and proportion of employees on maternity leave as at 31.12.16

3.9 Marriage and Civil Partnership

Proportion of employees who have completed the field on e-HR: 39.96%

Proportion of employees who have not completed this field on e-HR: 60.04%

Relationship Status	Number of employees	Percentage of Employees
Civil Partnership	<10	--
Co-habitation with Partner	215	11.76%
Common Law	41	2.24%
Divorced	65	3.55%
Married / Civil Partnership	1129	61.73%
Not Disclosed	32	1.75%
Separated	65	3.55%
Single	254	13.89%
Single-Married Resps	<10	--
Widowed	10	0.55%
Grand Total	1829	100.00%

Table 38: Employees by declared relationship status. Table shows data only for those who have completed this category on e-HR.

Relationship Status	
Band	Percentage of no data on e-HR
B	71.76%
C	64.00%
D	60.89%
E	42.09%
F	54.87%
G	48.57%
H	45.16%
I	56.25%
NONS	97.06%
SCS	50.00%
Grand Total	60.04%

Table 39: Proportion of employees who have provided no information about their relationship status on e-HR, by band

4.0 Annex B: Recruitment, Retention and Progression Data 01/01/16 – 31/12/16

4.1 Recruitment

This data is based on 4226 applications received between 01 January 2016 – 31 December 2016, of which 544 were internal and 3682 external.

During this reporting period, 136 offers were made, 79 to internal candidates and 57 to external candidates.

Age

Age Group	% of Applications Received	% of Offers
16-19	5%	0%
20-24	23%	20%
25-29	18%	21%
30-34	10%	11%
35-39	8%	10%
40-44	7%	10%
45-49	8%	13%
50-54	7%	11%
55-59	4%	3%
60-64	1%	1%
65+	0%	0%
No Value	9%	0%

Prefer not to disclose	0%	0%
-------------------------------	----	----

Table 40: Proportion of applications received and offers made, by age group

Disability

Does applicant consider self to have disability?	Yes	No	No Value	Prefer not to Disclose
% of Applications Received	2%	88%	9%	1%
% of Offers	3%	96%	0%	1%

Table 41: Proportion of applications received and offers made, by disability status

Gender

Gender	Male	Female	No Value	Prefer not to Disclose
% of Applications Received	49%	42%	9%	0%
% of Offers	46%	54%	0%	0%

Table 42: Proportion of applications received and offers made, by gender

Ethnicity

Ethnicity	% of Applications Received	% of Offers
White	86%	99%
African	1%	0%
Asian	2%	0%
Mixed	1%	0%
Caribbean or Black	0%	0%
Arab	0%	0%
Other Ethnic Group	0%	0%
No Value	9%	0%
Prefer not to disclose	0%	1%

Table 43: Proportion of applications received and offers made, by ethnicity

Sexual Orientation

Sexual Orientation	% of Applications Received	% of Offers
Heterosexual	86%	97%
Gay Man	1%	0%
Gay Woman/ Lesbian	2%	1%
Bisexual	1%	1%
Other	0%	0%

No Value	9%	0%
Prefer not to disclose	2%	1%

Table 44: Proportion of applications received and offers made, by sexual orientation

Religion/Belief

Religion/Belief	% of Applications Received	% of Offers
Buddhist	0%	0%
Church of Scotland	19%	33%
Hindu	0%	0%
Jewish	0%	0%
Muslim	1%	0%
Other Christian	5%	2%
Roman Catholic	10%	4%
Sikh	0%	0%
Any Other Religion	1%	0%
No Religion or Belief	52%	59%
No Value	9%	0%
Prefer Not to Disclose	3%	1%

Table 45: Proportion of applications received and offers made, by religion/belief

4.2 Personal Performance Management System (PPMS)

PPMS rating	Proportion of employees
Consistently Exceeds Expectations	6.01%
Does Not Meet Expectations and Partly Meets Expectations	0.52%
Exceeds Expectations	26.33%
Meets Expectations	62.55%
No Score Recorded/Required	4.59%
Grand Total	100.00%

Table 46: Proportion of employees by PPMS rating

PPMS Rating	Female	Male
Consistently Exceeds Expectations	7.74%	5.31%
Exceeds Expectations	25.19%	26.79%
Meets Expectations	58.50%	64.19%
Partly Meets Expectations	--	--
Does Not Meet Expectations	--	--
No Score Recorded/Required	7.66%	3.34%
Grand Total	100.00%	100.00%

Table 47: PPMS rating by gender

PPMS rating	Full Time	Part Time	Grand Total
Consistently Exceeds Expectations	6.15%	4.65%	6.01%
Does Not Meet Expectations	--	--	--
Exceeds Expectations	27.13%	18.60%	26.33%
Meets Expectations	61.73%	70.47%	62.55%
No Score Recorded/Required	4.46%	5.81%	4.59%
Partly Meets Expectations	--	--	--
Grand Total	100.00%	100.00%	100.00%

Table 48: PPMS ratings by full time and part time

PPMS rating	Non Self-Declared Disabled	Self-Declared Disabled	Grand Total
Consistently Exceeds Expectations	5.79%	8.61%	6.01%
Does Not Meet Expectations	--	--	--

Exceeds Expectations	26.37%	25.83%	26.33%
Meets Expectations	62.49%	63.33%	62.55%
No Score Recorded/Required	--	--	--
Partly Meets Expectations	--	--	--
Grand Total	100.00%	100.00%	100.00%

Table 49: PPMS rating by employees who have self-declared disabled

4.3 Promotions

In 2016, 67 employees were promoted.

Gender	Percentage of Promotions
Female	44.78%
Male	55.22%
Grand Total	100.00%

Table 50: Promotions by gender

Working Pattern	Percentage of Employees
Full Time	100.00%
Part Time	0.00%
Grand Total	100.00%

Table 51: Promotions by full time and part time

Age	Percentage of Promotions
16-24	--
25-34	40.30%
35-44	17.91%
45-54	22.39%
55-64	--
Grand Total	100.00%

Table 52: Promotions by age bracket

4.4 Absence

Gender	Short-term Absence	Long-term Absence
Female	31.96%	30.77%
Male	68.04%	69.23%
Grand Total	100.00%	100.00%

Table 53: Sick Absence Days Lost by Gender

Age Bracket	Short-term Absence	Long-term Absence
16-24	5.58%	2.46%
25-34	26.34%	20.75%
35-44	16.87%	15.92%
45-54	35.14%	34.40%
55-64	15.47%	23.94%

65+	0.60%	2.53%
Grand Total	100.00%	100.00%

Table 54: Sick Absence Days Lost by Age Bracket

Disability Status	Short-term Absence	Long-term Absence
Non Self-Declared Disabled	88.36%	86.67%
Self-Declared Disabled	11.64%	13.33%
Grand Total	100.00%	100.00%

Table 55: Sick Absence Days Lost by Self-Declared Disabled

Sexual Orientation	Short-term Absence	Long-term Absence
Lesbian, gay, bisexual, other	6.36%	7.98%
Heterosexual / straight	88.98%	88.60%
Choose not to Disclose	4.65%	3.42%
Grand Total	99.99%	100.00%

Table 56: Sick Absence Days Lost by sexual orientation of employees who have completed the sexual orientation field on e-HR.

4.5 Leavers

Gender	Percentage
Female	33.92%
Male	66.08%
Grand Total	100.00%

Table 57: Proportion of leavers by gender

Age Bracket	Female	Male	Grand Total
16-24	15.58%	8.67%	11.01%
25-34	27.27%	16.00%	19.82%
35-44	18.18%	8.00%	11.45%
45-54	15.58%	16.67%	16.30%
55+	23.38%	50.67%	41.41%
Grand Total	100.00%	100.00%	100.00%

Table 58: Proportion of leavers by gender and age

	Female	Male	Grand Total
Non-operational	46.30%	53.70%	100.00%
Operational	22.69%	77.31%	100.00%
Grand Total	33.92%	66.08%	100.00%

Table 59: Proportion of leavers by gender and operational and non-operational

Working pattern	Percentage
Full time	76.21%
Part time	23.79%
Grand Total	100.00%

Table 60: Proportion of leavers by working pattern

Disability Status	Percentage
Non Self-Declared Disabled	91.19%
Self-Declared Disabled	8.81%
Grand Total	100.00%

Table 61: Proportion of leavers by disability status

4.6 Retirement

	Female	Male	Grand Total
Retirement	17.46%	82.54%	100.00%

Table 62: Retirement by gender

5.0 Annex C: Workforce Composition Data 01/01/15 – 31/12/15

Operational	Non-Operational	Grand total
74.46%	25.54%	100.00%

Table 63: Workforce composition by operational status

Full Time	Part Time	Grand total
91.54%	8.46%	100.00%

Table 64: Workforce composition by full time / part time

5.1 Gender

Male	Female
71.4%	28.6%

Table 65: Gender composition of workforce

	Operational	Non-Operational	Grand Total
Female	56.88%	43.12%	100.00%
Male	81.51%	18.49%	100.00%
Grand Total	74.46%	25.54%	100.00%

Table 66: Operational status by gender

Age Range	Female	Male
16-24	48.89%	51.11%
25-34	44.07%	55.93%
35-44	39.16%	60.84%
45-54	16.74%	83.26%
55-64	15.54%	84.46%
65+	4.88%	95.12%
Grand Total	28.60%	71.40%

Table 67: Employees by gender and age

Band	Female	Male	Grand Total
B	55.36%	44.64%	100.00%
C	37.11%	62.89%	100.00%
D	21.38%	78.62%	100.00%
E	18.78%	81.22%	100.00%
F	29.79%	70.21%	100.00%
G	29.41%	70.59%	100.00%
H	44.12%	55.88%	100.00%
I	33.33%	66.67%	100.00%
NONS	34.38%	65.63%	
SCS	50.00%	50.00%	100.00%

Grand Total	28.60%	71.40%	100.00%
--------------------	---------------	---------------	----------------

Table 68: Gender split by band

Operational			Non-Operational		
Band	Female	Male	Band	Female	Male
B	0	0	B	55.36%	44.64%
C	30.93%	69.07%	C	56.36%	43.64%
D	18.53%	81.47%	D	53.71%	46.29%
E	13.78%	86.22%	E	36.54%	63.46%
F	18.31%	81.69%	F	34.76%	65.24%
G	16.67%	83.33%	G	32.14%	67.86%
H	50.00%	50.00%	H	38.89%	61.11%
I	37.50%	62.50%	I	30.00%	70.00%
NONS	0	0		34.38%	65.63%
SCS	0	0	SCS	50.00%	50.00%
Grand Total	21.84%	78.16%	Grand Total	48.29%	51.71%

Table 69: % Male vs. Female by Band then Non-Operational vs. Operational

	Female	Male
Barlinnie	19.56%	80.44%
Central Stores	21.43%	78.57%
Cornton Vale	60.35%	39.65%
Dumfries	27.16%	72.84%
Edinburgh	23.96%	76.04%
Glenochil	25.69%	74.31%
Grampian	36.24%	63.76%
Greenock	26.11%	73.89%
Headquarters	45.37%	54.63%
Inverness	26.56%	73.44%
Low Moss	28.74%	71.26%
Open Estate	21.62%	78.38%
Perth	17.39%	82.61%
Polmont	21.86%	78.14%
Shotts	23.25%	76.75%
Sps College	58.75%	41.25%
Grand Total	28.60%	71.40%

Table 70: Gender split by establishment

5.2 Full Time and Part Time

Full time	Part time	Grand Total
91.54%	8.46%	100.00%

Table 71: Workforce composition by full time and part time

Operational Status	Full Time	Part Time	Grand Total
Non-Operational	24.07%	41.46%	25.54%
Operational	75.93%	58.54%	74.46%
Grand Total	100.00%	100.00%	100.00%

Table 712: Operational Status by Full time and Part time

Contract type	Non-Operational	Operational	Grand Total
Full time	86.26%	93.35%	91.54%
Part time	13.74%	6.65%	8.46%
Grand Total	100.00%	100.00%	100.00%

Table 73: Full time and Part time by Operational Status

Gender	Full Time	Part Time
Female	89.22%	10.78%
Male	92.47%	7.53%
Grand Total	91.54%	8.46%

Table 74: Gender split by contract type

Age	Men			Women		
	Full time	Part time	Grand Total Men	Full time	Part time	Grand Total Women
16-24	5.12%	0.79%	4.79%	12.17%	5.52%	11.45%
25-34	18.20%	2.37%	17.00%	34.33%	26.21%	33.46%
35-44	16.39%	3.95%	15.46%	24.00%	31.72%	24.83%
45-54	45.35%	9.49%	42.64%	22.25%	14.48%	21.41%
55-64	14.33%	75.49%	18.94%	7.25%	20.69%	8.70%
65+	0.61%	7.91%	1.16%	0.00%	1.38%	0.15%
Grand Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Table 75: Full time and part time by age bracket and gender

5.3 Age

Age Range	No. of Employees	% Ages
16-24	315	6.7%
25-34	1021	21.7%
35-44	853	18.1%
45-54	1720	36.6%
55-64	753	16.0%
65+	41	0.9%

Grand Total	4703	100.00%
--------------------	-------------	---------

Table 76: Age range of SPS employees

	Female	Male	Grand Total
16-24	48.89%	51.11%	100.00%
25-34	44.07%	55.93%	100.00%
35-44	39.16%	60.84%	100.00%
45-54	16.74%	83.26%	100.00%
55-64	15.54%	84.46%	100.00%
65+	4.88%	95.12%	100.00%
Grand Total	28.60%	71.40%	100.00%

Table 77: Age range by gender

	Operational	Non-Operational	Total
16-24	66.67%	33.33%	100.00%
25-34	75.91%	24.09%	100.00%
35-44	71.28%	28.72%	100.00%
45-54	80.58%	19.42%	100.00%
55-64	67.33%	32.67%	100.00%
65+	39.02%	60.98%	100.00%
Grand Total	74.46%	25.54%	100.00%

Table 78: Age range by Operational and Non-Operational

	Full Time	Part Time
16-24	96.83%	3.17%
25-34	95.69%	4.31%
35-44	93.43%	6.57%
45-54	97.38%	2.62%
55-64	70.65%	29.35%
65+	46.34%	53.66%
Grand Total	91.54%	8.46%

Table 79: Age range by full time and part time

5.4 Disability

Proportion of employees who have completed the field on e-HR: 8.38%

Proportion of employees who have not completed this field on e-HR: 91.62

Declaration	% of Employees
Self-Declared Disabled	7.68%
Non Self-Declared Disabled	92.32%
Grand Total	100.00%

Table 80: proportion of employees by disability status

Disability category	Number of Employees
Multiple Disabilities	125
Reduced Physical Cap	67
Other Disability	90
Non-Disabled	32
Mobility Impairment	30
Mental health condition	26
Deaf or Partial Hearing Loss	13
Progressive Condition	11
No Entry on eHR	4309
Grand Total	4703

Table 81: Number of employees by type of disability

Establishment	Self-Declared Disabled
Barlinnie	8.86%
Central Stores	--
Cornton Vale	6.65%
Dumfries	4.43%
Edinburgh	11.36%
Glenochil	9.70%
Grampian	4.43%

Greenock	4.43%
Headquarters	9.42%
Inverness	3.60%
Low Moss	8.31%
Open Estate	2.77%
Perth	8.59%
Polmont	6.09%
Shotts	8.59%
Sps College	--
Grand Total	100.00%

Table 82: Distribution of self-declared disabled employees by establishment

Band	Proportion of Workforce	Self-Declared Disabled
B	5.95%	3.88%
C	28.88%	17.17%
D	46.06%	53.46%
E	10.08%	16.62%
F	5.00%	6.09%
G-H	2.89%	2.77%
I	0.38%	0.00%
NONS	0.68%	0.00%

SCS	0.09%	0.00%
Grand Total	100.00%	100.00%

Table 83: Proportion of employees by band versus proportion of disabled employees by band

Operational Status	Self-Declared Disabled
Operational	7.64%
Non-Operational	7.77%
Grand Total	7.68%

Table 84: Proportion of disabled employees by operational status

Working Pattern	Self-Declared Disabled
Full Time	7.67%
Part Time	7.79%
Grand Total	7.68%

Table 85: Proportion of disabled employees by Full Time and Part Time

Age Bracket	% Self-Declared Disabled
16-24	0.00%
25-34	10.80%
35-44	19.11%
45-54	45.98%

55+	24.10%
Grand Total	100.00%

Table 86: proportion of self-declared employees by age

5.5 Sexual Orientation

Proportion of staff who have completed the field on e-HR: 32.96%

Proportion of employees who have not completed this field on e-HR: 67.04%

Sexual Orientation	No. of Employees
Lesbian, gay, bisexual, other	3.88%
Choose not to Disclose	3.48%
Heterosexual / straight	92.65%
Grand Total	100.00%

Table 87: Sexual orientation data of employees who have completed the sexual orientation field on e-HR.

5.6 Ethnicity

Proportion of employees who have completed the field on e-HR: 40.25%

Proportion of employees who have not completed this field on e-HR: 59.75%

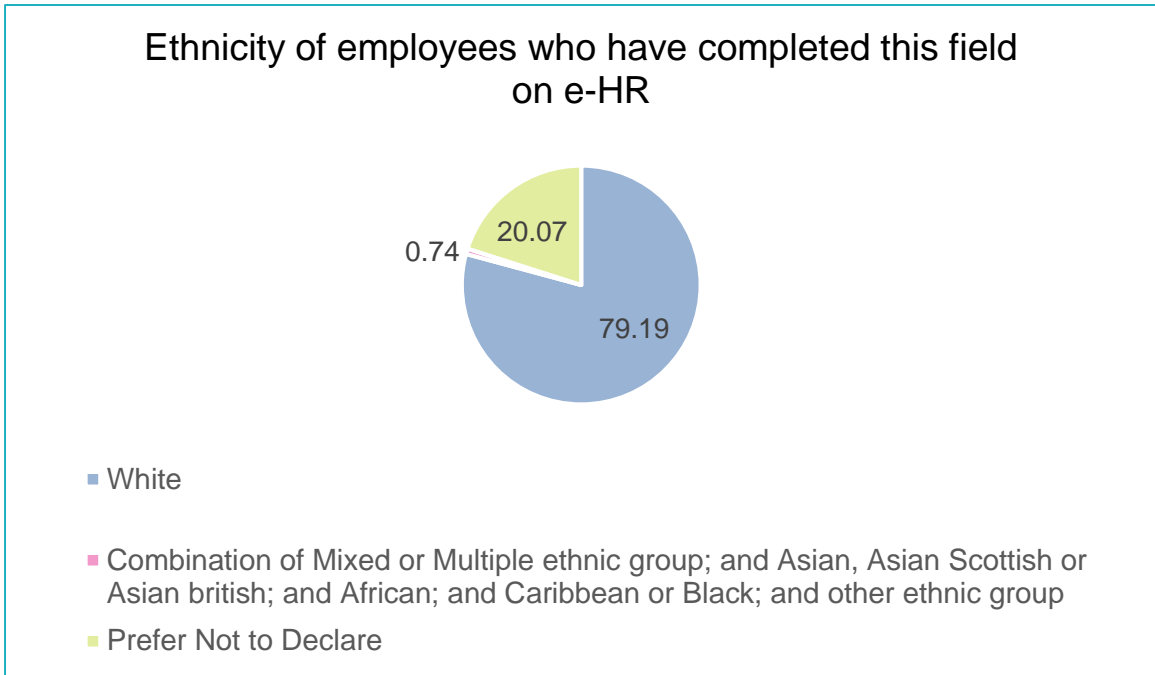


Table 88: Ethnicity of employees who have completed this field on e-HR

5.7 Religion

Proportion of employees who have completed the field on e-HR: 44.44%

Proportion of employees who have not completed this field on e-HR: 55.56%

Religion	Number of employees	Percentage
Christian	163	7.80%
Church of England	32	1.53%
Church of Scotland	543	25.98%
Roman Catholic	234	11.20%
Other Christian	10	0.48%
Baptist, Buddhist, Episcopalian, Hindu, Jewish, Muslim,	47	2.25%

Scottish Episcopal, Other		
No Response	31	1.48%
No Affiliation	385	18.42%
Chose not to disclose	645	30.86%
Grand Total	2090	100.00%

Table 89: Employees by declared religion. Table shows data only for those who have completed this category on e-HR.

5.8 Pregnancy and Maternity

Number of Employees	57
Percentage of women	4.24%

Table 90: Number and proportion of employees on maternity leave as at 31.12.16

5.9 Marriage and Civil Partnership

Proportion of employees who have completed the field on e-HR: 39.78%

Proportion of employees who have not completed this field on e-HR: 60.22%

Relationship Status	Number of Employees	Percentage of Employees
Civil Partnership	10	0.53%
Co-habitation with Partner	217	11.60%
Common Law	42	2.24%

Divorced	67	3.58%
Married / Civil Partnership	1158	61.89%
Not Disclosed	32	1.71%
Separated	68	3.63%
Single	259	13.84%
Single-Married Resps	<10	--
Widowed	<10	--
Grand Total	1829	100.00%

Table 91: Employees by declared relationship status. Table shows data only for those who have completed this category on e-HR.

6.0 Annex D: Recruitment, Retention and Progression Data 01/01/15 – 31/12/15

6.1 Recruitment

This data is based on 5482 applications received between 01 January 2015 – 31 December 2015, of which 552 were internal and 4930 external.

During this reporting period, 413 offers were made, 122 to internal candidates and 291 to external candidates.

Age

Age Group	% of Applications Received	% of Offers
16-19	7%	3%
20-24	29%	28%
25-29	21%	19%
30-34	12%	11%
35-39	8%	8%
40-44	6%	7%
45-49	8%	15%
50-54	5%	5%
55-59	3%	3%
60-64	1%	0%
65+	0%	0%
No Value	2%	0%

Prefer not to disclose	0%	1%
-------------------------------	----	----

Table 92: Proportion of applications received and offers made, by age group

Disability

Does applicant consider self to have disability?	Yes	No	No Value	Prefer not to disclose
% of Applications Received	3%	94%	2%	1%
% of Offers	3%	97%	0%	0%

Table 93: Proportion of applications received and offers made, by disability status

Gender

Gender	Male	Female	No Value	Prefer not to disclose
% of Applications Received	56%	42%	2%	0%
% of Offers	54%	46%	0%	0%

Table 94: Proportion of applications received and offers made, by gender

Ethnicity

Ethnicity	% of Applications Received	% of Offers
White	94%	98%
African	1%	0%

Asian	1%	0%
Mixed	1%	0%
Caribbean or Black	0%	0%
Arab	0%	0%
Other Ethnic Group	0%	0%
No Value	2%	0%
Prefer not to disclose	0%	0%

Table 95: Proportion of applications received and offers made, by ethnicity

Sexual Orientation

Sexual Orientation	% of Applications Received	% of Offers
Heterosexual	92%	94%
Gay Man	1%	1%
Gay Woman/ Lesbian	2%	3%
Bisexual	1%	0%
Other	0%	0%
No Value	2%	0%
Prefer not to disclose	2%	3%

Table 96: Proportion of applications received and offers made, by sexual orientation

Religion/Belief

Religion/Belief	% of Applications Received	% of Offers
Buddhist	0%	0%
Church of Scotland	19%	26%
Hindu	0%	0%
Jewish	0	0%
Muslim	1%	0%
Other Christian	5%	5%
Roman Catholic	12%	12%
Sikh	0%	0%
Any other religion	1%	0%
No religion or belief	56%	52%
No Value	2%	0%
Prefer not to disclose	4%	4%

Table 97: Proportion of applications received and offers made, by religion/belief

6.2 Personal Performance Management System (PPMS)

PPMS Rating	Proportion of employees
Consistently Exceeds Expectations	6.44%
Does Not Meet Expectations and Partly Meets Expectations	0.57%
Exceeds Expectations	26.17%
Meets Expectations	57.08%
No Score Recorded/Required	9.73%
Grand Total	100.00%

Table 98: Proportion of employees by PPMS rating

PPMS Rating	Female	Male
Consistently Exceeds Expectations	6.93%	6.25%
Does Not Meet Expectations	--	--
Exceeds Expectations	24.42%	26.87%
Meets Expectations	51.93%	59.13%
No Score Recorded/Required	16.10%	7.20%
Partly Meets Expectations	--	--
Grand Total	100.00%	100.00%

Table 99: PPMS rating by gender

PPMS Rating	Full time	Part time
Consistently Exceeds Expectations	6.56%	5.18%
Exceeds Expectations	26.94%	17.88%
Meets Expectations	56.20%	66.58%
No Score Recorded/Required	9.70%	10.10%
Does Not Meet Expectations/Partly Meets Expectations	0.6%	0.26%
Grand Total	100.00%	100.00%

Table 100: PPMS rating by full time and part time

PPMS Rating	Non Self-Declared Disabled	Self-Declared Disabled
Consistently Exceeds Expectations	6.18%	9.60%
Does Not Meet Expectations	--	--
Exceeds Expectations	25.97%	28.53%
Meets Expectations	57.13%	56.50%
No Score Recorded/Required	10.27%	3.39%

Partly Meets Expectations	--	--
Grand Total	100.00%	100.00%

Table 101: PPMS rating by employees who have self-declared disabled

6.3 Promotion

In 2015 296 employees were promoted.

Gender	Percentage of promotions
Female	36.49%
Male	63.51%
Grand Total	100.00%

Table 102: Promotions by gender

Band	Female	Male	Grand Total
C	62.96%	37.04%	100.00%
D	32.50%	67.50%	100.00%
E	23.68%	76.32%	100.00%
F and above	54.84%	45.16%	100.00%
Grand Total	36.49%	63.51%	100.00%

Table 103: Promotions by band and gender

Age	Percentage of Employees
16-24	6.76%
25-34	49.66%
35-44	16.22%
45-54	22.97%
55+	4.39%
Grand Total	100.00%

Table 104: Promotions by age brackets

Disability Status	Percentage of Employees
Non Self-Declared Disabled	93.58%
Self-Declared Disabled	6.42%
Grand Total	100.00%

Table 105: Promotions by self-declared disabled

Sexual Orientation	Percentage of Employees
LGB	6.50%
Heterosexual / straight	90.24%
Choose not to Disclose	3.25%
Grand Total	100.00%

Table 106: Promotions by sexual orientation of employees who have completed this field on e-HR

6.4 Absence

Gender	Short-Term Absence	Long-term Absence
Female	32.81%	32.38%
Male	67.19%	67.62%
Grand Total	100.00%	100.00%

Table 107: Sick absence days lost by gender

Age	Short-Term absence	Long-Term Absence
16-24	2.87%	0.39%
25-34	24.40%	19.76%
35-44	17.75%	14.86%
45-54	36.93%	40.34%
55-64	17.61%	23.83%
65+	0.44%	0.82%
Grand Total	100.00%	100.00%

Table 108: Sick absence days lost by age

Disability Status	Short-Term absence	Long-Term Absence
Non Self-Declared Disabled	87.61%	81.65%
Self-Declared Disabled	12.39%	18.35%
Grand Total	100.00%	100.00%

Table 109: Sick absences days lost by disability status

Sexual Orientation	Short-Terms Absence	Long-Term Absence
Lesbian, Gay, Bisexual, Other	7.71%	7.05%
Heterosexual / straight	89.51%	88.93%
Choose not to Disclose	2.78%	4.02%
Grand Total	100.00%	100.00%

Table 110: Sick absence days lost by sexual orientation. Table only shows data for those who have provided information about their sexual orientation on e-HR.

6.5 Leavers

Gender	Percentage of Employees
Female	32.16%
Male	67.84%
Grand Total	100.00%

Table 111: Proportion of leavers by gender

Age	Female	Male	Grand Total
16-24	9.76%	4.62%	6.27%
25-34	18.29%	23.70%	21.96%
35-44	15.85%	11.56%	12.94%

45-54	21.95%	19.65%	20.39%
55-64	15.85%	23.12%	20.78%
65+	18.29%	17.34%	17.65%
Grand Total	100.00%	100.00%	100.00%

Table 112: Proportion of leavers by gender and age

Operational Status	Female	Male	Grand Total
Non-Operational	43.97%	56.03%	100.00%
Operational	15.45%	84.55%	100.00%
Grand Total	29.29%	70.71%	100.00%

Table 113: Proportion of leavers by operational status and gender

Working Pattern	Percentage of Employees
Full time	88.28%
Part time	11.72%
Grand Total	100.00%

Table 114: Proportion of employees by working pattern

6.6 Retirement

	Female	Male	Grand Total
Retirement	20.00%	80.00%	100.00%

Table 115: Retirement by gender

7.0 SPS Equality Monitoring Campaign Materials

HELP US TO HELP YOU!



WE NEED YOUR DIVERSITY INFORMATION

Letting us know about your sexual orientation, religion, belief, ethnicity, nationality, disability, gender identity and relationship status on e-HR helps us understand if everyone is being treated fairly and getting equal opportunities at work.

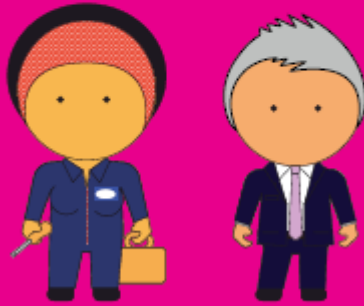
We take safeguarding your information very seriously and will only use it to create an inclusive workplace as possible.

A few clicks on e-HR will help us get things right for everyone!

This poster has been designed and produced by the Creative Media Group, a prisoners' led creative initiative run by New College Leavelle in HMP Shotts.

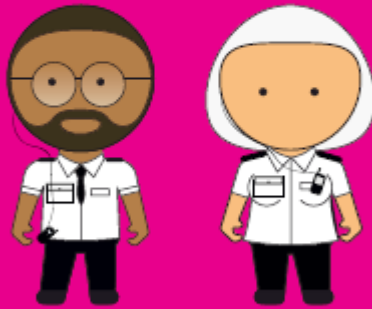


HELP US TO HELP YOU!



Letting us know about your diversity information on e-HR helps us understand our workforce blend and allows us to consider if everyone is being treated fairly and getting equal opportunities at work. We might think our policies and practices are fair, but unless we gather and analyse diversity data we can't actually know for sure.

Everyone benefits when we have a workplace which is inclusive of all.



A few clicks on e-HR will help us get things right for everyone!

What is 'diversity' information?

Diversity information is all about you. You can input your sexual orientation, religion, belief, ethnicity, nationality, disability, gender identity and relationship status in the Diversity tab of e-HR. Your gender and age are held separately in e-HR.

Why does SPS ask for my diversity information?

Creating an inclusive workplace where everyone experiences equality of opportunity starts with understanding who is working for SPS and what their needs are.

Is diversity monitoring confidential?

YES, ALWAYS. Diversity information is always anonymised and when reports are published and any groups with low numbers are presented in a way that ensures no one is inadvertently identifiable.



Is my information protected? Can I trust the system?

Absolutely! We are legally obliged to protect personal and sensitive data. Only a small number of key HR representatives have access to this information, under strict protection guidelines.

Who can see my personal information?

Your line manager can see your gender on e-HR. But only you and the small number of key HR representatives can access the information you input in your Diversity tab, and only YOU can update this information. If you declare a disability and need reasonable adjustments, an alert will go to your local HR team so they can discuss your needs with you. But they cannot see your Diversity Information tab.

To update your diversity details, double-click on the e-HR icon on your desktop and in the 'Your Personal Information' section choose the 'DIVERSITY' tab.