

DIVERSITY MONITORING REPORT 2019

AITHISG A' DEARCNACHADH AIR IOMADACHD 2019



The Scottish Parliament
Pàrlamaid na h-Alba

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Introduction

The publication of this report meets the requirements of the Public Sector Equality Duty of the Equality Act 2010 to gather and use employee information on the protected characteristics. The employee profile information in this report uses data at the snapshot date of 31 March 2019 along with recruitment data collected from 1 April 2018 to 31 March 2019.

The data provided in this report has been sourced from two of the systems (E-HR and payroll) that are maintained by the Scottish Parliamentary Corporate Body's (SPCB) Human Resources office.

In the past year the diversity monitoring categories and options have been reviewed and standardised. This exercise produced changes from the previous year in the options available to employees to choose from in the E-HR system.

The diversity information recorded in the E-HR system allows employees to self-declare. In this system the diversity monitoring questions that people are asked to respond to are:

- Caring responsibilities
- Disability
- Ethnicity
- Gender
- Marital Status
- Religion or Belief
- Sexual Orientation
- Identified as Transgender

In addition, information is provided from the payroll system about:

- Age
- Sex
- Maternity/Paternity

We take an inclusive approach to how we collect the data. This is aligned to our values rooted in respect for all employees and being inclusive of everyone who works in the Scottish Parliamentary Service. For example, our definition of minority ethnic includes Polish and Gypsy Travellers unlike the Census grouping which includes only Black, Asian, Mixed and other ethnic. In addition, we use language that represents how our employees describe themselves such as BAME (Black, Asian and minority ethnic) and LGB+ (lesbian, gay, bisexual, +).

An engagement exercise conducted using this approach to increase our declaration rates from employees has improved the available diversity data. There are variations in response by characteristic, which are provided in this report.

Ro-ràdh

Tha foillseachadh na h-aithisge seo a' ruigsinn air feumalachdan Achd Dleastanas Co-ionannachd na Roinne Poblach 2010 gus fiosrachadh luchd-obrach mu na feartan dìonthe a chruinneachadh is a chleachdadh. Tha am fiosrachadh mu phròifil an luchd-obrach na dhealbh air mar a bha cùisean air 31 Màrt 2019 agus tha fiosrachadh fastaidh ann cuideachd a chaidh a chruthachadh bho 1 Giblean 2018 gu 31 Màrt 2019.

Chaidh an dàta a tha ga thoirt seachad anns an aithisg seo a thogail bho dhà shiostam (E-HR agus tuarastal) a tha gan gleidheadh le oifis nan Goireasan Daonna aig Buidheann Chorpóra Pàrlamaid na h-Alba (SPCB).

Sa bhliadhna a chaidh seachad, chaidh na seòrsaichean is roghainnean de dhearcnachadh air iomadachd ath-bhreithneachadh agus a chunbhalachadh. Dh'adhbharaich an obair seo atharrachaidhean bhon bhliadhna roimhe sna roghainnean a tha rim faotainn don luchd-obrach anns an t-siostam E-HR.

Tha am fiosrachadh mu iomadachd a tha air a chlàradh san t-siostam E-HR a' leigeil leis an luchd-obrach iad fhèin a chlàradh. Anns an t-siostam seo, is iad na ceistean gus iomadachd a dhearcnachadh a bhios sinn ag iarraidh air daoine a fhreagairt:

- Dleastanasan-cùraim
- Ciorram
- Cinnidheachd
- Gnè
- Staid-phòsaidh
- Creideamh no feallsanachd
- Taobhadh feise
- Comharraichte mar Thar-ghnèitheach

A bharrachd air sin, tha fiosrachadh ga thoirt seachad bho chlàr nan tuarastalan mu:

- Aois
- Gnè
- Màthaireachd/Athaireachd

Is e dòigh-dhèiligidh fharsaing a tha sinn a' gabhail gus am fiosrachadh a chruinneachadh. Tha seo a rèir nan luachan againn a tha gam freumhachadh ann an spèis do gach neach-obrach agus a bhith a' gabhail ris a h-uile duine a tha ag obair aig Seirbheis Phàrlamaideach na h-Alba. Mar eisimpleir, tha am mìneachadh a tha againn air mion-chinneadh a' gabhail a-steach Pòlainnaich agus Siopsaich seach buidhnean a' chunntais-shluaigh far nach eil ach Dubh, Àisianach, Measgaichte agus cinneadh eile. Cuideachd, tha sinn a' cleachdadh cànan a nochdas mar a bhios an luchd-obrach againn gam meas fhèin lèithid BAME (Dubh, Àisianach agus mion-chinneadh) agus LGB+ (leasbach, gèidh, dà-sheòrsach, +).

Rinneadh co-chomhairle leis an dòigh-dhèiligidh seo gus cur ris na h-ìrean de clàradh agus tha seo air feabhas a thoirt air an fhiosrachadh mu iomadachd a tha ri

fhaighinn. Tha farsaingeachd anns na ìrean-freagairtean airson diofar fheartan san aithisg seo.

Key Highlights

The diversity declaration rate from staff increased from 61% in the previous reporting year to 76% this year.

The employee number increased to 592 people, an increase of 11.9% on the previous year. The Full-Time Equivalent (FTE) employee number is 541, in 2018 the FTE was 488, an annual increase of 10.8%.

BAME employees are 4% of the employee group. This is an increase of 2.9% on the previous year.

Disabled employees are 8.6% of the employee group, an increase of 1.8% on the previous year.

21% of staff work part-time hours, an increase of 1.8% from the previous year. The number of men on part-time contracts decreased from 31 to 30. The number of men on part-time contracts account for 11% of all male employees.

The 16 to 24 age group increased from 3.8% in the previous year, representing 5.6% of all employees in 2019. The group was 0.8% of all employees in 2015 when the Apprenticeship Programme was introduced.

The median average age has decreased to 45 years from 46 in the previous year. The mean average is 44 years in this reporting year. This reverses a trend of what had been an ageing employee group.

The number of people declaring themselves as LGB+ has increased from 2.5% to 5.6% of employees.

Shared Parental Leave was taken by one member of the employee group.

Recruitment highlights

There were 1148 candidates for 54 posts

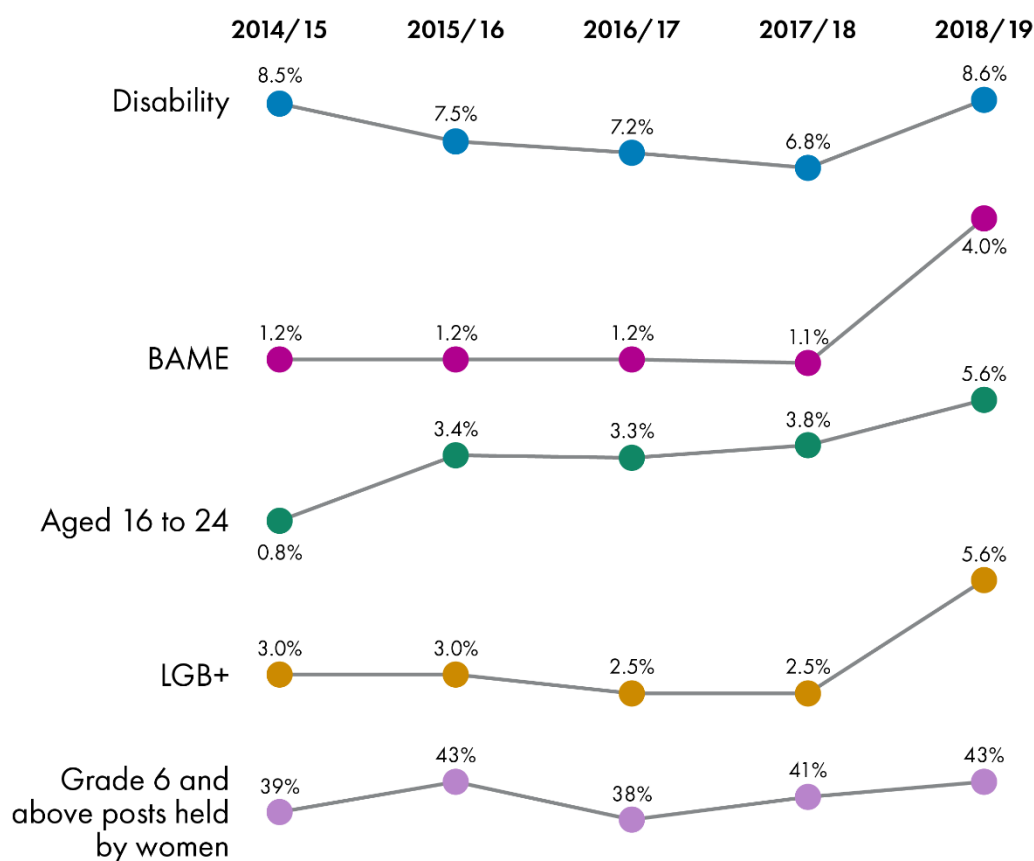
7.7% of candidates disclosed a disability and 11.1% of appointments were to people with a disability.

10.2% of applications were from people who declared as BAME. 18.5% of appointments were to people who had declared as BAME.

Comparison with Scottish population data

Characteristic	Scottish Parliament 2018 (% of employees)	Scottish Parliament 2019 (% of employees)	Scottish National Data ¹	Difference (Scottish Parliament to National)
Working Population Age (16 – 24 years)	3.8%	5.6%	16.7% ²	-11.1%
BAME (Adults)	1.1%	4%	5.4%	-1.4%
Disability (16-64 years)	6.8%	8.6%	19% ³	-10.4%
LGB+ (Adults)	2.5%	5.6%	2%	+3.6%
Religion or Belief (Adults)	23.6%	26.8%	50.3%	-23.5%

Declaration Timeline and Trends



¹ [Scottish Government Equality Evidence Finder](#)

² [National Records Scotland - mid 2018 population estimates](#)

³ [Annual Population Survey 2018](#)

Employee Number

At 31 March 2019 there were 592 employees. This is an increase of 11.7% from the previous year. On a Full-Time Equivalent (FTE) basis there were 541 employees. In 2018 the FTE was 488 employees, the annual increase was 10.9%.

Year	2019	2018	2017	2016	2015
Total employees	592	530	512	495	473
% increase on previous year	11.7%	3.51%	3.43%	4.7%	1.5%

Response rate to diversity question

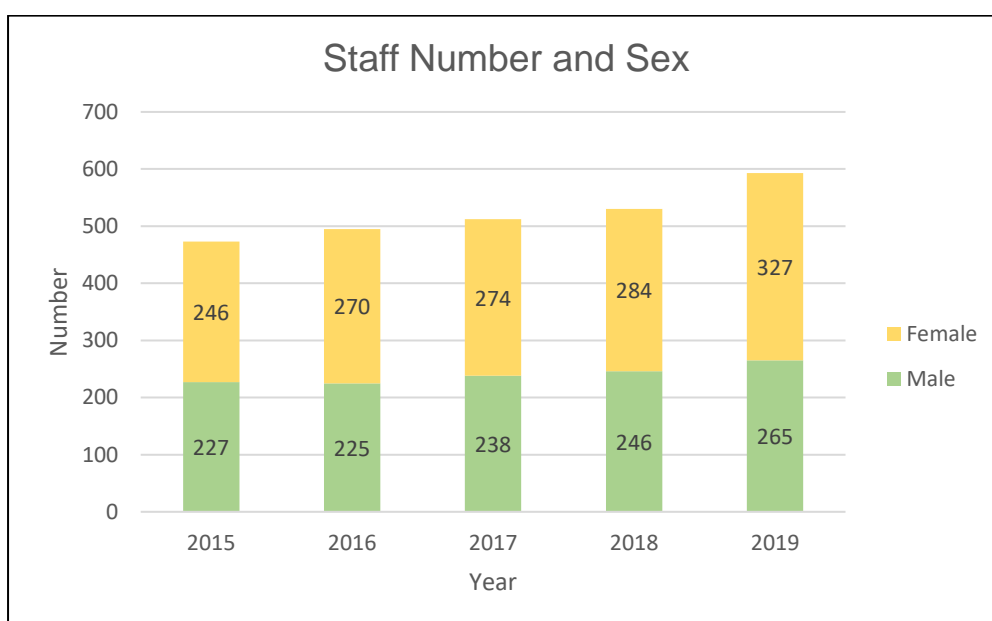
Characteristic	% Response
Gender Identification	75.9%
Disability	74.2%
BAME	74.0%
LGB+	73.4%
Religion or Belief	73.4%
Trans Status	72.2%

Response rate means that people have provided any answer, this includes 'prefer not to say'.

Sex

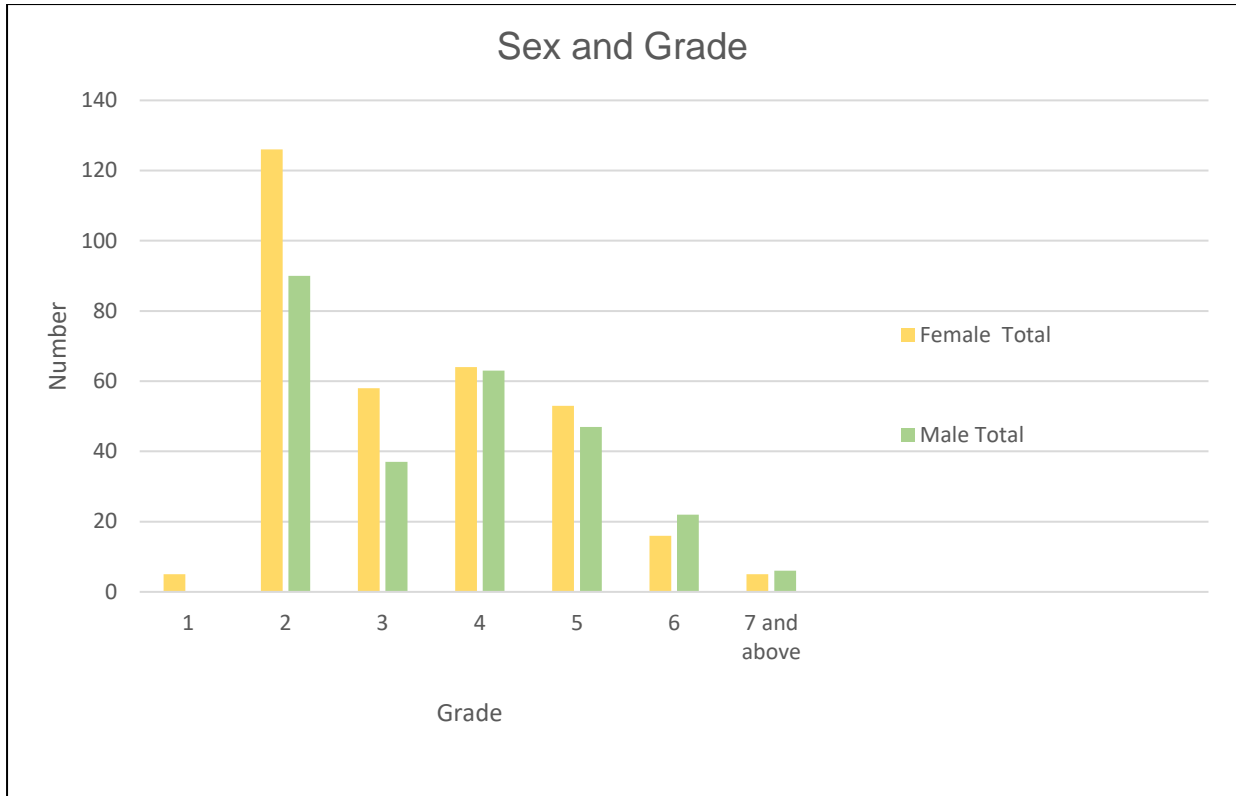
- The number of women in the organisation has increased by 15.1% from the previous year. The number of men has increased by 7.7%
- The gender split has changed by 1% in the reporting year.

Year	Male	Female	Total	Gender Split (% M/F)
2019	265	327	592	45/55
2018	246	284	530	46/54
2017	238	274	512	46/54
2016	225	270	495	45/55
2015	227	246	473	48/52



Sex and Grade

	Female Total	% of Female Employees	% All Employees	Male Total	% of Male Employees	% All Employees	Total
1	5	1.5%	0.8%	0	0.0%	0.0%	5
2	126	38.4%	21.2%	90	34.0%	15.2%	216
3	58	17.7%	9.8%	37	14.0%	6.2%	95
4	64	19.5%	10.8%	63	23.8%	10.6%	127
5	53	16.2%	8.9%	47	17.7%	7.9%	100
6	16	4.9%	2.7%	22	8.3%	3.7%	38
7 and above	5	1.5%	0.8%	6	2.3%	1.0%	11
	327			265			592

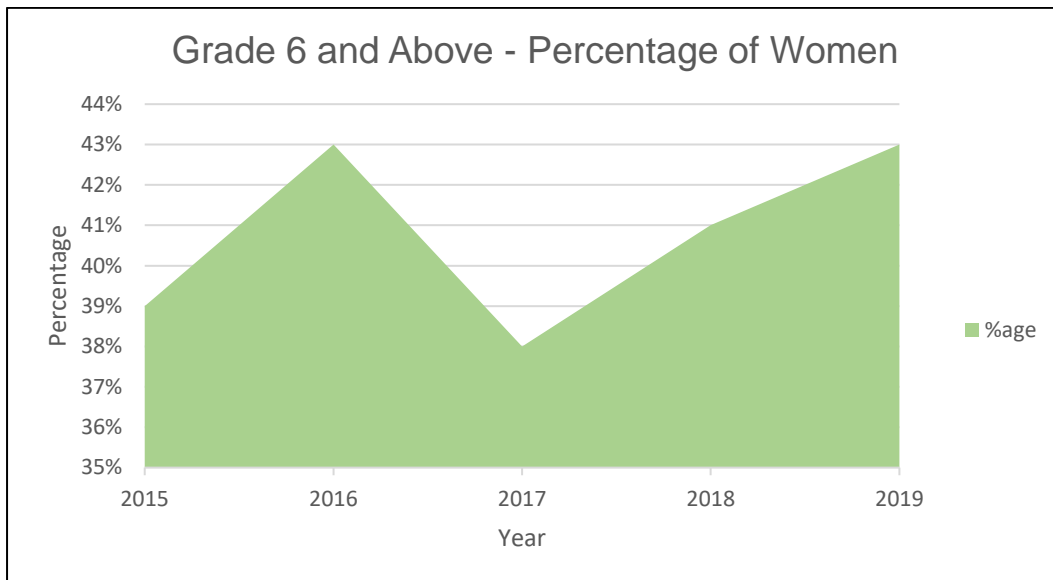


Sex and Grade: Comparison to Previous Year

Grade	Female				Male			
	Number (2018)	Number (2019)	Change	% change from 2018	Number (2018)	Number (2019)	Change	% change from 2018
1	6	5	-1	-17%	1	0	-1	-100%
2	101	126	+25	+25%	83	90	+7	+8%
3	53	58	+5	+10%	32	37	+5	+16%
4	49	64	+15	+31%	61	63	+2	+3%
5	56	53	-3	-5%	40	47	+7	+15%
6	15	16	+1	+7%	22	22	0	0%
7 and above	4	5	+1	+25%	7	6	-1	-14%
	284	327	43	+15.1%	246	265	19	7.7%

Sex and Leadership roles

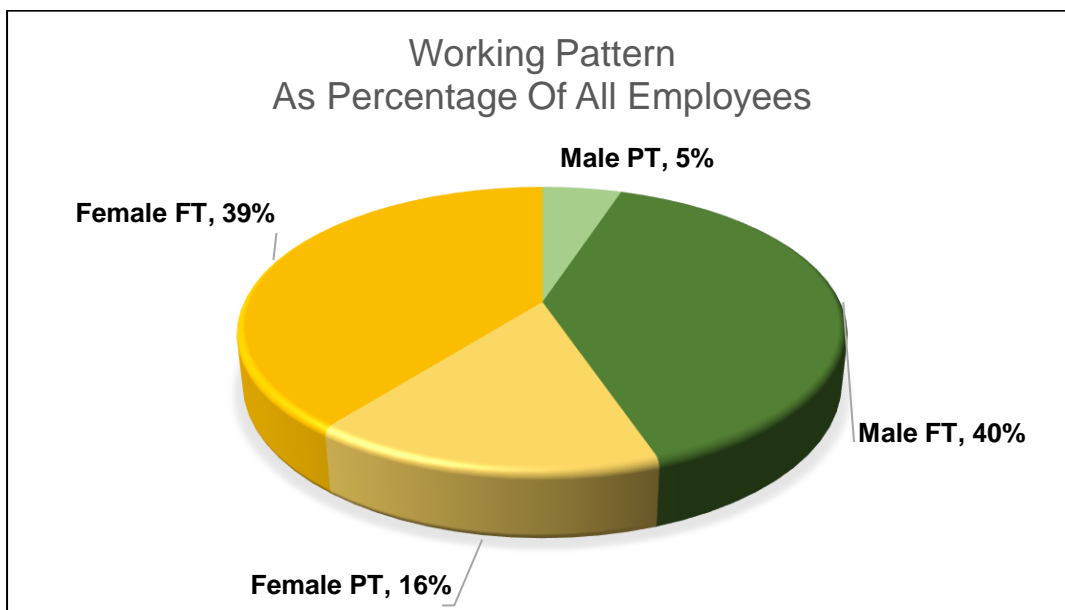
- In this year when the Clerk/Chief Executive role is excluded the Leadership Group team (grade 7 and above) is gender balanced (5 male: 5 female).
- When the Chief Executive role is included the gender balance is 55:45 (M: F). In the previous reporting year the balance was 64:36
- At Grade 6 and above the percentage of women has increased by 2% from the previous reporting year to 43%.



Sex and Part-time working

	Part-Time	Full-Time	Total
Male	30 (11%)	235 (89%)	265
Female	94 (29%)	233 (71%)	327
Total	124 (21%)	468 (79%)	592

(% employees by response)



Gender Identification

- Response rate to question: 75.9%

	Number of Responses	%age of Responses (450)	%age of Employees (592)
Female	249	55.3%	42.0%
Male	199	44.2%	33.6%
In Another Way	0	0.0%	0%
Prefer Not to Say	2	0.4%	0.3%
Total	450	100%	75.9%

Trans Status

- Employees are asked if they identify as trans
- Response rate to question: 72.4%

	Number of Responses	%age of Responses (428)	%age of Employees (592)
Yes	1	0.2%	0.2%
No	413	96.5%	69.8%
Prefer Not to Say	14	3.3%	2.4%
Total	428	100%	72.4%

LGB+

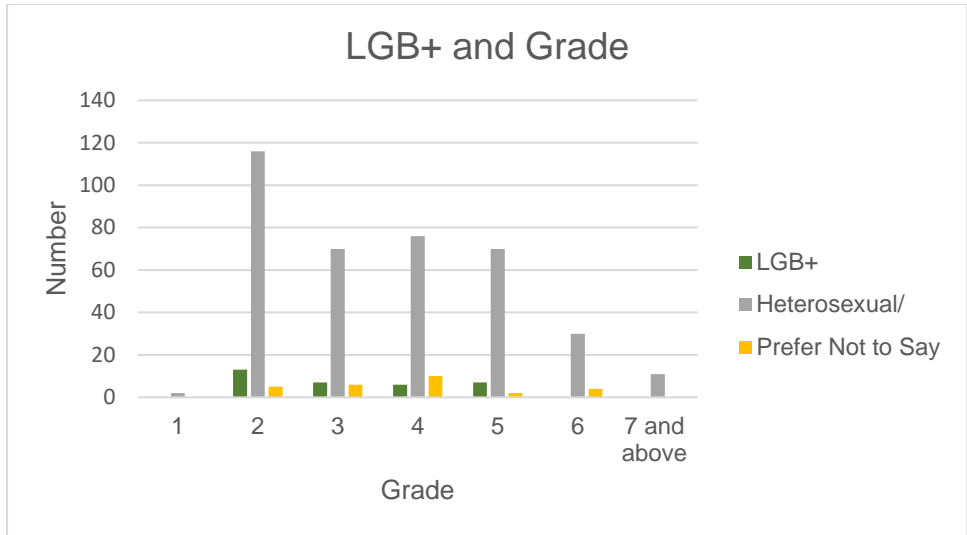
- 5.6% of employees described their sexuality as Lesbian, Gay, Bisexual or In Another Way. 4.6% of employees 'preferred not to answer'.
- Nobody at Grade 6 and above identified as LGB+
- From data included in Scottish Surveys Core Questions 2017, 2% of the population identify as LGB+, this is likely to be under-reporting and Stonewall use a figure of 5 to 7% of the population.
- The response rate to the question was 73.4% (435 people).

Response	Number	% Responses (435)	% All Employees (592)
LGB	31	7.1%	5.2%
In Another Way	2	0.5%	0.3%
Heterosexual/	375	86.2%	63.3%
Prefer Not to Say	27	6.2%	4.6%
Total	435	N/A	73.4%

LGB+ and Grade

Grade	LGB+	Heterosexual/ Straight	Prefer Not to Say	Total
1	0 0.0%	2 40.0%	0 0.0%	2
2	13 6.0%	116 53.7%	5 2.3%	134
3	7 7.4%	70 73.7%	6 6.3%	83
4	6 4.7%	76 59.8%	10 7.9%	92
5	7 7.0%	70 70.0%	2 2.0%	79
6	0 0.0%	30 78.9%	4 10.5%	34
7 and above	0 0.0%	11 100.00%	0 0.0%	11
	33	375	27	435

(% of employees within grade)



LGB+ and working pattern

- Part time working is defined by the ONS as working 30 paid hours or fewer a week.
- LGB+ employees are 5% more likely than heterosexual employees to work full-time.
- LGB+ employees account for 6% of all full-time employees

	Part-Time	Full-Time	Total
LGB+	5 (15%)	28 (85%)	33
Heterosexual	76 (20%)	299 (80%)	375
Prefer not to say	5 (19%)	22 (81%)	27
Nil Return	38 (24%)	119 (76%)	157
Total	124 (21%)	468 (79%)	592

(% employees by response)

BAME

- BAME is defined as Black, Asian and Minority Ethnic and includes the following groups: Black, Asian, Caribbean, Mixed, Other, Polish and Gypsy Traveller
- 4.0% of employees describe themselves as from a BAME background
- The same figure in the 2018 report was 1.13%
- Response rate to the question: 74%

Response	Number	%age of Responses (439)	%age of All Employees (592)
BAME	24	5.5%	4.0%
White	403	91.8%	68.0%
Prefer not to say	12	2.7%	2.0%
	439	-	74.0%

BAME and Part-time working

- BAME employees are 9% more likely to work part-time (29%) than White employees (20%).

Response	Part-Time	Full-Time	Total
BAME	7 (29%)	17 (71%)	24
White	79 (20%)	324 (80%)	403
Prefer not to say	0 (0%)	12 (100%)	12
Nil Return	38 (25%)	115 (75%)	153
Total	124 (21%)	468 (79%)	592

(% employees by response)

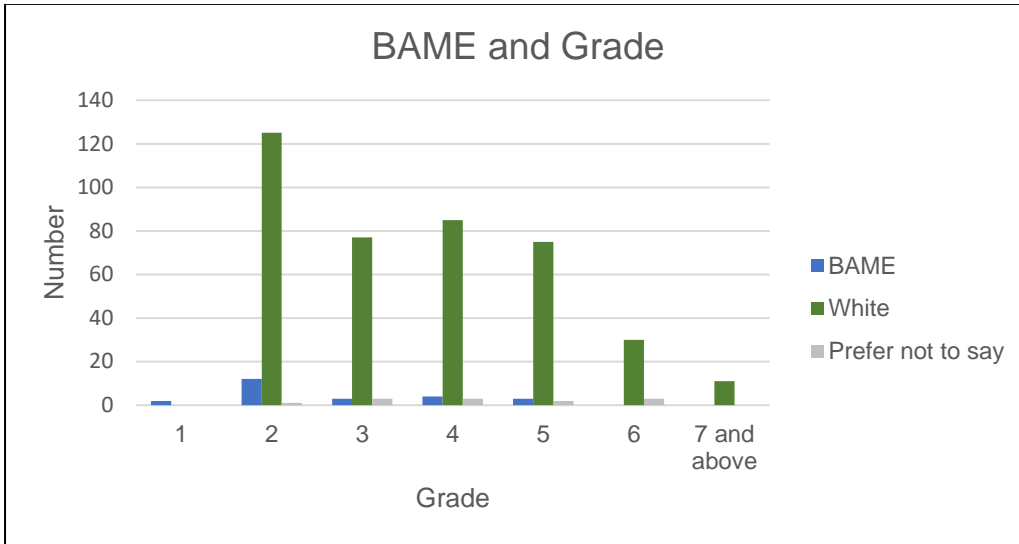
BAME and Grade

- Nobody at Grade 6 and above identified as being BAME.
- Grade 1 has the highest proportion of employees who have identified as BAME and Grade 2 the greatest number. This is attributed to the targeted recruitment conducted for the Apprenticeship Programme.

	BAME	White	Prefer not to say	Total
1	2 (40.0%)	0 (0.0%)	0 (0.0%)	2
2	12 (5.5%)	125 (57.9%)	1 (0.5%)	138
3	3 (3.2%)	77 (81.1%)	3 (3.2%)	83
4	4 (3.1%)	85 (66.9%)	3 (2.4%)	92
5	3 (3.0%)	75 (75.0%)	2 (2.0%)	80

	BAME	White	Prefer not to say	Total
6	0 (0.0%)	30 (78.9%)	3 (7.9%)	33
7 and above	0 (0.0%)	11 (100.0%)	0 (0.0%)	11
	24	403	12	439

(% of employees within grade)



Disability

- 8.6% of employees declared a disability
- National Records of Scotland (NRS) mid-year population estimates (June 2018) indicate that 19% of the population aged 16 to 64 years have a disability or long-term health condition.
- Disabled employees were slightly less likely (by 2%) to work part-time than non-disabled employees.
- Response rate to question was 73.7%

	Number	% Responses (440)	% All Employees (592)
Disabled	51	11.6%	8.6%
Non-disabled	378	86.0%	63.8%
Prefer not to say	11	2.5%	1.9%

Disability and Part-time working

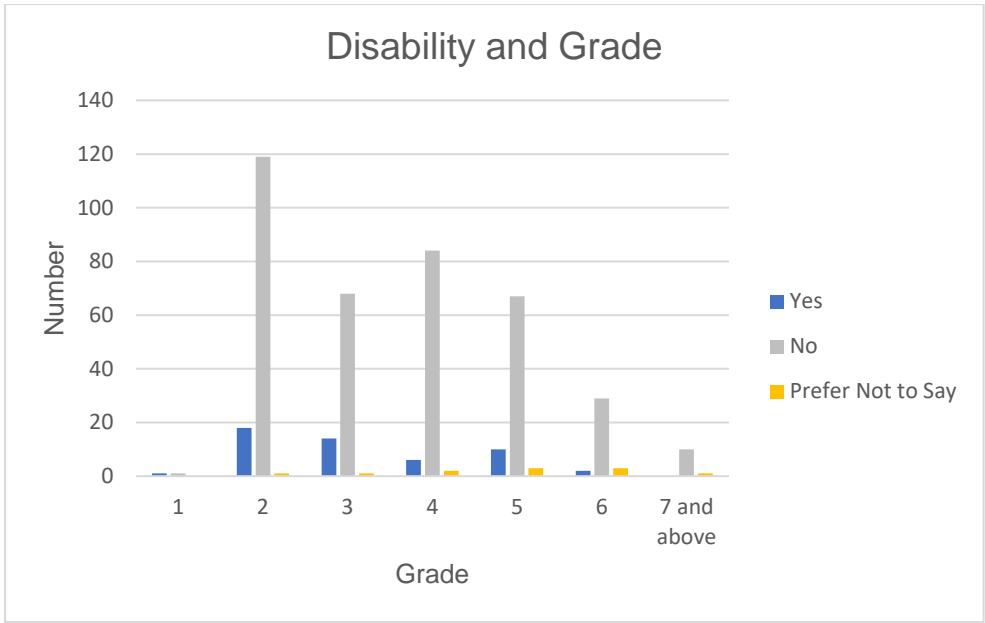
Response	Part-Time	Full-Time	Total
Disabled	9 (18%)	42 (82%)	51
Non-Disabled	76 (20%)	302 (80%)	378
Prefer not to say	2 (18%)	9 (82%)	11
Nil Return	37 (24%)	115 (76%)	152
Total	124	468	592

(% employees by response)

Disability and Grade

	Disabled	Non-disabled	Prefer Not to Say	Total
1	1 (20%)	1 (20%)	0 (0%)	2
2	18 (8.3%)	119 (55.1%)	1 (0.5%)	138
3	14 (14.7%)	68 (71.6%)	1 (1.1%)	83
4	6 (4.7%)	84 (66%)	2 (1.6%)	92
5	10 (10%)	67 (67%)	3 (3%)	80
6	2 (5.3%)	29 (76.3%)	3 (7.9%)	34
7 and above	0 (0%)	10 (90.9%)	1 (9.1%)	11
	51	378	11	

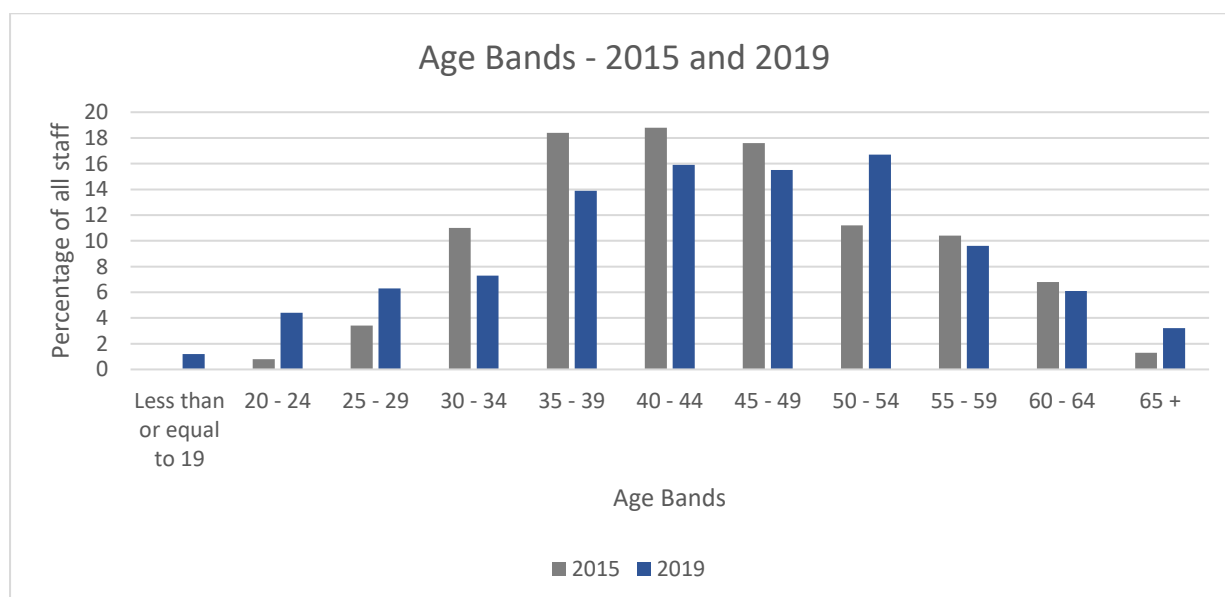
(% of employees within grade)



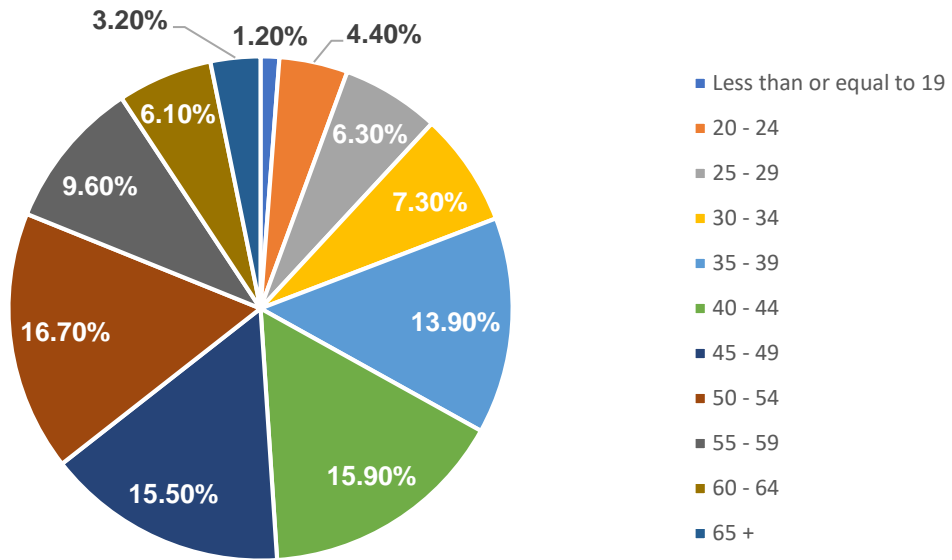
Age

- The 16 to 24 age group increased by 13 people on previous year – an increase of 65%.
- The 16 to 24 age group accounts for 5.6% of all employees. The group was previously 3.8% of the employees' group.
- The most populous age group is the 50 to 54 years old, this is unchanged from last year.
- The median age is 45 years. The mean average age is 44 years. The median and mean were both 46 years in 2018.
- 48% of the employee group are between the ages 40 to 54 years.

Age Band	2019	% of emp	2018	% of emp	2017	% of emp	2016	% of emp	2015	% of emp
Less than or equal to 19	7	1.2%	3	0.6	2	0.4	6	1.2	0	0
20 - 24	26	4.4%	17	3.2	15	2.9	11	2.2	4	0.8
25 - 29	37	6.3%	27	5.1	28	5.5	16	3.2	15	3.4
30 - 34	43	7.3%	30	5.7	34	6.6	49	9.9	52	11.0
35 - 39	82	13.9%	75	14.2	82	16.0	81	16.3	71	18.4
40 - 44	94	15.9%	90	17.0	84	16.4	83	16.8	93	18.8
45 - 49	92	15.5%	86	16.2	91	17.8	89	18.0	91	17.6
50 - 54	99	16.7%	91	17.2	76	14.8	70	14.1	58	11.2
55 - 59	57	9.6%	53	10.0	54	10.5	47	9.5	44	10.4
60 - 64	36	6.1%	43	8.1	37	7.2	34	6.9	39	6.8
65 +	19	3.2%	15	2.8	9	1.8	9	1.8	6	1.3
Total	592		530		512		495		473	



Age group as percent of all employees



Age and Grade

	1	2	3	4	5	6	7 and above	Total
Less than or equal to 19	4	3	0	0	0	0	0	7
20 to 24	1	21	2	2	0	0	0	26
25 to 29	0	26	7	4	0	0	0	37
30 to 34	0	13	9	16	5	0	0	43
35 to 39	0	25	17	24	14	1	1	82
40 to 44	0	30	16	27	16	5	0	94
45 to 49	0	16	13	26	27	9	1	92
50 to 54	0	24	12	16	25	16	6	99
55 to 59	0	28	11	5	9	3	1	57
60 to 64	0	16	7	4	4	3	2	36
65+	0	14	1	3	0	1	0	19
Total	5	216	95	127	100	38	11	592

Carers

There were only 9 responses to the question, all responses were 'Prefer Not to Say'. The question had been amended from the previous year, when 9 people responded they were Carers.

A carer is 'someone who provides unpaid care by looking after an ill, frail or disabled family member, friend or partner. If they are caring for a child for some reason other than the child's age, they are a Carer'. In previous years, Parents may have responded **yes** to this question when they did not meet the definition.

In the reporting year only one person took Family Care Leave.

Family Care Leave

No of employees	No of employees on FCL	%age of employees on FCL
593	1	0.17%

Religion or Belief

- 26.8% of employees declared a faith
- The number of employees declaring a faith other than Christian increased by 10, accounting for 4.1% of employees representing other faiths.
- People declaring a Christian faith increased by 22% on the previous year.
- 73.4% response rate to question

	Christian	Other Faith	Non-Faith	Prefer Not to Say	Total	Nil Response
No. of Response	135	24	233	43	435	158
% Response (435)	31.0%	5.5%	53.6%	9.9%	100.0%	N/A
% of employees (592)	22.8%	4.1%	39.4%	7.3%	73.4%	26.6%

Pregnancy and Maternity

- The number of women taking maternity leave was similar to the previous year (8 last year to 9 this year), which is again nearly 3% of female employees.
- There were two women who returned from maternity leave, 1 reduced their hours and the other made no changes to their working pattern.
- Shared Parental Leave was, as with last year, only taken up by a man.

No of female employees	No of female employees on maternity leave	%age of female employees on maternity leave
327	9	2.8%

Return to Work and Working Pattern

No. Maternity Returners	Change Work Pattern	Reduced Hours	Unchanged Pattern
2	0	1	1
	0.0%	50.0%	50.0%

Paternity Leave

No of male employees	No of male employees on paternity leave	%age of male employees on paternity leave
265	6	2.26%

Shared Parental Leave (SPL)

	No	No of employees on SPL	%age of employees on SPL
Female employees	327	0	0.0%
Male employees	265	1	0.4%

Recruitment

Most permanent posts were advertised externally, with a small number of temporary posts advertised internally. The new recruitment system will allow for data collection for all recruitment inclusive of temporary posts. It is currently being piloted and will be reviewed by January 2020.

Externally advertised

- There were 54 roles appointed to between 1 April 2018 and 31 March 2019.
- Women accounted for 53% of applicants and 61.1% of appointments.
- 7.7% of applicants disclosed a disability. This figure rose to 11.1% of successfully appointed people.
- 10.2% of applications were from people who are BAME. The same group were successfully appointed to 18.5% of roles in the reporting year.
- People who declared as LGB+ were 11.8% of applicants and 9.5% of those successfully appointed.

	Externally Advertised							
	Sex		Ethnicity		Disability		LGB+	
	Male	Female	BAME	White	Disabled	Non-disabled	LGB+	Heterosexual
Total Appointed	21	33	10	43	6	48	5	44
Percentage of appointments	39%	61%	18.5%	80%	11%	89%	9.5%	81.5%

Appointments to externally advertised posts



Sex

	Female (%)	Success rate %	Male (%)	Success rate %	Total
Applications	609 (53)	N/A	539 (47)	N/A	1148
Interviews	107 (57.5)	17.6	79 (42.5)	14.7	186
Appointed	33 (61.1)	5.4	21 (38.9)	3.9	54

Disability

	Non-Disabled (%)	Success rate %	Disabled (%)	Success rate %	Total
Applications	1060 (92.33)	N/A	88 (7.7)	N/A	1148
Interviews	154 (82.8)	14.5	32 (17.2)	36.4	186
Appointed	48 (88.9)	4.5	6 (11.1)	6.8	54

BAME

	BAME (%)	Success rate %	White (%)	Success rate %	Not Ind. (%)	Success rate %	Total
Applications	119 (10.4)	N/A	983 (85.6)	N/A	46 (4.0)	N/A	1148
Interviews	23 (12.4)	19.3	154 (82.8)	15.7	9 (4.8)	19.7	186
Appointed	10 (18.5)	8.4	43 (79.6)	4.4	1 (1.9)	2.2	54

LGB+

	LGB+ (%)	Success rate %	Heterosexual/ Straight (%)	Success rate %	Not Ind. (%)	Success rate %	Total
Applications	135 (11.8)	N/A	909 (79.2)	N/A	104 (9.1)	N/A	1148
Interviews	26 (14)	19.3	138 (74.2)	15.2	22 (11.8)	21.2	186
Appointed	5 (9.3)	3.7	44 (81.5)	4.8	5 (9.3)	4.8	54

What do the findings tell us?

In our previous report we committed to improving the diversity declaration rates from our employee group. The rate increased by 15% to 76% following an engagement push and it is encouraging to note that the declarations across the groups has increased.

- Improving our declaration rates has shown that the parliamentary service is 1% lower than the population for BAME people on a national scale, although still under-represented for Scotland Central Belt, where the population is between 11% and 14%. The number of LGB+ employees is also more representative of the wider population, in line with the estimate of between 5% and 7% as used by Stonewall (LGBT+ charity).
- The number of people declaring a disability is still under representative of the population (20%). Disabled employees are representative across the grades including senior grades and are more likely than non-disabled employees to work full-time which contrasts with the general labour market which shows that disabled people are less likely to access full time work.
- The average age of employees has slightly decreased this year (from 46 years to 45 years) and the proportion of the employee group who are young people (16 to 24 years old) is now at 5.6%, an increase of 1.8% from the previous year.
- Targeted recruitment campaigns have improved the diversity of our employees with more BAME and young people. However, at the most senior grades there are no employees who have declared that they are from a BAME background. We recognise this as a priority for the organisation.

What are we currently doing to increase the diversity of our workforce?

The SPCB made a commitment to increasing the diversity of its workforce in 2016 and since then several actions have been implemented. This is captured in the table below showing our commitment, what steps we took to meet that commitment and the outcomes we achieved.

Identified Issue	What we did	Result	What we will do next
In 2014 Young People (age 16-24 years) represented only 0.8% of our employee group.	Apprenticeship Programme launched in 2014. With intakes starting in 2015, 2017 and 2018.	In 2019, the representation of young people in our employee group has risen by 4.8% to 5.6%.	The next group of apprentices will be starting in the final quarter of 2019.
In 2014 only 3% of employees declared that they were LGBT+, this had dropped to 2.5% by 2017.	We set up the SPOut Diversity Employees Network in 2017 and participated in Stonewall Workplace Equality Index for the first time in 2019.	In 2019 the proportion of employees declaring as LGBT+ has risen to 5.6%.	We are participating in the Stonewall Index again in 2020. We will continue to promote employment opportunities widely, including with Proud Employers website.
Only 1.2% of employees declared that they were from a BAME group in 2014	We conducted targeted recruitment campaigns in the Apprenticeship Programme in recognition of the under representation of BAME people. We set up the BAME network in 2019.	The proportion of employees declaring that they are from a BAME group has risen to 4% in 2019.	BAME people are under-represented at more senior levels and we will consult with the D&I Board and BAME network on setting priorities.
In 2017 only 7.2% of employees declared a disability (this dropped further to 6.8% in 2018).	We set up the ParliAble Diversity Staff Network in 2017. We used targeted recruitment in the Apprenticeship Programme and in 2018 we started to host internships for disabled people. We worked to be recognised as an employer who is a Disability Confident Leader in 2019.	The proportion of employees declaring a disability has risen to 8.6% in 2019.	We will host more internships for disabled people in 2019. The ParliAble network will produce guidance for managers in recruiting and supporting employees with disabilities. We will support other organisations to be Disability Confident Leaders.

Identified Issue	What we did	Result	What we will do next
In 2018 the diversity declaration rate from employees was 61%.	We conducted a project to improve declaration rates. Leadership Group provided a strong message to employees explaining why the data was important to the organisation and how it was used. We also asked the Diversity Staff networks to help.	In 2019 the declaration rate had improved to 76% of the employee group.	We will continue with regular communications about the importance of diversity declarations with a target for 90% of employees to have declared.

Adopting an Inclusive Approach to recruitment

- Overall, our recruitment approach has changed in many ways which has helped us to attract applicants from a more diverse range of people:
- Our focus in the last year has been on building partnerships with external organisations to facilitate inward and outward secondments and create routes into careers for people with potential. We will work more closely with the Scottish Government on promoting job fairs and career events and use them as a benchmark for measuring our success.
- Applicants provide feedback on the overall recruitment experience, for example, feedback from the Apprenticeship Programme has been invaluable in helping us to shape and improve our recruitment practices.
- We have developed alternative solutions for meeting short term recruitment needs including reducing our reliance on agencies, introducing our own temporary resourcing pool and short-term interchange arrangements with other UK legislatures. For example, the pool of diverse candidates is likely to be higher in London than in Scotland. Looking ahead, we will explore further the opportunities in the labour market to identify which posts are targeted. We will also encourage local offices to review the diversity profile of their teams to identify if there are barriers at the application / interview stages.
- Opportunities are currently being explored for cross office collaboration between HR, Committees and Outreach in our engagement with BAME communities.

Our values are built into the way we describe job roles which has been threaded through specific posts that have been advertised. Our new recruitment approach will be rolled out early in 2020 and our plan is to educate managers on recruiting against values.

Reinforcing our Values through Recruitment

Our ambitions go beyond compliance: we are committed to be an inclusive organisation by giving every employee what they need to reach their full potential. It is important that if we want to be diverse and bring people in from different backgrounds that as an organisation we need to be able to retain and support the talent which we attract. Therefore, our values are rooted in respect for all employees and adopting an inclusive approach to everything we do - one where everyone can develop and succeed. They form a central part of our working culture and having shared values provides commonality, direction and ownership. Our values are reinforced in everything we do

We have committed to building our values into our recruitment approach and by doing this have attracted a more diverse range of applicants for our jobs. All roles are advertised and recruited in a way which reflect our values and commitment to diversity using tools where necessary. We know from feedback that candidates from diverse backgrounds have welcomed this.

What we will do next

We have known since 2016, that BAME employees are underrepresented at all levels in the organisation. Since then there has been an increase of BAME employees being recruited into the organisation. For example, BAME people were targeted for the Apprenticeship Programme and temporary resourcing pool. On that, we have successfully recruited BAME employees through these routes. We are proud to have recruited more BAME employees, however this is only the start of a journey and we must also focus on developing and retaining our BAME employees. We know this will take some time to see their progression move into the higher grades. We will therefore continue to seek feedback from our BAME employees in defining what development opportunities they need to progress their careers at the Parliament.

Finally, we want to continue to build on the success of what has been achieved so far but we know we need to do more. Our next step is to implement an Improvement plan for 2020-2021 which sets out the recommendations to increase the diversity of the SPCB workforce. Many of these recommendations are based on research that was carried out by Leah Mitchell who conducted a study on the recruitment of BAME people in the Scottish Parliament.

Appendix: Protected Characteristics Mapping

	Protected Characteristic	Monitoring Report	Comment
1	Age	Age	Same
2	Disability	Disability	Same
3	Gender reassignment	Trans status	<p>We use the term used by those with the protected characteristic</p> <p>Our understanding of what ‘trans’ means is based on the definition provided by the Scottish Trans Alliance.</p> <p>See also Explanatory Notes to Equality Act 2010 for examples</p>
4	Race	BAME	<p>BAME is defined as Black, Asian and Minority Ethnic and includes the following groups: Black, Asian, Caribbean, Mixed, Other, Polish and Gypsy Traveller</p> <p>We compare to Scottish population data which asks people’s Ethnicity</p> <p>To note the Equality Act 2010 definition</p> <p>9. Race (1) Race includes— (a) colour; (b) nationality; (c) ethnic or national origins.</p>
5	Religion or belief,	Religion or belief	Same
6	Sex	Sex (we have also included separate data on gender identification)	Same

	Protected Characteristic	Monitoring Report	Comment
7	Sexual orientation	LGB+	LGB+ is defined as Lesbian, Gay, Bisexual and +
8	Marriage and Civil Partnership	N/A	Not reported on
9	Pregnancy and Maternity.	Pregnancy and maternity (we also include data on paternity leave and shared parental leave)	Same

