

Equality Outcomes and Mainstreaming Report

Summary

EQUALITY OUTCOMES AND MAINSTREAMING REPORT

SUMMARY

Introduction

1. Equality is part of the aspiration and ambition which we have for Scotland. We want a society that is fair and just, in which all can participate, flourish and benefit, where we respect and value diversity, and where we work together to build a buoyant and successful country.

2. This report is a summary of the [Scottish Government's Equality Outcomes and Mainstreaming Report](#) which was published on 30 April 2013 in order to fulfil the obligations of the public sector equality duty. It sets out the Scottish Government's equality outcomes and describes how the Scottish Government is mainstreaming the public sector equality duty, as a policy maker and as an employer. This includes information on employees, including on equal pay and occupational segregation.

Mainstreaming Equality

Part 1 – Mainstreaming as a Policy Maker

Context

3. Equality is at the heart of the business of the Scottish Government. We have pursued a drive to embed equality across all of our activities and to see it develop as an integral part of policy making and decision taking.

4. Equality is reflected in the Scottish Government's Purpose, National Performance Framework, Government Economic Strategy and the Scottish Budget. It is integral to initiatives such as Public Service Reform and the Early Years Collaborative. The Scottish Government's legislation and policies have been shaped with reference to the different experiences and needs of equality groups and a number have been developed to specifically address issues of concern.

Equality Data

5. Having up to date, extensive and reliable data on equality groups is crucial if we are to improve equality outcomes. Therefore, one of the focus areas for us has been improving our equality data.

6. The Scottish Government and its agencies collect, analyse and publish equality-relevant evidence across a wide range of policy areas. In order to make it easier for people to locate and access this information, the Scottish Government launched an [Equality Evidence Finder](#) in June 2012. The Equality Evidence Finder is a web resource which provides a wealth of equality data and other evidence with accompanying commentary, background papers, and links to further information.

7. There are some gaps in the Equality Evidence Finder. Therefore, we have developed and published an [Equality Evidence Strategy](#), which will improve this web resource and, in so doing, develop the richness and usefulness of equality data in Scotland.

8. In 2012 we published a series of [guides on collecting information](#) on equality characteristics for population surveys. These guides set out why the information should be collected and how to ask the questions. Guides have been published for questions about age, disability, ethnic group, gender, religion or belief and sexual orientation.

9. We have also developed a set of core harmonised questions, including questions on six equality characteristics. From the beginning of 2012 onwards these questions were asked in the major Scottish Government household surveys - Scottish Household Survey (SHS), Scottish Health Survey (SHeS) and Scottish Crime and Justice Survey (SCJS). In addition, the core questions are strongly recommended for inclusion in all Scottish Government cross-sectional population and household surveys. More details on all of the core questions, including equality questions, are available in the [core question guidance](#).

Engaging with Equality Groups

10. Dialogue with people who experience prejudice and discrimination as a result of protected characteristics is a valuable way of gaining understanding of the variety of needs and experiences in our communities. The Scottish Government has, over many years, worked with a broad range of equality organisations in order to better understand how it can deliver legislation, services and support which meet the needs of all of the people of Scotland. This work has informed the Scottish Government's approach to the public sector equality duty.

11. The Scottish Government provides direct funding to a number of equality organisations representing different protected characteristics. This funding helps to build capacity of equality groups and to enable them to engage with the Scottish Government and other public bodies.

12. We recognise that there are gaps in the level of engagement with some harder to reach communities, there is a need for an examination of our methods of engagement to see where improvements can be made and further discussion is required on the appropriate role for intermediaries.

Cross-government Groups

13. We have established a number of cross-government groups in order to co-ordinate activity across Government and to help move work forward in the following areas: occupational segregation, violence against women, Gypsies/Travellers and disability.

14. Beyond that there are groups around particular policy areas which are not cross-government groups as such but are groups involving both internal policy

colleagues and external interests, for example, the National Group to Tackle Violence Against Women and the Independent Living Programme Board.

Equality Impact Assessments

15. Equality Impact Assessment (EQIA) is a key process to ensure that equality considerations are taken into account in decisions that are being made across the organisation. It is also key to ensuring that due regard is given to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.

16. The Scottish Government's Equality Unit provides advice and support to officials undertaking equality impact assessments. EQIA guidance documents are available for staff on the Scottish Government's intranet. We provide detailed guidance on each of the steps of the EQIA process, examples of equality issues and a section on EQIA Frequently Asked Questions.

17. The [published EQIAs](#) can be found on the Scottish Government's website.

Mainstreaming Equality in the Budget Process

18. The Scottish Government wants to be confident that its financial decisions help deliver positive equality outcomes for all in Scotland. We want to ensure our pounds and pence contribute to greater equality. This is at the heart of Scottish Ministers' ambitions for a socially just nation.

19. Since 2009, we have developed a systematic approach to how we consider our budget decisions for their impact on equality groups. To help us with this complex process we are supported by an Equality and Budget Advisory Group (EBAG), which consists of external members and Government officials.

20. Information on the equality analysis and assessment of spending plans is provided in the Equality Budget Statement published alongside the draft Scottish Budget. The latest [Equality Budget Statement](#) was published alongside the Draft Budget 2013-14. The Cabinet Secretary for Finance, Employment and Sustainable Growth is responsible for both the budget and for the Equality Budget Statement.

Procurement

21. The Scottish Government has produced a [Policy Note for the wider public sector](#) to provide information on the specific duty in the legislation in relation to public procurement. We are also working with the Equality and Human Rights Commission to produce further guidance, including examples of existing good practice in Scotland for the wider public sector on the public sector equalities duties and procurement, but with a view to this guidance being useful to service users, service providers and equality organisations.

22. We have established a national reserved [Framework Agreement](#) providing all Scottish public bodies with an easier route to contracts with selected supported businesses for a range of goods and services.

Communication

23. Accessible communication helps an organisation to eliminate unlawful discrimination and advance equality of opportunity. It promotes participation and helps to meet the variety of different needs which people may have.

24. The Scottish Government has made good progress in making its communications more accessible by ensuring that everyone is able to 'view' the published content. However, we recognise that truly accessible and inclusive communication is much more than that - it is about ensuring that our messages and language are clear, that our engagement events are able to accommodate a variety of needs, that everyone knows where to go for information and where to go to get their views heard.

Part 2 – Mainstreaming as an Employer

Introduction

25. The Scottish Government puts employee engagement and workforce development at the heart of its Business Strategy. We are committed to giving all our people the opportunity to shine, to nurturing talent at all levels and to having a diverse workforce reflective of the communities we serve. This vision is focused through the underpinning People Strategy. This sets out our ways of working – creating an environment, in partnership with our trade unions, where individuals can thrive and be successful and creating the conditions for consistently good people management and development – for all of our staff.

26. Since the launch of the People Strategy in November 2011, we have sought to embed these commitments across our core services. Our approach is to build the evidence base and to use this to inform further action and future policy. Activities have ranged from detailed analysis of our Employee Survey results, revising our learning and development offer to improve accessibility, through to an evaluation of a large-scale promotion board exercise to gather equalities information.

27. We promote awareness of equality and diversity issues throughout our learning programmes and network of Training Liaison Officers. Diversity and equality issues and appropriate behaviours are mainstreamed into the main Scottish Government training offering, mentoring and coaching schemes, Realising Potential Programme and Modern Apprenticeship Programmes and within our Skills for Success Competency Framework, which sets out the core skills required by all staff. We continue to promote flexible working opportunities to all of our staff to allow them to balance their home and working lives. Our childcare voucher scheme remains available to all staff and over 900 individuals have already participated in the scheme.

The Scottish Government Employee Information

Age

28. The majority of Scottish Government employees are in the 30-39 and 40-49 age groups, with 58.4% of the workforce in these age groups. The younger age group (16-29 year olds) make up 11.8% of Scottish Government employees.

29. The proportion of part-time staff in the 30-39 and 40-49 age groups is higher than that for full-time staff. Over 70% of part-time employees are in these age groups.

Gender

30. The gender balance of Scottish Government employees is in line with the general Scottish population estimates, with 51.3% of Scottish Government employees being female and 48.7% male (compared to 51.5% female and 48.5% male in the 2011 Census).

31. When broken down by work pattern, there is a clear difference between full-time and part-time employees. Full-time employees are more likely to be male (55.0%), while part-time employees are much more likely to be female (86.3%).

Ethnic Origin

32. Nearly a quarter of Scottish Government employees (21.7%) have not provided any information on ethnic origin. Of those whose ethnic origin has been recorded, 101 are from an ethnic minority (representing 1.4% of the total workforce).

Sexual Orientation

33. Over four-fifths of Scottish Government employees (80.6%) have not provided any information on sexual orientation. Of those whose sexual orientation has been recorded, 66 are gay, lesbian, bi-sexual or another non-heterosexual orientation (representing 0.9% of the total workforce).

Disability

34. Over a third (37.0%) of Scottish Government employees have not provided any information on disability status. Of those whose disability category has been recorded, 290 have one or more disabilities (representing 3.9% of the total workforce).

35. Part-time employees are slightly more likely to have recorded a disability than full-time employees.

Marital/Civil Partnership Status

36. Over a quarter (22.7%) of all Scottish Government employees have not provided any information on marital status.

37. Scottish Government employees are slightly less likely to be married than the general adult population of Scotland (44.6% of Scottish Government employees, compared to an estimated 44.7% of the Scottish population aged 16-64 in 2008). Single people make up a further 18.7% of Scottish Government employees, while the other marital status categories each account for 3% or less of the total workforce.

Religion or Belief

38. Over four-fifths of Scottish Government employees (80.5%) have not provided any information on religion or belief. The percentage of those who have declared a religion or other belief is roughly the same as those who declared they had no religion or belief (9.5% of Scottish Government employees compared with 8.7%, respectively).

Improving Data

39. Our staffing information shows that our employee profile does not yet reflect the wider communities that we serve. Our data also has significant gaps in relation to information on sexual orientation and religion or belief, which means it is difficult for us to understand and address any issues in these particular areas.

40. It is our priority to enhance the accuracy of our staff data. To do this, we will continue to raise staff awareness of the need for the information - particularly on the self-completion of personal diversity information on e-HR - and to explain why this is important. Although we are making progress, further work is needed and we will continue to build on a programme of targeted action in 2012 to address data gaps throughout 2013 and beyond.

Recruitment

41. We welcome applications from all suitably-qualified people and aim to employ a diverse workforce that reflects the people of Scotland. However, we recognise that delivering our business at a time of constrained resources and declining headcount means opportunities to improve our diversity through recruitment are limited.

42. Nonetheless, we continue to promote the diversity message in our standard job advertisement template and do what we can to ensure that those opportunities that do arise are promoted effectively. We advertise that we are part of the Positive About Disabled People Scheme and that we have flexible working and other benefits to help encourage a diverse range of applicants.

43. Our age profile shows that we have fewer staff in younger age groups and so one direct recruitment route – the Modern Apprenticeship Programme (MAP) – is specifically designed as a youth employment initiative and was negotiated with the Civil Service Commissioner to be targeted at 16 to 24 year olds. This programme of recruitment and assessed development is helping to widen the age profile of the organisation, with 62 Modern Apprentices recruited during 2012-13.

44. We request diversity monitoring information from all candidates. We use this information, which is held separately and accessible to a very limited number of our staff, both to help ensure that our resourcing policy and procedures have no disadvantageous impact and to assess the effectiveness of different recruitment campaigns for applicants from particular diversity groups. Most diversity information is not seen by recruiting managers. Managers do not see dates of birth (and in most cases we do not ask candidates for dates relating to jobs or qualifications on application forms) and do not have access to information about religion, ethnicity etc. Recruiting managers do have access to relevant information – for example information about any reasonable adjustments requested by a disabled applicant, and requests for a guaranteed interview.

45. Disabled candidates are automatically invited to interview for a post if they meet the defined minimum criteria and reasonable adjustments are made to the recruitment process as required. A statement about this appears on our recruitment code on our website and the guaranteed interview symbol appears on press adverts.

46. For our internal vacancies, we ensure that adverts clearly state that staff on any working pattern can apply for the post. Our HR Resourcing Team checks documentation returned by our managers at all stages of the recruitment process to ensure, as far as possible, that it is fair and that the job offers are made to candidates in order of merit.

Promotion and Development

47. We also gather diversity information to inform our internal promotion and development processes. For example, during 2012 we held large-scale promotion and development boards. The sift process used proprietary online tests, which were equalities compliant. Throughout the sift and assessment centre process, we put in place reasonable adjustments for all staff who requested them and operated a guaranteed interview for recorded disabilities.

48. Despite these safeguards, we were keen to test the equalities impact of the whole process so we could learn for future exercises and to ensure that there was no inadvertent discrimination. The results of this extensive research exercise did find some discrepancies, particularly around age, with older staff less likely to be successful and also some gender anomalies. This process will help inform the positioning of future development opportunities in our Realising Potential talent management programme as well as our approach to internal promotion.

49. We know that disabled staff are less well-represented in all except our lower grades, and so, in addition to the adjustments to the talent programmes, we make arrangements to ensure that disabled staff can access corporate training courses and programmes offered to all staff. For example, we ensure that visually impaired staff can access course materials online using assistive technology and can also receive one to one training covering essential business needs (e.g. IT skills) as required. Staff can also arrange loans of laptops and online learning materials to allow them to learn in a place and at a time that suits them. Materials are also made available in large print and in dyslexia-friendly print colours and we have the option to record audio books of training materials. We also respect religion and belief and

ensure that, where required, staff can access space and time to honour prayers during learning and development activities.

50. We are engaging with wider UK Civil Service work on improving women's representation at senior levels, as our employee information demonstrates that women are less well-represented in our more senior grades. This may lead to specific action to promote mentoring for senior women and there is already flexibility within our talent programme to ensure those on maternity leave can participate. Staff from minority ethnic backgrounds are also less well-represented and our staff Race and Equality Network has therefore introduced its own mentoring scheme, although members of this network also have access to the wider Scottish Government mentoring scheme.

Diversity Networks

51. There are nine staff diversity networks within the Scottish Government, each of which is managed by a committee of volunteers. The networks cover a range of diversity issues, some of which, for example the Disability, Race and Equality and the Lesbian, Gay, Bisexual and Transgender (LGBT) Networks, directly reflect protected characteristics. In late 2012, we launched our newest network - Straight Allies - for non-LGBT staff that wish to champion and support LGBT issues in and out of the workplace.

Public Appointments

52. The Commissioner for Public Appointments in Scotland launched *Diversity Delivers*, an equality and diversity strategy for Ministerial public appointments on 1 September 2008. This focussed on attracting a wider and more diverse range of applicants and a review of progress - *Diversity Delivers - Three years on* was published in 2011.

53. Diversity activity in relation to Ministerial public appointments is now taken forward by the Scottish Government's Public Appointments and Diversity Centre of Expertise (PACE). PACE has undertaken a range of activity to meet the three needs contained within the Equality Act 2010 and to support progress towards ensuring that those appointed to the boards of Scotland's public bodies reflect the wider population of Scotland, as our current evidence demonstrates that this is not yet the case.

54. To ensure we have an effective evidence base we have prioritised the achieving of good quality diversity data and are aiming to improve the quantity and quality of our diversity data in relation to public appointees by undertaking work to address current gaps. In early 2013 we undertook a baseline exercise to capture the data in relation to our existing public appointees. This achieved an excellent response rate and we will use this to inform priorities and target future outreach activity and development work in relation to our public appointments practices and processes.

55. The Commissioner's vision for all regulated public appointments was three-fold: awareness and attraction, confidence and capacity and education and experience. To inform the Scottish Government's attraction strategy, each public

appointment is informed by specific management information, which aims to ensure a diverse range of candidates is encouraged to apply for each appointment opportunity.

56. We use a range of methods to advertise our vacancies, including our own Appointed for Scotland website. Through existing diversity data, we had identified areas of under-representation and to further encourage applications from all of those groups that are under-represented, we have introduced the use of a positive action statement in our adverts.

57. To increase both awareness of public appointments and representation amongst those groups with protected characteristics, we have put in place a programme of outreach events with a range of organisations from those groups that are under-represented across our public appointments.

The Gender Pay Gap

58. The national figure for the gender pay gap in Scotland is 13.9% (ASHE, 2012. Based on average, full time hourly earnings). The gender pay gap for the Scottish Government Main is 5.7%. Historic Scotland has a gap of 2.1%, the Scottish Prison Service a gap of 11.6%, and the Crown Office and Procurator Fiscal Service a gap of 9.2%.

59. All of these are below the national figure for Scotland, however, several are outwith the accepted tolerance of 5%. The reason for this is that while men and women doing equal work receive very similar average salaries, each organisation may have more women in lower pay ranges which lowers the overall average salary. It should be noted that very low gaps exist at individual grades within each organisation.

60. Within Scottish Government Main occupational segregation remains one factor of the gender pay gap just as it does more generally across Scotland. We are committed to tackling any inequalities arising from occupational segregation in order to make progress on closing the gap.

Equal Pay Statement – Scottish Government Main

61. The Scottish Government is an equal opportunities employer and all staff should be treated equally irrespective of their sex, marital/civil partnership status, age, race, ethnic origin, sexual orientation, disability, religion or belief, working pattern, employment status, gender identity (transgender), caring responsibility, or trade union membership, and receive equal pay for doing equal work or work of equal value. The Scottish Government will operate a pay and reward system which is transparent, based on objective criteria and free from bias.

Equality Outcomes

62. Setting our Equality Outcomes, as a policy maker and as an employer, provides us with a fresh opportunity to make a step change in our performance on equality and to make a difference to people's lives.

The Scottish Government Equality Outcomes 2013-2017

63. The Scottish Government has developed a set of eight outcomes which cover all the relevant protected characteristics.

- 90% of Scottish Government employees are responding to diversity monitoring by 2017 contributing to the Scottish Government workforce becoming broadly reflective of the Scottish population by 2025
- Scottish Government directorates are by 2017 more confident in and better informed on equality and diversity matters and can engage with partners and stakeholders to effect change and improvement
- Ministerial public appointments are more diverse reflecting broadly the general population by 2017
- Progress is made towards the reduction in violence against women by 2017 through a strategic and co-ordinated approach by agencies and women's organisations
- Gypsies/Travellers experience less discrimination and more positive attitudes towards their culture and way of life by 2017
- Women's position in the economy and in employment is improved in the long term and reflected more comprehensively in Scottish Government economic policy and strategies by 2017
- Disabled people have improved access to justice and to advice in relation to their rights by 2017
- Within the longer term outcome that all children and young people will be able to make the most of the education opportunities available to them to reach their full potential, there will be progress by 2017 in the experience of those with protected characteristics who are currently disadvantaged or underperforming.

Involving Others in the Development of Equality Outcomes

64. The Scottish Government supports a number of national intermediary organisations to promote equality, challenge discrimination and work closely with equality communities to improve their life chances and opportunities. We worked closely with equality communities and their representatives to develop the equality outcomes.

Evidence

65. The Scottish Government has conducted a series of [evidence reviews](#) to inform the development of the Equality Outcomes. Individual evidence reviews have been developed to explore experiences and outcomes for each relevant protected characteristic. Each review reports on the available evidence on a range of policy areas including poverty, health, crime and transport.

Implementation and Reporting

66. Implementation plans will be developed with each of the relevant policy areas within the Scottish Government. We will be engaging stakeholders in the development of the plans. Oversight of the outcome delivery will be undertaken by the Equality Unit.

Reporting on Progress

67. Scottish Ministers will report on progress no later than the end of April 2015. That report will provide further information on mainstreaming, including employment and gender pay gap data. It will also include an update on the progress made to achieve the equality outcomes.



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