Stonewall 2019 Submission – Section6

6.1 Does the organisation gather data on employee sexual orientation on diversity monitoring forms and/or systems?

YES

Copy and paste the question/s you ask and options staff can select:

Question asked on our Equality Monitoring Questionnaire every 2 years:

Which of the following best describes your sexual orientation?

- Heterosexual/Straight
- Gay/Lesbian
- Bisexual
- I prefer not to say
- I prefer to self-describe (please provide further details below)

Question asked in our Recruitment Application form:

Which of the following best describes how you think of yourself?

- Heterosexual/Straight
- Gay/Lesbian
- Bisexual
- Other – please specify
- I prefer not to answer

6.2 Does the organisation gather data on employee gender identity, including trans and non-binary identities, on diversity monitoring and/or systems?

YES

Copy and paste the question/s you ask and options staff can select:

Question asked on our Equality Monitoring Questionnaire every 3 years:

COPFS does not discriminate on the basis of gender identity or expression. How do you describe yourself?

- Female
- Male
- Non-binary
- I prefer not to say
- Prefer to self-describe

Question asked on our Equality Monitoring Questionnaire every 3 years:

Transgender is an umbrella term that refers to people whose gender identity, expression or behaviour is different from those typically associated with their assigned sex at birth. Do you identify as Transgender?

- Yes
- No
- I prefer not to say

6.3 Does the organisation monitor and analyse from application to appointment the success rate of LGBT applicants?

Yes.

All applicants from 01 April 2019 to 31 March 2019					
	Applicants	Interviewed	% interviewed	Offers	% Offers
LGBT	66	25	37.9	9	13.63
All	1384	464	33.53	121	8.74

We have uploaded statistics covering all recruitment to COPFS from 01 April 2018 to 31 March 2019. The analysis shows that we had a total of 66 applicants who identified as LGBT during this period, of which 25 were invited to interview. Offers of employment were subsequently made to 9 LGBT applicants. This represents a success rate (from application to offer) of 13.63% for LGBT applicants. For all applicants the success rate (from application to offer) was 8.74%.

The analysis is completed throughout the year and the information provided to our Recruitment Manager. He ensures that COPFS are continuing to attract candidates from as diverse a range as possible. The Head of Workforce Planning is provided with this information on a regular basis throughout the year. If there are any concerns the Recruitment Manager would highlight to our Head of Workforce Planning. The information is also provided to our Equality Champion who provides an update to our Executive Board in her Equality update Report. This report analyses the current demographics of our workforce and whether current strategies are sufficient to allow us to meet our equality outcomes which include taking action to ensure our workforce is representative of Scottish society.

6.4 Does the organisation monitor and analyse through a HR system, the spread of LGBT people at different pay grades and levels?

YES

Upload the most recent data showing analysis of pay levels and grades:

Grade	Gay & Lesbian		Bisexual		Heterosexual/ Straight		Other		Prefer not to Answer		Not Known		All Employees	
B	12	1.80%	5	0.70%	581	84.90%	0	0.00%	25	3.70%	61	8.90%	684	100%
C	*	*	*	*	189	87.90%	0	0.00%	8	3.70%	15	7.00%	215	100%
D	*	*	*	*	218	86.20%	0	0.00%	12	4.70%	20	7.90%	253	100%
E	*	*	0	0.00%	27	79.40%	0	0.00%	*	*	*	*	34	100%
F	*	*	0	0.00%	19	86.40%	0	0.00%	0	0.00%	*	*	22	100%
G	*	*	0	0.00%	26	81.30%	0	0.00%	*	*	*	*	32	100%
H	0	0.00%	0	0.00%	*	*	0	0.00%	0	0.00%	0	0.00%	*	100%
PFD	14	5.30%	*	*	200	75.20%	0	0.00%	13	4.90%	37	13.90%	266	100%
PPFD	0	0.00%	0	0.00%	82	76.60%	0	0.00%	7	6.50%	18	16.80%	107	100%
SCS	*	*	0	0.00%	21	77.80%	0	0.00%	*	*	*	*	27	100%
SPFD	*	*	0	0.00%	101	78.30%	0	0.00%	6	4.70%	20	15.50%	129	100%
TS	*	*	*	*	54	91.50%	0	0.00%	*	*	0	0.00%	59	100%
Total	39	2.10%	11	0.60%	1520	83.10%	0	0.00%	78	4.30%	182	9.90%	1830	100%

Describe who the analysis is seen by and action taken:

The above table is included in the Mainstreaming Report which is required to be published on COPFS' external website every 2 years. The data is then seen by anyone who chooses to access this via the website. This report is also shared with the Senior Executive Team where the data is used to make informed business decisions regarding pay.

6.5 When running staff satisfaction surveys, does the organisation break down and analyse the satisfaction of LGBT employees?

YES

Upload the most recent staff satisfaction data:

The annual Civil Service Staff Survey does not break down results into characteristics and therefore it is limited data that we can report on. However, from the 2018 survey results, we can see that in the bullying, harassment and discrimination section, there were no reports of this occurring due to sexual orientation or gender reassignment.

6.6 What proportion of employees have disclosed their sexual orientation (straight, lesbian, gay, bi and those who wish to use their own term) through a HR system?
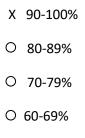
○ 90-100%

X 80-89%

○ 70-79%

○ 60-69%

○ 50-59%

○ Under 50%

○ We do not monitor

Upload reports or data demonstrating the declaration date:

Grade	Gay & Lesbian		Bisexual		Heterosexual/ Straight		Other		Prefer not to Answer		Not Known		All Employees	
B	12	1.80%	5	0.70%	581	84.90%	0	0.00%	25	3.70%	61	8.90%	684	100%
C	*	*	*	*	189	87.90%	0	0.00%	8	3.70%	15	7.00%	215	100%
D	*	*	*	*	218	86.20%	0	0.00%	12	4.70%	20	7.90%	253	100%
E	*	*	0	0.00%	27	79.40%	0	0.00%	*	*	*	*	34	100%
F	*	*	0	0.00%	19	86.40%	0	0.00%	0	0.00%	*	*	22	100%
G	*	*	0	0.00%	26	81.30%	0	0.00%	*	*	*	*	32	100%
H	0	0.00%	0	0.00%	*	*	0	0.00%	0	0.00%	0	0.00%	*	100%
PFD	14	5.30%	*	*	200	75.20%	0	0.00%	13	4.90%	37	13.90%	266	100%
PPFD	0	0.00%	0	0.00%	82	76.60%	0	0.00%	7	6.50%	18	16.80%	107	100%
SCS	*	*	0	0.00%	21	77.80%	0	0.00%	*	*	*	*	27	100%
SPFD	*	*	0	0.00%	101	78.30%	0	0.00%	6	4.70%	20	15.50%	129	100%
TS	*	*	*	*	54	91.50%	0	0.00%	*	*	0	0.00%	59	100%
Total	39	2.10%	11	0.60%	1520	83.10%	0	0.00%	78	4.30%	182	9.90%	1830	100%

6.7 What proportion of employees have disclosed their gender identity (non-trans and trans) through an HR system? Tick one

X 90-100%

○ 80-89%

○ 70-79%

○ 60-69%

○ 50-59%

○ Under 50%

○ We do not monitor

Grade	Male		Female		Non-Binary		All Employees	
B	174	25.40%	510	74.60%	0	0.00%	684	100%
C	52	24.20%	163	75.80%	0	0.00%	215	100%
D	79	31.20%	174	68.80%	0	0.00%	253	100%
E	17	50.00%	17	50.00%	0	0.00%	34	100%
F	9	40.90%	13	59.10%	0	0.00%	22	100%
G	11	34.40%	21	65.60%	0	0.00%	32	100%
H	*	*	*	*	0	0.00%	*	100%
PFD	71	26.70%	195	73.30%	0	0.00%	266	100%
PPFD	34	31.80%	73	68.20%	0	0.00%	107	100%
SCS	14	51.90%	13	48.10%	0	0.00%	27	100%
SPFD	44	34.10%	85	65.90%	0	0.00%	129	100%
TS	16	27.10%	43	72.90%	0	0.00%	59	100%
Total	522	28.50%	1308	71.50%	0	0.00%	1830	100%

Provide a brief description of the report you have uploaded:

The above table was taken from the HR return of the 2019 Equality Paper. The data is accurate as at 31st March 2019. Every 2 years, COPFS asks employees to complete an Equality Monitoring questionnaire which gives employees the opportunity to update their status regarding gender, sexual orientation and so on. The information received from employees is then amended on the HR System which will then provide accurate data for reports. The above table used the data from the Equality Monitoring questionnaire where each employee identified as being either male, female or non-binary.