

## Monitoring: Part 1

### **Section 6: Monitoring**

This section comprises of 7 questions and examines how the organisation monitors its employees. The questions scrutinise data collection methods, analysis and outcomes. This section is worth 11% of your total score.

**Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.**

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

**GUIDANCE:** If you collect data on multiple systems, you should paste the question/s and options you ask on the majority of the systems. In the text box, explain what proportion of systems the question is used on.

Yes

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

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

Question asked on our Equality Monitoring Questionnaire every 3 years:

Which of the following best describes your sexual orientation?

- Heterosexual/Straight
- Gay/Lesbian
- Bisexual
- I prefer not to say
- Prefer to self-describe

**6.2 Does the organisation gather data on whether employees are trans and/or non-binary on diversity monitoring forms and/or systems?**

**GUIDANCE:** If you collect data on multiple systems, you should paste the question/s and options you ask on the majority of the systems. In the text box, explain what proportion of systems the question is used on.

Yes

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

Question asked on our Equality Monitoring Questionnaire every 2 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 behavior is different from those typically associated with their assigned sex at birth. Do you identify as Transgender?

- Yes
- No
- I prefer not to say

## Monitoring: Part 2

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

**GUIDANCE:** This refers to external appointments to the organisation and comparing applicant diversity forms to new starter diversity forms.

**Upload the most recent data showing analysis of application to appointment by sexual orientation and trans identity:**

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18636929/ghPdF58TnG/>

**Describe who the analysis is seen by and action taken:**

We have uploaded information in relation to monitoring from April to June this year which relates to 40 recruitment exercises. This analysis was shared with [REDACTED], [REDACTED], chair of our Equality Board, [REDACTED] and [REDACTED]. Out of the 770 applicants, 30 of these were from LGBT candidates. Twelve of these thirty were invited to interview. The figures show that we appointed five LGBT candidates in this period. We continue to promote our department as an inclusive employer through Careers Fairs and Pride events. We have purchased bespoke LGBT marketing materials for these events and feedback from new entrants to the Service indicates that this has supported their decision to apply to our organisation and subsequently be successful. This approach is adopted across Scotland. The Equality Board, which is chaired by the Deputy Crown Agent for Local Court will continue to receive quarterly analysis on recruitment statistics for LGBT candidates and other protected characteristics. The attached analysis has encouraged us to continue to reach out to the wider community and ensure we attract people with the right knowledge and skills to work in our Service.

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

**GUIDANCE:** The system of data collection cannot be through an anonymous staff satisfaction survey.

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

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18636929/E6LLTx1rRs/>

**Describe who the analysis is seen by and action taken:**

The uploaded analysis was examined by the chair of the COPFS Equality Board, [REDACTED], [REDACTED] and [REDACTED] (Senior Business Manager). As the information provided for each of the grades is less than ten, we were not provided with exact figures. However, it should be noted that we have LGBT employees in each of the grades within our Service. We continue to monitor our recruitment methods and data associated with these exercises. This data is analysed on a yearly basis by our Equality Board to ensure that all protected characteristics are represented across all grades.

## 6.5 When running staff

Yes

**satisfaction surveys, does the organisation break down and analyse the satisfaction of LGBT employees?**

**GUIDANCE:** This can be through collecting diversity data on a staff satisfaction survey.

### **Upload the most recent staff satisfaction data:**

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18636929/rwRkmECJWL/>

### **Describe who the analysis is seen by and action taken:**

The analysis is seen by our [REDACTED], our chair of the Equality Board, [REDACTED], our Equality Champion, [REDACTED], our HR Employee Relations Manager, [REDACTED] and our senior LGBT ambassador and LGBT network chair, [REDACTED].

[REDACTED] chairs the Local court staff survey working group which considers this analysis alongside a geographic analysis of our results . Local court is responsible for 70% of our overall staff. This analysis helps inform the action plan for the staff survey working group. For example, the analysis of LGBT staff would suggest that they have lower than average levels of satisfaction with their manager. This information has been cross checked with geographic analysis of our overall results to allow us to pinpoint local issues with managers . We are currently planning a training session for line managers on LGBT issues and this analysis allows us to effectively direct this training which is being developed with the support of our LGBT network.

## Monitoring: Part 3

## 6.6 What proportion of employees have answered the monitoring question asked in 6.1?

**Tick one**

**GUIDANCE:** The proportion should **not** include those who prefer not to say and should be from an HR system, not an anonymous staff survey.

80-89%

### Upload reports or data demonstrating the declaration rate:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18636929/Uaa2UBukXA/>

### Provide a brief description of the report you have uploaded:

In 2016, COPFS completed a Data Gathering Exercise. This is an exercise that we carry out every three years and we utilise our Equality Ambassadors to promote the exercise and to actively encourage colleagues to openly declare their sexual orientation or gender identity. Out of 1733 colleagues, 43 of these colleagues declared as lesbian, gay, bisexual or other sexual orientations. This figure equates to 2.5% of our overall workforce. You will note that a number of the pay grades has an asterisk beside them - this is due to the figures in each of these grades being under five. The information is securely updated on our HR system and as such this report was produced from this system.

## 6.7. What proportion of employees have answered the monitoring question asked in 6.2?

**Tick one**

**GUIDANCE:** The proportion should **not** include those who prefer not to say and should be from an HR system, not an anonymous staff survey.

90-100%

### Upload reports or data demonstrating the declaration rate:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18636929/1KFhWZaBCm/>

**Provide a brief description of the report you have uploaded:**

The above table was taken from the HR return of the 2017 Equality Paper. The data is accurate as at 31st March 2017. 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 or female and one employee as non-binary.