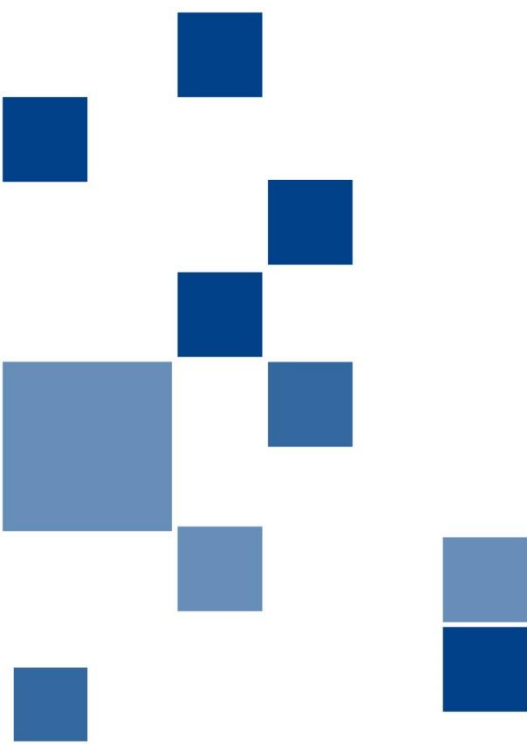


Equality Outcomes and Mainstreaming Progress Report

April 2019



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Foreword

Welcome to our fourth report about how we are tackling inequality and mainstreaming into our work. For the first time, we have combined the reports on delivering our equality outcomes and mainstreaming to provide a comprehensive update on our progress. In 2017, we published a new set of equality outcomes as well as our Strategic Plan for 2017 to 2020. That plan sets out our overarching vision.

Our work means the people of Scotland can count on social services being provided by a trusted, skilled and confident workforce.

In the work we do to deliver this vision, we are committed to tackling inequality and supporting the Scottish Government's value statement: Scotland is a society which treats all people with kindness, dignity and compassion, respects the rule of law, and acts in an open and transparent way.

We will not tolerate any form of inequality or discrimination and we will treat people with dignity and respect, providing them with access to justice and quality public services regardless of their background or position. To reduce the inequalities experienced by people we:

- are committed to carrying out equality impact assessments (EIAs) of our policies, procedures and changes to service delivery
- will deliver the equality outcomes we set ourselves between 2017 and 2021, including improving the information we hold
- will make sure inequality is mainstreamed and part of our ongoing service delivery
- will make sure we are working to increase the diversity of our workforce and the social service workforce in Scotland.

I welcome the examples of good progress we have made so far, for example through our Ambassadors for Careers in Care project we are working to change the perceptions of social service roles including tackling gender stereotyping; promote careers in social services through our career/qualification pathways which aim to attract people into the sector regardless of their previous experience or qualifications while demonstrating why social care is a career choice.

In partnership with Skills Development Scotland, Care Inspectorate and Scottish Government we also helped design a website to promote careers in childcare. This not only supports the expansion of early learning and childcare but also shows the diversity of a career working with children and young people can be. This might include out of school care and residential childcare for example (this flexibility is supported by the streamlined qualifications pathway).

However, the report also highlights where we can do better, and we will focus on those areas in the next two years.



Lorraine Gray.

**Lorraine Gray, Chief Executive
Scottish Social Services Council**

1. Introduction

As a public body, the Scottish Social Services Council (SSSC) adheres to the Equality Act 2010 and the General Duty, paying due regard to our need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- advance equality of opportunity between people who share a protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

This report represents our work to meet the General Duty and Specific Duties imposed by Scottish Ministers under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, to publish equality outcomes and report progress on them. The report sets out:

- our legal equality duties and our strategic approach to addressing them
- information on our employees' protected characteristics, including our recruitment, retention and their development
- our gender pay gap
- our Equal Pay Statement, including occupational segregation information
- how we plan to make our board more diverse.

2. Who we are and what we do

The SSSC is the regulator for the social service workforce in Scotland. Our work means the people of Scotland can count on social services being provided by a trusted, skilled and confident workforce.

We protect the public by registering social service workers, setting standards for their practice, conduct, training and education and by supporting their professional development. Where people fall below the standards of practice and conduct, we can investigate and take action.

We:

- publish the national codes of practice for people working in social services and their employers
- register people working in social services and make sure they adhere to the SSSC Codes of Practice
- promote and regulate the learning and development of the social service workforce
- are the national lead for workforce development and planning for social services in Scotland.

Our strategic outcomes are:

- the right people are on the Register
- our standards lead to a safe and skilled social service workforce
- our resources support the professional development of the social service workforce
- our stakeholders value our work.

3. Equality legislation

Our legal duties in relation to equality are set out in various pieces of legislation and regulations:

- the Regulation of Care (Scotland) Act 2001
- the Equality Act 2010
- the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, as amended.

The Regulation of Care (Scotland) Act 2001 requires the SSSC to act in a manner which encourages equal opportunities.

Our responsibilities on equality issues were expanded by the Equality Act 2010 including the public sector equality duty detailed in section 149 of the Act. This section (known as the General Duty) requires us, in all that we do, to consider the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The Equality Act 2010 introduced nine protected characteristics outlined below.

Protected characteristic	Definition
Age	A person belonging to a particular age (for example 32-year olds) or range of ages (for example 18 to 30-year olds).
Disability	A person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.
Gender reassignment	The process of transitioning from one gender to another.
Marriage and civil partnership	Marriage is a union between a man and a woman or between a same-sex couple. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).
Pregnancy and maternity	Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.
Race	Refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.
Religion and belief	Religion refers to any religion, including a lack of religion. Belief refers to any religious or philosophical belief and includes a lack of belief. Generally, a belief should affect your life choices or the way you live for it to be included in the definition.
Sex	A man or a woman.
Sexual orientation	Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

The general duty is accompanied by the specific duties which were approved by the Scottish Parliament and are set out in the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.

These duties are:

- to report on mainstreaming the equality duty
- to publish equality outcomes and report progress
- to assess and review policies and practices
- to gather and use employee information
- to publish gender pay gap information
- to publish statements on equal pay
- to consider award criteria and conditions in relation to public procurement

- to publish in a manner that is accessible.

The 2012 regulations were amended by the Equality Act 2010 (Specific Duties) (Scotland) Amendment Regulations 2016. We are now required, in our reports on mainstreaming the equality duty, to publish:

- the number of men and women who have been members of our Council over the previous two years
- how we have used the protected characteristics information of our Council Members to take steps towards making sure that the membership is diverse
- how we propose to use this information in future.

This is our fourth report on mainstreaming the equality duty and the second to address the new duties around the diversity of our Council.

4. Mainstreaming equality in the SSSC

Where equality fits in our strategic plan

The Regulation of Care (Scotland) Act 2001 requires us to act in a manner that encourages equal opportunities. More specifically, the Equality Act 2010 sets out the public sector general equality duty that requires public authorities to pay due regard to the need to eliminate unlawful discrimination, victimisation and harassment; advance equality of opportunity; and foster good relations. These requirements apply across the protected characteristics of age, disability, gender reassignment, pregnancy and maternity, race, religion and belief, sex, sexual orientation, and (to a limited extent) marriage and civil partnership.

Scottish Ministers introduced specific duties for Scottish public authorities to enable better performance of the Public Sector Equality Duty. One of these specific duties requires us to publish a set of equality outcomes by 30 April every four years and publish progress towards the outcomes every two years. As part of our work to address inequality, we also carry out equality impact assessments on all our policies and changes to service delivery. We publish completed assessments on our website.

Social and community impact

Our purpose is to protect people who use social services, often the most vulnerable people in our society. Through our work of registering, regulating and developing the workforce we aim to make sure the workforce protects the rights of people who use services and carers. The SSSC Codes of Practice for Social Service Workers and Employers sets out these obligations.

As we develop resources to support the workforce, we have aligned our work with Scottish Government policy objectives to build on the strengths of the community and individuals to ensure that older people can stay in their homes and communities if they want and are able to. We have developed learning resources to enhance the skills to encourage people from all walks of life to consider a career in care and to develop leadership skills throughout the workforce.

In our fitness to practise work we are compliant with human rights issues to ensure that the process is fair and accessible. We have been active participants in the ongoing review of the National Care Standards, which is taking a rights-based approach.

Under the Children and Young People (Scotland) Act 2014 we are defined as a corporate parent and have several duties and responsibilities under that Act. Corporate parenting is 'the formal and local partnerships between all services responsible for working together to meet the needs of looked after children, young people and care leavers'. Our Corporate Parenting Plan sets out how we comply with the responsibilities set out by the Act.

Environmental impact

The Climate Change (Scotland) Act 2009 places duties on public bodies relating to climate change. In 2015, the Scottish Government also introduced an order requiring public bodies to report annually to Scottish Ministers on their

compliance with climate change duties. Keep Scotland Beautiful publishes these reports.

We manage our carbon emissions through a shared service with the Care Inspectorate. We reported last year that we would agree a new carbon management plan in 2017/18. This work did not progress as expected, but a plan was developed and agreed in 2018/19. Our shared service will develop a new sustainability policy about our environmental impact that will include targets for our environmental sustainability and biodiversity work. In the meantime, we continue to take several steps to reduce our environmental impact, including recycling and reduced energy usage through our lighting.

We have agreed a joint procurement strategy with the Care Inspectorate, in which one of the aims is to routinely consider environmental, social and economic opportunities and the impact of our purchasing decisions. The Procurement Reform (Scotland) Act 2014 includes a sustainable procurement duty on public sector bodies requiring them to conduct their procurement in a way that will secure economic, social and environmental wellbeing and a requirement that public bodies consider the use of community benefits in major contracts. We will promote the use of community benefits within procurement exercises where relevant and proportionate to the contract.

Equality Working Group (EWG)

We established an organisational EWG in 2012. The group, along with its membership and terms of reference, were refreshed in 2014 and are again currently being reviewed to ensure the group remains fit for purpose. The EWG:

- supports the mainstreaming of equalities within the SSSC
- provides evidence which contributes towards our equality outcomes.

The EWG also has several additional roles:

- to promote and mainstream good practice throughout the SSSC
- to collaborate on any joint activities identified within the SSSC's project plan or equalities tracker
- to assist the SSSC to meet its responsibilities in relation to legislation (primarily the development of mainstreaming and outcomes reports as required by the Equalities and Human Rights Commission)
- to contribute to consultations.

Membership for this group involves representation from all departments across the SSSC as well as a representative from the Care Inspectorate. Future activity of the EWG will be driving forward the Equality Outcomes Action Plan as well as leading the review of our Corporate Parenting Strategy.

Equality Impact Assessments (EIAs)

Where the SSSC's policies or practices may have an impact on people with protected characteristics, we complete EIAs. These assess the impact, or possible impact, of the policies against the three needs of the general equality duty:

- eliminating discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010

- advancing equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- fostering good relations between persons who share a relevant protected characteristic and persons who do not share it.

SSSC staff regularly complete EIAs and our templates and papers for Council meetings include a requirement for staff to indicate whether they have completed an EIA. EIAs are a running item at meetings of our EWG.

All our EIAs can be viewed on our website. We recently reviewed our process for staff completing EIAs to make sure all forms are accessible and easy to complete.

Staff training

We are currently reviewing the equality and diversity training for staff. We also provide regular updates on the SSSC's performance on equality issues and on changes to policy around equality to our Council Members. We have held various awareness training sessions on specific equality issues with the two most recent sessions taking place during September 2018.

As part of Healthy Working Lives initiative, we supported Alzheimer's month by arranging sessions for staff to enhance their understanding of the condition and how to support those affected. The two sessions helped staff appreciate the condition for themselves and highlight the knowledge social service workers need in supporting people living with dementia. The first session simulated the experience of living with dementia while the second (run by a Dementia Ambassador with RNIB) focussed on exploring the effects of living with sight loss and multiple conditions such as dementia and learning difficulties, as well as having to consider issues of hidden sight loss in diagnosis.

Under our Health and Wellbeing Action Plan, we have developed and published a menopause factsheet which is available to all staff; we will be running our Paths for All step count challenge again throughout April 2019; CPR training is being organised for all staff, as well as mental health training which will be available to staff through our online training database. Throughout this year the Health and Safety Committee will be looking for mental health first aider volunteers to offer support and guidance to all staff when they require it.

We hold occasional development sessions for our staff to improve our understanding of diversity and wider protected characteristics. In 2018 we invited the Scottish Association for Mental Health (SAMH) to deliver a lunchtime workplace session on how to tackle stigma and discrimination around the workplace.

Partnership working

We work with all Scottish non-departmental public bodies (NDPBs) as part of the NDPB Equality Forum and work particularly closely with the Care Inspectorate. We have held equality events jointly with the Care Inspectorate and meet regularly to discuss progress on equality issues and opportunities for shared working.

While developing our 2017-2021 equality outcomes we consulted widely with key stakeholders and took on board feedback from various equality organisations.

Representatives from across the SSSC have been working together to explore further ways of engaging with our registrants. Taking forward the suggestion of five mini conferences across Scotland for registrants, these will highlight our work and participants will have the option to attend sessions which will support them in maintaining their registration.

In partnership with NHS Education for Scotland, Care Inspectorate and the Improvement Service, we are delivering a series of quality improvement events for Chief Officers of integration authorities, Chief Social Work Officers, and other senior health and social service managers. These events will provide an update on quality improvement activities led by each organisation but also provide an opportunity to discuss with partnerships how we might collectively collaborate to support quality improvement in their localities.

As part of our wider approach to engagement with and involvement of stakeholders and customers we are developing our Involving People Plan. To develop this plan, our involving people lead has met with individuals and groups representing people with lived experience of social services and caring and those organisations which have experience of involving people in the planning of their work. These links are helping make further connections with individuals and organisations who want to work with us. There is now a growing network contributing to co-design of the plan. As well as gathering experience and learning from external contacts, we recognise that our employees also bring personal, lived experience of social services and caring. We invited them to share this learning and their ideas to inform our involving people plan and framework at a staff workshop in December 2018. Staff in different roles from all directorates and shared services attended and contributed.

Our analysis of the feedback and research identified the following themes to include in the draft plan.

Values and culture	We recognise that involving people with lived experience of social services in our planned work can also benefit from regular involvement in less formal settings, for example, through volunteering. We are looking at setting up a more established programme of volunteering opportunities.
Involvement that makes a difference	Our plan will have a clear purpose and benefit for all involved. The plan will be structured so that it sets out a systematic approach to involving people and the difference we want our involvement to make.
Connections and partnerships	We will design a map of our network and connections for staff to access to make the most of opportunities for people to participate in the different types of work that we do.

Recording, measuring, evidence and learning	The plan will embed involvement in our project planning, evaluation, and improvement approaches and resources. We will share feedback on the outcome of involvement with those who participated.
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We are also improving how we bring together and better align our engagement with people with lived experience and that with young people and people with protected characteristics. We are currently reviewing how we meet our duties under the Equality Act, including our EIA methodology. In addition, we will be developing a new Corporate Parenting Plan for 2020 and linking this work with the new requirement to publish a Children’s Rights Report. The Children and Young People (Scotland) Act 2014 establishes duties on public bodies to report every three years on the steps they have taken to further children and young people’s rights. The duty commenced on April 2017 and the first reports are to be published in 2020.

Raising awareness of our equality work

We recognise the importance of keeping our staff and Council members up to date with equality requirements and issues therefore we make this information available through a variety of mediums including our monthly newsletters; Intranet and posters displayed throughout open spaces for example kitchens across our office.

- we upload EIAs to our website and highlight through minutes of management meetings which are available to all staff
- provide updates to staff through Yammer and our new functionality of Microsoft Teams
- publish articles on equality in our ibulletin and newsletter.

The EWG is working on a calendar of all equality dates and commemorations to share with staff to complement how we currently publicise events and dates through our Communications Team in weekly briefings.

Employee information

This section provides a breakdown of our organisation in terms of the protected characteristics. Full details along with information on gender pay gap and our equal pay statement can be found later within this report.

We ask our employees to provide information on their protected characteristics through our monitoring form, at recruitment and then again throughout their employment as and when required – often through an online survey. As we move to our new HR system, employees will be asked to input and update this information themselves through our online database. Through both systems (old and new) this information is stored securely and can only be viewed by our HR team and/or the individual themselves.

Of the employees who provided data up to January 2019:

- 75.6% are female
- 77.4% are aged between 25 – 54 years
- 1.9% declared as having a disability
- 21.9% are married
- 22.6% say they have no religion/belief.

5. Progress delivering our Equality Outcomes 2017 to 2021

Consultation and engagement around new outcomes

To develop our equality outcomes, we consulted with the EWG to identify areas for improvement. Senior managers were able to provide strategic input and identify where there are links between our equality work and the current and new strategic plan.

Our external consultation began with a meeting in 2016, held jointly with the Care Inspectorate and five organisations representing people with a range of protected characteristics. We continued this work in January 2017 as the Care Inspectorate held a meeting with the same organisations and their Involved People group to discuss equality issues in the care and social service sector. This included discussion of equality issues in the social services workforce, which we used to inform our new set of outcomes.

The outcomes continue to target the inequality highlighted in our previous set of outcomes and as this showed significant inequality, we anticipate they will take longer than four years to fully achieve. We aim to make progress over the four-year period and will review in 2021. The outcomes also require a focus on partnership working; we will take opportunities wherever they arise to work with other organisations to address inequality in the workforce.

Reporting, monitoring and reviewing our equality outcomes

We consider mainstreaming equality to be a journey of continuous improvement. As such we will work with our colleagues in other organisations to identify and consider additional projects that will help with this approach.

Through the six-weekly meetings of the EWG progress towards achieving our equality outcomes will be monitored, with reports being provided to monthly Operational Management Team (OMT) and Executive Management Team (EMT) meetings as required. **Our Equality Outcomes 2017 – 2021**

In the tables on the following pages, we present the progress to date delivering the equality outcomes we set for delivering between 2017 and 2020. In some instances, we feel we could be doing more, and state what new actions we will undertake in the next two years.

Outcome 1:	
More people who belong to groups which are underrepresented in the social service workforce access social service learning and development	
Action	Progress
1. We will continue monitoring the protected characteristics information of admissions to the childhood practice awards, degree in social work and postgraduate courses	<p>We continue to collect this data through annual monitoring forms received from our 42 approved courses across Scotland. However, as this requirement is not mandatory, we have many gaps in the data collected so are unable to accurately report figures.</p> <p>To improve the quality of these annual returns the EWG will work closely with SSSC colleagues and higher education institutions (HEIs)/colleges to raise awareness of the importance of this data explaining why we collate it and how we use it – namely to enhance the service we provide to the social service workforce. We will plan awareness raising events across Scotland in collaboration with key stakeholders.</p>
2. We will continue to provide a disability allowance for disabled students on the full time MSc social work course	<p>We have been given powers to pay of postgraduate bursaries from Scottish Ministers for nominated and eligible students studying the full time MSc social work at selected universities across Scotland. Eligible students can also apply for a disabled student’s allowance (DSA). They can claim for:</p> <ul style="list-style-type: none"> • equipment (for example laptop, software) • non-medical helper support (for example proofreading) • general allowance (for example printing/photocopying). <p>Funding is reviewed annually and at this time no changes are expected to the provision of DSA to eligible students receiving a bursary for the full time MSc social work course.</p> <p>Numbers receiving this support varies annually, in 2017/18 we had 18 students receiving support with seven to date for 2018/19 (this is not a finalised figure). The majority tend to have varying learning disabilities, but we have had those with hearing or sight impairments and others requiring physical or mental health support.</p>

Outcome 2	
Our workforce in Scotland better reflects the diversity of Scotland's communities	
Action	Progress
1. We will continue to monitor the characteristics of workers who go through our fitness to practise process	All workers are asked to complete an equality questionnaire however very few are returned. We are looking to address this through our new IT system using an online questionnaire. In addition, during allegations workers are asked if they have a protected characteristic to determine if any reasonable adjustments can be made. We are examining how best to record this information. We are also examining how to collate information for all our workers when they register so we have a better understanding of our workforce and how best we can support their needs going forward.
2. We will continue working with other organisations to encourage men to consider careers in early years and childcare.	<p>Across the workforce there are approximately: 202,090 workers:</p> <ul style="list-style-type: none"> • 15% are male • 85% are female. <p>Women primarily make-up the sub-sectors of day care of children and childminders while others employ a greater percentage of male workers including social work fieldwork services and residential childcare.</p> <p>To help balance these figures two senior SSSC managers sit on the national Early Learning and Childcare (ELC) expansion programme and project board contributing to planning and discussions regarding recruitment into early years to meet the staffing required for the expansion. Scottish Government is running several targeted recruitment campaigns to reach underrepresented groups in the workforce including men. Recent figures have shown that the uptake of men undertaking ELC modern apprenticeships (MAs) has increased and that men are better represented in the ELC MA compared to other MAs. One recruitment campaign is 'Job and a joy' - focusing on promoting male workers within ELC. A similar campaign will be developed for adult social care with the SSSC taking the lead role.</p> <p>In addition, many colleges/training providers have established targets within their funding to allocate set numbers of places to men. The Scottish Funding Council are encouraging colleges and universities to set out their plans to address gender equality in courses in their outcome agreements.</p> <p>We will work alongside the Scottish Government to develop a new ELC national induction resource aimed at new staff to help them identify their critical role in delivering high quality ELC.</p>

Outcome 2	
Our workforce in Scotland better reflects the diversity of Scotland's communities	
Action	Progress
	<p>Through our Ambassadors for Careers in Care project we are working to change the perceptions of social service roles including tackling gender stereotyping; promote careers in social services through our career/qualification pathways which aim to attract people into the sector regardless of their previous experience or qualifications while demonstrating why social care is a career choice.</p> <p>We are striving to better understand people's movements across education, including the access routes that will lead to one of our benchmark qualifications and movement across the SSSC Register. Through research we hope to gain a variety of insights, including more about gender representation, so that we can enhance our careers guidance.</p>
3. We will undertake and support any actions identified in the Race Equality Framework for Scotland 2016-2030.	Detailed action plan included as Appendix 2.
<p>4. We will continue to identify links with and contribute to other policy drivers, including:</p> <ul style="list-style-type: none"> • A Fairer Scotland for Disabled People • the British Sign Language (BSL) National Plan • the Gaelic Language Plan 2015-2020 • gender action plans across the education sector. 	<p>Through the EWG we look to be involved with and/or support several policy drivers including:</p> <ul style="list-style-type: none"> • the Equalities Action Plan for Modern Apprenticeships in Scotland • the Scottish Business Pledge • Supported Employment Framework • the 'Carer Positive' scheme • having a link on our website to BSL • developing a Gaelic Language Plan. <p>Our Social Impact Pledge 2018 contains the following commitment: as part of our annual planning process, we have committed to introducing a more systematic approach to involving people in the planning and delivery of our work. To further our commitment to young people in the local area, our high-quality work placements can help provide young people with not only work experience but also the opportunity for their confidence and self-esteem to flourish.</p> <p>We continue to offer MAs to staff which are supported by Quest, our external SVQ provider. An assessor visits our modern apprentices every few weeks to observe, go through their coursework and provide feedback/offer support. Our Registration Department are currently advertising MA positions following a successful earlier recruitment where two MAs completed their SVQ and one went onto become a permanent Registration Assistant. Our Registration Department is an approved SVQ centre and administers the SVQ process for our MAs.</p>

Outcome 2	
Our workforce in Scotland better reflects the diversity of Scotland's communities	
Action	Progress
	<p>We recently registered to the Disability Confident Scheme and are committed to level 1. Our commitments are:</p> <ul style="list-style-type: none"> • inclusive and accessible recruitment • communicating vacancies • offering an interview to disabled people • providing reasonable adjustments • supporting existing employees. <p>We continue to gather and publish equality data on workforce characteristics, two recent reports include Scottish Social Service Sector: Report on 2017 Workforce Data and Mental Health Officers (Scotland) Report 2017. These reports could potentially support workforce planners and recruiters by drawing attention to the percentage of mental health officers who work in the sector by age or by the data being used to evidence the extent of which the sector is recruiting more male workers into ELC. We are heavily involved with the ELC expansion programme participating at board level.</p>

Outcome 3	
The SSSC's Council and Committee Members and staff better reflect the diversity of Scotland's communities.	
Action	Outcome
1. We will continue to work towards achieving a more diverse Council	<p>Our most recent recruitment in 2018 had in mind the Scottish Government's ambition of 50:50 gender representation by 2020. Therefore we:</p> <ul style="list-style-type: none"> • made suggestions to the Scottish Government Public Appointments Team to remove as much jargon as possible from the recruitment pack and advert to improve its accessibility • created short video clips from a male and female Council Member to help explain about training and the fact that no previous experience is needed to become a member to encourage applicants who may be new to such a role • offered the opportunity for an informal chat during the recruitment process • publicised the role on our corporate website, our online magazine SSSC News and through our newsletters sent to the social service sector
2. We will advertise more widely when recruiting committee members	<p>The Scottish Government recruits our Council Members; however, we promote any vacancies by including an article in SSSC News, our newsletters and on social media. We also add a link to the homepage of our website. We tweet about the recruitment regularly as do the Care Inspectorate and</p>

Outcome 3	
The SSSC's Council and Committee Members and staff better reflect the diversity of Scotland's communities.	
Action	Outcome
	send out a stop press bulletin. All appointments are advertised by the Scottish Government's Appointment Team who send it to all local authorities; Integrated Joint Boards; Social Work Scotland and a host of other organisations.
3. We will hold, or attend, events directed at underrepresented groups on our committees when recruiting for members	<p>We continue to work closely with our Sponsor and Scottish Government Public Appointments Team to assist in any way we can with recruiting members to our committees.</p> <p>We are currently in discussions with Inclusion Scotland about offering one of their members the chance to shadow our Council for a year – this would involve one of our Council Members acting as a mentor. The aim of the project is to encourage participation and to make it more accessible for a disabled person to apply for a future political appointment.</p>
4. We will continue to monitor job applications and appointments, including promotions, in relation to all protected characteristics	<p>We have an optional equality monitoring form which we ask all employees to complete, this data is then used and published in our employee mainstreaming reports. We regularly review this form to ensure it is consistent with census categories.</p> <p>Although we don't currently carry out specific work to promote protected characteristics this is an area of work the EWG will take forward working alongside HR colleagues. With our new online HR system employees will be required to manually update and self-declare their own equality monitoring data. Our new system has been amended to be consistent with census and Stonewall equality categories. We have recently produced application shortlisting packs for managers which have a breakdown of applicants by gender and age group. They also highlight candidates qualifying for the guaranteed interview scheme. As equality monitoring forms are not mandatory for our job applicants, there are gaps in some of our data.</p>
5. We will carry out an annual equal pay audit	Our full report will be published in 2021 however we are seeing evidence of a slight reduction in our pay gap over the past year which can be attributed to the Scottish Government's public sector pay policy.
Please note: We've added the following to the action plan published in 2017 to ensure we are continuing to develop our approach to meeting the Public Sector Equality Duty. These actions may continue into our action plan for delivering our next set of equality outcomes.	
6. Identify training opportunities for staff working with organisations in relation to equality issues and to provide	Through the EWG and in line with other stakeholders/key organisations we will develop a training framework for staff ensuring all equality are considered. This will be continuously rolled out throughout the year to capture new employees.

Outcome 3	
The SSSC's Council and Committee Members and staff better reflect the diversity of Scotland's communities.	
Action	Outcome
these and information guides on a regular basis (new)	
7. Develop internal protected characteristics support groups with staff to allow specific focus and action in the organisation (new)	Through the EWG we will establish relevant support groups (online or in person) as directed by employee feedback and jointly with our key partners where appropriate to offer support and guidance to staff.
8. Encourage staff to become involved in equality work for example EWG and mainstream this in the organisation (new)	Membership of the EWG will be reviewed annually through OMT – engagement on this working group will be promoted through internal communications; on our website; through social media and employee communications raising awareness of the work of the group and the opportunities for staff.
9. Require staff to complete equal monitoring forms (new)	With the introduction of our new online HR system all staff through departmental meetings and staff communications will be required to manually update their equality monitoring forms. These will be monitored through the EWG six-weekly meetings.
10. Promote equality dates and commemoration to staff through internal communications (new)	The EWG is developing of an awareness and campaigns calendar. This will be promoted through staff emails, team meetings, events and advertised throughout the office social and open spaces. We'll promote involvement and participation at national events through social media, for example Twitter.

Outcome 4	
The people who interact with us and use our resources better reflect the diversity of the social service workforce. They find us accessible, have opportunities to get involved and influence our work by telling us what they want.	
Action	Outcome
1. We will keep the accessibility of our website under review and consult with stakeholders to ensure all members of the community are able to access information	<p>The current website more than surpasses forthcoming public sector accessibility standards. Our website is AA compliant for accessibility in line with the W3C Web Content Accessibility Guidelines.</p> <p>During Spring 2019 we will launch a new careers website (for adult social care) which has been codesigned with our career ambassadors. With the evidence we collect from the sector we are also creating an interactive careers website. Designed as a one-stop-shop, giving people the correct information to make informed choices about a career in social services as well showing the different options available.</p> <p>We will continue to performance measure those who use our resources/newsletters.</p> <p>In partnership with Skills Development Scotland, Care Inspectorate and Scottish Government we also helped</p>

Outcome 4	
The people who interact with us and use our resources better reflect the diversity of the social service workforce. They find us accessible, have opportunities to get involved and influence our work by telling us what they want.	
Action	Outcome
	design a website to promote careers in childcare. This supports the expansion of ELC and also shows how varied a career working with children and young people can be. This might include out of school care and residential childcare.
2. We will continue to promote the use of Contact-BSL and other resources which help people with sensory impairment	We continue to promote this service with a link on our website (contact us page) although we have no known examples of anyone using the service to contact us. Our website also has the option to choose high contrast or low contrast viewing as well as the ability to change text size.
3. We will continue to promote the use of plain English in our publications	We continue to make sure we write our publications in plain English. We promote the use of plain English on letters which are crystal marked by the Plain English Campaign. Internally we have developed a Style Guide which has guidelines for staff when compiling reports and publications.
4. We will collect information on, and views from, people who access our resources and events	<p>We continue to capture views and feedback on an ongoing basis from the sector particularly involving them in the codesign of resources.</p> <p>An example is the Personal Outcomes eBook where our integration team commissioned a storyteller supplier to produce the impact of our work in a booklet including the feedback from those, we have engaged with over the past year. In response to feedback we also developed booklets on Promoting Excellence Impact of Dementia Ambassadors.</p> <p>Through our annual Customer Survey, we collate information from the sector asking them about the use of our resources; whether they find them useful and if they would recommend these to others.</p>
5. We will support the delivery of the BSL National Plan	Please see update under Outcome 2.

6. Employee monitoring information

We must take steps to gather and use employee information on:

- the composition of our employees in relation to their protected characteristic
- the recruitment, development and retention of employees in relation to their protected characteristics.

We must publish annual breakdown of this information and detail the progress that we make in gathering and using this information to better perform the General Equality Duty.

At the time of analysis, the SSSC had 270 employees. This is a decrease of six since our last report in 2017.

We continue to develop our systems and processes to make sure we collect more information to carry out a detailed analysis of our employment information in relation to all protected characteristics.

Although our data collection for ethnicity is good, we wish to improve the following protected characteristics:

- disability
- gender reassignment
- marital status
- religion
- sexual orientation.

In some parts of our report there are high responses in the 'prefer not to say', never collated and 'not stated' categories. We are aware that we've not taken a consistent approach across the two years of the reporting period. This is due to changes in our processes and methods of collection. We also recently started working more closely with Care Inspectorate (as we share resources) and have aligned our categories with them. As monitoring is not mandatory, employees have the choice to choose 'prefer not to say', 'not stated' or to ignore the question, for example provide a nil return.

The data tables in Appendix 3 have an asterisk * where there were fewer than five employees within this category. We have chosen not to publish results as this may lead to the identification of individuals. Further to this and to help with non-identification of individual employees, an asterisk * has been used with a nil return to some of the question categories.

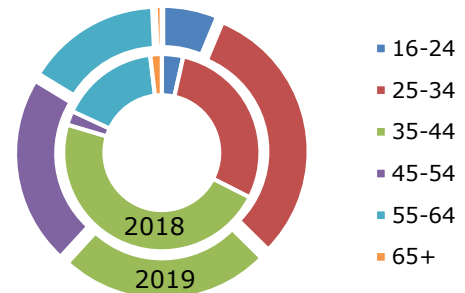
6.1 - SSSC Whole workforce profile information

Just over 75% of our workforce is female with 24.4% being male. This is a general trend that has not changed in previous years. We know that our workforce is not typical in that the Scottish population is almost half male and half female. We also know that historically the care profession attracts and employs more females than males.

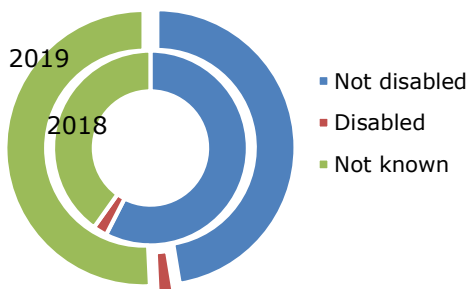
Gender	2018	2018 %	2019	2019 %
Female	194	74.9%	204	75.6%
Male	65	25.1%	66	24.4%
Grand Total	259	100.0%	270	100.0%

55% of our workforce is between 25 - 44 years of age with just under 40% being 45 years and over. Since the last reporting period we have seen a decrease in employees aged 65 and over which is not reflective of the ageing population of Scotland. Our workforce also doesn't reflect the wider social service workforce where the average age of a social service worker is 44 years. Our younger workforce (16 - 24 years) has almost doubled in the last year which may be linked to our investment in MAs.

Employees by age



Employees by disability status

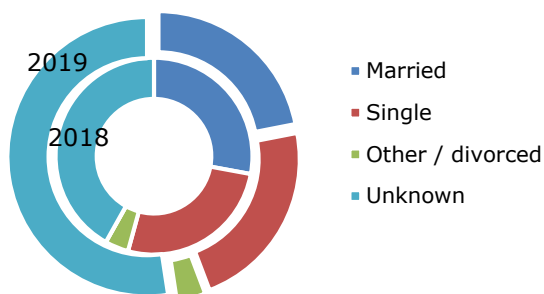


There could be more disabled employees in our organisation as half of employees have not answered the question, preferred not to say or we have not collected this information. We know from Census information that approximately 20% of the Scottish population consider themselves to have a long-term, activity-limiting health problem or disability and would expect our employee data to be more reflective of this¹.

Regarding gender reassignment most of our employees have either not answered the question or chosen 'prefer not to answer'. No member of staff has declared undergoing gender reassignment with 45.6% in 2018 and 37.4% in 2019 stating they never have.

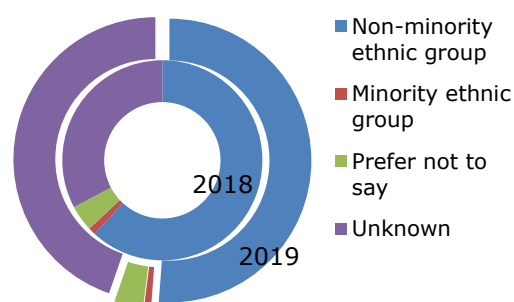
¹ Scotland's Census 2011

Marital status



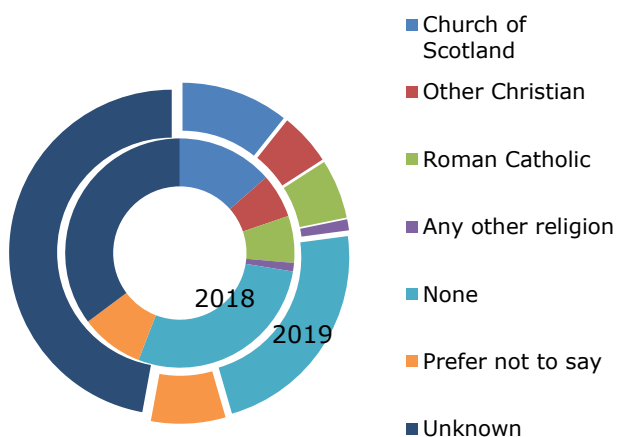
Further to the UK Supreme Court’s decision to change a ruling regarding the rights of co-habiting couples in February 2017, we will consider changing our marital status categories to allow employees to report as either single or co-habiting over the next reporting period.

Ethnicity declaration



To keep anonymity of staff the results have been combined into categories as displayed within the graph. For a further breakdown please see Appendix 3. Most of our staff self-declare themselves as being White – Scottish. This is a decrease since our last report; however, we do have a higher number of people either not answering the question or not being asked the question through our monitoring forms.

Religion declaration



Over the past two years there has been a decrease in employees reporting in each religion with only a slight increase in the number of those ‘not answering’. The most common reported religions are Church of Scotland, Roman Catholic and other Christian.

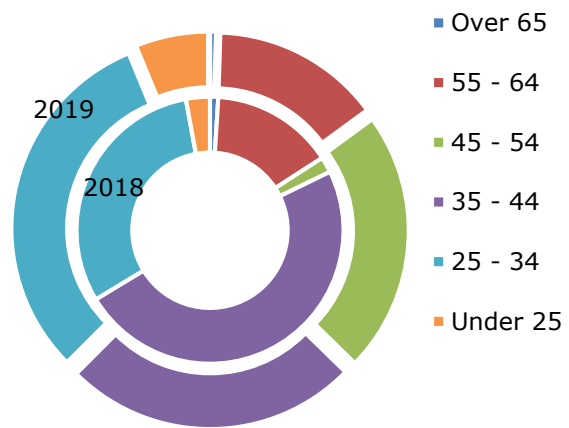
Over the reporting period most employees have self-declared as being heterosexual (55.2% and 45.9% in 2018 and 2019 respectively), followed closely by ‘not answered’ and ‘prefer not to say’. Only a small percentage of staff have self-declared as being either bisexual, gay man, gay woman or asexual. Further details are in Appendix 3.

Under pregnancy, in the interests of anonymity for staff, with such low numbers being reported please see Appendix 3 for further details.

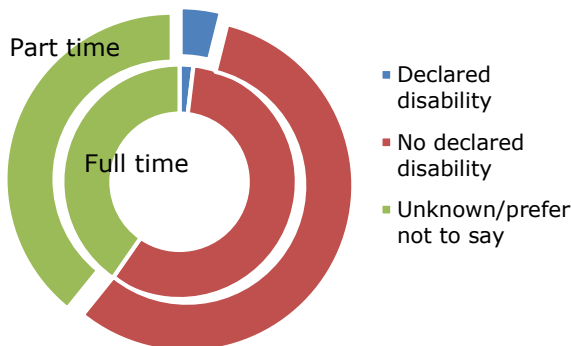
6.2 - SSSC comparison between part time and full time workforce profile information

Within the SSSC we have 215 staff working full time and 55 working part time. A further breakdown shows we currently have 156 full time female employees and 7 part time males. From the chart we see that our staff within the 35 – 44 age group has decreased for full time roles, while specifically in the last year, our younger workforce (under 25 and 25 – 34) has grown across full time working.

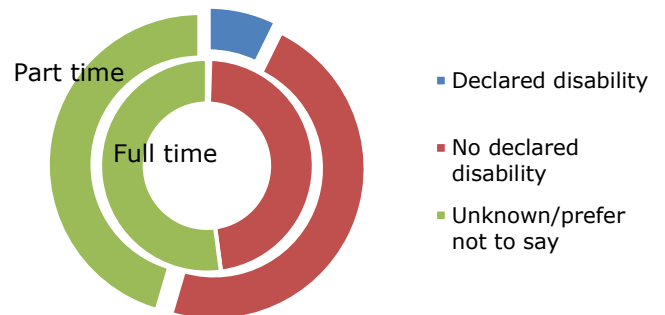
Age distribution in full time employees



Disability declaration in full and part time employees - 2018



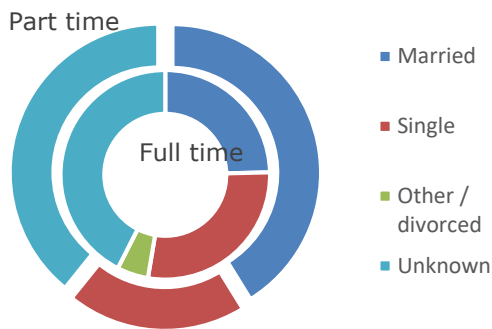
Disability declaration in full and part time employees - 2019



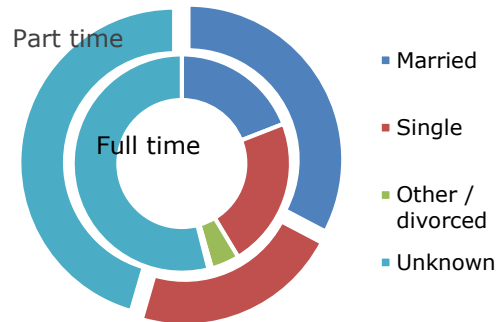
From the information we can see that a higher percentage of staff working in part time roles declare themselves as having a disability. However, we continue to have large numbers of staff choosing not to answer this question within our equality monitoring forms.

Regarding gender reassignment most of our employees have either not answered the question or chosen 'prefer not to answer'. Although in 2019 less employees choose 'prefer not to say' we saw higher numbers not answering at all or we did not collect this data for example, we didn't ask this question.

Marital status in full time and part time employees 2018

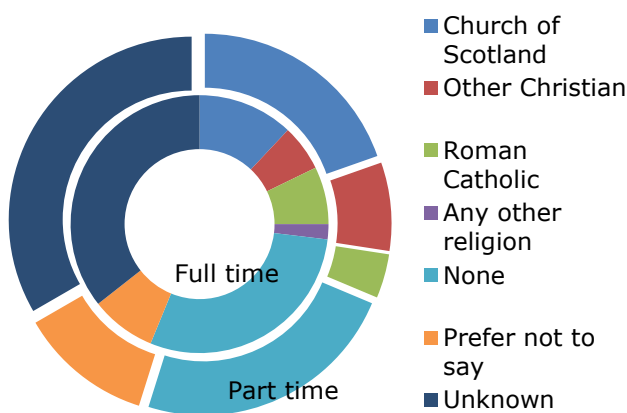


Marital status in full and part time employees 2019

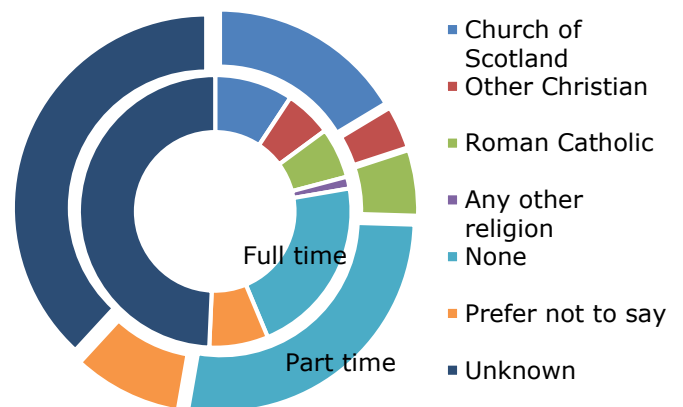


It is interesting to note that part time employees are more likely to declare as being married although the figures for this description for both part and full time staff has reduced since 2018.

Religion declaration in full and part time employees - 2018



Religion declaration in full and part time employees - 2019



While all declarations of religions have shown decreases over the past two years the only increases have been in staff, both part and full time declaring to either have 'no religion/belief' or chose to not answer the question.

Regarding staff self-declaring sexual orientation there has been no distinct change over the past two years with most staff, either full or part time declaring themselves as heterosexual with the remaining majority being 'prefer not to say' and staff choosing not to answer the question.

Most staff, full and part time, self-declare as being within a non-minority ethnic group, the second largest group is the result of staff choosing not to provide an answer.

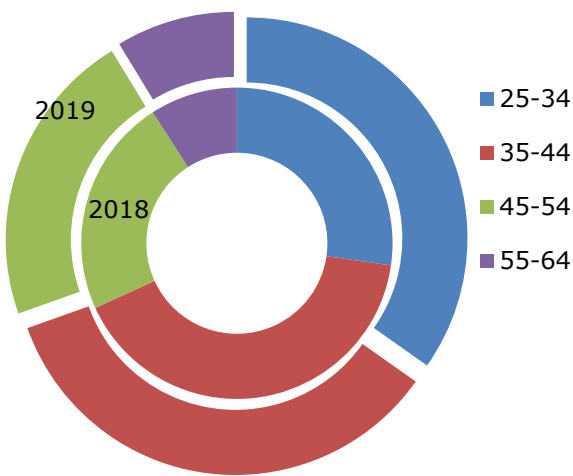
Information around pregnancy is in Appendix 3.

6.3 - Flexible workforce – successful applications

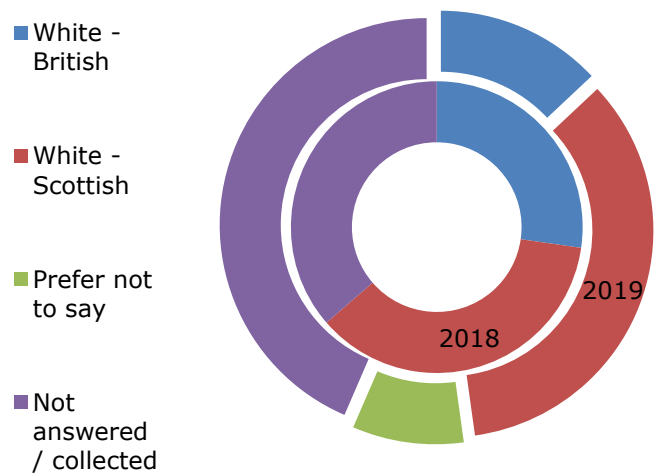
The information in this section is based on the number of employees who applied and were successful at gaining a flexible working arrangement. During 2017 – 19 we had a total of 45 successful applications. Most applications were from females (17 in 2018 and 19 in 2019) which is consistent with the gender breakdown of our workforce.

The graphs below show most successful applications were from employees who are white – Scottish, aged between 25 and 44, are heterosexual and self-declare as not having a disability. These results are in line with our current workforce. Further details can be found in Appendix 3.

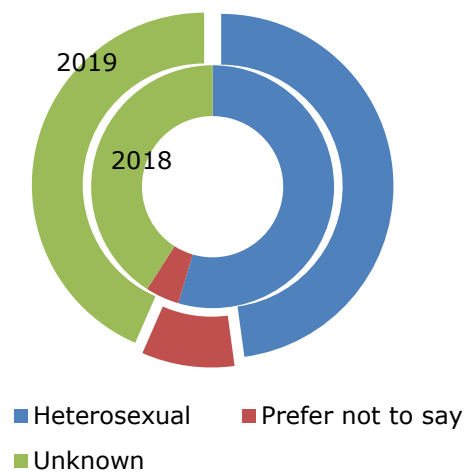
Successful flexible working applications by age



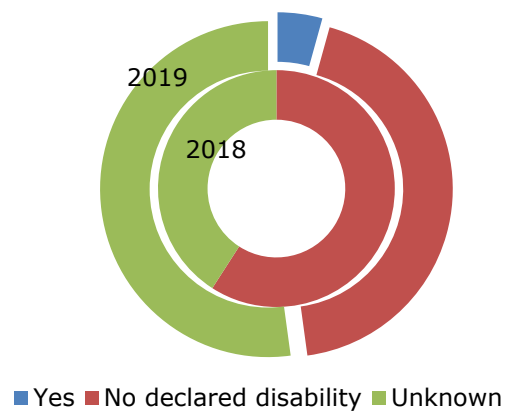
Successful flexible working applications by ethnicity



Successful flexible working applications by sexual orientation



Successful flexible working applications by disability



6.4 - Dismissals and other reasons for leaving

Turnover rate

We have consistently had a low turnover rate, with 26 employees choosing to leave the organisation in 2017/18 and 31 leavers in 2018/19.

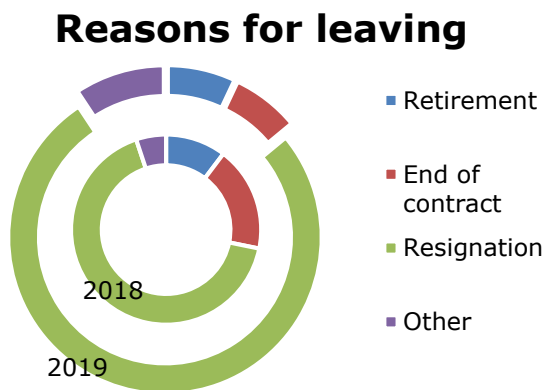
	2018	2019
Turnover Rate	9.7%	11.6%

Dismissals

We have an extremely low number of dismissals across both years.

Reasons why employees left the organisation

This section is a breakdown of employees who left between 2017 and 2019 due to a variety of reasons including resignation, retirement and the end of a contract. The highest number of leavers were aged between 25 and 34. The highest reason for people leaving both years is due to resignation.



	2018	2019
Leavers	39	43

Of the total number of leavers, the majority were female. As per other results many leavers chose not to answer equality monitoring questions but of those that did most leavers were

white – Scottish and heterosexual, with half identified as being married with the other half stating they were single.

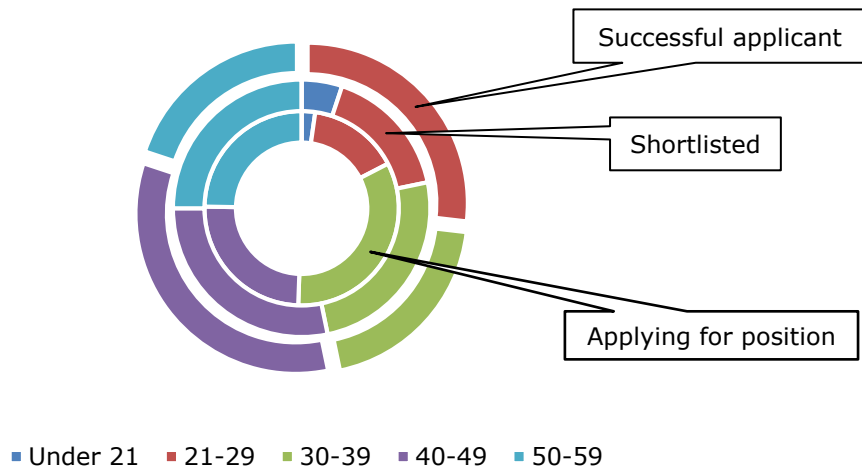
6.5 - Recruitment and selection analysis

This section includes an equality and diversity breakdown of the three different stages involved in recruitment: those who applied for a position, those who were shortlisted and successful applicants.

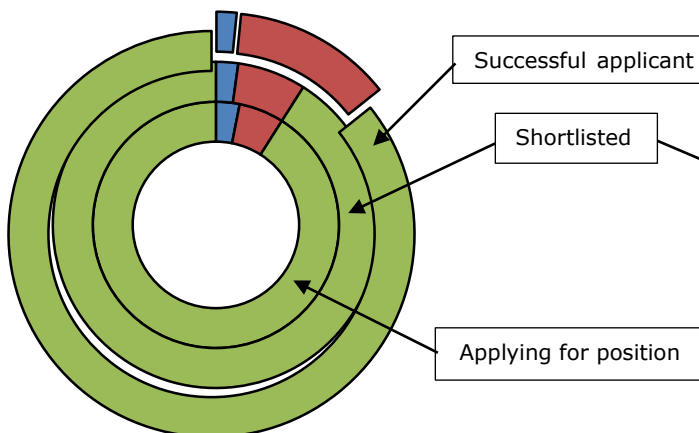
Capturing equality and diversity monitoring data

As mentioned previously, there are limitations to the recruitment data we hold. There is an extremely poor return rate of the Equality Monitoring Form, leading to many of the categories being blank or 'not stated'. We recognise this is an area that we can improve for our next report and we will continue to encourage all candidates to complete their equality and diversity information.

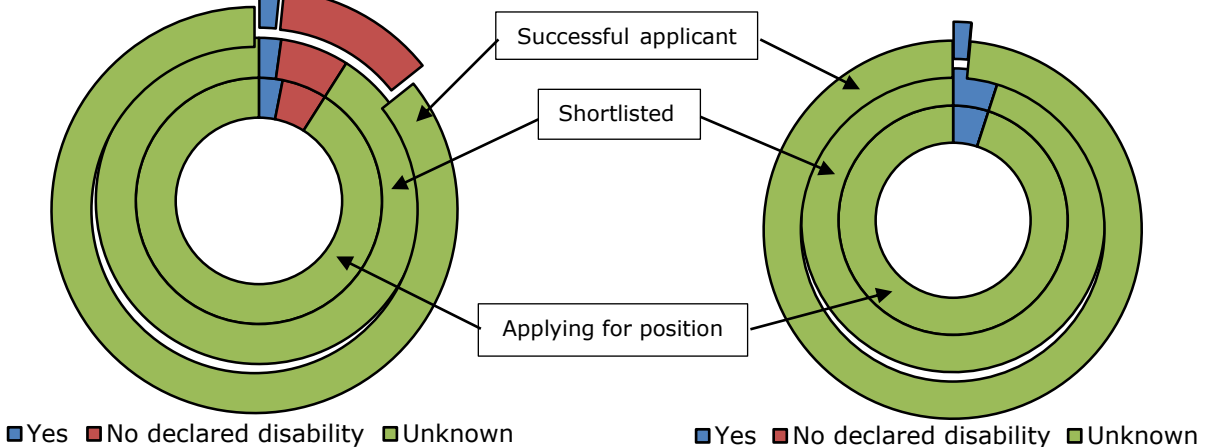
Recruitment and selection by age



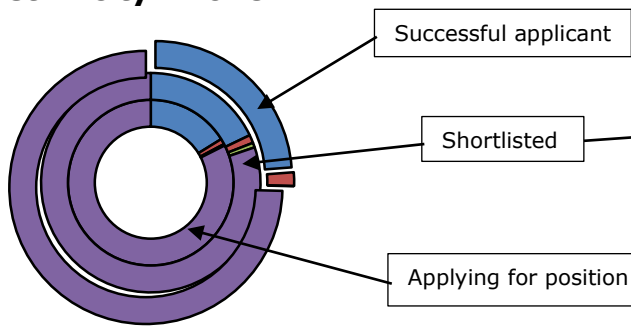
Recruitment and selection by declared disability - 2018



Recruitment and selection by declared disability - 2019

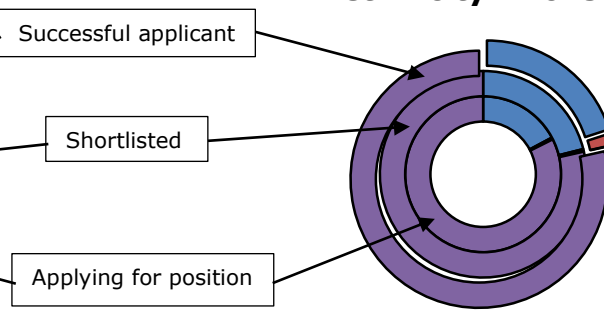


Recruitment and selection by ethnicity - 2018



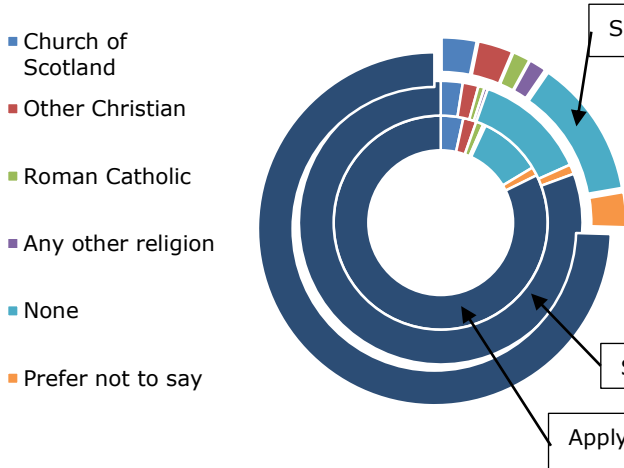
- Non-minority ethnic group
- Minority ethnic group
- Prefer not to say
- Unknown

Recruitment and selection by ethnicity - 2019



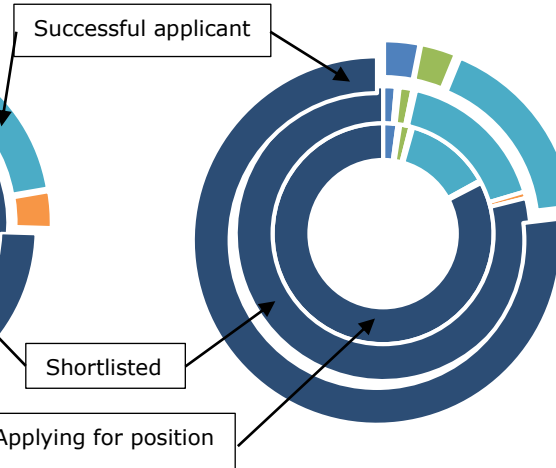
- Non-minority ethnic group
- Minority ethnic group
- Prefer not to say
- Unknown

Recruitment and selection by religion - 2018



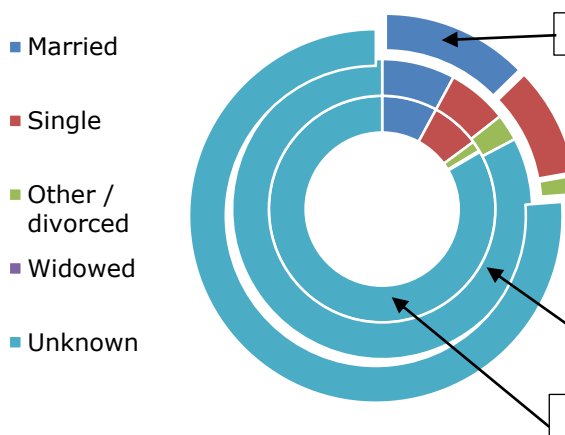
- Church of Scotland
- Other Christian
- Roman Catholic
- Any other religion
- None
- Prefer not to say

Recruitment and selection by religion - 2019



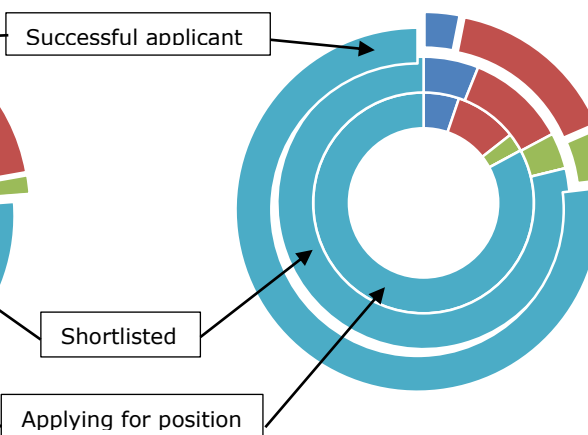
- Church of Scotland
- Other Christian
- Roman Catholic
- Any other religion
- None
- Prefer not to say

Recruitment and selection by marital status - 2018



- Married
- Single
- Other / divorced
- Widowed
- Unknown

Recruitment and selection by marital status - 2019



- Married
- Single
- Other / divorced
- Widowed
- Unknown

6.6 - Gender pay gap

	Mean female hourly wage	Mean male hourly wage	Gender pay gap
2018	£15.91	£17.51	9.1%
2019	£16.03	£17.42	8.0%

	Median female hourly wage	Median male hourly wage	Gender pay gap
2016	£11.62	£16.58	29.9%
2017	£12.29	£17.09	28.1%
2018	£13.24	£17.61	24.8%
2019	£13.10	£17.21	23.9%

We have calculated our gender pay gap using both the mean and median male and female hourly wages. We have found that our gender pay gap as of 31 January 2019 using the mean figures is 13.9% for Scotland (2018) and 17.1% for UK (2018) while ours is 8.0%.

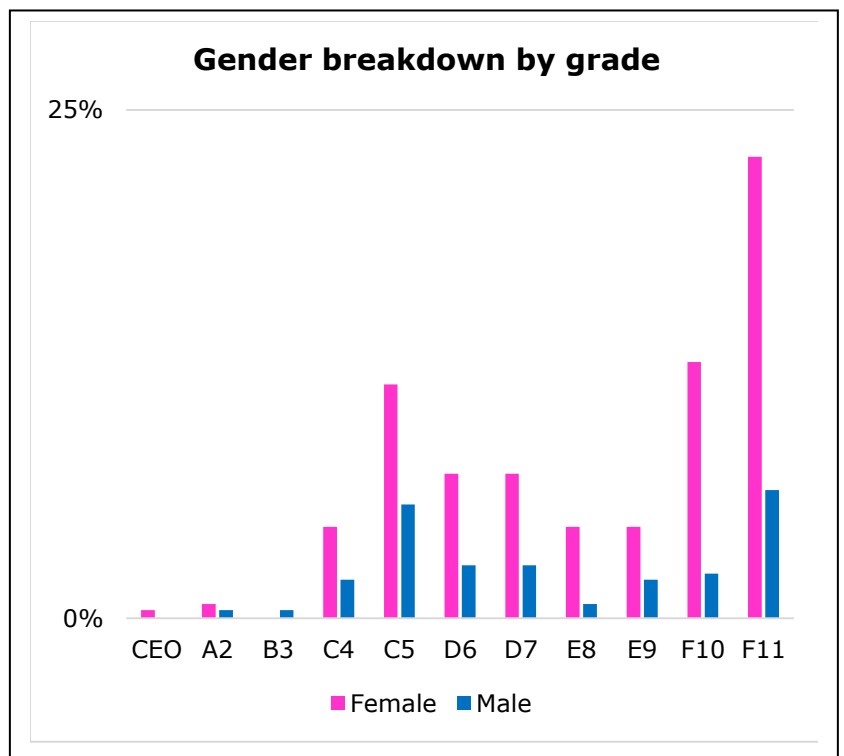
Our gender pay gap as of 31 January 2019 using median figures is 23.9%. This means that women working at the SSSC earn, on average, 76.1% of the average wage of men working. This has shown a positive move from 2015 when our median pay gap was 29.5% and is currently higher than both the Scottish average (15% in 2018) and the UK average (17.9% in 2018). Recently this may be the result of the Scottish Government's Public Sector Pay Policy for the 2018-2019 staff pay remit.

The table below summarises the average salary by gender. Taking all roles and salaries into account, we pay men 10.5% more than women across the organisation. This measure could be influenced by compositional differences in our workforce, for example the larger proportion of women who work in part time positions compared to men.

	Total employees	Employees (FTE)	Female (FTE)	Male (FTE)	% Female	% Male	Average FT salary	Average FT salary (female)	Average FT salary (male)	Female average salary as % of male salary
Full time	215	215	156	59	61.7%	23.3%	30,249	29,308	32,736	89.5%
Part time	55	38	34	*	13.3%	1.7%	28,017	28,755	22,957	125.3%
Grand Total	270	253	190	63	75.0%	25.0%	29,794	29,178	31,699	92.0%

The table below shows the SSSC's gender profile by pay grade for 2018/19.

Grade	Total employees	Female average salary as % of male average salary
CEO	1	
A2	3	103.1%
B3	*	*
C4	17	101.0%
C5	46	100.2%
D6	26	101.4%
D7	26	101.4%
E8	14	96.3%
E9	17	100.2%
F10	40	100.8%
F11	78	100.7%



Nationally women are underrepresented in senior management and leadership roles with 78% of all part time workers being women². Most of the workforce is female and this continues with the representation of women in higher paid roles being the trend. When comparing different industries across Scotland there are significant deviations including in public admin, education and health there is a higher proportion of women who are in the 'managers, directors and senior officials' occupation group that men².

	Female employees	% female	Male employees	% male
Lower quartile	51	76%	16	24%
Lower middle quartile	56	82%	12	18%
Upper middle quartile	51	76%	16	24%
Upper quartile	46	68%	22	32%

We recognised the importance of reducing our gender pay gap. We continue to:

- offer a flexible working scheme
- offer childcare vouchers
- carry out an annual equal pay audit.

² The gender pay gap: facts and figures – 2018, SB 19-08

6.7 - Equal pay statement

We must publish a statement on equal pay every four years. In 2017 we published our second statement; we will publish our next statement in 2021.

We support equal opportunities in employment and believe that as part of that principle staff should receive equal pay for the same or broadly similar work.

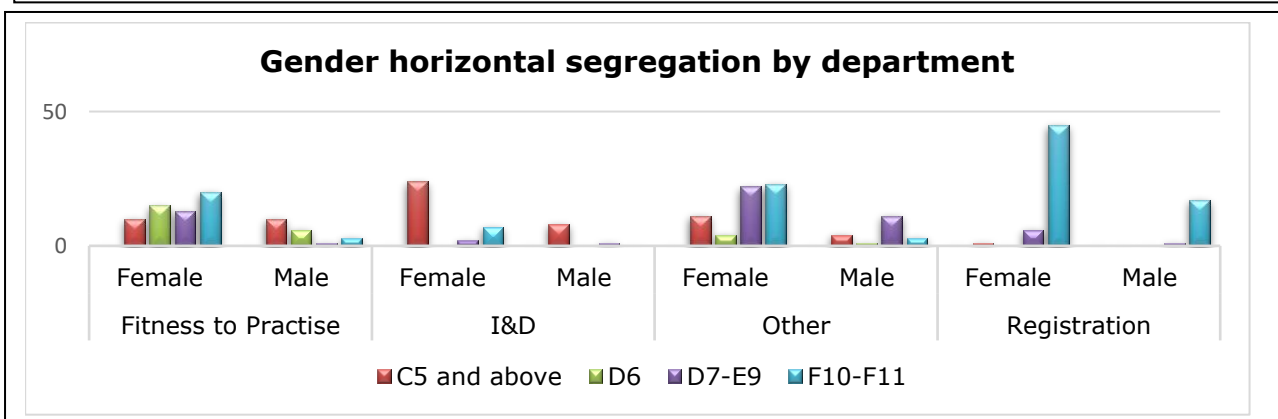
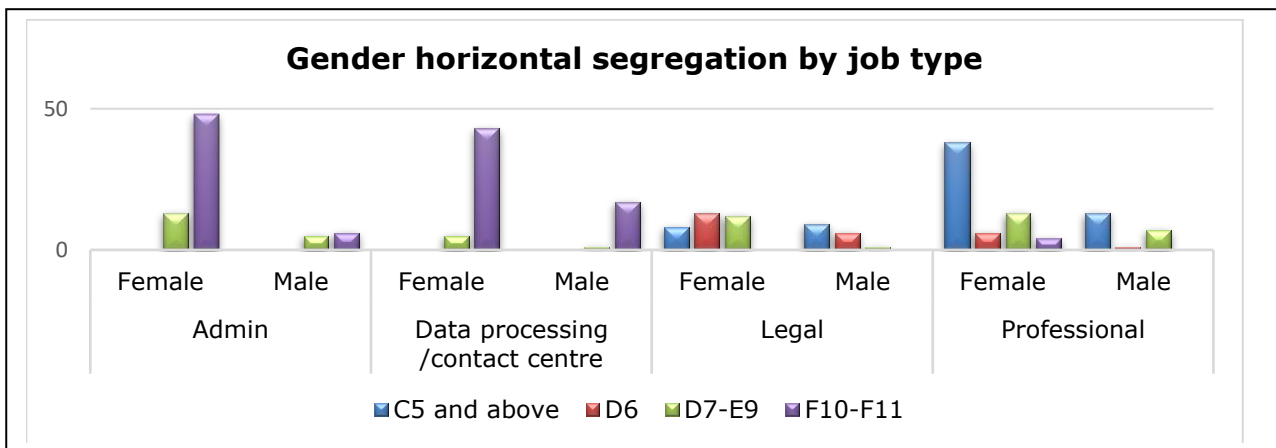
We believe that it is in the organisation's interest and in the interests of good management practice that pay is awarded fairly and equitably to eliminate any bias and to support morale and enhance efficiency.

We recognise that to achieve the principle of equal pay for employees doing equal work, we should operate a pay system which is transparent, based on objective criteria and free from any bias relating to any of the protected characteristics.

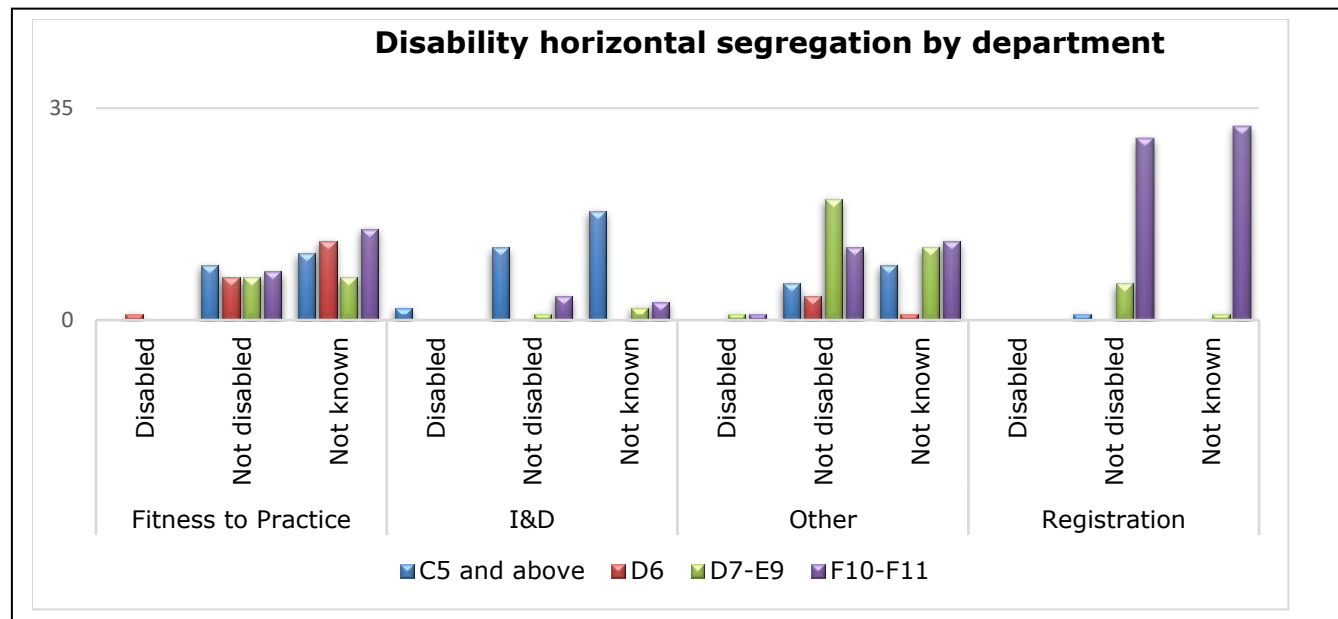
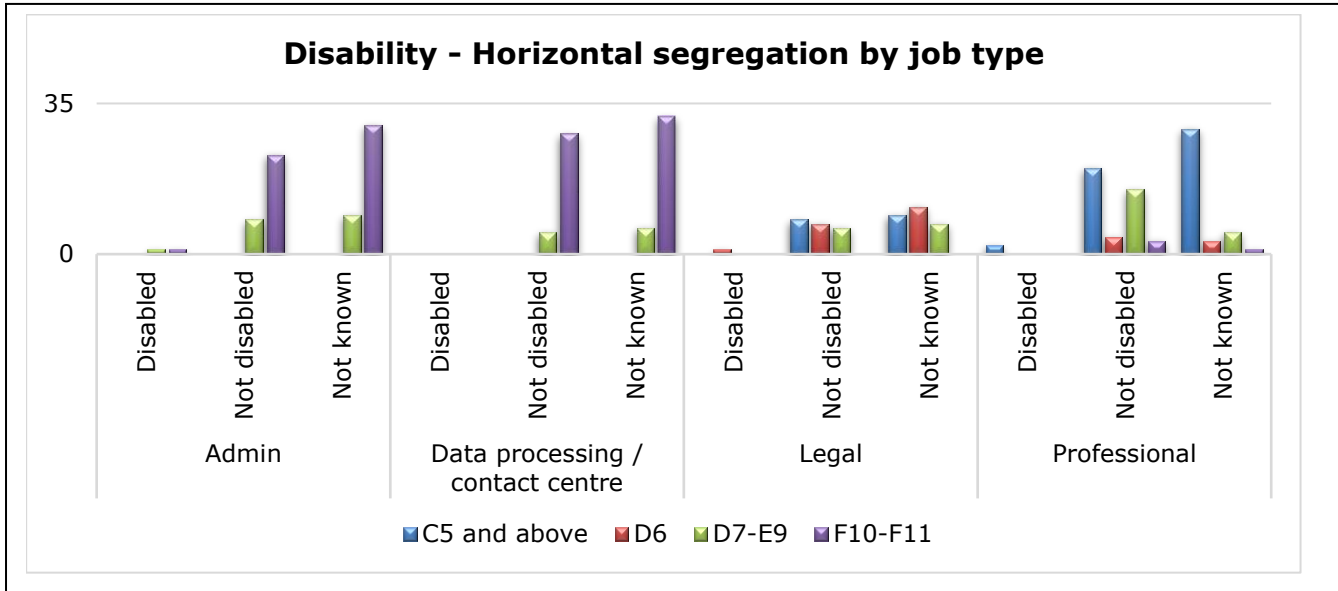
To put our commitment to providing equal pay into practice we will:

- examine and keep under review existing and future pay practices including continuing to use an objective job evaluation system
- carry out regular monitoring of the impact of the organisation's pay practices
- provide guidance for managers directly involved in decisions relating to remuneration
- continue to work in partnership with Unison on the actions and implementation of this policy
- conduct an annual equal pay audit.

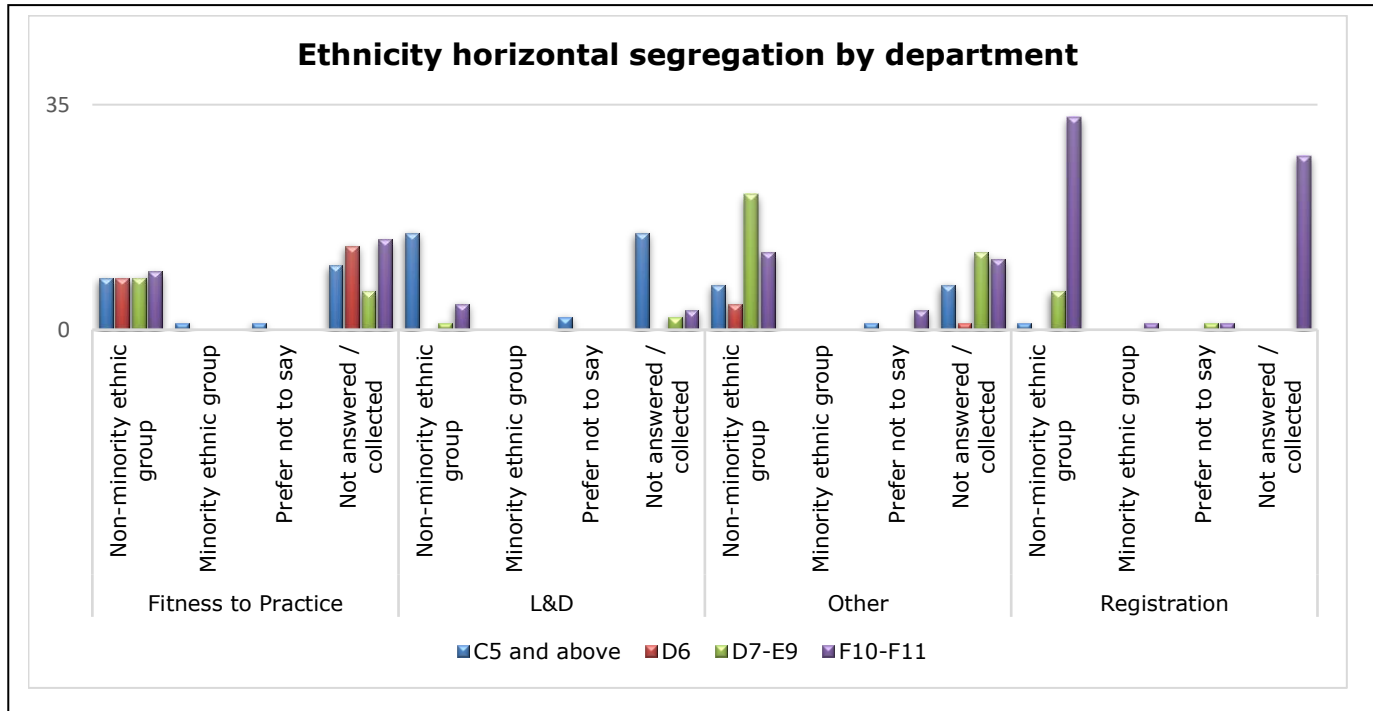
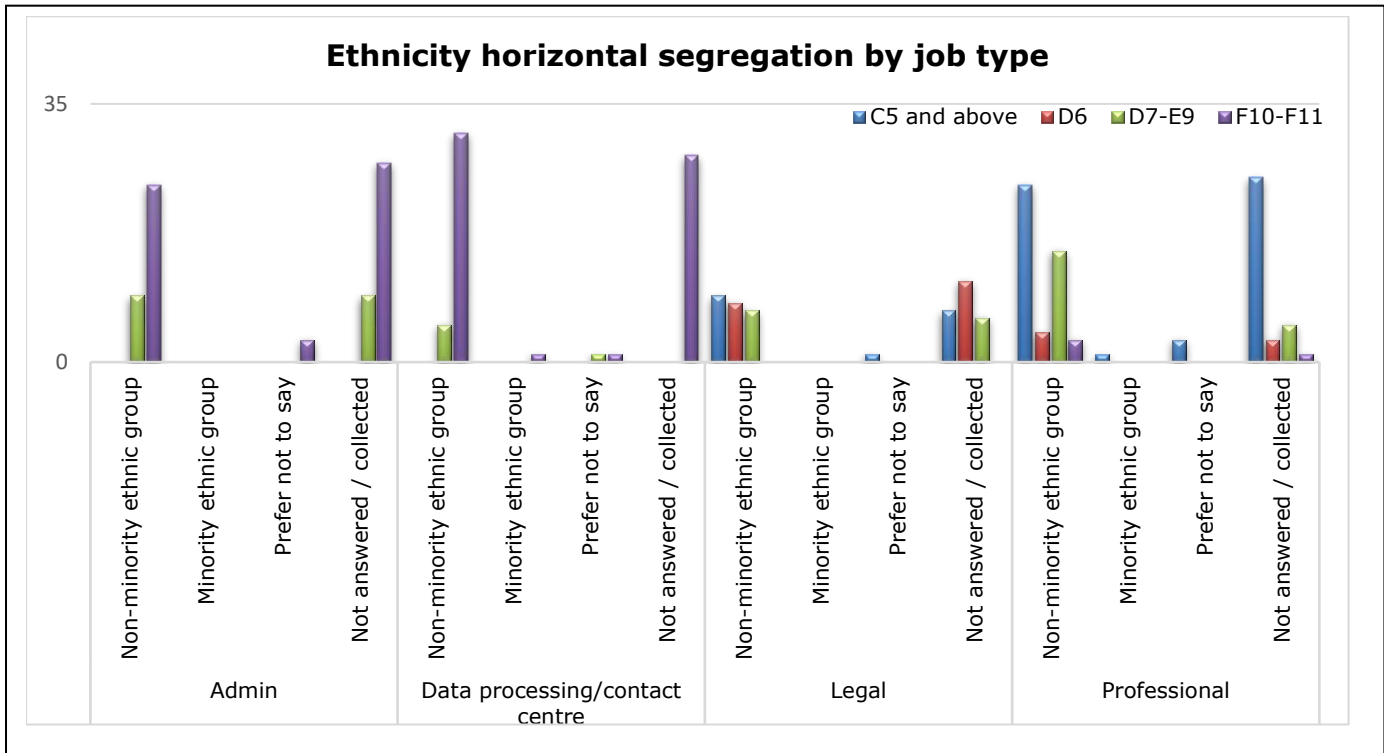
Occupational segregation information



Gender	Vertical segregation	
Grade	Female	Male
C5 and above	46	22
D6	19	7
D7-E9	43	14
F10-F11	95	23



Disability	Vertical segregation		
Grade	Disabled	Not disabled	Not known
C5 and above	*	28	38
D6	*	11	14
D7-E9	*	34	22
F10-F11	*	54	63



Ethnicity – vertical segregation	C5 and above	D6	D7 - E9	F10 - F11
Non-minority ethnic group	31	12	36	58
Minority ethnic group	*			*
Prefer not to say	*		*	*
Not answered/collected	32	14	20	55

6.8 - Council Member diversity

We are working to develop a diverse Council, with a range of people including carers, people who use services and registrants. Over the past two years our Council has been close to achieving an equal gender balance.

Since we published our last mainstreaming report on 30 April 2017, we have seen changes in our Council gender profile – with a maximum number of 10 members (which we've had over the past two years) we saw a reduction in the number of female board members from 4 down to 3 in 2019.

	2018	2019
Male members	6	7
Female members	4	3

We recognise the need to continue working to make sure our Council better reflects the diversity of Scotland's communities and we welcome members from a range of backgrounds and experiences. Our founding legislation, the Regulation of Care (Scotland) Act 2001, requires Scottish Ministers to appoint:

- at least two members who are registered social service workers
- at least two members who
 - use or have used care services
 - care for people who use or have used care services.

6.9 - Procurement

Our Procurement Strategy 2016-2020 sets out how equality considerations are mainstreamed in our procurement processes. All full tenders address equal opportunities as a mandatory requirement. Suppliers must not unlawfully discriminate against any group within the protected characteristics in their activities relating to contracting with us. This is in our standard terms and conditions. We also use the collaborative contracts and frameworks procured by the Scottish Government and Crown Commercial Services wherever possible. In these circumstances, equalities are considered as part of the process. All staff responsible for procurement receive procurement training which covers equalities issues.

Our Procurement Strategy:

- sets out our priorities and proposals for procurement over the planning period
- identifies those factors that will influence the way in which we manage the procurement process, and
- describes the arrangements for monitoring and evaluating the strategy.

Our strategy has seven key priorities.

1. Achieve value for money.
2. Deliver sustainable procurement.
3. Raise the level of procurement knowledge, skills and expertise.
4. Provide timely performance information.
5. Achieve the benefits derived from collaborative working.
6. Strengthen contract and supplier management processes.
7. Provide a procurement service which supports effective procurement which delivers best value.

Appendix 1: Profile of the social service workforce as of December 2017

This section focuses on the profile of the social service workforce in terms of age, gender, ethnicity and disability to highlight any variation in these characteristics across sub-sectors and employer types. The data presented comes from individual records with a 95% return rate (approximately 192,000 records), although this does differ between sub-sectors and data items.

How we collate employment information

We've used data from our 10th Workforce Data Report which is also the 7th set of Official Statistics. The information combines administrative data from the Care Inspectorate with data collected directly from local authorities by the SSSC to form a comprehensive picture of the paid workforce employed in the social service sector in Scotland at the end of 2017 (this is our most up to date report).

Profile of the social service workforce as of December 2017

This information is correct as of December 2017 and is in our Report on 2017 Workforce Data.

Age: The median age of a social service worker is 44. This means the workforce is, on average, older than would be expected. (The median age for those between 16 and 65 in Scotland is 42.)

There is variation between sub-sectors and types of employers. The median age of a private sector social services worker is 41, whereas the median age of a public sector worker is 48. The median age of workers in childcare agencies and day care of children is 33 and 36 respectively. The median age of workers in other sub-sectors varies from 42 to 51.

Some sub-sectors show little difference between different types of employers in the age distribution while others show a marked difference. For example, in day care of children, the private sector has a heavy concentration of younger workers while the public sector has mostly older workers. The voluntary sector has two different peaks of workers with a noticeable gap in between. You can also see this distinction in child care agencies.

Disability: There is a high rate of unknown responses and non-disclosures (14%). At least 2% of social service workers have a disability, and 85% do not.

Ethnicity: This is another category with a high rate of unknown responses (17%). At least 80% of workers are white and 3% are BME. The two sectors with the largest proportion of ethnic minorities (care homes for adults and nurse agencies) are ones with a large private sector presence. A minimum of 5% of staff working in care homes for adults and 20% of nurse agency staff are from ethnic minorities.

Gender: The workforce has a very high proportion of female staff with only around one in six being male. There are some areas where men have a higher representation, namely criminal justice (fieldwork services for offenders and offender accommodation services) and residential children's services (residential child care and school care accommodation), where they make up around one third or more of people working in

those sub-sectors. Non-residential children's services (adoption services, child care agencies, childminders, day care of children and fostering services) have the highest proportion of female workers at 87% or higher.

Key messages

- Public sector services tend to have the oldest workforces, while the private sector has the youngest.
- Non-residential children's services (except for adoption services) have the youngest workforce and the greatest proportion of female workers.
- Men account for 15% of the overall workforce but have around double or greater representation in criminal justices and residential children's services.
- At least 3% of the workforce is from an ethnic minority.
- At least 2% of the workforce report having a disability.

Appendix 2: Race Equality Framework for Scotland 2016 – 2030

Overview of visions and key goals

<p>Our vision for a fairer Scotland is that by 2030 Scotland is a place where people are healthier, happier and treated with respect, and where opportunities, wealth and power are spread more equally. The Race Equality Framework aims to ensure that this vision is achieved equally for people from all ethnicities, helping to build a Scotland where we all share a common sense of purpose and belonging</p>	
Action	Approach by the SSSC
<p>3 – Scotland’s public sector has improved capacity to tackle racial inequality and meet the needs of minority ethnic people</p> <p>4 – Policy processes in Scotland are based on a robust range of data on ethnicity</p>	<p>The EWG will review equality and diversity training for all staff. We continue to offer translation services for all documents as and when required and provide the service during our hearings process.</p> <p>We continue to strive to enhance our data collection around equality and all protected characteristics – reviewing our monitoring forms and how best we engage with our employees and the sector we support.</p>
<p>Participation and representation – minority ethnic participation and representation is valued, effective, fair and proportionate at all levels of political, community and public life</p>	
<p>10 – Increase participation and representation of minority ethnic individuals in governance and influence in decision making at local and national level</p>	<p>We continue to improve the diversity of our Council and are currently looking at working with Inclusion Scotland to offer a shadowing experience to one of their members to support their ‘Access to Politics for Disabled People in Scotland’ project.</p>
<p>Employability, employment and income – minority ethnic people have equal, fair and proportionate access to employment and representation at all levels, grades and occupation types in Scotland’s workforce and experience fewer labour market, workplace and income inequality</p>	
<p>20 – Identify and promote practice that works in reducing employment inequality, discrimination and barriers for minority ethnic people, including in career paths, recruitment, progression and retention</p>	<p>Through the EWG we will work with organisations who represent minority ethnic people to make sure our recruitment, progression and retention is fit for purpose with no discrimination. The EWG will also work with employees to make sure our careers pathway remains fit for purpose.</p>

22 – Ensure access to appropriate early learning and childcare for minority ethnic families	Senior managers are involved with both the ELC expansion programme and project board. We continue to review our monitoring and data collection processes to make sure they remain fit for purpose and inclusive of all protected characteristics.
25 – Scotland’s public sector workforce is representative of its communities	We continue to work towards our Council being 50:50 representation as well as a balanced workforce that represents the Scottish population.
Health and home – minority ethnic communities in Scotland have equality in physical and mental health as far as is achievable, have effective healthcare appropriate to their needs and experience fewer inequality in housing and home life	
28 – Scotland’s health and social care workers are better able to tackle racism and promote equality and community cohesion in delivery of health and social care services	Through the remit of the EWG we will look to offer opportunities for staff to be involved with volunteering as well as offering a range of training (online and face-to-face) covering equality, diversity, human rights, mental health and race equality. We worked with the Care Inspectorate to jointly produce Health and Social Care Standards and SSSC Codes of Practice materials.
29 – Scotland’s health and social care workforce better reflects the diversity of its communities	Senior managers are involved with the work of the ELC expansion programme which is targeting recruitment of underrepresented groups, for example males in the early years’ workforce.

Appendix 3 – Detailed employee monitoring information

SSSC whole workforce profile information

Age	2018	2018 %	2019	2019 %
16-24	9	3.5%	17	6.3%
25-34	75	29.0%	84	31.1%
35-44	122	47.1%	66	24.4%
45-54	6	2.3%	59	21.9%
55-64	42	16.2%	42	15.6%
65+	5	1.9%	*	*
Grand Total	259	100.0%	270	100.0%

Disability	2018	2018 %	2019	2019 %
Unknown	*	*	18	6.7%
No	149	57.5%	128	47.4%
Not answered	93	35.9%	110	40.7%
Prefer not to say	11	4.2%	9	3.3%
Yes	6	2.3%	5	1.9%

Gender reassignment	2018	2018 %	2019	2019 %
Unknown	*	*	18	6.7%
No	118	45.6%	101	37.4%
Not answered	126	48.6%	139	51.5%
Prefer Not to Say	15	5.8%	12	4.4%

Marital Status	2018	2018 %	2019	2019 %
Civil Partnership	*	*	*	*
Divorced	8	3.1%	7	2.6%
Married	72	27.8%	59	21.9%
Unknown	*	*	18	6.7%
Not answered	89	34.4%	107	39.6%
Prefer not to say	19	7.3%	16	5.9%
Separated	*	*	*	*
Single	68	26.3%	60	22.2%
Widowed	*	*	*	*

Pregnancy/maternity	2018	2018 %	2019	2019 %
Not pregnant	193	99.5%	204	100%
Pregnant	*	*	*	*
Within maternity period	2018	2018%	2019	2019%
Not pregnant	190	97.9%	197	96.6%
Pregnant	*	*	*	*

Ethnicity	2018	2018 %	2019	2019 %
African, African Scottish or African British	*	*	*	*
Asian – any other Asian ethnic group	*	*	*	*
Black, Black Scottish or Black British	*	*	*	*
Indian, Indian Scottish or Indian British	*	*	*	*
Mixed - any mixed or multiple ethnic group	*	*	*	*
Unknown	*	*	18	6.7%
Not answered	85	32.8%	103	38.1%
Other - any other ethnic group	*	*	*	*
Prefer not to say	11	4.2%	9	3.3%
White - Any other white ethnic group	*	*	*	*
White - British	50	19.3%	42	15.6%
White - Irish	*	*	*	*
White - Irish and Northern Irish	*	*	*	*
White - Northern Irish	*	*	*	*
White - Polish	*	*	*	*
White - Scottish	103	39.8%	91	33.7%
White - Welsh	*	*	*	*
White - English	*	*	*	*

Religion	2018	2018 %	2019	2019 %
Any other religion, please describe	*	*	*	*
Buddhist	*	*	*	*
Church of Scotland	35	13.5%	29	10.7%
Hindu	*	*	*	*
Unknown	*	*	18	6.7%
None	73	28.2%	61	22.6%
Not answered	91	35.1%	109	40.4%
Other Christian	16	6.2%	14	5.2%
Prefer not to say	23	8.9%	20	7.4%
Roman Catholic	17	6.6%	16	5.9%

Sexual orientation	2018	2018 %	2019	2019 %
Bisexual	*	*	*	*
Gay man	*	*	*	*
Gay woman	*	*	*	*
Heterosexual	143	55.2%	124	45.9%
Unknown	*	*	18	6.7%
Not answered	91	35.1%	108	40.0%
Not stated	*	*	*	*
Prefer not to say	19	7.3%	16	5.9%

SSSC comparison between part time and full time workforce profile information

AGE	2018	2018 %	2019	2019 %
25-34				
Full time	64	30.8%	67	31.2%
Part time	11	21.6%	17	30.9%
35-44				
Full time	101	48.6%	54	25.1%
Part time	21	41.2%	12	21.8%
45-54				
Full time	*	*	48	22.3%
Part time	*	*	11	20.0%
55-64				
Full time	31	14.9%	31	14.4%
Part time	11	21.6%	11	20.0%
65+				
Full time	*	*	*	*
Part time	*	*	*	*
Under 25				
Full time	6	2.9%	14	6.5%
Part time	*	*	*	*

Disability	2018	2018 %	2019	2019 %
Full time	208	80.3%	215	79.6%
Unknown	*	*	15	7.0%
No	120	57.7%	102	47.4%
Not answered	76	36.5%	91	42.3%
Prefer not to say	8	3.8%	6	2.8%
Yes	*	*	*	*
Part time	51	19.7%	55	20.4%
Unknown	*	*	*	*
No	29	56.9%	26	47.3%
Not answered	17	33.3%	19	34.5%
Prefer not to say	*	*	*	*
Yes	*	*	*	*

Gender	2018	2018 %	2019	2019 %
Full time	208	80.3%	215	79.6%
Female	153	73.6%	156	72.6%
Male	55	26.4%	59	27.4%
Part time	51	19.7%	55	20.4%
Female	41	80.4%	48	87.3%
Male	10	19.6%	7	12.7%

Gender reassignment	2018	2018 %	2019	2019 %
Full time	208	80.3%	215	79.6%
Unknown	*	*	15	7.0%
No	101	48.6%	83	38.6%
Not answered	97	46.6%	109	50.7%
Prefer Not to Say	10	4.8%	8	3.7%
Part time	51	19.7%	55	20.4%
Unknown	*	*	*	*
No	17	33.3%	18	32.7%
Not answered	29	56.9%	30	54.5%
Prefer Not to Say	5	9.8%	*	*

Marital status	2018	2018 %	2019	2019 %
Full time	208	80.3%	215	79.6%
Civil partnership	*	*	*	*
Divorced	8	3.8%	7	3.3%
Married	51	24.5%	41	19.1%
Unknown	*	*	15	7.0%
Not answered	73	35.1%	90	41.9%
Prefer not to say	15	7.2%	11	5.1%
Separated	*	*	*	*
Single	58	27.9%	48	22.3%
Widowed	*	*	*	*
Part time	51	19.7%	55	20.4%
Civil partnership	*	*	*	*
Divorced	*	*	*	*
Married	21	41.2%	18	32.7%
Unknown	*	*	*	*
Not answered	16	31.4%	17	30.9%
Prefer not to say	*	*	5	9.1%
Separated	*	*	*	*
Single	10	19.6%	12	21.8%

Religion	2018	2018 %	2019	2019 %
Full time	208	80.3%	215	79.6%
Any other religion, please describe	*	*	*	*
Buddhist	*	*	*	*
Church of Scotland	25	12.0%	20	9.3%
Hindu	*	*	*	*
Unknown	*	*	15	7.0%
None	61	29.3%	46	21.4%
Not answered	74	35.6%	91	42.3%
Other Christian	12	5.8%	12	5.6%
Prefer not to say	17	8.2%	15	7.0%
Roman Catholic	15	7.2%	13	6.0%
Part time	51	19.7%	55	20.4%
Any other religion, please describe	*	*	*	*
Church of Scotland	10	19.6%	9	16.4%
Unknown	*	*	*	*
None	12	23.5%	15	27.3%
Not answered	17	33.3%	18	32.7%
Other Christian	*	*	*	*
Prefer not to say	6	11.8%	5	9.1%
Roman Catholic	*	*	*	*

Sexual orientation	2018	2018 %	2019	2019 %
Full time	208	80.3%	215	79.6%
Bisexual	*	*	*	*
Gay man	*	*	*	*
Gay woman	*	*	*	*
Heterosexual	115	55.3%	96	44.7%
Unknown	*	*	15	7.0%
Not answered	74	35.6%	90	41.9%
Not stated	*	*	*	8
Prefer not to say	14	6.7%	11	5.1%
Part time	51	19.7%	55	20.4%
Bisexual	*	*	*	*
Gay woman	*	*	*	*
Heterosexual	28	54.9%	28	50.9%
Unknown	*	*	*	*
Not answered	17	33.3%	18	32.7%
Not stated	*	*	*	*
Prefer not to say	5	9.8%	5	9.1%

Ethnicity	2018	2018 %	2019	2019 %
Full time	208	80.3%	215	79.6%
African, African Scottish or African British	*	*	*	*

Asian - any other Asian ethnic group	*	*	*	*
Indian, Indian Scottish or Indian British	*	*	*	*
Mixed - any mixed or multiple ethnic group	*	*	*	*
Unknown	*	*	15	7.0%
Not answered	70	33.7%	87	40.5%
Other - any other ethnic group	*	*	*	*
Prefer not to say	10	4.8%	8	3.7%
White - Any other white ethnic group	*	*	*	*
White - British	37	17.8%	29	13.5%
White - Irish and Northern Irish	*	*	*	*
White - Northern Irish	*	*	*	*
White - Polish	*	*	*	*
White - Scottish	83	39.9%	69	32.1%
White - Welsh	*	*	*	*
White -English	*	*	*	*
Part time	51	19.7%	55	20.4%
Black, Black Scottish or Black British	*	*	*	*
Indian, Indian Scottish or Indian British	*	*	*	*
Unknown	*	*	*	*
Not answered	15	29.4%	16	29.1%
Prefer not to say	*	*	*	*
White - Any other white ethnic group	*	*	*	*
White - British	13	25.5%	13	23.6%
White - Irish	*	*	*	*
White - Irish and Northern Irish	*	*	*	*
White - Scottish	20	39.2%	22	40.0%

Pregnancy	2018	2018 %	2019	2019 %
Pregnant	*	*	*	*
Not pregnant	152	78.4%	156	76.5%
Pregnant	*	*	*	*
Not pregnant	41	21.1%	48	23.5%

Pregnancy within maternity period	2018	2018 %	2019	2019 %
Pregnant	*	*	5	2.5%
Not pregnant	151	77.8%	151	74.0%
Pregnant	*	*	*	*
Not pregnant	39	20.1%	46	22.5%

Flexible workforce – successful applications

Gender	Successful flexible working applications			
	2018	2018 %	2019	2019 %
Female	17	77.3%	19	82.6%
Male	5	22.7%	*	*
Grand Total	22	100.0%	23	100.0%

Age	Successful flexible working applications			
	2018	2018 %	2019	2019 %
25-34	6	27.3%	8	34.8%
35-44	9	40.9%	8	34.8%
45-54	5	22.7%	5	21.7%
55-64	*	*	*	*

Ethnicity	Successful flexible working applications			
	2018	2018 %	2019	2019 %
Unknown	*	*	*	*
Not answered	8	36.4%	9	39.1%
Prefer not to say	*	*	*	*
White - British	6	27.3%	*	*
White - Scottish	8	36.4%	8	34.8%

Religion	Successful flexible working applications			
	2018	2018 %	2019	2019 %
Church of Scotland	*	*	*	*
Unknown	*	*	*	*
None	7	31.8%	7	30.4%
Not answered	8	36.4%	9	39.1%
Other Christian	*	*	*	*
Prefer not to say	*	*	*	*
Roman Catholic	*	*	*	*

Marital status	Successful flexible working applications			
	2018	2018 %	2019	2019 %
Married	6	27.3%	8	34.8%
Unknown	*	*	*	*
Not answered	8	36.4%	9	39.1%
Prefer not to say	*	*	*	*
Single	6	27.3%	*	*

Sexual orientation	Successful flexible working applications			
	2018	2018 %	2019	2019 %
Heterosexual	12	54.5%	11	47.8%
Unknown	*	*	*	*
Not answered	9	40.9%	9	39.1%
Prefer not to say	*	*	*	*

Gender reassignment	Successful flexible working applications			
	2018	2018 %	2019	2019 %
Unknown	*	*	*	*
No	10	45.5%	8	34.8%
Not answered	11	50.0%	12	52.2%
Prefer not to say	*	*	*	*

Disability	Successful flexible working applications			
	2018	2018 %	2019	2019 %
Unknown	*	*	*	*
No	13	59.1%	10	43.5%
Not answered	8	36.4%	10	43.5%
Prefer not to say	*	*	*	*
Yes	*	*	*	*

Pregnancy	Successful flexible working applications			
	2018	2018 %	2019	2019 %
No	22	100.0%	23	100.0%
Yes	*	*	*	*

Within maternity period	Successful flexible working applications			
	2018	2018 %	2019	2019 %
No	21	91.3%	22	95.7%
Yes	*	*	*	*

Dismissals and other reasons for leaving

	2018	2019
Total number of leavers	39	43

Resignations data

Gender		
Male	26.9%	28.1%
Female	73.8%	71.9%
Disability		
Yes	*	*
No declared disability	23.1%	56.3%
Unknown	69.2%	43.8%
Ethnicity		
Minority ethnic group	*	*
Non-minority ethnic group	34.6%	56.3%
Unknown	65.4%	43.8%
Age		
55 - 64	15.4%	9.4%
45 - 54	19.2%	15.6%
35 - 44	30.8%	15.6%
25 - 34	26.9%	50.0%
Under 25	*	*
Religion		
Church of Scotland	*	*
Other Christian	*	*
Roman Catholic	*	*
None	15.4%	34.3%
Prefer not to say	*	*
Unknown	65.4%	37.5%
Sexual orientation		
Gay man/woman	*	*
Bisexual	*	*
Heterosexual	30.8%	53.1%
Not answered/prefer not to say	65.4%	43.8%
Marital status		
Married	19.2%	28.1%
Single	*	25.0%
Other/divorced	*	*
Unknown	65.4%	43.8%
Gender reassignment		
No	23.1%	50.0%
Not answered/prefer not to say	76.9%	50.0%
Pregnancy/within maternity period		
No	100.0%	100.0%
Yes	0.0%	0.0%

Recruitment and selection analysis

Age - numbers	Applying for position		Shortlisted		Successful applicant	
	2018	2019	2018	2019	2018	2019
Under 21	*	*	*	*	*	*
21-29	20	13	9	10	*	*
30-39	28	28	12	15	6	*
40-49	41	21	23	17	5	5
50-59	14	21	8	15	*	*
Not stated	502	392	224	220	47	50
Prefer not to say	*	*	*	*	*	*
All people	610	477	279	280	63	65

Age - percentages	Applying for position		Shortlisted		Successful applicant	
	2018	2019	2018	2019	2018	2019
Under 21	*	*	*	*	*	*
21-29	3.3%	2.7%	3.2%	3.6%	*	*
30-39	4.6%	5.9%	4.3%	5.4%	9.5%	*
40-49	6.7%	4.4%	8.2%	6.1%	7.9%	7.7%
50-59	2.3%	4.4%	2.9%	5.4%	*	*
Not stated	82.3%	82.2%	80.3	78.6%	74.6%	76.9%
Prefer not to say	*	*	*	*	*	*

Disability - numbers	Applying for position		Shortlisted		Successful applicant	
	2018	2019	2018	2019	2018	2019
No	36	*	19	*	8	*
Not stated	555	453	254	266	54	64
Yes	19	24	6	14	*	*

Disability - percentages	Applying for position		Shortlisted		Successful applicant	
	2018	2019	2018	2019	2018	2019
No	5.9%	*	6.8%	*	12.7%	*
Not stated	91.0%	95.0%	91.0%	95.0%	85.7%	98.5%
Yes	3.1%	5.0%	2.2%	5.0%	*	*

Religion - numbers	Applying for position		Shortlisted		Successful applicant	
	2018	2019	2018	2019	2018	2019
Church of Scotland	21	10	7	*	*	*
Muslim	*	*	*	*	*	*
Hindu	*	*	*	*	*	*
No religion	58	60	36	47	8	11
Not stated	502	394	225	221	47	50
Other Christian	12	*	5	*	*	*
Other religions	*	*	*	*	*	*
Prefer not to say	8	*	*	*	*	*
Roman Catholic	7	7	*	*	*	*

Religion - percentages	Applying for position		Shortlisted		Successful applicant	
	2018	2019	2018	2019	2018	2019
Church of Scotland	3.4%	2.1%	2.5%	*	*	*
Muslim	*	*	*	*	*	*
Hindu	*	*	*	*	*	*
No religion	9.5%	12.6%	12.9%	16.8%	12.7%	16.9%
Not stated	82.3%	82.6%	80.6%	78.9%	74.6%	76.9%
Other Christian	2.0%	*	1.8%	*	*	*
Other religions	*	*	*	*	*	*
Prefer not to say	1.3%	*	*	*	*	*
Roman Catholic	1.1%	1.5%	*	*	*	*

Ethnicity - numbers	Applying for position		Shortlisted		Successful applicant	
	2018	2019	2018	2019	2018	2019
White Polish	*	*	*	*	*	*
White Irish	*	*	*	*	*	*
Other ethnic group	*	*	*	*	*	*
Arab	*	*	*	*	*	*
Caribbean	*	*	*	*	*	*
Prefer not to say	*	*	*	*	*	*
White - Other	*	6	*	*	*	*
White - Other British	19	12	10	10	*	*
White - Scottish	76	62	39	44	11	8
Black, Black Scottish or Black British	*	*	*	*	*	*
Indian, Indian Scottish or Indian British	*	*	*	*	*	*
Not stated	503	393	224	220	47	51

Ethnicity - percentages	Applying for position		Shortlisted		Successful applicant	
	2018	2019	2018	2019	2018	2019
Prefer not to say	*	*	*	*	*	*
Black, Black Scottish or Black British	*	*	*	*	*	*
Caribbean	*	*	*	*	*	*
Arab	*	*	*	*	*	*
Other ethnic group	*	*	*	*	*	*
White - Irish	*	*	*	*	*	*
White - Other	*	1.3%	*	*	*	*
White - Other British	3.1%	2.5%	3.6%	3.6%	*	*
White - Polish	*	*	*	*	*	*
White - Scottish	12.5%	13.0%	14.0%	15.7%	17.5%	12.3%
Indian, Indian Scottish or Indian British	*	*	*	*	*	*
Not stated	82.5%	82.4%	80.3%	78.6%	74.6%	78.5%

Marital Status - numbers	Applying for position		Shortlisted		Successful applicant	
	2018	2019	2018	2019	2018	2019
Divorced	9	9	8	8	*	*
Married	48	25	22	17	8	*
Not stated	503	395	227	221	48	50
Prefer not to say	6	*	*	*	*	*
Single	43	44	18	31	6	10
Widowed	*	*	*	*	*	*
Separated	*	*	*	*	*	*

Marital Status - percentages	Applying for position		Shortlisted		Successful applicant	
	2018	2019	2018	2019	2018	2019
Divorced	1.5%	1.9%	2.9%	2.9%	*	*
Married	7.9%	5.2%	7.9%	6.1%	12.7%	*
Not stated	82.5%	82.8%	81.4%	78.9%	76.2%	76.9%
Prefer not to say	1.0%	*	*	*	*	*
Single	7.0%	9.2%	6.5%	11.1%	9.5%	15.4%
Widowed	*	*	*	*	*	*
Separated	*	*	*	*	*	*

Sexual orientation - numbers	Applying for position		Shortlisted		Successful applicant	
	2018	2019	2018	2019	2018	2019
Asexual	*	*	*	*	*	*
Bisexual	*	*	*	*	*	*
Heterosexual	100	75	46	57	14	15
Lesbian	*	*	5	*	*	*
Not stated	502	393	224	220	47	50
Prefer not to say	5	*	*	*	*	*

Sexual orientation - percentages	Applying for position		Shortlisted		Successful applicant	
	2018	2019	2018	2019	2018	2019
Asexual	*	*	*	*	*	*
Bisexual	*	*	*	*	*	*
Heterosexual	16.4%	15.7%	16.5%	20.4%	22.2%	23.1%
Lesbian	*	*	1.8%	*	*	*
Not stated	82.3%	82.4%	80.3%	78.6%	74.6%	76.9%
Prefer not to say	0.8%	*	*	*	*	*

Gender reassignment - numbers	Applying for position		Shortlisted		Successful applicant	
	2018	2019	2018	2019	2018	2019
No	98	75	49	55	16	12
Not stated	510	400	228	224	47	53
Prefer not to say	*	*	*	*	*	*

Gender reassignment - percentages	Applying for position		Shortlisted		Successful applicant	
	2018	2019	2018	2019	2018	2019
No	16.1%	15.7%	17.6%	19.6%	25.4%	18.5%
Not stated	83.6%	83.9%	81.7%	80.0%	74.6%	81.5%
Prefer not to say	*	*	*	*	*	*

Pregnancy/maternity - numbers	Applying for position		Shortlisted		Successful applicant	
	2018	2019	2018	2019	2018	2019
No	102	81	52	58	16	15
Not stated	503	396	225	222	47	50
Prefer not to say	*	*	*	*	*	*
Yes	*	*	*	*	*	*

Pregnancy/maternity - percentages	Applying for position		Shortlisted		Successful applicant	
	2018	2019	2018	2019	2018	2019
No	16.7%	17.0%	18.6%	20.7%	25.4%	23.1%
Not stated	82.5%	83.0%	80.6%	79.3%	74.6%	76.9%
Prefer not to say	*	*	*	*	*	*
Yes	*	*	*	*	*	*



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