

SCRA Employee Information



January 2020



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1. Introduction

The purpose of this report is to demonstrate the Scottish Children’s Reporters Administration’s compliance with the Equality Act 2010 general duty across our employment functions. It summarises the equality employment monitoring data for staff for the period 1 April 2019 to 31 January 2020, using data taken from the iTrent system.

The report focuses on the main protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including ethnic origin and national identity), religion or belief, sex and sexual orientation.

We continue to monitor and encourage our workforce to complete their equality data to meet our legal obligations and in line with good practice and the Scottish census questions. Information about this has continued to increase slightly in respect of disability and religion or belief.

SCRA recognises equality for people with experience of the care system. We also plan to update our employee reporting form to reflect care experience which we recognise as the “tenth protected characteristic”.

2. Staff In Post

SCRA has 488 employees (413 full time equivalents) as at 31 January 2020. This is an increase of 13 employees compared to our previous Employee Information report produced in January 2019 when we had 475 employees.

3. Current Composition On Protected Characteristics

The following composition of staff is based on a total staff group of 488 staff and excludes our board members.

Age Band	16-24	25-34	35-44	45-54	55-64	65+
Jan 2020	1.8%	13.7%	23.4%	33.8%	24.0%	3.3%
Jan 2019	1.2%	13.8%	23.6%	36.0%	22.7%	2.5%
Mar 2018	1.5%	14.1%	22.6%	37.3%	22.2%	1.9%
Feb 2017	2.5%	14.5%	24.1%	36.9%	20.5%	1.5%

(Jan 2020 – n 488)

Disability Status	Disabled	Non-Disabled	% increase in reporting
Jan 2020	4.9%	95.1%	22.5%
Jan 2019	4.0%	96.0%	111%
Mar 2018	1.9%	98.1%	-9.5%
Feb 2017	2.1%	97.1%	-8.7%

(Jan 2020 – n 488)

The January 2020 information shows a 0.9% increase in staff reporting a disability. The continued increase in reporting will have been a factor in this increase.

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Gender reassignment	Transgender	Non Transgender	Prefer Not to Say	Not Disclosed
Jan 2020	0.0%	18.2%	0.6%	81.1%

(Jan 2020 – n 488) Note: No previous gender reassignment data was collated until 2019/20.

Marital & Civil Partnership	Married/ Civil Partnership	Single	Other	Not Disclosed
Jan 2020	49.8%	12.1%	15.4%	22.7%
Jan 2019	53.5%	13.5%	14.4%	18.7%
Mar 2018	52.8%	13.1%	13.0%	21.0%
Feb 2017	54.7%	13.4%	12.6%	19.3%

(Jan 2020 – n 488)

Pregnancy	Pregnancy & Maternity
Jan 2020	1.8%
Jan 2019	2.7%
Mar 2018	2.3%
Feb 2017	2.5%

(Jan 2020 – n 488)

Ethnic Origin / Race	White	BME	Not Disclosed
Jan 2020	70.3%	2.0%	27.7%
Jan 2019	74.5%	2.3%	23.3%
Mar 2018	72.2%	2.1%	25.7%
Feb 2017	74.0%	1.9%	24.1%

(Jan 2020 – n 488)

White includes: Any other White Background, British, English, Irish, Northern Irish, Scottish, Welsh.
BME includes: Any other Asian Background, Any other Mixed Background, Chinese, Pakistani, Other.

Religion/Belief	Religion/Belief	No Religion/Belief	Not Disclosed
Jan 2020	19.9%	4.5%	75.6%
Jan 2019	21.8%	4.6%	73.5%
Mar 2018	15.6%	2.1%	82.3%
Feb 2017	13.8%	1.7%	84.5%

(Jan 2020 – n 488)

Sex	Male	Female
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Jan 2020	11.5%	88.5%
Jan 2019	13.1%	86.9%
Mar 2018	12.8%	87.2%
Feb 2017	12.6%	87.4%

(Jan 2020 – n 488)

The overall gender ratio of female to males, based on headcount, across SCRA as a whole is 88.5% to 11.5%, and this shows an increase of 1.6% as compared with Jan 2019 figures.

Sexual Orientation	Bisexual/Gay /Lesbian/Other	Heterosexual	Not Disclosed
Jan 2020	1.8%	23.0%	74.4%
Jan 2019	1.7%	24.0%	74.3%
Mar 2018	1.2%	14.1%	84.6%
Feb 2017	1.0%	11.7%	87.2%

(Jan 2020 – n 488)

4. SCRA’s Board

[SCRA’s Board](#) represents the Scottish Government’s aim of gender diversity. We currently have 3 males and 5 females on the Board presenting a 38/62 split, promoting its approach to diversity at Board level in the NDPB environment.

All have been selected and appointed via the Scottish Government’s public appointments process and bring extensive and relevant expertise. The following Board members, in their lead roles are involved in committees that may have an impact on our equalities agenda:

- Michelle Miller chairs the Equalities Network
- James Edgar chairs the Audit & Risk Committee
- Catherine Robertson chairs the Remuneration Committee
- Martin Toye is Information Governance Board Lead

SCRA’s nominations committee’s purpose is to influence and shape Board appointments as part of creating a more diverse board. Catherine Robertson, Anela Anwar and Martin Toye are members of this committee.

5. Recruitment statistics

The tables below show the percentage of applications by protected characteristic, along with the subsequent percentage by characteristic of those subsequently shortlisted and appointed.

All equality monitoring data provided by applicants is accessed by HR only.

SCRA intend to implement an electronic application process in 2020 which will ask applicants to complete an equal opportunities form before submitting an application.

These statistics should be viewed with the 2011 Scottish census data to provide a fuller context/picture.

AGE

Applicants

Year	16 to 23	24 to 34	35 to 44	45 to 54	55 to 64	65+	Not disclosed
2019	16.1%	29.9%	20.0%	17.4%	9.1%	0.0%	7.6%
2018	5.7%	32.5%	24.4%	20.6%	6.8%	0.3%	9.8%
2017	5.8%	35.1%	24.7%	19.7%	6.0%	0.2%	8.5%
2016	6.7%	38.2%	21.9%	17.7%	7.4%	0.0%	8.1%

2019 shows a notable increase in the number of applicants in the 16 – 23 age band.

Shortlisted

Year	16 to 23	24 to 34	35 to 44	45 to 54	55 to 64	65+	Not Disclosed
2019	7.3%	28.4%	24.3%	25.7%	6.0%	0.0%	8.3%
2018	1.9%	31.3%	27.9%	21.2%	8.2%	0.5%	9.1%
2017	5.0%	28.7%	23.8%	28.2%	6.4%	0.0%	7.9%
2016	6.7%	38.0%	23.1%	16.8%	7.2%	0.0%	8.2%

Appointed

Year	16 to 23	24 to 34	35 to 44	45 to 54	55 to 64	65+	Not Disclosed
2019	3.0%	34.8%	25.8%	25.8%	4.5%	0.0%	6.1%
2018	0.0%	43.5%	30.6%	11.3%	6.5%	0.0%	8.1%
2017	3.7%	27.8%	29.6%	25.9%	11.1%	0.0%	1.9%
2016	12.3%	33.8%	27.7%	13.8%	6.2%	0.0%	6.2%

DISABILITY

Applicants

Year	% Disabled	% Not Disabled	% Not Disclosed	% Using the Guaranteed Interview Scheme
2019	7.4%	82.8%	0.0%	0.4%
2018	5.7%	84.0%	10.3%	1.6%
2017	5.2%	86.5%	8.3%	0.6%
2016	3.2%	91.1%	5.7%	1.2%

The table above shows a small increase in the percentage of applicants with a reported disability in 2019.

Shortlisted

Year	% Disabled	% Not disabled	% Not Disclosed	% Using the Guaranteed Interview Scheme
2019	8.7%	82.1%	9.2%	0.5%
2018	5.8%	86.1%	8.2%	2.4%
2017	6.9%	85.1%	7.9%	0.5%
2016	2.4%	91.3%	6.3%	0%

Appointed

Year	% Disabled	% Not disabled	% Not Disclosed	% Using the Guaranteed Interview Scheme
2019	10.6%	80.3%	9.1%	0.0%
2018	1.6%	91.9%	6.5%	0.0%
2017	1.9%	98.1%	0.0%	0.0%
2016	3.1%	92.3%	4.6%	0.0%

2019 illustrates a 9% increase in the number of applicants with a disability being appointed.

GENDER REASSIGNMENT

Applicants

Gender reassignment	Transgender	Non Transgender	Prefer Not to Say	Not Disclosed
2019	0.0%	83.5%	0.0%	16.5%

Shortlisted

Gender reassignment	Transgender	Non Transgender	Prefer Not to Say	Not Disclosed
2019	0.0%	80.7%	0.0%	19.3%

Appointed

Gender reassignment	Transgender	Non Transgender	Prefer Not to Say	Not Disclosed
2019	0.0%	77.3%	0.0%	22.7%

MARRIAGE AND CIVIL PARTNERSHIP

Applicants

Year	Married/ Civil Partner	Single	Other	Not Disclosed
2019	29.6%	37.5%	20.7%	12.2%
2018	40.1%	27.9%	18.9%	13.0%
2017	41.3%	33.0%	15.1%	10.6%
2016	34.0%	34.0%	20.8%	11.1%

Shortlisted

Year	Married/ Civil Partner	Single	Other	Not Disclosed
2019	34.4%	32.6%	21.2%	11.9%
2018	40.9%	26.9%	20.2%	12.0%
2017	43.1%	30.7%	16.9%	9.4%
2016	34.6%	37.5%	18.3%	9.6%

Appointed

Year	Married/ Civil Partner	Single	Other	Not Disclosed
2019	50.0%	25.8%	15.1%	9.1%
2018	40.3%	32.3%	13.0%	14.5%
2017	51.9%	20.4%	24.1%	3.7%
2016	44.6%	35.4%	12.3%	7.7%

RACE

Applicants

Ethnic Origin / Race	White	BME	Not Disclosed
2019	88.4%	1.8%	9.8%
2018	84.8%	2.1%	10.0%
2017	89.0%	2.8%	8.1%
2016	89.1%	0.8%	9.6%

There is a reduction in applicants from the BME group. However, SCRA’s Equality Outcomes will provide some focus raising SCRA’s profile with potential BME applicants.

Shortlisted

Ethnic Origin / Race	White	BME	Not Disclosed
2019	89.0%	1.4%	9.6%
2018	88.6%	1.0%	10.6%
2017	91.6%	2.0%	6.4%
2016	90.3%	0.0%	9.1%

Appointed

Ethnic Origin / Race	White	BME	Not Disclosed
2019	90.9%	0.0%	9.1%
2018	87.8%	1.6%	9.7%
2017	96.4%	3.8%	0.0%
2016	93.8%	0.0%	6.2%

RELIGION OR BELIEF

Applicants

Year	Religion/Belief	No Religion/Belief	Not Disclosed
2019	37.5%	46.6%	15.9%
2018	40.1%	43.6%	16.5%
2017	35.0%	49.4%	14.9%
2016	36.3%	43.6%	19.7%

Shortlisted

Year	Religion/Belief	No Religion/Belief	Not Disclosed
2019	34.9%	44.0%	21.1%
2018	37.5%	42.3%	20.2%
2017	39.1%	47.0%	13.9%
2016	37.0%	43.3%	30.8%

Appointed

Year	Religion/Belief	No Religion/Belief	Not Disclosed
2019	25.8%	57.6%	16.7%
2018	42.0%	41.9%	16.1%
2017	44.6%	44.4%	11.1%
2016	47.6%	38.5%	13.8%

SEX

Applicants

Year	Male	Female	Non-binary	Not Disclosed
2019	11.8%	84.7%	0.2%	3.3%
2018	11.9%	86.4%	0.0%	1.6%
2017	14.3%	84.0%	0.0%	1.7%
2016	13.1%	83.7%	1.0%	2.2%

Shortlisted

Year	Male	Female	Non-binary	Not Disclosed
2019	11.9%	86.2%	0.0%	1.8%
2018	8.7%	88.5%	0.0%	2.9%
2017	12.4%	85.6%	0.0%	2.0%
2016	10.6%	86.5%	1.0%	1.9%

Appointed

Year	Male	Female	Non-binary	Not Disclosed
2019	7.6%	92.4%	0.0%	0.0%
2018	8.1%	91.9%	0.0%	0.0%
2017	14.8%	85.2%	0.0%	0.0%
2016	3.1%	96.9%	0.0%	0.0%

Overall there is a small reduction in the number of female applicants and a small increase in the number of female appointments.

SEXUAL ORIENTATION

Applicants

Year	Bisexual/Gay/ Lesbian/Other	Heterosexual/ Straight	Prefer not to say/ Not Disclosed
2019	5.0%	82.3%	12.8%
2018	5.4%	79.9%	14.6%
2017	3.1%	83.4%	13.5%
2016	1.9%	84.5%	13.5%

Shortlisted

Year	Bisexual/Gay/ Lesbian/Other	Heterosexual/ Straight	Prefer not to say/ Not Disclosed
2019	6.4%	75.7%	17.9%
2018	7.2%	78.8%	13.9%
2017	3.0%	80.7%	16.3%
2016	2.9%	82.7%	14.4%

Appointed

Year	Bisexual/Gay/ Lesbian/Other	Heterosexual/ Straight	Prefer not to say/ Not Disclosed
2019	6.1%	78.8%	15.2%
2018	9.6%	79.0%	11.3%
2017	5.0%	92.6%	5.6%
2016	4.6%	89.2%	6.2%

6. Numbers of part-time and full-time staff

Age Band	16-24	25-34	35-44	45-54	55-64	65+
2019						
Full Time	1.6%	10.7%	12.7%	21.5%	11.7%	0.6%
Part Time	0.2%	3.1%	10.5%	12.5%	12.3%	2.7%

Disability Status	Disabled	Non-Disabled	Not Disclosed
2019			
Full Time	3.1%	15.8%	39.9%
Part Time	1.8%	7.0%	32.4%

Gender reassignment	Transgender	Non Transgender	Prefer Not to Say	Not Disclosed
2019				

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Full Time	0.0%	13.7%	0.0%	45.1%
Part Time	0.0%	4.5%	0.6%	36.1%

Marital & Civil Partnership	Married/ Civil Partnership	Single	Other	Not Disclosed
2019 Full Time	26.8%	9.4%	9.5%	13.1%
Part Time	22.7%	2.7%	5.9%	9.8%

Pregnancy	Pregnancy/Maternity
2019 Full Time	1.2%
Part Time	0.4%

Ethnic Origin / Race	White	BME	Not Disclosed
2019 Full Time	42.2%	0.4%	16.2%
Part Time	28.1%	1.4%	11.7%

Religion/Belief	Religion/Belief	No Religion/Belief	Not Disclosed
2019 Full Time	13.5%	3.3%	42.0%
Part Time	7.4%	1.2%	32.6%

Sex	Male	Female
2019 Full Time	10.5%	48.4%
Part Time	1.0%	40.0%

Sexual Orientation	Bisexual/Gay/ Lesbian/Other	Heterosexual	Not Disclosed
2019 Full Time	1.7%	24.0%	74.3%
Part Time	1.2%	14.1%	84.6%

7. Training and Development

Training Courses Attended 01/01/2019 to 31/12/2019

SCRA remains committed to developing our staff to ensure that they have the skills to work safely and perform well within their current roles as well as to increase their capability to

adapt positively to change. SCRA’s front line operational staff attend regular training sessions to improve their knowledge of procedures and practice guidance to ensure they remain compliant with regulations and legislation.

263 employees took part in training opportunities totalling to 499 days.

Training Courses Attended 01/01/2018 to 31/12/2018

Based on 475 employees in January 2019, SCRA delivered an average 0.80 days training.

Training Courses Attended 01/01/2017 to 31/12/2017

Based on 475 employees in March 2018, SCRA delivered an average 1.39 days training.

Training Courses Attended 01/01/2016 to 31/12/2016

Based on 477 employees in February 2017, SCRA delivered an average 0.94 days training.

2017 was the first year where SCRA was able to track externally provided courses via our HR and Payroll system, iTrent. Personal learning is encouraged but there is no consistency or control on how this is recorded.

Age Band	16-24	25-34	35-44	45-54	55-64	65+
2019	0.6%	28.6%	32.9%	25.3%	12.4%	0%
	Not reported on in previous years					

Disability Status	Disabled	Non-Disabled	Not Disclosed
2019	6.4%	20.7%	72.8%
2018	2.4%	21.5%	76.2%
2017	2.8%	10.9%	86.3%
2016	0.3%	11.8%	87.9%

Gender reassignment	Transgender	Non Transgender	Prefer Not to Say	Not Disclosed
2019	0%	23.4%	0.8%	75.6%
	Not reported on in previous years			

Marital & Civil Partnership	Married/ Civil Partnership	Single	Other	Not Disclosed
2019	45.4%	7.4%	9.5%	37.6%
	Not reported on in previous years			

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Pregnancy	Pregnancy/Maternity
2019	0.9%
	Not reported on in previous years

Ethnic Origin / Race	White	BME	Not Disclosed
2019	57.2%	0.5%	42.2%
2018	63.9%	4.9%	31.2%
2017	24.3%	0.6%	75.1%
2016	74.5%	2.3%	23.2%

Religion/Belief	Religion/Belief	No Religion/Belief	Not Disclosed
2019	15.7%	7.1%	68.5%
2018	86.8%	7.7%	5.6%
2017	11.6%	1.1%	87.3%
2016	9.0%	1.8%	89.2%

Sex	Male	Female
2019	6.6%	93.3%
2018	17.5%	82.5%
2017	9.0%	91.0%
2016	12.6%	87.4%

Sexual Orientation	Bisexual/Gay/ Lesbian/Other	Heterosexual	Not Disclosed
2019	4.9%	22.7%	72.3%
2018	2.8%	20.0%	77.2%
2017	0.7%	7.9%	91.3%
2016	1.5%	8.4%	90.1%

8. Maternity Leave Returners

In the period 1 April 2019 – 31 January 2020, 10 employees returned from maternity leave. Three employees chose not to return. The monitoring of pregnancy and maternity information and return to work after maternity leave is fully embedded in our HR process

Return rates remain high and we feel this reflects the wide range of flexible working opportunities available and the support we offer to managers to successfully manage the return to work of an employee from maternity leave.

Age Band	16-24	25-34	35-44	45-54	55-64	65+
2019	7.7%	46.2%	46.2%	0.0%	0.0%	0.0%

Disability Status	Disabled	Non-Disabled	Not Disclosed
2019	0.0%	23.1%	76.9%

Gender reassignment	Transgender	Non Transgender	Prefer Not to Say	Not Disclosed
2019	0.0%	15.4%	0.0%	84.6%

Marital & Civil Partnership	Married/ Civil Partnership	Single	Other	Not Disclosed
2019	53.8%	0.0%	7.7%	38.5%

Ethnic Origin / Race	White	BME	Not Disclosed
2019	30.8%	7.7%	61.5%

Religion/Belief	Religion/Belief	No Religion/Belief	Not Disclosed
2019	30.8%	0.0%	69.2%

Sex	Male	Female
2019	0.0%	100%

Sexual Orientation	Bisexual/Gay /Lesbian/Other	Heterosexual	Not Disclosed
2019	0.0%	23.1%	76.9%

9. Return to work of disabled employees following sick leave relating to their disability

As shown in our current composition 4.9% of our workforce has disclosed that they consider themselves disabled. Disclosure remains entirely voluntary however, 95.1% of the workforce has chosen not to declare or has not disclosed this information as at 31 January 2020.

Occupational Health continue to work with our managers and staff to identify the reasonable adjustments that could be implemented to provide the appropriate support for each individual at work. The organisation is currently working on broadening the Disability Leave Policy.

We have been confirmed as a Disability Confident Employer under the Department for Work & Pensions' new scheme, which replaces the Two Ticks, Positive about Disabled People scheme.

This means we are committed to attract, recruit and retain people with disabilities for their skills and talent.

Age Band	16-24	25-34	35-44	45-54	55-64	65+
2019	0.0%	21.4%	28.6%	21.4%	28.6%	0.0%

Gender reassignment	Transgender	Non Transgender	Prefer Not to Say	Not Disclosed
2019	0.0%	21.4%	0.0%	78.6%

Marital & Civil Partnership	Married/ Civil Partnership	Single	Other	Not Disclosed
2019	57.1%	7.1%	28.5	7.1%

Pregnancy	Pregnancy/Maternity
2019	0.0%

Ethnic Origin / Race	White	BME	Not Disclosed
2019	85.7%	0.0%	14.3%

Religion/Belief	Religion/Belief	No Religion/Belief	Not Disclosed
2019	35.7%	14.3%	50.0%

Sex	Male	Female
2019	7.1%	92.9%

Sexual Orientation	Bisexual/Gay /Lesbian/Other	Heterosexual	Not Disclosed
2019	14.3%	35.7%	50.0%

10. Employee Relations

Grievances

There were no grievance cases in 2019. We have omitted protected characteristics definitions for reasons of data protection, given the relatively small numbers involved.

Disciplinary action

The number of disciplinary cases processed were one. We have omitted protected characteristics definitions for reasons of data protection, given the relatively small numbers involved.

11. Reasons for leaving

Staff leave SCRA for a number of reasons including retirement, ill health retirement and end of contract. 44 people left SCRA during 2019.

Leavers Reason	2019	2018	2017	2016
Death in Service		2		1
End of Contract	6	8	12	10
End of Sessional Contract	3	5	1	2
Ill Health Retiral	4	3	2	1
Lack of Capability		1		
Left the organisation	9	6	8	3
New Job		0	2	
Other reason	1	3	2	
Personal	1	0		1
Resignation	12	8	6	10
Retirement	7	4	3	5
Voluntary Redundancy/ Voluntary Efficiency Retiral	1	0		3
Total of Employees	44	40	36	36

Age Band	16-24	25-34	35-44	45-54	55-64	65+
2019	0.0%	13.6%	20.5%	11.4%	36.4%	18.2%
2018	5.0%	2.5%	10.0%	22.5%	50.0%	10.0%
2017	5.6%	2.8%	30.6%	16.7%	27.8%	16.7%
2016	5.6%	30.6%	16.7%	16.7%	16.7%	13.9%

Disability Status	Disabled	Non-Disabled	Not Disclosed
2019	4.5%	15.9%	77.3%
	Not reported on in previous years		

Gender reassignment	Transgender	Non Transgender	Prefer Not to Say	Not Disclosed
2019	0.0%	13.6%	0.0%	86.4%
	Not reported on in previous years			

Pregnancy	Pregnancy/ Maternity	Not Disclosed
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2019	9.1%	90.9%
	Not reported on in previous years	

Marital & Civil Partnership	Married/ Civil Partnership	Single	Other	Not Disclosed
2019	40.9%	9.1%	4.5%	40.9%
	Not reported on in previous years			

Ethnic Origin / Race	White	BME	Not Disclosed
2019	47.7%	2.3%	50.0%
2018	40.0%	0.0%	60.0%
2017	44.4%	0.0%	55.6%
2016	44.4%	0.0%	55.6%

Religion/Belief	Religion/Belief	No Religion/Belief	Not Disclosed
2019	15.9%	4.5%	79.5%
2018	7.5%	0.0%	92.5%
2017	8.3%	5.6%	86.1%
2016	5.6%	2.8%	91.6%

Sex	Male	Female
2019	15.9%	84.1%
2018	12.5%	87.5%
2017	22.2%	77.8%
2016	25.0%	75.0%

Sexual Orientation	Bisexual/Gay/ Lesbian/Other	Heterosexual	Not Disclosed
2019	2.3%	20.5%	77.3%
	Not reported on in previous years		

Do you have suggestions the Equalities Network could consider for our next publication?

Please email: equalities@scra.gov.uk

or write to us at:

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