



HISTORIC
ENVIRONMENT
SCOTLAND

ÀRAINNEACHD
EACHDRAIDHEIL
ALBA

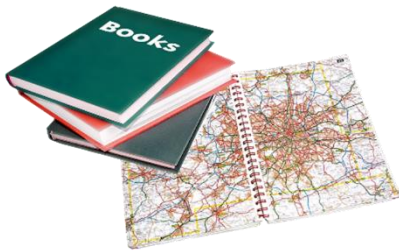
Equality outcomes progress report 2021-22



What is this report about?



Historic Environment Scotland is the main organisation that looks after Scotland's historic environment and tells people about it.



The historic environment are places and things that show us what happened in the past.

These could be places like a castle, garden or battlefield, or things like photographs, books or maps.



Historic Environment Scotland has the chance to lead the way in making a difference on equalities and rights issues.

Equality means giving people the same choices and chances.



Our [2021-25 Equalities Outcomes and Annual Action Plan](#) sets out our work for 5 years.

The 3 **outcomes** are what we want to see happen over the 5 years.



This report shows the work we have done on our Equalities Outcomes in the last 2 years.

Outcome 1 - Our society: we make a real difference to people's lives



Work we have done:

Connecting and **co-designing** with communities has been one of our most important pieces of work in the last 2 years.



Co-design means everyone taking part in the way something is planned and put together has an equal level of power.

Everyone's view is important and everyone helps to make decisions.



We have started relationships with community groups and organisations, including:

- disability advocacy groups
- youth groups
- ethnic minority organisations
- LGBT+ groups



We will involve people on issues that affect them and ask them what they think.



Our [Historic Environment Scotland Communities](#) page gives more information.

Outcome 1 – Work we will do

We will:



- work with other organisations to learn more about equality, share good ways of working and develop new projects
- develop activities to reach communities that do not have much involvement with the historic environment
- do **wellbeing** research and use it when we design services including grants, education, and learning



Wellbeing means feeling comfortable, healthy and happy



- work with the Five Nations Heritage Wellbeing Group to look at ways to share research across all groups
- work with the [Make Your Mark](#) volunteering campaign to promote volunteering
- get research done into the ways that volunteering makes a positive difference in the lives of volunteers, and to society
- all parts of our organisation will work to achieve Outcome 1



Outcome 2- We deliver services to meet what diverse groups want and need



Diverse means having a mix of different kinds of people.

Work we have done:

We have checked and changed our plans and policies to link them with our Equality Outcomes.



- we supported people who work with us to have a positive experience where they learn things



- we supported learners who would not normally have the chance to take part including people:

- from groups we have not had contact with before
- with no previous experience
- who are at risk or harm or who cannot look after themselves
- with additional support needs



Our research strategy looks at dealing with inequality and promoting diversity and inclusion.

We co-design our research with community partners.



Outcome 2 – The work we will do:



We will:

- work to fill the gaps in our information including connections with the British Empire and slavery
- continue to develop new partnerships with people working in universities to support future plans and the work we do
- have a programme of working with diverse communities and doing research with them
- all parts of HES will do equalities activities to make Outcome 2 happen

Outcome 3 - We attract, recruit, and develop a diverse Board, workforce, and volunteer base



The work we have done:

- started **inclusive recruitment** training and made an inclusive recruitment toolkit

Inclusive means everyone can take part and have the same chance.

Recruitment is how we advertise jobs and choose people to do them.



- worked with groups, our **trade unions** and employee forums to make the recruitment process easy, accessible and inclusive

A **trade union** is an organisation that looks after workers interests at work by talking to employers about pay, conditions, and things that workers are worried about.



- we are working in partnership with West of Scotland Regional Equality Council over the next 2 years

WSREC will give us training, advice and guidance to make sure the way we recruit staff is accessible to minority ethnic communities.



- we have worked with the Scottish Union of Supported Employment to have better access to work for disabled people



- Inclusion Scotland give us advice, advertise our jobs, and check the accessibility of our job adverts



- we signed up for the [LGBT Charter](#) and LGBT Youth Scotland is supporting us to achieve the LGBT Charter Mark.

We want our services and working environment to be LGBT inclusive.



We are working with organisations and community groups to find ways to attract a wide mix of volunteers.



We have had wellbeing campaigns including menopause talking circles and mental health first aiders.

Senior managers regularly go to employee networks.



Our training includes:

- mental health awareness and action training for Managers
- staff training about why having a mix of staff from different backgrounds is a good thing for a modern workplace

Outcome 3 – The work we will do:



We will:

- make a Future Skills Plan about what our workforce will look like in the future
- work towards using 5% of our workforce budget to encourage more people to work with us – especially people from groups who have not worked with us before
- work with schools, colleges, and universities to promote working with us
- make and follow a Behaviours **Framework** so that everyone in HES understands the importance of equality



A **framework** is a basic structure or plan that supports how work will be done.



- make annual pay gap reports that will include ethnicity, disability, and gender
- encourage employees to tell us their equality information through information campaigns and systems that are easy to use





- check, change and re-start equality e-learning programme and get at least 95% of our workers to complete it



- have learning that:
 - promotes equality, diversity and inclusion
 - gives people confidence to challenge behaviour that does not follow our standards



- make and start a programme for future leaders that:
 - looks first at people from groups we have not worked with before
 - includes equality training



- develop a **mentoring** framework that looks first at people from groups we have not worked with before

A **mentor** is someone who teaches or gives help and advice to a less experienced person.

All parts of our organisation will do equalities work to make Outcome 3 happen.

Workforce equality monitoring – how we check the mix of people who work with us

Age



We do not have many young volunteers (aged 16-29)

We will:

- find new ways for young people to work with us
- work to make sure at least 5% of our volunteers are aged 16 to 29
- have **apprentice** roles as a main part of our workforce plans



An **apprenticeship** is a real job where you learn, get experience and get paid.

- talk to our Youth Forum and get ideas

Sex/gender

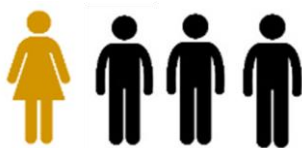


We have slightly more male workers than female workers.

Most part-time workers are female.

1 in 4 apprentices in 2022 were female.

This is more than twice as many as the year before.





We will keep looking for ways to encourage women to work with us and to let people know they can work flexibly.

Flexible working is a way of working that suits an employee's needs, for example having flexible start and finish times.

Ethnicity



We do not have many staff or apprentices from ethnic minorities.

We will do targeted advertising to ethnic minority communities for our training roles.

Religion or Belief



Most of our employees say they have no religion.

We will encourage staff to tell us what their religion or belief is, using our internal information system.

Sexual orientation



1 in 4 colleagues have not said what their sexual orientation is.

We will talk to the LGBT+ network about this data.

Disability



Our staff are less likely to say if they have a disability compared to other protected characteristics.

We will make it easier to tell us you have a disability.

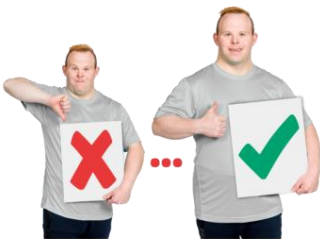


We have kept the Disability confident level 2 standard.

The Disability Confident scheme helps employers:



- increase understanding of disability
- recruit and keep high-quality staff who are skilled, loyal and hard working
- show how all employees are treated fairly



We will make the ways we recruit and keep disabled colleagues better.



We will show how we offer interviews to disabled people.

Maternity/adoption/shared parental leave



In 2021 we had 11 employees on **maternity/adoption leave** – the time off you get after the birth or adoption of a child.

In 2022 we had 12 employees on maternity/adoption leave.



A very small number of employees took shared parental leave in 2021 and 2022.

Shared parental leave is the way that parents can share the pay and time off you get in the first year after your child is born.

Grievance and disciplinary report

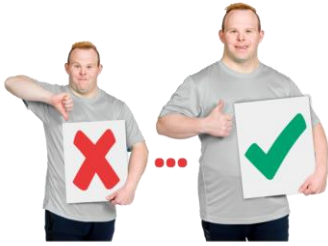


A **grievance** is a formal complaint made by an employee.

A **disciplinary** is a way for an employer to deal with the way an employee is behaving at work.

In 2021 and 2022 there were less than 10 cases which were dealt with using our grievance and disciplinary policy.

And finally ...



The information in this report will be used to:

- make our recruitment and employment practices better
- help us have a more diverse workforce



We will keep encouraging our employees to share their personal equality information so we do not have gaps in our data.



We will continue to create partnerships with other organisations to:

- share good ways of working
- have better equality across the organisation



We will make a report in April 2025 that says how well work is going on these actions.