# EQUALITY MONITORING DATA REPORT

## 2019 and 2020

HISTORIC ENVIRONMENT SCOTLAND | ÀRAINNEACHD EACHDRAIDHEIL ALBA

# SCOPE OF REPORT

- This report provides an overview of our equality and diversity employment monitoring data for 2019 and 2020.

- It covers age, disability, gender re-assignment. marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

- Our people included in this report are those on payroll as at the monitoring date of 31st December each year.

- Pay Gap information on gender, disability and ethnicity

- Our Equalities Progress Report in 2019 provides comparison of years 2017 and 2018:

    Mid Term Equalities Progress Report 2019

- Data quality is determined by the completeness of the data captured and we encourage our staff to provide this personal data.

- Our most complete data sets are on sex and age. With data gaps in areas such as disability, ethnicity and sexual orientation.

- Supplying this information is voluntary, and individuals can choose what they wish to declare.

- In 2020 we changed our HR management information system. Information was not fully migrated at the time this Equalities Report was created. Where this has happened, we provide an explanation on the relevant slide.

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# INTERPRETING THE DATA

- Information is published in accordance with the Data Protection Act 1998 and does not identify individuals.

- Information is captured for the sole purpose of understanding how our workforce profile compares with known data about the different population groups within Scotland and to identify lawful measures to improve our workforce diversity.

- Information about groups of people fewer than ten is suppressed to protect anonymity.

- We include a 'prefer not to say' option' against all monitoring questions.  This is counted as a response and not included in the unknown data category.

- Our workforce headcount in 2019 was 1526 and in 2020 it was 1502.

- Information is published in percentages only.

# USING THE DATA

- The data is reported every two years as part of the Public Sector Equality Duty which is a statutory report under the terms of The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.

- The data provides evidence to justify the use of positive action in recruitment and training e.g.:
    - targeting training opportunities to communities under-represented within our workforce
    - using and reviewing how well our guaranteed interview scheme for disabled applicants is working

- It also enables us to identify data gaps and the action required to reduce these.

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# PEOPLE RELATED - EQUALITY OUTCOMES 2017-21

In 2017 two of our Equality Outcomes prioritised the need to improve our workforce, Board and volunteer profiles and the importance of creating a welcoming workplace.  The following points are highlighted:

- We are pleased to report that our Board has achieved a balance between women and men of 50:50; our Chair is female and further information is available on our website: Board Members | Lead Public Body for Scotland's Historic Environment.  During 2020-21 recruitment to Board vacancies was supported by an information video with BSL: Join our Board | Lead Public Body for Scotland's Historic Environment.

- During the reporting period for the Gender Representation on Public Boards (Scotland) Act 2018 we appointed four new Board members (2 women and 2 men). Board members are appointed by Scottish Ministers following an open recruitment process. Chair and Board member appointments are regulated by the Commissioner for Ethical Standards in Public Life in Scotland.

- Our Mid Term Equalities Report 2019 included equality monitoring data of our volunteers confirming that most of our volunteers are women; ethnicity is white and represent an older age range 55+.  We have not repeated this monitoring exercise in 2020 due to Covid and will repeat later in 2021.

- We are recognised as a Disability Confident Employer, Carer Positive Employer and Living Wage Employer.  We have achieved and retained Healthy Working Lives Gold award.

- We have used positive action to target internships and graduate traineeships to the Black and Asian community and the Deaf community.  We will continue to work with partners in developing our employer profile with communities who we know are underrepresented.

- Since 2018 we have actively supported the development of employee networks and have three in place: LGBT+; Youth and Equity.

- Our median gender pay gap is 0%.  This report includes our first pay gap information on disability and ethnicity.  Our Equal Pay Statement was published in 2019 via the following link (Annex B):

hes-mid-term-equalities-report (2).pdf

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# PAY GAP DATA TABLES

## GENDER

| Pay Band | Male | | Female | | Male/Female | |
|---|---|---|---|---|---|---|
| | Mean | Median | Mean | Median | Mean | Median |
| Apprentice | 10.25 | 10.23 | 10.23 | 10.23 | 0% | 0% |
| Keykeeper | 9.84 | 9.84 | 9.84 | 9.84 | 0% | 0% |
| Band A | 10.19 | 10.33 | 10.27 | 10.33 | -1% | 0% |
| Band B | 12.31 | 12.57 | 12.10 | 12.22 | 2% | 3% |
| Band C | 15.68 | 16.58 | 15.37 | 15.55 | 2% | 6% |
| Band D | 19.58 | 20.24 | 19.46 | 20.24 | 1% | 0% |
| Band E | 23.73 | 24.39 | 23.37 | 23.94 | 2% | 2% |
| Band F | 29.27 | 29.92 | 29.58 | 29.92 | -1% | 0% |
| Band G | 36.46 | 36.46 | 35.95 | 36.46 | 1% | 0% |
| CEO | 63.79 | 63.79 | 0.00 | 0.00 | 100% | 100% |
| Total | 14.53 | 12.57 | 14.74 | 12.57 | -1% | 0% |

## DISABILITY

| Pay Band | Disabled | | Not Disabled | | Disabled / Not Disabled | |
|---|---|---|---|---|---|---|
| | Mean | Median | Mean | Median | Mean | Median |
| Apprentice | - | - | - | - | - | - |
| Keykeeper | 9.84 | 9.84 | 9.84 | 9.84 | 0% | 0% |
| Band A | 9.35 | 10.33 | 10.23 | 10.33 | -9% | 0% |
| Band B | 12.57 | 12.57 | 12.29 | 12.57 | 2% | 0% |
| Band C | 16.58 | 16.58 | 15.65 | 16.58 | 6% | 0% |
| Band D | 19.64 | 19.64 | 19.58 | 20.24 | 0% | -3% |
| Band E | - | - | - | - | - | - |
| Band F | - | - | - | - | - | - |
| Band G | - | - | - | - | - | - |
| CEO | - | - | - | - | - | - |
| Total | 13.60 | 10.33 | 13.50 | 12.57 | 1% | -22% |

## ETHNICITY

| Pay Band | BAME | | Non-BAME | | BAME/Non-BAME | |
|---|---|---|---|---|---|---|
| | Mean | Median | Mean | Median | Mean | Median |
| Apprentice | - | - | - | - | - | - |
| Keykeeper | 9.84 | 9.84 | 9.84 | 9.84 | 0% | 0% |
| Band A | 10.33 | 10.33 | 10.20 | 10.33 | 1% | 0% |
| Band B | 11.86 | 11.84 | 12.29 | 12.57 | -4% | -6% |
| Band C | 15.72 | 16.58 | 15.57 | 16.58 | 1% | 0% |
| Band D | - | - | - | - | - | - |
| Band E | 23.72 | 23.50 | 23.51 | 24.39 | 1% | -4% |
| Band F | - | - | - | - | - | - |
| Band G | - | - | - | - | - | - |
| CEO | - | - | - | - | - | - |
| Total | 16.01 | 14.00 | 13.33 | 12.57 | 17% | 10% |

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# Pay Gap Data

We report our pay gaps using a single measure, by comparing the average full-time equivalent earnings of different groups of staff (in relation to gender, disability and ethnicity). For example, the full-time gender pay gap compares the mean and median hourly pay, excluding overtime, of men and women working full-time. It is important to note that a pay gap does not necessarily mean a difference in pay for comparable jobs or work of equal value.

**GENDER:**      **Mean is -1%; Median is 0%**

- Where men and women are undertaking work of equal value, they are paid a similar hourly rate and consequently the gender pay gap is low, with an overall pay gap of -1% (mean) with 0% (no difference) in the overall median pay.

**DISABILITY:**      **Mean is 1%; Median is -22%**

- Within HES, 67% of the staff have made a declaration of their disability status, with 33% who have chosen not to declare this information. As such the comparison data only includes this 67% and is only available across 5 grades as outlined in the table in previous slide. 2% of staff have declared that they do have a disability. 65% of HES staff have indicated a non-disability status. The -3% figure at Band D is a result of 18% of staff declaring not disabled whereas only 4% of our disabled staff are in Band D which contributes to the median difference.

**ETHNICITY:**      **Mean 17%; Median 10%**

- Within HES, 75% of the staff have made a declaration of their ethnicity. As such the comparison data only includes this 75% and is only available across 5 grades as outlined in the previous slide table. Based on employees who have declared their ethnicity, the pay gap for HES is 17% favourable towards those from a Black and Asian background. Proportionally, our Black and Asian employees are in higher grades than those from non-Black and Asian backgrounds. For example, 31% of our Black and Asian employees are in Band E compared to 10% of our non-BAME employees. The Band B variation is due to 66% of White staff being on the maximum pay step compared to 30% of Black and Asian staff on the first step of the pay structure as recent joiners. **It is important to acknowledge that the figures behind this positive calculation are based on low numbers of Black and Asian staff.**

# INTRODUCTION TO THE DATA SLIDES

The following sets of data slides are presented by equality protected characteristic. They cover age, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Gender re-assignment data is absent from this report to protect anonymity.

The common data set information includes:    work pattern, pay band and by Directorate for each characteristic.

At the end of each set is a slide with commentary and potential improvement actions that are intended to align with actions contained within our People Strategy (listed below):
• Create Future Skills Plan that is inclusive, accessible and encourages positive investment in our workforce of the future
• Create the right environment within HES with an understanding of the importance of equality for all
• Ensure that Equality, Diversity, and Inclusion underpins all colleague learning journeys
• We will encourage engagement from all colleagues, and invest in their health and wellbeing
• Transform our recruitment journey to place candidate experience and equality at its heart, ensuring that the process and systems do not allow for unconscious bias and line managers are appropriately trained

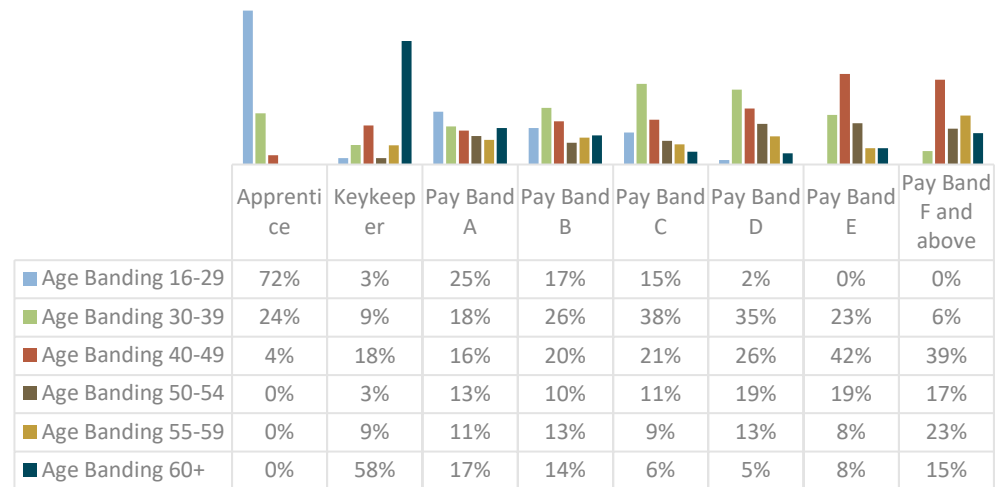and which contribute to achieving our Equality Outcomes:
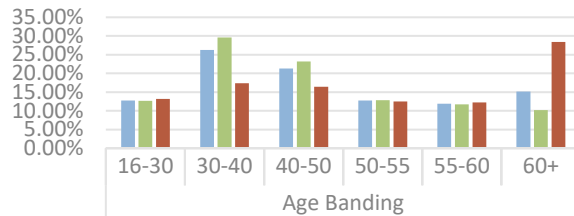
# Employee age profiles for 2019 and 2020

## Age and Work Pattern 2019
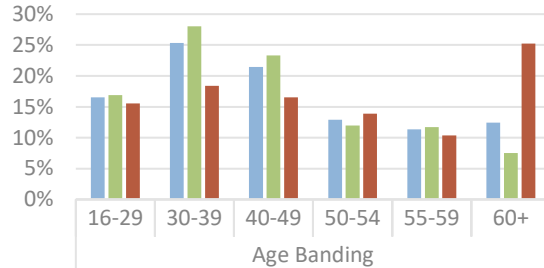


| | 16-29 | 30-39 | 40-49 | 50-54 | 55-59 | 60+ |
|---|---|---|---|---|---|---|
| All employees | 17% | 25% | 21% | 13% | 11% | 12% |
| Full Time | 17% | 28% | 23% | 12% | 12% | 8% |
| Part Time | 16% | 18% | 17% | 14% | 10% | 25% |

## Age and Pay Band 2019



| | Apprentice | Keykeeper | Pay Band A | Pay Band B | Pay Band C | Pay Band D | Pay Band E | Pay Band F and above |
|---|---|---|---|---|---|---|---|---|
| Age Banding 16-29 | 72% | 3% | 25% | 17% | 15% | 2% | 0% | 0% |
| Age Banding 30-39 | 24% | 9% | 18% | 26% | 38% | 35% | 23% | 6% |
| Age Banding 40-49 | 4% | 18% | 16% | 20% | 21% | 26% | 42% | 39% |
| Age Banding 50-54 | 0% | 3% | 13% | 10% | 11% | 19% | 19% | 17% |
| Age Banding 55-59 | 0% | 9% | 11% | 13% | 9% | 13% | 8% | 23% |
| Age Banding 60+ | 0% | 58% | 17% | 14% | 6% | 5% | 8% | 15% |

## Age and Work Pattern 2020



| | 16-30 | 30-40 | 40-50 | 50-55 | 55-60 | 60+ |
|---|---|---|---|---|---|---|
| All employees | 12.78% | 26.23% | 21.30% | 12.72% | 11.85% | 15.11% |
| Full Time | 12.63% | 29.55% | 23.15% | 12.81% | 11.71% | 10.16% |
| Part Time | 13.20% | 17.36% | 16.38% | 12.47% | 12.22% | 28.36% |

## Age and Band 2020
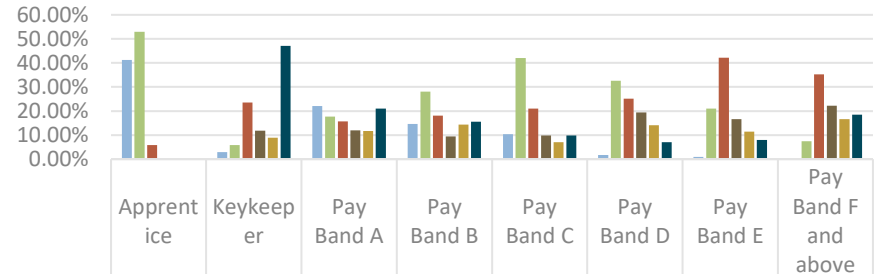


| | Apprentice | Keykeeper | Pay Band A | Pay Band B | Pay Band C | Pay Band D | Pay Band E | Pay Band F and above |
|---|---|---|---|---|---|---|---|---|
| Age Banding 16-30 | 41.18% | 2.94% | 22.08% | 14.62% | 10.29% | 1.76% | 0.88% | 0.00% |
| Age Banding 30-40 | 52.94% | 5.88% | 17.62% | 28.07% | 41.98% | 32.60% | 21.05% | 7.41% |
| Age Banding 40-50 | 5.88% | 23.53% | 15.71% | 18.13% | 20.99% | 25.11% | 42.11% | 35.19% |
| Age Banding 50-55 | 0.00% | 11.76% | 11.89% | 9.36% | 9.88% | 19.38% | 16.67% | 22.22% |
| Age Banding 55-60 | 0.00% | 8.82% | 11.68% | 14.33% | 7.00% | 14.10% | 11.40% | 16.67% |
| Age Banding 60+ | 0.00% | 47.06% | 21.02% | 15.50% | 9.88% | 7.05% | 7.89% | 18.52% |

**Age by Directorate 2019**
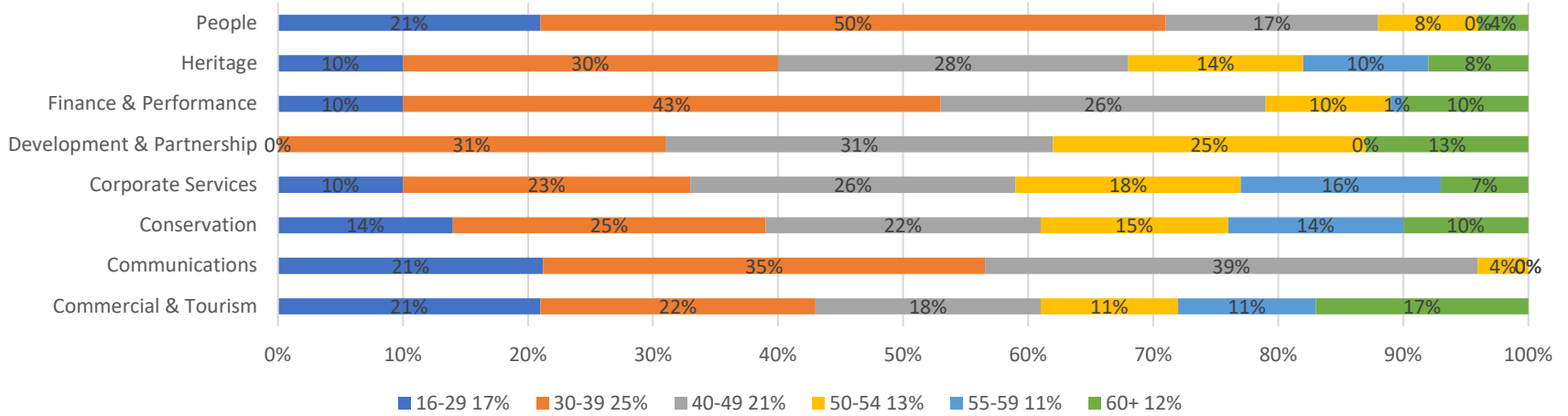
Age and Directorate 2020
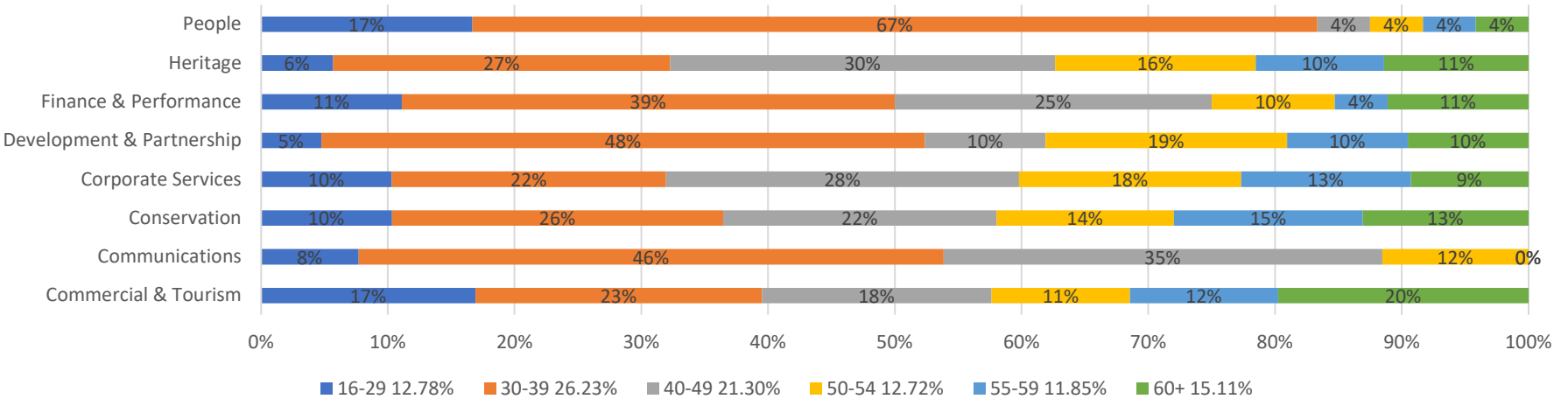
## Age commentary

- Stable comparison over past two years.

- 5% drop overall in 16-29 age range between 2019-2020

- The move to a new management information system has slightly changed the age range in 2020.

- We know from speaking with our Young Scot partners that young people are concerned about their futures as a result of COVID 19 and its impact on access to employment and training. Our People Strategy and Skills Investment Plan, will enable us to work with others across the sector to develop work and training pathways.
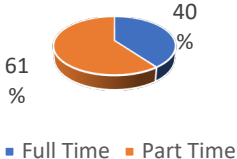
## Age actions to consider

- Activity to provide pathways and opportunities for young people to work in HES

- All Directorate recruitment campaigns should be informed by the diversity profile to identify potential for positive targeted action.

- Share data with Employee network/groups

# Employee Profiles of Women and Men  2019 and 2020

**Static picture over the two years  - Male 54%: Female 46%.  The part-time working pattern is: female profile 61%; male profile 39%**

### Female Profile 2019

40%
61%

- Full Time
- Part Time

### Female Profile 2020

40.35%
61.61%

- Full Time
- Part Time

### All employees 2019

46%
54%

- Female
- Male

### All employees 2020

46.14%
53.86%

- Female
- Male

### Male Profile 2019

39%
60%

- Full Time
- Part Time

### Male Profile 2020

38.39%
59.65%

- Full Time
- Part Time

# Employee profile by Pay Band 2019

| Pay Band | Female | Male |
|----------|--------|------|
| Pay Band F and above | 42% | 58% |
| Pay Band E | 43% | 57% |
| Pay Band D | 50% | 50% |
| Pay Band C | 52% | 48% |
| Pay Band B | 41% | 49% |
| Pay Band A | 46% | 54% |
| Keykeeper | 45% | 55% |
| Apprentice | 41% | 59% |

Female    Male

# Employee profile by Pay Band 2020

| Pay Band | Female | Male |
|----------|--------|------|
| Pay Band F and above | 40.74% | 59.26% |
| Pay Band E | 47.37% | 52.63% |
| Pay Band D | 51.10% | 48.90% |
| Pay Band C | 53.50% | 46.50% |
| Pay Band B | 39.47% | 60.53% |
| Pay Band A | 45.86% | 54.14% |
| Keykeeper | 50.00% | 50.00% |
| Apprentice | 17.65% | 82.35% |

Female    Male

# Employee profile by Directorate 2019

| Directorate | F | M |
|---|---|---|
| People | 83% | 17% |
| Heritage | 54% | 46% |
| Finance & Performance | 64% | 36% |
| Development & Partnership | 69% | 31% |
| Corporate Services | 26% | 74% |
| Conservation | 25% | 75% |
| Communications | 57% | 43% |
| Commercial & Tourism | 56% | 44% |

■ F  ■ M

**Balanced Directorates:**
- **Heritage, Communications and C&T**

**Higher proportion of males:**
- **Corporate Services**
- **Conservation**

**Higher proportion of females:**
- **People**
- **D&P**
- **Finance & Performance**

# Employee profile by Directorate 2020

| Directorate | F | M |
|---|---|---|
| People | 83% | 17% |
| Heritage | 55% | 45% |
| Finance & Performance | 65% | 35% |
| Development & Partnership | 71% | 29% |
| Corporate Services | 31% | 69% |
| Conservation | 24% | 76% |
| Communications | 58% | 42% |
| Commercial & Tourism | 56% | 44% |

■ F  ■ M
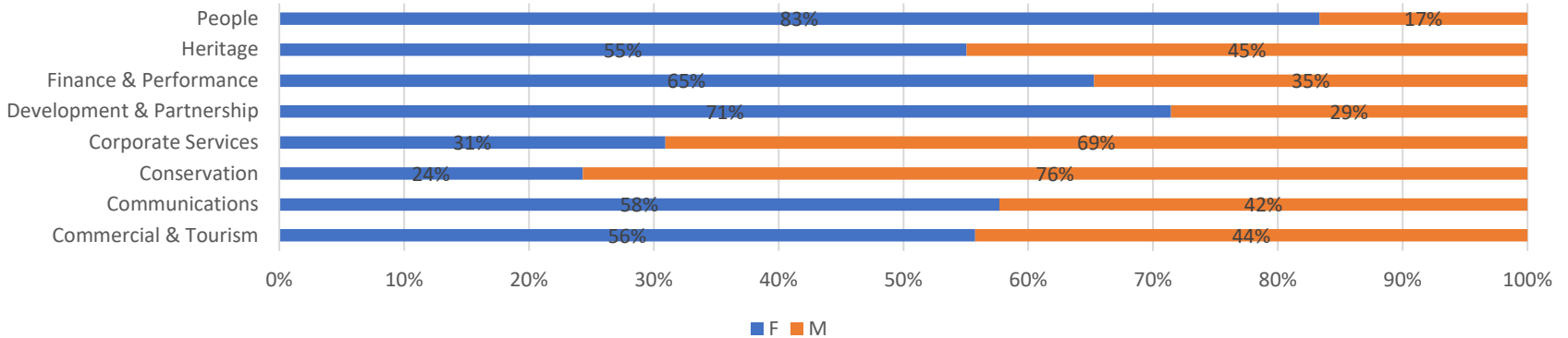
# Profile for Women and Men commentary

- Stable comparison overall.
- Some Directorates have higher proportions of male/female employees
- Our overall employment of women and men is more balanced than generally seen in the wider public sector
- Part time working pattern is predominately female which is reflected in the wider public sector
- 2019 apprentices by female/male 41%: 59%
- 2020 apprentices by female/male 17%:82%
- This year a project to explore 'working flexibly' is in place. This will be important as the impact of 'working from home' influences people's future choices/preferences with the potential to contribute to workforce diversity.

# Profile for Women and Men actions to consider

- Aim for more balanced Directorate profiles female/male
- Consider 2020 drop in ratio of apprentices' female/male and review.
- All Directorate recruitment campaigns should be informed by the diversity profile to identify potential for positive targeted action.
- Explore disaggregation of working pattern data within new CMIS programme to identify employees working flexibly beyond traditional part-time working e.g. to reflect patterns such as; annualised hours, home working, 9-day fortnight etc.
- Continue the 'working flexibly' project.
- Share this data with the Employee network/groups

# Employee disability profile for 2019 and 2020

## Employees and disability 2019
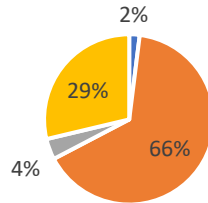


- Disability Status Yes
- Disability Status No
- Disability Status Prefer Not To Say
- Disability Status Not Known

## Employees and disability 2020
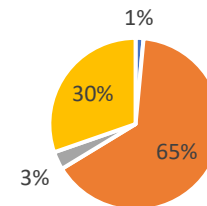


- Disability Status - as as September 2020 Yes
- Disability Status - as as September 2020 No
- Disability Status - as as September 2020 Prefer Not To Say
- Disability Status - as as September 2020 Not Known

# Employees disability and Pay Band 2019

| Pay Band | Disability Status Yes | Disability Status No | Disability Status Prefer Not To Say | Disability Status Not Known |
|---|---|---|---|---|
| Pay Band F and above | 0% | 58% | 6% | 35% |
| Pay Band E | 0% | 70% | 4% | 26% |
| Pay Band D | 0% | 68% | 3% | 28% |
| Pay Band C | 1% | 70% | 4% | 24% |
| Pay Band B | 3% | 72% | 5% | 20% |
| Pay Band A | 3% | 59% | 3% | 36% |
| Keykeeper | 3% | 61% | 3% | 33% |
| Apprentice | 2% | 48% | 0% | 50% |

- Disability Status Yes
- Disability Status No
- Disability Status Prefer Not To Say
- Disability Status Not Known

# Employees disability and Pay Band 2020

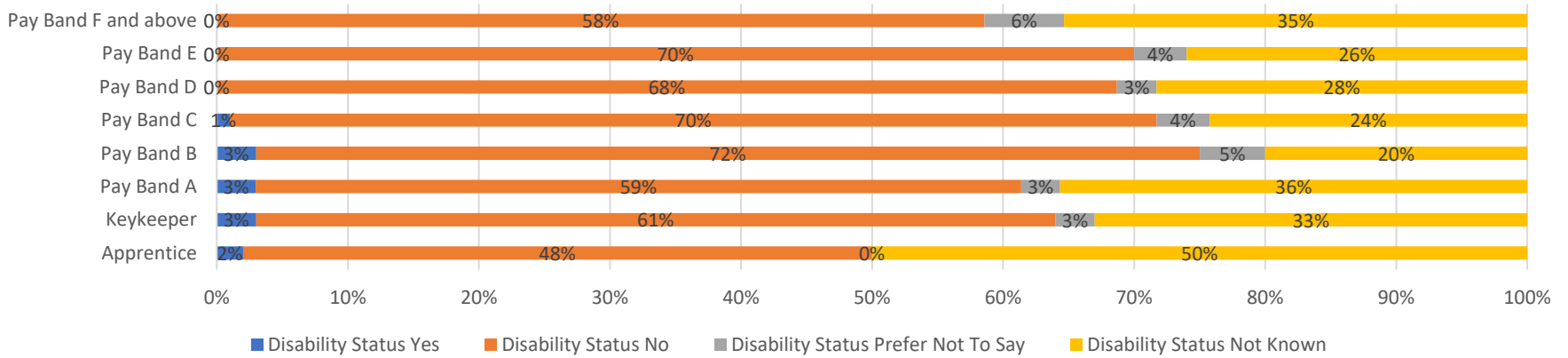| Pay Band | Disability Status Yes | Disability Status No | Disability Status Prefer Not To Say | Disability Status Not Known |
|---|---|---|---|---|
| Pay Band F and above | 0% | 58% | 6% | 37% |
| Pay Band E | 0% | 67% | 4% | 30% |
| Pay Band D | 0% | 67% | 4% | 29% |
| Pay Band C | 1% | 68% | 4% | 27% |
| Pay Band B | 2% | 70% | 4% | 24% |
| Pay Band A | 2% | 60% | 2% | 36% |
| Apprentice | 0% | 56% | 0% | 44% |

- Disability Status Yes
- Disability Status No
- Disability Status Prefer Not To Say
- Disability Status Not Known

# Employee disability by Directorate 2019

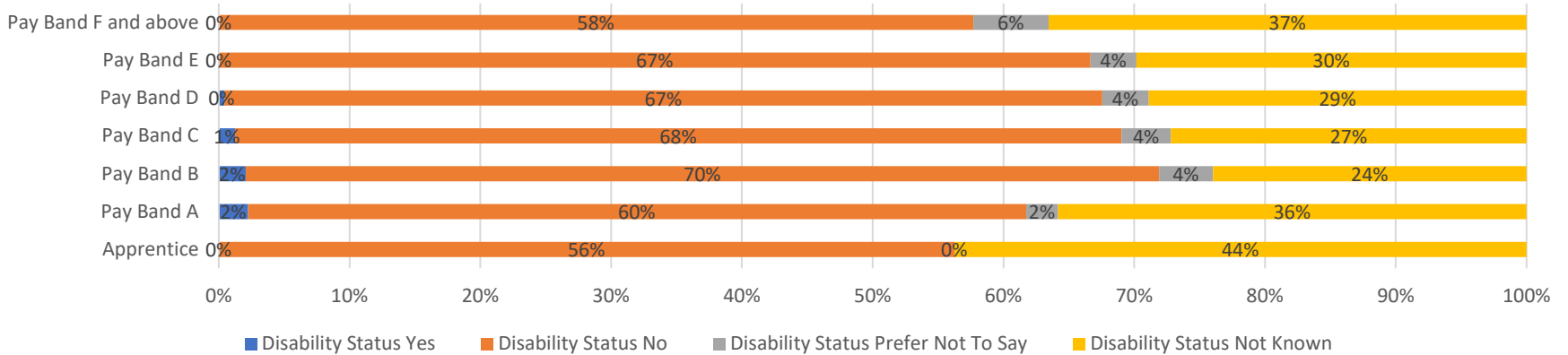| Directorate | Disability Status Yes | Disability Status No | Disability Status Prefer Not To Say | Disability Status Not Known |
|---|---|---|---|---|
| People | 0% | 75% | 0% | 25% |
| Heritage | 2% | 65% | 4% | 29% |
| Finance & Performance | 6% | 63% | 3% | 29% |
| Development & Partnership | 0% | 56% | 0% | 44% |
| Corporate Services | 1% | 60% | 1% | 38% |
| Conservation | 2% | 75% | 4% | 20% |
| Communications | 0% | 74% | 4% | 22% |
| Commercial & Tourism | 2% | 60% | 4% | 34% |

# Employee disability by Directorate 2020

| Directorate | Disability Status - as as September 2020 Yes | Disability Status - as as September 2020 No | Disability Status - as as September 2020 Prefer Not To Say | Disability Status - as as September 2020 Not Known |
|---|---|---|---|---|
| People | 0% | 69% | 0% | 31% |
| Heritage | 1% | 63% | 4% | 32% |
| Finance & Performance | 4% | 58% | 3% | 35% |
| Development & Partnership | 0% | 69% | 0% | 31% |
| Corporate Services | 1% | 54% | 1% | 44% |
| Conservation | 1% | 75% | 3% | 20% |
| Communications | 0% | 72% | 4% | 24% |
| All employees | 1% | 65% | 3% | 30% |

# Disability commentary

- Information was not fully migrated at the time this Equalities Report was created

- Data report for 2020 is as at September 2020.

- Data from the Scottish Government indicate *26.3% of economically inactive disabled people wanted to work.

- We understand that the reasons for the unknown data gap of 30% are likely to be complex.

- It is vital to communicate the importance of providing this information as it contributes to greater awareness of available workplace support where this is required.

- We are keen to communicate our commitment to supporting disabled people at work within HES.

# Disability actions to consider

- Self-declaration exercise to be carried out every two years and all staff encouraged to complete Oracle fusion self-service portal information.

- Self-declaration reduction targets for unknown data to be set every two years in line with statutory reporting.

- All Directorate recruitment campaigns should be informed by the diversity profile to identify potential for positive targeted action.

- We will continue to work on the data in/data out developments as the new system is embedded.

- Demonstrate use of guaranteed interview scheme – potential to add to our internal equality monitoring.

*Disability+Infographic+16-64+Final+Version+-+PDF.pdf (www.gov.scot)

# Employee ethnicity profile for 2019 and 2020

## Employees ethnicity 2020
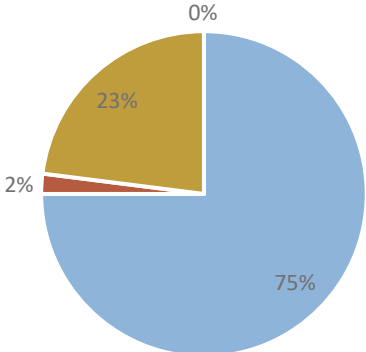
- 0%
- 23%
- 2%
- 75%

- Ethnic Group White
- Ethnic Group Other ethnicity
- Ethnic Group Not Known
- Ethnic Group Prefer Not To Say

## Employees ethnicity 2019
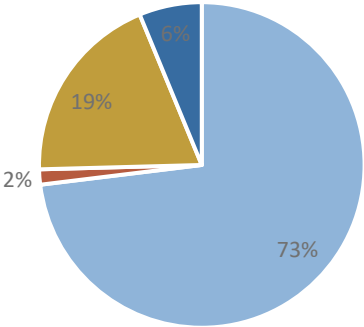
- 6%
- 19%
- 2%
- 73%

- Ethnic Group White
- Ethnic Group Other ethnicity
- Ethnic Group Not Known
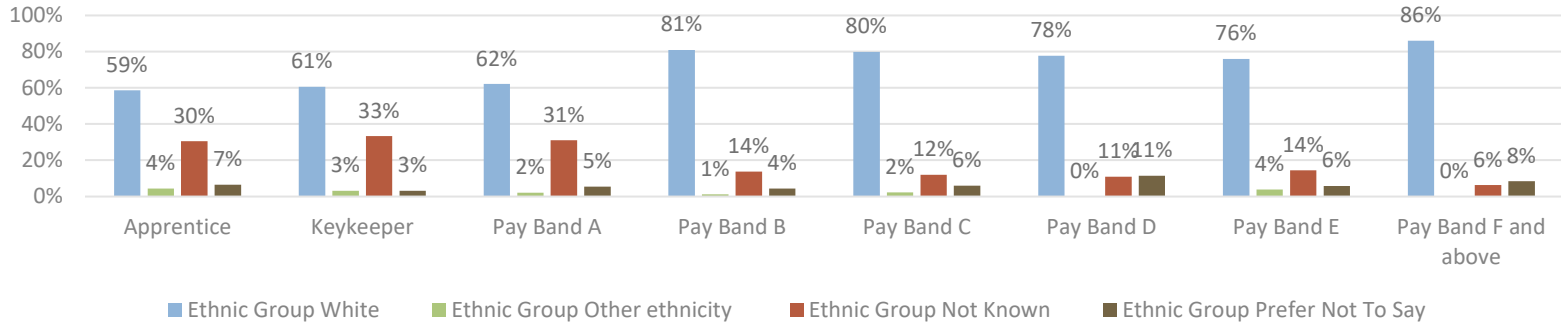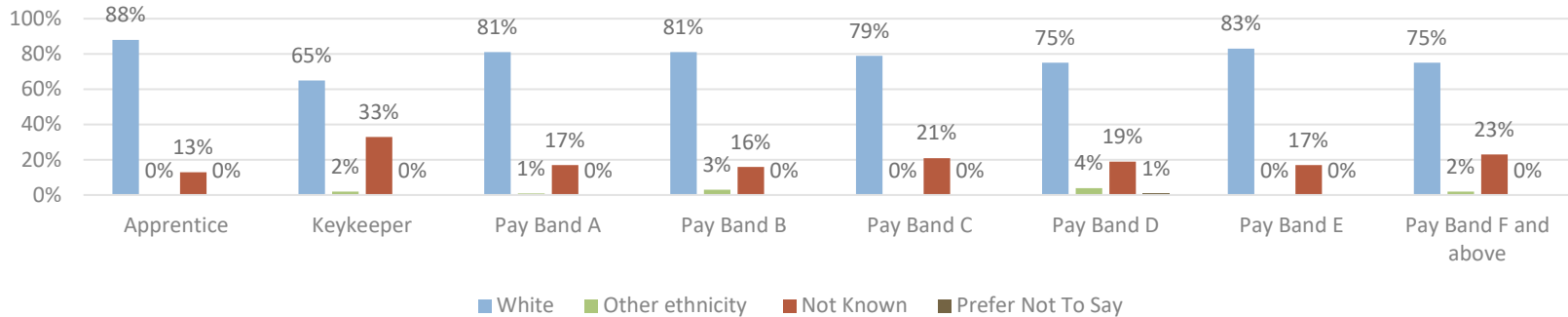- Ethnic Group Prefer Not To Say

# Employee ethnicity profile for 2019 and 2020

## Ethnicity and Pay Band 2019



Legend: Ethnic Group White · Ethnic Group Other ethnicity · Ethnic Group Not Known · Ethnic Group Prefer Not To Say

| Category | Apprentice | Keykeeper | Pay Band A | Pay Band B | Pay Band C | Pay Band D | Pay Band E | Pay Band F and above |
|---|---|---|---|---|---|---|---|---|
| Ethnic Group White | 59% | 61% | 62% | 81% | 80% | 78% | 76% | 86% |
| Ethnic Group Other ethnicity | 4% | 3% | 2% | 1% | 2% | 0% | 4% | 0% |
| Ethnic Group Not Known | 30% | 33% | 31% | 14% | 12% | 11% | 14% | 6% |
| Ethnic Group Prefer Not To Say | 7% | 3% | 5% | 4% | 6% | 11% | 6% | 8% |

## Ethnicity and Pay Band 2020



Legend: White · Other ethnicity · Not Known · Prefer Not To Say

| Category | Apprentice | Keykeeper | Pay Band A | Pay Band B | Pay Band C | Pay Band D | Pay Band E | Pay Band F and above |
|---|---|---|---|---|---|---|---|---|
| White | 88% | 65% | 81% | 81% | 79% | 75% | 83% | 75% |
| Other ethnicity | 0% | 2% | 1% | 3% | 0% | 4% | 0% | 2% |
| Not Known | 13% | 33% | 17% | 16% | 21% | 19% | 17% | 23% |
| Prefer Not To Say | 0% | 0% | 0% | 0% | 0% | 1% | 0% | 0% |

# Ethnicity by Directorate 2019



| Directorate | White | Other ethnicity | Not Known | Prefer Not To Say |
|---|---|---|---|---|
| People | 88% | 0% | 12% | 0% |
| Heritage | 74% | 1% | 11% | 15% |
| Finance & Performance | 81% | | 10% | 6% |
| Development & Partnership | 75% | 0% | 19% | 6% |
| Corporate Services | 72% | 1% | 13% | 13% |
| Conservation | 85% | | 12% | |
| Communications | 87% | | 9% | 0% |
| Commercial & Tourism | 63% | 1% | 29% | 7% |

Legend: Ethnic Group White · Ethnic Group Other ethnicity · Ethnic Group Not Known · Ethnic Group Prefer Not To Say

# Ethnicity by Directorate 2020



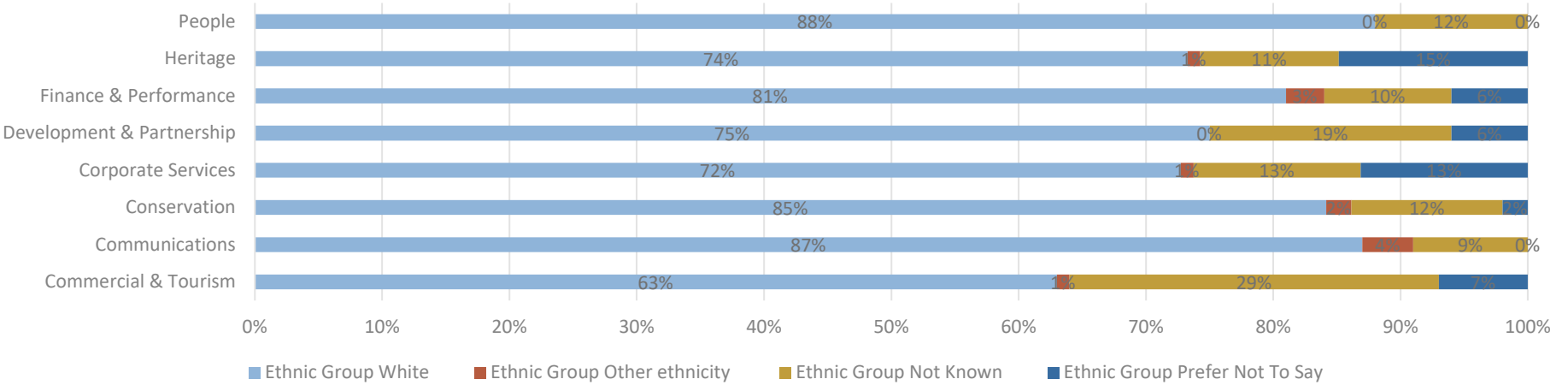| Directorate | White | Other ethnicity | Not Known | Prefer Not To Say |
|---|---|---|---|---|
| People | 84% | 0% | 16% | 0% |
| Heritage | 74% | 1% | 24% | |
| Finance & Performance | 77% | | 20% | 0% |
| Development & Partnership | 88% | 0% | 12% | 0% |
| Corporate Services | 69% | | 27% | 0% |
| Conservation | 88% | 1% | 10% | 0% |
| Communications | 81% | | 15% | 0% |
| Commercial & Tourism | 67% | 1% | 31% | 0% |

Legend: White · Other ethnicity · Not Known · Prefer Not To Say

## Ethnicity commentary

- The numbers of Black Asian and Minority Ethnic (BAME) employees remains low.

- According to the last census the percentage of people in Scotland from minority ethnic groups is 4%. With regional variations showing Glasgow at 12%; Edinburgh and Aberdeen 8% and Dundee at 6%.

- Scotland's census has been delayed to 2022.

- Reducing our unknown data gap of 23% is important to provide a more accurate picture of our workforce in relation to ethnicity.

- It is vital to communicate the importance of providing this information as part of our statutory reporting requirements.

- We are keen to communicate the support available within HES and in particular the role of our LGBT, Youth and Equity employee forums.

- This is our first year of producing an ethnicity pay gap report. We anticipate that as our self-declaration level improves this will influence our pay gap report

## Ethnicity actions to consider

- Self-declaration exercise to be carried out every two years and all staff encouraged to complete Oracle fusion self-service portal information.

- Self-declaration reduction targets for unknown data to be set every two years in line with statutory reporting.

- We will continue to work on the data in/data out developments as the new system is embedded.

- All Directorate recruitment campaigns should be informed by the diversity profile to identify potential for positive targeted action.

- Make use of positive action for training roles e.g., targeted advertising to BAME communities.

- Continue to work with internship and training partners as appropriate.

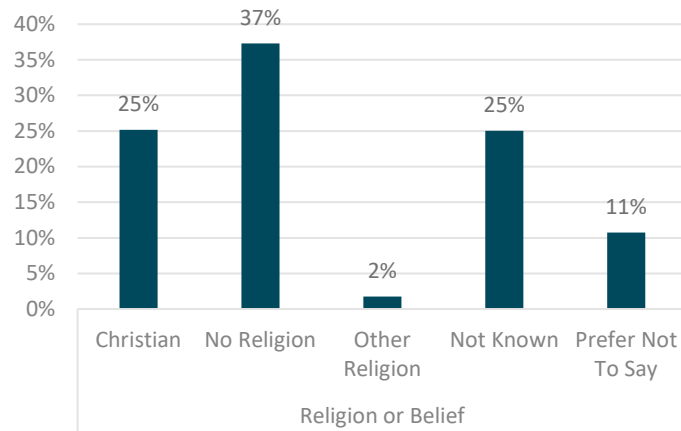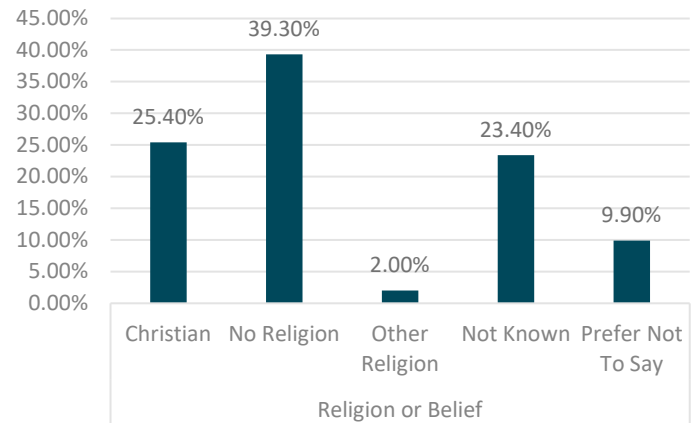# Marriage & Civil Partnership profile for 2019 and 2020
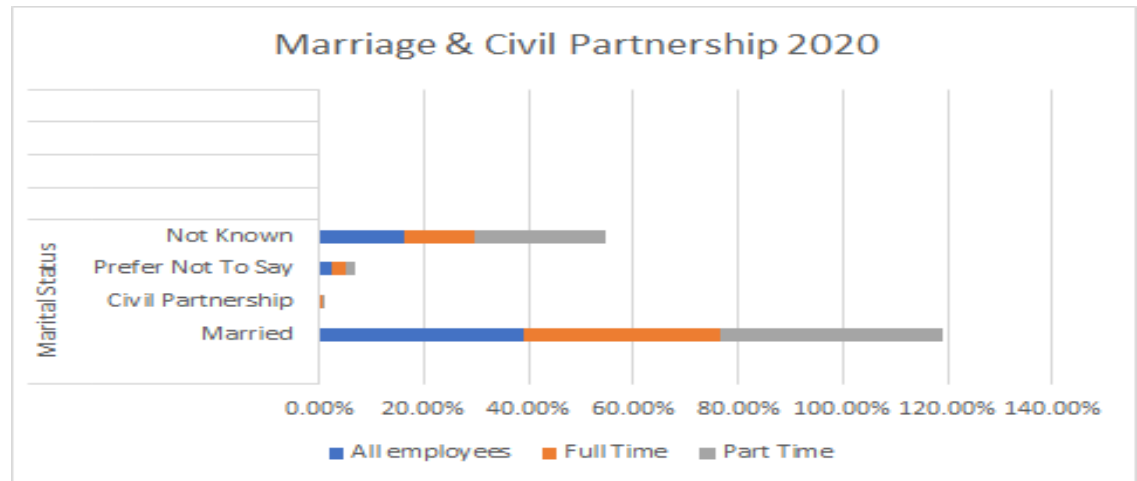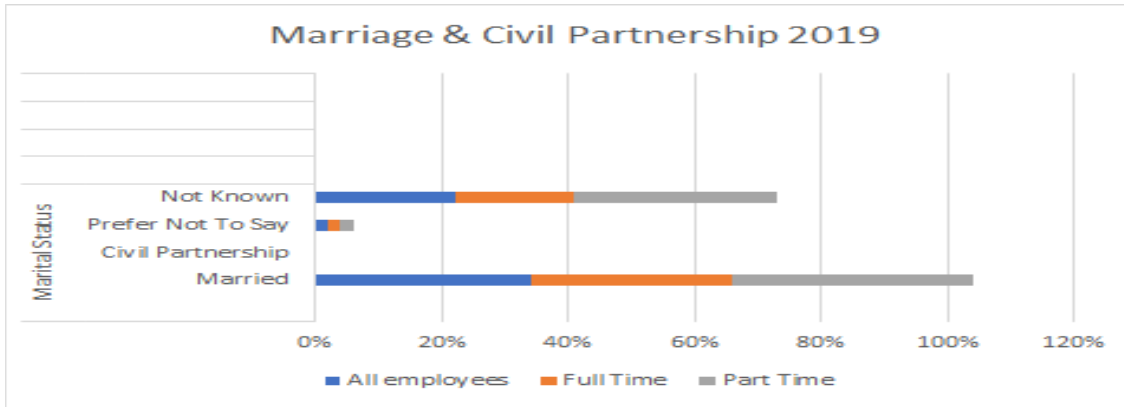


## Commentary

- This data set is a reporting requirement. We have limited this data set to one slide showing the profiles only for 2019 and 2020.

# Employees Religion and Belief profiles for 2019 and 2020
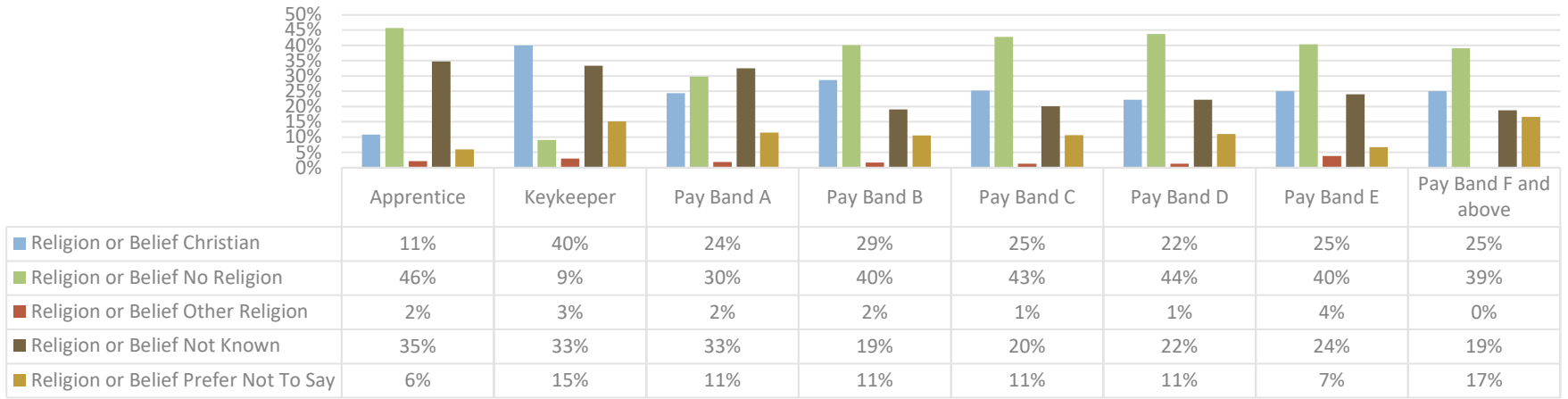
## All employees and Religion/Belief 2019
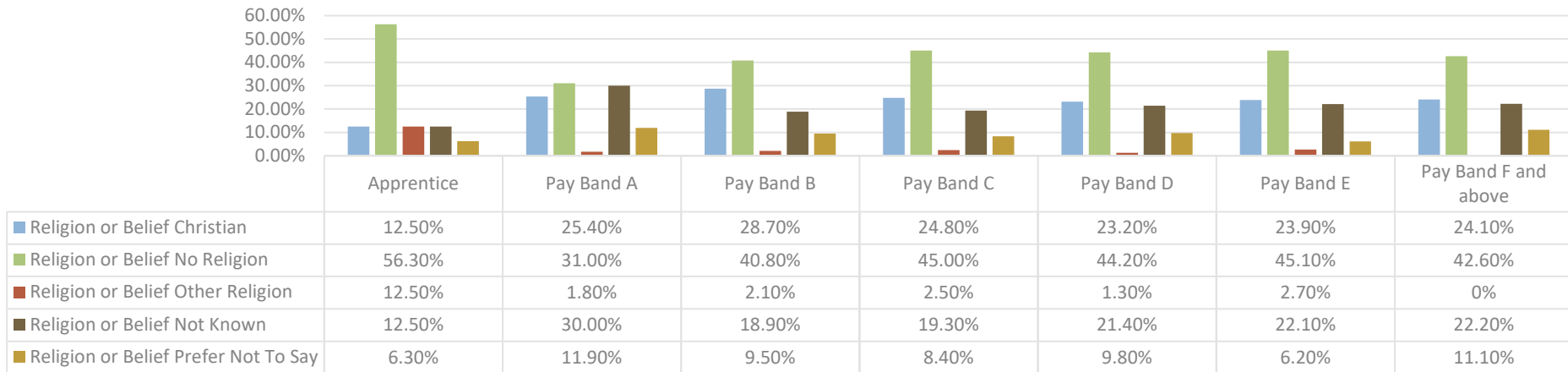


## All employees and Religion/Belief 2020

## Religion/Belief and Pay Band 2019

| | Apprentice | Keykeeper | Pay Band A | Pay Band B | Pay Band C | Pay Band D | Pay Band E | Pay Band F and above |
|---|---|---|---|---|---|---|---|---|
| Religion or Belief Christian | 11% | 40% | 24% | 29% | 25% | 22% | 25% | 25% |
| Religion or Belief No Religion | 46% | 9% | 30% | 40% | 43% | 44% | 40% | 39% |
| Religion or Belief Other Religion | 2% | 3% | 2% | 2% | 1% | 1% | 4% | 0% |
| Religion or Belief Not Known | 35% | 33% | 33% | 19% | 20% | 22% | 24% | 19% |
| Religion or Belief Prefer Not To Say | 6% | 15% | 11% | 11% | 11% | 11% | 7% | 17% |

■ Religion or Belief Christian  ■ Religion or Belief No Religion  ■ Religion or Belief Other Religion  ■ Religion or Belief Not Known  ■ Religion or Belief Prefer Not To Say

## Religion/Belief and Pay Band 2020

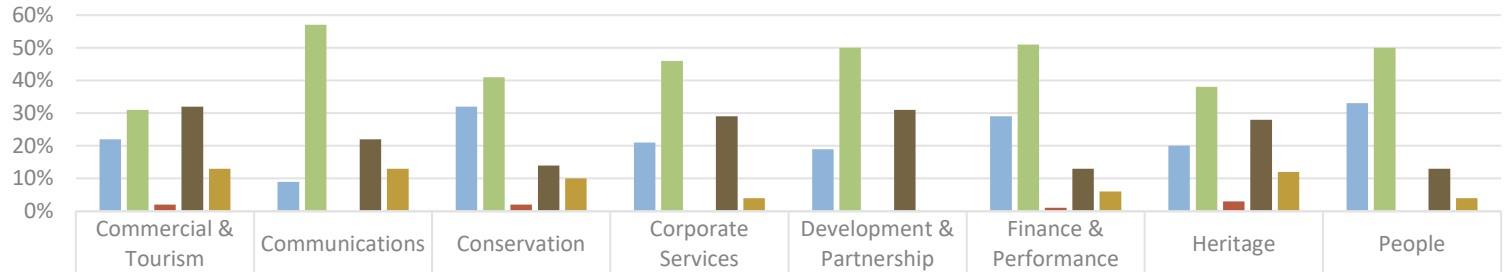| | Apprentice | Pay Band A | Pay Band B | Pay Band C | Pay Band D | Pay Band E | Pay Band F and above |
|---|---|---|---|---|---|---|---|
| Religion or Belief Christian | 12.50% | 25.40% | 28.70% | 24.80% | 23.20% | 23.90% | 24.10% |
| Religion or Belief No Religion | 56.30% | 31.00% | 40.80% | 45.00% | 44.20% | 45.10% | 42.60% |
| Religion or Belief Other Religion | 12.50% | 1.80% | 2.10% | 2.50% | 1.30% | 2.70% | 0% |
| Religion or Belief Not Known | 12.50% | 30.00% | 18.90% | 19.30% | 21.40% | 22.10% | 22.20% |
| Religion or Belief Prefer Not To Say | 6.30% | 11.90% | 9.50% | 8.40% | 9.80% | 6.20% | 11.10% |

■ Religion or Belief Christian  ■ Religion or Belief No Religion  ■ Religion or Belief Other Religion  ■ Religion or Belief Not Known  ■ Religion or Belief Prefer Not To Say
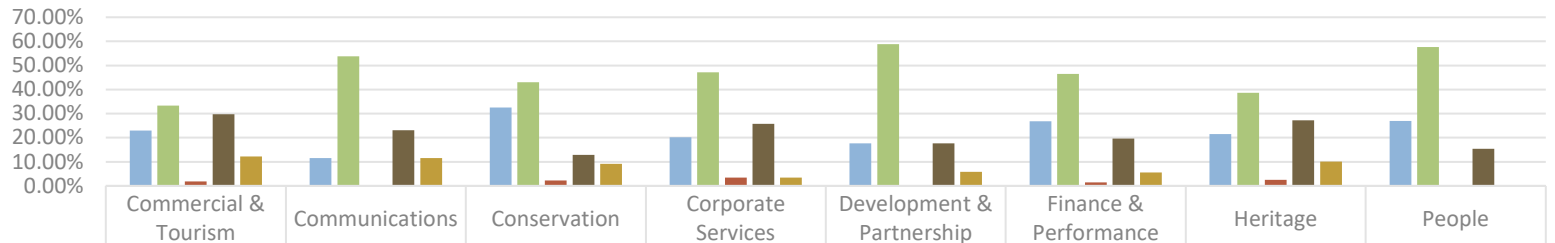
## Religion/Belief and Directorate 2019

| | Commercial & Tourism | Communications | Conservation | Corporate Services | Development & Partnership | Finance & Performance | Heritage | People |
|---|---|---|---|---|---|---|---|---|
| Religion or Belief Christian | 22% | 9% | 32% | 21% | 19% | 29% | 20% | 33% |
| Religion or Belief No Religion | 31% | 57% | 41% | 46% | 50% | 51% | 38% | 50% |
| Religion or Belief Other Religion | 2% | 0% | 2% | 0% | 0% | 1% | 3% | 0% |
| Religion or Belief Not Known | 32% | 22% | 14% | 29% | 31% | 13% | 28% | 13% |
| Religion or Belief Prefer Not To Say | 13% | 13% | 10% | 4% | 0% | 6% | 12% | 4% |

■ Religion or Belief Christian  ■ Religion or Belief No Religion  ■ Religion or Belief Other Religion  ■ Religion or Belief Not Known  ■ Religion or Belief Prefer Not To Say

## Religion/Belief and Directorate 2020

| | Commercial & Tourism | Communications | Conservation | Corporate Services | Development & Partnership | Finance & Performance | Heritage | People |
|---|---|---|---|---|---|---|---|---|
| Religion or Belief Christian | 23.00% | 11.50% | 32.60% | 20.20% | 17.60% | 26.80% | 21.50% | 26.90% |
| Religion or Belief No Religion | 33.30% | 53.80% | 43.10% | 47.20% | 58.80% | 46.50% | 38.60% | 57.70% |
| Religion or Belief Other Religion | 1.80% | 0% | 2.30% | 3.40% | 0% | 1.40% | 2.50% | 0% |
| Religion or Belief Not Known | 29.70% | 23.10% | 12.90% | 25.80% | 17.60% | 19.70% | 27.20% | 15.40% |
| Religion or Belief Prefer Not To Say | 12.20% | 11.50% | 9.10% | 3.40% | 5.90% | 5.60% | 10.10% | 0% |

■ Religion or Belief Christian  ■ Religion or Belief No Religion  ■ Religion or Belief Other Religion  ■ Religion or Belief Not Known  ■ Religion or Belief Prefer Not To Say
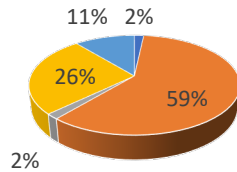
## Religion commentary

- Information was not fully migrated at the time this Equalities Report was created

- Data report for 2020 is as at September 2020.

- Majority of employees identify as having no religion which is in line with the last census.

- The unknown data gap is 23%.

## Religion actions to consider

- Self-declaration exercise to be carried out every two years and all staff encouraged to complete Oracle fusion self-service portal information.

- Self-declaration reduction targets for unknown data to be set every two years in line with statutory reporting.

- We will continue to work on the data in/data out developments as the new system is embedded.
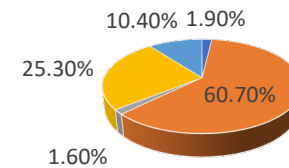
# Employee Sexual Orientation profiles for 2019 and 2020

## Employees and sexual orientation 2019

11%  2%
26%
59%
2%

- Sexual Orientation Gay Man / Gay Woman
- Sexual Orientation Heterosexual / Straight
- Sexual Orientation Other
- Sexual Orientation Not Known
- Sexual Orientation Prefer Not To Say

## Employees and sexual orientation 2020

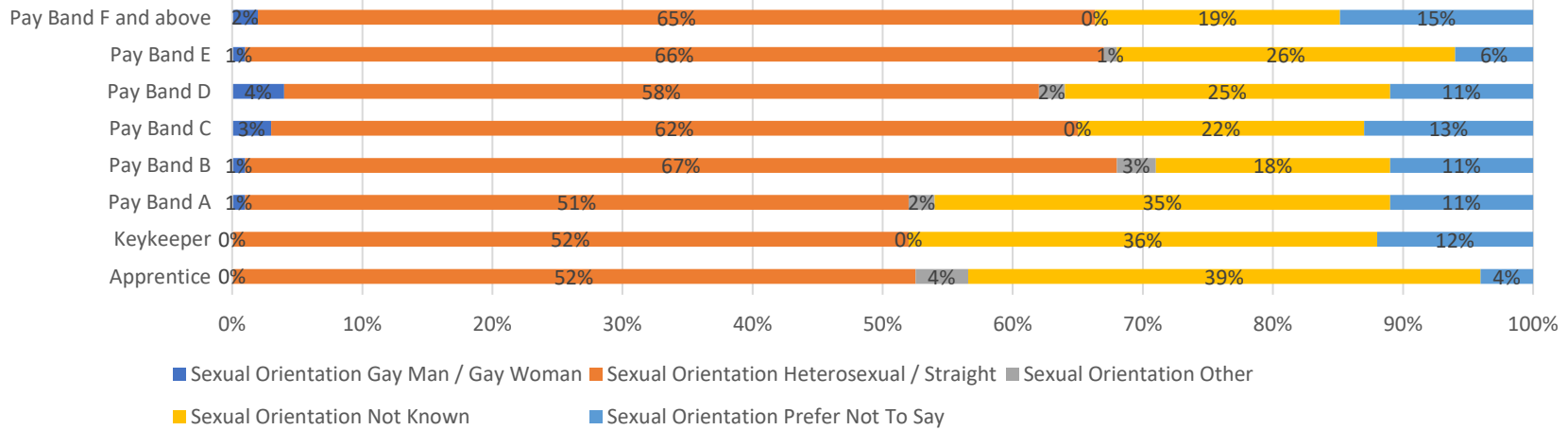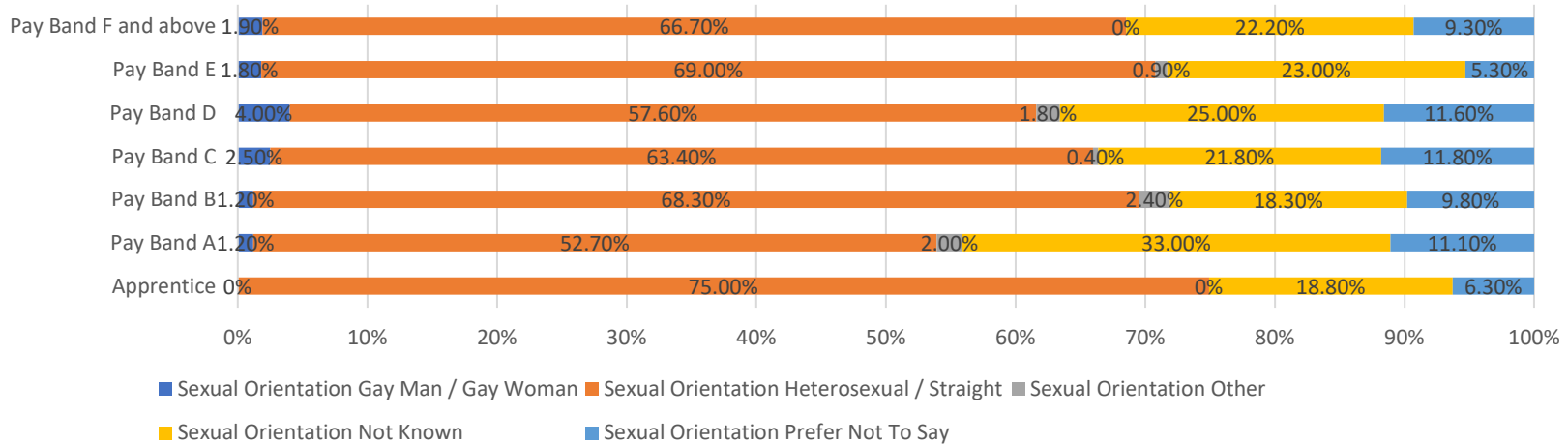10.40%  1.90%
25.30%
60.70%
1.60%

- Sexual Orientation Gay Man / Gay Woman
- Sexual Orientation Heterosexual / Straight
- Sexual Orientation Other
- Sexual Orientation Not Known
- Sexual Orientation Prefer Not To Say

# Employees Sexual Orientation by Pay Band 2019

| Pay Band | Gay Man / Gay Woman | Heterosexual / Straight | Other | Not Known | Prefer Not To Say |
|---|---|---|---|---|---|
| Pay Band F and above | 2% | 65% | 0% | 19% | 15% |
| Pay Band E | 1% | 66% | 1% | 26% | 6% |
| Pay Band D | 4% | 58% | 2% | 25% | 11% |
| Pay Band C | 3% | 62% | 0% | 22% | 13% |
| Pay Band B | 1% | 67% | 3% | 18% | 11% |
| Pay Band A | 1% | 51% | 2% | 35% | 11% |
| Keykeeper | 0% | 52% | 0% | 36% | 12% |
| Apprentice | 0% | 52% | 4% | 39% | 4% |

■ Sexual Orientation Gay Man / Gay Woman ■ Sexual Orientation Heterosexual / Straight ■ Sexual Orientation Other
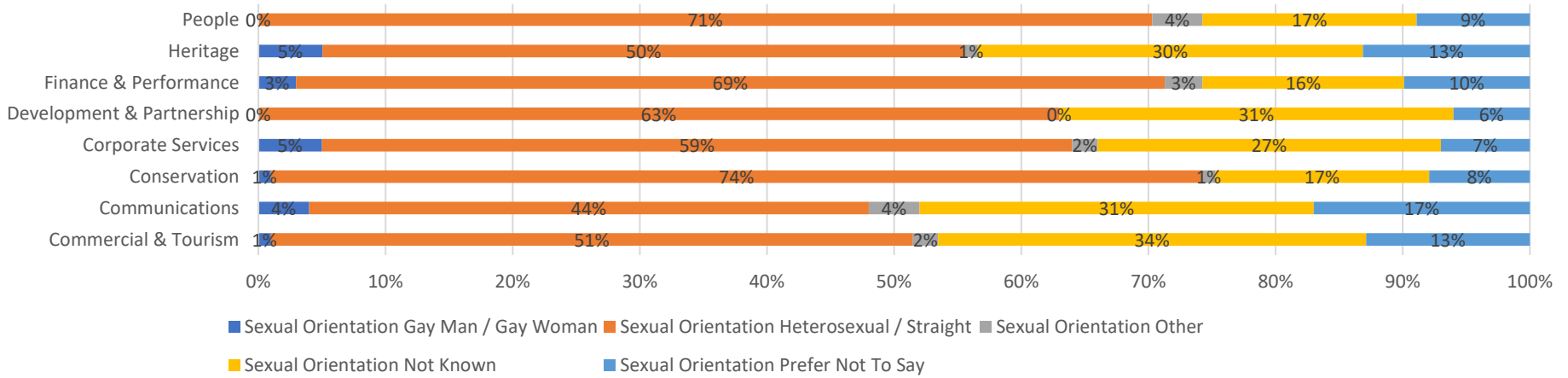■ Sexual Orientation Not Known ■ Sexual Orientation Prefer Not To Say
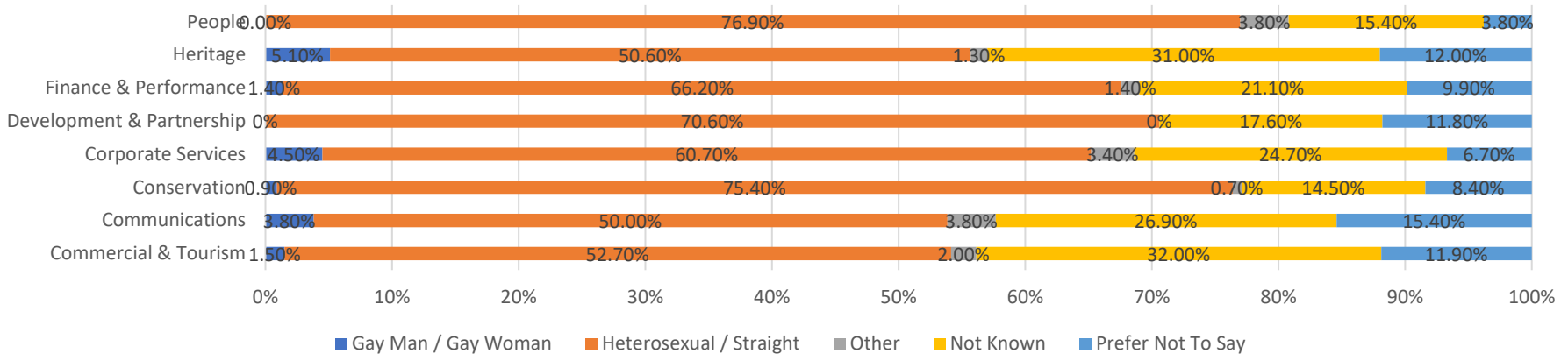
# Employees Sexual Orientation by Pay Band 2020

| Pay Band | Gay Man / Gay Woman | Heterosexual / Straight | Other | Not Known | Prefer Not To Say |
|---|---|---|---|---|---|
| Pay Band F and above | 1.90% | 66.70% | 0% | 22.20% | 9.30% |
| Pay Band E | 1.80% | 69.00% | 0.90% | 23.00% | 5.30% |
| Pay Band D | 4.00% | 57.60% | 1.80% | 25.00% | 11.60% |
| Pay Band C | 2.50% | 63.40% | 0.40% | 21.80% | 11.80% |
| Pay Band B | 1.20% | 68.30% | 2.40% | 18.30% | 9.80% |
| Pay Band A | 1.20% | 52.70% | 2.00% | 33.00% | 11.10% |
| Apprentice | 0% | 75.00% | 0% | 18.80% | 6.30% |

■ Sexual Orientation Gay Man / Gay Woman ■ Sexual Orientation Heterosexual / Straight ■ Sexual Orientation Other
■ Sexual Orientation Not Known ■ Sexual Orientation Prefer Not To Say

## Employees Sexual Orientation by Directorate 2019

| Directorate | Gay Man / Gay Woman | Heterosexual / Straight | Other | Not Known | Prefer Not To Say |
|---|---|---|---|---|---|
| People | 0% | 71% | 4% | 17% | 9% |
| Heritage | 5% | 50% | 1% | 30% | 13% |
| Finance & Performance | 3% | 69% | 3% | 16% | 10% |
| Development & Partnership | 0% | 63% | 0% | 31% | 6% |
| Corporate Services | 5% | 59% | 2% | 27% | 7% |
| Conservation | 1% | 74% | 1% | 17% | 8% |
| Communications | 4% | 44% | 4% | 31% | 17% |
| Commercial & Tourism | 1% | 51% | 2% | 34% | 13% |

Legend: ■ Sexual Orientation Gay Man / Gay Woman ■ Sexual Orientation Heterosexual / Straight ■ Sexual Orientation Other ■ Sexual Orientation Not Known ■ Sexual Orientation Prefer Not To Say

## Employees and Sexual Orientation by Directorate 2020

| Directorate | Gay Man / Gay Woman | Heterosexual / Straight | Other | Not Known | Prefer Not To Say |
|---|---|---|---|---|---|
| People | 0.00% | 76.90% | 3.80% | 15.40% | 3.80% |
| Heritage | 5.10% | 50.60% | 1.30% | 31.00% | 12.00% |
| Finance & Performance | 1.40% | 66.20% | 1.40% | 21.10% | 9.90% |
| Development & Partnership | 0% | 70.60% | 0% | 17.60% | 11.80% |
| Corporate Services | 4.50% | 60.70% | 3.40% | 24.70% | 6.70% |
| Conservation | 0.90% | 75.40% | 0.70% | 14.50% | 8.40% |
| Communications | 3.80% | 50.00% | 3.80% | 26.90% | 15.40% |
| Commercial & Tourism | 1.50% | 52.70% | 2.00% | 32.00% | 11.90% |

Legend: ■ Gay Man / Gay Woman ■ Heterosexual / Straight ■ Other ■ Not Known ■ Prefer Not To Say

## Sexual orientation data commentary

- Information was not fully migrated at the time this Equalities Report was created

- Data report for 2020 is as at September 2020.

- Our unknown data gap is 25% and we understand that the reasons for non-declaration may be very personal and complex.

- We are keen to communicate and promote the role of our LGBT+ employee network.

## Sexual orientation data actions to consider

- Self-declaration exercise to be carried out every two years and all staff encouraged to complete Oracle fusion self-service portal information.

- Self-declaration reduction targets for unknown data to be set every two years in line with statutory reporting.

- Engage the LGBT+ network with this self-declaration exercise.

- Explore analysing the 'other' category with a view to identifying more relevant descriptor/s

- We will continue to work on the data in/data out developments as the new system is embedded.

- All Directorate recruitment campaigns should be informed by the diversity profile to identify potential for targeted action.

# General information 2019 and 2020

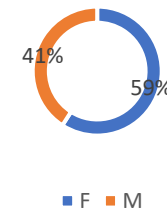| Maternity/Adoption/Shared Parental Leave | |
|---|---|
| Employees on Mat/Adoption leave as of 31st December 2019 | 14 |
| Employees on Mat/Adoption leave as of 31st December 2020 | 16 |
| Employees on Mat/Adoption leave between 1st Jan. – 31st Dec 2019 | 28 |
| A small number of employees took Shared Parental leave in 2019 and 2020 (data suppressed as numbers <10) | * |

# Grievance and Discipline Report

Over 2019 and 2020 there were a small number of formal grievances and disciplinary cases (less than 10) which were managed using the appropriate formal policy and procedure.

Promotions by
Male/Female 2019

35%
65%

■ F ■ M
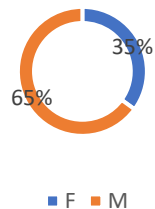
Promotions by
Male/Female 2020

41%
59%

■ F ■ M

# Leavers information for 2019 and 2020

## Leavers by Pay Band 2019

| Pay Band | % |
|---|---|
| Pay Band F and above | 2% |
| Pay Band E | 3% |
| Pay Band D | 6% |
| Pay Band C | 9% |
| Pay Band B | 11% |
| Pay Band A | 62% |
| Apprentice | 7% |

## Leavers by Pay Band 2020

| Pay Band | % |
|---|---|
| Pay Band F and above | 2% |
| Pay Band E | 3% |
| Pay Band D | 8% |
| Pay Band C | 12% |
| Pay Band B | 18% |
| Pay Band A | 56% |
| Apprentice | 3% |

## Leavers by Directorate 2019

| Directorate | % |
|---|---|
| People | 1% |
| Heritage | 5% |
| Finance & Performance | 13% |
| Development & Partnership | 1% |
| Corporate Services | 4% |
| Conservation | 16% |
| Communications | 1% |
| Commercial & Tourism | 69% |

## Leavers by Directorate 2020

| Directorate | % |
|---|---|
| People | 2% |
| Heritage | 9% |
| Finance & Performance | 5% |
| Development & Partnership | 1% |
| Corporate Services | 4% |
| Conservation | 29% |
| Communications | 1% |
| Commercial & Tourism | 50% |

# Conclusion

Our data informs us that our workforce is underrepresented in the following areas when compared to Scottish Census data:

- Disability and ethnicity
- For women and men overall, the picture compares favourably with other public sectors however we can see that there are areas where there is an absence of balance

Our data for sexual orientation compares favourably with Scottish Government data* from 2015. However, conversations are taking place on gender identity leading us to explore how we might capture this information in our new CMIS system.

The information provided in this report will be used to support and inform our recruitment and employment practice to improve our workforce diversity and our employee's workplace experience.

We recognise that we are not alone across the public and heritage sectors in our diversity aspiration, and it will be increasingly important for us to work in partnership as we promote the historic environment as an employer of choice and training pathway.

Moving to a new HR management system will enable a greater level of data interrogation and sophisticated analysis which will help to identify priorities and supporting activity.

*Sexual orientation in Scotland 2017: summary of evidence base - gov.scot(www.gov.scot)

HISTORIC ENVIRONMENT SCOTLAND | ÀRAINNEACHD EACHDRAIDHEIL ALBA