



Scottish Natural Heritage

Employee Monitoring Report

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Scottish Natural Heritage
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www.snh.gov.uk

Employee Monitoring Report

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Employee Monitoring Report

1. Introduction

The new Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 came into force on the 27 May 2012. This requires public bodies such as SNH to produce an Annual Employee Monitoring Report covering all 9 of the “protected characteristics”, as defined in the Equality Act 2010. The 9 “protected characteristics” are:

- Age
- Disability
- Ethnicity
- Gender and Transgender
- Religion or belief
- Sexual orientation
- Pregnancy and maternity
- Marriage and civil partnership

The new regulations require a major increase in the volume of employee information being collected and reported. This report provides data from the 2012 / 2013 financial year.

The new Regulations require that the Employee Monitoring Report must include details of:

- The number of employees and their relevant protected characteristics.
- Information on the recruitment, development and retention of employees, in terms of their protected characteristics.
- Details of the progress that has been made to gather and use the above information to enable us better perform the equality duty.

In addition, every two years SNH must:

- From 30 April 2013 produce and publish information on any gender pay gap, shown as any difference: “between men’s average hourly pay (excluding overtime) and women’s average hourly pay (excluding overtime).
- From 2017 onwards, publish a Statement on Equal Pay that sets out the policy between persons who are disabled and persons who are not; and persons who fall into a minority racial group and persons who do not.

The data relates only to employees who are directly employed by SNH. It excludes those who work with SNH but are engaged as contingent workers, such as volunteers or agency workers.

The information contained within this report allows SNH to identify how people experience their employment journey with SNH based on their protected characteristics.

The data contained within the report, represents a single point in time when the data was reported from the HR system.

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2. Gathering Employee Information

It should be noted that:

- Employees have the legal right not to disclose information about their protected characteristics, if they so choose. Any information employees' supply is on a purely voluntary basis.
- It will take time to develop systems to collect information for those few areas where SNH do not already have data collection systems in place.
- SNH has actively encouraged employees to update their personal information that relates to equality and diversity monitoring. Of those employees who supplied information, not all answered all of the questions, but were selective in their responses.
- The information gathered is held securely on the SNH HR system, with only named HR employees having access to the anonymised information. All personal and sensitive information is processed in accordance with the Data Protection Act.
- The Scottish Government in the new Regulations freely acknowledge their role in helping public bodies to meet their responsibilities under the new Regulations.

Given the above, our information should be viewed as indicative rather than definitive. However, the SNH Employee Monitoring Report will be developed and improved year on year.

3. Using the Employee Monitoring Report

The report will:

- Enable SNH and others, to gauge whether SNH employees and prospective employees are being treated fairly. If the report highlights any anomalies or inconsistencies, these will be looked into and any appropriate follow up action taken.
- Give reassurance to SNH employees that they are working in an environment free from prejudice and / or discrimination.
- Give any prospective employees, reassurance that SNH treats its employees in a fair and equitable manner.
- Enable external monitoring bodies such as the Equality and Human Rights Commission to monitor our compliance with current equality and diversity legislation and good practice guidelines.

4. Number of Staff in Post

The number of SNH staff in post as at 1 March 2013 is 773. This figure includes all employees of SNH but excludes Board Members, Honorary Wardens and Contingent Workers. The breakdown of employees by working hours is shown below.

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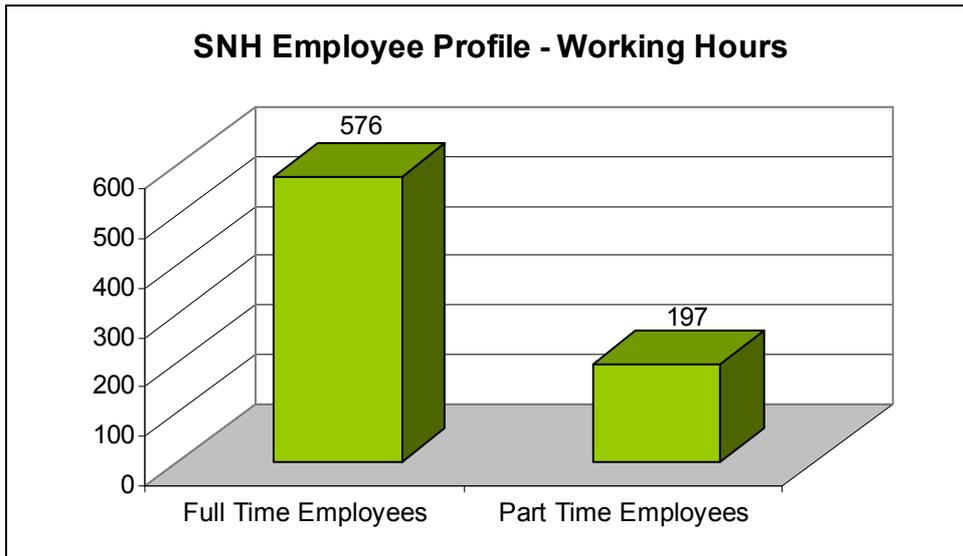


Figure 1 SNH Employee Working Hours

We have also included the profile broken down into male and female employees who work full and part time.

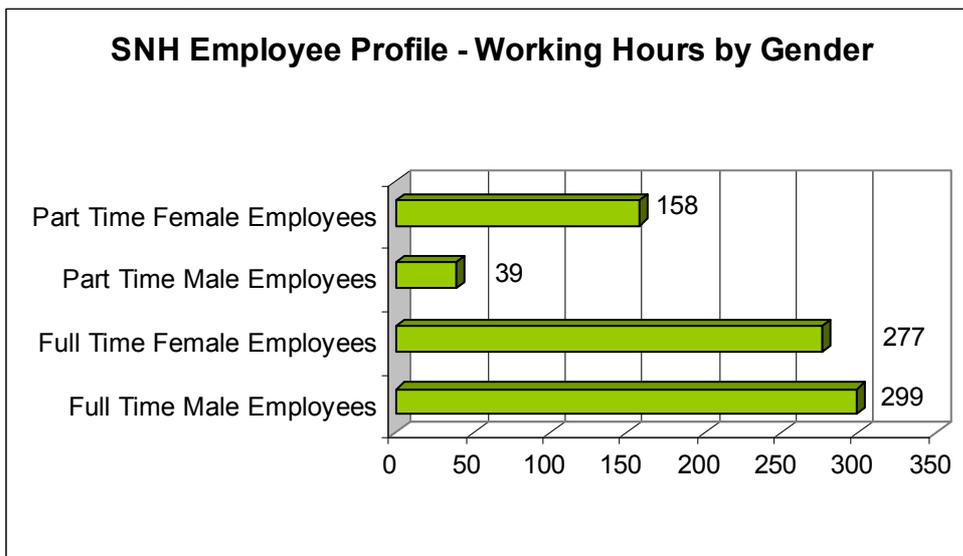


Figure 2 SNH Employee Working Hours by Gender

We are currently undertaking a home working pilot, where 10 employees have a home location. We also have some employees who will work from home on an ad hoc basis but are not classed as working from home on a full time basis.

5. Employee Profile

This data has been obtained from the SNH HR system and is a snapshot as at 1 March 2013.

Work continues to develop reporting mechanisms in relation to the nine protected characteristics, including marriage and civil partnership and pregnancy and maternity.

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5.1 Age

The data collected provides a profile of our employees in terms of age. Of the 773 employees employed, 11 (1.42%) were under 25 years of age, 529 (68.44%) were between 25-49 and 201 (26.00%) were aged 50-59. We also have 32 (4.14%) employees who are aged 60 and over.

The age data we hold in relation to employees is robust in terms of recording date of birth, as this is core data required by HR and Payroll Services. Age equality is covered in relevant equality training.

During 2011, the default retirement age was abolished and as such we have amended our policies and procedures in relation to retirement. We have produced some general guidance for employees when approaching or thinking about retirement, including some information on the civil service pension scheme, flexible working, health and wellbeing and also taking financial advice. There were no significant changes or issues arising out of this legislative amendment, as SNH already have a number of employees working beyond the contractual retirement age.

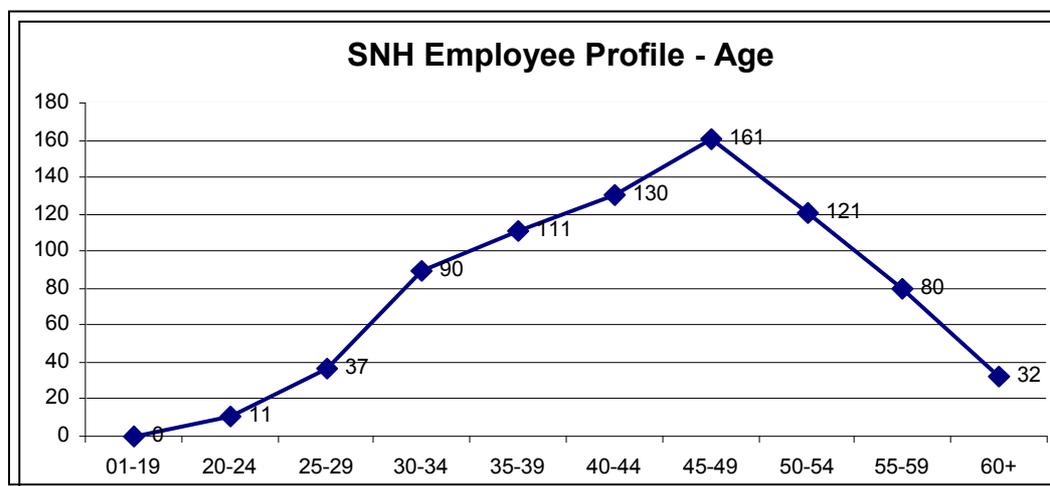


Figure 3 SNH Employee Age profile

5.2 Disability

Chart 4 shows our employees profile by disability. 8 (1.03%) employees identify as having a disability based on 41.5% of the workforce declaring their status on the HR system. From the results of the September 2012 staff survey, 21 (3.64%) of 577 respondents identified themselves as having a disability.

The reasons why employees are not disclosing their disability is unclear, SNH will continue to actively encourage employees to disclose their disabilities and also cultivate a culture where employees feel safe to share their disability status.

SNH continues to provide reasonable workplace adjustments in line with guidance from our Occupational Health provider in order to enable continued employment for employees with disabilities. Again a small proportion of employees (25 or 3.23%) preferred not say whether they had a disability as defined under the Equality Act.

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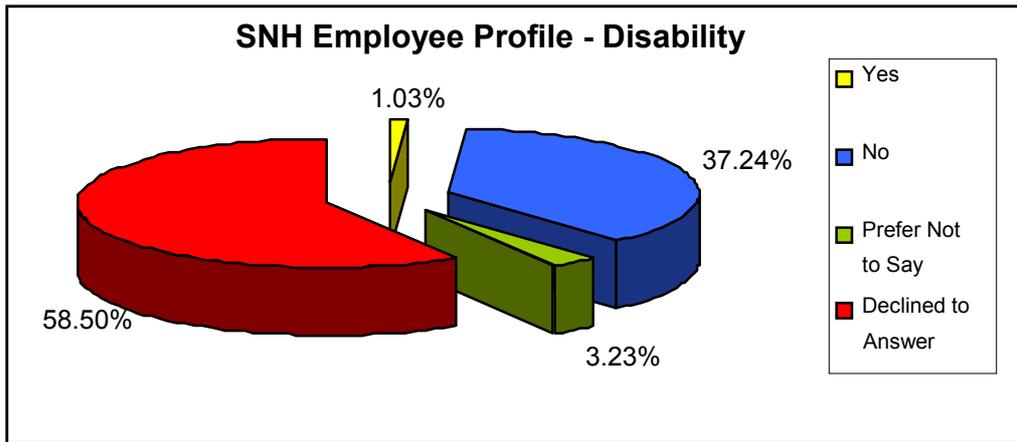


Figure 4 SNH Employee Disability Profile

5.3 Ethnicity

Chart 5 shows the profile of SNH employees by ethnicity, as at 1 March 2013. Of the data we hold, less than 1% of our employees identify as being from an ethnic minority group.

Results from our most recent staff survey (September 2012), based on responses from 576 employees, indicate that 88% of employees were from a white background, and 12% preferred not to say.

A large number of employees (476 or 61.58%) have not disclosed their ethnicity within the HR system. The reasons for non-disclosure are unclear and SNH will review this and report our findings in future reports. SNH will also continue to actively encourage employees to disclose their ethnicity and also cultivate a culture where employees feel safe to share their ethnicity for the purpose of monitoring.

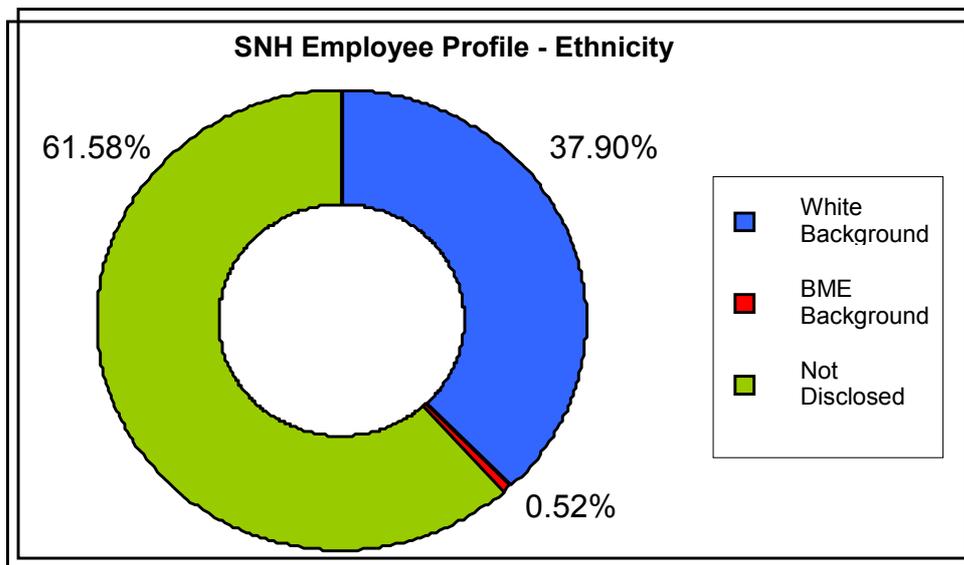


Figure 5 SNH Employee Ethnicity Profile

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5.4 Gender and Transgender

The gender profile of our employees continues to show a slightly higher percentage of females. 56.27% (435) of our employees is currently female and 43.73% (338) are male employees.

There was disclosure of transgender status from our employees; however the number is too low to publish. 62.48% of employees preferred not to say or declined to disclose their transgender status.

The gender data held in our HR system is robust in terms of recording male or female as this information is core data required by HR Services.

In Scotland, there are roughly equal numbers of males and females. SNH is careful in all our advertising material to avoid sexual stereotyping. Our literature shows an equal number of female and male employees.

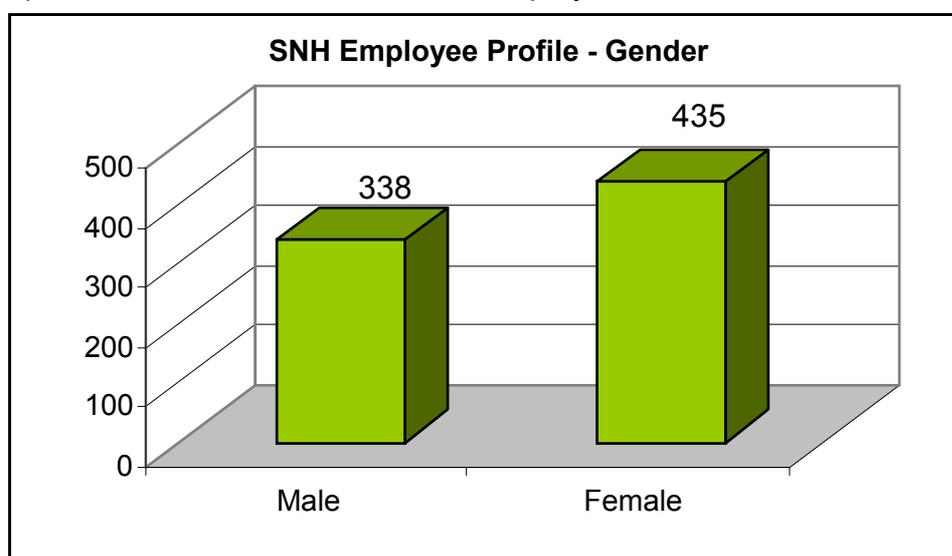


Figure 6 SNH Employee Gender Profile

5.5 Religion or Belief

Around 13% of our employees identify with a Christian religion, whilst 20% say they have no religion or belief and 65% chose not to disclose details of their religion or belief. The remaining 2% identified with other religions or belief groups, including Buddhist and Humanism beliefs.

The large number of employees who did not disclose any religion or belief may indicate that many employees felt that personal information on their religion or belief, or lack of religion or belief was too sensitive to share.

From the most recent staff Survey (September 2012), based on 577 respondents, 44% identified no religion, 32% identified as Christian, 4% as other religion or belief and 20% preferred not to say.

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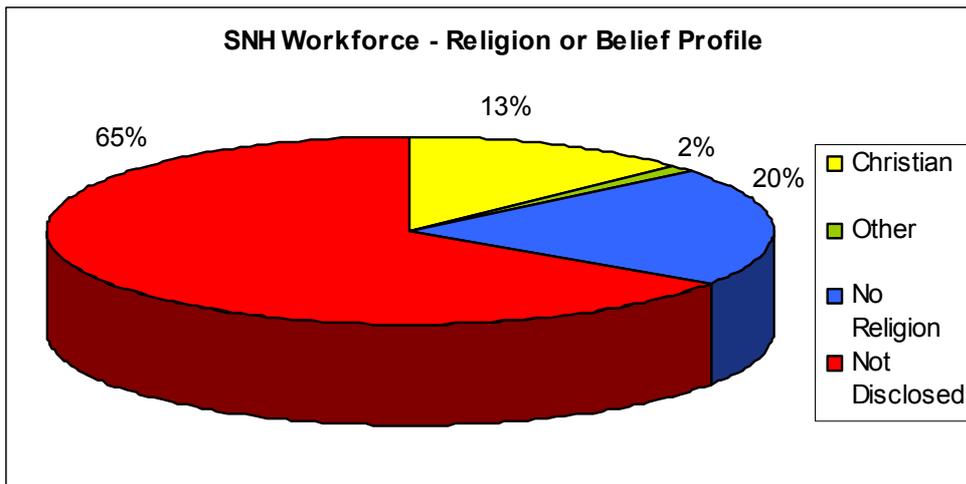


Figure 7 SNH Employee Religion or Belief Profile

5.6 Sexual Orientation

The majority of our employees who responded, 265 or 34.28% identify as heterosexual, with less than 1% identifying as bisexual, gay or lesbian. We will continue to engage with our employees as to why we need to collect this data in an attempt to overcome any continued reluctance to provide this information. 453 employees (58.60%) chose not to disclose this information.

From the most recent staff survey (September 2012), of the 577 respondents, 79% identified themselves as heterosexual, 20% preferred not to say and 1% identified themselves as bisexual, gay or lesbian. Areas for development over the next 12 months are:

- Continuing participation with network groups and events, SNH are part of the Lesbian, Gay, Bisexual and Transgender (LGBT) network, active in the Employee Disability Equality Network (EDEN) and also Highlands and Islands Equality Forum (HIEF) and will continue to develop the active promotion of these groups and events.
- Staff engagement – we will further develop our employee intranet to provide information to ensure awareness amongst employees of network events and information.

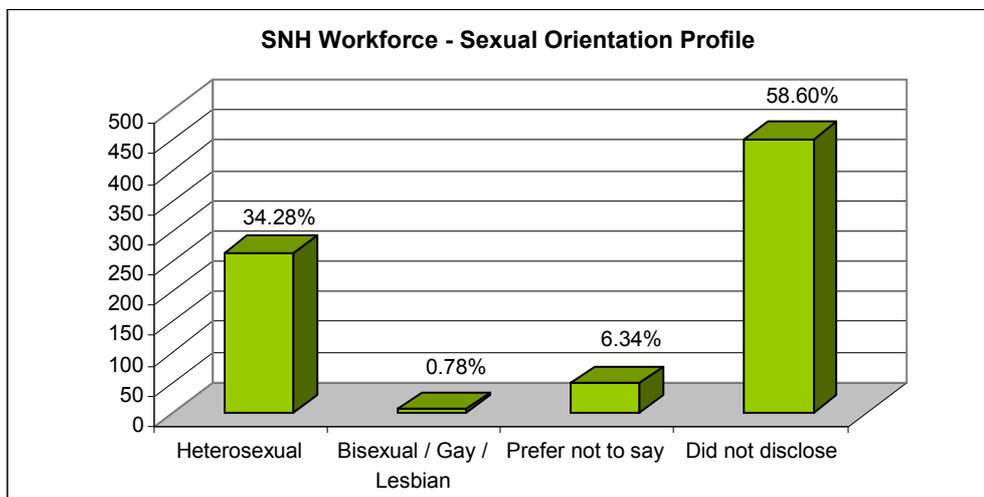


Figure 8 SNH Employee Sexual Orientation Profile

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5.7 Pregnancy and Maternity

Within SNH, HR Services ensure that every pregnant employee is made aware of their maternity leave rights at an early stage as well as their entitlement to payments. They also provide advice to line managers on maternity leave issues. There are long standing employment legislation in place in relation to maternity leave and pay.

Twenty-eight employees have applied for maternity leave, with 22 (78.57%) employees due to go onto maternity leave or on maternity leave. Of these applications, 6 (21.43%) employees have returned to work. Of these 6 employees, a proportion opted to return to work on a part time basis and a small proportion of employees opted not to return to work following their maternity leave. No employee has been refused maternity leave.

SNH terms and conditions relating to maternity leave and pay go beyond the statutory minimum and this commitment is also reflected in our work life balance policies such as flexible working policies.

SNH has adopted family friendly policies and also operates flexible working to accommodate the needs of employees who have family or other caring responsibilities outside of their employment with SNH.

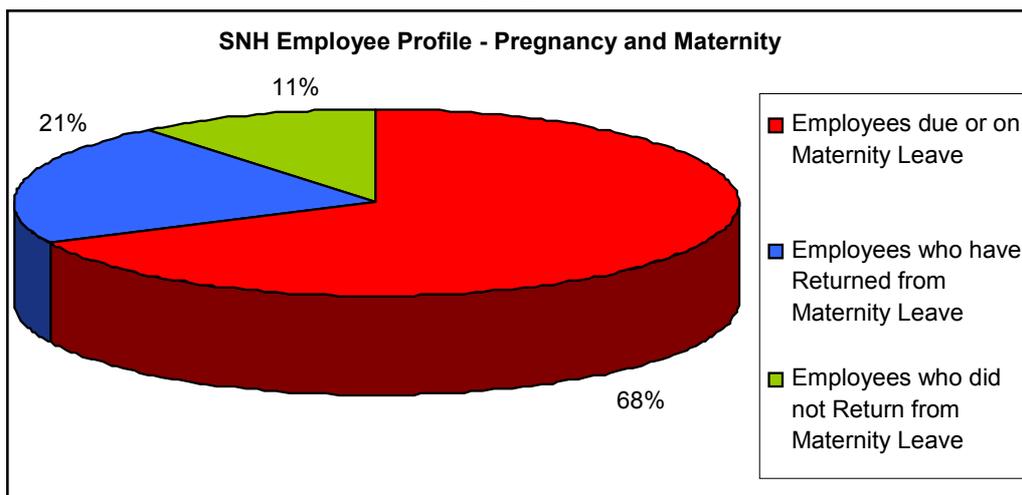


Figure 9 SNH Employee Pregnancy and Maternity Profile

5.8 Marriage and Civil Partnership

The information for SNH employees indicates that 425 (54.98%) employees identified themselves as married, 21 (2.72%) as divorced and 220 (28.46%) as single. The remaining 107 (13.84%) identified themselves as living together, widowed, domestic partner, legally separated or did not disclose.

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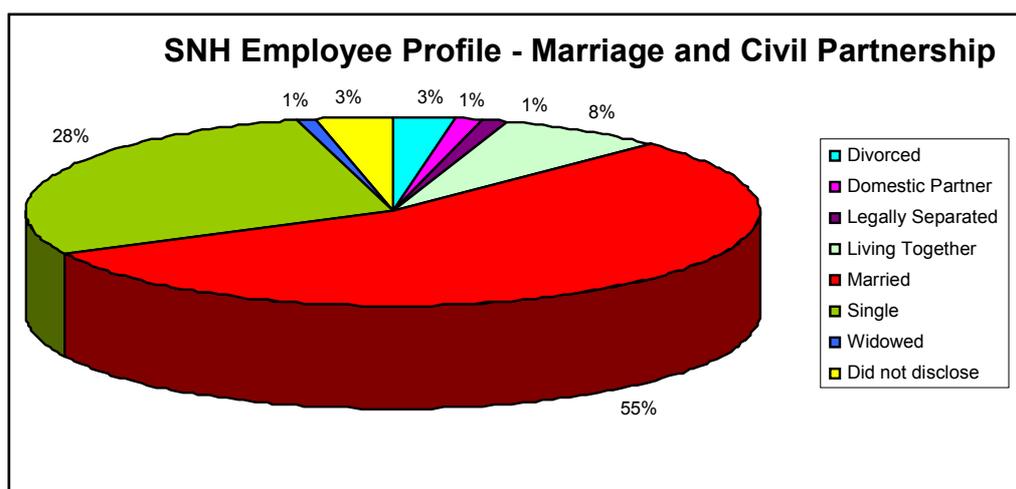


Figure 10 SNH Employee Marital Status Profile

6. Recruitment, Retention and Development Information

SNH collects data at every stage of the employee journey, and we are committed to ensuring a fair consistent and transparent approach with all our employees.

We believe that all employees are to be treated with respect, regardless of protected characteristic or other difference, for example, social background, work pattern, position in the organisation or trade union activity.

6.1 Applications

- During 2012 / 2013, SNH received a total of 1,289 applications.
- Candidates with a white ethnicity were the biggest single group, submitting 1,202 applications or 93.25% of the total received. Candidates with a BME ethnicity submitted 36 applications (2.78%). There were 51 applications (3.97%) who did not disclose their ethnicity.
- Of the 1,289 applications received, 264 (20.48%) applications were from candidates under 25, 425 (32.97%) from candidates aged 25-34, 257 (19.94%) from candidates aged 35-44, 221 (17.15%) from candidates aged 45-54, and 71 (5.51%) applications from candidates aged 55 and over. 51 (3.95%) applicants did not disclose their age.
- 590 (45.77%) applications were received from male candidates and 654 (50.74%) applications from female candidates. 45 (3.49%) candidates who did not disclose their gender.
- 1,168 (90.62%) applicants identified themselves as heterosexual, 32 (2.48%) as Bisexual, gay or lesbian and 89 (6.90%) did not disclose their sexual orientation.
- 63 (4.89%) applicants stated they had a disability with 1172 (90.92%) candidates stating they did not have a disability. 54 (4.19%) candidates chose not to disclose their disability status.
- As a Disability “Two Ticks” symbol holder, this is in recognition of our commitment to try to improve employment of disabled people. We consider recruits based upon their abilities. We operate a Guaranteed

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Interview Scheme (GIS) for all disabled candidates who meet the essential requirements for any of our vacancies.

It is important that SNH interview panels continue to give the fullest consideration to the employment of disabled people, should a suitable opportunity arise.

To try and improve facilities for both disabled employees, SNH has:

- Improved access to premises by the installation of electrically operated front doors, the installation of access ramps and the provision of disabled toilets and changing facilities.
- The purchase of work related disability aids.
- The creation of parking spaces for disabled people.

These measures should help to make it easier for people with a disability to find suitable roles within SNH. Progress will continue to be monitored.

We will also review our recruitment approach in terms of all protected characteristics. SNH is currently undertaking a resource planning project, within which a full recruitment review will take place. This is wide ranging in its scope and will review SNH end to end recruitment and approach.

6.2 Employees Appointed

- 62 appointments were made during the last 12 months.
- The majority (57 or 91.94%) of employees appointed declared a white ethnicity and 5 (8.06%) a BME ethnicity. These percentages are broadly consistent with the ethnicity of applications received.
- Of the 62 appointments, 37 (59.68%) were female and 25 (40.32%) were male.
- There were 9 (14.52%) appointments of employees under 25 years, 22 (35.48%) appointments of employees aged 25-34, 16 (25.81%) appointments from employees aged 35-44, 10 (16.13%) appointments from employees aged 45-54 and 5 (8.06%) appointments from employees aged 55 and over.
- We do not hold information on sexual orientation, gender reassignment, pregnancy and maternity, marriage and civil partnership information of employees appointed in a reportable format. We will look to develop this reporting functionality for future reports.

6.3 Promotions

- There were 45 promotions during the last 12 months, with 38 (84.44%) full time employees promoted and 7 (15.56%) part time employees promoted.
- The largest group that were promoted were of a white ethnicity, with 20 (44.44%) promotions, 25 (55.56%) of the employees promoted did not disclose their ethnicity.
- Of the 45 promotions, 20 (44.44%) male employees were promoted and 25 (55.56%) female employees were promoted.
- In terms of disability, 21 (46.67%) employees did not have a disability, with 24 (53.33%) employees who did not disclose if they had a disability.

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- There were no promoted employees who identified as transgender, with 25 (55.56%) employees who declined to disclose their transgender status.
- Of the 45 promotions that occurred, 22 (48.89%) employees identified themselves as single, 17 (37.78%) were married, 5 (11.11%) were living together or had a domestic partner and 1 (2.22%) employee who did not disclose their marital status.

6.4 Leavers

- There were 73 leavers from SNH during the reporting period. Of these 53 (72.60%) employees were full time and 20 (27.40%) were part time.
- Of the 73 leavers, 30 (41.10%) were male employees and 43 (58.90%) were female employees.
- The grade profile breakdown is shown below.

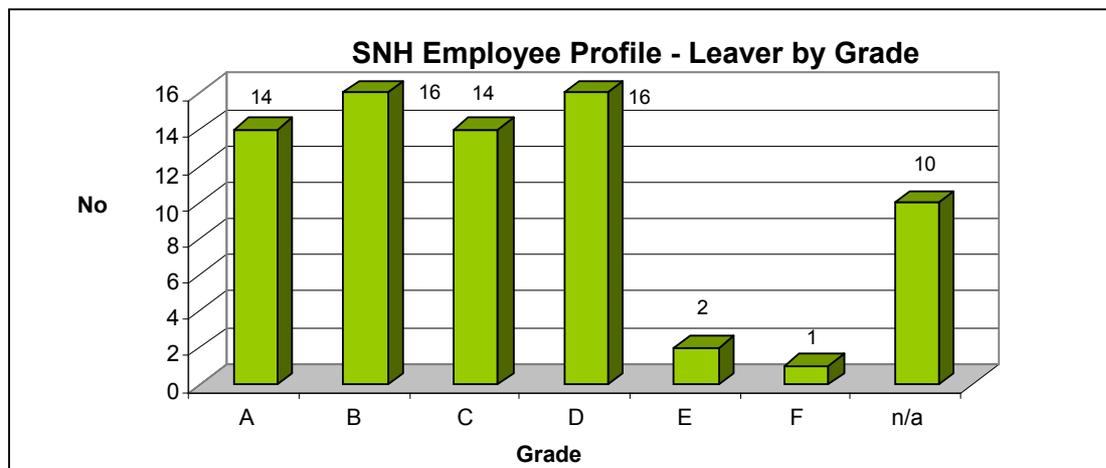


Figure 11 SNH Employee Leaver Profile by Grade

- The reasons for leaving ranged from career change, family commitments, return to education, death in service, relocation, employee transfer, ill health retirement (all of which had less than 5 employees leaving with that reason and therefore we have not reported further on these), with 5 (6.85%) employees who retired. The largest reason for leaving was the end of a fixed term contract, with 22 (30.14%) employees leaving for this reason. The next largest reason was for better opportunities with 14 (19.18%) employee giving this reason for leaving. There were 4 (5.48%) dismissals during the reporting period.
- The largest ethnicity group of leavers was from a white background, with 45 (61.64%), there were fewer than 5 of a BME background (4.11%) and 25 (34.25%) who preferred not to say or did not disclose their ethnicity.
- We will look to continue to develop this reporting functionality for future reports to cover all protected characteristics.

6.5 Training

- There were 1308 training days undertaken over the reporting period, with 489 (77.13%) full time employees and 145 (22.87%) part time employees undertaking training.
- Of the 634 employees who undertook training, 275 (43.38%) were male employees and 359 (56.62%) were female employees.

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- The sexual orientation of the employees who undertook training, were mainly heterosexual, where 222 (35.02%) employees identified themselves with this status, 42 (6.62%) employees preferred not say and 364 (57.41%) did not disclose their status. There were 6 (0.95%) employees who identified themselves as Bisexual, Gay or Lesbian.
- Of the employees who stated their religion or belief, the largest group was no religion, with 110 (17.35%) employees identifying with this status, 81 (12.78%) were Christian, 33 (5.20%) identified with other religions or beliefs and 39 (6.15%) employees preferred not to say. Again there were a large proportion of employees who did not disclose their religion or belief with 371 (58.52%) employees in this group.
- We will look to continue to develop this reporting functionality for future reports to cover all nine protected characteristics.

The figures indicate that the ratio of female to male employees who apply and receive training is broadly similar with a slightly higher percentage for female employees.

Our Learning and Development team record the details of each training attendee and reports on training activity through SNH corporate functions. In terms of equality and diversity information, a large number of employees do not disclose this data. However, there does not appear to be any areas for concern in the monitoring of this information. The Learning and Development team also record training requests not approved and any external training requests.

6.6 Performance

- Of the completed reviews in the reporting period, 87.01% had satisfactory reviews, 1.73% employees were reported as under performing and 11.26% reported exceptional performance.
- The majority of employees, 92.64% identified with a white ethnicity with 7.36% of employees who chose not disclose their ethnicity.
- There were 90.91% employees who stated they did not have a disability, with 2.16% who identified themselves as having a disability. 6.49% employees preferred not to say and 0.43% who chose not to disclose their disability status.
- There were 30.74% employees who had a Christian religion or belief, 12.55% disclosed another religion or belief, 39.83% employees disclosed no religion and 13.85% who preferred not to say. 3.03% employees chose not to disclose their religion or belief.
- With regards to sexual orientation, the majority of employees disclosed a heterosexual status with 84.42%. There were a small number, 0.43% of employees who identified themselves as bisexual, gay or lesbian, with 14.72% of employees who preferred not say and 0.43% of employees who chose not to disclose their sexual orientation status.
- We will look to continue to develop this reporting functionality for future reports to cover all nine protected characteristics.

6.7 Disciplinary and Grievance

- There were six formal employment interventions during the reporting period, including allegations and issues raised under the SNH Disciplinary

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and Improvement Policy and process, as well as formal complaints made by employees under the Dignity at Work and Grievance Policies and processes.

- Of the employees involved, 100% were male. None of the employees involved identified as disabled.
- Most employees identified as heterosexual.
- The ages of the employees were mixed and all 100% chose not to disclose data on the other protected characteristics.
- It should be noted that the low level of grievances reflects SNH's approach of having grievances resolved, where possible, informally.
- In addition to the above, there was also one collective grievance raised, which involved 5 employees of mixed gender.
- We will look to continue to develop this reporting functionality for future reports to cover all nine protected characteristics.

The information gathered on employees throughout their employment journey suggests that there are no indications of discrimination in the SNH recruitment processes, nor in staff retention.

While this information is indicative rather than definitive, the results suggest that:

- SNH recruitment processes are fair.
- The ethnicity of new starts closely mirrors that of leavers. This suggests that there are no discrimination issues encouraging employees of a particular ethnicity to leave.

SNH will continue to develop the reporting functionality to allow additional reporting of recruitment, appointments, promotions and leavers against the nine protected characteristics. SNH will also continue to actively encourage employees to disclose their profile against the nine protected characteristics and also cultivate a culture where employees feel safe to share this information.

7. Conclusions

SNH is committed to taking a proactive approach to increasing the percentage of under-represented groups within its employees. Ongoing developments have allowed for an increased focus on equality through collaborative internal and external working.

The implementation of an e-learning package allows for reflection on the equality training provision to ensure a consistent approach across SNH for all employees. We will continue to review our equality training to ensure it meets the needs of SNH and its employees.

SNH has made the commitment to improve the processes for capturing employee information and improving on current practice to understand the reasons why employees do not disclose this information and SNH will also carry out a pro-active campaign outlining the reasons for collecting this information and outlining the benefits to increase numbers.

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It is recognised that continuous evaluation of activities is required to ensure that SNH increases representation of under-represented groups within our employees and continues to take a proactive approach in promoting a culture which embraces equality and diversity.

This employee data forms part of the equality information SNH will collate, monitor and publish to meet its responsibilities under the duty and ensure equality considerations are reflected in SNH's employment practices and policies.

SNH continue to make progress in respect of mainstreaming equality into our core activities.

The abolition of the default retirement age has enabled us to ensure that our HR policies continue to support the equality of opportunity.

We continue to be encouraged with the progress we are making in regards to equality, however we are aware that we still have a challenge ahead and know that there is more to do. Many of the challenges will take time, but work is underway currently and we are committed to making a difference to our employees, our customers and our partners.

If you would like a paper copy of this document or to receive it in an alternative format, please contact us at the address or e-mail below.

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