Workforce Equality Monitoring Report
2013 – 2014
Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Introduction</td>
<td>3</td>
</tr>
<tr>
<td>2 General context</td>
<td>5</td>
</tr>
<tr>
<td>3 Actions taken and next steps</td>
<td>7</td>
</tr>
<tr>
<td>4 Workforce profile</td>
<td>10</td>
</tr>
<tr>
<td>5 Recruitment</td>
<td>17</td>
</tr>
<tr>
<td>6 Starters and leavers</td>
<td>20</td>
</tr>
<tr>
<td>7 Training</td>
<td>23</td>
</tr>
<tr>
<td>8 Discipline and grievance</td>
<td>26</td>
</tr>
<tr>
<td>9 Appraisals</td>
<td>28</td>
</tr>
<tr>
<td>10 Promotions</td>
<td>30</td>
</tr>
<tr>
<td>11 Redeployment</td>
<td>32</td>
</tr>
<tr>
<td>12 Volunteers</td>
<td>34</td>
</tr>
<tr>
<td>Appendices</td>
<td></td>
</tr>
<tr>
<td>1 Equality Act (Specific Duties) (Scotland)</td>
<td>35</td>
</tr>
<tr>
<td>Regulations 2012</td>
<td></td>
</tr>
</tbody>
</table>

If you require this document in another format, for example large print, Braille or summary translation please contact:

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1. Introduction

The Scottish Ambulance Service (SAS) collects equality data from both current workforce and prospective candidates through the recruitment and selection process. This information is collected at the application stage of the recruitment process, at the appointment stage through our engagement process and through surveying current staff.

The information we collect enables us to;

- monitor the diversity of our workforce
- take action where any trends / patterns of inequality emerge
- monitor our Equality, Diversity and Human Rights Policy
- provide evidence to support equality impact assessments
- meet our general duties under the Equality Act 2010

As of 27 May 2012, the Equality Act (Specific Duties) (Scotland) Regulations 2012 came into force. Under these duties public authorities like SAS must gather and use employee information to better perform the Public Sector Equality Duty (the general duty) (Appendix 1) to;

- Eliminate discrimination, harassment and victimisation and any other conduct that is prohibited under the Act
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not
- Foster good relations between people who share a protected characteristic and those who do not

Employee data is monitored across the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation as defined in the Equality Act 2010.

How we use employee information

This report assists SAS to routinely analyse equality monitoring information which helps to identify trends where further action may be required to address any areas of inequality in the workplace thus eliminating potential unlawful discrimination. By capturing equality data during the recruitment process we are able to take any actions required in order to advance equality of opportunity both for staff and external applicants. For example we have been able to investigate why younger people have been least successful at interview stage.

The collection of equality data highlights areas where there is under representation across the protected characteristics and helps to identify where steps can be taken to improve the diversity of the workforce. In this instance we have been able to identify different ways of advertising in order to attract applicants from disabled and minority ethnic groups. The contents of this
report also provides evidence for consideration when reviewing progress associated with the implementation of equality outcomes and how future outcomes will be developed. For example disclosure for sexual orientation indicates that very few staff are from lesbian, gay and bisexual groups and therefore steps need to be taken to address underrepresentation. We will therefore actively encourage staff to disclosure sexual orientation and identify ways to encourage more applications for employment from this community.

Equality monitoring data also assists SAS to establish whether actions taken have had a positive impact. For example, we have been able to show some improvement in collection of data, although action taken to improve recruitment rates of groups was less successful.

We are developing a new workforce strategy during 2014 /15. The data collected is being used in the following ways – we have been able to identify groups where change is likely to occur and the profile of these groups. When planning change, we will therefore be able to see if there is disproportionate impact on any group. The plan will involve upskilling staff over several years to meet the 2020 vision. Our data on student profiles therefore acts as a baseline for impact on other groups, particularly older people in the workforce.

The mainstreaming report due to be published April 2015 will include reference to the workforce equality monitoring report.
2. General context

Equality monitoring information is collected via the NHS Scotland standard Application Form for potential candidates. The equality monitoring and personal details are detached from this form before candidates are short listed to ensure such details are not taken into account. Equality details are also collected on appointment via the staff engagement form and entered into the Computerised Human Resources Information System on the individual’s personal record. Staff can decline to provide specific details if they wish to do so. Only a limited number of individuals have access to this information for reporting purposes.

This report highlights the data that is currently available for equality monitoring in SAS and where there are gaps in intelligence. Data has been sourced between April 2013 and March 2014.

As at 31 March 2014 SAS employed 4,407 staff. The workforce consists of 36 per cent female and 64 per cent male staff.

SAS currently has robust data regarding age and gender however data on the protected characteristics of disability, gender reassignment, race, religion or belief and sexual orientation is limited and therefore not covering the whole workforce. Whilst there have been some slight improvements in the disclosure rates for religion or belief and sexual orientation there still remains significant gaps. Natural turnover and better data collection on commencement of employment will improve data collection over time. However with a current staff turnover of 5.6 per cent it will take several years for the disclosure of details to improve significantly without further action to engage staff and understand why there is low disclosure.

The work undertaken by SAS has an impact on the workforce profile. For example the physical and stressful nature of the work carried out by Service staff makes working longer difficult, especially the physical demands of operational roles and this has an impact on the age profile. SAS unlike other NHS Boards does not have a varied range of alternative roles due to the specific nature of the job. As such this makes it difficult to compare the workforce profile directly with other NHS Health Boards. The Service is seeing an increase in the number of experienced staff with long service retiring at age 55.

With the limited capture of equality data across the protected characteristics it is difficult to draw any meaningful analysis and as a consequence of this the potential to determine fairness in training, grievance, disciplinary, appraisals etc is compromised. Work is in progress to improve the disclosure of equality data and it is recognised that this will not change significantly in the short term however with sustained action improvements will be made.

With the implementation of the Electronic Employee Support System (EESS) late 2014 / 2015 staff will be able to update and enter their own data.
electronically and it is anticipated that this will have a positive impact on the overall level of disclosure.

Further details of the actions already taken and next steps can be seen at section 3.
3. Actions taken and new steps

We said in our 2012/13 equality monitoring report that we would take a number of steps. This is what we did, what happened and what we plan to do next.

1. In order to improve equality disclosure rates a plan is being developed to increase awareness of this and the importance of collecting the data. Reference to equality monitoring has been included in equality and diversity, equality impact assessment and protected characteristic specific training. The new EESS being introduced across NHS Scotland will have a self service element which is expected to improve rates of disclosure. However this will be introduced over a phased period and therefore there is a need to take steps to make improvements before then.

Action
- Discussion has taken place during equality and diversity training to raise awareness of the importance of disclosing information
- Work is underway to update personal records for those who have recently joined the Service to ensure equality details captured at recruitment stage are transferred to their records
- Options for using the data warehouse to mail individual staff where there are gaps in data capture are being explored.

Results
- There have been slight increases in the disclosure rates for religion or belief and sexual orientation
- There has been a slight reduction in the disclosure for ethnicity
- There are still significant gaps in disclosure rates.

Next steps
- We will continue to explore ways to improve equality disclosure rates including discussions in partnership to identify how best to progress this work particularly with regard to the development of staff information and to consider how different approaches might be trialled with staff groups.
- EESS will be going live for the Human Resources and departments based at National Headquarters by Autumn and is expected to be rolled out across the Service in 2015. With the self service application of the system it is expected that disclosure rates will improve. Staff training on the use of the self service element will be provided as EESS is implemented.
- The Equality Lead will have input in the development of staff information being developed nationally to support the introduction of EESS and the importance of providing equality data.
2. We will continue to advertise posts in a variety of ways to ensure reach across the protected characteristics. In particular we will identify ways in which we can attract more young people to apply for posts with SAS.

**Action**
- Staff have attended a number of recruitment fairs including further education colleges during 2013 - 14 and developed links with schools to raise awareness of SAS and the job roles available.
- A job description is being developed for a junior HR post as part of the Modern Apprenticeship scheme.

**Results**
- There has been an increase in the number of applicants between the ages of 16 – 25 and this represented the largest proportion of all applications for posts (23 per cent of total)

**Next steps**
- Work will continue with schools and colleges / job fairs to maintain the profile of SAS as offering potential career opportunities.

3. We will investigate why those in 16 - 25 age group applying for posts are least successful at interview stage.

**Action**
- Detailed feedback has been provided to unsuccessful applicants including advice on how they may gain experience to support future applications.
- A significant number of young people have applied for operational posts without the necessary driving experience resulting in unsuccessful applications.
- We have found that a significant number of applicants possess good qualifications but have had little opportunity to gain people skills and suggestions have been made to those requesting feedback as to how best to progress this element.

**Results**
- There has been an increase in the success rate of applicants in the 16 – 25 age group

**Next steps**
- Further monitoring of success rates in this age group to ensure success rates do not decrease.

4. The application pack will be reviewed and revised to include further details relating to the disclosure of equality information in order to encourage applicants to provide this information.

**Action**
• This has been done and applicants are made aware that equality data captured at recruitment stage will be used to update personal records at engagement stage.

Results

• There has not been a significant increase in disclosure rates as a result of this action.
• A review of the engagement of staff joining SAS in 2013 -14 has revealed some inconsistency in divisional approach to the input of equality data.

Next steps

• We will continue to use data captured at recruitment stage to update records
• Divisional administrative staff will be reminded about the importance of capturing this data at engagement stage.

Further steps

5. We have identified that there has been a slight increase in the number of applicants from minority ethnic groups, the proportion of disabled applicants has remained the same and the small number of applicants disclosing gender reassignment have not been successful.

• In order to increase the number of applicants from minority ethnic / disabled groups we will continue to advertise posts in a variety of ways to ensure reach across these protected characteristics
• We will monitor the success rates of these applicants and investigate why those from black and minority ethnic groups applying for posts are not as successful at interview stage as other groups.
• We will investigate why applicants disclosing gender reassignment were not short listed for interview.
4. Workforce Profile

Age

The chart below illustrates the age distribution of all staff. Seventy one per cent of staff are age 41 and over. The majority of women employed fall within the ages of 41 - 45 with the majority of men working between the ages of 51 - 55. The most under represented groups in terms of age are those between 16 - 25 (3 per cent) and those over the age of 65 (0.8 per cent). This spread of staff across the age groups is very similar to that reported for 2012 - 13.

The charts below illustrate the age distribution of staff by full time and part time. It can be seen that for full time staff there is a more even split of female / male staff in the younger age groups with more male staff in the older groups. The majority of staff working on a part time basis are women (58 per cent) the majority of which are aged between 36-40. The majority of men working part time are over the age of 56.
The chart below profiles the age distribution of SAS workforce from 2009 – 2014. The number of staff over the age of 56 has dramatically reduced over this period and this trend has been consistent as we have seen more staff with long periods of service retire from SAS. There has been a corresponding increase in the number of staff between the ages of 16 – 40. The numbers of staff who are aged between 41 and 55 has remained relatively constant.

The chart below profiles the age distribution of the NHS Scotland workforce and this clearly shows that the number of staff over the age of 50 has increased over the last 5 years.
There is a marked difference in these age profiles and the SAS workforce profile demonstrates we are employing and retaining fewer older people and increasing our recruitment of younger people. As highlighted in the general context in Section 2, the nature of the work in SAS is more physical than in the NHS generally (i.e. including all types of job) and SAS has few alternative roles hence we do not retain older people.

**Disability**

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>Percentage of total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled</td>
<td>83</td>
<td>1.9</td>
</tr>
<tr>
<td>Non disabled</td>
<td>3536</td>
<td>80</td>
</tr>
<tr>
<td>Prefer not to answer / unknown</td>
<td>788</td>
<td>18</td>
</tr>
<tr>
<td>Total</td>
<td>4407</td>
<td></td>
</tr>
</tbody>
</table>

The number of staff who have disclosed disability has decreased from 2.4 per cent in 2013 to 1.9 per cent in 2014. Across NHS Scotland 0.5 per cent of staff have disclosed disability.

On an annual basis we write to staff under the ‘Positive about disabled people’ initiative. This scheme helps to encourage individuals with a disability to discuss this with their line manager to establish if any assistance can be provided to help them in the workplace.

**Gender reassignment**

No staff have disclosed that they have undertaken gender reassignment.
Pregnancy and maternity

The chart below illustrates the number of women who have taken maternity leave during the period 1 April 2013 and 31 March 2014, those who have returned and the number returning on a more flexible basis.

<table>
<thead>
<tr>
<th>Number of women on maternity leave</th>
<th>Number of women who returned to work</th>
<th>Number of women who returned to work on a flexible basis</th>
<th>Percentage of total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47</td>
<td>47</td>
<td>14</td>
<td>30</td>
</tr>
</tbody>
</table>

Of the 30 per cent of women returning to work on a flexible basis the majority have done so on reduced hours and/or changed days of work.

Race

The 2011 Census indicated that 93 per cent of the people in Scotland stated that they were born in the UK with 83 per cent of these stating that they were born in Scotland. Four per cent of people in Scotland were from minority groups, an increase of two per cent since 2001.

The percentage of staff who have chosen not to provide details of their ethnicity has increased to 21 per cent (includes those who prefer not to answer and where details are unknown). Across NHS Scotland non disclosure of ethnicity accounts for 35 per cent of all staff (includes those who prefer not to answer and where details are unknown).

<table>
<thead>
<tr>
<th>Non disclosure by %</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16</td>
<td>17</td>
<td>17</td>
<td>19</td>
<td>21</td>
</tr>
</tbody>
</table>

As data on the ethnicity of staff is incomplete it is not possible to determine the exact percentage of non-white staff. It should be noted that of the unavailable data in 2014, 11 per cent of staff have preferred not to disclose the information.

Of the 4,407 staff employed as at 1 April 2014, 0.25 per cent were from black and minority ethnic (BME) backgrounds.

The table below illustrates the ethnicity of SAS workforce as at April 2014.

<table>
<thead>
<tr>
<th>Ethnic origin</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indian</td>
<td></td>
</tr>
<tr>
<td>Pakistani</td>
<td></td>
</tr>
<tr>
<td>Bangladeshi</td>
<td></td>
</tr>
<tr>
<td>Chinese</td>
<td></td>
</tr>
<tr>
<td>Any other Asian background</td>
<td></td>
</tr>
</tbody>
</table>
The Scottish Ambulance Service
A Special Health Board of NHS Scotland

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caribbean</td>
<td>0.25</td>
</tr>
<tr>
<td>African</td>
<td></td>
</tr>
<tr>
<td>Any other Black background</td>
<td></td>
</tr>
<tr>
<td>Any other ethnic background</td>
<td></td>
</tr>
<tr>
<td>Any Mixed background</td>
<td></td>
</tr>
<tr>
<td>Other White background</td>
<td>0.70</td>
</tr>
<tr>
<td>White Irish</td>
<td>0.60</td>
</tr>
<tr>
<td>White other British</td>
<td>9.</td>
</tr>
<tr>
<td>White Scottish</td>
<td>68</td>
</tr>
<tr>
<td>Declined to disclose information / unknown</td>
<td>21.5</td>
</tr>
</tbody>
</table>

Religion or belief

Religion or belief is unknown for 78 per cent of the workforce. Whilst disclose rates have increased slightly from 19 per cent in 2013 to 22 per cent in 2014 (16 per cent in 2011) there are still significant gaps. Across NHS Scotland religion or belief has been disclosed for 53 per cent of all staff.

Gender

There has been a steady increase in headcount and the chart below shows the number of women employed by SAS rising from 1214 in 2007 (31 per cent of total) to 1589 in 2014 (36 per cent of total). Historically the Service has been predominantly male compared with the rest of the NHS Scotland which is predominantly female with nursing and midwifery posts accounting for majority of female staff (77 per cent as at March 2014).
Workforce establishment by gender

Band and gender

Gender split by band and percentage

Women are represented across all pay bands. Staff turnover for 2013/14 was 5.6 per cent and career progression can be seen as staff remain with SAS over long periods. As a greater number of women join SAS it is likely that a greater proportion will take up more senior positions.

Of the executive team 71 per cent are women and 29 per cent are men, the converse of many other senior teams in the NHS Scotland. The proportion of women employed in bands 6 - 8 has continued to increase and now represents 3.3 per cent of the total compared with 1.3 per cent in 2007.

Further details relating to gender and pay bands can be seen in the Equal Pay Statement
Sexual orientation

Sexual orientation is unknown for 80 per cent of the workforce. Disclosure rates have improved from 18 per cent in 2013 to 20 per cent in 2014 (14 per cent in 2011). Across NHS Scotland sexual orientation has been disclosed for 46 per cent of all staff. Whilst there is no census information to indicate the number of lesbian, gay and bisexual people in the population current estimates suggest that this would represent approximately 10 per cent. (Source: Stonewall)

<table>
<thead>
<tr>
<th>Sexual Orientation</th>
<th>Staff in post</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bisexual</td>
<td>6</td>
<td>0.13</td>
</tr>
<tr>
<td>Gay</td>
<td>10</td>
<td>0.22</td>
</tr>
<tr>
<td>Heterosexual</td>
<td>859</td>
<td>19.5</td>
</tr>
<tr>
<td>Lesbian</td>
<td>8</td>
<td>0.18</td>
</tr>
<tr>
<td>Other</td>
<td>4</td>
<td>0.09</td>
</tr>
<tr>
<td>Declined to disclose/unknown</td>
<td>3520</td>
<td>80</td>
</tr>
</tbody>
</table>

Marriage and civil partnership

Disclosure rates for marriage and civil partnership have decreased from 84 per cent in 2013 to 81 per cent in 2014.

<table>
<thead>
<tr>
<th>Marriage and civil partnership</th>
<th>Staff in post</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil partnership</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Divorced</td>
<td>215</td>
<td>5</td>
</tr>
<tr>
<td>Married</td>
<td>2141</td>
<td>49</td>
</tr>
<tr>
<td>Separated</td>
<td>107</td>
<td>2.5</td>
</tr>
<tr>
<td>Single</td>
<td>1090</td>
<td>25</td>
</tr>
<tr>
<td>Widowed</td>
<td>10</td>
<td>0.22</td>
</tr>
<tr>
<td>Declined to disclose/unknown</td>
<td>844</td>
<td>19</td>
</tr>
</tbody>
</table>
5. Recruitment

For the period 2013 – 14 more recruitment has taken place to address staff turnover and the additional operational posts funded to address the impact of the rest break arrangement. There was an unusually high level of recruitment activity related to resource management and rest-break changes. The recruitment team dealt with 3064 applications for employment during this period (of which 420 were successful) compared with 1927 the previous year (of which 216 were successful). Steps have been taken to advertise posts more widely to attract a more diverse mix of applicants. Attendance at recruitment fairs and developing links with schools has helped to increase the number of younger people applying for posts.

Age

The largest proportion of applicants came from the 16 - 25 age group and these represented 23 per cent of the total, an increase from 17 per cent during 2012/13. Whilst 40 per cent of these applicants were short listed only 7 per cent of the total applicants in this group were offered posts (an increase from 5 per cent). Further investigation identified one issue being applications from this group for posts involving driving who did not have the required driving licence

Conversely for applicants within 56 - 60 (5 per cent of total) and 61 - 65 (1 per cent of total) age groups success rates were much higher at 16 and 10 per cent. The most successful age groups were those aged between 36 - 40 (12 per cent of total) and 51 - 55 (8 per cent of total) and of these 19 and 20 per cent were offered posts. For other age groups the proportion of applicants compared with success rates was not significantly different. The success rate for all applicants was 14 per cent.

Disability

Three per cent of applicants disclosed a disability, the same proportion as the previous year. Of these 48 per cent were shortlisted and 10 per cent of the total applicants in this group were successful.
Gender reassignment

Seven applicants disclosed gender reassignment during the period April 2013 to March 2014 and these represented 0.2 per cent of total applicants. These applicants were not short listed.

Race

There has been a slight increase in the number of black and minority ethnic applicants to 1.8 per cent of the total (1.4 per cent in 2012, 1.5 per cent in 2013). Of these 36 per cent were short listed and 9 per cent of the total were offered posts. One per cent of all applicants preferred not to disclose their ethnicity.

Religion or belief
Applicants who indicated a religion of Church of Scotland represented 26 per cent of all applicants. Of these 15 per cent were successful. Applicants indicating a religion of Roman Catholic made up 13 per cent of total applicants. Of these 15 per cent were successful.

Where applicants disclosed other faith / belief success rates were higher in relation to the proportion of applicants where these represented 1 per cent of all applicants with an 8 per cent success rate.

A significant number of applicants - 46 per cent disclosed that they had no religion. Seven per cent preferred not to answer this question a reduction from 8 per cent in the previous year.

**Sexual orientation**

Applicants who disclosed their sexual orientation as lesbian, gay, bisexual or other represented 4 per cent of the total. Of this group 8 per cent were successful. Five per cent of all applicants preferred not to answer this question a reduction from 2013 when 18 per cent preferred not to do so.
Gender

The proportion of women applying for posts increased from 40 per cent in 2013 to 43 per cent (37 per cent in 2012). The success rate for women was 14 per cent (11 per cent 2013) and for men this was 13 per cent (12 per cent 2013).

![Recruitment by gender chart]
6. Starters and leavers

Age

The chart below illustrates that there are more younger people joining SAS and more older people leaving. As stated earlier, this is because of the increasing impact of the nature of SAS work which is very physical for the majority of staff.

Disability

Of the staff joining the Service 0.3 per cent disclosed disability and of those leaving 2.5 per cent disclosed disability.

Gender reassignment

None of the staff joining or leaving the SAS disclosed that they had undergone gender re-assignment.
Race

The pattern of those joining and leaving SAS by ethnicity is broadly reflective of the workforce profile.

Religion or belief

Of those staff joining the Service 51 per cent disclosed religion or belief with only 21 per cent those leaving doing so. This suggests there is willingness to provide equality data at engagement stage.
Sexual Orientation

Of those staff joining the Service 51 per cent disclosed sexual orientation with 21 per cent of those leaving doing so. This suggests staff are more willing to provide equality data at engagement stage.

Gender

Proportionately more women (41 per cent) are joining SAS and fewer are leaving (28 per cent). This is in keeping with the pattern of an increased number of women working for the Service (36 per cent)
7. Training

Age

From the data available age does not seem to have an influence on incidence of training opportunities. For example the Certificate of Higher Education Course (Ambulance Technician – Glasgow Caledonian University) attracted a broad range of students with the youngest being 19 at the commencement of the course and the eldest being 58. These courses attract both internal and external applicants and those commencing the course are employed by SAS. As a consequence the SAS attracts a broader range of students than those reported by most undergraduate Paramedic programmes in the UK where students tend to be under the age of 25.

Disability

Two per cent of staff who disclosed they have a disability took part in training. This is slightly higher than the establishment of 1.9 per cent.

Gender reassignment

None of the staff taking part in training disclosed they had undergone gender reassignment.
Race

Training by ethnicity

Staff receiving training is broadly reflective of the workforce profile with regard to ethnicity.

Religion or belief

Training by religion or belief

A high proportion of those who had completed training had disclosed their religion and belief (80 per cent) This is higher than the workforce establishment figure of 22 per cent. Students attending courses at Glasgow Caledonian University are asked to complete equality monitoring forms anonymously during the course induction. Staff are more likely to provide equality information on this basis. This issue of confidentiality will feed into our further deliberations regarding ways to encourage staff to disclose equality information.
Sexual orientation

Training by sexual orientation

A high proportion of those who had completed training had disclosed their sexual orientation (98 per cent) This is higher than the workforce establishment figure of 20 per cent

Gender

Of those staff taking part in training 38 per cent were women, a slight difference to the overall workforce establishment of 36 per cent.
8. Discipline & grievance

Age

The number of instances of discipline and grievance have significantly reduced (from 60 instances of discipline and 10 grievances in 2012/13 to 14 instances of discipline and 12 grievances in 2013/14). The introduction of the significant adverse events review process has enabled SAS to adopt an approach which focuses on learning rather than punitive action. In addition to this a simple review process has also been adopted to gather facts and understanding to inform decisions relating to formal investigations being undertaken. As numbers are very small it is difficult to analyse by age other than to state that the highest numbers of disciplinary activity have occurred across the age groups occupied by the greater proportion of staff.

Disability

No staff under going discipline or grievance procedure disclosed they had a disability.

Gender reassignment

None of the staff who went through discipline or grievance procedure disclosed gender reassignment.

Race
The pattern of discipline and grievance by ethnicity is broadly reflective of the workforce establishment.

Religion or belief and sexual orientation

Given the small numbers relating to discipline and grievance and the very limited disclosed data available it is not possible to provide a breakdown by religion / belief and sexual orientation for analysis.

Gender

Of the instances of discipline and grievance during the period April 2013 - March 2014 a higher proportion of men went through these processes than women. For discipline 75 per cent of activity involved men and for grievance 85 per cent involved men.
9. Appraisals

Appraisals are completed using the electronic Knowledge and Skills Framework system (e-KSF). The availability of equality monitoring data is more limited as a result of the reporting structure through the e-KSF system and individuals can provide anonymised details which cannot be tracked against personal records. In some instances reports are not available, for example for religion or belief and sexual orientation.

Age

![Appraisals by age diagram]

The age categories are those captured through the e-KSF system with the pattern broadly reflective of the age profile of the workforce.

Disability

Of those staff completing appraisals 0.3 per cent disclosed disability.

Gender reassignment

None of the staff going through appraisals disclosed gender reassignment.

Race

![Appraisals by ethnicity diagram]
With such a high proportion of prefer not to answer / unknown for ethnicity and appraisals it is not possible to fully analyse this information.

**Gender**

Thirty one per cent of those completing appraisals were women, a decrease from 33 per cent in 2013.
10. Promotions

Age

The spread of promotions across the age groups broadly reflects the pattern across the workforce establishment up to the age of 45. Twenty four per cent of those promoted were over the age of 46. With such small numbers it is difficult to draw any conclusion regarding the relative success of those over the age of 46.

Disability

Two per cent of staff promoted during the period disclosed they had a disability.

Gender reassignment

None of the staff who were promoted disclosed they had undergone gender reassignment.

Race

The majority of staff promoted were White Scottish/ White British. Only 71 per cent of staff promoted had disclosed ethnicity.

Religion or belief

Of those staff promoted 38 per cent had disclosed religion or belief.

Sexual orientation

Of those staff promoted 33 per cent had disclosed sexual orientation.
Gender

Forty eight per cent of those staff promoted were female.
11. Redeployment

A total of 27 staff were included on the redeployment register during the period April 2013 – March 2014. This reflects change undertaken within the organisation, and adherence to the policy of no compulsory redundancies.

Age

Workforce between the ages of 36 – 40 (22 per cent) and 51 – 55 (19 per cent) accounted for the largest proportion of those on the redeployment register.

Disability

One of the staff on the redeployment register disclosed a disability.

Gender reassignment

None of the staff on the register disclosed they had undergone gender reassignment.

Race

The majority of staff on the register are White Scottish / White British (78 per cent). This is in keeping with the workforce where White Scottish / White British represents 77 per cent of the establishment.

Religion or belief

Of those staff on the register 11 per cent had disclosed religion or belief.

Sexual orientation

Of those staff on the register 15 per cent had disclosed sexual orientation.

Gender

Fifty six per cent of those staff on the register were female compared with 36 per cent of women in our workforce overall. A greater number of female staff have been affected by management of change associated with the relocation of Scheduled Care Co-ordinators from hospital locations to the Ambulance Control Centres during the Scheduled Care Service Programme during 2012. Whilst individuals have changed work location they remain on the redeployment register.
12. Volunteers

New volunteers are subject to the same recruitment process as substantive staff. Equality monitoring is part of that process. There are plans to introduce a database across all NHS Health Boards to store information relating to volunteers including data gathered at recruitment stage. We anticipate that this will be implemented for SAS during 2015. It is recognised that it will be some time before it will be possible to routinely produce equality reports in the same way as this is reported for substantive staff.
Appendix 1

Equality Act (Specific Duties) (Scotland) Regulations 2012

<table>
<thead>
<tr>
<th>Section 149 of the Equality Act 2010 imposes a duty on public authorities when exercising public functions to have due regard to the need to meet the 3 aims of the Public Sector General Equality Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>The aims of the Public Sector General Equality Duty are to eliminate discrimination, advance equality of opportunity and foster good relations</td>
</tr>
<tr>
<td>Equality mainstreamed into NHS policies and practice</td>
</tr>
<tr>
<td>7 Specific Equality Duties (Scotland)</td>
</tr>
</tbody>
</table>

Under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, we are required to comply with the following duties:

- Report progress on mainstreaming the public sector equality duty
- Publish equality outcomes and report progress
- Assess and review policies and practices [impact assessment]
- Gather and use employee information
- Publish a statement on equal pay
- Consider award criteria and conditions in relation to public procurement
- Publish in a manner that is accessible