

## Appendix 2a: Care Inspectorate Employee Monitoring Information

### Introduction

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## Introduction

At the time of analysis the Care Inspectorate had 610 employees. Our establishment has not changed significantly since the last report.

The Care Inspectorate does not have a default retirement age and this is reflected in our age profile. We currently have 87 employees aged 60 or over, 47 of whom work part time. Some employees have chosen to flexibly retire and have reduced their hours.

Since our last equality mainstreaming report, we have established systems to make sure we are able to collect more information to carry out a detailed analysis of our employment information in relation to the nine protected characteristics.

We wish to improve data collection in the following areas.

- Training: The information in this report does not include all training available to staff. It is also based on training requested rather than training actually attended.
- Appraisal: There are limitations in terms of reporting.

In some parts of our report, there are high responses in the 'prefer not to say' and 'not stated' categories. There are two reasons for this – the first is where the employee has filled in the 'prefer not to say' section of the form and the second, is where the employee has not completed the appropriate section and has declined to answer a question.

Since our last report, we have taken steps to encourage employees to provide as much information as possible to help us to gain a better understanding of our workforce profile. However, there is still limited information within our HR and payroll system regarding the diversity profile of our workforce. Ethnicity and disability are frequently under reported across most organisations. We have participated in working groups along with other public sector organisations as part of a project to improve performance of the public sector equality duty with the Scottish Government. We continue to actively encourage all employees to update their equalities profile on our HR payroll system and we hope this will help us build a more detailed picture of diversity in the future. We recently sent out a publication from Stonewall that provided information to our staff about why it is important that they fill this information out.

The information in this section refers to all employees of the Care Inspectorate.

Information is expressed as a percentage of employees with each protected characteristic and has been rounded up or down where it is less than 1%. Therefore, there may be slight variances in totals. Please note where there is an asterisk \* this denotes that there are fewer than 10 employees within this category and we have chosen not to publish results as this may lead to the identification of individuals. The following information provides information on the nine protected characteristics of our employees. This information is based on the information in our HR and Payroll system.

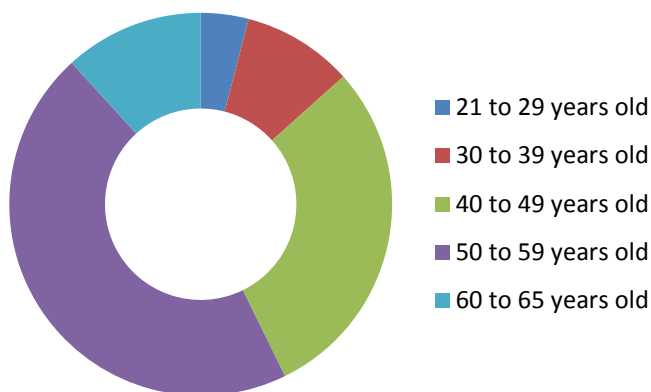
# 1. Care Inspectorate whole workforce information

## Age

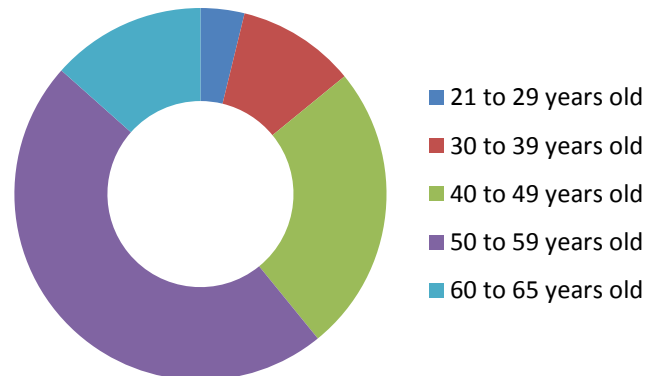
Age	Whole Organisation	
	Numbers 2015-16	Numbers 2016-17
All people	624	610
Under 21 years old	*	*
21 to 29 years old	25	23
30 to 39 years old	58	62
40 to 49 years old	182	151
50 to 59 years old	282	286
60 to 65 years old	73	81
65 years and older	*	*

Age	Whole Organisation	
	% 2015-16	% 2016-17
All people	100.00%	100.00%
Under 21 years old	0.32%	0.16%
21 to 29 years old	4.01%	3.77%
30 to 39 years old	9.29%	10.16%
40 to 49 years old	29.17%	24.75%
50 to 59 years old	45.19%	46.89%
60 to 65 years old	11.70%	13.28%
65 years and older	0.32%	0.98%

Age % 2015 - 2016



Age % 2016 - 2017



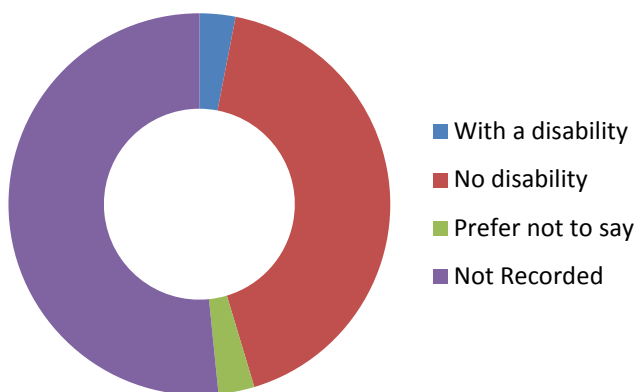
85% of our workforce are aged between 40 and 65 years of age. Over half (61%) are between 50 and 65 years of age. This is consistent with our previous employee monitoring data reported in 2015. However, there is an increase in employees who are 60 to 65 years of age from 52 (8.5%) in 2015 to 81 (13.28%) in 2017. This is reflective of the aging population in Scotland, as 43.3% of the Scottish population is now over 45 years of age.

## Disability

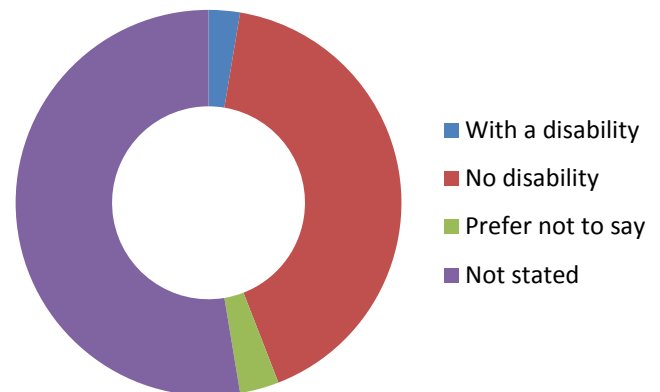
Disability	Whole organisation	
	Numbers 2015-16	Numbers 2016-17
All people	624	610
With a disability	19	16
No disability	264	253
Prefer not to say	19	20
Not stated	322	321

Disability	Whole organisation	
	% 2015-16	% 2016-17
All people	100.00%	100.00%
With a disability	3.04%	2.62%
No disability	42.31%	41.48%
Prefer not to say	3.04%	3.28%
Not stated	51.60%	52.62%

**Disability % 2015 - 2016**



**Disability % 2016 - 2017**



The percentage of employees who consider themselves to have a disability decreased from 3.04% in 2015-2016, to 2.62% in 2016-2017. The number of employees who do not consider themselves to have a disability has decreased since our last report by 18%: 264 (42.31%) in 2015-2016 and 253 (41.48%) in 2016-2017.

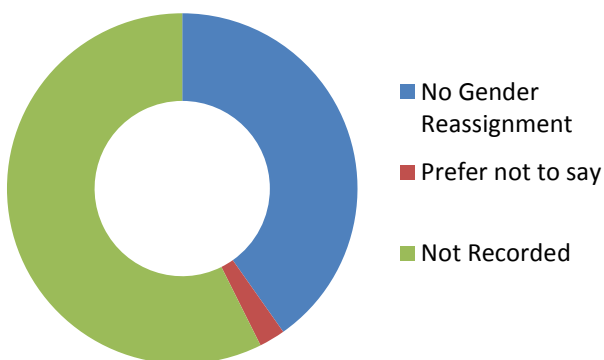
Overall disclosure around disability has increased, yet in reality there could be more disabled employees in our organisation as over half have either not stated whether they have a disability or not and over 3% prefer not to say. We know from the Census information that 20% of the Scottish population consider themselves to have a long-term, activity-limiting health problem or disability and would expect our employee data to be more reflective of this.

## Gender Reassignment

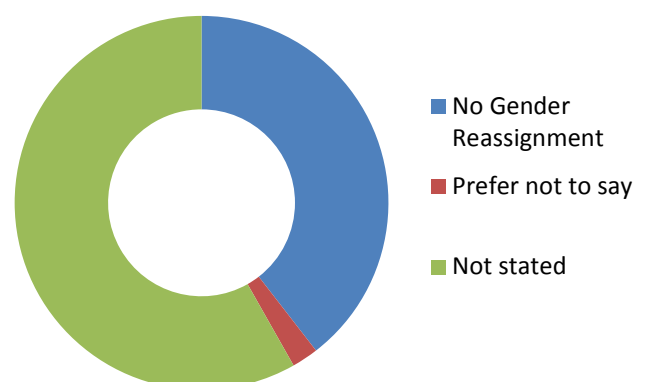
Gender Reassignment	Whole organisation	
	Numbers 2015-16	Numbers 2016-17
All people	624	610
Undertaken Gender Reassignment	0	0
No Gender Reassignment	251	241
Prefer not to say	15	14
Not Stated	358	355

Gender Reassignment	Whole organisation	
	% 2015-16	% 2016-17
All people	100.00%	100.00%
Undertaken Gender Reassignment	0	0
No Gender Reassignment	40.22%	39.51%
Prefer not to say	2.40%	2.30%
Not Stated	57.37%	58.2%

**Gender Reassignment %  
2015 - 2016**



**Gender Reassignment %  
2016 - 2017**

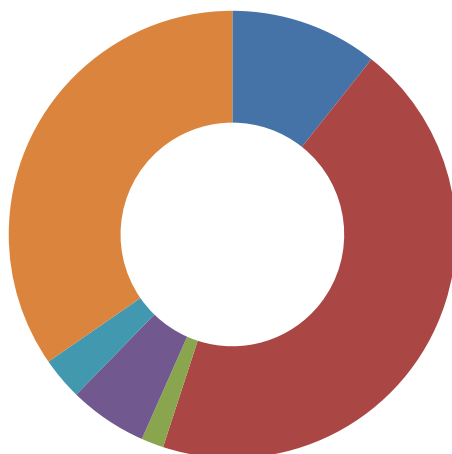


None of our workforce has said they have undertaken gender reassignment. 59.7% in 2015-2016 of responses were either 'not stated' or 'prefer not to say.' This was slightly higher in 2016-2017 with 60.5% reporting the same. We cannot compare this to the Census information, as this question was not asked in previous questionnaires.

## Marital Status

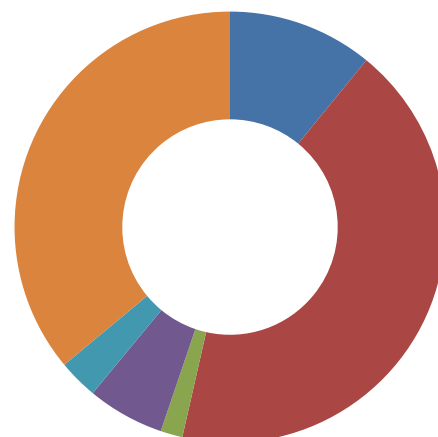
Marital Status	Whole organisation			
	Numbers 2015-16	% 2015-16	Numbers 2016-17	% 2016-17
All people aged 16 and over	624	100.00%	610	100.00%
% Single (never married or never registered a same-sex civil partnership)	66	10.58%	66	10.82%
% Married or in a registered same-sex civil partnership	274	43.91%	258	42.30%
% Separated (but still legally married or still legally in a same-sex civil partnership)	10	1.60%	10	1.64%
% Divorced or formerly in a same-sex civil partnership which is now legally dissolved	35	5.61%	35	5.74%
% Widowed or surviving partner from a same-sex civil partnership	*	0.96%	*	0.82%
Prefer not to say	19	3.04%	18	2.95%
Not stated	214	34.29%	218	35.74%

Marital Status %  
2015 - 2016



- % Single (never married or never registered a same-sex civil partnership)
- % Married or in a registered same-sex civil partnership
- % Separated (but still legally married or still legally in a same-sex civil partnership)
- % Divorced or formerly in a same-sex civil partnership which is now legally dissolved
- Prefer not to say

Marital Status %  
2016 - 2017



- % Single (never married or never registered a same-sex civil partnership)
- % Married or in a registered same-sex civil partnership
- % Separated (but still legally married or still legally in a same-sex civil partnership)
- % Divorced or formerly in a same-sex civil partnership which is now legally dissolved
- Prefer not to say

are married or in a registered same-sex civil partnership, which is comparable with 45.4% of the Scottish population.

Further to the UK Supreme Court's decision to change a ruling regarding the rights of co-habiting couples in February 2017, we will consider changing our marital status categories to enable employees to report as either single or co-habiting over 2017-19.

## Pregnancy / Maternity

Pregnancy / Maternity	Whole organisation	
	Numbers 2015-16	Numbers 2016-17
All women	501	480
Pregnant	*	*
Within maternity period (12 months of birth of child)	*	*
Not pregnant	494	476

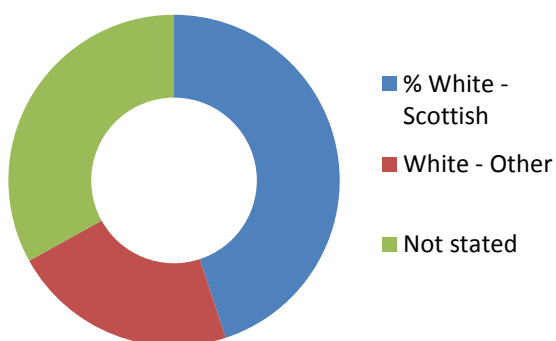
Pregnancy / Maternity	Whole organisation	
	% 2015-16	% 2016-17
All women	100.00%	100.00%
Pregnant	*	*
Within maternity period (12 months of birth of child)	*	*
Not pregnant	98.60%	99.17%

In the interests of anonymity for individual staff, with such low numbers being reported, we have not broken the information down as it may identify the individuals. We can report that there are fewer pregnant employees and employees who are within maternity period (12 months of birth of child) than in 2013-2015.

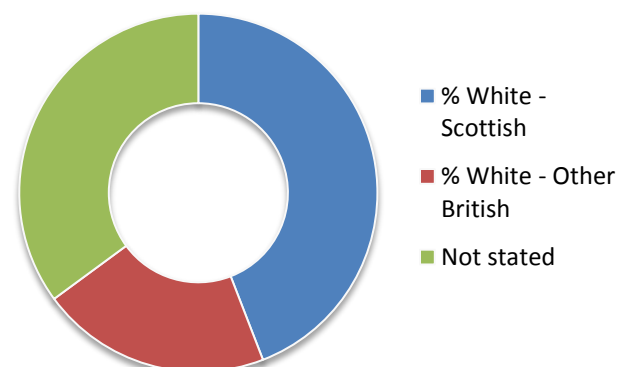
## Ethnicity

Ethnicity	Whole organisation			
	Numbers 2015-16	Numbers 2016-17	% 2015-16	% 2016-17
All people	624	610	100.00%	100.00%
% White - Scottish	272	259	43.59%	42.46%
% White - Other British	0	122	0	20.00%
% White - Irish	*	*	*	*
% White - Polish	0	0	0	0
White - Other	133	*	21.31%	*
Mixed or multiple ethnic groups	*	*	*	*
Asian, Asian Scottish or Asian British: Total	0	0	0	0
Indian, Indian Scottish or Indian British	*	*	*	*
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	0	0	0	0
Chinese, Chinese Scottish or Chinese British	0	0	0	0
Other Asian	0	0	0	0
African: Total	*	*	*	*
African, African Scottish or African British	*	*	*	*
Other African	0	0	0	0
Caribbean or Black: Total	0	0	0	0
Caribbean, Caribbean Scottish or Caribbean British	0	0	0	0
Black, Black Scottish or Black British	*	*	*	*
Other Caribbean or Black	0	0	0	0
Other ethnic groups: Total	0	0	0	0
Arab, Arab Scottish or Arab British	0	0	0	0
Other ethnic group	0	0	0	0
Prefer Not to say	*	*	*	*
Not stated	200	206	32.05%	33.77%

Ethnicity % 2015 - 2016



Ethnicity % 2016-2017





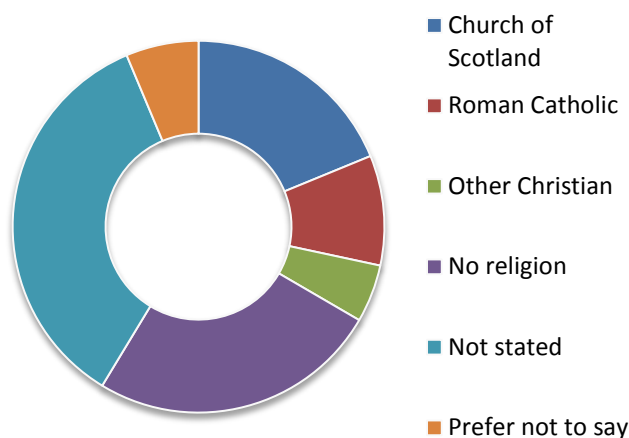
Based on the information shared by our workforce in 2016-2017, 62.46% is white. This is an increase from our previous report, but with an increased number of people reporting, it is not easy to draw comparisons here. When compared with the Census information from 2011 this still suggests our workforce is more ethnically diverse than the Scottish population.

**Religion/belief**

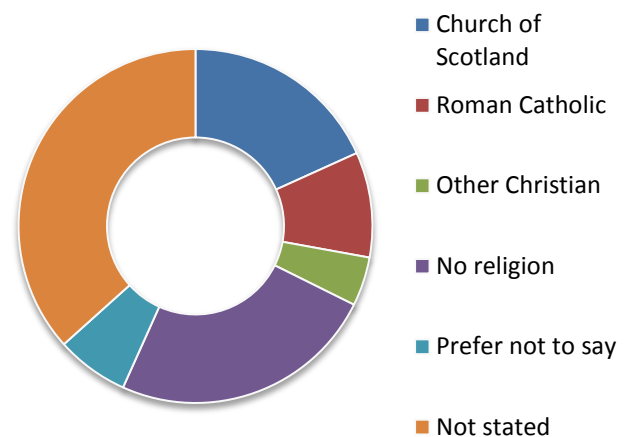
Religion/belief	Whole organisation	
	Numbers 2015-16	Numbers 2016-17
All people	624	610
Church of Scotland	116	110
Roman Catholic	59	58
Other Christian	31	27
Buddhist	*	*
Hindu	*	*
Jewish	0	0
Muslim	0	0
Sikh	*	*
Other religions	*	*
No religion	156	147
Not stated	216	40
Prefer not to say	39	221

Religion/belief	Whole organisation	
	% 2015-16	% 2016-17
All people	100.00%	100.00%
Church of Scotland	18.59%	18.03%
Roman Catholic	9.46%	9.51%
Other Christian	4.97%	4.43%
Buddhist	0.00%	0.00%
Hindu	*	*
Jewish	0.00%	0.00%
Muslim	0.00%	0.00%
Sikh	*	*
Other religions	*	*
No religion	25.00%	24.10%
Not stated	34.62%	36.23%
Prefer not to say	6.25%	6.56%

**Religion/belief % 2015-2016**



**Religion/belief % 2016-2017**



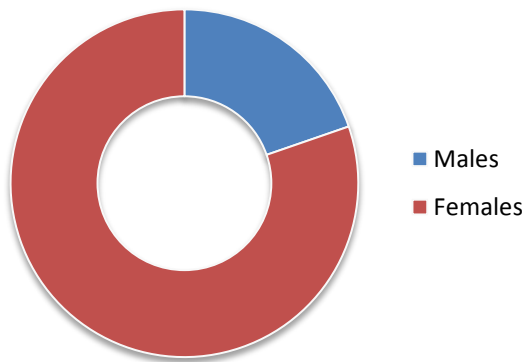
There is a 3.5% rise in employees who reported as not having a religion from our last reporting period in 2015 (24% in 2017 compared to 19.5% in 2015). The most common reported religions are Church of Scotland, Roman Catholic and Other Christian. This is similar to the Census information.

## Gender

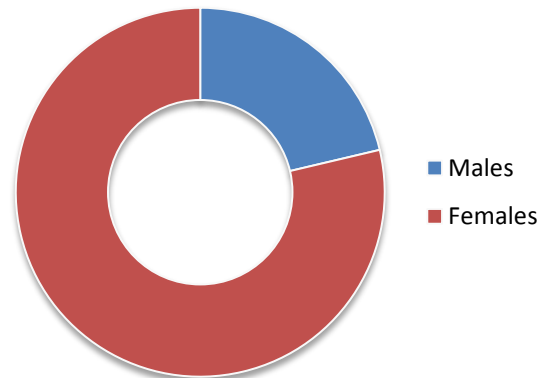
Whole organisation		
Gender	Numbers	
	2015-16	2016-17
All People	624	610
Males	123	130
Females	501	480

Whole organisation		
Gender	%	
	2015-16	2016-17
All People	100.00%	100.00%
Males	19.71%	21.31%
Females	80.29%	78.69%

**Gender % 2015-2016**



**Gender % 2016 - 2017**



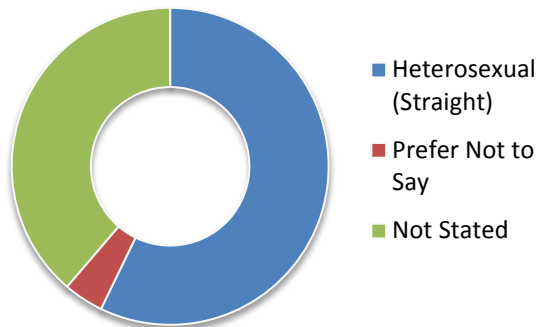
80% of our workforce is female and 20% are male. This is a general trend that has not changed in previous years. We know that our workforce is unusual as the Scottish population as a whole is almost half male, half female. We also know that historically, the care profession from which we predominantly recruit, attracts and employs more females than males.

## Sexual Orientation

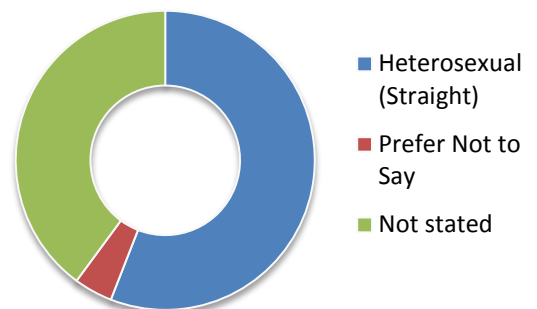
Sexual Orientation	Whole organisation	
	Numbers 2015-16	Numbers 2016-17
All People	624	610
Heterosexual (Straight)	350	335
Gay Man	*	*
Lesbian	*	*
Bisexual	*	*
Prefer Not to Say	25	25
Not Stated	237	239

Sexual Orientation	Whole organisation	
	% 2015-16	% 2016-17
All People	100.00%	100.00%
Heterosexual (Straight)	56.09%	54.92%
Gay Man	*	*
Lesbian	*	*
Bisexual	*	*
Prefer Not to Say	4.01%	4.10%
Not Stated	37.98%	39.18%

Sexual Orientation  
% 2015-16



Sexual Orientation  
% 2016-17



Over half (56.09% in 2015-2016 and 54.92% in 2016-2017) of our workforce report themselves to be heterosexual. The numbers for gay men, lesbian women and bisexual were so low that we cannot share this information.

### LGBT Charter Group – Care Inspectorate Case Study

The LGBT Charter Group, whilst in its infancy has made a positive impact both within the organisation and with the general public and LGBT community. The Charter Group continues to work towards gaining the LGBT Charter Mark in partnership with LGBT Youth Scotland. The LGBT Charter Group aims to raise awareness of LGBT issues by sharing information, encouraging inclusive and positive practice with colleagues and by organising training events.

The group has attended both Edinburgh and Glasgow Pride events running an information stall, promoting the work of Care Inspectorate and informing the public of our responsibilities. The Pride events created the opportunity to actively engage with the public; answer questions and concerns, inform and challenge perceptions of regulation. We received positive feedback from the public which is shown in the quote below.

**'Didn't think you'd be making sure we'd be cared for – that's great - people need protected - it's so important.'**

## 2. Care Inspectorate comparison between part time and full time workforce profile information

### Age

Part time workforce 2015 to 2017

Age	Part-Time	
	Numbers 2015-16	% 2015-16
All people	115	100.0%
Under 21 years old	0	0.0%
21 to 29 years old	*	*
30 to 39 years old	14	12.2%
40 to 49 years old	25	21.7%
50 to 59 years old	37	32.2%
60 to 65 years old	36	31.3%
65 years and older	*	*

Age	Part-Time	
	Numbers 2016-17	% 2016-17
All people	116	100.0%
Under 21 years old	0	0.0%
21 to 29 years old	*	*
30 to 39 years old	13	11.2%
40 to 49 years old	18	15.5%
50 to 59 years old	34	29.3%
60 to 65 years old	44	37.9%
65 years and older	*	*

Full time workforce 2015 to 2017

Age	Part-Time	
	Numbers 2015-16	% 2015-16
All people	509	100.0%
Under 21 years old	*	*
21 to 29 years old	23	4.5%
30 to 39 years old	44	8.6%
40 to 49 years old	157	30.8%
50 to 59 years old	245	48.1%
60 to 65 years old	37	7.3%
65 years and older	*	*

Age	Full-Time	
	Numbers 2016-17	% 2016-17
All people	494	100%
Under 21 years old	*	*
21 to 29 years old	19	3.1%
30 to 39 years old	49	8.0%
40 to 49 years old	133	21.8%
50 to 59 years old	252	41.3%
60 to 65 years old	37	6.1%
65 years and older	*	*

Since the last report, there has not been much change in terms of numbers of employees working full time. But there is an increase of 13 individuals working part time.

Part time working is most popular with employees who are between 50 to 65 years of age, 73 (63.5%) in 2015-2016 and 78 (67.2%) in 2016-2017. The organisation is actively seeking to support employees at this stage of their career to retain their skills and knowledge. Despite there not being a default retirement age, most employees still leave at age 65, suggesting that they are keen to remain in the organisation.

The majority of our full time employees are aged between 40 to 59 years of age, 402 (78%) in 2015-2016 and 385 (63.1%) in 2016-2017

Disability

Part time workforce 2015 to 2017

Disability	Part-Time	
	Numbers 2015-16	% 2015-16
<b>All people</b>	115	100.0%
<b>With a disability</b>	*	*
<b>No disability</b>	44	38.3%
<b>Prefer not to say</b>	*	*
<b>Not Stated</b>	62	53.9%

Disability	Part-Time	
	Numbers 2016-17	% 2016-17
<b>All people</b>	116	100.0%
<b>With a disability</b>	*	*
<b>No disability</b>	43	37.1%
<b>Prefer not to say</b>	*	*
<b>Not stated</b>	63	54.3%

Full time workforce 2015 to 2017

Disability	Full-Time	
	Numbers 2015-16	% 2015-16
<b>All people</b>	509	100.0%
<b>With a disability</b>	14	2.8%
<b>No disability</b>	220	43.2%
<b>Prefer not to say</b>	15	2.9%
<b>Not stated</b>	260	51.1%

Disability	Full-Time	
	Numbers 2016-17	% 2016-17
<b>All people</b>	494	100.0%
<b>With a disability</b>	12	2.4%
<b>No disability</b>	210	42.5%
<b>Prefer not to say</b>	14	2.8%
<b>Not stated</b>	258	52.2%

We cannot report on the number of part time employees with a disability due to the low figures. Over half of the full time workforce 94.3% in 2015-16 and 94.7% in 2016 either reported as not having a disability or did not respond to this question.

## Gender Reassignment

Part time workforce 2015 to 2017

Gender Re-assignment	Part-Time	
	Numbers 2015-16	% 2015-16
All people	115	100.0%
Undertaken Gender Reassignment	0	0.0%
No Gender Reassignment	41	35.7%
Prefer not to say	*	*
Not Stated	72	62.6%

Gender Reassignment	Part-Time	
	Numbers 2016-17	% 2016-17
All people	116	100.0%
Undertaken Gender Reassignment	0	0.0%
No Gender Reassignment	39	33.6%
Prefer not to say	*	*
Not stated	74	63.8%

Full time workforce 2015 to 2017

Gender Re-assignment	Full-Time	
	Numbers 2015-16	% 2015-16
All people	509	100.0%
Undertaken Gender Reassignment	0	0.0%
No Gender Reassignment	210	41.3%
Prefer not to say	13	2.6%
Not Stated	286	56.2%

Gender Reassignment	Full-Time	
	Numbers 2016-17	% 2016-17
All people	494	100.0%
Undertaken Gender Reassignment	0	0.0%
No Gender Reassignment	202	40.9%
Prefer not to say	11	2.2%
Not stated	281	56.9%

There are higher numbers of full time employees who responded as not having gender reassignment compared to our part time employees, which is representative of the overall profile.

## Marital Status

Part time workforce 2015 to 2017

Marital Status	Part-Time			
	Numbers 2015-16	% 2015-16	Numbers 2016-17	% 2016-17
All people aged 16 and over	115	100.0%	116	100.0%
% Single (never married or never registered a same-sex civil partnership)	*	*	*	*
% Married or in a registered same-sex civil partnership	64	55.7%	60	51.7%
% Separated (but still legally married or still legally in a same-sex civil partnership)	*	*	*	*
% Divorced or formerly in a same-sex civil partnership which is now legally dissolved	*	*	*	*
% Widowed or surviving partner from a same-sex civil partnership	*	*	*	*
Prefer not to say	*	*	*	*
Not stated	38	33.0%	40	34.5%

Full time workforce 2015 to 2017

Marital Status	Full time			
	Numbers 2015-16	% 2015-16	Numbers 2016-17	% 2016-17
All people aged 16 and over	509	100.0%	494	100.0%
% Single (never married or never registered a same-sex civil partnership)	62	12.2%	62	12.6%
% Married or in a registered same-sex civil partnership	210	41.3%	197	39.9%
% Separated (but still legally married or still legally in a same-sex civil partnership)	*	*	*	*
% Divorced or formerly in a same-sex civil partnership which is now legally dissolved	31	6.1%	30	6.1%
% Widowed or surviving partner from a same-sex civil partnership	*	*	*	*
Prefer not to say	17	3.3%	14	2.8%
Not stated	176	34.6%	179	36.2%

Over half of the part time workforce (55.7% in 2015-2016) is married or in a registered same-sex civil partnership. This is slightly higher than the percentage of full time employees (51.7% in 2016-2017). Compared to our previous report, this is more than 17% higher for both part time and full time employees.

## **Pregnancy / Maternity**

Part time workforce 2015 to 2017

Pregnancy / Maternity	Part-Time	
	Numbers 2015-16	% 2015-16
<b>All women</b>	104	100.00%
<b>Pregnant</b>	0	0.00%
<b>Within maternity period (12 months of birth of child)</b>	*	*
<b>Not pregnant</b>	103	99.04%

Pregnancy / Maternity	Part-Time	
	Numbers 2016-17	% 2016-17
<b>All women</b>	397	100.00%
<b>Pregnant</b>	0	0
<b>Within maternity period (12 months of birth of child)</b>	0	0
<b>Not pregnant</b>	0	100.00%

Full time workforce 2015 to 2017

Pregnancy / Maternity	Full-Time	
	Numbers 2015-16	% 2015-16
<b>All women</b>	397	100.00%
<b>Pregnant</b>	*	*
<b>Within maternity period (12 months of birth of child)</b>	*	*
<b>Not pregnant</b>	391	98.49%

Pregnancy/maternity	Full-Time	
	Numbers 2016-17	% 2016-17
<b>All women</b>	376	100.00%
<b>Pregnant</b>	*	*
<b>Within maternity period (12 months of birth of child)</b>	*	*
<b>Not pregnant</b>	376	100.00%

As outlined in Section 1, we have a low number of pregnant employees and employees who are currently within their maternity period (12 months of birth of child).

We have employees who are both part time and full time, who are either pregnant or within their maternity period (12 months of birth of child). In comparison, only only full time employees were pregnant or within maternity period (12 months of birth of child) at our last reporting period in 2015.



## Ethnicity

Part time workforce 2015 to 2017

Ethnicity	Part-Time			
	Numbers 2015-16	% 2015-16	Numbers 2016-17	% 2016-17
<b>All people</b>	115	100.0%	116	100.0%
% White - Scottish	47	40.9%	47	40.5%
% White - Other British	29	25.2%	27	23.3%
% White - Irish	0	0.0%	0	0.0%
% White - Polish	0	0.0%	0	0.0%
White - Other	*	*	*	*
Mixed or multiple ethnic groups	*	*	*	*
<b>Asian, Asian Scottish or Asian British: Total</b>	0	0.0%	0	0.0%
Indian, Indian Scottish or Indian British	*	*	*	*
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	0	0.0%	0	0.0%
Chinese, Chinese Scottish or Chinese British	0	0.0%	0	0.0%
Other Asian	0	0.0%	0	0.0%
<b>African, African Scottish or African British</b>	0	0.0%	0	0.0%
Other African	0	0.0%	0	0.0%
<b>Caribbean or Black: Total</b>	0	0.0%	0	0.0%
Caribbean, Caribbean Scottish or Caribbean British	0	0.0%	0	0.0%
Black, Black Scottish or Black British	0	0.0%	0	0.0%
Other Caribbean or Black	0	0.0%	0	0.0%
Arab, Arab Scottish or Arab British	0	0.0%	0	0.0%
Other ethnic group	0	0.0%	0	0.0%
Prefer Not to say	0	0.0%	*	*
Not stated	35	30.4%	38	32.8%

Full time workforce 2015 to 2017

Ethnicity	Full-Time			
	Numbers 2015-16	% 2015-16	Numbers 2016-17	% 2016-17
<b>All people</b>	509	100.0%	494	100.0%
<b>% White - Scottish</b>	225	44.2%	212	42.9%
<b>% White - Other British</b>	99	19.4%	95	19.2%
<b>% White - Irish</b>	6	1.2%	6	1.2%
<b>% White - Polish</b>	0	0.0%	0	0.0%
<b>White - Other</b>	*	*	*	*
<b>Mixed or multiple ethnic groups</b>	*	*	*	*
<b>Asian, Asian Scottish or Asian British: Total</b>	0	0.0%	0	0.0%
<b>Indian, Indian Scottish or Indian British</b>	*	*	*	*
<b>Bangladeshi, Bangladeshi Scottish or Bangladeshi British</b>	0	0.0%	0	0.0%
<b>Chinese, Chinese Scottish or Chinese British</b>	0	0.0%	0	0.0%
<b>Other Asian</b>	0	0.0%	0	0.0%
<b>African, African Scottish or African British</b>	*	*	*	*
<b>Other African</b>	0	0.0%	0	0.0%
<b>Caribbean, Caribbean Scottish or Caribbean British</b>	0	0.0%	0	0.0%
<b>Black, Black Scottish or Black British</b>	*	*	*	*
<b>Other Caribbean or Black</b>	0	0.0%	0	0.0%
<b>Other ethnic groups: Total</b>	0	0.0%	0	0.0%
<b>Arab, Arab Scottish or Arab British</b>	0	0.0%	0	0.0%
<b>Other ethnic group</b>	0	0.0%	0	0.0%
<b>Prefer Not to say</b>	*	*	*	*
<b>Not stated</b>	165	32.4%	168	34.0%

Across 2015-2017, the most common ethnic background for part time and full time employees is White Scottish.

## Religion/belief

Part time workforce 2015 to 2017

Religion/belief	Part-Time	
	Numbers 2015-16	% 2015-16
All people	115	100.0%
Church of Scotland	32	27.8%
Roman Catholic	*	*
Other Christian	11	9.6%
Buddhist	0	0.0%
Hindu	0	0.0%
Jewish	0	0.0%
Muslim	0	0.0%
Sikh	0	0.0%
Other religions	*	*
No religion	22	19.1%
Not stated	39	33.9%
Prefer not to say	*	*

Religion/belief	Part-Time	
	Numbers 2016-17	% 2016-17
All people	116	100.0%
Church of Scotland	29	25.0%
Roman Catholic	*	*
Other Christian	*	*
Buddhist	0	0.0%
Hindu	0	0.0%
Jewish	0	0.0%
Muslim	0	0.0%
Sikh	0	0.0%
Other religions	*	*
No religion	22	19.0%
Not stated	40	34.5%
Prefer not to say	*	*

Full time workforce 2015 to 2017

Religion/belief	Full-Time	
	Numbers 2015-16	% 2015-16
All people	509	100.0%
Church of Scotland	84	16.5%
Roman Catholic	52	10.2%
Other Christian	20	3.9%
Buddhist	0	0.0%
Hindu	*	*
Jewish	0	0.0%
Muslim	0	0.0%
Sikh	*	*
Other religions	*	*
No religion	134	26.3%
Not stated	177	34.8%
Prefer not to say	37	7.3%

Religion/belief	Full-Time	
	Numbers 2016-17	% 2016-17
All people	494	100.0%
Church of Scotland	81	16.4%
Roman Catholic	50	10.1%
Other Christian	18	3.6%
Buddhist	0	0.0%
Hindu	*	*
Jewish	0	0.0%
Muslim	0	0.0%
Sikh	*	*
Other religions	*	*
No religion	125	25.3%
Not stated	181	36.6%
Prefer not to say	34	6.9%

Over one third of our part time workforce did not state their religious beliefs, and the most common religion was Church of Scotland 27.8% in 2015-2016 and 25% in 2016-2017. This is similar to our full time workforce. There is an increase in percentage of full time employees who do not have a religion compared to our part time workforce for both years.

## Gender

### Part time workforce 2015 to 2017

Gender	Part-Time	
	Numbers 2015-16	% 2015-16
<b>All People</b>	115	100.0%
<b>Males</b>	11	9.6%
<b>Females</b>	104	90.4%

Gender	Part-Time	
	Numbers 2016-17	% 2016-17
<b>All People</b>	116	100.0%
<b>Males</b>	12	10.3%
<b>Females</b>	104	89.7%

### Full time workforce 2015 to 2017

Gender	Full-Time	
	Numbers 2015-16	% 2015-16
<b>All People</b>	509	100.0%
<b>Males</b>	112	22.0%
<b>Females</b>	397	78.0%

Gender	Full-Time	
	Numbers 2016-17	% 2016-17
<b>All People</b>	494	100.0%
<b>Males</b>	118	23.9%
<b>Females</b>	376	76.1%

The number of males and females in part time and full time employment is proportionate to our whole workforce profile information. The number of men who work part time increased slightly from 2015-2017 (11, 9.6% to 10.3%) and the number of women stayed the same (104). Overall the trend is slowly increasing of the number of men in part time work compared to our previous report where we could not report on the number of males due to low numbers.

## Sexual Orientation

Part time workforce 2015 to 2017

Sexual Orientation	Part-Time	
	Numbers 2015-16	% 2015-16
<b>All People</b>	115	100.0%
<b>Heterosexual (Straight)</b>	63	54.8%
<b>Gay Man</b>	0	0.0%
<b>Lesbian</b>	*	*
<b>Bisexual</b>	0	0.0%
<b>Prefer Not to Say</b>	*	*
<b>Not stated</b>	43	37.4%

Sexual Orientation	Part-Time	
	Numbers 2016-17	% 2016-17
<b>All People</b>	116	100.0%
<b>Heterosexual (Straight)</b>	61	52.6%
<b>Gay Man</b>	0	0.0%
<b>Lesbian</b>	*	*
<b>Bisexual</b>	0	0.0%
<b>Prefer Not to Say</b>	*	*
<b>Not stated</b>	45	38.8%

Full time workforce 2015 to 2017

Sexual Orientation	Full-Time	
	Numbers 2015-16	% 2015-16
<b>All People</b>	509	100.0%
<b>Heterosexual (Straight)</b>	287	56.4%
<b>Gay Man</b>	*	*
<b>Lesbian</b>	*	*
<b>Bisexual</b>	*	*
<b>Prefer Not to Say</b>	20	3.9%
<b>Not stated</b>	192	37.7%

Sexual Orientation	Full-Time	
	Numbers 2016-17	% 2016-17
<b>All People</b>	494	100.0%
<b>Heterosexual (Straight)</b>	274	55.5%
<b>Gay Man</b>	*	*
<b>Lesbian</b>	*	*
<b>Bisexual</b>	*	*
<b>Prefer Not to Say</b>	17	3.4%
<b>Not stated</b>	194	39.3%

Consistent with the overall workforce profile information, for both part time and full time employees, more than half of our workforce have reported themselves as heterosexual. This is followed by over a third who did not state their sexual orientation. This is less than our previous report, which indicates there has been an improvement around the disclosure of this protected characteristic.

### 3. Flexible Workforce – Successful Applications

#### 2015-16

- 28 employees successfully applied for flexible working
- 2 employees have had flexible working applications rejected. Both applications were rejected on grounds of not meeting the needs of the organisation.

#### 2016-17

- 26 were successful
- Zero refused.

The Care Inspectorate offers a wide range of flexible working arrangements. We were unable to report on this section in our previous report, but we have since made improvements to our recording systems to enable progress over the past two years.

The information in this section is based on the overall number of employees who applied and were successful at gaining a flexible working arrangement. During 2015-2017 we had a total of 54 successful applications covering the following: annualised hours, condensed hours, fixed hours, increased hours, reduced hours and term time working.

The majority of successful flexible working applications were from employees who are female, white Scottish, heterosexual, married or in a registered same sex civil partnership, which is consistent with the wider workforce. Despite the fact that all the requests came from women in 2016-17 none of these women were pregnant. The change in employment law around the right to request flexible working transformed the way organisations managed flexible working applications, as it became available to all employees in 2014. However, the Care Inspectorate always had a flexible working policy that was open to all employees, not just to the parents of children under 17 or 18 in the case of parents of disabled children or those caring for an adult. This shows that flexible working within the Care Inspectorate is much wider than this.

#### Age

Age	Successful Flexible Working Applications			
	Numbers 2015-16	% 2015-16	Numbers 2016-17	% 2016-17
<b>All people</b>	28	100%	26	100.0%
<b>Under 21 years old</b>	0	0%	0	0.0%
<b>21 to 29 years old</b>	*	*	*	*
<b>30 to 39 years old</b>	*	*	*	*
<b>40 to 49 years old</b>	*	*	*	*
<b>50 to 59 years old</b>	*	*	*	*
<b>60 to 65 years old</b>	*	*	*	*

65 years and older	0	0%	0	0.0%
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## Disability

Disability	Successful Flexible Working Applications			
	Numbers 2015-16	% 2015-16	Numbers 2016-17	% 2016-17
With a disability	0	0%	*	*
No disability	15	54%	12	46.2%
Prefer not to say	*	*	0	0.0%
Not Stated	12	43%	12	46.2%

## Gender Re-assignment

Gender Re-assignment	Successful Flexible Working Applications			
	Numbers 2015-16	% 2015-16	Numbers 2016-17	% 2016-17
Undertaken Gender Reassignment	0	0%	0	0.0%
No Gender Reassignment	15	54%	10	38.5%
Prefer not to say	0	0%	*	*
Not Stated	13	46%	14	53.8%

## Marital Status

Marital Status	Successful Flexible Working Applications			
	Numbers 2015-16	% 2015-16	Numbers 2016-17	% 2016-17
% Single (never married or never registered a same-sex civil partnership)	*	*	*	*
% Married or in a registered same-sex civil partnership	18	64%	12	46.2%
% Separated (but still legally married or still legally in a same-sex civil partnership)	*	*	0	0.0%
% Divorced or formerly in a same-sex civil partnership which is now legally dissolved	*	*	0	0.0%
% Widowed or surviving partner from a same-sex civil partnership	0	0%	0	0.0%
Prefer not to say	0	0%	*	*
Not Stated	*	*	*	*

## Pregnancy / Maternity

Pregnancy / Maternity	Successful Flexible Working Applications			
	Numbers 2015-16	% 2015-16	Numbers 2016-17	% 2016-17
All women	22	100%	26	100.00%
Pregnant	0	0.00%	0	0.00%
Within maternity period (12 months of birth of child)	0	0.00%	0	0.00%
Not pregnant	22	100.00%	26	100.00%

## Ethnicity

Ethnicity	Successful Flexible Working Applications			
	Numbers 2015-16	% 2015- 16	Numbers 2016-17	% 2016-17
All people	28	100%	26	100.0%
White: Total	0	0%	0	0.0%
% White - Scottish	13	46%	12	46.2%
% White - Other British	*	*	*	*
% White - Irish	*	*	0	0.0%
% White - Polish	0	0%	0	0.0%
White - Other	*	*	0	0.0%
Mixed or multiple ethnic groups	0	0%	00	0.0%
Asian, Asian Scottish or Asian British: Total	0	0%	0	0.0%
Indian, Indian Scottish or Indian British	*	*	0	0.0%
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	0	0%	0	0.0%
Chinese, Chinese Scottish or Chinese British	0	0%	0	0.0%
Other Asian	0	0%	0	0.0%
African: Total	0	0%	0	0.0%
African, African Scottish or African British	0	0%	0	0.0%
Other African	0	0%	0	0.0%
Caribbean or Black: Total	0	0%	0	0.0%
Caribbean, Caribbean Scottish or Caribbean British	0	0%	0	0.0%
Black, Black Scottish or Black British	0	0%	0	0.0%
Other Caribbean or Black	0	0%	0	0.0%
Other ethnic groups: Total	0	0%	0	0.0%
Arab, Arab Scottish or Arab British	0	0%	0	0.0%
Other ethnic group	0	0%	0	0.0%
Prefer Not to say	*	*	*	*
Not stated	0	0%	*	*



## Religion/belief

Religion/belief	Successful Flexible Working Applications			
	Numbers 2015-16	% 2015-16	Numbers 2016-17	% 2016-17
All people	28	100%	26	100.0%
Church of Scotland	*	*	*	*
Roman Catholic	*	*	*	*
Other Christian	*	*	*	*
Buddhist	0	0%	0	0.0%
Hindu	0	0%	0	0.0%
Jewish	0	0%	0	0.0%
Muslim	0	0%	0	0.0%
Sikh	0	0%	0	0.0%
Other religions	0	0%	0	0.0%
No religion	10	36%	*	*
Not stated	*	21%	*	*
Prefer not to say	0	0%	*	*

## Gender

Gender	Successful Flexible Working Applications			
	Numbers 2015-16	% 2015-16	Numbers 2016-17	% 2016-17
All People	28	100%	26	100.0%
Males	*	*	0	0.0%
Females	22	79%	26	100.0%

## Sexual Orientation

Sexual Orientation	Successful Flexible Working Applications			
	Numbers 2015-16	% 2015-16	Numbers 2016-17	% 2016-17
All People	28	100%	26	100.0%
Heterosexual (Straight)	20	71%	14	53.8%
Gay Man	0	0%	0	0.0%
Lesbian	0	0%	0	0.0%
Bisexual	0	0%	0	0.0%
Prefer Not to Say	*	*	*	*
Not Stated	*	*	10	38.5%

## **4. Recruitment and Selection Analysis (including internal promotions)**

This section includes an equality and diversity breakdown of the three different stages involved in recruitment: those who applied for a position, those who were shortlisted and successful applicants. This information is based on all internal and external recruitment.

Due to the relatively low numbers for internal promotions, we have not broken this data into the same three stages. Instead, we have included a general equalities picture later in Section 4.

### **e-Recruiter**

It was anticipated in the last report that we would move towards an electronic e-Recruiter system to support our recruitment and selection procedures. However, this system has not been implemented. We will continue to seek alternative ways to make improvements to how we gather and collate equality and diversity data from candidates.

### **Capturing equality and diversity monitoring data**

As outlined above, there are limitations to the recruitment data we hold. There is an extremely poor return rate of the Equalities Monitoring Form, leading to many of the categories being blank or 'not stated'. We recognise this is an area that we can improve for our next report and we will continue to encourage all candidates to complete their equality and diversity information.

Within the Equalities Monitoring Form for 'Pregnancy / Maternity,' we ask candidates the following question: 'Are you pregnant or currently on maternity leave?' The candidate can answer yes, no or a prefer not to say. Therefore this keeps candidates who have identified themselves as being pregnant or on maternity leave category together; compared to our other maternity/pregnancy categories which separates it into two stages. It is suggested that to make the reporting consistent across the reporting of this protected characteristic, we should make the categories the same throughout.

We currently do not report on the category 'Within maternity period (12 months of child birth)' on our Equality and Diversity Form. Therefore we have not been able to gather this information unlike the other sections of the report. We will add this into the form for future reporting.

### **Potential future restrictions**

As part of the Recruitment and Selection Review which is planned for later in 2017, it is recommended that we update the Equality and Diversity Form in line with best

practice. For example, our current gender reporting only records people who identify themselves as either male or female. It would be ideal if we could develop another category for individuals who are gender neutral (a person who does not identify as a male or a female).

This could also be said for our reporting around sexual orientation. As terminology and understanding is advancing around sexual orientation and identity, it would be helpful if we included another reporting category for individuals who identify themselves as intersex.

### **Internal promotions**

A total of 30 internal promotions were made over 2015-2017, 13 taking in 2015-2016 and 17 in 2016-2017, an increase of four employees.

#### **2015-2016**

- In line with our workforce profile, majority of promoted employees were female, aged between 40-49 years of age, no disability, White Scottish, no gender re-assignment, no religion, heterosexual and married or in a registered same-sex civil partnership.

#### **2016-2017**

- The majority of promoted employees were female, aged between 50-59 years of age, heterosexual and married or in a registered same-sex civil partnership.

The main difference between the two years is the age of employees has increased from 40-49 years to 50-59 years of age. The Care Inspectorate recognises it has an aging workforce, as outlined in Section 1 and 2. We are developing career pathways to broaden the range of roles, which will vary the skills and experience of the workforce. This will likely lead us to attract and appoint candidates from a broad range of individual backgrounds and may make our workplace more diverse.

## Age

Age	Numbers					
	Those applying for a position		Those who were shortlisted		All successful applicants	
	2015-2016	2016-2017	2015-2016	2016-2017	2015-2016	2016-2017
<b>All people</b>	919	635	209	191	59	32
<b>Under 21 years old</b>	*	0	*	0	*	0
<b>21 to 29 years old</b>	20	25	*	*	*	*
<b>30 to 39 years old</b>	72	89	14	18	*	*
<b>40 to 49 years old</b>	121	126	24	36	*	*
<b>50 to 59 years old</b>	88	89	17	23	*	*
<b>60 to 65 years old</b>	*	*	*	0	0	0
<b>65 years and older</b>	*	*	0	0	0	0
<b>Prefer not to say</b>	0	*	0	*	0	0
<b>Not stated</b>	608	300	150	109	66	22

Age	Percentage					
	% Those applying for a position		% Those who were shortlisted		% All successful applicants	
	2015-2016	2016-2017	2015-2016	2016-2017	2015-2016	2016-2017
<b>All people</b>	100%	100%	100%	100%	100%	100%
<b>Under 21 years old</b>	0.2%	0	*	0	*	0
<b>21 to 29 years old</b>	2.2%	3.9%	*	*	*	*
<b>30 to 39 years old</b>	7.8%	14.0%	6.7%	9.4%	*	*
<b>40 to 49 years old</b>	13.2%	19.8%	11.5%	18.8%	*	*
<b>50 to 59 years old</b>	9.6%	14.0%	8.1%	12.0%	*	*
<b>60 to 65 years old</b>	*	*	*	0	0	0
<b>65 years and older</b>	*	*	0	0	0	0
<b>Prefer not to say</b>	0.0	*	0	*	0	0
<b>Not stated</b>	66.2%	47.2%	71.8%	57.1%	111.9%	68.8%

The highest percentage of candidates who applied for a position, and who were shortlisted were aged 40 to 49 years of age for both years. We had the same number of candidates who applied for a position aged between 30 to 39 years of age and 50 to 59 years of age (14%) this year. This figure is not an accurate reflection of the age profile, as 66.2% in 2015-2016 and 47.2% in 2016-2017, chose not to state their age.

## Disability

Disability	Numbers					
	Those applying for a position		Those who were shortlisted		All successful applicants	
	2015-2016	2016 -2017	2015-2016	2016 -2017	2015-2016	2016 -2017
<b>All people</b>	919	635	209	191	59	32
<b>With a disability</b>	28	19	*	*	*	*
<b>No disability</b>	269	291	51	75	17	9
<b>Prefer not to say</b>	*	*	*	*	*	0
<b>Not stated</b>	617	317	146	110	37	22

Disability	Percentage					
	% Those applying for a position		% Those who were shortlisted		% All successful applicants	
	2015-2016	2016 -2017	2015-2016	2016 -2017	2015-2016	2016 -2017
<b>All people</b>	100%	100%	100%	100%	100%	100%
<b>With a disability</b>	3.0%	3.0%	*	*	*	*
<b>No disability</b>	29.3%	45.8%	24.4%	39.3%	28.8%	*
<b>Prefer not to say</b>	*	*	*	*	*	0
<b>Not stated</b>	67.1%	49.9%	69.9%	57.6%	62.7%	68.8%

3% of candidates who applied for a position declared to have a disability for both years. We can confirm that some of these candidates were shortlisted and appointed, but the numbers are too low for us to report on.

As part of the recruitment and selection review, we are also working towards gaining the 'double tick' to encourage more disabled people to apply for vacancies within the Care Inspectorate. Our current application process is designed to be accessible to all and we actively make reasonable adjustments for those who advise us they may require additional support during interviews or assessment centres.

## Gender Reassignment

Gender Re-assignment	Numbers					
	Those applying for a position		Those who were shortlisted		All successful applicants	
	2015-2016	2016-2017	2015-2016	2016-2017	2015-2016	2016-2017
All people	919	635	209	191	59	32
Undertaken Gender Reassignment	*	0	*	0	0	0
No Gender Reassignment	237	259	46	66	13	14
Prefer not to say	*	*	*	*	*	*
Not stated	671	370	160	122	43	17

Gender Re-assignment	Percentage					
	%Those applying for a position		%Those who were shortlisted		% All successful applicants	
	2015-2016	2016-2017	2015-2016	2016-2017	2015-2016	2016-2017
All people	100%	100%	100%	100%	100%	100%
Undertaken Gender Reassignment	*	0	*	0	0	0
No Gender Reassignment	25.8%	40.8%	22.0%	34.6%	22.0%	43.8%
Prefer not to say	*	*	*	*	*	*
Not stated	73.0%	58.3%	76.6%	63.9	72.9%	53.1%

We can also report that we received applications from candidates who had undertaken gender reassignment in 2015-2016. Reviewing the information, we can see they progressed to shortlisting stages, but they were not successful at interview.

We did not receive any applications from candidates who had undertaken gender reassignment in 2016-2017.

Nearly three quarters (73%) of candidates who applied during 2015-2016 did not respond to this question and respectively in 2016-2017 nearly two thirds (58.3%) did not answer this question either.

## Marital Status

Marital Status	Numbers					
	Those applying for a position		Those who were shortlisted		All successful applicants	
	2015-2016	2016 -2017	2015-2016	2016 –2017	2015-2016	2016-2017
All people aged 16 and over	919	635	209	191	59	32
Single (never married or never registered a same-sex civil partnership)	51	60	10	19	*	*
Married or in a registered same-sex civil partnership	161	180	29	41	12	16
Separated (but still legally married or still legally in a same-sex civil partnership)	13	14	*	*	*	0
Divorced or formerly in a same-sex civil partnership which is now legally dissolved	37	29	*	*	*	*
Widowed or surviving partner from a same-sex civil partnership	*	*	*	*	*	0
Prefer not to say	12	13	*	*	*	0
Not stated	641	334	151	116	32	12

Marital Status	Percentages					
	% Those applying for a position		% Those who were shortlisted		% All successful applicants	
	2015-2016	2016 -2017	2015-2016	2016 - 2017	2015-2016	2016 -2017
All people aged 16 and over	100%	100%	100%	100%	100%	100%
Single (never married or never registered a same-sex civil partnership)	5.5%	9.4%	4.8%	9.9%	*	*
Married or in a registered same-sex civil partnership	17.5%	28.3%	13.9%	21.5%	20.3%	50.0%
Separated (but still legally married or still legally in a same-sex civil partnership)	1.4%	2.2%	*	*	*	0
Divorced or formerly in a same-sex civil partnership which is now legally dissolved	4.0%	4.6%	*	*	*	*
Widowed or surviving partner from a same-sex civil partnership	*	*	*	*	*	0
Prefer not to say	1.3%	2.0%	*	*	*	0
Not stated	69.7%	52.6%	72.2%	60.7%	54.2%	37.5%

In line with our workforce profile information and the Census, the majority of candidates who applied were shortlisted and were successful were married or in a registered same-sex civil partnership. This is true for both years.

## Pregnancy / Maternity

Pregnancy/ Maternity	Numbers					
	Those applying for a position		Those who were shortlisted		All successful applicants	
	2015-2016	2016 - 2017	2015-2016	2016 - 2017	2015-2016	2016 - 2017
All women	233		44			
Pregnant	*		*			
Within maternity period (12 months of birth of child)	0		0			
Not pregnant*	269*		53*			
Prefer not to say	*		0			
Not stated	0		0			

Pregnancy/ Maternity	Percentage					
	% Those applying for a position		% Those who were shortlisted		% All successful applicants	
	2015-2016	2016 - 2017	2015-2016	2016 - 2017	2015-2016	2016 - 2017
All women	100%		100%			
Pregnant	*		*			
Within maternity period (12 months of birth of child)	0		0			
Not pregnant	115.5%		120.5%			
Prefer not to say	*					
Not stated	0					

\*The information shows a higher figure of individuals who have reported themselves as 'not pregnant' compared to 'all women' during the application stage. One reason for this is due to the way the question is posed on the Equalities and Diversity Monitoring Form. This means that men may also chose to answer 'not pregnant' which reflects the 'inconsistent' figures.



## Ethnicity

Ethnicity	Numbers					
	Those applying for a position		Those who were shortlisted		All successful applicants	
	2015-2016	2016 - 2017	2015-2016	2016 - 2017	2015-2016	2016 - 2017
All people	919	635	209	191	59	32
White: Total	296	319	56	79	14	23
% White - Scottish	209	246	42	62	11	11
% White - Other British	75	52	12	14	*	10
% White - Irish	*	*	*	0	*	0
% White - Polish	*	*	0	0	0	0
White - Other	*	12	*	*	0	*
Mixed or multiple ethnic groups	*	*	*	*	*	0
Asian, Asian Scottish or Asian British: Total	*	0	0	0	0	0
Indian, Indian Scottish or Indian British	0	*	0	0	0	0
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	0	0	0	0	0	0
Chinese, Chinese Scottish or Chinese British	0	0	0	0	0	0
Other Asian	*	*	0	0	0	0
African: Total	0	0	*	0	*	0
African, African Scottish or African British	*	*	0	0	0	0
Other African	0	0	*	0	*	0
Caribbean or Black: Total	*	0	0	0	0	0
Caribbean, Caribbean Scottish or Caribbean British	0	0	0	0	0	0
Black, Black Scottish or Black British	*	0	0	0	0	0
Other Caribbean or Black	0	*	0	0	0	0
Other ethnic groups: Total	0	0	*	0	0	0
Arab, Arab Scottish or Arab British	*	*	*	*	*	0
Other ethnic group	*	*	0	0	*	0
Prefer Not to say	24	*	*	*	*	0
Not stated	580	300	145	108	38	*

Ethnicity	Percentages					
	% Those applying for a position		% Those who were shortlisted		% All successful applicants	
	2015-2016	2016-2017	2015-2016	2016-2017	2015-2016	2016-2017
<b>All people</b>	100%	100%	100%	100%	100%	100%
<b>White: Total</b>	32.2%	50.2%	26.8%	41.4%	23.7%	71.9%
<b>% White - Scottish</b>	22.7%	38.7%	20.1%	32.5%	18.6%	34.4%
<b>% White - Other British</b>	8.2%	8.2%	5.7%	7.3%	*	31.3%
<b>% White - Irish</b>	*	*		0	*	0
<b>% White - Polish</b>	*	*	0	0	0	0
<b>White - Other</b>	*	1.9%	*	*	0	*
<b>Mixed or multiple ethnic groups</b>	*	*	*	*	*	0
<b>Asian, Asian Scottish or Asian British: Total</b>	*	0	0	0	0	0
<b>Indian, Indian Scottish or Indian British</b>	0	*	0	0	0	0
<b>Bangladeshi, Bangladeshi Scottish or Bangladeshi British</b>	0	0	0	0	0	0
<b>Chinese, Chinese Scottish or Chinese British</b>	0	0	0	0	0	0
<b>Other Asian</b>	*	*	0	0	0	0
<b>African: Total</b>	0	0	*	0	*	0
<b>African, African Scottish or African British</b>	*	*	0	0	0	0
<b>Other African</b>	0	0	*	0	*	0
<b>Caribbean or Black: Total</b>	*	0	0	0	0	0
<b>Caribbean, Caribbean Scottish or Caribbean British</b>	0	0	0	0	0	0
<b>Black, Black Scottish or Black British</b>	*	0	0	0	0	0
<b>Other Caribbean or Black</b>	0	*	0	0	0	0
<b>Other ethnic groups: Total</b>	0	0	*	0	0	0
<b>Arab, Arab Scottish or Arab British</b>	*	*	*	*	*	0
<b>Other ethnic group</b>	*	*	0	*	*	0
<b>Prefer Not to say</b>	2.6%	*	*	*	*	0
<b>Not stated</b>	63.1%	47.2%	69.4%	56.5%	64.4%	*

There is a significant difference between 2015-2016 and 2016-2017 and in the total number of candidates who reported themselves as white. Over one third of candidates who applied (33.2%) in 2015-2016, compared to over half (50.2%) in 2016-2017.

We still have a low number of candidates from other ethnic backgrounds who do apply for current vacancies. As part of the recruitment and selection review, we will review how we attract candidates from a broader profile and background. This will help us to promote our organisation as an employer of choice.

## Religion/belief

Religion/belief	Numbers					
	Those applying for a position		Those who were shortlisted		All successful applicants	
	2015-2016	2016 - 2017	2015-2016	2016 - 2017	2015-2016	2016 - 2017
All people	919	635	209	191	59	32
Church of Scotland	85	75	19	19	*	*
Roman Catholic	38	42	*	10	*	*
Other Christian	24	24	*	*	*	*
Buddhist	*	*	*	*	*	0
Hindu	*	0	*	0	*	0
Jewish	*	0	*	0	*	0
Muslim	*	*	*	0	*	0
Sikh	*	0	*	0	*	0
Other religions	*	*	*	*	0	0
No religion	129	173	26	41	*	13
Prefer not to say	22	14	*	*	*	*
Not stated	606	299	141	108	32	*

Religion/belief	Percentages					
	% Those applying for a position		% Those who were shortlisted		% All successful applicants	
	2015-2016	2016 - 2017	2015-2016	2016 - 2017	2015-2016	2016 - 2017
All people	100%	100%	100%	100%	100%	100%
Church of Scotland	9.2%	11.8	9.1%	9.9	*	*
Roman Catholic	4.1%	6.6	*	5.2	*	*
Other Christian	2.6%	3.8	*	*	*	*
Buddhist	0.3	*	*	*	*	0
Hindu	*	0	*	0	*	0
Jewish	*	0	*	0	*	0
Muslim	*	*	*	0	*	0
Sikh	*	0	*	0	*	0
Other religions	*	*	*	*	0	0
No religion	14.0%	27.2%	12.4%	21.5%	*	40.6%
Prefer not to say	2.4%	2.2%	*	*	*	*
Not stated	65.9%	47.1%	67.5%	56.5%	54.2%	*

After the 'not stated' category, the highest response for both reporting periods from those who do not have a religion. This percentage nearly doubled from 2015-2016 (14%) to 2016-2017 (27.2%).

## Gender

Gender	Numbers					
	Those applying for a position		Those who were shortlisted		All successful applicants	
	2015-2016	2016 - 2017	2015-2016	2016 - 2017	2015-2016	2016 - 2017
<b>All People</b>	919	635	209	191	59	32
<b>Males</b>	95	82	22	20	*	*
<b>Females</b>	233	256	44	62	*	*
<b>Prefer not to say</b>	*	*	0	*	0	0
<b>Not stated</b>	588	294	143	109	51	22

Gender	Percentages					
	% Those applying for a position		% Those who were shortlisted		% All successful applicants	
	2015-2016	2016 – 2017	2015-2016	2016 - 2017	2015-2016	2016 - 2017
<b>All People</b>	100%	100%	100%	100%	100%	100%
<b>Males</b>	10.3%	12.9%	10.5%	10.5%	*	*
<b>Females</b>	25.4%	40.3%	21.1%	32.5%	*	*
<b>Prefer not to say</b>	*	*	0	*	0	0
<b>Not stated</b>	64.0%	46.3%	68.4%	57.1%	86.4%	68.8%

The information tells us that we received more applications from females than males across 2015-2017. This is consistent with the previous report. However despite the low number of successful applicants, we can disclose there were more males appointed than females in 2015-2016.

## Sexual Orientation

Sexual Orientation	Numbers					
	Those applying for a position		Those who were shortlisted		All successful applicants	
	2015-2016	2016-2017	2015-2016	2016-2017	2015-2016	2016-2017
All People	919	635	209	191	59	32
Heterosexual (Straight)	278	315	55	76	18	20
Gay Man	*	*	*	0	*	0
Lesbian	*	*	*	*	*	*
Bisexual	*	*	*	0	*	0
Prefer Not to Say	12	*	*	*	*	*
Not stated	615	303	147	109	37	10

Sexual Orientation	Percentages					
	% Those applying for a position		% Those who were shortlisted		% All successful applicants	
	2015-2016	2016-2017	2015-2016	2016-2017	2015-2016	2016-2017
All People	100%	100%	100%	100%	100%	100%
Heterosexual (Straight)	30.3%	49.6%	26.3%	39.8%	30.5%	62.5%
Gay Man	*	*	*	0	*	0
Lesbian	*	*	*	*	*	*
Bisexual	*	*	*	0	*	0
Prefer Not to Say	1.3%	*	*	*	*	*
Not stated	66.9%	47.7%	70.3%	57.1%	62.7%	31.3%

Once again, one third of applicants (30.3%) in 2015-2016 and nearly half (49.6%) in 2016-2017 identified themselves as being heterosexual. This is lower than the 75.2% who applied during 2014-2015 as shown in our last report, but with large numbers of people not stating.

We attract candidates who are gay, lesbian and bisexual. In 2015-2016 we can report that a small number were successful during all three stages. Yet in 2016-2017 no gay men or bisexuals were successful to the shortlisting or being offered a position with us.

As referenced in our Introduction, we use guidance from Stonewall to promote people's rights and we are also reviewing how to become more involved in Stonewall activities to raise our profile as an employer who welcomes applications from LGBT candidates.

## 5. Learning and development analysis

The Care Inspectorate is committed to developing its workforce. We offer a wide range of learning and development opportunities to all employees, by supporting continuing professional development, skills and personal development.

### **Internal booking system**

Employees book training courses via our internal training booking system. This system only tells us who applied for training. It does not tell us who attended courses. This system is likely to be replaced shortly and any replacement system will be designed to deliver improvements.

### **Agreeing training opportunities**

Prior to employees signing up to our generic courses on the internal booking system, they must have had prior agreement from their manager to attend. We currently do not have a procedure in place to capture circumstances where employees have requested to go on training and have been refused prior to booking on our internal system. Likewise once employees have booked on courses, we cannot identify where employees were originally approved to go on training and then once successful, then at a later date been refused.

This is a particular area which we will develop further for our next report. We recognise the importance of reporting on the equality profile of employees who have been refused training and development in the Care Inspectorate.

The equality breakdown of information below is based on the information from our internal booking system.

### Snapshot of access to learning and development analysis

**2015-2016** 397 employees accessed learning and development  
(63.6% of the workforce)

**2016 – 2017** 345 employees accessed learning and development  
(56.6% of the workforce)

**52 fewer** employees accessed learning and development this year compared to last year.

Overall **significantly lower** number of employees accessed learning and development compared to previous report, whereby 466 (76.2% of the workforce) had access to learning and development in 2013-2015.

### Age

Age	Those who applied for training			
	Numbers 2015-16	Numbers 2016-2017	% people who accessed L&D 2015-2016	% people who accessed L&D 2016-2017
<b>All people</b>	397	345	100%	100%
<b>Under 21 years old</b>	0	0	0	0
<b>21 to 29 years old</b>	11	*	2.8%	*
<b>30 to 39 years old</b>	26	18	6.6%	5.20%
<b>40 to 49 years old</b>	118	100	29.7%	29%
<b>50 to 59 years old</b>	195	176	49.1%	51%
<b>60 to 65 years old</b>	46	43	11.6%	12.5%
<b>65 years and older</b>	*	*	*	*
<b>Prefer not to say</b>	0	0	0	0
<b>Not stated</b>	0	0	0	0

The highest number of employees who accessed learning and development opportunities were are aged 50-59 years old (49.1%) for both years compared to those who are aged 21-29 years of age (2.8%). There are also very low numbers of employee aged 65 and older who accessed learning and development in 2015-2016 and no one in 2016-2017. This is an areas which will need to be explored and addressed as part of our new review of learning and development. Disability



Disability	Those who applied for training			
	Numbers 2015-16	Numbers 2016-2017	% people who accessed L&D 2015-2016	% people who accessed L&D 2016-2017
<b>All people</b>	397	345	100%	100%
<b>With a disability</b>	12	11	3%	3%
<b>No disability</b>	177	159	44.6%	41.2%
<b>Prefer not to say</b>	12	11	3%	3%
<b>Not stated</b>	196	164	49.4%	47.5%

Just under half of employees who accessed learning and development for both years (2015-2016 = 49.4% and 2016-2017 = 47.5%) did not state whether they had a disability or not. This is followed by employees who reported themselves as not having a disability (2015-2016 = 44.6% and 2016-2017 = 42.2%).

## Gender Reassignment

Gender Reassignment	Those who applied for training			
	Numbers 2015-16	Numbers 2016-2017	% people who accessed L&D 2015-2016	% people who accessed L&D 2016-2017
<b>All people</b>	397	345	100%	100%
<b>Undertaken Gender Reassignment</b>	0	0	0	0
<b>No Gender Reassignment</b>	165	142	41.6%	41.2%
<b>Prefer not to say</b>	*	*	*	*
<b>Not stated</b>	224	196	56.4%	56.8%

As reflected in Section 1, we have a low number of employees who responded 'prefer not to say' as undertaking gender reassignment who accessed learning and development. Over half (2015-2016 = 56.4% and 2016-2017 = 56.8%) of those who did access learning and development did not answer this question.

## Marital Status

Marital Status	Those who applied for training			
	Numbers 2015-16	Numbers 2016-2017	% people who accessed L&D 2015-2016	% people who accessed L&D 2016-2017
<b>All people aged 16 and over</b>	397	345	100%	100%
<b>Single (never married or never registered a same-sex civil partnership)</b>	31	27	7.4%	10.7%
<b>Married or in a registered same-sex civil partnership</b>	180	156	45.3%	45.2%
<b>Separated (but still legally married or still legally in a same-sex civil partnership)</b>	*	*	*	*
<b>Divorced or formerly in a same-sex civil partnership which is now legally dissolved</b>	26	23	6.5%	6.7%
<b>Widowed or surviving partner from a same-sex civil partnership</b>	*	*	*	*
<b>Prefer not to say</b>	13	12	3.3%	3.3%
<b>Not stated</b>	131	113	33%	32.8%

The largest group of employees were those who are 'married or in a same-sex civil partnership' for both years (2015-2016 = 45.3% and 2016-2017 = 45.2%). This is followed by those who did not respond to the question and thirdly, those who are 'single (never married or never registered a same-sex civil partnership)'.

## Pregnancy / Maternity

Low numbers of pregnant women accessed learning and development which is representative of the low reported numbers of pregnant number of women in our organisation.

## Ethnicity

Ethnicity	Those who applied for training			
	Numbers 2015-16	Numbers 2016-2017	% people who accessed L&D 2015-2016	% people who accessed L&D 2016-2017
<b>All people</b>	397	345	100%	100%
<b>% White - Scottish</b>	184	163	46.3%	47.2%
<b>% White - Other British</b>	74	59	18.6%	17.1%
<b>% White - Irish</b>	*	*	*	*
<b>% White - Polish</b>	0	0	0	0
<b>White - Other</b>	*	*	*	*
<b>Mixed or multiple ethnic groups</b>	0	0	0	0
<b>Asian, Asian Scottish or Asian British: Total</b>	0	0	0	0
<b>Indian, Indian Scottish or Indian British</b>	*	*	*	*
<b>Bangladeshi, Bangladeshi Scottish or Bangladeshi British</b>	0	0	0	0
<b>Chinese, Chinese Scottish or Chinese British</b>	0	0	0	0
<b>Other Asian</b>	0	0	0	0
<b>African: Total</b>	0	0	0	0
<b>African, African Scottish or African British</b>	0	0	0	0
<b>Other African</b>	0	0	0	0
<b>Caribbean or Black: Total</b>	0	0	0	0
<b>Caribbean, Caribbean Scottish or Caribbean British</b>	0	0	0	0
<b>Black, Black Scottish or Black British</b>	0	0	0	0
<b>Other Caribbean or Black</b>	0	0	0	0
<b>Other ethnic groups: Total</b>	0	0	0	0
<b>Arab, Arab Scottish or Arab British</b>	0	0	0	0
<b>Other ethnic group</b>	0	0	0	0
<b>Prefer Not to say</b>	*	*	*	*
<b>Not stated</b>	120	104	30.2%	30.1%

The highest number of employees to access learning and development across both years is employees who reported themselves as 'White Scottish' (2015-2016 = 46.3% and 2016-2017 = 47.2%). There were also low numbers of those who identified themselves as being 'White Irish; White Other; Indian Indian Scottish or Indian British.'

## Religion / belief

Religion/belief	Those who applied for training			
	Numbers 2015-16	Numbers 2016-2017	% people who accessed L&D 2015-2016	% people who accessed L&D 2016-2017
All people	397	345	100%	100%
Church of Scotland	78	64	19.6%	18.6%
Roman Catholic	40	38	10.1%	11.0%
Other Christian	17	15	4.3%	4.3%
Buddhist	0	0	0	0
Hindu	*	*	*	*
Jewish	0	0	0	0
Muslim	0	0	0	0
Sikh	*	*	*	*
Other religions	*	*	*	*
No religion	98	85	24.7%	24.3%
Prefer not to say	25	23	6.3%	6.7%
Not stated	133	114	33.5%	33%

We have a low number of employees who accessed learning and development who reported their religion as 'Hindu', 'Sikh' or 'Other'. The highest reported categories for both years are 'Not stated', 'No religion' and 'Church of Scotland'.

## Gender

Gender	Those who applied for training			
	Numbers 2015-16	Numbers 2016-2017	% people who accessed L&D 2015-2016	% people who accessed L&D 2016-2017
All People	397	345	100%	100%
Males	66	56	16.6%	16.3%
Females	331	289	83.4	83.7%

As expected, more women attended training than men. This is proportionate to the gender profile of the workforce.

## Sexual Orientation

Sexual Orientation	Those who applied for training			
	Numbers 2015-16	Numbers 2016-2017	% people who accessed L&D 2015-2016	% people who accessed L&D 2016-2017
<b>All People</b>	397	345	100%	100%
<b>Heterosexual (Straight)</b>	229	200	57.7%	56%
<b>Gay Man</b>	*	*	*	*
<b>Lesbian</b>	*	*	*	*
<b>Bisexual</b>	*	*	*	*
<b>Prefer Not to Say</b>	16	15	4%	4.3%
<b>Not stated</b>	144	123	36.3%	35.7%

Over half of employees who accessed learning and development for both years, classed themselves as heterosexual (2015-2016 = 57.7% and 2016-2017 = 56%).

## **6. Appraisal, and Performance and Development Review System**

All employees should attend Performance Development Review System (PDRS) meetings. Records of these are held locally by managers and staff, rather than centrally. This impedes data collection in this area. We will review our PDRS system in 2017/18 and consider how data can be better collected.

## 7. Return to work of women on maternity leave

As a predominately female workforce, the average level of maternity leave is lower than other organisations, most likely because of our age profile. Our workforce is 78.69% female so you may expect our organisation to have higher amounts of pregnancy than have been reported. 85.9% is aged over 40 which may explain the relatively few numbers.

There was a slightly lower level of pregnancy and maternity leave between the two reporting periods.

### **2016/17:**

- 2 returned to the same job.
- No-one returned to a flexible working contract.
- No-one returned to a different/ lower graded post.

### **2015/16:**

- 2 returned to same job.
- 3 returned to their current post, on a flexible working contract.
- No-one returned to a different/ lower graded post.

We also have a low up take of Keeping in Touch (KIT) days. It depends on the individual employee as to whether or not they chose to take KIT days. Employees are aware of this legal right as it is publicised in all our family friendly policies (Adoption, Maternity and Shared Parental Leave).

We have publicised our Flexible Working Policy through Bitesize Briefings with employees and managers. We have approximately 163 employees with flexible working arrangements in place. As the right to request flexible working is open to all employees it is possible that some women might have been working flexibly before they were pregnant and were happy to continue with their existing arrangements.

We have not had any requests for Shared Parental Leave since this was introduced. We know that the uptake of Shared Parental Leave across other organisations is still relatively low and may increase in popularity in the future.

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

### 2015-16

- 19 employees self-report that they have a disability
- 14 of these employees have had time off (18 occurrences in total) of which fewer than ten employees have had 7 absences relate to disability

### 2016-17

- 19 employees self-report that they have a disability
- Fewer than 10 of these employees have had time off (18 occurrences in total) of which there have been 12 absences relate to disability

It is likely that we employ more employees who could be considered disabled. We continue to actively encourage our workforce to share this information. However, some employees might not feel comfortable sharing sensitive personal information and some employees do not recognise or identify themselves as being disabled.

It is difficult to know with any certainty how many absences were actually related to disability. As many underlying health conditions/ disabilities can make people more susceptible to other illnesses or their reaction could be more severe than someone who does not have the same condition/ disability.

Where an employee tells us that an absence relates to a disability we record this but we do not include them in any short term trigger level calculations (just like we would discount any pregnancy related absences).

During the period we have not had any capability hearings where a disabled employee has been dismissed.

Mental ill health is a common reason for absence. The organisation has an Employee Assistance Programme that offers counselling and signposts employees to sources of support. In 2016 we held four workshops across our main offices to help promote this service. We also offer resilience training to help improve mental health. The organisation currently has the silver Healthy Working Lives award and will be applying for the gold. This will be an area that we continue to focus on.



## 9. Case work (disciplinary action, grievance, capability and dignity at work)

The Care Inspectorate strives to ensure that no equality groups are adversely impacted by the application of our people management procedures. Our aim is to ensure that they are applied consistently across the organisation.

When we refer to case work we are referring to the following four policies:

- Capability
- Dignity at Work
- Discipline
- Grievance

Similar to previous years we continue to have very small numbers of formal cases. Due to the low number of cases, we are unable to report on the equalities profile of employees involved.

There was one discipline case in 2016 where the employee was dismissed on the grounds of gross misconduct. The employee appealed the decision but the appeal was not upheld.

We are able to resolve most issues informally. This could be due to the size of our organisation and the positive employee relations we have with Trade Union colleagues through our Partnership Forum.

We are currently in the process of consulting with our workforce on revised drafts of the Discipline and Grievance Policies. These will both be approved later in 2017.

A new Capability Policy was implemented in June 2015. Our capability policy covers health and performance issues. It is possible that numbers may increase in the future. We are monitoring its usage across the organisation.

	Stage	2015-16 Number	2016-17 Number
<b>Dignity at work</b>	Informal	1	3
	Formal	2	0
	<b>Total</b>	<b>3</b>	<b>3</b>
<b>Disciplinaries</b>	Counselled	2	3
	Dismissed	0	1
	<b>Total</b>	<b>2</b>	<b>4</b>
<b>Grievances</b>	Informal	2	4
	Formal	2	2
	<b>Total</b>	<b>4</b>	<b>6</b>
<b>Capability</b>	Informal	2	0
	Formal	1	2
	<b>Total</b>	<b>3</b>	<b>2</b>

## 10. Dismissals and other reasons for leaving

### Turnover rate

We have consistently had a low turnover rate over the years, with 21 employees leaving the organisation in 2015-16 and 33 leavers in 2016-17.

Turnover rate for 2015-16 = **3.4%**

Turnover rate for 2016-17 = **5.4%**

### Dismissals

The Care Inspectorate has also had an extremely low number of dismissals across both years.

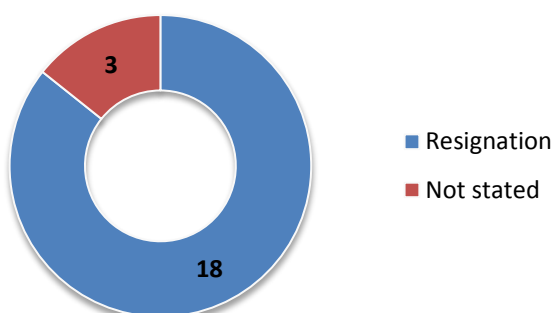
### Exit interviews

The Exit Interview Procedure was reviewed in March 2016 to make the process easier for employees to tell us why they are leaving the Care Inspectorate. A total of seven exit interviews were returned during the two reporting years. Five were returned in 2015/16 and only two have been returned this year. We are hoping to increase the use of our exit interviews before the procedure is reviewed again in March 2019.

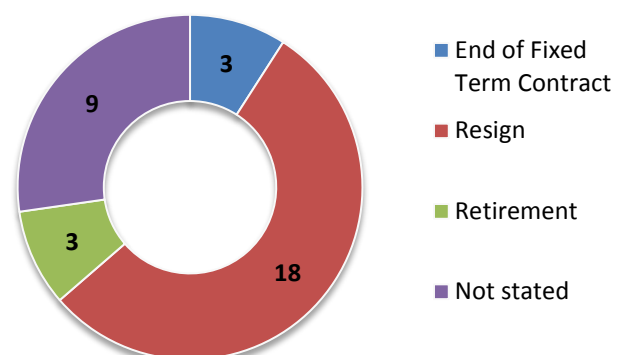
### Reasons why employees left the organisation

The highest reason for people leaving both years is due to resignation. Using the limited information from the exit interview, this can be explained due to employees relocation or to seek progression in another organisation.

Reasons why employees left the organisation 2015 - 2016



Reasons why employees left the organisation 2016 - 2017



This section is a breakdown of employees who left the Care Inspectorate between 2015 to 2017.

## Age

Age	Leaving the organisation			
	Numbers 2015-16	% of leavers 2015-16	Numbers 2016-17	% of leavers 2016-17
All people	21	100.0%	33	100.0%
Under 21 years old	0	0.0%	0	0.0%
21 to 29 years old	*	*	*	*
30 to 39 years old	*	*	*	*
40 to 49 years old	*	*	*	*
50 to 59 years old	*	*	14	42.4%
60 to 65 years old	*	*	*	*
65 years and older	0	0.0%	0	0.0%
Prefer not to say	0	0.0%	0	0.0%

The highest number of leavers were aged 50-65 and left voluntarily during a recent restructure.

## Disability

Disability	Leaving the organisation			
	Numbers 2015-16	% of leavers 2015-16	Numbers 2016-17	% of leavers 2016-17
All people	21	100.0%	33	100.0%
With a disability	*	*	*	*
No disability	*	*	12	36.4%
Prefer not to say	0	0.0%	0	0.0%
Not stated	17	81.0%	18	54.5%

## Gender Re-assignment

Gender Re-assignment	Leaving the organisation			
	Numbers 2015-16	% of leavers 2015-16	Numbers 2016-17	% of leavers 2016-17
All people	21	100.0%	33	100.0%
Undertaken Gender Reassignment	0	0.0%	0	0.0%
No Gender Reassignment	*	*	11	33.3%
Prefer not to say	0	0.0%	*	*
Not stated	13	61.9%	21	63.6%

## Marital Status

Marital Status	Leaving the organisation			
	Numbers 2015-16	% of leavers 2015-16	Numbers 2016-17	% of leavers 2016-17
All people aged 16 and over	21	100.0%	33	100.0%
% Single (never married or never registered a same-sex civil partnership)	*	*	0	0.0%
% Married or in a registered same-sex civil partnership	*	*	19	57.6%
% Separated (but still legally married or still legally in a same-sex civil partnership)	0	0.0%	0	0.0%
% Divorced or formerly in a same-sex civil partnership which is now legally dissolved	0	0.0%	0	0.0%
% Widowed or surviving partner from a same-sex civil partnership	0	0.0%	*	*
Prefer not to say	0	0.0%	*	*
Not stated	14	66.7%	12	36.4%

## Pregnancy/Maternity

Pregnancy/maternity	Leaving the organisation			
	Numbers 2015-16	% of leavers 2015-16	Numbers 2016-17	% of leavers 2016-17
All women	17	100%	30	100.00%
Pregnant	0	0%	0	0.00%
Within maternity period (12 months of birth of child)	*	*	0	0.00%
Not pregnant	16	94%	30	100.00%
Prefer not to say	0	0%	0	0

## Ethnicity

Ethnicity	Leaving the organisation			
	Numbers 2015-16	% of leavers 2015-16	Numbers 2016-17	% of leavers 2016-17
<b>All people</b>	21	100.0%	33	100.0%
<b>White: Total</b>	0	0.0%	0	0
<b>% White - Scottish</b>	*	*	13	39.4%
<b>% White - Other British</b>	0	*	*	*
<b>% White - Irish</b>	0	0.0%	0	0
<b>% White - Polish</b>	0	0.0%	0	0
<b>White - Other</b>	0	0.0%	0	0
<b>Mixed or multiple ethnic groups</b>	0	0.0%	*	*
<b>Asian, Asian Scottish or Asian British: Total</b>	0	0.0%	0	0
<b>Indian, Indian Scottish or Indian British</b>	0	0.0%	0	0
<b>Bangladeshi, Bangladeshi Scottish or Bangladeshi British</b>	0	0.0%	0	0
<b>Chinese, Chinese Scottish or Chinese British</b>	0	0.0%	0	0
<b>Other Asian</b>	0	0.0%	0	0
<b>African: Total</b>	0	0.0%	0	0
<b>African, African Scottish or African British</b>	0	0.0%	0	0
<b>Other African</b>	0	0.0%	0	0
<b>Caribbean or Black: Total</b>	0	0.0%	0	0
<b>Caribbean, Caribbean Scottish or Caribbean British</b>	0	0.0%	0	0
<b>Black, Black Scottish or Black British</b>	0	0.0%	0	0
<b>Other Caribbean or Black</b>	0	0.0%	0	0
<b>Other ethnic groups: Total</b>	0	0.0%	0	0
<b>Arab, Arab Scottish or Arab British</b>	0	0.0%	0	0
<b>Other ethnic group</b>	0	0.0%	0	0
<b>Prefer Not to say</b>	0	0.0%	0	0
<b>Not stated</b>	12	57.1%	12	36.4%

## Religion/belief

Religion/belief	Leaving the organisation			
	Numbers 2015-16	% of leavers 2015-16	Numbers 2016-17	% of leavers 2016-17
All people	21	100.0%	33	100.0%
Church of Scotland	*	*	*	*
Roman Catholic	0	0.0%	*	*
Other Christian	*	*	*	*
Buddhist	0	0.0%	0	0
Hindu	0	0.0%	0	0
Jewish	0	0.0%	0	0
Muslim	0	0.0%	0	0
Sikh	0	0.0%	0	0
Other religions	0	0.0%	0	0
No religion	*	*	*	*
Not stated	12	57.1%	0	0
Prefer not to say	*	*	12	36.4%

## Gender

Gender	Leaving the organisation			
	Numbers 2015-16	% of leavers 2015-16	Numbers 2016-17	% of leavers 2016-17
All People	21	100.0%	33	100.0%
Males	*	*	*	*
Females	17	81.0%	30	90.9%
Prefer not to say	0	0.0%	0	0.0%

## Sexual Orientation

Sexual Orientation	Leaving the organisation			
	Numbers 2015-16	% of leavers 2015-16	Numbers 2016-17	% of leavers 2016-17
All People	21	100.0%	33	100.0%
Heterosexual (Straight)	*	*	16	48.5%
Gay Man	0	0.0%	0	0.0%
Lesbian	*	*	*	*
Bisexual	0	0.0%	0	0.0%
Prefer Not to Say	0	0.0%	*	*
Not stated	13	61.9%	15	45.5%

## 11. Gender pay gap

### Occupational segregation

The table below shows the Care Inspectorate's gender profile by pay grade for 2016 – 2017.

Grade	Role type	Headcount of Female Employee	Headcount of Male Employee	Total Employees	% Female	% Male	Female Salary as a % of Male Salary
Chief Executive	Leadership	*	*	*	*	*	*
Directors		*	*	*	*	*	*
CS3		*	*	*	*	*	*
CS2		*	*	12	*	*	*
CS1	Strategic Inspectors and Managerial	17	*	*	71%	*	*
C2		*	*	12	*	*	*
8		26	12	38	68%	32%	97%
7	Senior Professional	16	*	*	76%	*	*
6	Professional	*	*	*	*	*	*
5/6		249	66	315	79%	21%	99%
5		17	11	28	60%	40%	104%
B1		*	*	*	*	*	*
4		17	*	*	94%	*	*
3	Admin	24	*	*	80%	*	*
2		*	*	*	*	*	*
1		85	*	*	91%	*	*
<b>Grand Total</b>			<b>480</b>	<b>130</b>	<b>610</b>	<b>78%</b>	<b>22%</b>

The table below summaries the average salary by gender. Taking all roles and salaries into account, men are paid 12.9% more than women across the organisation as a whole. This measure is influenced by compositional differences in our workforce, including the larger proportion of women who work in part-time positions compared to men.

	Total Employees	Employees (FTE)	Female (FTE)	Male (FTE)	% Female	% Male	Average FT Salary (£)	Average Salary Female (£)	Average Salary Male (£)	Female Salary as a % of Male Salary
<b>All employees</b>	610	573.5	448.3	125.2	78%	22%	£ 36,231.54	£ 35,122.21	£ 40,327.53	87.1%
<b>Full-time employees</b>	494	494	376.0	118.0	76%	24%	£ 36,833.22	£ 35,789.07	£ 40,160.36	89.1%
<b>Part-time employees</b>	116	79.5	72.3	7.2	91%	9%	£ 33,669.22	£ 32,711.28	£ 41,971.30	77.9%

## Median and mean pay gap

We recognise in the previous employee monitoring report, the mean pay gap was calculated differently as we used the average full time equivalent female salary and average full time equivalent male salary. Using **this** calculation provides us with the following trends.

	Based on average full time equivalent salaries			
	Last report		Current report	
	2013 / 2014	2014 / 2015	2015 / 2016	2016 / 2017
<b>Median pay gap</b>	-	-	-	-
<b>Mean pay gap</b>	13.2%	12.7%	13.9%	12.9%

However this does not take in to account the varied work pattern of our workforce for employees who may work a standard 35 hours per week or those who are in managerial or leadership roles and work a standard 40 hours per week. In line with best practice, we have used the hourly rates of pay to make sure the difference in the working week is taken in to account using the following formula below. We will continue to use **this** formula for all future reports.

$(\text{average female hourly rate} \div \text{average male hourly rate}) \times 100 = \text{TOTAL}$

$100 - \text{TOTAL} = \text{PAY GAP}$

The results show us that the pay gap has reduced from this year compared to last year by 0.8 per cent. This may be due to the reduction of women in the workforce or because we have more women in managerial/leadership roles which affects the average hourly rate of pay.

	Based on hourly rates of pay	
	Current report	
	2015 / 2016	2016 / 2017
<b>Median pay gap</b>	0%	0%
<b>Mean pay gap</b>	12.7%	11.9%

The public sector overall pay gap in 2016 has been reported by [www.closesthegap.org.uk](http://www.closesthegap.org.uk) as 12.1%. The overall (public and private sector) pay gap is considerably higher at 14.9%. The Care Inspectorate is 0.2% lower than the public sector average and 3% lower than the overall national gender pay gap.



## **12. Equal pay statement**

The Care Inspectorate is committed to ensuring equal pay. We believe that staff should receive equal pay for work of equal value. We operate a single job evaluation scheme to measure the relative value of all jobs in our pay and grading structure within an overall framework that is consistent, transparent and fair.

Our equal pay objectives are set out below.

- We are committed to providing and promoting equal opportunities for all employees
- regardless of sex, race, religion or belief, age, marriage and civil partnership, pregnancy and maternity, sexual orientation, gender reassignment or disability.
- All employees will receive equal pay for work of equal value.
- Pay and reward systems are transparent, based on objective criteria and free from bias in relation to all aspects of equalities.
- We will work with our recognised trade unions to ensure equality within our reward system.
- We will regularly review our pay and reward system to eliminate any discrimination.
- Details of any complaints regarding equal pay will be retained confidentially for monitoring purposes.

•  
We will continue to monitor our equal pay statement and will review this late 2018.

### 13. Board members gender profile

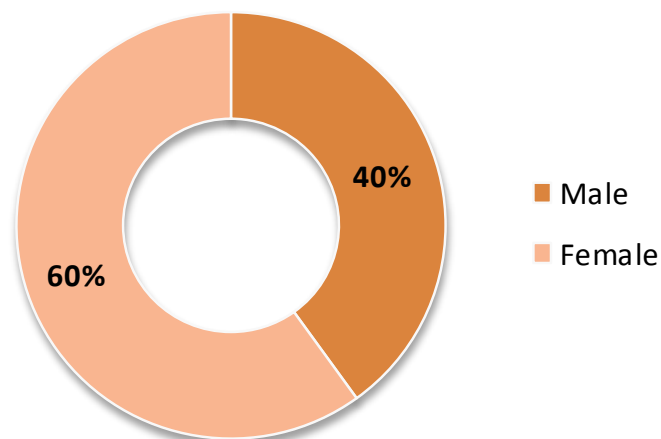
The Chair of the Care Inspectorate Board and its members are appointed by Scottish Ministers. They bring a wealth of experience to set the strategic direction of our organisation, taking into account legislation and policy guidance from the Scottish Government.

In Scotland, women represent 52% of the population; however in 2013 there was only 3.6% female representation on regulated public boards<sup>1</sup>. We did not report on the gender difference in our last report, nevertheless we have identified that our board diversity was 50/50 between males and females (excluding the Chair).

Due to a male resignation over this current reporting period, a female Board Member was subsequently appointed in their position. This has changed the Board gender profile and there are more females on the Board than males. This has been consistent for the two years 2015-2016 and 2016-2017. Therefore the percentage of females represented on the Care Inspectorate Board continues to be above Scotland's average. This is shown in the table below.

	Last reporting period		Current reporting period	
	2013 / 2014	2014 / 2015	2015 / 2016	2016 / 2017
<b>Male Board Members</b>	5	5	4	4
<b>Female Board Members</b>	5	5	6	6

#### Gender % of Board Members 2015 to 2017



<sup>1</sup> Scottish Government's Public Appointment Centre of Expertise (PACE) – figures which only includes Ministerial appointments.

## 14. Actions

We have used the information contained in this report to develop actions, which aims to increase the amount of disclosure of employee information over the next two years 2017-2019.

We have also developed actions that will seek to increase the diversity of our workforce. Please refer to the Equality Outcomes and Mainstreaming Report Action Plan for more details.

Action 1. Learning and development review

Action 2. PDRS review

Action 3. Recruitment and selection review (including the new equalities monitoring form)

Action 4. Review of our Equal Pay Statement

Action 5. Review of equalities reporting

<p>Please contact the Organisational Development team to request any further information relating to the information contained in this section of the report.</p>
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