Equality Outcomes, Mainstreaming Report and Action Plan

How we will mainstream equality
Our outcomes for 2017–19

Contents

You can find more information about equality and diversity within the Care Inspectorate on our website www.careinspectorate.com You can also get information from our Involvement and Equalities Team by emailing enquiries@careinspectorate.com or calling 0345 600 9527.

Introduction and background

This report sets out our new Equality Outcomes for 2017–2019 and our intended approach to mainstreaming equality throughout the organisation as required by the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012. The report also includes:

- our new Equality Outcomes Action Plan 2017-19 (Appendix 1) which sets out the actions being proposed to fulfil both the general and specific duties in the next two years
- Care Inspectorate employment information including gender pay reporting (Appendix 2) – a breakdown of the structure of our organisation by protected characteristic (equality group).

Who we are and what we do

- We were established in April 2011 under the Public Services Reform (Scotland) Act 2010, as a scrutiny body that supports improvement in care and are developing a world-class approach to rights-based scrutiny.
- We make sure every local authority, integrated joint board and community planning partnership meets the highest care standards.
- We are on a journey moving from compliance to collaboration, building effective relationships to better support high quality care for everyone.
- We work with 14,000 care services across early learning and childcare, integrated health and social care, social work and community justice.
- We're changing how we work, to focus on evidencing outcomes for people who experience care, their families and carers, detailed within the new National Care Standards
- Last year we carried out over 7,000 inspections and published all our reports online. Our findings help people choose care and provide public assurance.
- We also checked that 1,000 new care services were fit to operate and looked at 4,000 complaints about care and formally investigated half of them.
- We spend thousands of hours supporting improvement, but if people are at risk of harm, we have tough powers to require change or take enforcement action.
- Our evidence and experience informs national and local care policy.
- In everything we do, we put the views, choices and rights of people who use care and their carers, first.
- We must be confident in how we add public value.

The Act also sets out specific duties for partnership working:

- **Duty of cooperation**

This duty requires us to collaborate closely with other scrutiny and improvement bodies like Healthcare Improvement Scotland, Education Scotland, Audit Scotland and Her Majesty's Inspectorate of Constabulary Scotland to coordinate our scrutiny activities so that regulation, inspection and audit across Scotland are efficient, effective and duplication is reduced. We also play a key role in improving the quality of care across Community planning partnerships and in collaboration with other scrutiny bodies.

- **Duty of user focus**

This duty requires us to put people who use services and their carers at the heart of our work. This is critical to improving the quality, design and delivery of care across Scotland as well as making a significant impact in shaping our business activities and national policy developments.

Involving people with protected characteristics in our work

We are committed to involving people from all equality groups and our work. In particular we involve people who use care services and their informal carers (family members / friends), many of whom live with disabilities. We published our Working Together, Improving Together Plan 2015-18 in June 2015 which outlines our Involvement Charter, Outcomes and Action Plan. We believe we can make care services in Scotland better by working with people who have personal experience of those services. To ensure we are involving people meaningfully, we have clear outcomes and actions that we are progressing. We use a range of different involvement activities to get as many people from different protected characteristic groups involved in the work we do. These include:

Inspection volunteers

We currently have around 80 inspection volunteers who accompany our inspectors whilst carrying out inspections of care and social work services and also on our strategic inspections of local authority areas. We support our volunteers to work with us, offering training, paying expenses and meeting any support needs they may have. We have also piloted a distinct inspection volunteer scheme for people who have a diagnosis of dementia over 2015/16 which has been well received and integrated into our wider scheme over 2017.

Young inspection volunteers

We also involve young people aged 18 – 26 years with experience of using care services in our inspection processes. We receive support from Move On, a charity organisation to allow young people to be fully involved in the inspection process, from running focus groups with young people using services to seeking information and views from senior managers. Young inspection volunteers receive extensive training which gives them the skills and knowledge to feel confident in their role.

Involving People Group

This group meets regularly to help us develop and improve the work we do. Members also help us train and recruit staff; consult on project groups; make presentations at external events and services; recruit new involved people and take part in internal working groups. There are currently around 30 core members of the Involving People Group with an additional 40 who receive information about our work and contribute in different ways.

Project and Focus Group work

In addition to our more traditional involvement methods, we also ensure we have representation from our involved people on project groups (including high level scrutiny group, envision project, Duty of Candour project, Tobacco Prevention Strategy Group, Professional Development Award). Our involved people are also part of our recruitment and assessment centre processes.

Further information on our involvement opportunities can be found on our website (www. careinspectorate.com) or by contacting getinvolved@careinspectorate.com

Equality Legislation

The Equality Act 2010 harmonised over 100 pieces of existing equality legislation in an effort to reduce confusion, give equal protection to each group and introduce measures to help tackle these levels of discrimination. Particular elements of the Act have been brought into force gradually since 2010. In April 2011, the Public Sector General Duty was introduced which related to the measures required of public sector organisations to:
* eliminate discrimination, harassment victimisation or any other prohibited conduct
* advance equality of opportunity
* foster good relations – by tackling prejudice and promoting understanding.

To underpin and support better performance of the General Duty, Scottish Ministers introduced further Specific Duties in 2013 which require us to:
* publish a report on the progress made on mainstreaming equality every two years
* publish equality outcomes report on their progress every four years based on evidence and involvement of equality groups and communities
* Equality impact assess all new and existing policies (including decisions for example, financial) taken by public authorities
* gather and publish employment data on the structure of the organisation by protected characteristic
* publish statements on equal pay between equality groups and on occupational segregation from equality groups in particular grades and particular occupations
* consider award criteria and conditions in relation to public procurement
* publish information in a manner that is accessible.

The implementation of the equality duties is scrutinised by the Equality and Human Rights Commission (EHRC), a Non-Departmental Public Body working across Great Britain with the responsibility to uphold and promote equality and human rights law. The Commission has significant powers to enforce the equality duties including, ultimately, launching official inquiries and formal investigations.

Protected Characteristics

The Equality Act 2010 introduced nine protected characteristics outlined below.

Protected characteristic	Defintion
Age	Where this is referred to, it refers to a person belonging to a particular age (for example, 32 year olds) or range of ages (for example, 18–30 year olds).
Disability	A person has a disability if they have a 'physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.'
Gender reassignment	The process of transitioning from one gender to another.
Marriage and civil partnership	In Scotland marriage is no longer restricted to a union between a man and a woman but now includes a marriage between a same-sex couple. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).
Pregnancy and maternity	Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.
Race	Refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and/or nationality (including citizenship) ethnic or national origins. This includes Scottish Gypsy/Travellers.
Religion and belief	Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (for example, atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.
Sex	A man or a woman.
Sexual orientation	Where a person's sexual attraction is towards their own sex, the opposite sex or to both sexes for instance, heterosexual/straight, lesbian, gay or bisexual.

Mainstreaming equality in the Care Inspectorate

Background to mainstreaming equality

Mainstreaming the equality duty simply means integrating equality into the day to-day work of a public body. This means taking equality into account in the way the organisation exercises its functions. In other words equality should be an integral part of everything an organisation does. The Equality and Human Rights Commission provides further information for public bodies on mainstreaming equality.

Mainstreaming the equality duty has a number of benefits including:
- equality becomes part of the structures, behaviours and culture of an organisation
- an organisation knows and can demonstrate how, in carrying out its functions, it is advancing equality
- mainstreaming equality contributes to continuous improvement and better performance.

The Care Inspectorate's Transformation Plan has four themes.

- Consolidating excellence in all that we do.
- Cultural change.
- Investing in our competent, confident workforce.
- Collaboration.

All of these themes take equality and human rights issues into account and through the implementation of our Transformational Plan, we will continue to ensure that equality and diversity issues are given priority and mainstreamed across the organisation. We have outlined below some examples of how we are and will continue to actively mainstream and improve our work in equalities in the organisation:

Equality Implementation Group
The Equality Implementation Group was set up in 2013 to help support the delivery of the equality outcomes and mainstreaming report published in April 2013. The group is chaired by the Organistional Ddevelopment Lead (Involvement and Culture) and involves staff members from each service across the organisation. The purpose of the group is to:
- monitor progress (within the Care Inspectorate) on meeting the duties of the Equality Act 2010 including the Public Sector Equality Duties
- discuss, debate and make recommendations to the Executive Team on equality issues
- progress, review and report on annual equality outcomes and report to Executive Team and Board
- support the mainstreaming of equality issues and information across the organisation.

Equality Advisory Group

Our Equality Advisory Group was set up jointly with the Scottish Social Services Council in June 2016 to enhance our approach to engagement on equality issues. The first meeting of the group was held in June 2016 and provided an opportunity for equality organisations and interested individuals to share information on key equality issues which have an impact on the provision of social care in Scotland. The group also met in January 2017 to contribute to the development of our new Equality Outcomes for 2017–19.

Equality Consultations

To enhance our policy work and inform us better of the barriers faced by people from different protected characteristic groups, we ask for the views, opinions and feedback of these groups and their representative organisations. We gather these views by holding equality consultation events, promoting our equality surveys and inviting feedback, comments and input into any area of our work.

We also use the information we receive to inform our equality impact assessment processes and ensure that we are producing policies that are fit for purpose and are inclusive regardless of protected characteristic groups.

Raising awareness of our equalities work

It is important that our Board members and employees are aware of equality requirements and issues so that they can be considered in decision making and the delivery of our functions. As such, a range of equality information is made available on the Care Inspectorate website or provided directly to employees and Board members. The following list highlights the main ways that information on equality issues is provided internally.

- Briefing notes are provided for staff groups on particular issues, including on staff policies which affect people with protected characteristics.
- Regular updates to employees via the social media platform 'yammer'.
- Articles on equality within the employee magazine Connect.
- Information on national equality dates and commemorations are shared on our intranet along with suggestions on how staff can get involved (for example, LGBT History Month, Holocaust Memorial Day, International Women's Day).

We also provide information on our equality work externally via the following mechanisms.

- Regular articles on equality within Care News.
- A dedicated equality page on the Care Inspectorate website.
- Involve newsletter.
- The HUB website (for example, resources, research materials) for professionals.

Equality Impact Assessments

New guidance was developed and approved in early 2016 to enable policy authors and managers to undertake effective equality impact assessments of new or significantly changing policies and practices. The guidance provides detailed information and a template to enable completion of effective equality impact assessments. The appendices provide answers to some frequently asked questions in relation to equality impact assessments and details of where you can find additional information and evidence that may support the assessment process.

We have around 15 completed equality impact assessments, using the new guidance and template, available for the public to access on our website.

Equality and diversity training for Care Inspectorate employees

All Care Inspectorate employees are required to undertake mandatory equality and diversity training. The current equality training is delivered in group settings and gives an overview of equality legislation, case studies and examples of good practice. The training also includes a group discussion exercise, which encourages participants to question their own biases, stereotypes and preconceptions of equality groups and issues.

Our corporate induction process was updated in 2015 to allow for a session on equality and diversity. This helps to ensure that all new staff are aware of our legal obligations and expectations of them in relation to equality. We also introduced an online training package to employees who were unable to take part in the training due to location or time constraints. All employees in the Care Inspectorate have now undertaken equality and diversity training. In addition to the general equality and diversity training, we have also held some specific Mental Health Awareness sessions, LGBT awareness sessions and produced a Health and Safety Report in relation to this.

Employees are also encouraged to seek advice from the Involvement and Equalities Team on particular equality issues they may encounter.

Reporting, monitoring and review

We consider mainstreaming equality to be a journey of continuous improvement. As such we will work with our colleagues in other organisations to identify and consider additional projects that will help mainstream equality.

Updates on progress will be published on the Care Inspectorate website and provided in alternative formats on request.

Employee Information

This section provides a short summary on the make-up of our organisation in terms of the protected characteristics. Full details on other aspects required including gender pay gap and equal pay statement can be found in Appendix 2.

How we collate employment information

We currently ask our employees to provide information on their equality protected characteristics via our online payroll system. All employees are asked to use this system to request annual leave, view pay slips and submit expenses where appropriate. All employees in the organisation have access to this system. The information is stored securely and can only be viewed by the individual to whom the information relates and by a small group of staff from the Organisational Development team. Statistical information is shared with the Involvement and Equalities Team.

We then produced a report based on the information that staff provided on the payroll system to provide a snapshot of the organisation and its make-up as at January 2017. At this time there were 610 members of staff in the Care Inspectorate.

Who are our employees?

Of the employees who provided information before 30 January 2017:
- 79% are female
- 74% are aged between 40-59 years
- 3% have a disability
- 42% are married or in a civil partnership
- 24% say they have no religion/belief

Equality Outcomes 2017– 2019

Background

Outcomes are the changes that result for individuals, communities, organisations as a consequence of the action the organisation has taken. Outcomes can include short-term benefits such as changes in awareness, knowledge, skills and attitudes, and longer-term benefits such as changes in behaviours, decision making, or social and environmental conditions.

By focusing on outcomes rather than objectives, the Care Inspectorate aims to bring practical improvements in the life chances of those who may experience discrimination and disadvantage.

In 2013, we set out four Equality Outcomes for the period 2013–17. However when we consulted widely on our reporting duties in 2015, we received feedback suggesting that our outcomes could be more focussed, specific and achievable. We took this on board and published six new equalities outcomes in April 2015.

We held a similar consultation event in January 2017 and although we have had very positive feedback about the outcomes and progress on related actions, participants wanted a more streamlined approach to our outcomes with less duplication in 2017–19. The specific duties require us to review progress in meeting equality outcomes every two years. They also provide for public bodies deciding to develop new equality outcomes. Following our experience of implementing actions to meet the outcomes, together with research, feedback and consultation we have decided to reduce our equality outcomes to four, which are very specific in particular areas we would like to improve over the next two years. It is important to note that our equality outcomes are not the only thing the Care Inspectorate will be doing to support equality, but show priority areas for improvement in the next two years.

Consultation and engagement around new outcomes

We held a consultation event on Monday 30 January 2017 in Glasgow to look at our equality work, consider what we could do differently and take some advice around developing our action plan in the next two years. The event was well represented by equality organisations, equality professionals and people who use care services.

We will continue to meet with our Involved People and Equality Advisory Group regularly over the next two years to discuss equality issues, seek advice and update members on progress.

Equality Outcomes: Information and evidence base

The duties require that we identify new equality outcomes based on evidence, every four years and report on them every two years. We used our experience of progressing our equality actions over the past four years to ensure our new outcomes are achievable and meaningful. We also listened to what our consultation participants told us about their experiences of equalities and ensured we took advice and suggestions from our Involving People Group, LGBT Charter Champions Group and Equality Advisory Group. In addition, we carried out extensive research on national and local equality information and statistics to develop our Equality Outcomes and Action Plan.

Our Equality Outcomes 2017 – 2019

We have developed four equality outcomes based on evidence gathering, research, consultation and engagement. These are:

1. People from and across all protected characteristics find us accessible, and have opportunities to get involved and influence our work by telling us about the care and social work services they experience and want in future.
2. Care providers have an improved awareness and understanding of equality issues for people using care services because of our work to highlight these issues.
3. Our workforce is well informed and engaged around equality issues and reflect Scotland's diverse population.
4. We promote awareness of equality issues in care and social work services and raise awareness in these areas in collaboration with external networks and equality organisations.

Reporting, monitoring and reviewing our equality outcomes

We will publish a review of progress made in meeting our equality outcomes in April 2018 and again in line with our equality reporting responsibilities in April 2019. The Equality Implementation Group, supported by the Involvement and Equalities Team, will be responsible for driving progress on meeting our equality outcomes.

Updates on progress will be published on the Care Inspectorate website and can be provided in alternative formats on request.

Further information

Further information in relation to equality and diversity within the Care Inspectorate can be found on our website **www.careinspectorate.com** Information can also be obtained from our Involvement and Equalities Team by emailing enquiries@careinspectorate.com or calling **0345 600 9527**.

Appendix 1: Equality outcomes action plan 2015–2017

	Outcome	Action(s)	Timescale	Link to general duty
1	**People from and across all protected characteristics find us accessible, have opportunities to get involved and influence our work by telling us about the care and social work services they experience and want in future.**	Develop more links with community groups and equality organisations to provide information on our inspection volunteer programme and Involving People Group, and encourage wider and deeper involvement for a range of people.	2017-19	Eliminate discrimination
		Ensure our new approach to collecting views from people experiencing care is built into digital systems and accessible for people with all protected characteristics	2018	Advance equality of opportunity
		Further engage the Involving People Group in advising on key policies and plans	2017	Foster good relations
		Review the website, printed materials, and communication channels and consult with our stakeholders to ensure that all members of the community are able to access information.	2018 – 19	
		Develop a plan for equality briefing sessions at stakeholder events.	2017	
		Report annually on what people who use care services are telling us in relation to equality issues.	2018	
		Continue and expand the use the Short Observational Framework for Inspectors as part of our scrutiny work, which supports inspectors to consider the perspectives of people with limited communication abilities	2017 – 19	

	Outcome	Action(s)	Times-cale	Link to general duty
2	**We work with the care service providers we register and regulate to improve awareness and understanding of equality issues for people using care services.**	Use the HUB to develop regular briefings for care providers on equality issues as they arise and share with all services	2017	Eliminate discrimination
		Consider how we can provide equalities improvement support to care services as part our overall improvement strategy for the care sector – including signposting, information sharing, and other approaches.	2017-18	Advance equality of opportunity
		Use quality conversations with large care service providers and umbrella bodies to highlight any areas of concern, discuss equality issues and feedback what people who use care services are telling us about their experiences.	2017-18	Foster good relations
		Develop proactive ways of engaging with care providers around equality issues for people using their services.	2018	
3	**Our workforce is well informed and engaged around equality issues and are representative of Scotland's diverse population.**	Ensure that equality issues are fully considered and incorporated as part of our on-going review of scrutiny and improvement.	2017-19	Eliminate discrimination
		Ensure that equalities issues are linked into the OD strategy, with a blend of learning and awareness opportunities for staff and emphasis on the internal and external customer experience.	2017-18	Advance equality of opportunity
		Identify training opportunities for staff in relation to particular equality issues and provide on a regular basis, as part of the agreed Organisational Development strategy. Plan for more specific and targeted equalities training on particular protected characteristics for example, LGBT.	2017-18	
		Develop internal protected characteristic support groups and other mechanisms with staff to allow specific focus and action in the organisation.	2018	
		Promote equalities dates and commemorations to staff through internal communication channels.	2017	
		Encourage staff from all areas of the organisation to get involved in strategic equalities project work for example, LGBT Charter Champions Group and mainstreaming this in the organisation.	2017	
		Develop active online discussion forums around equality issues to support staff knowledge and confidence.	2017	
		Develop an action plan to promote job opportunities to under-represented groups and ensure that the current review of recruitment takes into account equalities issues.	2017-18	

	Outcome	Action(s)	Timescale	Link to general duty
4	**We will work in collaboration with external networks and equality organisations to promote awareness of equality issues in care and social work services and raise awareness in these areas.**	Better link with community groups and organisations to provide information on the role of the Care Inspectorate and on how people can contact us.	2017-19	Eliminate discrimination
		Engage with equality organisations to consider how best to publish our equality information in accessible and engaging formats.	2017	Advance equality of opportunity
		We will work with a wide variety of equality groups to raise awareness of key equality issues for people using care services, for example by working with LGBT Age to deliver awareness raising seminar on issues specific to LGBT older people.	2017-19	Foster good relations
		We will identify and work with disability organisations to develop information guides and training opportunities for staff, ensuring staff are confident about their improvement role around equalities in the workplace.	2017-18	
		We will identify and work with organisations who engage with particular community groups, including Scottish Gypsy/Travellers, to develop information guides for staff.	2018-19	
		Work with the SSSC to consider equalities issues in the care sector more widely.	2017	
		We will undertake actions to meet the requirements of the LGBT Charter mark in conjunction with LGBT Youth Scotland.	2017	

Appendix 2: Care Inspectorate employee monitoring information

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 Human Resources (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 year olds	*	*
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	266
60 to 65 years old	73	81
65 years and over	*	*

Age	Whole organisation	
	% 2015-16	% 2016-17
All people	100%	100%
Under 21 year olds	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 over	0.32%	0.98%

Age % 2015−16
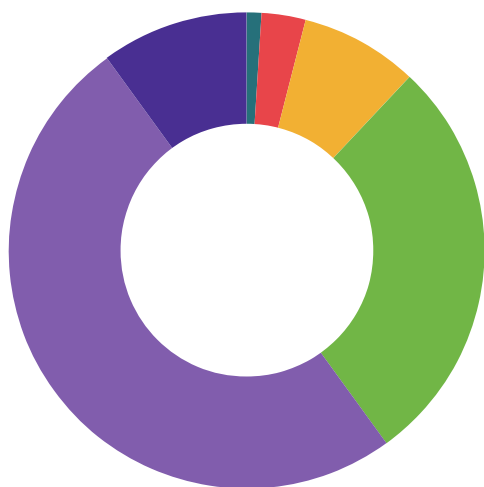
- 21 to 29 years old
- 30 to 39 years old
- 40 to 49 years old
- 50 to 59 years old
- 60 to 65 years old

Age % 2016−17
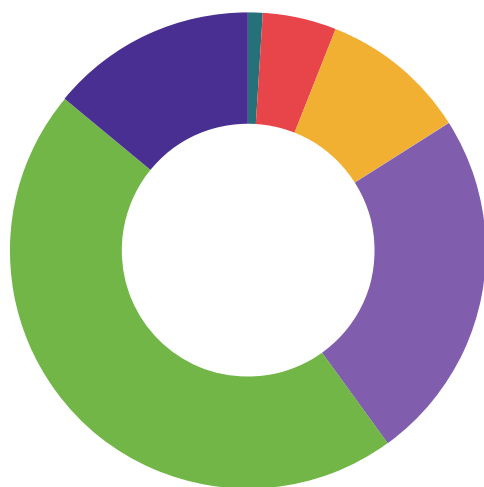
- 21 to 29 years old
- 30 to 39 years old
- 40 to 49 years old
- 50 to 59 years old
- 60 to 65 years old

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

	Whole organisation	
Disability	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

	Whole organisation	
Disability	% 2015-16	% 2016-17
All people	100%	100%
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 % 2015−16

- With a disability
- No disability
- Prefer not to say
- Not recorded

Disability % 2016−17

- With a disability
- No disability
- Prefer not to say
- Not recorded
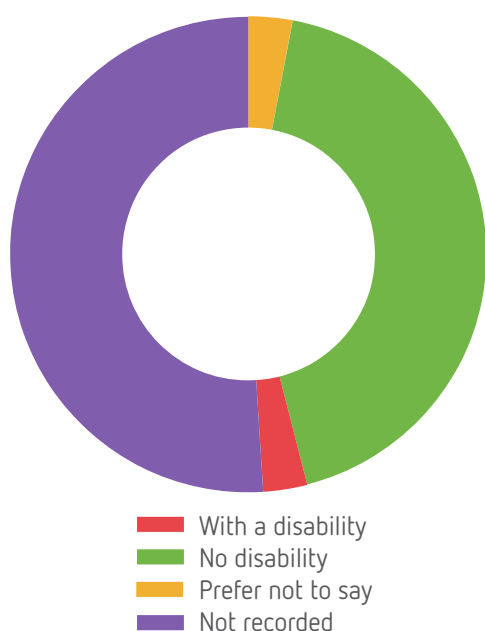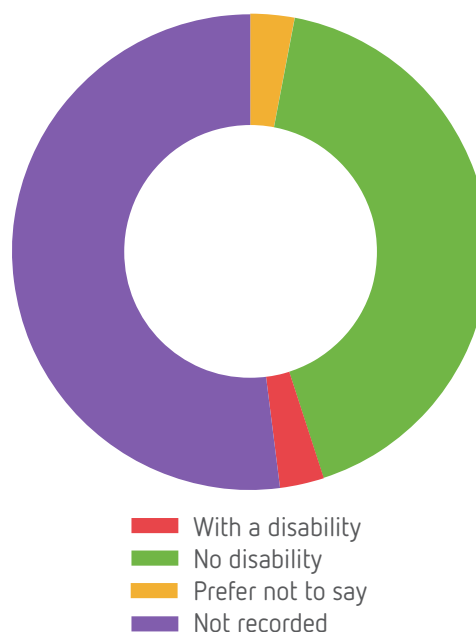
The percentage of employees who consider themselves to have a disability decreased from 3.04% in 2015−2016, to 2.62% in 2016-2017. The number of employees who do not consider themselves to have a disability has decreased since our last report by 18%, 264 (42.31%) in 2015−2016 and 253 (41.48%) in 2016−2017.

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%	100%
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 % 2015−16

- No gender reassignment
- Prefer not to say
- Not recorded

Gender reassignment % 2016−17
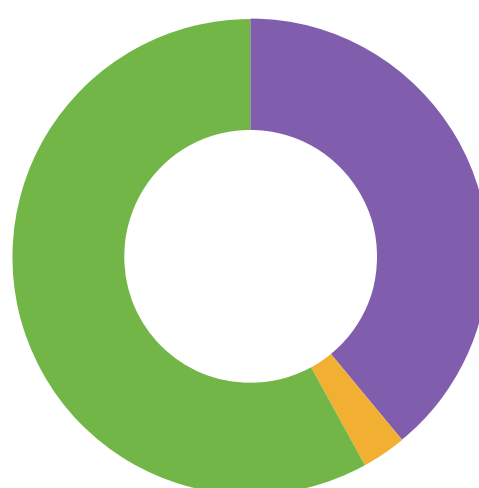
- No gender reassignment
- Prefer not to say
- Not recorded

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%	610	100%
% single (never married or never registered a same-sex civil partnership)	66	10.56%	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	*	0.96%	*	0.82%
% widowed or surviving partners 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 % 2015−16
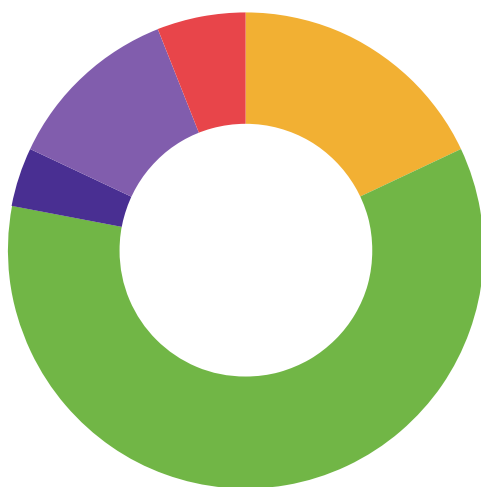
Marital status % 2016−17
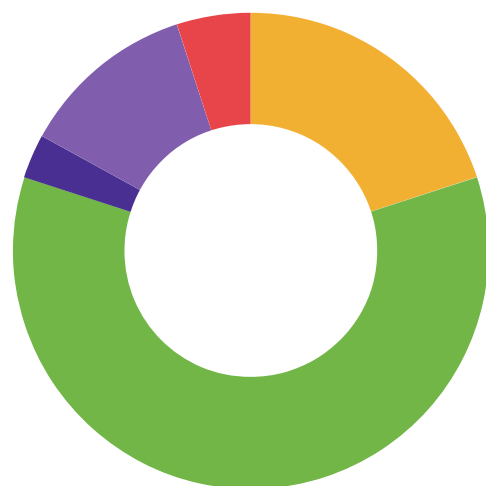
- % single (never married or never registered a same-sex civil partnership)
- % married or in a registered same-sex civil partnership
- % separated (but still legally married or still legally in a same-sex civil partnership)
- % divorced or formerly in a same-sex civil partnership which is now legally dissolved
- Prefer not to say

Over two fifths of our workforce (43.91% in 2015-2016 and 42.30% in 2016-2017) are married or in a registered same-sex civil partnership. Our current profile 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%	100%
Pregnant	*	*
Within maternity period (12 months of birth of child)	*	*
Not pregnant	98.40%	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%	100%
% 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 ethic group	0	0	0	0
Prefer not to say	*	*	*	*
Not stated	200	206	32.05%	33.77%

Ethnicity % 2015—16

- ■ % White — Scottish
- ■ White — other
- ■ Not stated

Ethnicity % 2016—17

- ■ % White — Scottish
- ■ White — other
- ■ Not stated

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%	100%
Church of Scotland	15.59%	18.03%
Roman Catholic	9.46%	9.52%
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 % 2015−16

Religion/belief % 2016−17
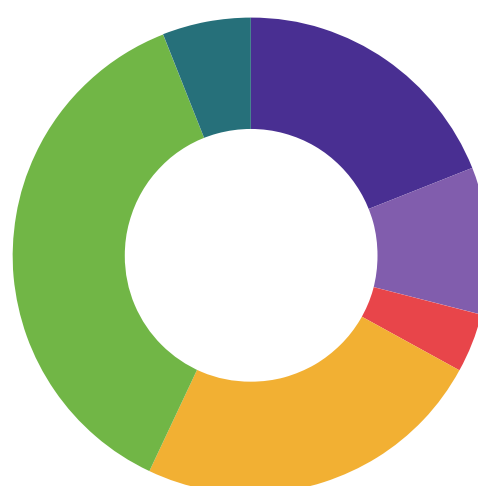
- Church of Scotland
- Roman Catholic
- Other Christian
- No religion
- Not stated
- Prefer not to say

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	Numbers 2016-17
All people	624	610
Males	123	130
Females	501	480

	Whole organisation	
Gender	% 2015-16	% 2016-17
All people	100%	100%
Males	19.71%	21.31%
Roman Catholic	80.29%	78.69%

Gender % 2015−16

- Males
- Females

Gender % 2016−17

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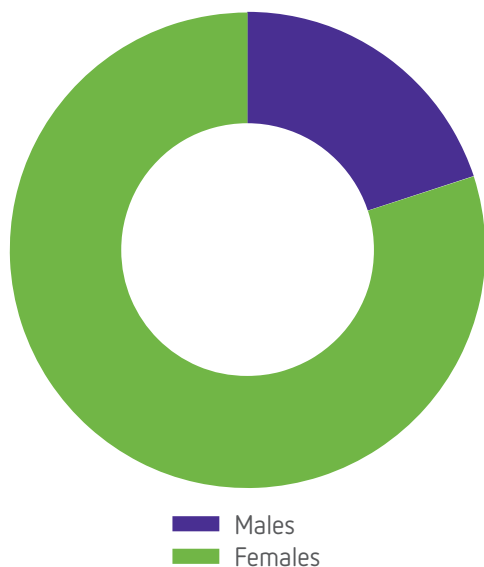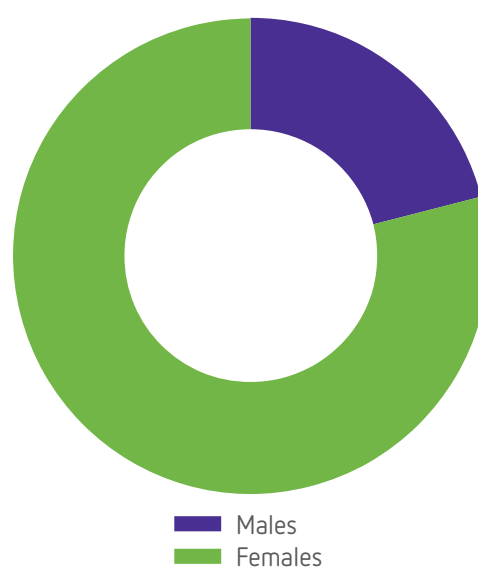
80% of our workforce is female and 20% are male. This is a general trend that has not changed in previous years. We know that our workforce is unusual as the Scottish population as a whole is almost half male, half female. We also know that historically, the care profession from which we predominantly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

Sexual orientation

Sexual orientation	Whole organisation	
	Numbers 2015-16	Numbers 2016-17
All people	624	610
Hetrosexual/ 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%	100%
Hetrosexual/ 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
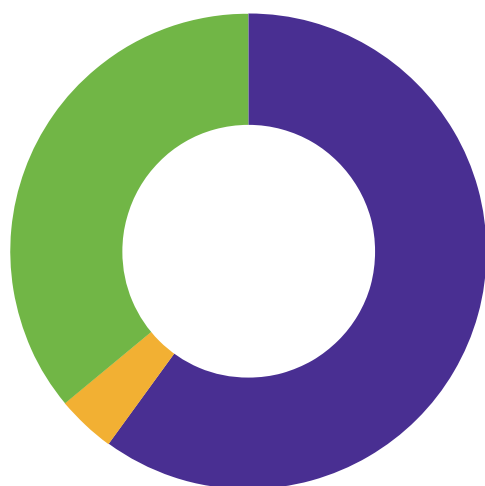
- Heterosexual (straight)
- Prefer not to say
- Not stated

Sexual orientation % 2016−17
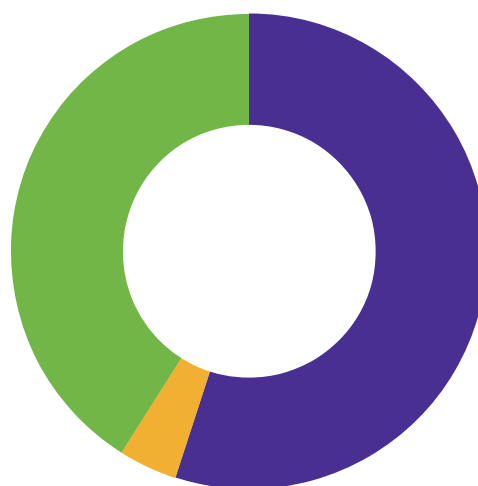
- Heterosexual (straight)
- Prefer not to say
- Not stated

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 chart 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%
Under 21 year olds	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 over	*	*

Age	Part-time	
	Numbers 2016−17	% 2016−17
All people	116	100%
Under 21 year olds	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 over	*	*

Full-time workforce 2015 to 2017

Age	Full-time	
	Numbers 2015−16	% 2015−16
All people	115	100%
Under 21 year olds	*	*
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 over	*	*

Age	Full-time	
	Numbers 2016−17	% 2016−17
All people	116	100%
Under 21 year olds	*	*
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 over	*	*

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
All people	115	100%
With a disability	*	*
No disability	44	38.3%
Prefer not to say	*	*
Not stated	62	53.9%

Disability	Part-time	
	Numbers 2016−17	% 2016−17
All people	116	100%
With a disability	*	*
No disability	43	37.1%
Prefer not to say	*	*
Not stated	63	54.3%

Full-time workforce 2015 to 2017

Disability	Full-time	
	Numbers 2015−16	% 2015−16
All people	509	100%
With a disability	14	2.8%
No disability	220	43.2%
Prefer not to say	15	2.9%
Not stated	260	51.1%

Disability	Full-time	
	Numbers 2016−17	% 2016−17
All people	494	100%
With a disability	12	2.4%
No disability	210	42.5%
Prefer not to say	14	2.8%
Not stated	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 reassignment	Part-time	
	Numbers 2015-16	% 2015−16
All people	115	100%
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%
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 reassignment	Full-time	
	Numbers 2015-16	% 2015−16
All people	509	100%
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%
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%	116	100%
% 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	*	*	*	*
% widowed or surviving partners 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%	494	100%
% 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	31	6.1%	30	6.1%
% widowed or surviving partners 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
All women	104	100%
Pregnant	0	0.0%
Within maternity period (12 months of birth of child)	*	*
Not pregnant	103	99.04%

Pregnancy/maternity	Part-time	
	Numbers 2016-17	% 2016−17
All women	397	100%
Pregnant	0	0.0%
Within maternity period (12 months of birth of child)	0	0.0%
Not pregnant	0	100.0%

Full-time workforce 2015 to 2017

Pregnancy/maternity	Full-time	
	Numbers 2015-16	% 2015−16
All women	397	100%
Pregnant	*	*
Within maternity period (12 months of birth of child)	*	*
Not pregnant	391	98.49%

Pregnancy/maternity	Full-time	
	Numbers 2016-17	% 2016−17
All women	376	100%
Pregnant	*	*
Within maternity period (12 months of birth of child)	*	*
Not pregnant	376	100.0%

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 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	Whole organisation			
	Numbers 2015-16	% 2015–16	Numbers 2016–17	% 2016–17
All people	115	100%	116	100%
% 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	*	*	*	*
Asian, Asian Scottish or Asian British: total	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%
African: total	0	0.0%	0	0.0%
African, African Scottish or African British	0	0.0%	0	0.0%
Other African	0	0.0%	0	0.0%
Caribbean or Black: total	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%
Other ethnic groups: total	0	0.0%	0	0.0%
Arab, Arab Scottish or Arab British	0	0.0%	0	0.0%
Other ethic 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	Whole organisation			
	Numbers 2015-16	% 2015−16	Numbers 2016−17	% 2016−17
All people	509	100%	494	100%
% white − Scottish	225	44.2%	212	42.9%
% white − other British	99	19.4%	95	19.2%
% white − Irish	6	1.2%	6	1.2%
% white − Polish	0	0.0%	0	0.0%
White − other	*	*	*	*
Mixed or multiple ethnic groups	*	*	*	*
Asian, Asian Scottish or Asian British: total	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%
African, African Scottish or African British	*	*	*	*
Other African	0	0.0%	0	0.0%
Caribbean, Caribbean Scottish or Caribbean British	0	0.0%	0	0.0%
Black, Black Scottish or Black British	*	*	*	*
Other Caribbean or Black	0	0.0%	0	0.0%
Other ethnic groups: total	0	0.0%	0	0.0%
Arab, Arab Scottish or Arab British	0	0.0%	0	0.0%
Other ethic group	0	0.0%	0	0.0%
Prefer not to say	*	*	*	*
Not stated	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%
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	19.0%
Not stated	39	34.5%
Prefer not to say	*	*

Religion/belief	Part-time	
	Numbers 2016-17	% 2016-17
All people	116	100%
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%
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%
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
All people	115	100%
Males	11	9.6%
Females	104	90.4%

Gender	Part-time	
	Numbers 2016-17	% 2016-17
All people	116	100%
Males	12	10.3%
Females	104	89.7%

Full-time workforce 2015 to 2017

Gender	Full-time	
	Numbers 2015-16	% 2015−16
All people	509	100%
Males	112	22.0%
Females	397	78.0%

Gender	Full-time	
	Numbers 2016-17	% 2016-17
All people	494	100%
Males	118	23.9%
Females	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	
Sexual orientation	Numbers 2015-16	% 2015−16
All people	115	100%
Hetrosexual/ straight	63	54.8%
Gay man	0	0.0%
Lesbian	*	*
Bisexual	0	0.0%
Prefer not to say	*	*
Not stated	43	37.4%

Sexual orientation	Part-time	
Sexual orientation	Numbers 2016-17	% 2016-17
All people	116	100%
Hetrosexual/ straight	61	52.6%
Gay man	0	0.0%
Lesbian	*	*
Bisexual	0	0.0%
Prefer not to say	*	*
Not stated	45	38.8%

Full-time workforce 2015 to 2017

Sexual orientation	Full-time	
Sexual orientation	Numbers 2015-16	% 2015−16
All people	509	100%
Hetrosexual/ straight	287	56.4%
Gay man	*	*
Lesbian	*	*
Bisexual	*	*
Prefer not to say	20	3.9%
Not stated	192	37.7%

Sexual orientation	Full-time	
Sexual orientation	Numbers 2016-17	% 2016-17
All people	494	100%
Hetrosexual/ straight	274	55.5%
Gay man	*	*
Lesbian	*	*
Bisexual	*	*
Prefer not to say	17	3.4%
Not stated	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
- Two 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
All people	28	100%	26	100%
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	*	*	*	*
60 to 65 years old	*	*	*	*
65 years and older	0	0.0%	0	0.0%

Disability

Disability	Successful flexible working applications			
	Numbers 2015-16	% 2015−16	Numbers 2016−17	% 2016−17
With a disability	0	0.0%	*	*
No disability	15	54.0%	12	46.2%
Prefer not to say	*	*	0	0.0%
Not stated	12	43.0%	12	46.2%

Gender reassignment

Gender reassignment	Successful flexible working applications			
	Numbers 2015-16	% 2015−16	Numbers 2016−17	% 2016−17
Undertaken gender reassignment	0	0.0%	0	0.0%
No gender reassignment	15	54.0%	10	38.5%
Prefer not to say	0	0.0%	*	*
Not stated	13	46.0%	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	64.0%	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	0.0%
Prefer not to say	0	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%
Pregnant	0	0.0%	0	0.0%
Within maternity period (12 months from birth of child)	0	0.0%	0	0.0%
Not pregnant	22	100.0%	26	100.0%

Ethnicity

Ethnicity	Successful flexible working applications			
	Numbers 2015-16	% 2015−16	Numbers 2016−17	% 2016−17
All people	28	100%	26	100%
% white − Scottish	0	0.0%	0	0.0%
% white − other British	13	46.0%	12	46.2%
% white − Irish	*	*	*	*
% white − Polish	*	*	0	0.0%
White − other	0	0.0%	0	0.0%
Mixed or multiple ethnic groups	*	*	0	0.0%
Asian, Asian Scottish or Asian British: total	0	0.0%	0	0.0%
Indian, Indian Scottish or Indian British	0	0.0%	0	0.0%
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	*	*	0	0.0%
Chinese, Chinese Scottish or Chinese British	0	0.0%	0	0.0%
Other Asian	0	0.0%	0	0.0%
African, African Scottish or African British	0	0.0%	0	0.0%
Other African	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%
Other ethnic groups: total	0	0.0%	0	0.0%
Arab, Arab Scottish or Arab British	0	0.0%	0	0.0%
Other ethic group	0	0.0%	0	0.0%
Prefer not to say	*	*	*	*
Not stated	0	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%
Church of Scotland	*	*	*	*
Roman Catholic	*	*	*	*
Other Christian	*	*	*	*
Buddhist	0	0.0%	0	0.0%
Hindu	0	0.0%	0	0.0%
Jewish	0	0.0%	0	0.0%
Muslim	0	0.0%	0	0.0%
Sikh	0	0.0%	0	0.0%
Other religions	0	0.0%	0	0.0%
No religion	10	36.0%	*	*
Not stated	*	21.0%	*	*
Prefer not to say	0	0.0%	*	*

Gender

Gender	Successful flexible working applications			
	Numbers 2015-16	% 2015−16	Numbers 2016−17	% 2016−17
All people	28	100%	26	100%
Males	*	*	*	*
Females	22	79%	26	100%

Sexual orientation

Sexual orientation	Successful flexible working applications			
	Numbers 2015-16	% 2015−16	Numbers 2016−17	% 2016−17
All people	28	100%	26	100%
Hetrosexual (straight)	20	71.0%	14	53.8%
Gay man	0	0.0%	0	0.0%
Lesbian	0	0.0%	0	0.0%
Bisexual	0	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 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
All people	919	635	209	191	59	32
Under 21 years old	*	0	*	0	*	0
21 to 29 years old	20	25	*	*	*	*
30 to 39 years old	72	89	14	18	*	*
40 to 49 years old	121	126	24	36	*	*
50 to 59 years old	88	89	17	23	*	*
60 to 65 years old	*	*	*	0	0	0
Prefer not to say	0	*	0	*	0	0
Not stated	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
All people	100%	100%	100%	100%	100%	100%
Under 21 years old	0.2%	0	*	0	*	0
21 to 29 years old	2.2%	3.9%	*	*	*	*
30 to 39 years old	7.8%	14.0%	6.7%	9.4%	*	*
40 to 49 years old	13.2%	19.8%	11.5%	18.8%	*	*
50 to 59 years old	9.6%	14.0%	8.1%	12.0%	*	*
60 to 65 years old	*	*	*	0	0	0
Prefer not to say	0	*	0	*	0	0
Not stated	66.2%	47.2%	71.8%	57.1%	111.9%	68.8%

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
All people	919	635	209	191	59	32
With a disability	28	19	*	*	*	*
No disability	269	291	51	75	17	9
Prefer not to say	*	*	*	*	*	0
Not stated	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
All people	100%	100%	100%	100%	100%	100%
With a disability	3.0%	3.0%	*	*	*	*
No disability	29.3%	45.8%	24.4%	39.3%	28.8%	*
Prefer not to say	*	*	*	*	*	*
Not stated	67.1%	49.9%	69.9%	57.6%	62.7%	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.

Gender reassignment

Gender reassignment	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 reassignment	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%	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	919	635	209	191	59	32
Single (never married or never registed 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	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%
Single (never married or never registed 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 people	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 people	100%		100%			
Pregnant	*		*			
Within maternity period (12 months of birth of child)	0.0%		0.0%			
Not pregnant	115.5%		120.5%			
Prefer not to say	*					
Not stated	0.0%					

*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	
	2015-16	2016−17	2015-16	2016−17	2015-16	2016−17
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
Indian, Indian Scottish or Indian British	0	0	0	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	0
Other Asian	*	0	0	0	0	0
African, African Scottish or African British	0	*	0	0	0	0
Other African	*	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	0
Arab, Arab Scottish or Arab British	*	*	*	*	*	0
Other ethic group	*	*	0	0	*	0
Prefer not to say	24	*	*	*	*	0
Not stated	580	300	145	108	36	*

	Percentage					
	% those applying for a position		% those who were shortlisted		% all successful applicants	
Ethnicity	2015-16	2016−17	2015-16	2016−17	2015-16	2016−17
All people	100%	100%	100%	100%	100%	100%
White: total	32.2%	50.2%	26.8%	41.4%	23.7%	71.9%
% white − Scottish	22.7%	38.7%	20.1%	32.5%	18.6%	34.4%
% white − other British	8.2%	8.2%	5.7%	7.3%	*	31.3%
% white − Irish	*	*	*	0.0%	*	0.0%
% white − Polish	*	*	0.0%	0.0%	0.0%	0.0%
White − other	*	1.9%	*	*	0.0%	*
Mixed or multiple ethnic groups	*	*	*	*	*	0.0%
Asian, Asian Scottish or Asian British: total	*	*	*	*	0.0%	0.0%
Indian, Indian Scottish or Indian British	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	0.0%	*	0.0%	0.0%	0.0%	0.0%
Chinese, Chinese Scottish or Chinese British	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Other Asian	*	0.0%	0.0%	0.0%	0.0%	0.0%
African, African Scottish or African British	0.0%	*	0.0%	0.0%	0.0%	0.0%
Other African	*	0.0%	0.0%	0.0%	0.0%	0.0%
Caribbean, Caribbean Scottish or Caribbean British	0.0%	*	0.0%	0.0%	0.0%	0.0%
Black, Black Scottish or Black British	*	0.0%	0.0%	0.0%	0.0%	0.0%
Other Caribbean or Black	0.0%	*	0.0%	0.0%	0.0%	0.0%
Other ethnic groups: total	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Arab, Arab Scottish or Arab British	*	*	*	*	*	0.0%
Other ethic group	*	*	0.0%	0.0%	*	0.0%
Prefer not to say	2.6%	*	*	*	*	0.0%
Not stated	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%	*	*	*	*	0.0%
Hindu	*	0.0%	*	0.0%	*	0.0%
Jewish	*	0.0%	*	0.0%	*	0.0%
Muslim	*	*	*	0.0%	*	0.0%
Sikh	*	0.0%	*	0.0%	*	0.0%
Other religions	*	*	*	*	0.0%	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
All people	919	635	209	191	59	32
Males	95	82	22	20	*	*
Females	233	256	44	62	*	*
Prefer not to say	*	*	0	*	0	0
Not stated	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
All people	100%	100%	100%	100%	100%	100%
Males	10.3%	12.9%	10.5%	10.5%	*	*
Females	25.4%	40.3%	21.1%	32.5%	*	*
Prefer not to say	*	*	0.0%	*	0.0%	0.0%
Not stated	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
Hetrosexual (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%
Hetrosexual (straight)	30.3%	49.6%	26.3%	39.8%	30.5%	62.5%
Gay man	*	*	*	0.0%	*	0.0%
Lesbian	*	*	*	*	*	*
Bisexual	*	*	*	0.0%	*	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 who originally approved the training.

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 2016−17	% people who accessed learning and development 2015−16	% people who accessed learning and development 2016−17
All people	397	345	100%	100%
Under 21 years old	0	0	0.0%	0.0%
21 to 29 years old	11	*	2.8%	*
30 to 39 years old	26	18	6.6%	5.2%
40 to 49 years old	118	100	29.7%	29%
50 to 59 years old	195	176	49.1%	51%
60 to 65 years old	46	43	11.6%	12.5%
65 years and older	*	*	*	*
Prefer not to say	0	0	0.0%	0.0%
Not stated	0	0	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 2016−17	% people who accessed learning and development 2015−16	% people who accessed learning and development 2016−17
All people	397	345	100%	100%
With a disability	12	11	3.0%	3.0%
No disabilitty	177	159	44.6%	41.2%
Prefer not to say	12	11	3.0%	3.0%
Not stated	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 2016−17	% people who accessed learning and development 2015−16	% people who accessed learning and development 2016−17
All people	397	345	100%	100%
Undertaken gender reassignment	0	0	0.0%	0.0%
No gender reassignment	165	142	41.6%	41.2%
Prefer not to say	*	*	*	*
Not stated	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 2016−17	% people who accessed learning and development 2015−16	% people who accessed learning and development 2016−17
All people aged 16 and over	397	345	100%	100%
Single (never married or never registered a same-sex civil partnership)	31	27	7.4%	10.7%
Married or in a registered same-sex civil partnership	180	156	45.3%	45.2%
Separated (but still legally married or still legally in a same-sex civil partnership)	*	*	*	*
Divored or formerly in a same-sex civil partnership which is now legally dissolved	26	23	6.5%	6.7%
Widowed or surviving partner from a same-sex civil partnership	*	*	*	*
Prefer not to say	13	12	3.3%	3.3%
Not stated	131	113	33.0%	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 2016−17	% people who accessed learning and development 2015−16	% people who accessed learning and development 2016−17
All people	397	345	100%	100%
White: total	184	163	46.3%	47.2%
% white − Scottish	74	59	18.6%	17.1%
% white − other British	*	*	*	*
% white − Irish	0	0	0.0%	0.0%
% white − Polish	*	*	*	*
White − other	0	0	0.0%	0.0%
Mixed or multiple ethnic groups	0	0	0.0%	0.0%
Asian, Asian Scottish or Asian British: total	*	*	*	*
Indian, Indian Scottish or Indian British	0	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%	0.0%
African, African Scottish or African British	0	0	0.0%	0.0%
Other African	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%
Other ethnic groups: total	0	0	0.0%	0.0%
Arab, Arab Scottish or Arab British	0	0	0.0%	0.0%
Other ethic group	0	0	0.0%	0.0%
Prefer not to say	*	*	*	*
Not stated	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		% people who accessed learning and development 2015–16	% people who accessed learning and development 2016–17
	Numbers 2015–16	Numbers 2016–17		
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%	0.0%
Hindu	*	*	*	*
Jewish	0	0	0.0%	0.0%
Muslim	0	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%	33.0%

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		% people who accessed learning and development 2015–16	% people who accessed learning and development 2016–17
	Numbers 2015–16	Numbers 2016–17		
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 2016−17	% people who accessed learning and development 2015−16	% people who accessed learning and development 2016−17
All people	397	345	100%	100%
Heterosexual (straight)	229	200	57.7%	56.0%
Gay man	*	*	*	*
Lesbian	*	*	*	*
Bisexual	*	*	*	*
Prefer not to say	16	15	4.0%	4.3%
Not stated	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.

2015–16:
- Two returned to same job.
- Three returned to their current post, on a flexible working contract.
- No-one returned to a different/ lower graded post.

2016–17:
- Two returned to the same job.
- No-one returned to 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 choose 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 seven 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.

Gender	Stage	2015−16 Number	2016−17 Number
Dignity at work	Informal	1	3
	Formal	2	0
	Total	**3**	**3**
Disciplinaries	Counselled	2	3
	Dismissed	0	1
	Total	**2**	**4**
Grievances	Informal	2	4
	Formal	2	2
	Total	**4**	**6**
Capability	Informal	2	0
	Formal	1	2
	Total	**3**	**2**

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 2015−16
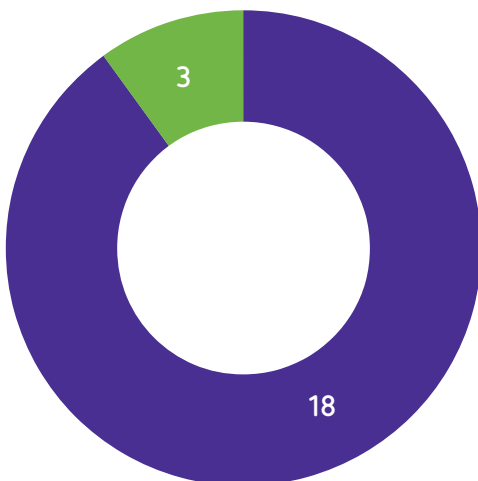
Reasons why employees left the organisation 2016−17

3
18

■ Resignation
■ Not stated

3
9
3
18
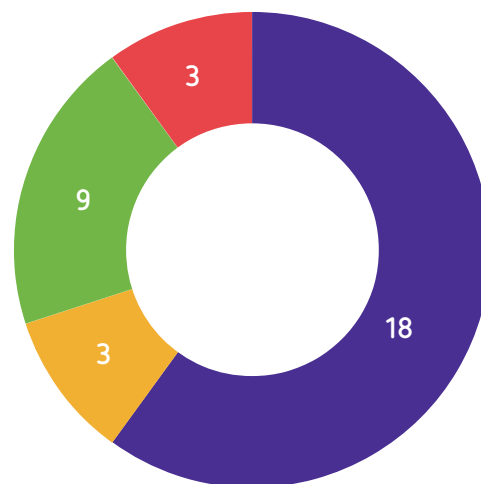
■ End of fixed term contract
■ Resign
■ Retirement
■ Not stated

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%	33	100%
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	42.2%
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%	33	100%
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 reassignment

Gender reassignment	Leaving the organisation			
	Numbers 2015−16	% of leavers 2015−16	Numbers 2016−17	% of leavers 2016−17
All people	21	100%	33	100%
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%	33	100%
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%
Divored 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%
Pregnant	0	0.0%	0	0.0%
Within maternity period (12 months of birth of child)	*	*	0	0.0%
Not pregnant	16	94.0%	30	100.0%
Prefer not to say	0	0.0%	0	0.0%

Ethnicity

Ethnicity	Leaving the organisation			
	Numbers 2015−16	% of leavers 2015−16	Numbers 2016−17	% of leavers 2016−17
All people	21	100%	33	100%
White: total	0	0.0%	0	0.0%
% white − Scottish	*	*	13	39.4%
% white − other British	0	*	*	*
% white − Irish	0	0.0%	0	0.0%
% white − Polish	0	0.0%	0	0.0%
White − other	0	0.0%	0	0.0%
Mixed or multiple ethnic groups	0	0.0%	*	*
Asian, Asian Scottish or Asian British: total	0	0.0%	0	0.0%
Indian, Indian Scottish or Indian British	0	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	0.0%
African, African Scottish or African British	0	0.0%	0	0.0%
Other African	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%
Other ethnic groups: total	0	0.0%	0	0.0%
Arab, Arab Scottish or Arab British	0	0.0%	0	0.0%
Other ethic group	0	0.0%	0	0.0%
Prefer not to say	0	0.0%	0	0.0%
Not stated	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%	33	100%
Church of Scotland	*	*	*	*
Roman Catholic	0	0.0%	*	*
Other Christian	*	*	*	*
Buddhist	0	0.0%	0	0.0%
Hindu	0	0.0%	0	0.0%
Jewish	0	0.0%	0	0.0%
Muslim	0	0.0%	0	0.0%
Sikh	0	0.0%	0	0.0%
Other religions	0	0.0%	0	0.0%
No religion	*	*	*	*
Prefer not to say	12	51.7%	0	0.0%
Not stated	*	*	12	36.4%

Gender

Religion/belief	Leaving the organisation			
	Numbers 2015−16	% of leavers 2015−16	Numbers 2016−17	% of leavers 2016−17
All people	21	100%	33	100%
Males	*	*	*	*
Females	17	81.0%	30	90.9%
Prefer not to say	0	0.0%	0	0.0%

Sexual orientation

Religion/belief	Leaving the organisation			
	Numbers 2015−16	% of leavers 2015−16	Numbers 2016−17	% of leavers 2016−17
All people	21	100%	33	100%
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	Head-count 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%	*	*
Grand total		**480**	**130**	**610**	**78%**	**22%**	**87%**

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 FT salary female (£)	Average FT salary male (£)	Female salary as a % of male salary
All employees	610	573.5	448.3	125.2	78%	22%	£36,231.53	£35,122.21	£40,327.53	87.1%
Full-time employees	494	494	376.0	118.0	76%	24%	£36,833.22	£35,789.07	£40,160.36	89.1%
Part-time employees	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	
	2013–14	2014–15	2015–16	2016–17
Median pay gap	–	–	–	–
Mean pay gap	13.2%	12.7%	13.9%	12.9%

However, this does not take into 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.

(average female hourly rate ÷ average male hourly rate) X100 = TOTAL

100 – TOTAL = **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 | |
	2015–16	2016–17
Median pay gap	0.0%	0.0%
Mean pay gap	12.7%	11.9%

The public sector overall pay gap in 2016 has been reported by www.closethegap.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[1]. 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 at 55% female. This is shown is the table below.

	Last reporting period		Current reporting period	
	2013−14	2014−15	2015−16	2016−17
Male board members	5	5	5	5
Female board members	5	5	6	6

Gender % of board members 2015−17

- Male
- Female

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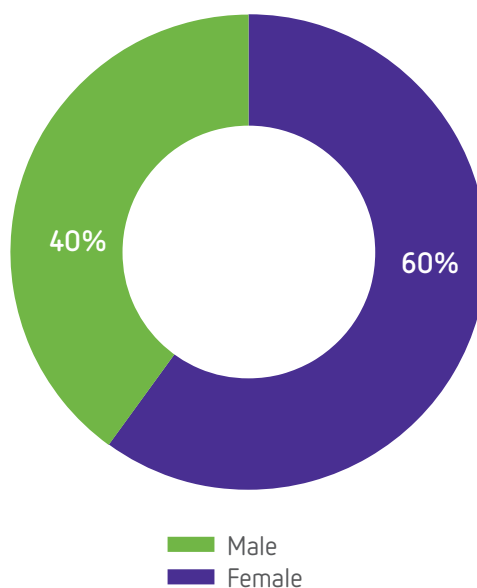
[1] Scottish Government's Public Appointment Centre of Expertise (PACE) – figures which only includes Ministerial appointments.

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, Mainstreaming Report and 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

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

@careinspect

careinspectorate

We are a
Living
Wage
Employer

INVESTORS
IN YOUNG
PEOPLE

GOOD
PRACTICE
AWARD

CARER POSITIVE
Employer in Scotland
ENGAGED

Healthy
Working
Lives
Silver Award

INVESTING IN VOLUNTEERS

Corporate member of
Plain English Campaign
Committed to clearer communication

420