SPT

Strathclyde Partnership for Transport
Equality and Diversity Monitoring Report 2017

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1.   **INTRODUCTION**

SPT remains committed to meeting its obligations under The Equality Act 2010 and subsequent Public Sector Equality Duties and continues work to identify improvements to how it gathers and analyses data about and from our workforce.

This is SPT's third Equality and Diversity Workforce Monitoring Report (EDWMR), with the previous reports being published in April 2013 (data at 31 December 2012) and April 2015 (data at 31 March 2015). In order to more consistently assess progress and to ensure compliance with SPT's governance, as well as external reporting requirements, this and future reports will be based upon data at 31 December of the preceding year (i.e. the March 2017 report reflects data as at 31 December 2016).

SPT regularly monitors the profile of our staff to meet our legal obligations in line with good practice. Monitoring and analysis also informs our equality impact assessments.

Efforts to build a more comprehensive data set have continued. The Equality Monitoring Survey undertaken in November 2016 achieved a good response rate of 70% and, perhaps more importantly, many more staff have chosen to share their personal data against each of the protected characteristics which is testament to our efforts to increase staff confidence in how this data is used. This also means that our analysis has fewer gaps where data is 'not known', notwithstanding the fact that some staff 'prefer not to say' what category applies to them, as is their prerogative. Furthermore, the implementation of an e-Recruitment system in July 2016 means that SPT can better monitor how we recruit, where we advertise and so on to achieve a more diverse and inclusive workforce in the longer term.

2.   **PURPOSE OF THIS REPORT**

The purpose of this report is to provide evidence of progress against SPT's Equality Outcomes and to set out the results of employment monitoring over the year from 1 January 2016 to 31 December 2016.

The report focuses on the main protected characteristics of age, caring responsibilities, disability, gender re-assignment, pregnancy and maternity, marital status/civil partnership, race, religion or belief and sex.

3.   **STAFF IN POST**

SPT had 533 employees as at 31st December 2016. This is a reduction of 23 employees compared to our previous EDWMR in 2015. There has been little change in terms of contract type, with 0.75% of employees on fixed term contracts and 10% of all staff part-time compared with the 1.3% and 9.5 % respectively reported in 2015.

ANNUAL STATISTICS FOR PROTECTED CHARACTERISTICS

4.   AGE

SPT's overall staff profile in terms of age has remained fairly static over the last few years. Staff within the 35-44 and 45-54 age groups represent 62% of the total workforce compared to 63% in our 2015 report.

Figure 1 below confirms that SPT's overall ageing workforce profile has not changed significantly since the first report in 2012; 23% of the workforce now fall into the 55+ age group and only 4% within the 20-25 age group.

Figure 1 - Age profile by year 2012/2015/2016
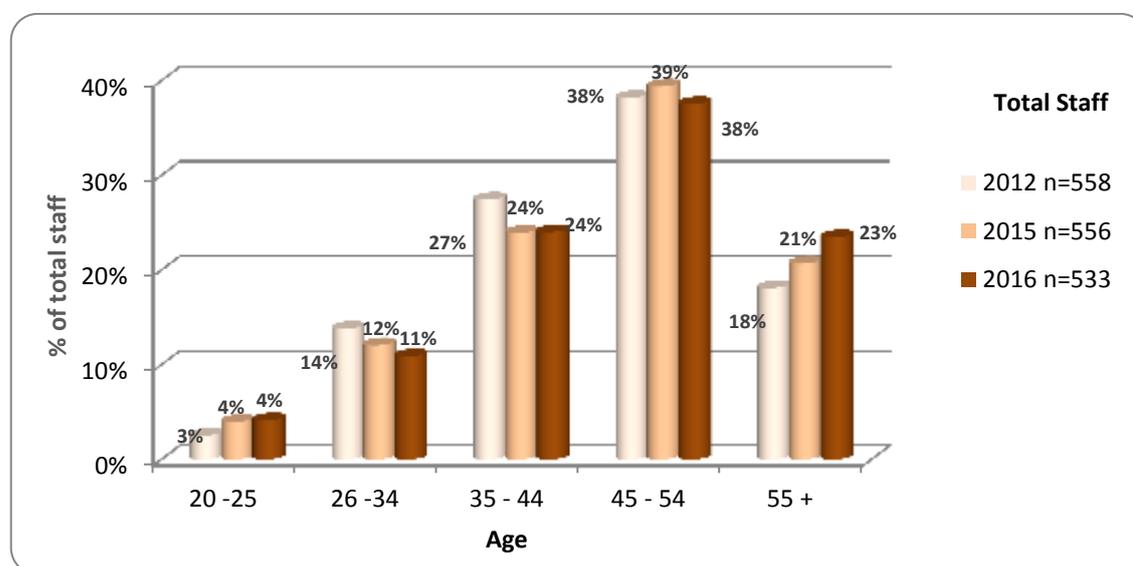
UK government statistics show that there is an ageing workforce in the UK as a whole. This is due to a number of contributory factors including changes to state pension age, the removal of the compulsory retirement age, general financial pressures and the fact that people are living longer.

The 'Employing Older Workers' publication by the Department of Work and Pensions published on the 8th February 2013[i] confirms that the over 50 age group makes up 27% of the working population. By comparison, 44% of SPT's workforce is aged 50+. SPT is developing long term resource plans to ensure continuity in terms of skills and knowledge within its operational teams in particular as many staff approach traditional retirement age**.**

4.1   Age/Job Grade

Figure 2 below shows that there is a significant skew in terms of ageing workforce in our Technical grades (Tec 2 – 6 and IA01 – 02), in particular within the Engineering and Maintenance function.

Figure 2 – Employee profile by Age group and Job Grade
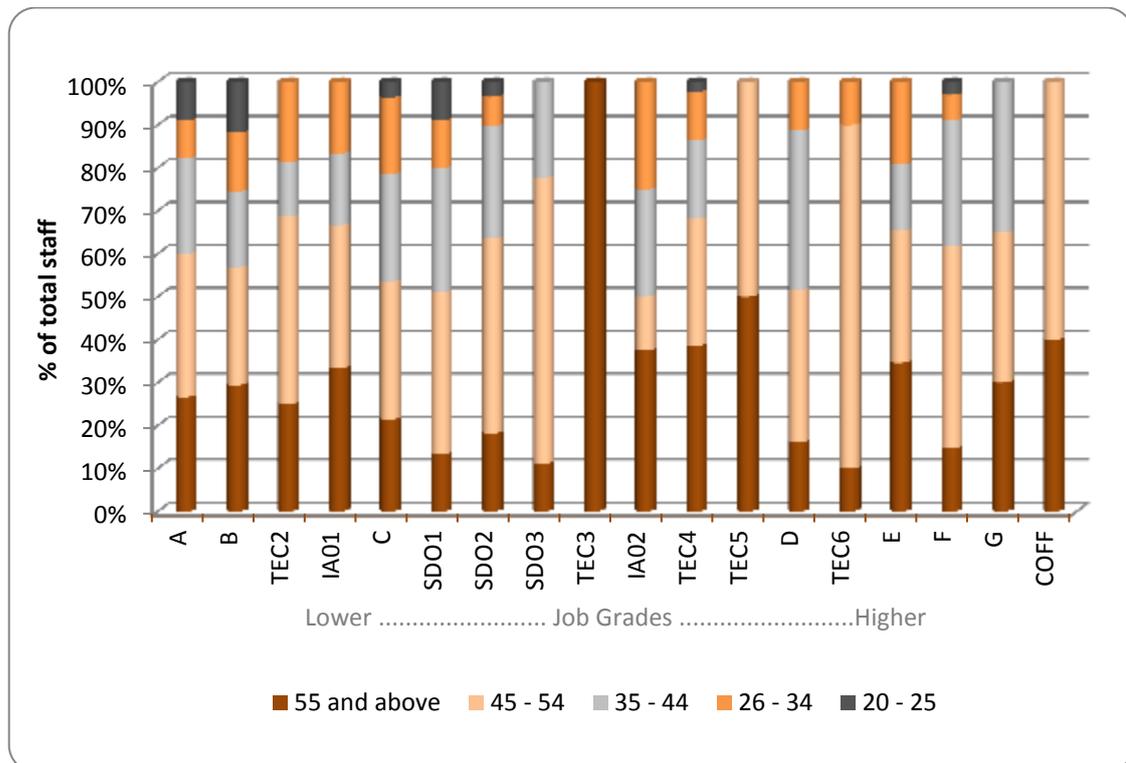
The 20-25 age group is mainly represented in lower graded posts throughout SPT. SPT is similar to many organisations in the UK in that it typically seeks work experience in addition to qualifications and thus tends not to recruit directly from education institutions.[ii] However, SPT plans to recruit two Modern Apprentices in 2017 and believes that the energy, drive and enthusiasm that these young learners will bring to the engineering function will work well alongside plans for a Mature Apprenticeship scheme. This will enable SPT to harness and build upon the skills and experience of our current workforce.

4.2 New Starts

SPT appointed 38 employees to our workforce in 2016. Most of our new starts (71%) (n=27) came from the 26-34 and 35-44 age groups. Only 13% of our new employees came from the youngest 20-25 age group (n=5).

In terms of contract type, 87% (n=33) of our new staff joined on a permanent, full time basis. One person joined on a permanent, part time basis. Only 4 people were recruited on a temporary contract basis; 3 full time and 1 part time.

SPT's e-recruitment system was launched in July 2016 enabling us to closely monitor candidate data with more accuracy than ever before. On analysing candidate data from July 2016 to December 2016 this highlighted that SPT attracts candidates from all age groups. Young people are just as likely to be selected for roles in SPT as any other group based on objective criteria such as skills and experience. Young people age 20-25 represented 12% of applications received and 13% of new starts in 2016.

4.3 Leavers

60 people left SPT during 2016, including 8 retirements (13% of all leavers). This compares with 39 leavers in a year reported in our last report published in 2015, only 4 of whom retired (10%).

In terms of age distribution, Table 3 below shows that a third of leavers were aged 55 and over; an increase compared to the 28% reported in 2015. There was also an increase in the number and proportion of leavers from the youngest age group (20-25). The other age groups have seen a decrease in terms of leavers which, combined with the fact that staff turnover remains relatively low across SPT, creates a perception that younger employees are seeking career progression elsewhere rather than waiting for opportunities to arise internally.

Table 3: Leaver profile by Age group

Age category	Number	%
20 - 25	5	10%
26 - 34	10	22%
35 - 44	8	17%
45 - 54	7	18%
55 – 64	17	33%

5. CARING RESPONSIBILITIES

SPT is able to provide data relating to this characteristic for the first time following inclusion of the question 'Do you have caring responsibilities?' in the November 2016 Equality Monitoring Survey. There is a 31% gap in SPT's data set ('unknown's) and a further 7% have opted to 'prefer not to say' at this time and we will work to build a fuller picture of this characteristic over the next few years. Information gathered did not seek to distinguish between caring for elderly dependents, children/grandchildren, or for example caring for a spouse or partner.

42% of staff (n=223) considered themselves not to have caring responsibilities. 21% (111) of employees confirmed that they had caring responsibilities - this proportion peaked at 28% (n=56) of all employees within the 45-54 age group, with 35-44 year olds being next most likely to have caring responsibilities (24%; n=31). Only one person within the 20-25 age group said that they had caring responsibilities.

Figure 4 – Caring Responsibilities by Age
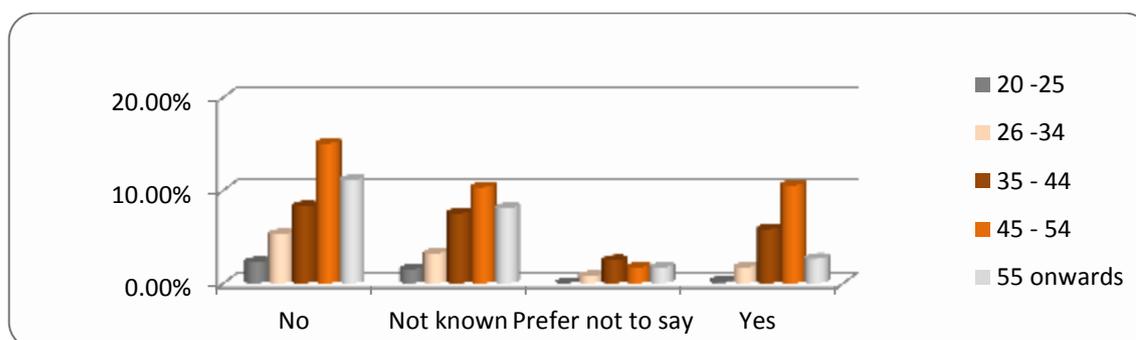
SPT has a range of family friendly policies designed to support staff with dependent care commitments, including a Flexible Working policy whereby a member of staff can request a change to their working pattern. In 2016, 2.6% of the workforce (n=14) requested a change in their working pattern and 79% of these requests were subsequently approved. The gender split for requests was 80:20, female to male staff, and analysis of subsequent approvals was also 80:20.

In addition to considering flexible working requests, approximately 160 staff take part in a flexible working scheme. This scheme enables staff to vary their working day start and finish times, within set parameters and in line with operational requirements, so allowing participants to deal with dentist/medical appointments or other personal matters during the working week. There is also potential to take a limited number of half and/or full days off work in addition to their annual leave entitlement.
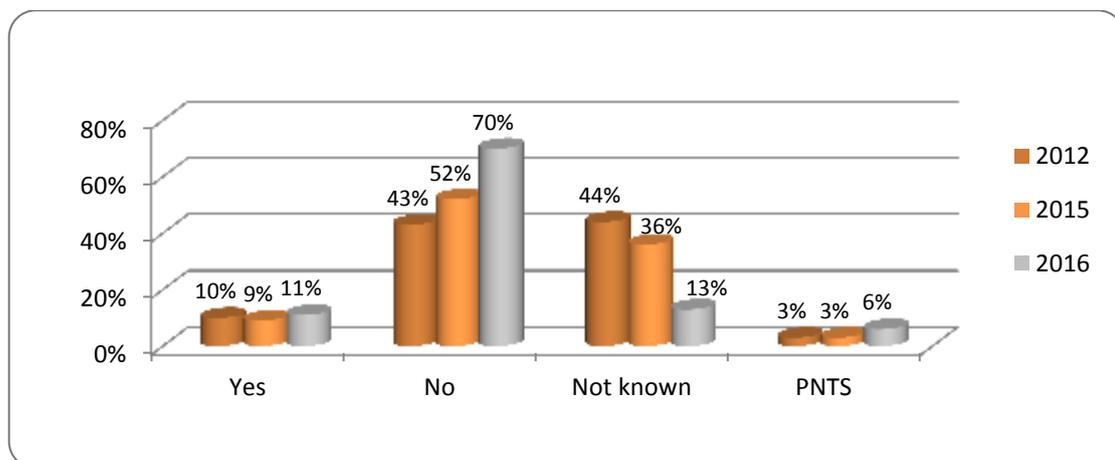
6.   DISABILITY

6.1   Staff Profile

The proportion of people in the UK estimated to be disabled, as defined within The Equality Act 2010, varies from study to study but recent statistics from Department of Work and Pensions [iii] and the Papworth Charity organisation[iv] suggest that around 16% of working adults are disabled. At SPT, the proportion of staff declaring that they fall within the definition of disability, which includes an impairment, health condition or learning difference, has increased slightly from 9% at March 2015 to 11% at December 2016. The data is detailed in Figure 5 below.

It is positive to note that a significantly higher proportion of staff shared their personal data in this regard and there is now only a 13% gap in terms of our workforce data set (this compares to 36% gap in data 2 years ago).

Figure 5 – Disability profile by year 2012 /2015 /2016

SPT has gathered further information regarding categories of disability from those who updated their data through the November 2016 equality monitoring survey (n=46); a further

12 people provided their data at any earlier date giving us 58 staff in total currently (11% of SPT's population).

Of the 46 staff declaring a disability in the recent survey, 30% (n=14) confirmed they had a mental health condition or impairment. This applied to more women than men; which is in line with trends in the UK generally. The next most common category related to hearing/visual impairments 13%, (n=6).

Statistics show that Mental Health illness is increasing in the UK and is now one of the main reasons for absence in the workplace[v]. SPT has therefore prioritised establishing appropriate support measures for staff and managers and continues to review its approach to managing absence, supporting wellbeing and delivering training to line managers on mental health and dementia awareness. There is also a focus on early interventions such as scheduling sickness absence review meetings within the first 2 weeks of being notified of any mental health related absence, and signposting support services including our Employee Assistance programme[vi], feedback from which remains positive.

6.2   New Starts and Leavers

Information gathered showed that 92% (n=35) of SPT new starts confirmed that they did not consider themselves to have a disability with c3% (n=1) confirming that they did have a disability (2 new starts declined to provide this information). The HR team actively monitor new start information from the monitoring forms completed and any Occupational Health review outcome information to ensure that any issues are addressed proactively with new employees with regards to adjustments and/or restrictions.

An analysis of leaver data throughout 2016 showed that the statistics are very similar to our 2015 report with 56% of leavers indicating that they did not have a disability compared to 59% previously. The remaining 44% of leavers include 10% disabled and 34% not known/prefer not to say.

7.   GENDER REASSIGNMENT

No employees intimated that they had undergone gender reassignment during 2016. SPT will continue to seek information on this protected characteristic on a regular basis.

8.   MARRIAGE AND CIVIL PARTNERSHIP

55% of our staff confirmed that they are married in 2016. Statistics have remained stable over the last 5 years; with Civil Partnership increasing to 2%.

9.   MATERNITY & PREGNANCY

9 staff took Maternity leave in 2016. One person reduced their working hours/changed their working pattern on their return to work. All women have since returned to work.

10. RACE

10.1 Staff Profile

Figure 6 below highlights that there has been limited change in SPT's race profile over the last four years. In responding to our latest survey, more individuals have opted to select 'Prefer not to say' than before.

According to statistics from the Scottish Government[vii] in 2014, the largest ethnicity group is White background at 96.5% (2014) and 3.4% for BME[viii].

Figure 6. Overall Employee profile by Race
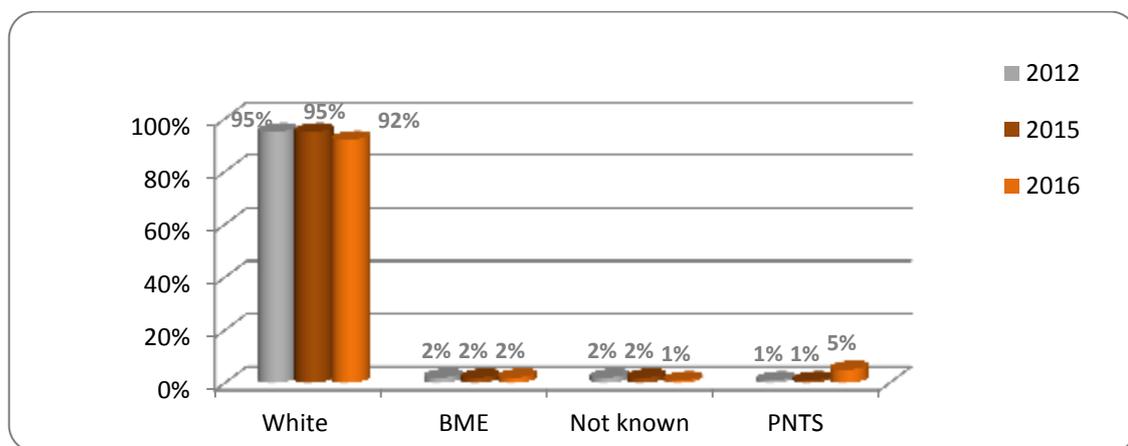
10.2 New Starts and Leavers

Of SPT's 38 new starts in the year to December 2016, 92% were from a White background and 6% (n=2) from a BME background. This compares with 3% from a BME background in our 2015 report, albeit, this is an increase of one person.

3% (n = 2) of staff who left SPT in 2016 were from a BME background. In the 2015 report it was reported that 8% (n=3) of staff who left came from the BME category. Again, although the percentage difference appears significant, in real terms the difference is one person. The number of leavers in 2016 was 60 as opposed to 39 in 2015.

11. RELIGION/ BELIEF

11.1   Staff Profile

More staff provided SPT with data in terms of religion/belief than ever before when completing the equality monitoring survey in November 2016, reducing our 'Not known' category from 26% to 14%. Christianity remains the most common category overall, with 49%. This profile has not changed significantly from previous reports.

Figure 7 - Overall Employee profile by Religion/Belief
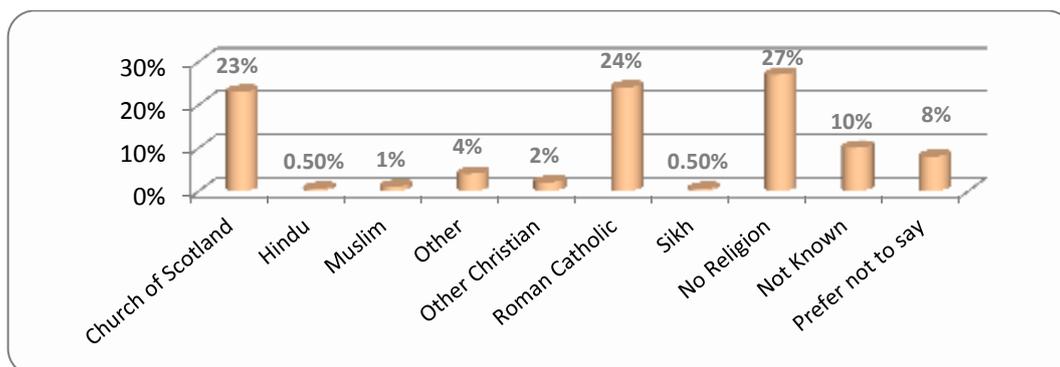
11.2 New Starts and Leavers

44% of our new employees in 2016 intimated that they are Christian, with people from the Buddhist and Muslim faiths together accounting for 6%. Only 3% (n=1) of new starts chose not to say, which compares to 10% in 2015. The 'not known' category has reduced from 15% to 3%. 'No religion' has remained relatively similar across all previous reports at around 44%.

Table 8 - New starts profile by Religion/Belief

Religion		%
Christian	Church of Scotland	18%
	Roman Catholic	26%
Muslim		3%
Other		3%
No religion		45%
Prefer not to say		3%
Not known		2%

12. SEX

12.1 Staff Profile

In SPT the male to female ratio remains steady at 61:39 (323 males to 210 females). This figure has not changed by more than 1% at any point in recent years. Table 9 below demonstrates that the gender split is broadly similar in each of the age categories.

Table 9 – Employee profile by Sex

Age category	Female	Male
Under 20	0%	100%
20 -25	43%	57%
26 -34	33%	67%
35 - 44	38%	63%
45 - 54	47%	53%
55 onwards	32%	68%

12.2 Sex / Grade

Figure 10 below sets out the staffing profile by sex and job grade. It is clear that women make up a higher proportion of the workforce within the lower Administrative roles (grades A and B) and that SPT's technical grades, which are typically found in the Engineering & Maintenance teams, are predominantly male.

Figure 10 – Employee profile by Sex and Job Grade
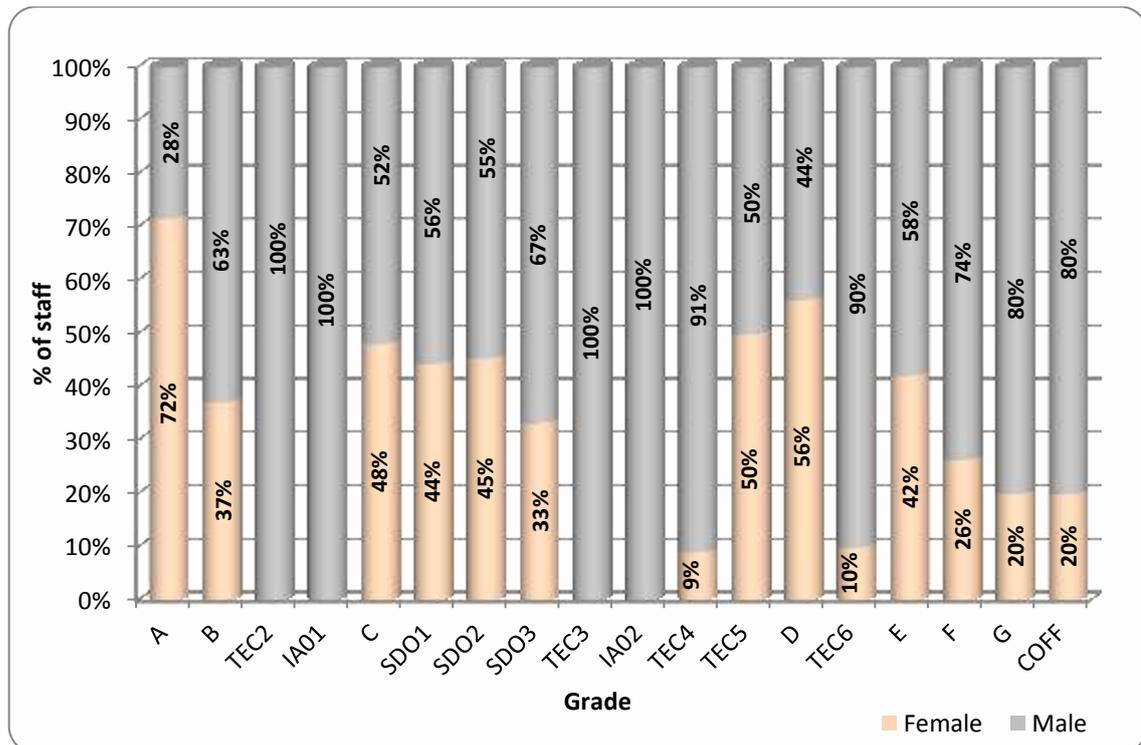
The most senior grades in SPT (F, G and Chief Officials) have a higher proportion of men than the average distribution across SPT as a whole, with 74%, 80% and 80% respectively.

SPT data broadly reflects the society in which we operate and the occupational segregation data at a national level, with Labour market statistics 2015 (Scottish Government website)[ix] confirming that men are nine times more likely to be in a skilled trade than women and that a higher proportion of men are found in Construction, Manufacturing and Transport & Storage.

These national statistics also report that five times more women than men work part time and four times more women than men work in Administrative roles.

SPT employs staff on a range of contracts – full time and part time; and permanent and fixed term. SPT's contract types by sex are set out in Table 11 below. Two thirds of full time contracts are filled by men and 92% (n=48) of all permanent part time contracts are filled by women. There are currently only 4 men who work on a permanent, part time basis. This profile is not particular to SPT and we know that many of our female staff have opted to take part time roles to achieve a balance with childcare and flexibility in terms of work/life balance.

Table 11 – Contract Type by Sex

Contract type	Female	Male
Permanent Full time	34%	66%
Permanent Part time	92%	8%
Temporary Full/Part time	50%	50%

12.3 New Starts and Leavers

Of the 38 new starts in 2016, 71% were men. This compares to 64% of new starts being male in 2015. Some of this increase is likely to be linked to the types of roles advertised.

SPT advertised 21 vacancies from July 2016 to 31 December 2016 for a variety of roles. A higher proportion of men were appointed to roles within the Engineering, Digital and Project functions of SPT in contrast to a higher proportion of women being appointed into other professional areas such as Legal and more administrative roles and Customer Service within Subway.

There was a 68:32 split between male and females leaving SPT during 2016 (n=60). No females left the business due to retirement whereas 20% of men who left retired.

13. SEXUAL ORIENTATION

Heterosexuals make up the single largest group in SPT (80% of all staff) in terms of sexual orientation. There has been limited change in our data since 2015 in terms of the LGBT community, with this group of staff increasing from 2% to 3%. However, many more staff have noted their sexual orientation while completing the recent equal opportunities monitoring survey, reducing the proportion of 'Not known' from 26% to 10%.

Figure 12 – Sexual Orientation profile by year 2012/2015/2016
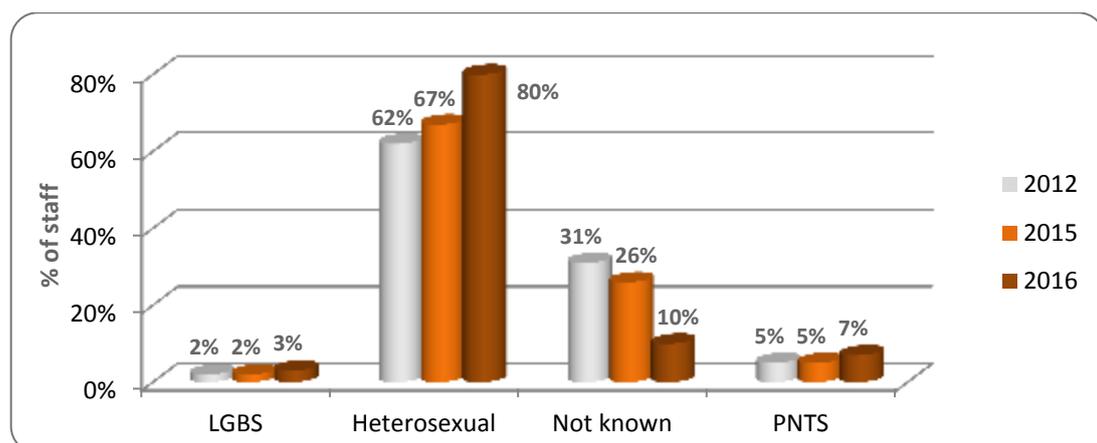
13.1 New Starts and Leavers

95% of our new starts defined themselves as Heterosexual and none of our new starts in 2016 identified themselves as LGBT.

KEY PEOPLE MANAGEMENT ACTIVITY AREAS

14.   CORPORATE LEARNING AND DEVELOPMENT

SPT remains committed to developing our staff to ensure that they have the skills to work safely and perform well within their current roles as well as to increase their capability to adapt positively to change. Health and Safety is a key priority, particularly within our operational areas. Front line Subway staff regularly attend training sessions to improve their knowledge of procedures and to ensure they remain compliant with Health and Safety Legislation.

In total, 399 staff (75%) undertook Learning and Development activity, excluding induction, during 2016. Health and Safety training accounted for 62% of all training days (22% of budget); continuous personal development activity accounted for a quarter of all training days (44% of budget) and IT training was the next most common reason for Learning and Development, accounting for 10% of training days (17% of budget).

More women on maternity leave have taken up the option of 'Keeping in touch days' - 4 out of the 9 women on maternity leave did so during 2016 (compared with only 1 reported in 2015).

SPT included information on learning and development activity for the first time in 2015 and the range of data has broadened in 2016 to include data for new starts for the first time this year.

14.1 Age Profile

61% of staff who participated in Learning and Development courses during 2016 were aged between 26 and 44 years old. This equates to 250 staff.

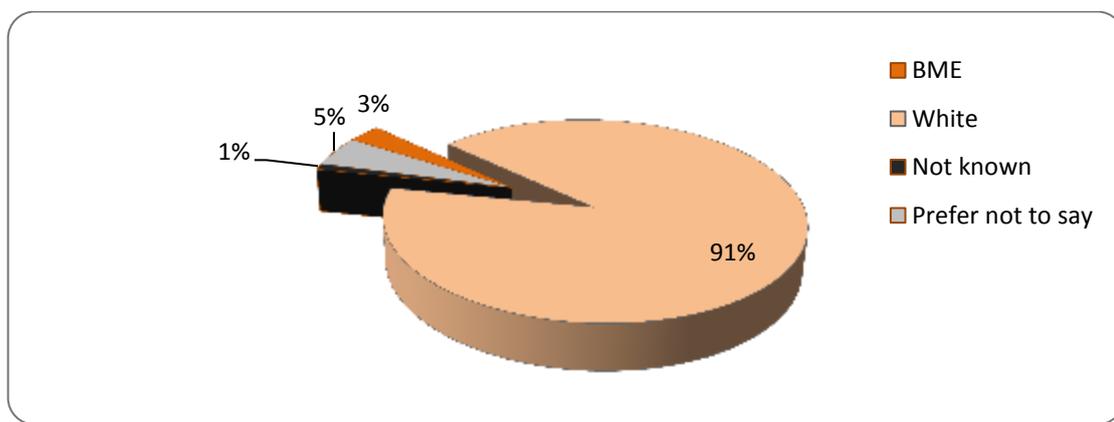**Figure 13 –Corporate Learning & Development by Age**
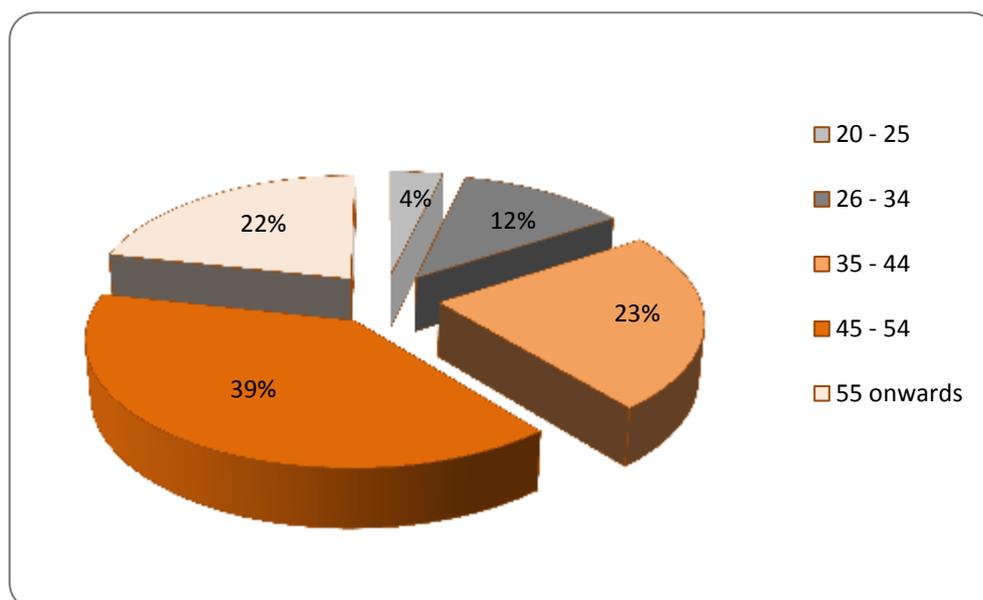
14.2 Disability Profile

Staff declaring themselves to be disabled are slightly under-represented with regards to the likelihood of undertaking training in 2016. This group make up 11% of staff and 9% of those undertaking training in 2016.

14.3 Race Profile

Figure 14 below shows that 3% of staff who had Corporate Training were from the BME category, which is in line with SPT's overall population.
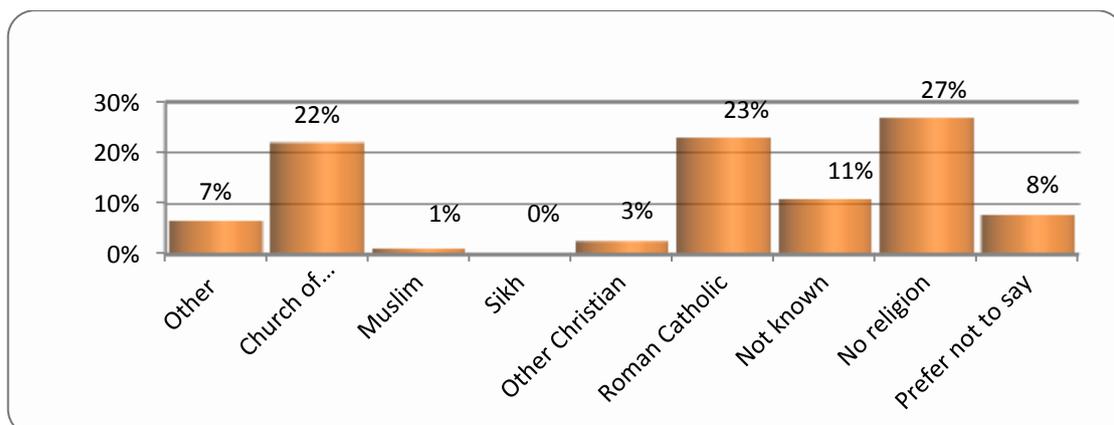
Figure 14 – Corporate Learning and Development by Race

14.4 Religion Profile

The Corporate Learning and Development data is similar to SPT's overall employee profile in terms of religion or belief.

Figure 15 – Corporate Learning and Development by Religion or Belief

14.5 Sex Profile

The Corporate Learning and Development data is similar to SPT's overall employee profile in terms of sex, with a 64:36 ratio men to women.

14.6 New Starts and Leavers

Of the 38 new employees who joined SPT in 2016, 24 participated in training activity, not including the corporate induction process, in their first year of employment. New staff were equally as likely to receive training no matter their age, sexual orientation, marital status or religion/belief.

None of the new starts undertaking training confirmed that they had a disability.

15. RECRUITMENT

The 2015 report recommendations included considering the introduction of an e-recruitment system to increase the level of responses from job applicants in relation to protected characteristics.

SPT implemented an online recruitment solution in July 2016 and the configuration is such that applicants are compelled to complete an equal opportunity monitoring form as part of the application process, albeit the option remains to select 'prefer not to say' under each and every protected characteristic. As a result, SPT now has a much more reliable dataset with regards to the recruitment process and is beginning to use this information to monitor the profile of applicants and relative success rates throughout the recruitment process. This analysis will also inform how we market SPT as an employer as well as help us to decide how and where SPT advertises in future to increase diversity in the selection pool.

All equality monitoring data provided by applicants is accessed by HR only.

SPT advertised 21 vacancies (some for multiple positions) between July and December 2016 and received 263 applicants in total.

15.1 Age Profile

The chart below sets out the age profile of all 263 applicants to SPT from July to December 2016. Fewer than 5% of applicants declined to provide this information and the biggest single group of applicants were aged between 26 and 35.

Figure 16 - Job applicants by Age
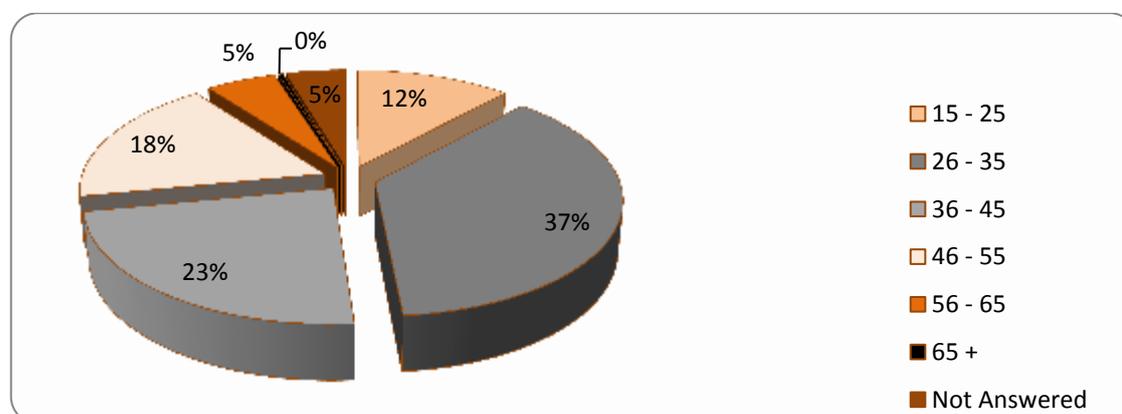
15.2 Disability Profile

Only 2% of applicants declined to provide information relating to disability; 3% confirmed that they had a disability and 95% did not consider themselves to be disabled.

As previously stated, recruiting managers do not have access to this personal sensitive data while shortlisting. The HR team asks all applicants selected for interview/testing whether they require any additional support in order to participate in the selection process, whether they have declared a disability or not.

All offers of employment are subject to medical clearance. SPT does consider reasonable adjustments and restrictions within the workplace as advised by our independent Occupational Health advisers.

15.3 Race Profile

Whilst only 3% of applicants (n=7) did not answer this question or preferred not to say, 38% categorised themselves as 'other'. 56% of applications intimated that they were from a 'White' background and 3% from a BME group.

15.4 Religion Profile

Very few applicants provided information in relation to religion or belief and, as a result, SPT are unable to publish any meaningful data with regards to this protected characteristic.

15.5 Sex Profile

The ratio of male to female applicants was 68% to 32%. This split may have been impacted by the types of roles advertised during the six months, which included Engineering and Digital/IT, where it is known there are ongoing challenges attracting women into these fields. 20% were management roles and the remaining roles were administrative or customer service roles that require shift working.

SPT will continue to develop its reporting capabilities with a view to creating more detailed reports that can inform SPT's future recruitment campaigns.

REPORT RECOMMENDATIONS

SPT meets the legislative requirement in relation to equality monitoring for staff and is committed to further developments to build on good practice, and most importantly, to ensure that SPT is a diverse and inclusive employer. We will continue to focus on the following issues:

Monitoring
The Equality Group will consider the key findings from the Advancing Equality Report and will develop an Action Plan to address any emerging risks and issues.

Ageing Workforce
SPT will continue to review its people policies and practice in relation to recruitment and selection, learning and development including knowledge transfer, health and wellbeing as well as retirement with a view to managing risks associated with an ageing workforce.

Equality Awareness
SPT will continue to provide managers and staff with regular updates on equality matters, access to personal support through the employee assistance programme and awareness training on matters such as mental health.

Diversity
SPT will consider how it can work in partnership with local education establishments to create work experience placements for engineering students from diverse backgrounds including women.

Recruitment
SPT is committed to systematically reviewing its recruitment campaigns and analysing equality data produced within our e-recruitment system to establish how we can more effectively attract a diverse range of applicants.

EXTERNAL REFERENCES

[i] 'Employing Older Workers' publication by the Department of Work and Pensions (DWP) published on the 8th February 2013

[ii] Catch 16-24 publication

[iii] Department of work and pensions – Disability facts and figures published 16th January 2014

[iv] Papworth Charity Organisation Disability facts and figures 2016 publication

[v] Mental health foundation website

[vi] Validium – Employee Counselling Service – re disability re men v woman in terms of mental health

[vii] Scottish Government Website – Ethnicity page

[viii] Government statistics source

[ix] Scottish Government Website – Labour Market statistics 2015