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1. INTRODUCTION

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

This is SPT's fourth Equality and Diversity Monitoring Report, with the last report issued in April 2017 (data as at 31 December 2016). 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 again be based upon data at 31 December of the preceding year (the April 2019 report reflects data as at 31 December 2018).

SPT regularly monitors the profile of our staff to meet our legal obligations and 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 2018 achieved a good response rate of 60% and, perhaps more importantly, many more staff chose 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.

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 to 31 December 2018.

The report focuses on the main protected characteristics of age, caring responsibilities, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, sex and sexual orientation.

3. STAFF IN POST

SPT had 476 employees (460 full time equivalents) as at 31 December 2018. This is a reduction of 57 employees compared to our previous Equality and Diversity Monitoring report in 2017 when we had 533 employees.

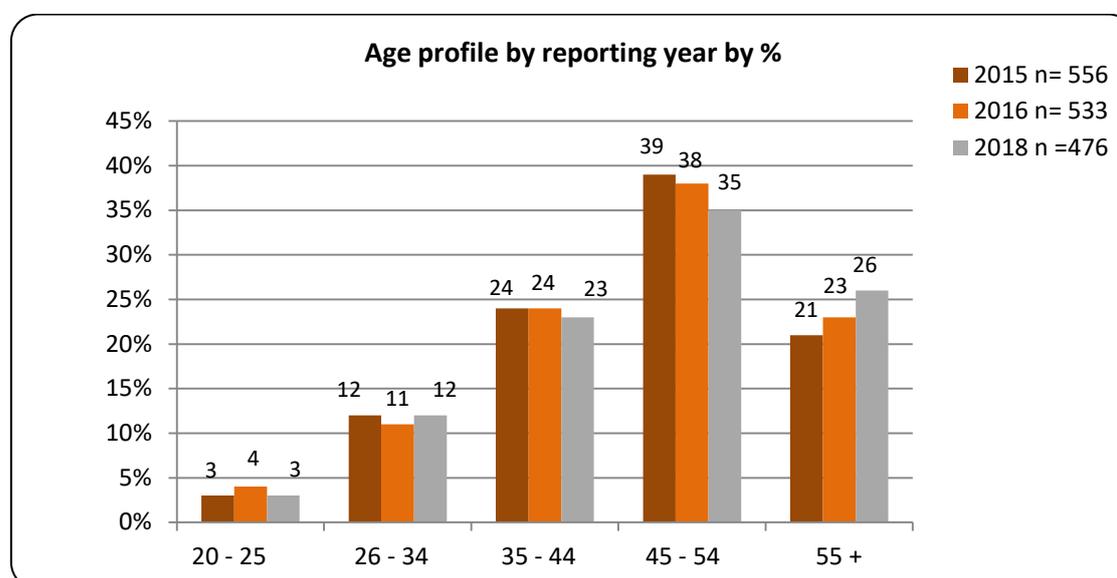
ANNUAL STATISTICS FOR PROTECTED CHARACTERISTICS

4. AGE

SPT's overall staff profile in terms of age has remained static over the last few years. Staff within the 35-44 and 45-54 age groups represent 58% of the total workforce compared to 62% in our 2017 report.

Figure 1 below confirms that the overall ageing workforce profile has not changed significantly since our report in 2017; 26% of the workforce now fall into the 55+ age group and only 3% within the 20-25 age group.

Figure 1 - Age profile by reporting year by %



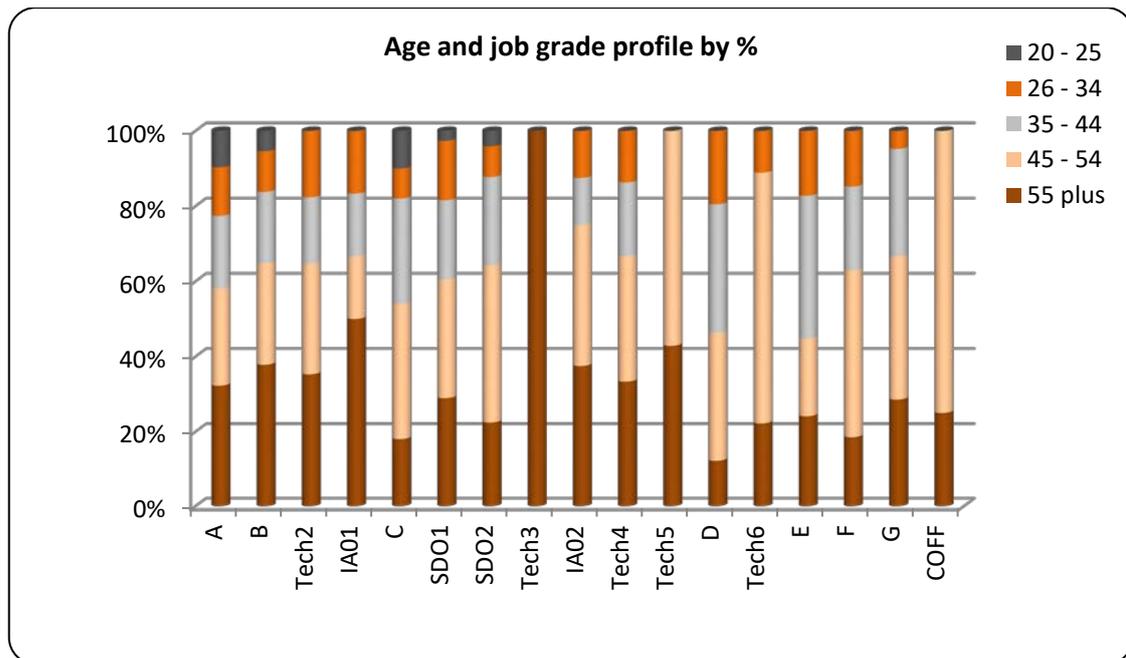
UK government statistics show that there is an ageing workforce in the UK as a whole. This is due to a number of contributory factors including changes to state pension age, the removal of the compulsory retirement age, general financial pressures and the fact that people are living longer.

Employment statistics for workers aged 50 and over published by the Department of Work & Pensions show that employment of workers over 50 has grown significantly in the past decades with 40.7% of the working population aged over 50 at November 2015ⁱ. By comparison, 46% 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 and Job Grade

Figure 2 below shows that there has been no change since our report in 2017, in terms of our ageing workforce within our technical grades, Tech 2 to 6 and IA01 and IA02, within the Engineering and Maintenance function in particular.

Figure 2 - Age and job grade profile by %



The 20-25 age group is mainly represented in lower grades throughout SPT. SPT is similar to many organisations in the UK in that it typically seeks work experience in addition to qualifications and tends not to recruit directly from education institutions. However, SPT has recruited three Modern Apprentices in 2017 and five Graduates in 2018 across a number of functions – Engineering, Human Resources, Projects and Subway Operations. SPT believes that the energy, drive and enthusiasm that these Modern Apprentices and Graduates will bring to SPT will enable them to build on their academic skills whilst providing training programmes which will allow them to gain experience working alongside our current workforce. There is currently only one employee in grade Tech 3.

4.2 New Starts

SPT appointed 36 employees to our workforce in the year to 31 December 2018. Most of our new starts (58%) (n=21) came from the 26-34 and 35-44 age groups. Only 17% of our new employees came from the youngest 20-25 age group (n=6).

In terms of contract type, 97% (n=35) of our new staff joined on a permanent, full-time basis. 1 person joined on a permanent, part time basis.

The e-recruitment system enables SPT to closely monitor candidate data with more accuracy than ever before. 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. There has been little change in the number of young people age 19-24 applying for roles within SPT. In the 2017 Report, this age group represented 12% of applications as opposed to 13% in 2018. However, the percentage of new starts in the 19-24 age group has increased from 13% to 17% in 2018.

4.3 Leavers

Staff leave SPT for a number of reasons including early retirement, medical retirement and end of contract. 64 people left SPT during 2018, including 5 retirements (8% of all leavers). This has remained static with SPT reporting 60 leavers in 2016, including 8 retirements (13%). Of those who left, the proportion of leavers who resigned decreased from 53% in 2016 to 45% in 2018, whilst there has been a decrease in the number of people leaving at the end of their fixed term contracts (from 7% to 3%).

In terms of age distribution, Table 1 below shows that a quarter of leavers were aged 55 and over; which is a decrease from our 2016 report which showed 33%. However, the 45–54 age groups have seen a significant increase in terms of leavers from 18% to 34%.

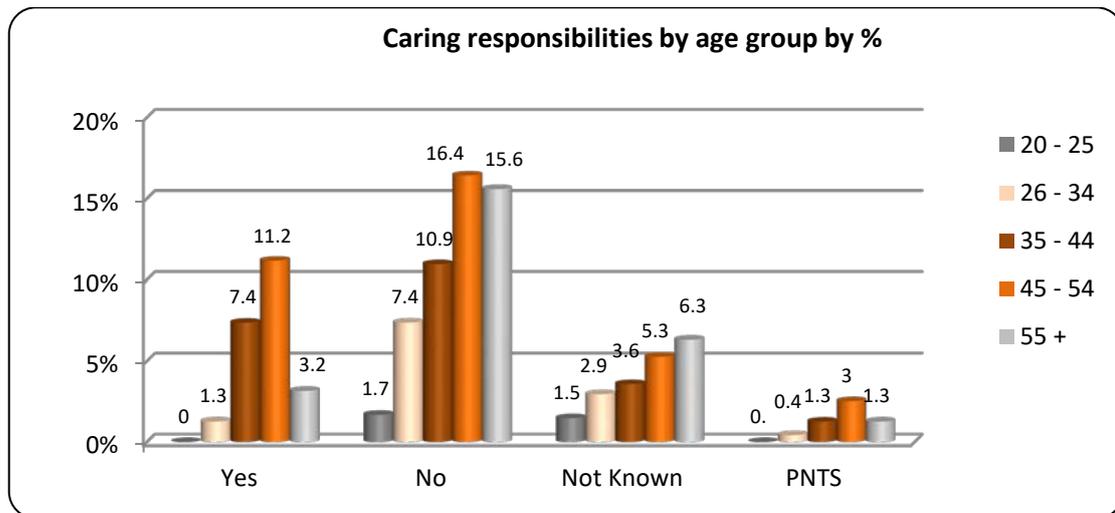
Table 1 - Leaver profile 2018 by age group by %

Age group	Number	%
20 - 25	2	3%
26 - 34	12	19%
35 - 44	9	14%
45 - 54	22	34%
55 - 64	17	26%
64+	2	3%

5. CARING RESPONSIBILITIES

52% of staff (n=247) considered themselves **not** to have caring responsibilities. 23% (n=109) of employees confirmed that they had caring responsibilities, this has slightly increased since our report in 2016 which was at 21% in 2016. Of the 109 staff who considered themselves to have caring responsibilities 81% (n=88) of them were within the 35-44 and 45-54 age groups. Only one person within the 20-25 age group said that they had caring responsibilities. There is a 20% gap in SPT's data set (unknowns) and 5% opted to 'prefer not to say'. Information gathered did not seek to distinguish between caring for elderly dependents, children, grandchildren or, for example, caring for a spouse or partner.

Figure 3 - Caring responsibilities by age group by %



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 2018, 2% of the workforce (N=10) requested a change in their working pattern. All of these requests were subsequently approved. The gender split remains at 80:20, male to female staff.

In addition to considering flexible working requests, approximately 150 staff participate in SPT's flexible working hours scheme. 109 staff confirmed they have caring responsibilities, 34 of them participate in the flexible working hours scheme. This scheme enables staff to vary their start and finish times in line with operational requirements, allowing staff to deal with dentist and medical appointments or other personal matters during the working week. The scheme also allows staff the potential to take up to 8 full days off work in addition to their annual leave entitlement.

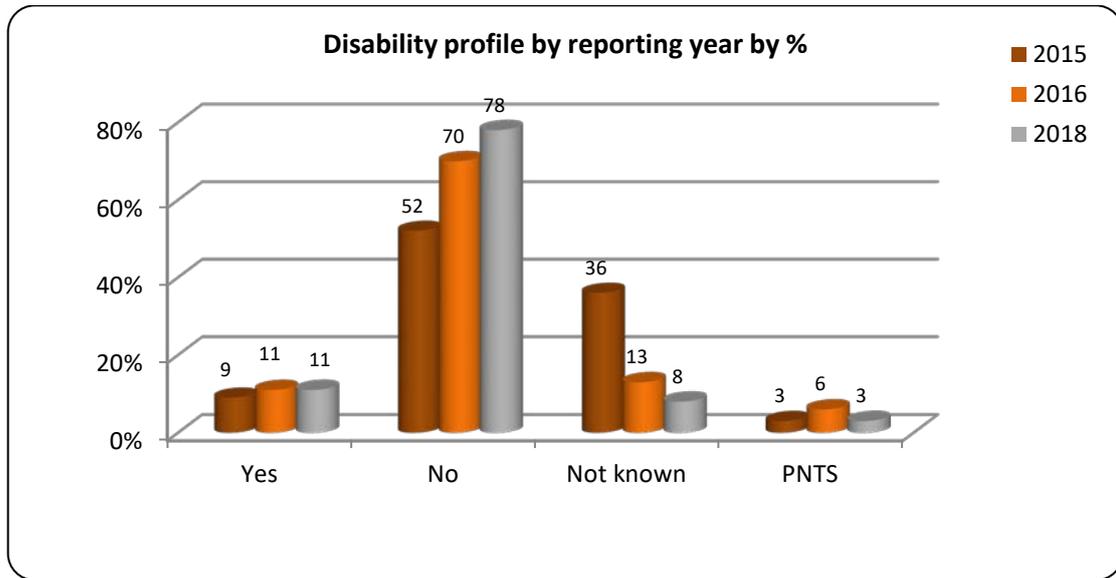
6. DISABILITY

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. However, recent statistics from the 'Family Resources Survey 2016/17' published by the Department of Work and Pensions in March 2018ⁱⁱ, suggest that around 19% 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 remained static at 11% at December 2018. The data is detailed in Figure 4 below.

It is positive to note that a significantly higher proportion of staff shared their personal data in this regard and there is an 8% gap in terms of our workforce data set compared to a 36% gap in our data 2 years ago.

Figure 4 - Disability profile by reporting year by %



SPT has gathered further information regarding categories of disability from those who updated their data through the November 2018 equality monitoring survey previously (n=32); a further 19 staff had previously confirmed they had a disability giving us a total of 51 staff (11% of SPT's population).

Of the 32 staff who declared a disability in the recent survey, 37.5% (n=12) related to long standing illnesses eg cancer or diabetes. 27% (n=9) confirmed that 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.

Statistics show that mental health illness is increasing in the UK and is now one of the main reasons for absence in the workplaceⁱⁱⁱ. The 'Mental Health at Work 2018 Report – Seizing the Momentum' states that nearly two-thirds of people (61%) have experienced a mental health issue in the last year due to work^{iv}. SPT has established appropriate support measures for staff and managers. SPT continues to review its approach to managing absence and supporting wellbeing, delivering training to line managers on mental health and dementia awareness. SPT's focus is on early intervention where a mental health related absence is reported such as scheduling sickness absence review meetings within the first 2 weeks and signposting to support services through Validium our Employee Assistance Provider^v. Feedback from users of this service remains positive.

6.2. New Starts and Leavers

Information gathered showed that 89% (n=32) of SPT new starts confirmed that they did not consider themselves to have a disability, 6% (n=2) confirmed that they did have a disability and 6% (n=2) chose not provide this information. The HR team actively monitor new start information from the equal opportunities 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 2018 showed that the statistics are very similar to our previous report in 2017 with 73% of leavers indicating that they did not have a disability compared to 56% previously. 15% of staff did not provide the equality data. In terms of staff who declared they have a Disability, the figure remains static at 11%.

7. GENDER REASSIGNMENT

None of our staff have declared they have or intend to undergo gender reassignment. SPT will continue to seek information from all job applicants on this protected characteristic on a regular basis.

8. MARRIAGE AND CIVIL PARTNERSHIP

56% of staff confirmed that they are married and the proportion of staff confirming that they are in a civil partnership has remained at 2%. 25% of staff confirmed they are single. 17% of staff confirmed they fall within other categories including divorced, partner and other.

9. PREGNANCY AND MATERNITY

4 staff took maternity leave in 2018. One person reduced their working hours or changed their working pattern on their return to work; one person currently remains on maternity leave. 2 returned to their previous role.

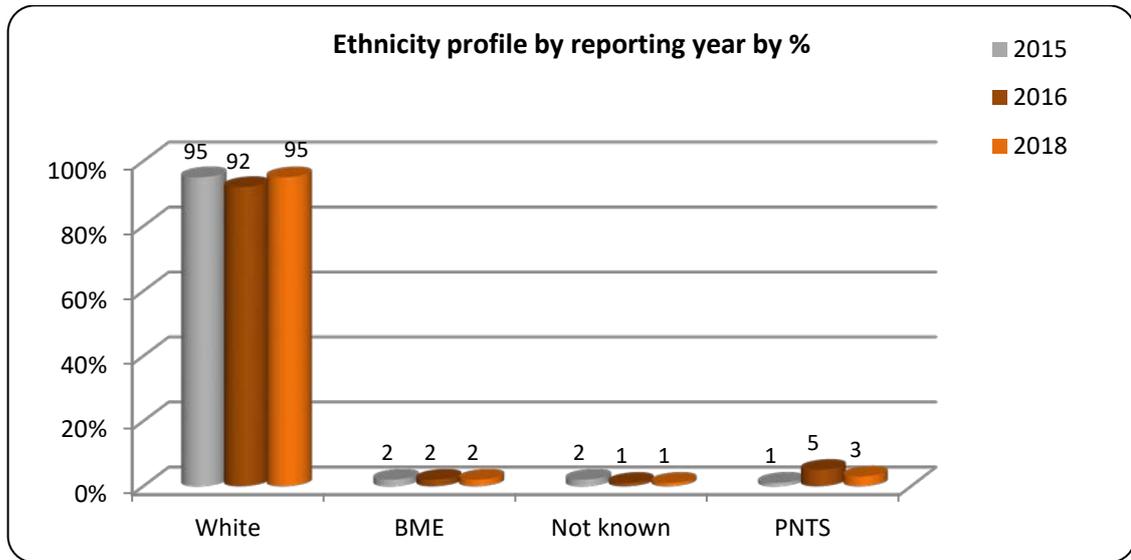
10. RACE

10.1 Staff Profile

Figure 5 below indicates that there has been limited change in SPT's race profile since our last report in 2017.

According to Statistics from the Scottish Government in 2015, the largest ethnicity group is White background at 96.3% (2014) and 3.7% for BME^{vi}.

Figure 5 - Ethnicity profile by reporting year by %



10.2 New Starts and Leavers

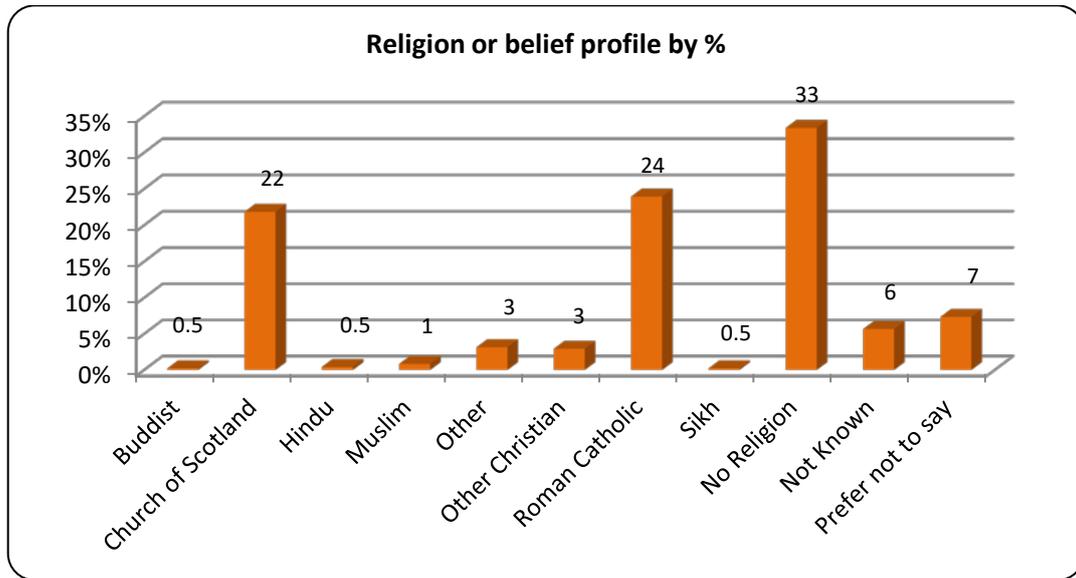
Of SPT's 36 new starts in the year to December 2018, 97% were from a White background. No new starts were from a BME background.

6% (n = 4) of staff who left SPT in 2018 were from a BME background. The number of leavers in 2018 was 64.

11. RELIGION OR BELIEF

More staff than ever before provided SPT with data in terms of religion/belief when completing the equality monitoring survey in November 2018, reducing our 'Not Known' category from 10% to 6%. Those reporting christianity as a stated religion or belief remains unchanged and is the most common category overall, with 49%. This profile has not changed significantly from previous reports.

Figure 6 - Religion or belief profile by %



11.1 New Starts

28% of our new employees in 2018 declared that they are Christian. Only 3% (n=1) of new starts chose not to say, which is consistent with our 2016 report. The 'Not Known' category has also remained the same. However, employees who declare that they have 'No Religion' increased from 45% to 69%.

Table 2 - New starts 2018 religion or belief profile by %

Religion or belief	%
Church of Scotland	8%
No Religion	69.5%
Not known	3%
Roman Catholic	19.5%

12. SEX

12.1 Staff Profile

In SPT the male to female ratio remains steady at 62:38 (295 males to 181 females). This figure has not changed by more than 1% at any point in recent years. Table 3 below demonstrates that the gender split is broadly similar in each of the age categories.

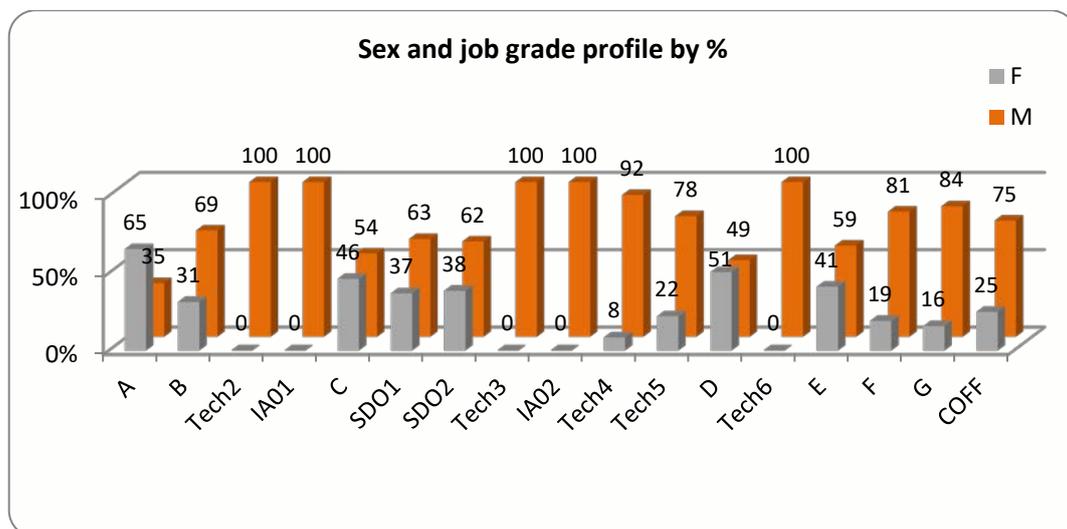
Table 3 - Age profile by Female/Male by %

Age category	Female	Male
Under 20	0%	100%
20 -25	33%	67%
26 -34	33%	67%
35 - 44	34%	66%
45 - 54	45%	55%
55 onwards	35%	65%

12.2 Sex and Job Grade

Figure 7 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 and Maintenance teams, are predominantly male.

Figure 7 - Sex and job grade profile by %



In SPT the most senior grades F, G and Chief Officials have a higher proportion of men than the average distribution across SPT as a whole, with 81%, 84% and 75% respectively.

Statistics from the ‘Scottish Government Annual Population Survey 2016’ confirm that “Gender segregation remains a persistent issue across several industry sectors and occupational groups in Scotland.” SPT data broadly reflects the society in which we operate and the occupational segregation data at national level.

These national statistics also report that 36.3% of females are employed in part-time roles as opposed to 10.1% of males.^{vii}

SPT's contract types by female/male are set out in Table 4 below. Two-thirds of full time contracts are filled by men and 86% (n=32) of all permanent part time contracts are filled by women. There are currently 5 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 opted for part time roles to achieve a balance with childcare and flexibility in terms of work/life balance.

Table 4 - Contract type by Female/Male%

Contract type	Female	Male
Permanent Full time	34%	66%
Permanent Part time	86%	14%
Temporary Full/Part time	0%	100%

12.3 New Starts and Leavers

There were 36 new starts in 2018, 75% of whom were men. This compares to 71% of new starts being male in our 2017 report. Some of this increase is likely to be linked to the types of roles advertised.

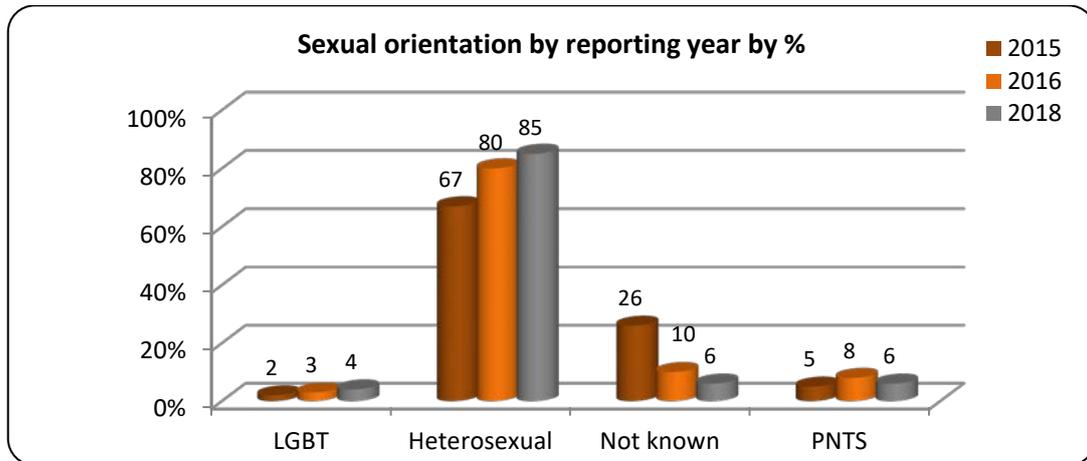
SPT advertised 62 vacancies from 1 January to 31 December 2018 for a variety of roles. A higher proportion of men were appointed to roles within the Engineering, Digital and Project functions of SPT in contrast to a higher proportion of women being appointed into other professional areas such as Legal, and more administrative roles and Customer Service within Subway.

There was a 60:40 split between male and females leaving SPT during 2018 (n=64). No females left SPT in 2018 due to retirement whereas 13% of men who left retired. Overall, 45% of the staff who left SPT, resigned from their role giving the reason as other employment or they did not give a reason. Other staff left SPT for a number of reasons including early retirement, medical retirement and end of contract. Of the staff who resigned the split was 28% male compared to 17% female.

13. SEXUAL ORIENTATION

Heterosexuals make up the single largest group in SPT in terms of sexual orientation at 85% of all staff. There has been limited change in our data since 2016 in terms of the LGBT community, with this group of staff increasing from 3% to 4%. However, many more staff have confirmed their sexual orientation while completing the recent equal opportunities monitoring survey, reducing the proportion of 'Not known' from 10% to 6%.

Figure 8 - Sexual orientation by reporting year by %



13.1 New Starts

94% of our new starts defined themselves as Heterosexual; none of our new starts in 2018 confirmed themselves as LGBT which remains the same as our 2017 report.

KEY PEOPLE MANAGEMENT ACTIVITY AREAS

14. LEARNING AND DEVELOPMENT

SPT remains committed to developing our staff to ensure that they have the skills so that they can 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 operational staff regularly attend training sessions to improve their knowledge of procedures to ensure they remain compliant with regulations and legislation.

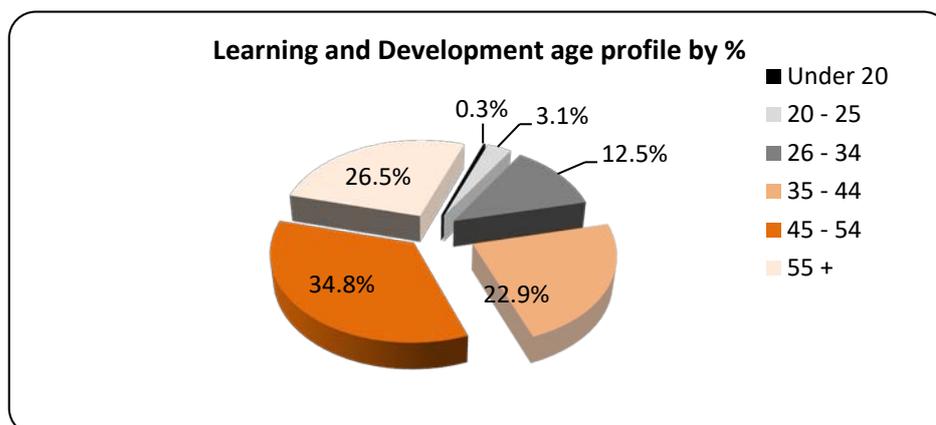
In total, 385 staff (81%) undertook learning and development activity, excluding induction, during 2018. Health and Safety training accounted for 63% of all training days (28% of budget); continuous personal development activity accounted for 18% of all training days (34% of budget) and IT training was the next most common reason for Learning and Development, accounting for 17% of training days (30% of budget).

Only 1 out of 4 women on maternity leave took up the option of 'keeping in touch days' which is consistent with our 2017 report when 4 out of the 9 women on maternity leave took up this option.

14.1 Age Profile

Nearly 35% of staff who participated in Learning and Development courses during 2018 were aged between 26 and 44 years old. This is in line with SPT's overall age profile. This equates to 136 staff.

Figure 9 - Learning and Development age profile by %



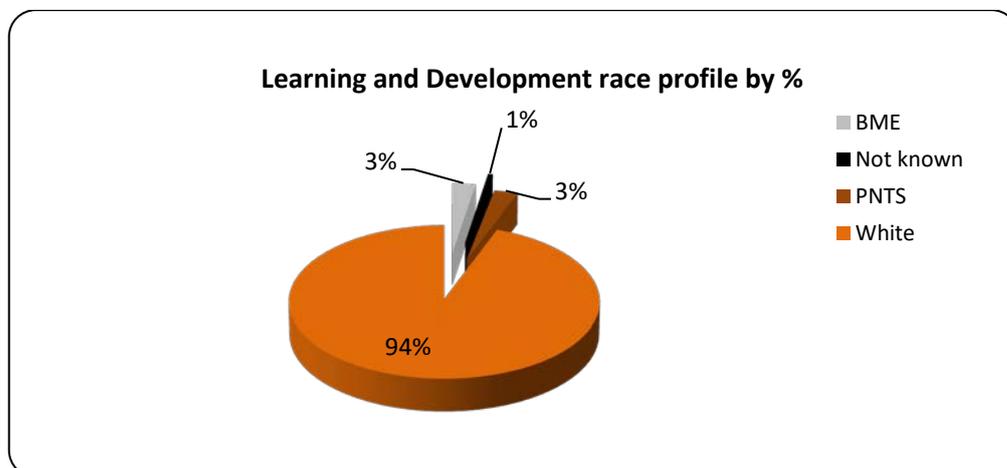
14.2 Disability Profile

Staff who declared a disability are marginally under-represented with regards to the likelihood of undertaking training. This group make up 11% of the total number of staff and 10% of the number of staff who undertook training in 2018.

14.3 Race Profile

Figure 10 below shows that the figure remains at 3% of staff who had Training were from the BME category, which is in line with SPT’s overall population.

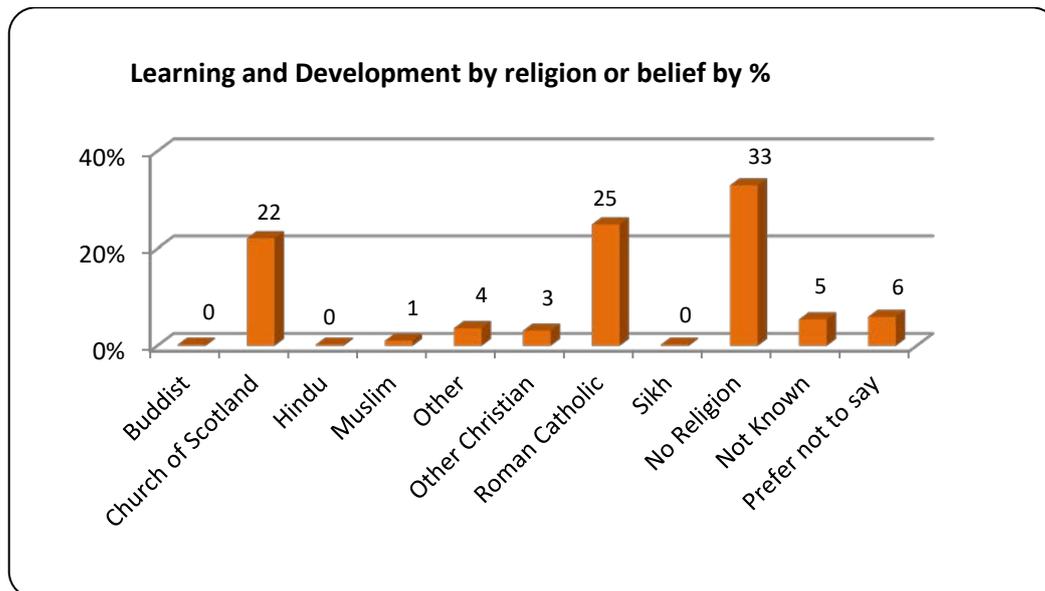
Figure 10 - Learning and Development race profile by %



14.4 Religion Profile

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

Figure 11 - Learning and Development by religion or belief by %



14.5 Sex Profile

The Learning and Development data is similar to SPT's overall employee profile in terms of sex, with a 66:34 ratio men to women.

14.6 New Starts

Out of the 36 new employees who joined SPT in 2018, 28 participated in training activity, not including the corporate induction process, in their first few months of employment. New staff were equally as likely to receive support for learning and development, no matter their age, sexual orientation, marital status or religion/belief.

15. RECRUITMENT

SPT's eRecruitment system is configured 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 uses 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.

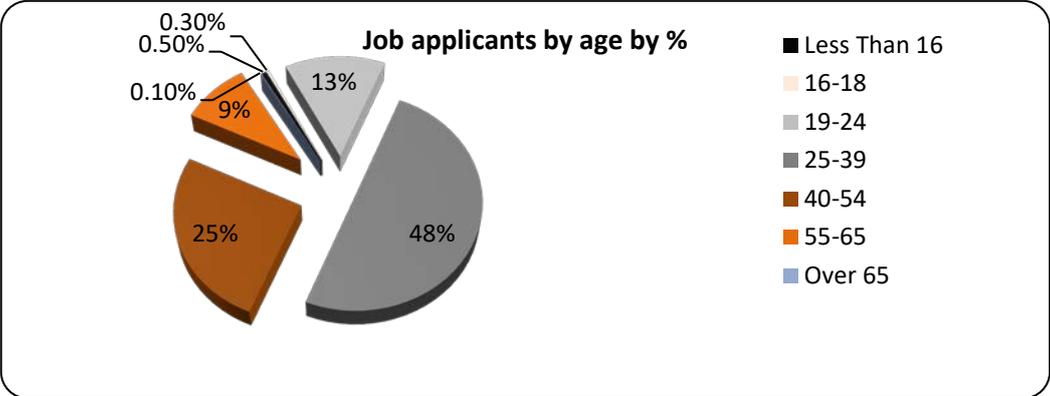
All equality monitoring data provided by applicants is accessed by HR only.

SPT advertised 62 vacancies (some for multiple positions) between 1 January and 31 December 2018. We received a total number of 1189 applications for these vacancies.

15.1 Age Profile

The chart below sets out the age profile of all 1189 applicants to SPT from 1 January 2018 to 31 December 2018. 5% of applicants declined to provide this information; the biggest single group of applicants were aged between 26 and 35.

Figure 12 - Job applicants by age by %



15.2 Disability Profile

The statistics have remained the same for our disability profile of job applicants. 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.

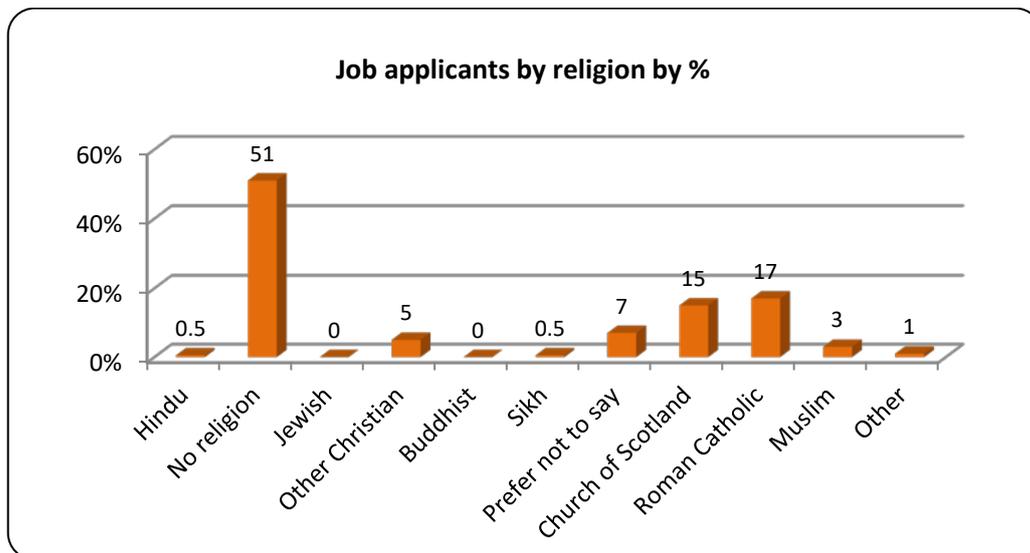
15.3 Race Profile

Whilst only 3% of applicants (n=27) did not provide information and confirmed that they preferred not to say, 90% of applications came from people confirming that they were from a 'White' background and 7% from a BME group.

15.4 Religion Profile

93% of applicants chose to provide information with regards to this protected characteristic. in comparison with our report in 2016, which was 91%.

Figure 13 - Job applicants by religion by %



15.5 Sex Profile

The ratio of male to female applicants was 3:1. 2% of job applicants preferred not to say. This split may have been impacted by the types of roles advertised in 2018, given the challenges to attract women into engineering and to a lesser extent into Digital roles. Half of the roles advertised were in engineering and Digital, 20% were management roles and the remaining roles were administrative or customer service roles that require shift working. 2% of job applicants preferred not to say.

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' to ensure that any new risks or issues are identified and included in SPT's Equality Action Plan.

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 across a number of functions including Engineering, Human Resources, Projects and Subway Operations from diverse backgrounds, including women.

Recruitment

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

ⁱ Department for Work and Pensions – Employment statistics for workers aged 50 and over, by 5 year age bands and gender from 1984 to 2015 -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/568240/employment-stats-workers-aged-50-and-over-1984-2015.pdf

ⁱⁱ Department for Work and Pensions - Family Resources Survey 2016/17 published 22 March 2018 -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/692771/family-resources-survey-2016-17.pdf

ⁱⁱⁱ Mental Health Foundation Website - <https://www.mentalhealth.org.uk/our-work>

^{iv} Mental Health at Work 2018 Report – Seizing the Momentum -

https://wellbeing.bitc.org.uk/system/files/research/mental_health_at_work_-_survey_report_2018_-_23oct2018new.pdf

^v Validium – Employee Assistance Provider - <https://www.validium.com/home/>

^{vi} Scottish Government Website – Summary: Ethnicity -

<https://www2.gov.scot/Topics/People/Equality/Equalities/DataGrid/Ethnicity>

^{vii} Regional Employment Patterns: Statistics from the Annual Population Survey

<https://www.gov.scot/publications/regional-employment-patterns-scotland-statistics-annual-population-survey-2016-9781786529879/pages/9/>