



## Equality and Diversity Monitoring Report 2023

**Committee** Personnel

**Date of meeting** 28 April 2023

**Date of report** 18 April 2023

**Report by Director of Finance & Corporate Support**

### 1. Object of report

To provide the Committee with an update on the employee related information contained within SPT's Equality and Diversity Monitoring Report 2023 published in March 2023 which can be accessed via: <https://www.spt.co.uk/media/yoxkk04h/equality-and-diversity-monitoring-report-2023.pdf>

### 2. Background

Following consideration and approval by the Partnership at the meeting on 17 March 2023, SPT published the '*Advancing Equality 2023*' report. The report included reporting on equality and diversity matters relevant to our staff and members which can be accessed via: <https://www.spt.co.uk/media/rxdgdy1/advancing-equality-2023.pdf>

### 3. Current position

The analysis of employee information attached at Appendix 1 is based on data for the year to 31 December 2022, thus ensuring it is consistent with SPT's bi-annual cycle of reporting. In line with the Equality and Human Rights Commission (EHRC) guidance, the analysis focuses on:

- i. the composition of SPT's employees;
- ii. the recruitment, development and retention of persons as employees; and
- iii. the number and relevant protected characteristics of our employees.

The Regulations require SPT to analyse and publish data relevant to the protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation).

All SPT staff were invited to complete an equal opportunities monitoring form in the autumn of 2022 which increased the amount of equalities information held. This data forms the basis of the analysis. However, as some staff chose to respond 'prefer not to say' and others did not provide any data at all, some of the sample sizes in the analysis are small and represent a subset of SPT's overall headcount. It should be noted that while the information is requested, employees do not need to provide the information.

Looking ahead, detailed equality and diversity monitoring will be completed in line with the bi-annual reporting cycle, the next being due by April 2025. In the meantime, SPT will focus on developing and delivering against its equality action plan which includes measures to

improve the quality of equalities data held, through regular requests to staff to complete equal opportunities monitoring, and considering specific actions on how it can attract a more diverse range of candidates for positions in all occupations and at all levels in the organisation. In line with our equality outcomes, SPT will seek to reflect the demographics of the communities across the SPT area.

#### 4. Recommendation

The Committee is asked to note the attached summary from the “Equality and Diversity Report” at Appendix 1.

#### 5. Consequences

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| Policy consequences                              | <i>None directly.</i>  |
| Legal consequences                               | <i>None directly.</i>  |
| Financial consequences                           | <i>None directly.</i>  |
| Personnel consequences                           | <i>None directly.</i>  |
| Equalities consequences                          | <i>SPT will continue to promote equality of opportunity in all recruitment campaigns and continually monitor the diversity of its workforce.</i> |
| Risk consequences                                | <i>None directly.</i>  |
| Climate Change, Adaptation & Carbon Consequences | <i>None directly.</i>  |

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|--------------|--|--------------|------------------------|
| <b>Name</b>  | Neil Wylie   | <b>Name</b>  | Valerie Davidson       |
| <b>Title</b> | <b>Director of Finance &amp; Corporate Support</b> | <b>Title</b> | <b>Chief Executive</b> |

For further information, please contact *Neil Wylie, Director of Finance & Corporate Support*, on 0141-333 3380 or *Janice Morgan, Head of HR*, on 0141-333 3414.

## **APPENDIX 1**

### **Extract from the Advancing Equality 2023 Report**

#### **Gathering and using employee information**

SPT employed 463 staff as at 31 December 2022. SPT's headcount has remained relatively steady despite staff turnover and implementation of structural changes. SPT's eRecruitment system embeds the requirement for applicants to complete equality monitoring information. SPT asked all staff to complete an equality monitoring survey in October 2022; 62% chose to do so, a decrease of 4% since our last report. SPT will continue to undertake this exercise on a regular basis in order to refresh the data held and to build a more complete picture of our workforce over time.

#### **Summary of analysis for each relevant protected characteristic**

##### **Age**

Staff turnover has increased at SPT in the last year however; the overall workforce profile has not changed significantly since our 2021 report. Over a quarter of our workforce, 28% are aged 55 and above, no change from our last report. The proportion of staff in the 35-44 and 45-54 age groups has reduced slightly to 54% although the 35-44 age group has increased to 26% and the proportion of our workforce aged 20-25 has remained the same at 3%.

In terms of recruitment, 10% of our new starts are aged 20-25. This is reflective of the number of candidates who applied for vacancies from this age group during this period (10%).

##### **Caring Responsibilities**

SPT gathered data on caring responsibilities in 2020 and found that 26% of staff had caring responsibilities. SPT did not distinguish between caring for elderly dependents, children/grandchildren or, for example, caring for a spouse or partner at this stage. The percentage of staff with caring responsibilities has slightly increased in 2022 to 29%.

##### **Disability**

A higher proportion of staff than ever before have shared their personal data with us regarding disability reducing the gap, in our workforce data set, from 6% to 4%, demonstrating an increased confidence in how SPT uses this personal sensitive data. The proportion of staff declaring that they have a disability which includes an impairment, health condition or learning difference has slightly increased to 12% at December 2022.

##### **Gender Reassignment**

None of our staff have declared they have or intend to undergo gender reassignment. However, one job applicant declared they had undergone gender reassignment. SPT will continue to request information and will monitor this data regularly.

##### **Marriage and Civil Partnership**

49% of staff confirmed that they are married and the proportion of staff confirming that they are in a civil partnership has remained at 2%. 29% of staff confirmed they are single. 17% of staff confirmed they fall within other categories including divorced, widowed and other. 3% of staff preferred not to say.

## **Pregnancy and Maternity**

4 staff took maternity leave in 2022. One person reduced their working hours on their return to work and one person changed their working pattern on a temporary basis on their return to work; there are no employees on maternity leave at the time of writing the report.

## **Race**

Since our last report in 2021, the race profile in SPT has changed slightly. 2% of staff have said they are from a minority ethnic background. This remains lower than the latest Scottish Government statistics which show that people from minority ethnic backgrounds make up 4.6% of the population. 6% of our new starts in 2022 are from ethnic minority backgrounds.

## **Religion or Belief**

A significantly higher proportion of staff shared their personal data in terms of religion/belief when completing the equality monitoring survey in November 2022. The 2021 report confirmed that 11% of the workforce 'prefer not to say' or 'not known'. This has reduced to 7% in 2022. The data continues to show a broad range of beliefs amongst our staff. Christianity remains the most represented religion having increased slightly from 47% to 48%; a further 3% are Muslim, Hindu, Sikh or 'other' and 43% of staff state they have no religion, an increase from 38% in 2020.

## **Sex**

SPT's male to female ratio is 68:32. There is generally a good balance of men and women across many corporate job grades although it is evident that females are under-represented at senior levels in grades F, G and Chief Official.

By contrast, SPT's technical grades, which are typically found in Subway Engineering and Maintenance are predominantly male. This is a pattern evidenced in Scotland generally.

## **Sexual Orientation**

Heterosexuals make up the single biggest group in SPT in terms of sexual orientation at 89% of all staff. In terms of the proportion of staff identifying themselves as from the LGBT community; this has slightly increased from 4% to 5% since our report in 2021.

## **Gender Pay information**

SPT's most recent gender pay gap calculated as the percentage difference between men's average hourly basic pay on a full-time equivalent basis, and women's showed that the gap was 17.7% at December 2020. SPT will complete a detailed equal pay analysis as defined within the Equality Act 2010 (Gender Pay Gap Information) using data at 31 December 2022. Data from the UK Office for National Statistics shows that in Scotland the 2021 the gender pay gap was 11.6% with the UK level at 15.4%.

## **Equal pay analysis**

This data will be published in due course and any issues arising will be considered and addressed, with a report to SPT's Personnel Committee.

## **Statement on Equal Pay**

SPT is committed to fair pay systems underpinned by the principle of equal pay for work of equal value regardless of sex, race or disability. SPT recognises that in order to achieve equal pay, a salary, grading and benefit structure that is transparent, flexible, based on objective criteria and free from bias must be in place.