



# Employee Information Report

Workforce Composition | April 2019



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## Introduction

At **sportscotland** our commitment to inclusion underpins everything we do. Developing an inclusive and supportive workplace culture is part of this.

We use an annual equality monitoring survey to collect, store and analyse protected characteristics data of **sportscotland** employees. We use this equality monitoring data in a number of ways. It helps us:

- understand employees better. With an accurate overview of our workforce profile we can take targeted action to support and respond to employee needs
- promote awareness of the diversity of our workforce
- explore any trends and whether patterns of potential disadvantage or discrimination exist
- inform policy, decision making and make improvements
- provide targeted information, support and positive action initiatives
- comply with the law. All employers are responsible under the Equality Act 2010 for protecting employees from discrimination and harassment at work
- measure and report progress against our equality outcomes and inform our equality impact assessments.

We ran the 2018 equality monitoring survey over a three-week period in February 2019. We then compared the findings with previous surveys and the general Scottish population for each protected characteristic, where available.

## Methodology and response rate

The 2018 equalities monitoring survey was an online questionnaire available to all staff. Data has been managed in the strictest confidence and in line with the requirements of the Data Protection Act.

The survey had a total of 167 responses from staff on all contract types. The total number of staff at **sportscotland**, including those on zero hours and casual staff, is 436, giving a response rate of 38%.

By comparison:

- the 2016 survey had a 65% response rate (62% if zero hours and contract staff are excluded)
- the 2015 survey had a 64% response rate (65% if zero hours and contract staff are excluded)
- the 2014 survey had a 67% response rate (64% if zero hours and casual contract staff are excluded)
- the 2013 survey had a 67.3% response rate and the 2012 survey had a 73.6% response rate.

The survey results have identified a number of areas where we will take action for improvement.



## Employee information by protected characteristic

### Age & gender

Fifty-one per cent of all employees who responded to the survey stated that they were female with the remaining 49% stating that they were male. This is line with recent surveys in that the gender split is relatively even, although this is the first survey of the five where females make up the majority of responses.

Thirty-nine per cent of staff stated that they were aged between 35 and 44 followed by 26% who were aged between 45 and 54 and 22% who were aged 25 and 34. Nobody who responded to the survey was aged over 65.

When age range is split by gender, it is clear that the number of males compared to female is relatively balanced with slightly more females recorded in the 35-44 and 55-64 age brackets. There are four times as many females than males in the 16-24 age range although the total number of people who fall into this age bracket only accounts for 3% of all responses to the survey.

Figure 1: sportscotland gender profile

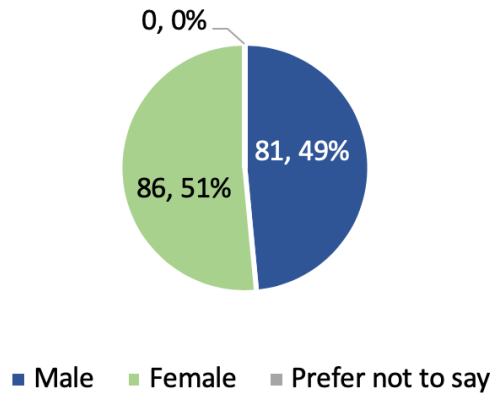


Figure 2: sportscotland age profile

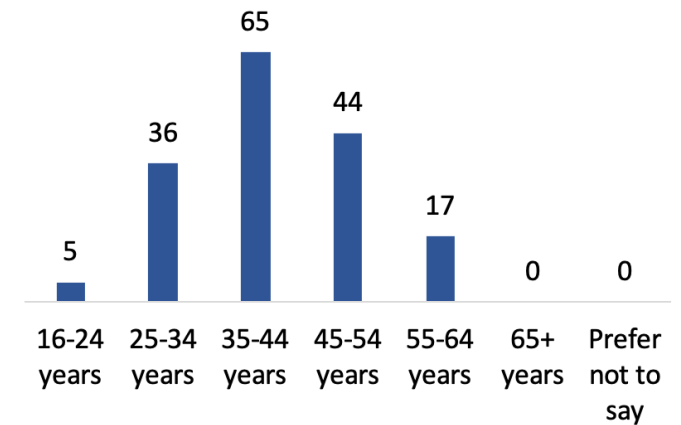
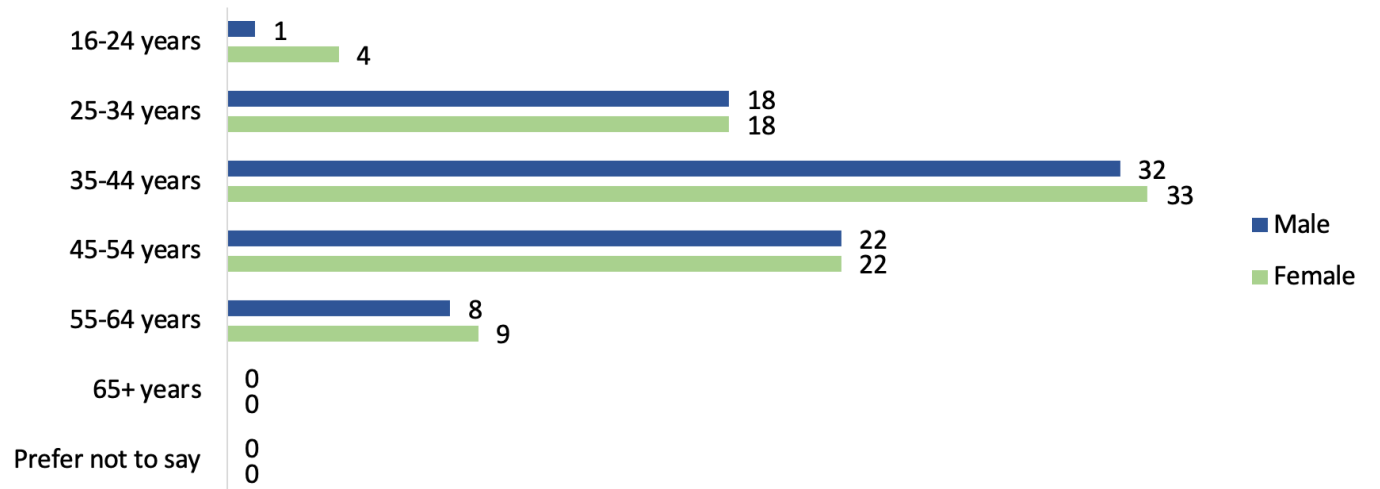


Figure 3: sportscotland age by gender



(Total response n=167)

## Gender reassignment

**sportscotland** employees were asked if they had ever identified as transgender – 166 people responded to this question with 100% stating that they had never identified as transgender.

In the 2016 survey 98.3% of employees stated that they did not identify as transgender with the remaining 1.7% preferring not to disclose this information. In the 2015 and 2014 surveys, the results were the same with 98.6% of respondents answering ‘no’ to this question and 1.4% answering ‘prefer not to say’. The 2013 survey remains the only one where anyone answered ‘yes’ to this question.

## Race

The survey asked staff to identify which ethnic group they identified with most and 81% of employees identified as white Scottish followed by 8% who stated that they were white English and 4% who identified as being from another white ethnic group.

There is an increase in the number of employees who identified as being white Scottish when compared with the 60% of employees who stated they were white Scottish in 2016. When each individual ethnic origin is grouped, 96% of **sportscotland** staff identified as white.

Figure 4: **sportscotland** ethnic groups



Figure 5: **sportscotland** ethnic origins



(Total Response n=167)

**Table 1: Ethnicity comparison between sportscotland staff and Scottish population**

Ethnic Group	sportscotland %	Scottish Population %
White Scottish	81.4%	84%
White British	10%	8%
Other white ethnic group	4.2%	1%
White Irish	1.2%	1%
Any mixed or multiple ethnic groups	1.2%	0.4%
Other ethnic group	1.2%	0.3%
Pakistani, Pakistani Scottish or Pakistani British	0.6%	1%
Indian, Indian Scottish or Indian British	0.6%	-

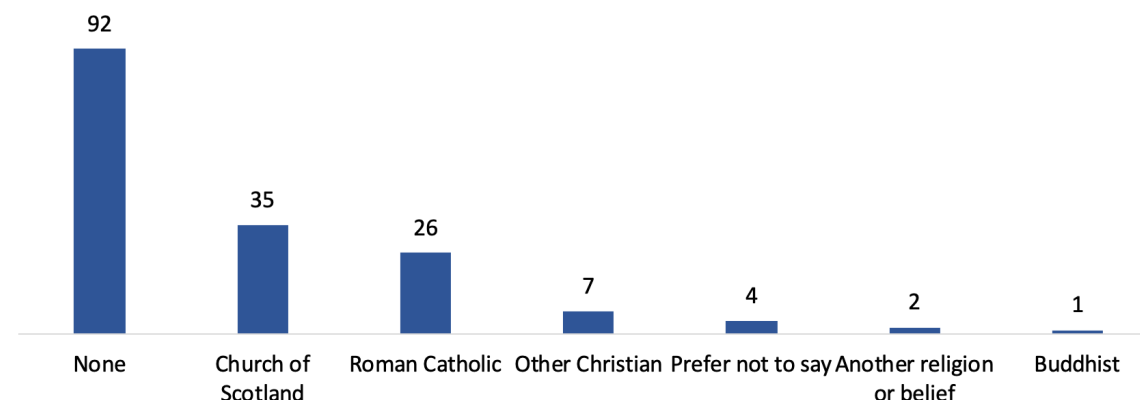
The above table shows that there is a slightly lower representation of white Scottish employees when compared with the Scottish population. This is in line with the previous survey although the gap has been closed significantly as 60.1% of staff identified as white Scottish in 2016. There is also a higher representation of white British employees at **sportscotland** compared to the rest of the population although this figure has dropped to 10% in 2018 from 32% in 2016.

**sportscotland** has a higher representation of people from other white ethnic groups, Irish, mixed ethnic groups and other ethnic origins when compared with the rest of the population although **sportscotland** has slightly fewer employees with a Pakistani background when compared with the Scottish population.

## Religion and belief

Employees were asked to identify their religion or belief; 55% of all employees stated that they held no religious belief, an increase on the 45% who stated they had no belief in 2016. This is followed by 21% who were Church of Scotland and 16% who were Roman Catholic. Four per cent of employees identified as following another Christian faith while 2% did not wish to disclose their religion.

**Figure 6: sportscotland religion or belief breakdown**



(Total Response n=167)

**Figure 6: sportscotland religion or belief breakdown**

Religion/Belief	sportscotland %	Scottish Population %
None	55.1%	36.7%
Church of Scotland	21.0%	32.4%
Roman Catholic	15.6%	15.9%
Other Christian	4.2%	5.5%
Prefer not to say	2.4%	N/A
Another religion or belief	1.2%	0.3%
Buddhist	0.6%	0.2%

The above table show the differences in religions and beliefs between **sportscotland** staff and the rest of the Scottish population. Over half of employees stated that they have no religion in belief which is a significantly higher share than the rest of the Scottish population (36.7%).

Fewer **sportscotland** staff identify as Church of Scotland while a higher proportion of **sportscotland** employees follow another religion or belief when compared with the rest of the Scottish population.

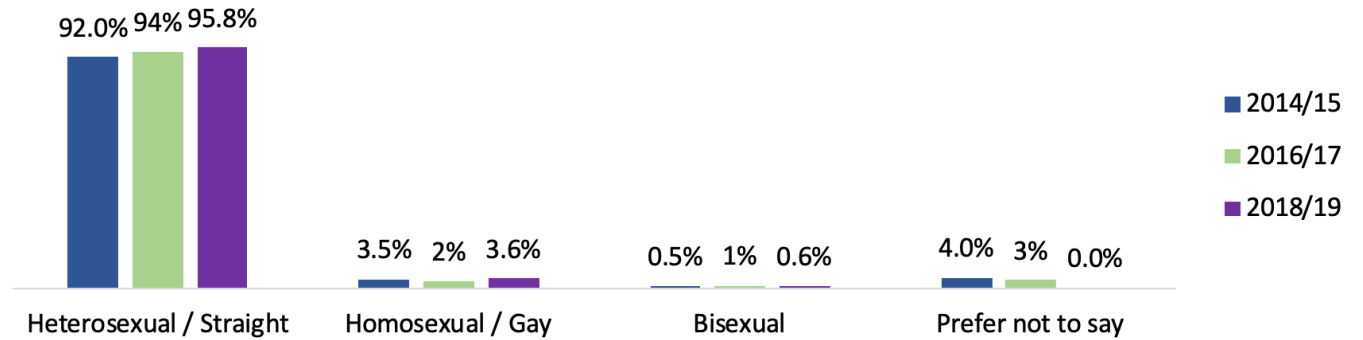
## Sexual orientation

When asked about their sexual orientation, 96% of responders stated that they were heterosexual followed by 4% who identify as homosexual and 1% who are bisexual.

A slightly higher proportion of responders this year stated that they were either heterosexual or homosexual, while nobody this year stated that they would prefer not to disclose their sexual orientation.

Of the employees who identified as homosexual or bisexual, 100% stated that they felt comfortable about being open with their sexuality at home, with colleagues, with their manager, with clients and at work generally.

Figure 7: sportscotland sexual orientation



(Total Response n=167)

Figure 7: sportscotland sexual orientation: where are employees comfortable being open about their sexual orientation?



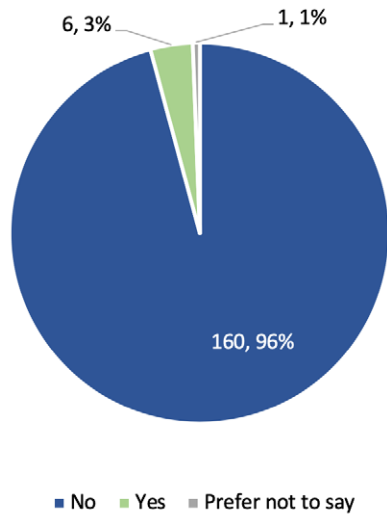
(Total Response n=7)

## Disability

Of the employees who responded to the survey, 4% considered themselves to have a disability; <1% did not disclose their disability status while the remaining 96% of employees did not consider themselves to have a disability.

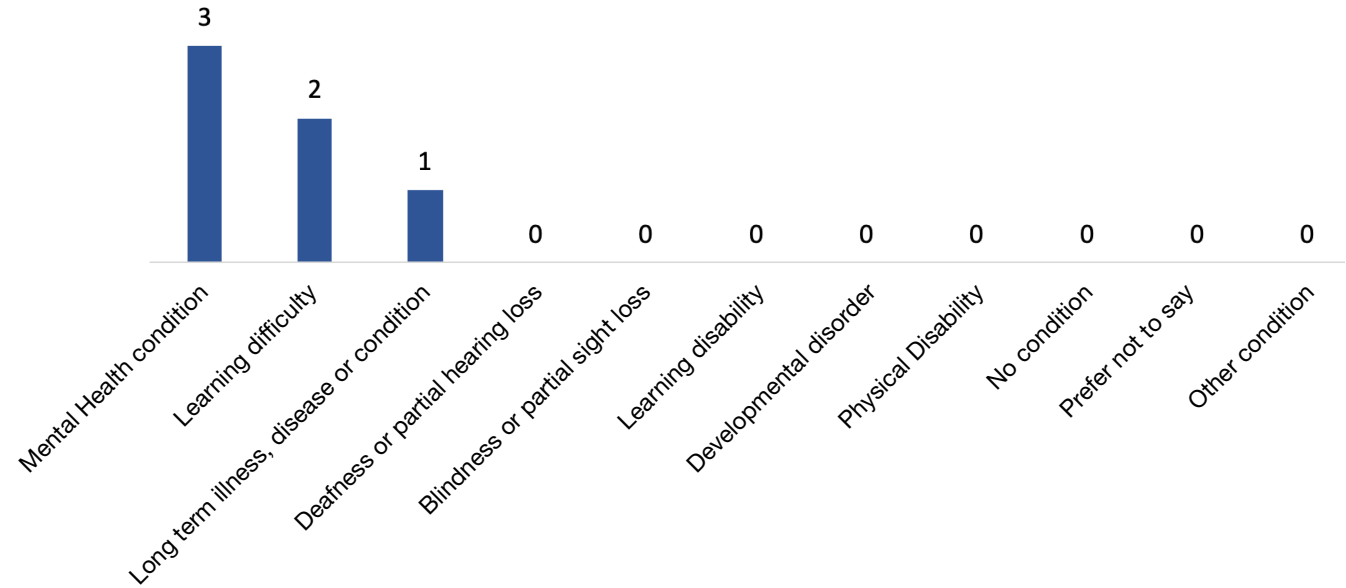
Of the employees who did have a disability, 50% stated that this was a mental health condition followed by 33% who had learning difficulties and 17% who were dealing with a long-term illness, disease or condition.

**Figure 8: sportscotland staff who consider themselves to have a disability**



(Total Response n=167)

**Figure 9: sportscotland staff who consider themselves to have a disability: disability type**



(Total Response n=6)



## Caring responsibilities

Employees were asked to describe their caring responsibilities with 56% of **sportscotland** staff stating that they had none; 39% of staff stated that they cared for a child or children while 5% cared for an adult while 1% did not want to disclose their caring responsibilities.

Of the employees who stated that they cared for an adult, 83% stated that they cared for one adult while 17% cared for two; 52% of employees who cared for children stated that they currently cared for two children followed by 37% who cared for one child and 10% who cared for three; 2% of employees who responded to the survey cared for four children.

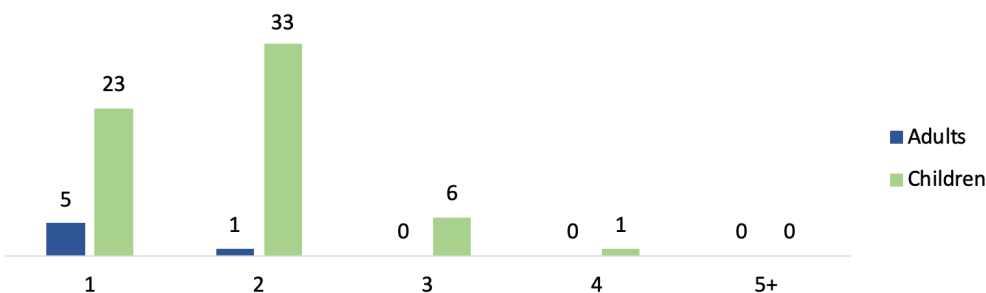
When asked if they cared for children and/or adults, 55% of employees said no; 39% stated that they cared for a child only while 3% cared for both children and adults. A further 3% cared for adults only while 1% did not want to disclose an answer to this question.

Figure 10: **sportscotland** staff caring responsibilities



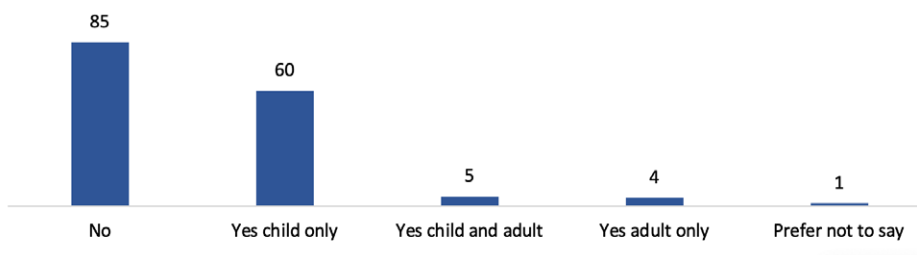
(Total Response n=167)

Figure 11: **sportscotland** staff caring responsibilities: number of dependents



(Total Response n=69)

Figure 12: **sportscotland** staff caring responsibilities: adult/child split

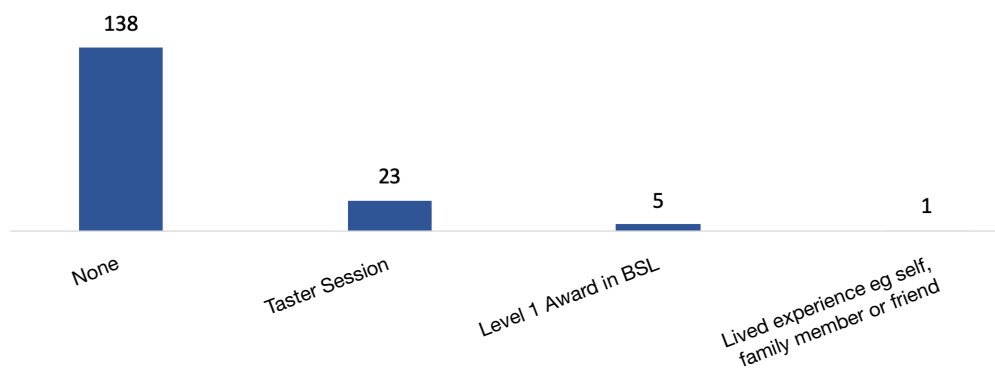


(Total Response n=155)

## British Sign Language

The 2018 survey asked **sportscotland** employees to indicate their level of BSL experience. The same question was asked in 2016 with 85% of employees then stating that they had no experience of BSL. This year, 83% of employees said they had no experience with 14% stating that they had attended a taster session in BSL; 3% of employees had a level 1 award in BSL while 1% had lived experience in BSL.

Figure 13: **sportscotland** BSL experience

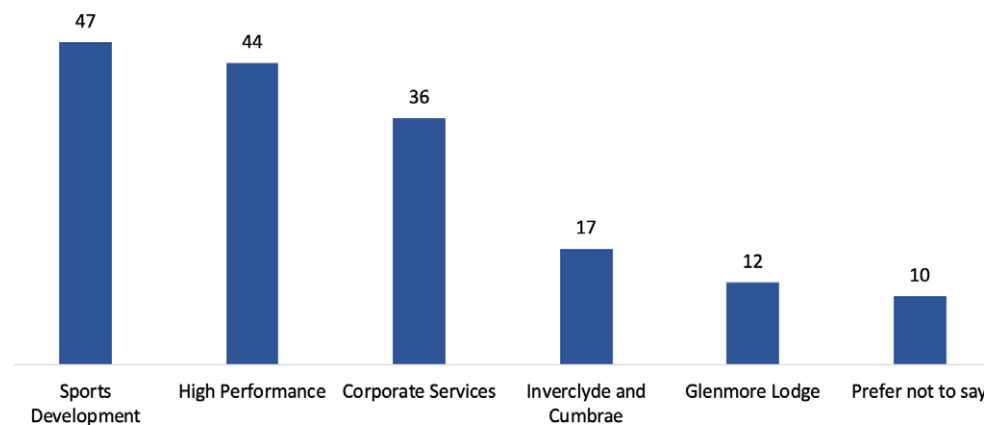


(Total Response n=167)

## Employee department

Of the employees who completed this survey, 28% were from Sports Development followed by 27% from High Performance and 22% from Corporate Services. Employees from the Inverclyde, Cumbrae and Glenmore Lodge national training centres accounted for 17% of all responses while 6% of staff did not want to disclose which area of the organisation they currently worked in.

Figure 19: **sportscotland** responses by department



(Total Response n=166)

## Occupational segregation

The information presented in this report is taken from the sensitive information section of our HRIS, iTrent, where 79% of 418 employees had completed at least one section.

There are two main types of occupational segregation: horizontal and vertical.

### Horizontal segregation

Horizontal segregation is when employees sharing certain protected characteristics are clustered by job type or category. We do not currently cluster jobs horizontally so are unable to publish any data at present.

However, as part of our ongoing reward project we aim to introduce career families, which will help us explore horizontal segregation.

### Vertical segregation

Vertical segregation is when employees sharing certain protected characteristics are clustered by pay grade. This section outlines our vertical segregation data. Any table or graph which shows “\*” instead of a value refers to an item with less than 10 responses.

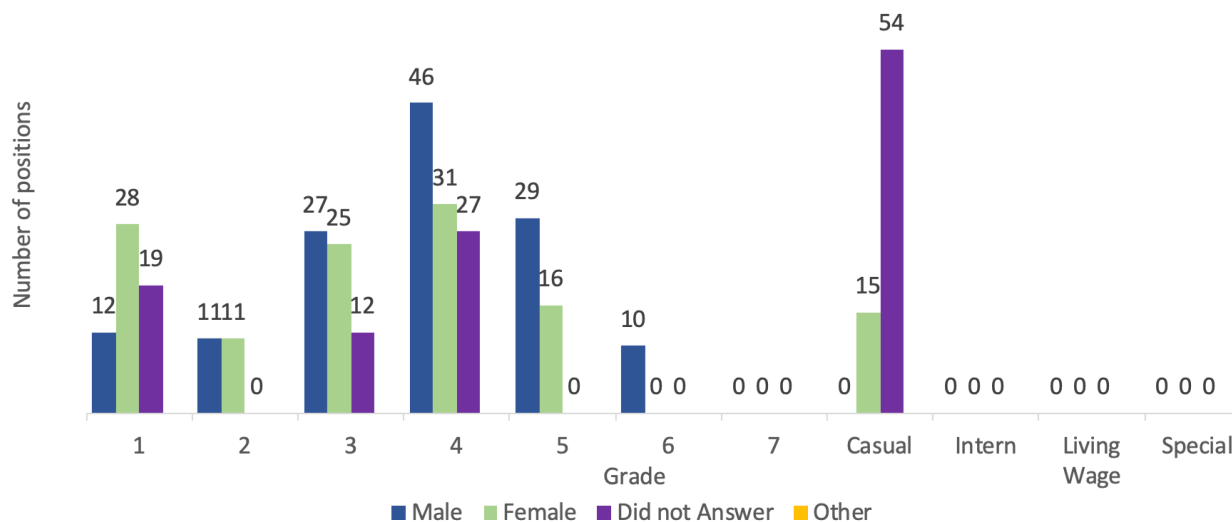
### Job grade by gender

Table 4 and Figure 20 show job grade by gender, and 69% of all employees completed this part of the sensitive information section of iTrent. One hundred and fifty employees recorded that they were male while 135 were recorded as female. Less than 10 members of staff in pay grades 1, 3 and 4 selected “other”. Most staff in grade 1 were recorded as female while more employees in grades 3, 4, 5 and 6 were recorded as male. There are no females currently on grade 7 of the salary scale.

Table 4: sportscotland grade by gender

Grade by gender	Gender				Totals
	Male	Female	Did not Answer	Other	
1	12	28	19	*	* 14%
2	11	11	*	0	* 7%
3	27	25	12	*	* 16%
4	46	31	27	*	* 25%
5	29	16	*	0	* 12%
6	10	*	0	0	* 4%
7	*	0	0	0	* 1%
Casual	*	15	54	0	* 18%
Intern	0	0	*	0	* 0%
Living Wage	0	0	*	0	* 1%
Special	*	*	*	0	10 2%
<b>Totals</b>	<b>150</b> 36%	<b>135</b> 32%	<b>130</b> 31%	<b>*</b> 1%	

Figure 20: sportscotland grade by gender



## Job grade by disability

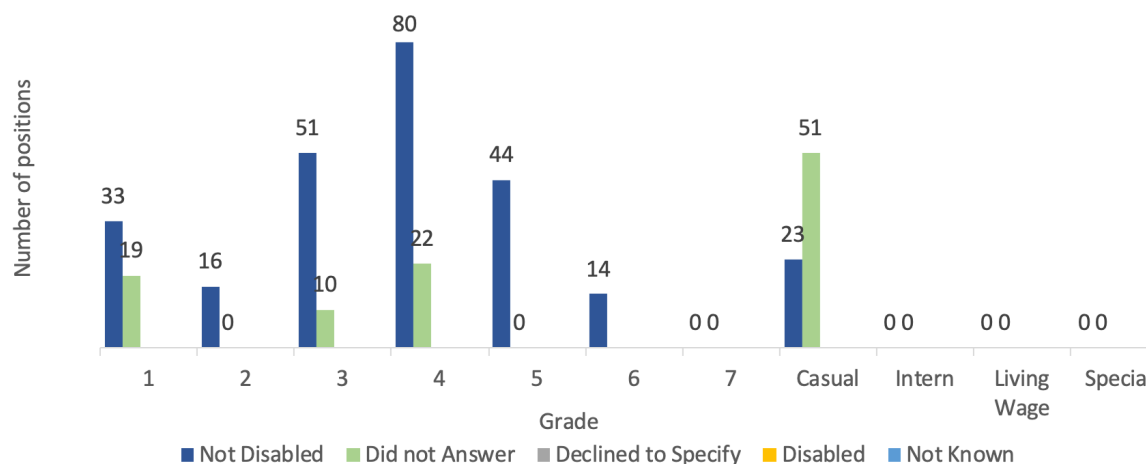
Table 5 and Figure 21 show job grade by disability; 65% of **sportscotland** employees recorded that they were not disabled while 29% did not provide an answer to this section and 2% of staff recorded that they were disabled, while 1% of employees stated that they did know if they were disabled.

Less than 10 employees in grade 1, 2, 5 and casual stated that they did consider themselves to be disabled.

Table 5: **sportscotland** grade by disability

Grade by Disability	Disability					Totals	
	Not Disabled	Did not Answer	Declined to Specify	Disabled	Not Known		
1	33	19	*	*	*	60	14%
2	16	*	*	*	0	28	7%
3	51	10	*	0	*	65	16%
4	80	22	*	0	*	105	25%
5	44	*	*	*	0	49	12%
6	14	0	0	0	*	*	4%
7	*	0	0	0	0	*	1%
Casual	23	51	0	*	0	*	18%
Intern	0	*	0	0	0	*	0%
Living Wage	0	*	0	0	0	*	1%
Special	*	*	*	0	0	10	2%
<b>Totals</b>	<b>271</b>	<b>120</b>	<b>11</b>	<b>10</b>	<b>*</b>		
	<b>65%</b>	<b>29%</b>	<b>3%</b>	<b>2%</b>	<b>1%</b>		

Figure 21: **sportscotland** grade by disability



## Job grade by race

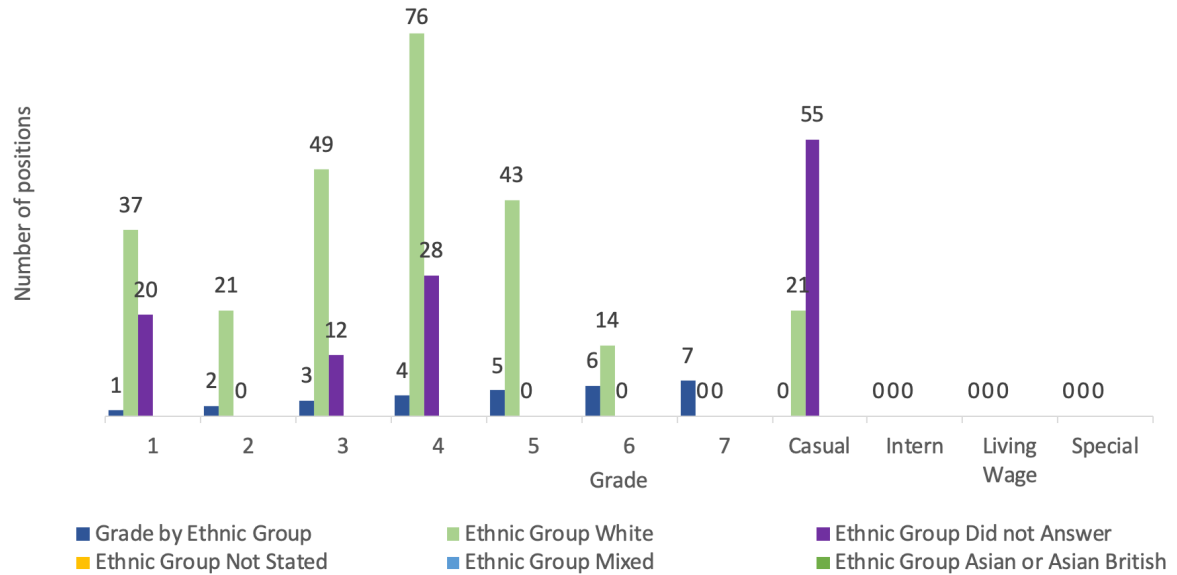
Two hundred and seventy-one (65%) employees recorded that they were white while 135 (32%) employees did not provide a response and 2% of employees selected “not stated” from the available options. Of the 68% of staff who completed this section in iTrent, none selected “black” or “other ethnic group” from the available options.

Less than 10 employees in grades 1, 2 and 3 stated that they were from a mixed or Asian background. Less than 10 staff in grades 1, 3, 4, 5 and casual selected “not stated”.

Table 6: sportscotland grade by race

	Grade by Ethnic Group	Race / Ethnic group							Totals	
		White	Did not Answer	Not Stated	Mixed	Asian or Asian British	Black or Black British	Other Ethnic Groups		
Grade	1	37	20	*	*	0	0	0	60	14%
	2	21	*	0	0	*	0	0	28	7%
	3	49	12	*	*	0	0	0	65	16%
	4	76	28	*	0	0	0	0	*	25%
	5	43	*	*	0	0	0	0	49	12%
	6	14	*	0	0	0	0	0	*	4%
	7	*	0	0	0	0	0	0	*	1%
	Casual	21	55	*	0	0	0	0	*	18%
	Intern	0	*	0	0	0	0	0	*	0%
	Living Wage	0	*	0	0	0	0	0	*	1%
	Special	*	*	*	0	0	0	0	10	2%
	<b>Totals</b>	<b>271</b> <b>65%</b>	<b>135</b> <b>32%</b>	<b>*</b> <b>2%</b>	<b>*</b> <b>0%</b>	<b>*</b> <b>0%</b>	<b>0</b> <b>0%</b>	<b>0</b> <b>0%</b>		

Figure 22: sportscotland grade by race



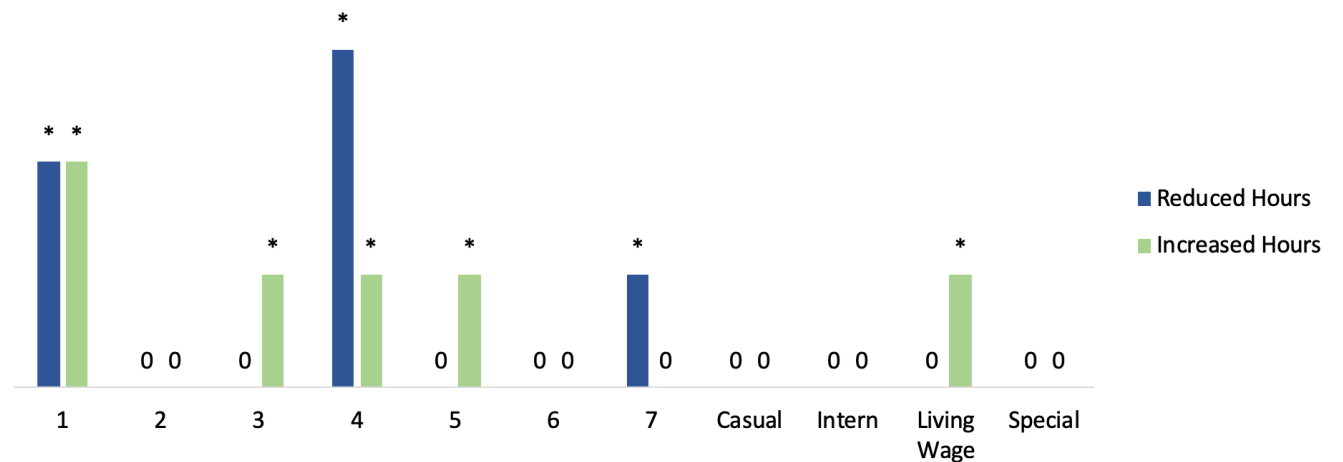
## Requests for reduced & increased hours - 2018

Six requests were made in 2018 by staff to reduce their hours and 50% of these were made by employees in grade 4 positions, with two requests made by employees in grade 1 positions and 1 request by an employee in grade 7.

A further six requests were made by employees in 2018 to increase their hours with two of these coming from grade 1 positions while further requests were made by employees in grade 3, 4 and 5 and living wage positions.

All requests to change working hours in 2018 were approved although we do not currently record the data explaining the reasons behind the changes.

Figure 23: sportscotland requests to reduce or increase hours – 2018



## New starters by age & gender - 2018

Sixty-four new employees joined **sportscotland** in 2018, of which 48% were male and the remaining 52% female. Of all new starters in 2018, 42% were aged between 25 and 34 followed by 23% aged between 35 and 44 and 17% aged between 16 and 24.

The majority of all new starters aged between 25 and 44 were recorded as male while all six new starts aged over 55 were female.

Seventy-five per cent of new starts who joined **sportscotland** at grade 1 level were female with the majority of new starts in grades 2, 3 and 4 recorded as male.

Figure 24: **sportscotland** new starts - gender

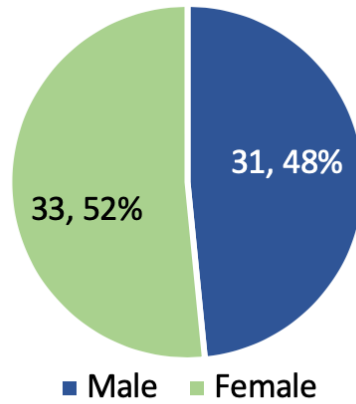


Figure 25: **sportscotland** new starts – age

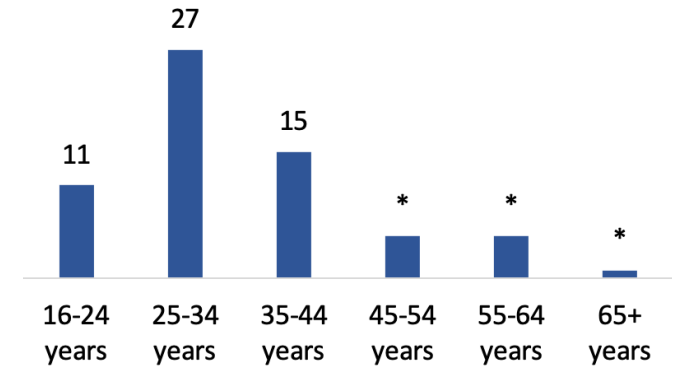


Figure 26: **sportscotland** new starts – age by gender

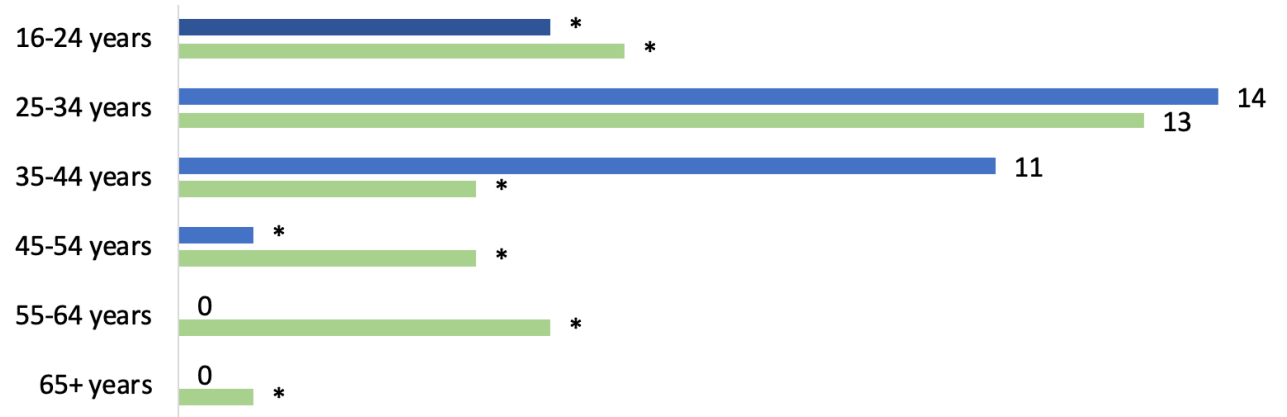
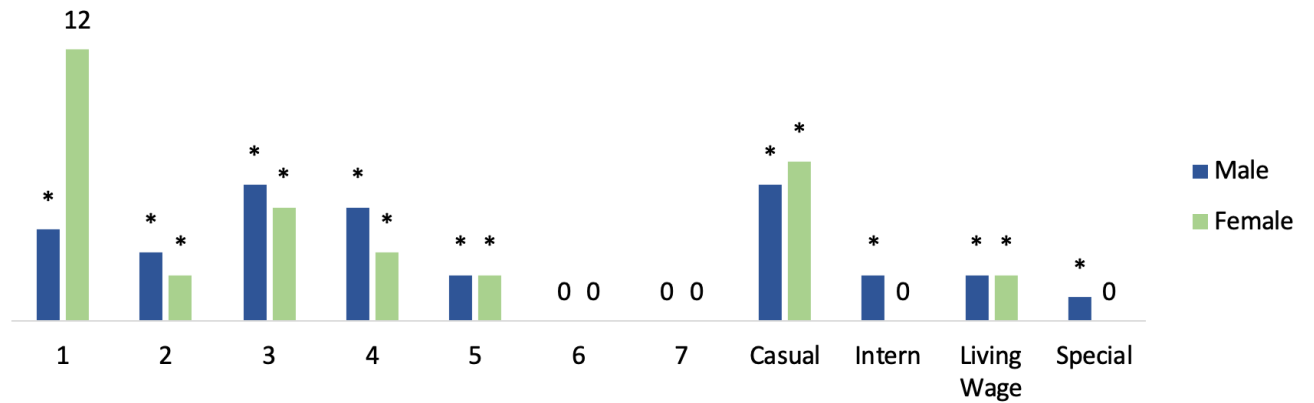


Figure 27: sportscotland new starts – gender by grade



## Leavers by age & gender - 2018

Sixty-four people left sportscotland in 2018 of which 55% were male.

Thirty-nine per cent of leavers were aged between 25 and 34, 19% were aged between 35 and 44 while 14% were aged between 45 and 54.

The majority of leavers aged between 16 and 34 were male while twice as many female leavers compared to male leavers were recorded in the 35-44 age bracket.

All leavers over the age of 65 in 2018 were recorded as male.

Figure 28: sportscotland leavers - gender

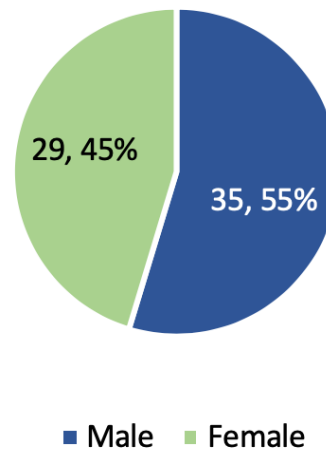


Figure 29: sportscotland leavers – age

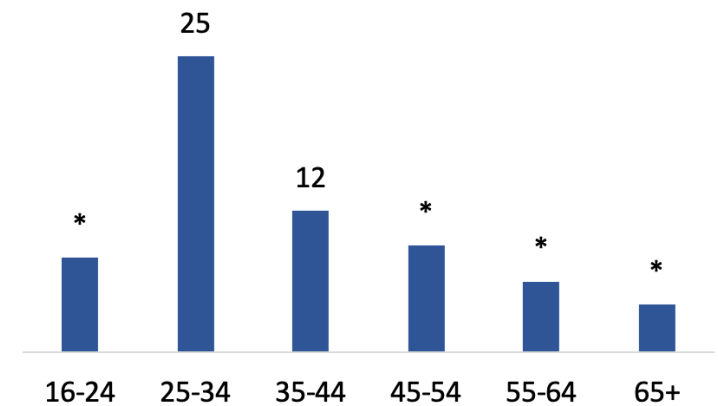
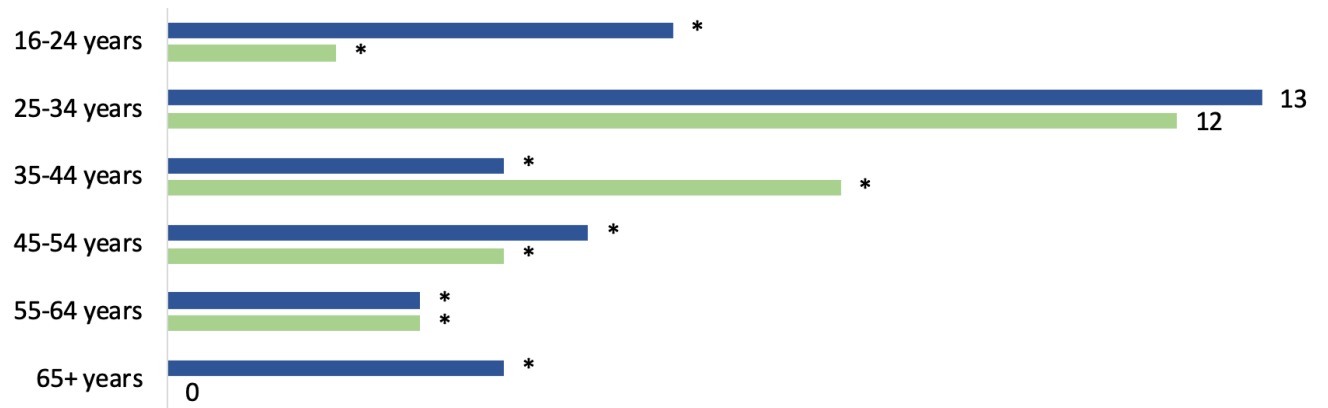




Figure 30: sportscotland leavers – age by gender

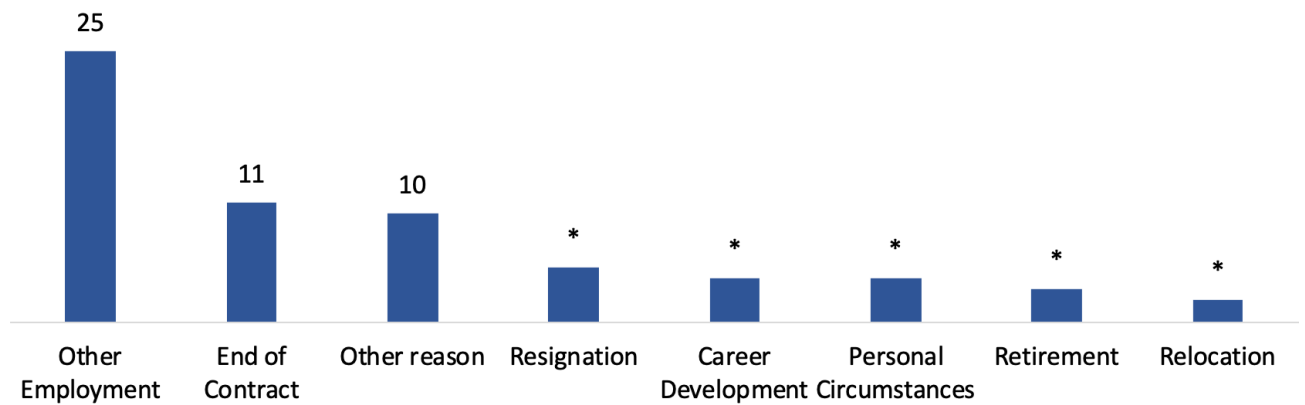


## Reasons for leaving - 2018

Of the 64 leavers recorded in 2018, 39% left as they had found other employment. This is followed by 17% of leavers who had reached the end of their contract and 16% who resigned for another reason or resigned with no reason given.

Five per cent of employees who left **sportscotland** in 2018 retired from work while two employees left the organisation due to relocation.

Figure 31: sportscotland leavers – reason for leaving



## Gender pay gap review

The data used to conduct this gender pay gap review was taken on 20 February 2019. The gender pay review was carried out in-line with the new Gender Pay Gap Regulations 2017, analysing the mean and median pay by gender and the number of male and female staff by pay quartile. More information on the full Gender Pay Gap regulations can be found on the Governments Equalities Office website.

Analysis of the hourly mean and median base pay by gender shows a gender pay gap of 11.7% and 7.5% respectively:

	Female	Male	All Staff	Gender
Mean:	£17.21	£19.48	£18.47	11.7%
Median:	£17.07	£18.45	£17.75	7.5%
No. of Staff:	150	190	340	

**sportscotland** has no bonus scheme so this aspect of the analysis has been excluded. Splitting the staff into the four equal pay quartiles shows that there is a higher percentage of female staff in the lowest quartile but a lower percentage in the other three quartiles:

Quartile Band	Pay Range (hourly pay)	Female	Male	All Staff
D	£21.38 - £49.33	32%	68%	100%
C	£17.75 - £21.38	45%	55%	100%
B	£12.85 - £17.74	42%	58%	100%
A	£8.72 - £12.84	58%	42%	100%

This analysis includes both full and part-time staff (excluding casual staff). For the UK as a whole the gender pay gap in 2018 stood at 17.9% (source: ONS).

## Equal pay review

The data used to conduct this equal pay review was taken on 20 February 2019. Of the 340 employees in **sportscotland** on this date 150 (44%) were female and 190 (56%) were male. The analysis of median base pay by grade gives the following results:

Grade	Staff		Median Base Pay		
	Female	Male	Female	Male	Female as % of Male
1	43	23	£ 20,538	£ 18,586	110.5%
2	13	18	£ 24,824	£ 23,868	104.0%
3	26	37	£ 30,649	£ 31,393	97.6%
4	42	59	£ 40,899	£ 39,772	102.8%
5	15	34	£ 51,459	£ 48,618	105.8%
6	4	10	£ 64,236	£ 62,057	103.5%
7	0	2	-	£ 87,970	-

The percentage of male and female employees in grades one to three was 49% and 51% respectively. However, grade one had 65% of female staff compared with 35% of male staff. Of the six grades where female staff were present, they earned higher median pay than men in five of the grades. The highest median pay difference is 6.5% in favour of female staff in grade one.

When considering mean (average) pay, the differences were less marked but female staff were still paid more than male staff in five of the six grades they were both present.

For full-time staff, the difference in mean pay ranged across six grades from £956 to £2,841 per annum. Women in grade 5 were paid on average £2,841 more than men.

As a rule a significance test of 4.5% was accepted and equal pay percentage results lower than this level were not considered significant.

# Statement on equal pay

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## Statement on equal pay

The following statement on equal pay has been taken from **sportscotland**'s equal pay policy.

**sportscotland** fully supports the principles of equality in all aspects of employment and believes that through their commitment to equal opportunities employees should receive equal pay for like work, work rated as equivalent or work of equal value.

In supporting these equality principles, **sportscotland** believes that employees should receive equal pay for equal work irrespective of their gender. This includes employees who have undergone gender re-assignment. This equality principle is also extended to race, colour, nationality, ethnic or national origins, age, disability, marital or parental status, caring responsibilities for dependants, sexual orientation, religion or beliefs, non/union membership, political belief or socio-economic background.

In order to achieve equal pay for employees doing equal/like work, **sportscotland** recognises that it is essential to operate a transparent pay and reward system which ensures that pay is awarded fairly, based on objective criteria and free from bias.

**sportscotland**'s people management toolkit includes further information, including its equal pay and pay policies.



The **sport**scotland group is made up of **sport**scotland and the **sport**scotland Trust Company (National Training Centres). **sport**scotland incorporates the **sport**scotland institute of sport, the high performance arm of **sport**scotland.

For further information please contact:

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