HIGHLANDS AND ISLANDS ENTERPRISE

Diversity and Inclusion Monitoring
2015

1965 50 2015
H I E
Highlands and Islands Enterprise
Iomairt na Gàidhealtachd 's nan Eilean

Contents

Introduction

The information presented in this report, is gathered by the Human Resources team at Highlands and Islands Enterprise (HIE) throughout the course of the year. The information gathered is used to advance equality and eliminate discrimination, and assists HIE in the formulation of any new or the revision of older policies.

An analysis of the information presented is currently underway to identify any trends in the data collated and consider if there are areas for change in policy or practice to meet the changing needs of HIE's workforce. It is intended for future equality and diversity monitoring to move the analysis date to 31st August which will align with equal pay analysis timelines. This will achieve efficiencies in terms of the analysis undertaken and allow full analysis of the equality and monitoring information prior to publication deadlines.

Further employee information is available by referring to the Employment section of the Equality Mainstreaming report section 5.

Representation at a glance

The charts on the following pages provide a visual depiction of Highlands and Islands Enterprise (HIE) as at 31st March 2015 broken down by protected characteristics in relation to HIE's Public Sector Equality Duty in terms of the Equality Act 2010.

The charts include:

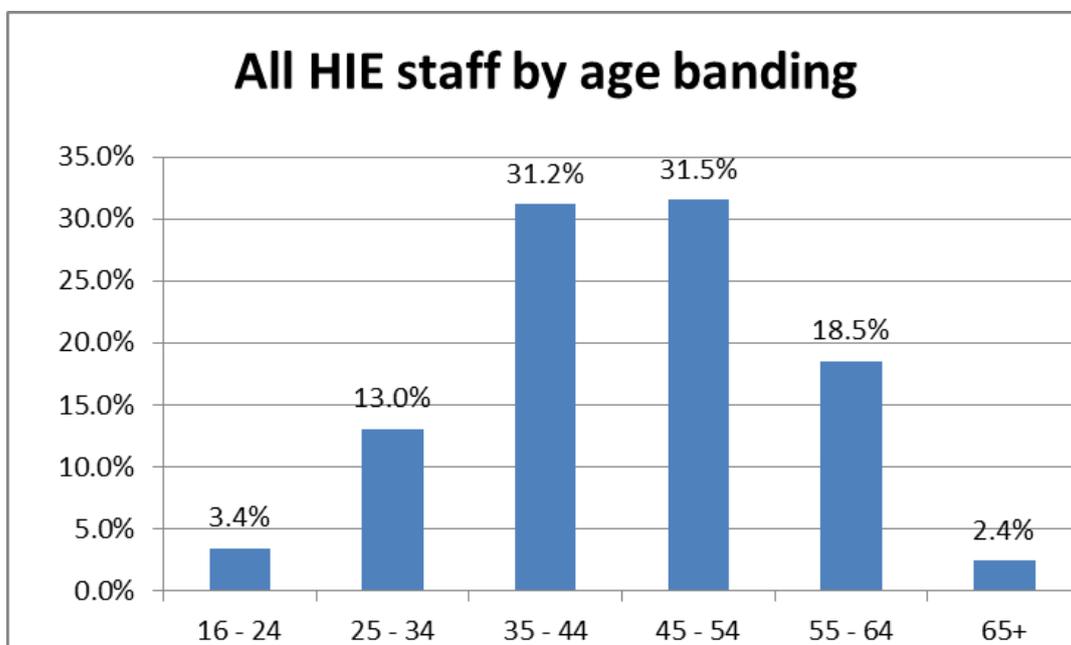| Chart 1: | All HIE staff by sex |
Chart 2:	All HIE staff by age banding
Chart 3:	All HIE staff by age banding and sex
Chart 4:	All HIE staff by disability
Chart 5:	All HIE staff by race and ethnic origin
Chart 6:	All HIE staff by sexual orientation
Chart 7:	All HIE staff by religion or belief
Chart 8:	All HIE staff by work pattern (full or part time)
Chart 9:	All HIE staff by grade and work pattern (full or part time)
Chart 10 and 11:	All Flexible working requests received
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Charts 15 and 16:	All HIE staff leavers during the year
Charts 17 to 20:	All HIE new starters during the year

Chart 1: All HIE staff by sex

As at 31st March 2015, HIE directly employed 292 staff. Chart 1, shows the number of staff split between male (108) and female (184).

All HIE staff by sex

Female ■ Male

37%

63%
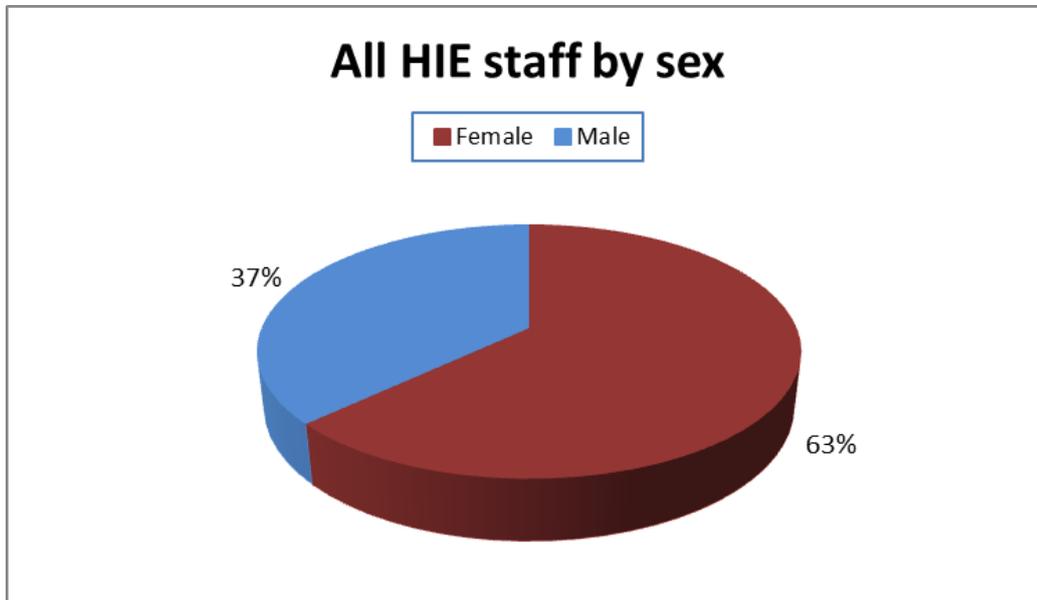
Chart 2: All HIE staff by age banding

Chart 2 provides a breakdown of all HIE staff by age banding.
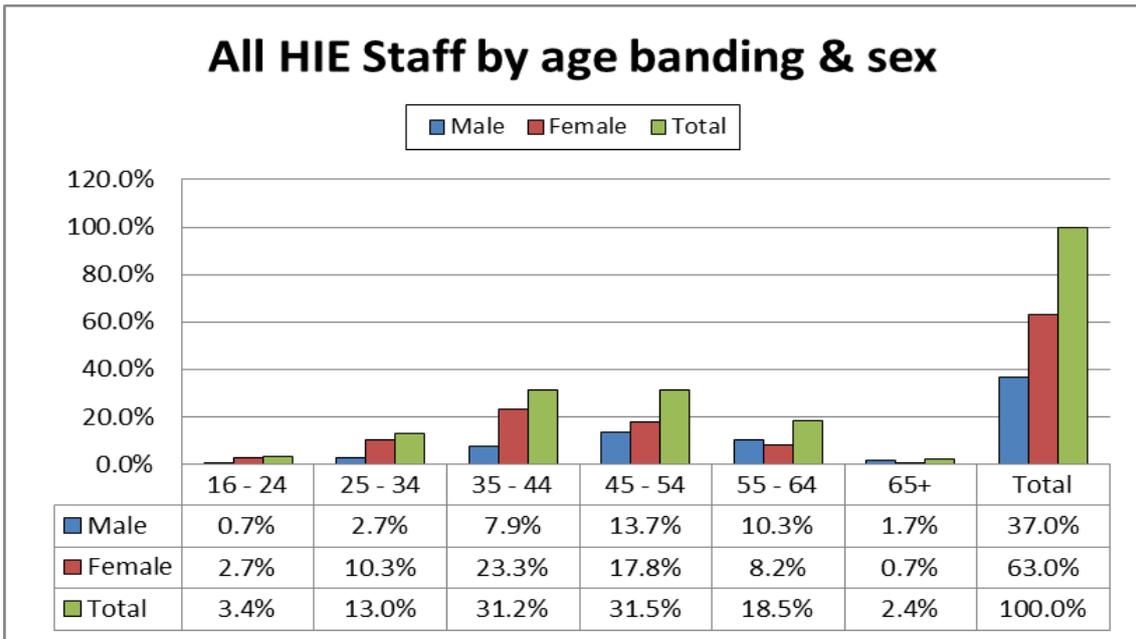
All HIE staff by age banding

Age band	Percentage
16 - 24	3.4%
25 - 34	13.0%
35 - 44	31.2%
45 - 54	31.5%
55 - 64	18.5%
65+	2.4%

Chart 3: All HIE staff by age banding and sex

All HIE Staff by age banding & sex

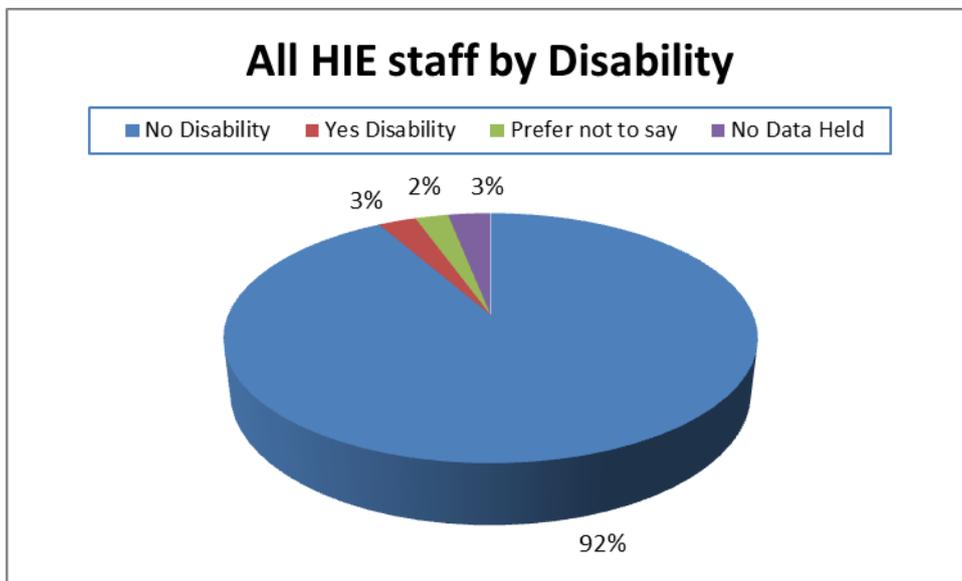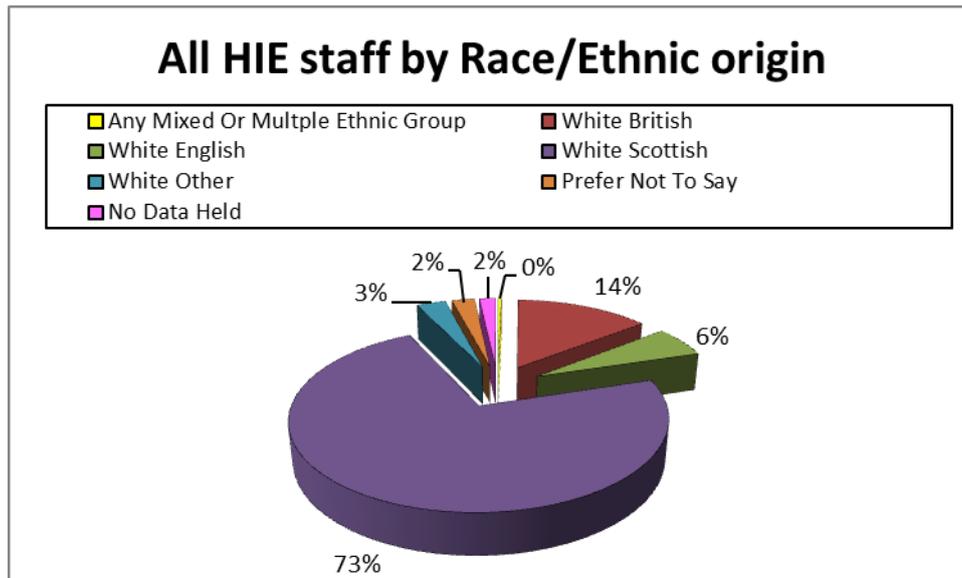|	16 - 24	25 - 34	35 - 44	45 - 54	55 - 64	65+	Total
Male	0.7%	2.7%	7.9%	13.7%	10.3%	1.7%	37.0%
Female	2.7%	10.3%	23.3%	17.8%	8.2%	0.7%	63.0%
Total	3.4%	13.0%	31.2%	31.5%	18.5%	2.4%	100.0%

Chart 3 above shows All HIE staff by age banding and further split by sex.

The average age of HIE staff has risen slightly in recent years from 42 in 2006 to 43 in 2009. As at 31st March, the average age of HIE staff is 45 years with an average age of 43 years for female staff and 49 years for male staff.
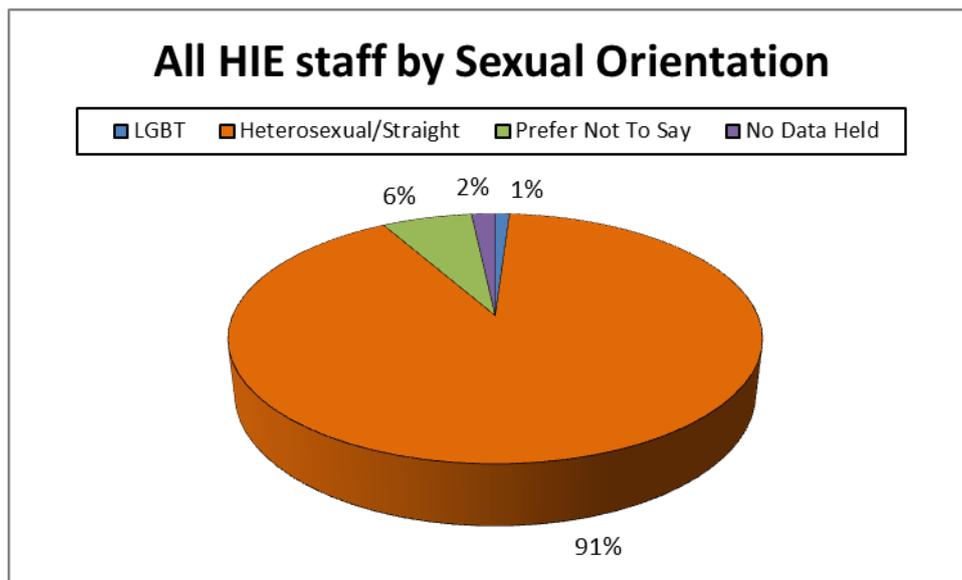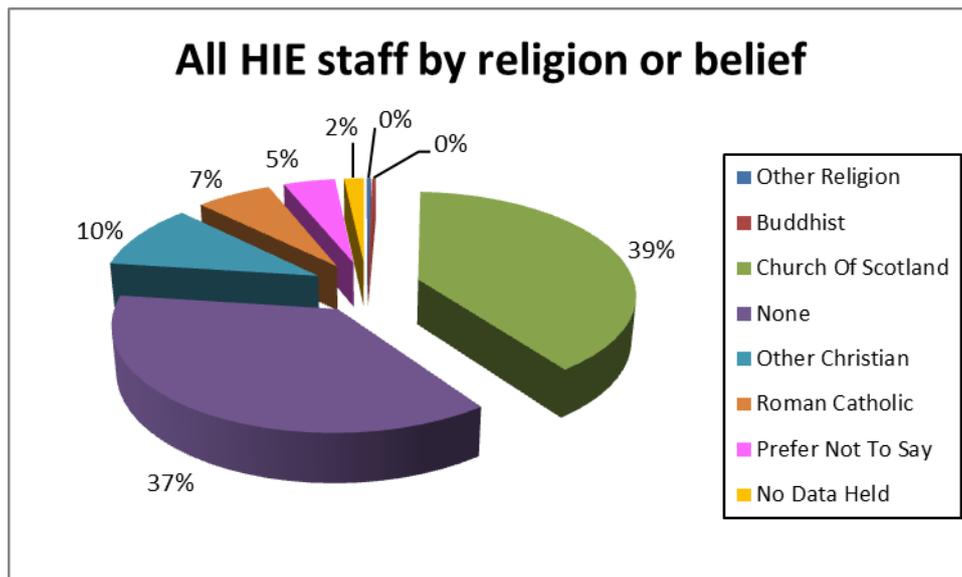
Chart 4: All HIE staff by disability

All HIE staff by Disability

Legend: No Disability, Yes Disability, Prefer not to say, No Data Held

3%   2%   3%

92%

Chart 5:   All HIE staff by race and ethnic origin

All HIE staff by Race/Ethnic origin

Legend:
- Any Mixed Or Multple Ethnic Group
- White British
- White English
- White Scottish
- White Other
- Prefer Not To Say
- No Data Held

3% — 2% — 2% — 0% — 14% — 6% — 73%

Chart 6:   All HIE staff by sexual orientation

All HIE staff by Sexual Orientation

Legend: LGBT | Heterosexual/Straight | Prefer Not To Say | No Data Held

6% — 2% — 1% — 91%

Chart 7:   All HIE staff by religion or belief

All HIE staff by religion or belief

- Other Religion
- Buddhist
- Church Of Scotland
- None
- Other Christian
- Roman Catholic
- Prefer Not To Say
- No Data Held

Chart 8:   All HIE staff by work pattern

All HIE staff by work pattern

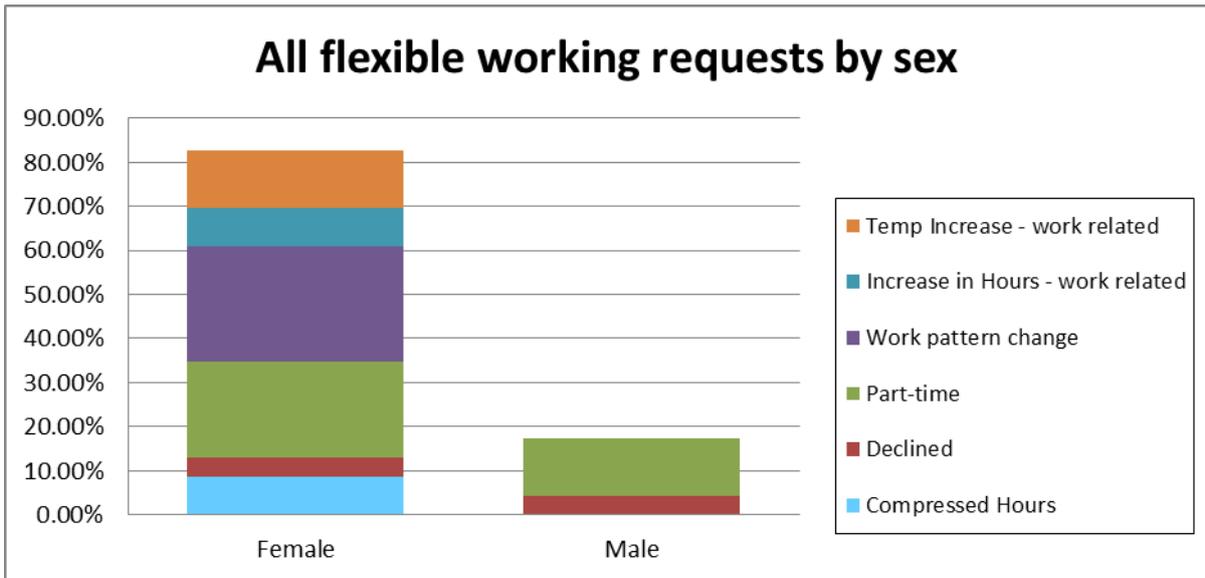|	Full Time Standard Work Pattern	Full Time Flexible Work Pattern	Full Time Total	Part Time Total
Female	50.4%	7.4%	47.9%	15.1%
Male	40.9%	1.2%	34.9%	2.1%

Chart 9:   All HIE staff by grade and work pattern (full or part time)

Chart 10:   Flexible Working Requests Received
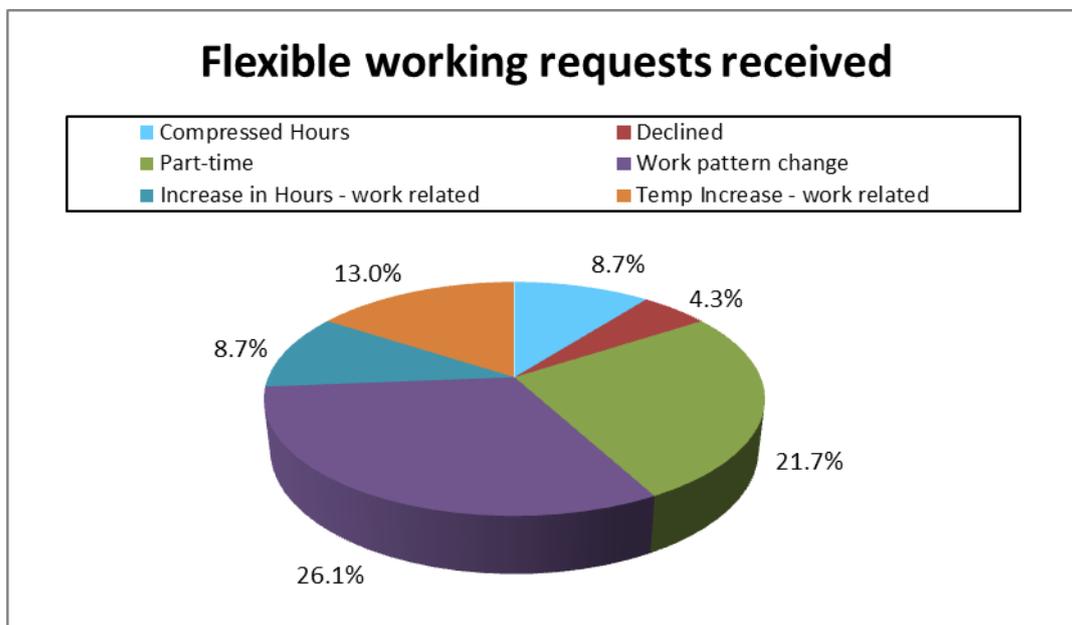
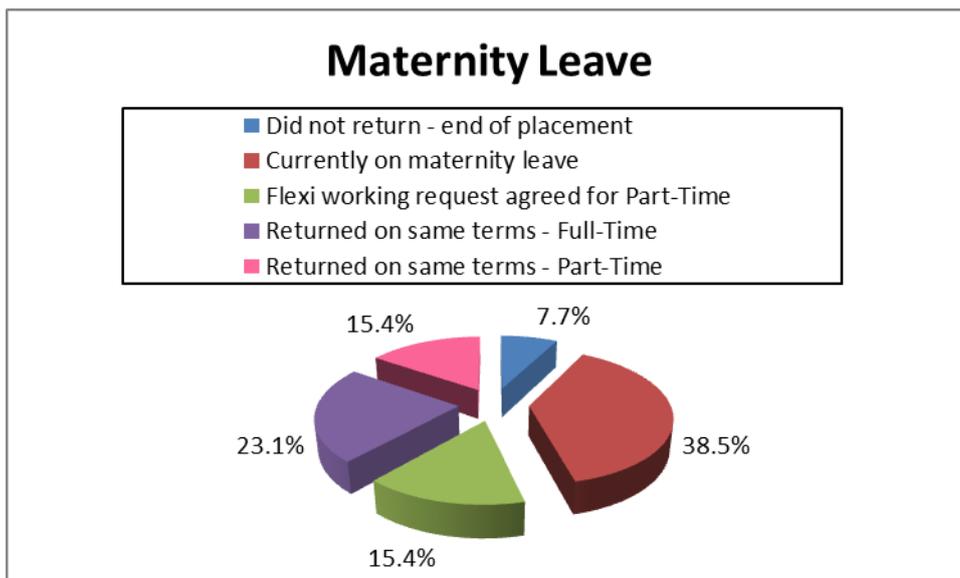## Chart 11:   Flexible Working Requests Received by sex
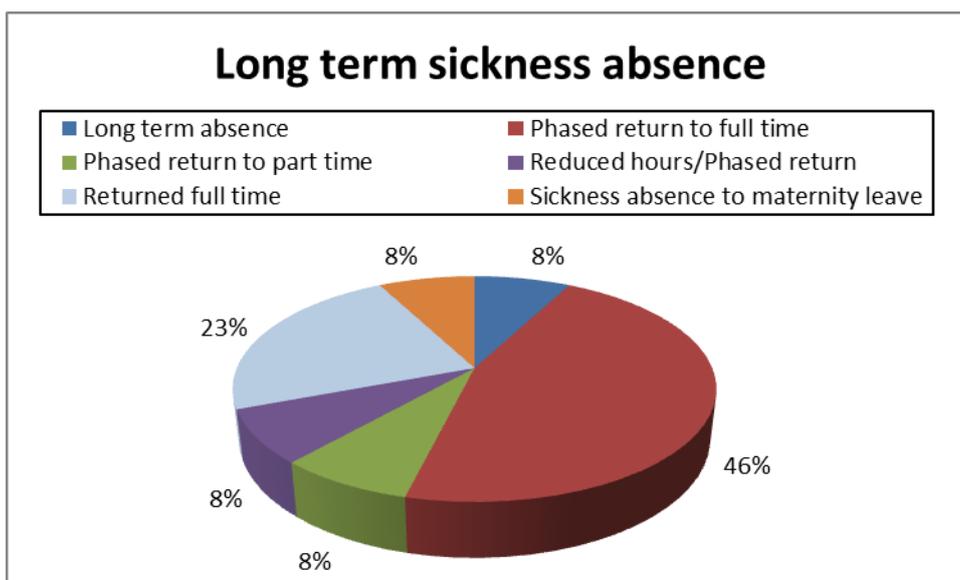

All flexible working requests by sex

Legend:
- Temp Increase - work related
- Increase in Hours - work related
- Work pattern change
- Part-time
- Declined
- Compressed Hours

Chart 12:   All HIE staff promoted in year

All HIE promotions in year by sex

Female / Male

- Executive 1
- Grade F
- Grade E: 21.4% (Female), 14.3% (Male)
- Grade D: 35.7% (Female), 0.0% (Male)
- Grade C: 7.1% (Female), 7.1% (Male)
- Grade B: 14.3% (Female), 0.0% (Male)
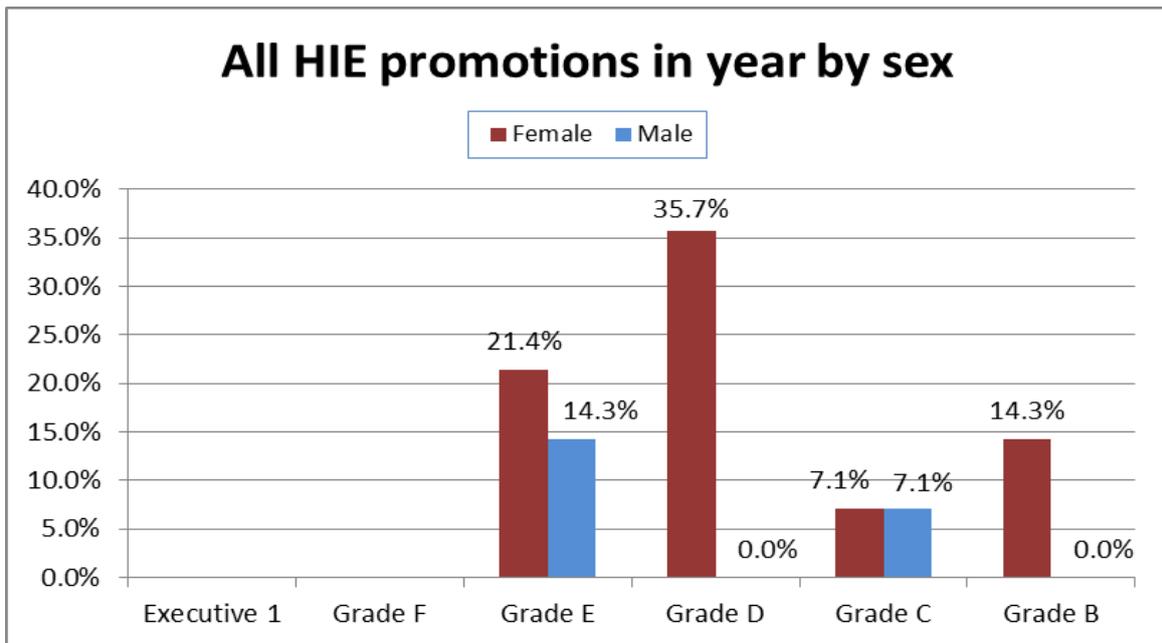
Chart 13: Maternity Leave and return to work arrangements

Maternity Leave

- Did not return - end of placement
- Currently on maternity leave
- Flexi working request agreed for Part-Time
- Returned on same terms - Full-Time
- Returned on same terms - Part-Time

15.4%   7.7%

23.1%

38.5%

15.4%

Chart 14: Long Term Sickness Absence & return to work arrangements

Long term sickness absence

- Long term absence
- Phased return to part time
- Returned full time
- Phased return to full time
- Reduced hours/Phased return
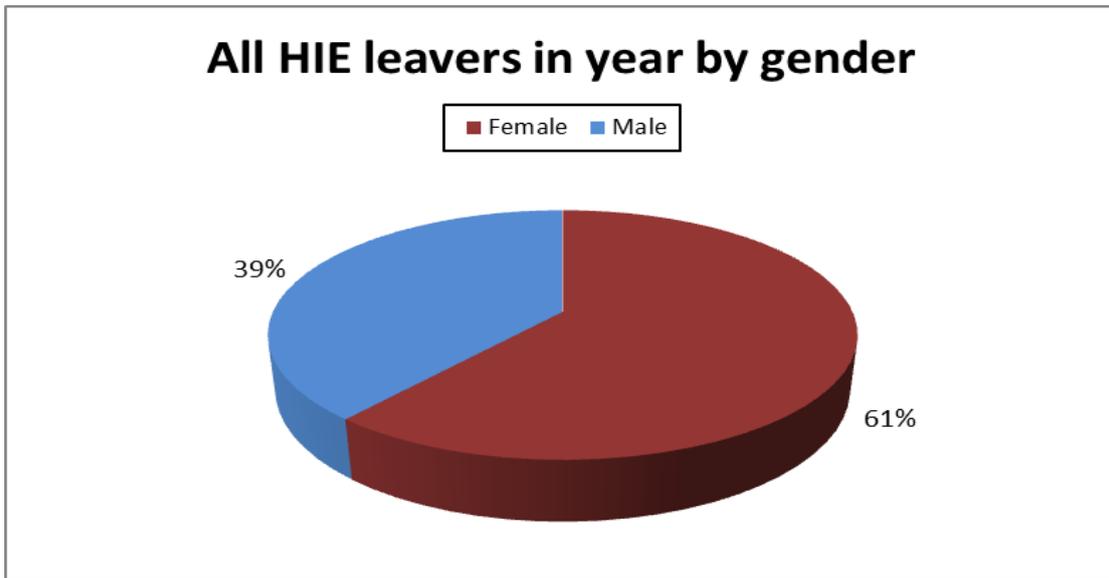- Sickness absence to maternity leave

8%   8%

23%

8%

8%

46%

Starters and Leavers

The tables below provide information relating to new starts and leavers to HIE in the year to 31st March 2015. The HIE Human Resources team gather a range of information to allow reporting on all protected characteristics. The information provided is in relation to sex and age banding.
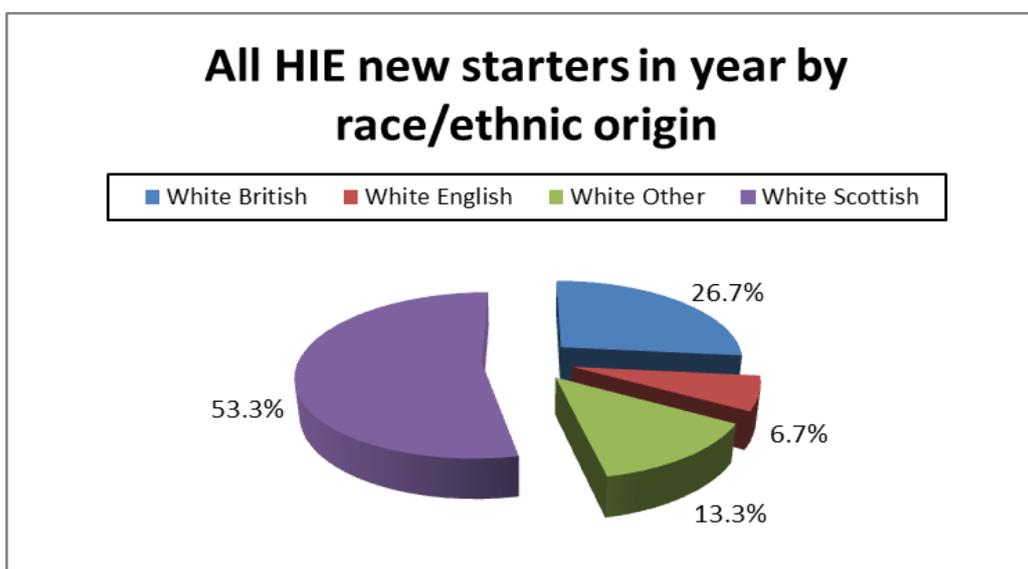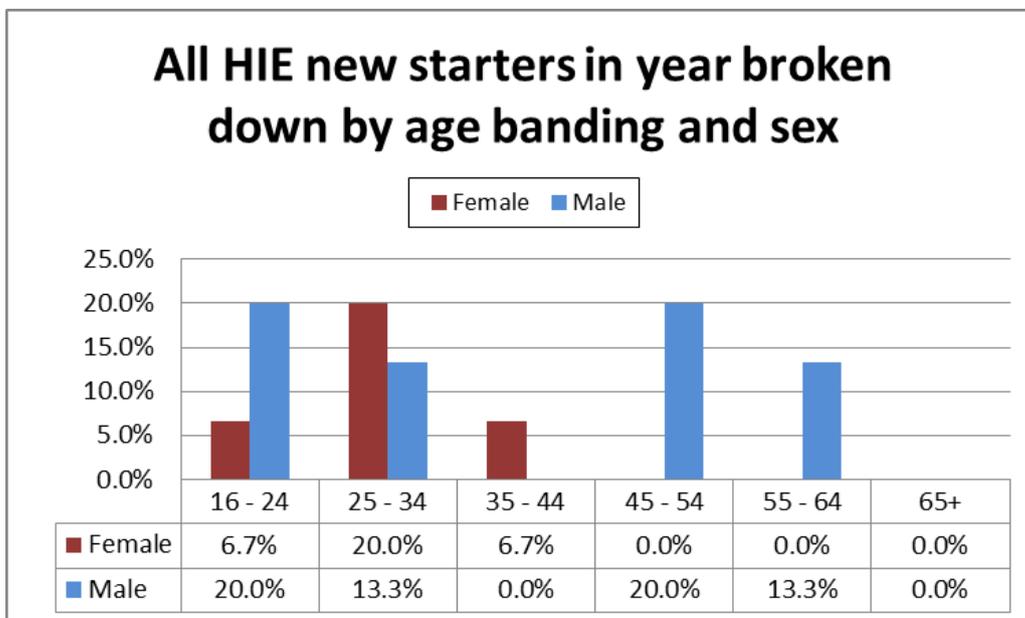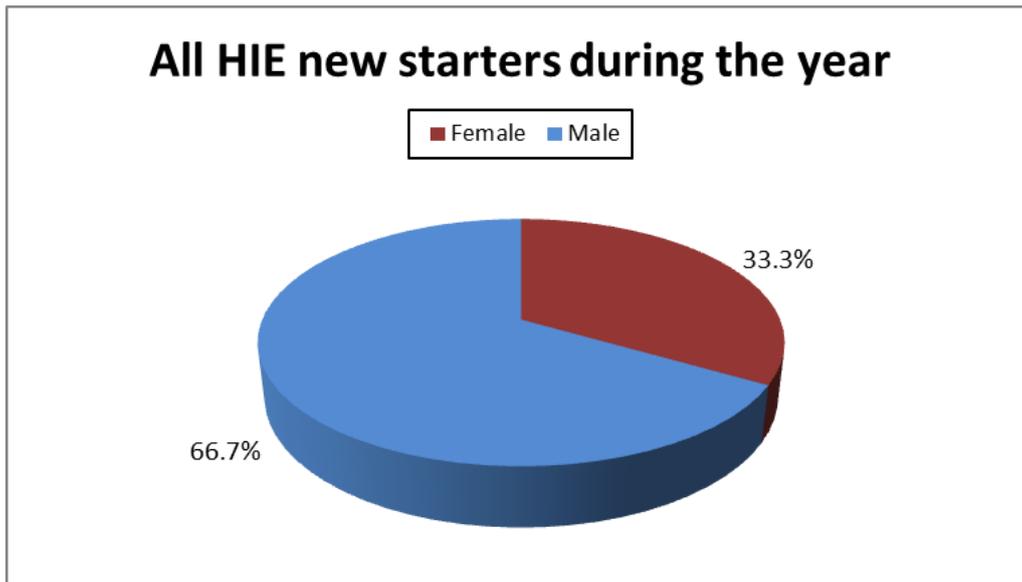
Information is also collected and reviewed from exit interviews completed by staff leaving HIE and allows any identified issues to be followed up.

Total turnover for the year shows at 6.16% with voluntary turnover at 3.77%.

Charts 15 and 16:   All HIE leavers during the year

All HIE leavers in year by gender

Female 61%
Male 39%

All HIE leavers in year by age banding and gender

	16 - 24	25 - 34	35 - 44	45 - 54	55 - 64
Female	16.7%	11.1%	16.7%	5.6%	11.1%
Male	22.2%	0.0%	0.0%	0.0%	16.7%
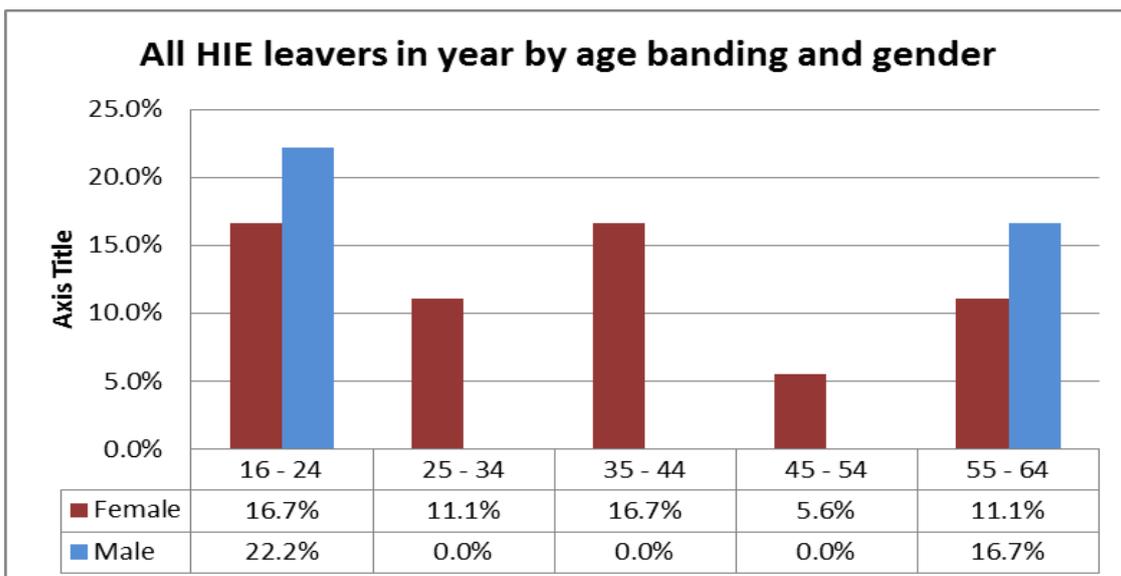
Charts 17 - 20:   All HIE new starters during the year

All HIE new starters during the year

Legend: ■ Female   ■ Male

33.3%

66.7%

All HIE new starters in year broken down by age banding and sex

Legend: ■ Female   ■ Male

	16 - 24	25 - 34	35 - 44	45 - 54	55 - 64	65+
■ Female	6.7%	20.0%	6.7%	0.0%	0.0%	0.0%
■ Male	20.0%	13.3%	0.0%	20.0%	13.3%	0.0%

All HIE new starters in year by race/ethnic origin

Legend: ■ White British   ■ White English   ■ White Other   ■ White Scottish

26.7%

6.7%

13.3%

53.3%

All HIE new starters in year by religion or belief

Church Of Scotland — None — Other Christian — Roman Catholic

46.7%
40.0%
6.7%
6.7%

Recruitment and Selection

During the year 1st April 2014 to 31st March 2015, HIE undertook recruitment for 29 positions within the agency. From this recruitment, 26 applicants were successful (19 external and 7 internal applicants). This includes, utilising the Scotgrad recruitment process, for recruitment to 6 graduate placements of which 3 placements were successfully recruited to and 2 placements are currently being reviewed. During the summer of 2014 two summer placements were additionally recruited.

For the 29 positions advertised, the total number of applications received for the various positions was 224. The following tables provide a breakdown of the applicants and the appointments made (broken down by protected characteristics) for the 224 applicants who chose to complete the equality documentation.

For 2014/15 all applicants completed the equality information. However not all chose to complete all questions with non-disclosure rates varying by characteristic: race 8%, gender 2%, disability 3%, religion or belief 8%, sexual orientation 4%, age 3%, marital status 3%.
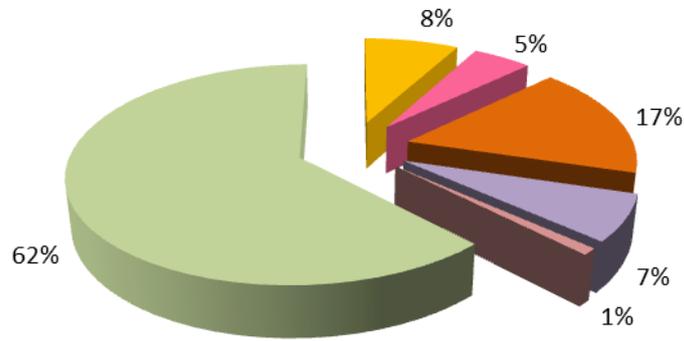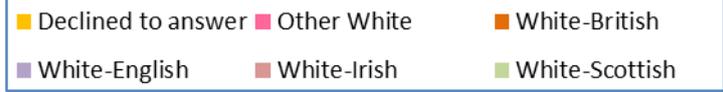
The recruitment and selection data extracted is based on advertised posts with a closing date between 1/4/14 and 31/3/15.

All equality data gathered includes both internal and external applicants. HIE will work to improve reporting to allow separate analysis. In 2013/14 HIE identified a system anomaly in data gathered for interviewed candidates and this has been resolved for 2014/15 monitoring.
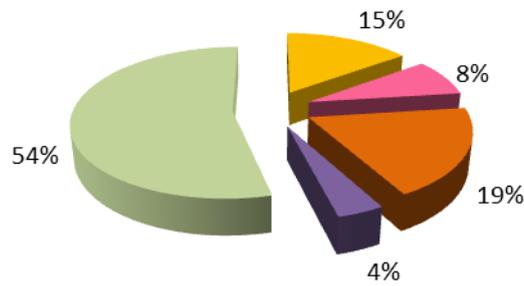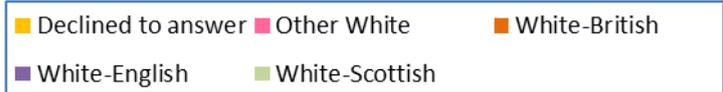
Recruitment by Race / Ethnic Origin:
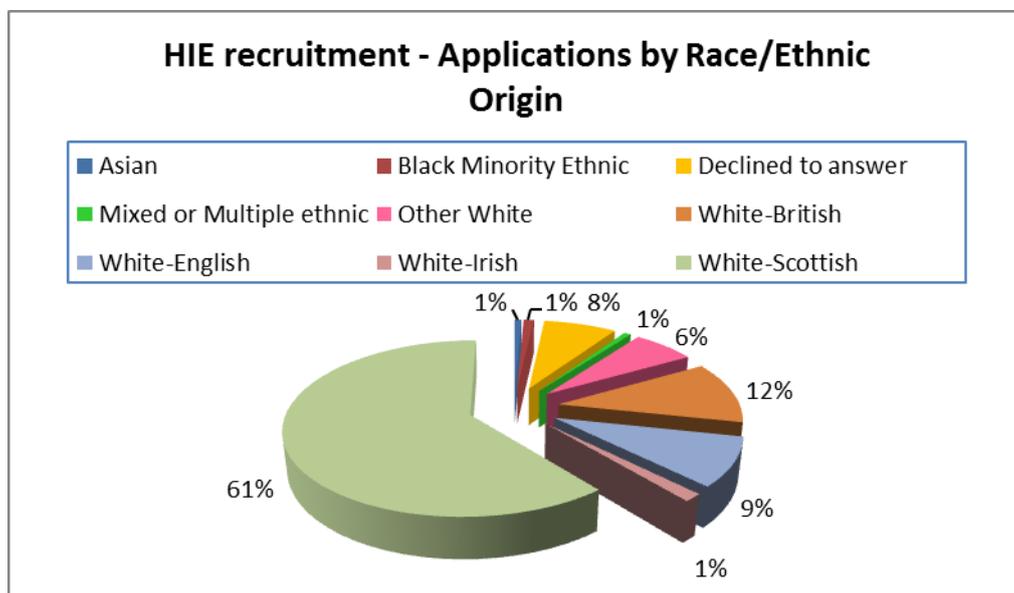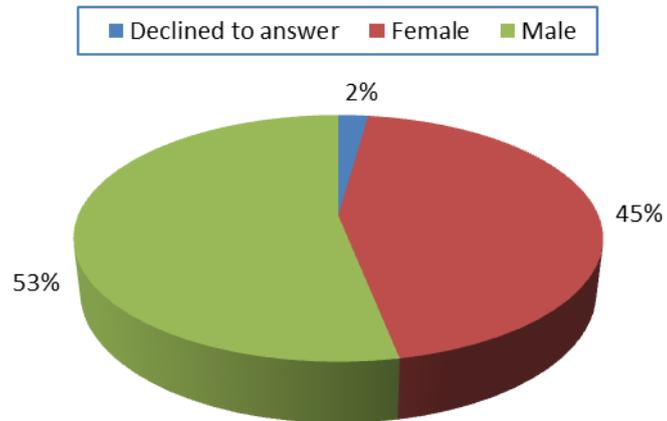
HIE Recruitment - Interviews by Race/Ethnic Origin

Legend: Declined to answer · Other White · White-British · White-English · White-Irish · White-Scottish

- 8%
- 5%
- 17%
- 7%
- 1%
- 62%

HIE Recruitment - Offers made by Race/Ethnic Origin

Legend: Declined to answer · Other White · White-British · White-English · White-Scottish

- 15%
- 8%
- 19%
- 4%
- 54%

Recruitment by Sex:

HIE recruitment - Applications by sex
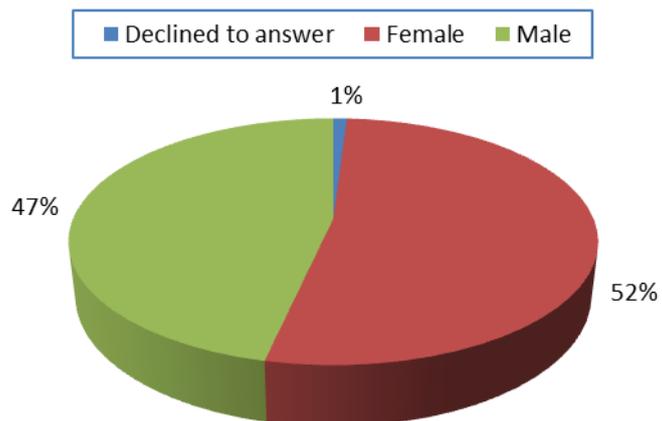
■ Declined to answer ■ Female ■ Male

2%

45%

53%

HIE recruitment - Interviews by sex

■ Declined to answer ■ Female ■ Male

1%

47%

52%

HIE recruitment - Offers made by sex

■ Declined to answer ■ Female ■ Male

4%

46%

50%
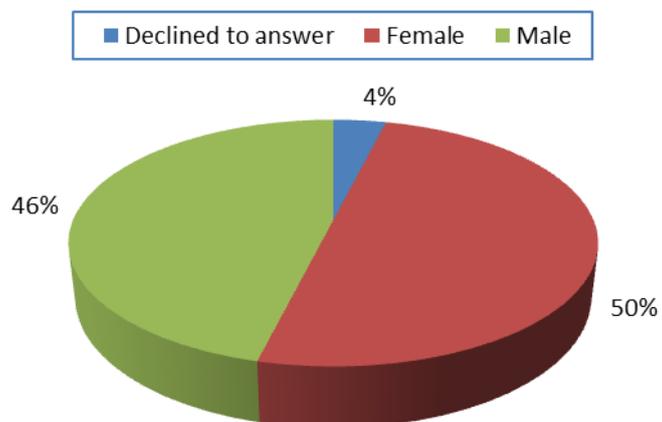
HIE recruitment - Applications by disability

Legend: ■ Declined to answer   ■ No Disability   ■ Yes Disability

4%   3%

93%
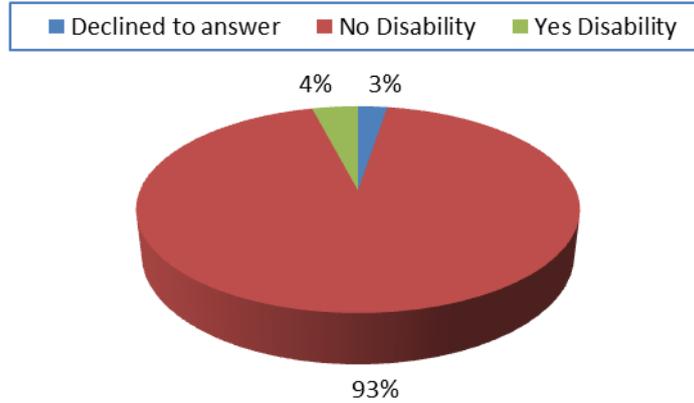
HIE Recruitment - Interviews by disability

Legend: ■ Declined to answer   ■ No Disability   ■ Yes Disability

5%   2%

93%
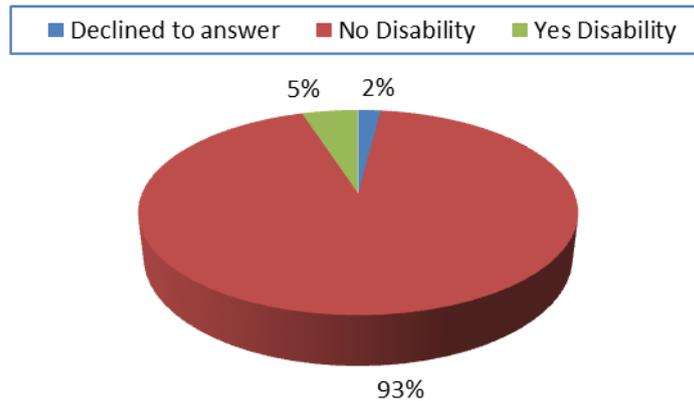
HIE recruitment - Offers by disability

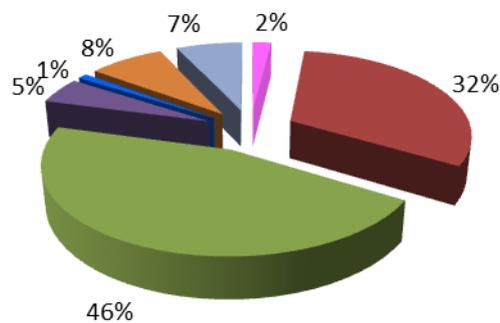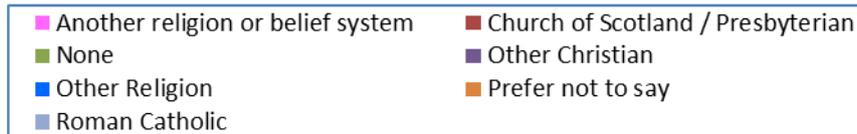Legend: ■ Declined to answer   ■ No Disability   ■ Yes Disability

4%   4%

92%
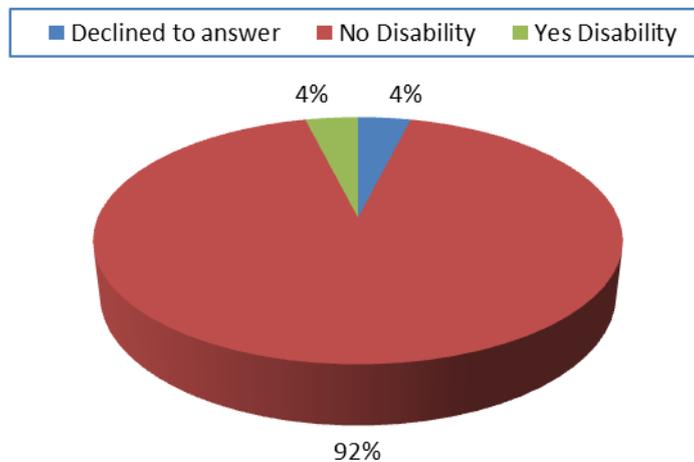
Recruitment by Religion or Belief:

HIE recruitment - Applications by religion or belief

Legend:
- Another religion or belief system
- Church of Scotland / Presbyterian
- None
- Other Christian
- Other Religion
- Prefer not to say
- Roman Catholic

- 8%
- 1%
- 8%
- 8%
- 1%
- 28%
- 45%
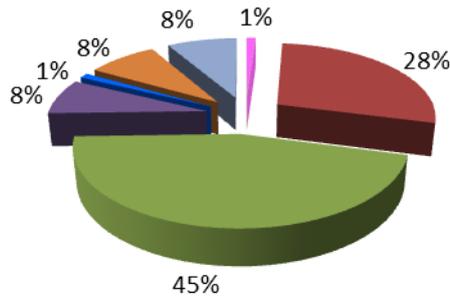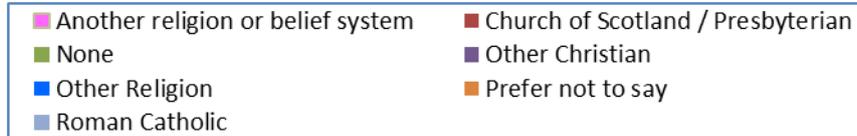
HIE recruitment - Interviews by religion or belief

Legend:
- Another religion or belief system
- Church of Scotland / Presbyterian
- None
- Other Christian
- Other Religion
- Prefer not to say
- Roman Catholic

- 5%
- 1%
- 8%
- 7%
- 2%
- 32%
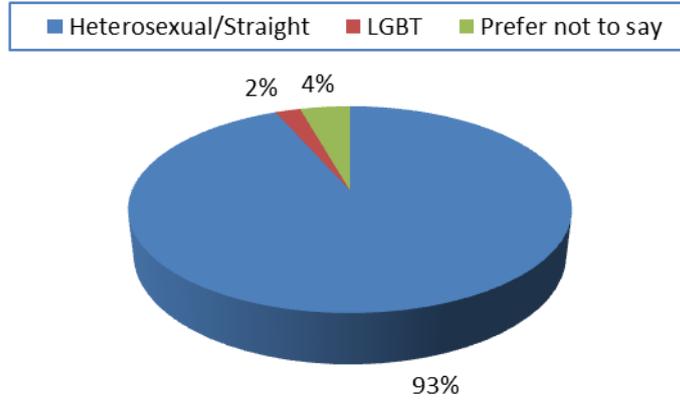- 46%

HIE recruitment - Offers made by religion or belief

Legend:
- Church of Scotland / Presbyterian
- None
- Other Christian
- Prefer not to say
- Roman Catholic

- 8%
- 8%
- 4%
- 35%
- 46%
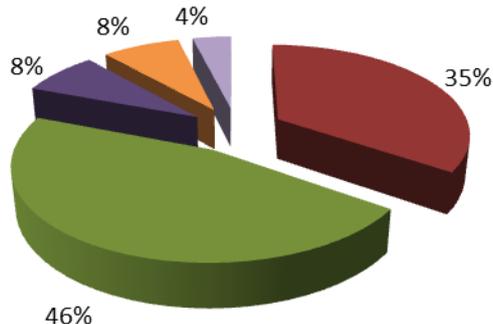
HIE recruitment - Applications by sexual orientation

■ Heterosexual/Straight   ■ LGBT   ■ Prefer not to say

2%   4%

93%

HIE recruitment - Interviews by sexual orientation

■ Heterosexual/Straight   ■ LGBT   ■ Prefer not to say

2%   5%

93%
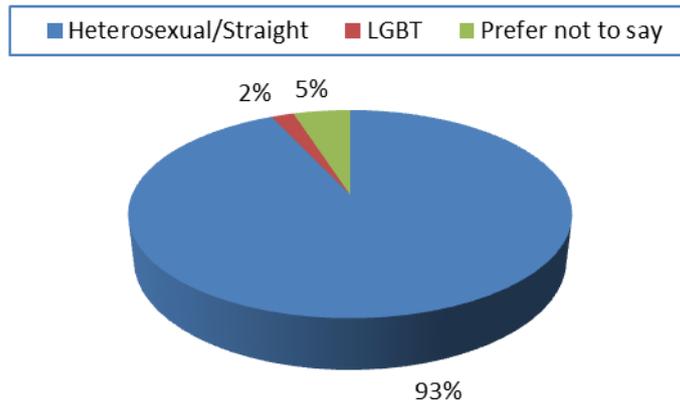
HIE recruitment - Offers made by sexual orientation

■ Heterosexual/Straight   ■ LGBT   ■ Prefer not to say

4%   4%

92%
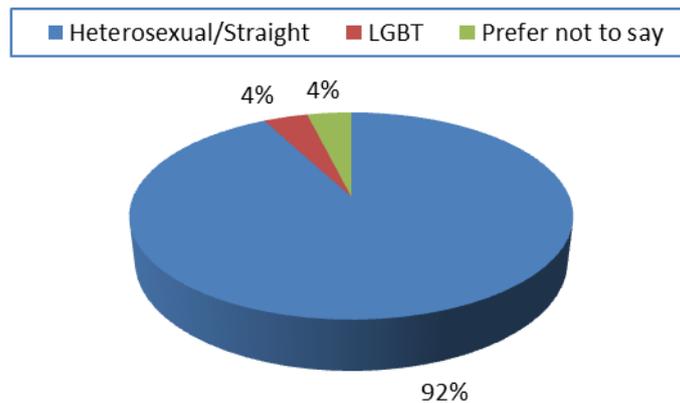
HIE recruitment - Applications by age banding

Legend: 16 - 24 years | 25 - 34 years | 35 - 44 years | 45 - 54 years | 55 - 64 years | 65 and above | Prefer not to say

- 19%
- 21%
- 18%
- 29%
- 9%
- 0%
- 3%
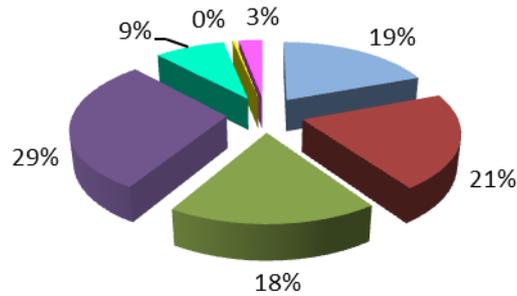
HIE recruitment - Interviews by age banding

Legend: 16 - 24 years | 25 - 34 years | 35 - 44 years | 45 - 54 years | 55 - 64 years | 65 and above | Prefer not to say

- 23%
- 22%
- 15%
- 26%
- 9%
- 0%
- 6%
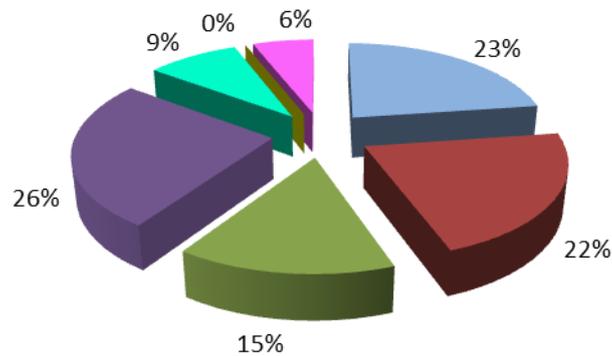
HIE recruitment - Offers made by age banding

Legend: 16 - 24 years | 25 - 34 years | 35 - 44 years | 45 - 54 years | 55 - 64 years | 65 and above | Prefer not to say

- 23%
- 31%
- 12%
- 19%
- 8%
- 0%
- 8%

HIE recruitment - Applications by marital status

Declined to answer — Married/Civil Partnership
No information held — Partner
Separated — Single

3%
24%
0%
12%
19%
42%

HIE Recruitment - Interviews by marital status

Declined to answer — Married/Civil Partnership
No information held — Partner
Separated — Single

3%
22%
0%
11%
23%
42%

HIE Recruitment - Offers by martial status

Declined to answer — Married/Civil Partnership
No information held — Partner
Separated — Single

4%
19%
0%
19%
15%
42%

Comments and Identified gaps in reporting

- From 1st April 2012, HIE introduced self service functionality to its HR system to allow all staff access to a range of their personal data and allowing ability to directly update a range of pre-defined information, including equalities. HIE will continue to encourage staff to complete and regularly update information.

- HIE currently gathers data on all training completed by staff, however it was noted that there are gaps in this data. HIE are working to ensure that all relevant data is collected and reported on.

- From 1st April 2013, HIE has introduced an online performance management system, this will allow the future reporting of all equality information in relation to performance.

- There were no identified capability, disciplinary or grievance issues over the past year therefore there is no data to report.

- HIE includes gender identity in recruitment and workforce monitoring to ensure that our policies and practices are responsive. Due to small numbers we do not publish this information.

- Analysis of 2013/14 recruitment equality data has identified an that data is not collated by the Scotgrad recruitment processes for marital status therefore there are some small gaps in data held in respect of this equality information captured for candidates. HIE will investigate whether the Scotgrad system can capture this equality information going forward.

- The current recruitment system is unable to breakdown equality analysis by internal and external applicants. HIE will investigate whether reporting can be improved to allow separate analysis.

- HIE is continuing to improve its digital presence through further development of IT systems which will address the identified gaps in reporting.