

Equality Mainstreaming Report

April 2022



Foreword



Welcome to our 2022 Equality Mainstreaming report under the specific duties of the Equality Act 2010. As an employer and consumer protection body, equality is a key component of our organisation. This report outlines our current position and progress towards achieving the equality outcomes set in 2018. It also presents our approach to embedding equality and diversity throughout FSS going forward.

Our primary role is to protect consumers from food safety risks and to promote healthy eating to the Scottish public. It is important that we ensure our services are accessible by, and benefit everyone.

The impact of the COVID-19 pandemic over the last two years has led to unprecedented changes in the way we work. This has affected our progress on a number of the equality actions set out in the 2020 Progress Report. Despite these difficulties, we remain committed to promoting equality and diversity across the organisation.

Throughout the pandemic, it was a priority to support our employees through very difficult circumstances. This can be seen through the levels of care and wellbeing we give to our employees whilst ensuring they are treated with fairness and consistency, and have the resources they need to do their jobs. We continue to be an organisation that values a diverse workforce of skilled, committed and engaged colleagues and are determined to continue to provide equal opportunities across the range of services we deliver. We endeavour to learn from the lessons of the past and use them to help shape the organisation over the next two years.

The past two years has been a time of change for FSS. As we moved to our new organisational structure, we significantly increased the number of employees in the organisation and during this time of growth, we maintained our commitment to equality, diversity and inclusion.

We have made an ongoing promise to continue reviewing our key services to ensure they are consistent with our dedication to equality, and our commitment to being a world-leading consumer protection agency.

Geoff Ogle

Chief Executive

A handwritten signature in black ink, appearing to read 'G. Ogle'.

Table of Contents

Foreword	2
Table of Contents	3
1. About Food Standards Scotland	5
2. Our Legal Duties for Equality	6
The General Equality Data	7
Specific Statutory Duties in Scotland.....	7
The Reporting Cycle for Specific Duties.....	8
What are the Protected Characteristics?	8
3. Scope of Report	8
4. Employment Information – Our Workforce	9
5. Food Standards Scotland Activities.....	10
6. Equality Outcomes from 2018 to Present.....	13
7. Looking Forward - Equality Outcomes from April 2022 onwards.....	21
8. Networks and Communications.....	23
9. Women in Leadership	26
FSS – Executive Leadership Team (ELT) ratio	26
FSS – Corporate Governance Group (CGG) ratio.....	27
FSS – Board ratio.....	27
10. Equal Pay Statement.....	28
Gender Pay Gap and Occupational Segregation Data.....	28
Appendix A – Employment Monitoring Data	30
Disclosure control.....	30
Data source	30
Workforce Composition	30
Explanation of Pay Grades.....	31
Grade Profile	31
Key Findings by Protected Characteristics	32
Age.....	32
Disability.....	33
Ethnicity.....	34
Gender	34
Marital/Civil Partnership.....	35
Religion and Belief	35
Sexual Orientation.....	36

Work Patterns.....	37
Leavers.....	37
Recruitment by Protected Characteristics	38
Age and Recruitment.....	39
Disability in Recruitment.....	40
Ethnicity in Recruitment.....	40
Gender in Recruitment	40
Marital/Civil Partnership in Recruitment.....	41
Religion and Belief in Recruitment	41
Sexual Orientation in Recruitment.....	41
Appendix B – Meeting the specific duties of the Equality Act	42
Appendix C – Equality in Communications and Marketing	43
Communications & Marketing.....	43
Insight	43
Vitamin D campaign	43
Healthy eating campaign.....	44
Digital accessibility	44
British Sign Language	44

1. About Food Standards Scotland

Food Standards Scotland was established on 1 April 2015 as the new public sector food body for Scotland. We are a non-Ministerial Office, part of the Scottish Administration, alongside, but separate from, the Scottish Government.

To protect the health and wellbeing of consumers we have three objectives as set under the Food (Scotland) Act 2015:

- To protect the public from risks to health which may arise in connection with the consumption of food
- To improve the extent to which members of the public have diets which are conducive to good health
- To protect the other interests of consumers in relation to food

We have a unique role in government, working independently of Ministers and industry, to provide impartial advice based on robust science and data.

Our remit covers all aspects of the food chain that can impact on public health, aiming to protect consumers from food safety risks and promote healthy eating.

Our vision is to have a safe, healthy and sustainable food environment that benefits and protects the health and well-being of everyone in Scotland. Our mission is to be Scotland's leading authority on food safety, standards and healthy eating; using data and evidence to provide assurance and advice that inspires consumer confidence and improves public health.



Our new strategy for 2021 – 2026 defines six goals that will help us to achieve our mission and deliver against our five key outcomes:

- Food is safe and authentic;
- Consumers have healthier diets;
- Responsible food businesses are enabled to thrive
- Consumers are empowered to make positive choices about food;
- Food Standards Scotland is trusted and influential.

We will deliver our strategy through the following set of values and guiding principles. These will underpin the approaches we will take to attain our mission and achieve our outcomes and vision for Scotland's food environment.

Consumer Focussed

- Keep public health and consumer protection at the heart of what we do;
- Ensure our actions are targeted, recognising the diversity of people in Scotland and taking account of health inequalities;

Evidence Based

- Ensure our work is underpinned by robust science and data;
- Maintain an understanding of the issues that matter most to the consumers in Scotland;

Fair and Proportionate

- Protect public health and support economic growth – promote compliance by regulating fairly, firmly and proportionately;
- Establish trust, ensuring regulatory objectives are transparent and our actions are consistent and timely;

Independent

- Preserve our independence, working at arm's length from government and industry;
- Influence UK policy development through robust risk analysis, recommending decisions which are in the best interests of consumers in Scotland;

Inclusive and Open

- Respect the rights of every individual, organisation and business to have a say in the matters that affect them, and work collaboratively to achieve the greatest benefit for the people of Scotland;
- Ensure transparency in our decision making, advice and recommendations, by publishing our evidence base and enabling those impacted to understand the issues.

2. Our Legal Duties for Equality

The Equality Act came into force from October 2010 providing a modern, single legal framework with clear law to better tackle disadvantage and discrimination. The Act provides a legal framework to protect the rights of individuals and advance equality of opportunity for all.

The Equality Act 2010 and the Equality Act (Specific Duties) (Scotland) Regulations 2012 set out a single equality duty and statutory specific duties for listed public bodies in Scotland. Listed organisations, including Food Standards Scotland, must meet these

duties in order to ensure positive and real change for people with protected characteristics.

The General Equality Data

The general equality duty requires us, in the normal course of our work, to take account of the need to:

- eliminate unlawful discrimination, harassment, victimisation and other prohibited conduct;
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not;
- foster good relations between people who share a protected characteristic and those who do not.

The Equality Act explains that the second need (advancing for equality of opportunity) involves, in particular having due regards to the need to:

- Remove or minimise disadvantage suffered by people due to their protected characteristics;
- Take steps to meet the needs of people with certain protected characteristics where these are different to the needs of other people;
- Encourage people with certain protected characteristics to participate in public life or other activities where their participation is disproportionately low.

Specific Statutory Duties in Scotland

The Scottish Specific Duties Regulations came into force on 27 May 2012.

- [the Equality Act 2010 \(Specific Duties\) \(Scotland\) Regulations 2012](#)

These regulations have been amended twice – in 2015 and again in 2016. You need to read all three sets of Regulations together.

- [the Equality Act 2010 \(Specific Duties\) \(Scotland\) Amendment Regulations 2015](#)
- [the Equality Act 2010 \(Specific Duties\) \(Scotland\) Amendment Regulations 2016](#)

The public sector equality duty requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities. It also covers marriage and civil partnerships, but only with regard to eliminating unlawful discrimination in employment.

Public authorities subject to the specific equality duties are required to:

- report on mainstreaming the equality duty
- publish equality outcomes and report progress
- assess and review policies and practices
- gather and use employee information
- publish information on board diversity and succession planning
- publish gender pay gap information
- publish statements on equal pay
- consider award criteria and conditions in relation to public procurement
- publish required information in a manner that is accessible.

The Reporting Cycle for Specific Duties

The Specific Duties require information to be reported upon and published on a reporting cycle of either two or four years.

Further information can be found in **Appendix B – Meeting the Specific Duties of the Act**.

What are the Protected Characteristics?

There are nine protected characteristics listed under the Equality Act 2010. These are :

- Age;
- Disability;
- Gender reassignment;
- Marriage and Civil Partnership;
- Pregnancy and Maternity;
- Race;
- Religion or Belief;
- Sex;
- Sexual Orientation

It is against the law to discriminate against someone because of the above protected characteristics.

3. Scope of Report

This is the main Equality Mainstreaming Report 2022 produced by Food Standards Scotland. It will set out our plans for how we will embed equality across the organisation in order to meet both the general and specific duties outlined earlier. The report will set out a summary of our workforce data and monitoring information on employment activities as well as looking at how delivery of our functions impacts on those with protected

characteristics. The report also sets out equality outcomes which we will work towards achieving and how we will continue to embed equality across the organisation in order to meet both the general and specific duties as outlined.

4. Employment Information – Our Workforce

Our Workforce has a diverse range of staff across a broad range of functions including Official Veterinarians, Meat Hygiene Inspectors (MHIs), Certifying Officers and Certifying Support Officers who work in Operational areas in a variety of Food Business operators across Scotland and in the newly established Fish Hubs created in 2020. We also employ Scientific Advisors, Nutrition Specialists, Policy staff, Marketing and Communications staff, Enforcement and Food Crime specialists, Corporate Services staff including Health & Safety, IT, HR, Finance and Administration.

As at 31 March 2022, 306 staff are employed at Food Standards Scotland.

	2016	2018	2020	2022
Number of Staff Employed*	161	176	222	306

*Note: This is the headcount figure as at 31 March for each year as reported by the SG MI Team.

**Note: These figures relate to employees and does not include agency temps/contingency staff currently working within FSS.

The organisation was restructured following EU Exit, which resulted in a significant increase in the number of people FSS employed, as shown in a table above.

We have a statutory responsibility to carry out monitoring on the protected characteristics of our workforce. This allows us to identify any gaps or issues in our recruitment and employment practices and procedures and to find ways to try to address these. We monitor the characteristics of:

- Staff during employment;
- Staff joining the organisation during our recruitment process;
- Staff leaving the organisation;

Appendix A provides a breakdown of workforce information in relation to each of the protected characteristics. Food Standards Scotland is committed to ensuring employees

and job applicants are treated fairly and with dignity and respect; providing equality of opportunity, eliminating discrimination, harassment, bullying and victimisation enabling FSS to create a diverse workforce where the contribution of all staff is valued.

5. Food Standards Scotland Activities

2018

- April – Edinburgh International Science Festival event;
- May – FSS Food in Scotland Consumer tracking survey – Wave 5;
- June – Launched healthy eating marketing campaign encouraging people in Scotland to say ‘no to upsizing’ more often; Royal Highland Show and Taste of Grampian events;
- September – Published Annual Report and Accounts for year 2017/18; Scottish Learning Festival event – including teacher survey; Student Roadshows;
- October – FSS Food in Scotland Consumer tracking survey – Wave 6; supported communications for UK-wide meat review (joint FSS and FSA Board meeting) to improve compliance and assurance in the UK meat processing industry; teachers digital campaign to promote online Education Resources;
- November – Promoted nutrition consultation of food outside of the home; Young Scot Partnership for Year of Young People; teachers digital campaign to promote online Education Resources; AgriScot event;
- December – Turkey defrost festive stunt on Facebook to highlight correct food safety behaviour.

2019

- January – Lead development of FSS’s first British Sign Language (BSL) Plan, including seeking views from BSL users and organisations who represent them; promoted allergen labelling consultation; re-ran ‘Kitchen Crimes’ campaign to remind people in Scotland to avoid turning their kitchens into food ‘crime scenes’ by sticking to good food safety practices; efficacy of recalls consultation to find out what people think of our withdrawals and recalls guidance; teachers digital campaign to promote online Education Resources;
- February – PR campaign to raise awareness of the serious health consequences of DNP, including consumer research conducted by CensusWide on behalf of FSS; teachers digital campaign to promote online Education Resources;
- March – ‘No to upsizing’ marketing campaign urging people in Scotland to be aware of the extra calories that can accumulate by consistently saying ‘yes’ to upsized offers on food and drinks; teachers digital campaign to promote online Education Resources; sponsorship and the digitising of the REHIS / FSS School Initiative; Allergy & Free From Show;
- April – Launched new food allergy alert service during World Allergy Week; Edinburgh International Science Festival;
- May – Promoting PPDS allergen labelling recommendations;

- June – Internal and external communications in relation to the transfer of Official Veterinarians and Meat Hygiene Inspectors to FSS; Royal Highland Show and Taste of Grampian events;
- August – External communications around recommended action to Scottish ministers on making food outside of the home healthier;
- September - Published Annual Report and Accounts for year 2018/19; Scottish Learning Festival event – including teacher survey; Defenders series 2 aired;
- October – FSS Food in Scotland Consumer Tracking Survey – Wave 7; teachers digital campaign to promote online Education Resources; Ops Engagement Conference;
- November – Consumer allergy information revamped on website; FSS Food in Scotland Consumer Tracking Survey – Wave 8; teachers digital campaign to promote online Education Resources;
- December – Comical festive food safety campaign – included creative social media and PR; Defenders UK Series 3 and 4 filming; social media listening tool – Meltwater.

2020

- January – Food crime partnership C&M activity – joint video with Ron McNaughton and Professor Norval Strachan raising awareness for industry and consumers and partnership drive; establishment of a Stakeholder Management function within FSS to coordinate stakeholder engagement and develop the Stakeholder Engagement Management System (SEMS); Brexit consumer insight, ascertaining the thoughts and opinions of the general public regarding food related Brexit; teachers digital campaign to promote online Education Resources;
- February – First FSS allergy campaign, supported by Allergy UK and Young Scot, encouraging young people to talk about food allergies; accessibility audit of FSS website; teachers digital campaign to promote online Education Resources;
- March – FSS’s COVID-19 external and internal communications and incidents. Includes COVID-19 webpage / Q&A, as well as answering media enquiries; FSS Food in Scotland Consumer Tracking Survey – Wave 9; FSS Future Strategy Insight consultations with Stakeholders, Public and FSS Staff; teachers digital campaign to promote online Education Resources. Sponsorship of the REHIS / FSS School Initiative; Allergy & Free From Show;
- April - Publication of the first FSS Coronavirus guidance for businesses;
- May - promotion of FSS education resources targeting teachers as well as parents who were home-schooling; ‘Eat Well at Home’ campaign to share tips and advice on how people can eat healthier when spending more time at home due to the pandemic; blog about frontline staff working through the pandemic published;
- June - FSS online allergen training launched; blog about food safety practices during the pandemic published;
- September - attended the virtual Taste of Grampian;
- October - consultation launched on new FSS strategy; Food in Scotland Consumer Tracker Wave 10 published;
- December - Christmas food safety campaign; festive food crime blog published.

2021

- January - EU Exit campaign targeting businesses with actions they needed to take; Q&A blog about export health certificates published; Vitamin D campaign launched; Annual report 2019/2020 report published;
- February - Promotion of the news and food alert service for consumers; launch of the FSS BSL plan; new Fresh Produce tool launched for businesses;
- March - FSS internal values launched; food allergy podcast published;
- April - Online events with the media and stakeholders to discuss the new FSS strategy;
- May - Launch of new FSS strategy and corporate plan;
- June - Virtual Royal Highland Show, FSS advertised and sponsored Royal Highland Education Trust Activities; healthier catering guides published for businesses; Food in Scotland Consumer Tracker Wave 11 published;
- September - Campaign to support businesses (mainly small businesses) affected by the prepacked for direct sale labelling legislation; business guidance and decision tool added to a hub on the website to help business understand the impact of the PPDS legislation; 'Impact of COVID-19 on the out of home sector in Scotland' and 'Provision of calorie and nutrition information by branded out of home businesses in Scotland' reports published with supporting press release encouraging businesses to provide calorie information;
- October - Second vitamin D campaign launched to encourage people to take a supplement between October and March; Food in Scotland Consumer Tracker Wave 12 published;
- November - Joint event at COP26 with the FSA and development of a series of follow up blogs from attendees; Operations staff attended 'London Vet Show' to highlight FSS as a place to work;
- December - Christmas food safety campaign to promote good food safety practices; focus groups with over 65s to gather insight ahead of a campaign targeting them in Spring 2022; press release to highlight the dangers of counterfeit alcohol; Annual report 2020/21 published.

2022

- January - Updates made to the Healthy Eating Tutorial to reflect shifting attitudes towards flexitarian and vegetarian diets; press release on new FSS board chair;
- February - Healthy eating campaign launched to encourage people to make small changes to work towards a healthier diet. The campaign marked the launch of the Eat Well, Your Way healthy eating resource;
- March - Campaign targeting businesses to make them aware of MenuCal which can help them adhere to the prepacked for direct sale legislation; Publication of COVID Situation Report, outlining how COVID-19 has impact on diet in Scotland; International Women's Day activity to highlight what FSS staff have done to 'break the barriers'; attended the University of Aberdeen careers fair; Healthier catering guides translated into Mandarin, Urdu, Punjabi and Bengali.

6. Equality Outcomes from 2018 to Present

Equality Action	Progress as at April 2018	Progress as at March 2020	Progress as at March 2022	Complete/Ongoing
Conduct Equality Impact Assessments (EIAs) when developing new policy	Senior Managers within the organisation attended Equality Impact Assessment training in October 2016.	Some progress has been made however this is an ongoing objective with further updates to be provided in further reports.	EIA's have been added to the Mandatory Consideration's for all new projects within FSS. A EIA must be completed using the approved FSS template.	Complete however ongoing action – review March 2024
Increase applications from younger and female applicants for Meat Hygiene Inspectors (MHIs) to address demographics	As at April 2018, there were very few recruitment campaigns undertaken for Meat Hygiene Inspectors (MHIs). Due to the nature and complexities of this role this action will be hard to achieve, however will be considered further in future campaigns.	Since 2018, there have been a few recruitment campaigns and as a result of these and the TUPE transfer in September 2019, the number of female Meat Hygiene Inspectors (MHIs) has increased from 9% to 14% as at 31 March 2020.	We've created a Trainee MHI (A4) posts to encourage younger applicants to apply and undergo training supported by FSS. We have further increased of female MHIs from 14% to 18% in past two years. Our aim is to continue to increase this number in coming years.	Ongoing – review March 2024
Improve quality of employee self-reporting of equality and diversity information	Two exercises took place to promote the self-declaration of equality and diversity information, which resulted	All employees are encouraged to self-declare via e-HR. New starts are encouraged to do so during Induction and our Induction pack has been updated to	Individuals are encourage during recruitment process to self-declare equality and diversity information. A section was included in 2021 Staff People Survey	Complete – all new starts are encouraged to self-declare their equality and diversity information during our ongoing induction process.

	in a large increase in the data gathered for 2018.	reflect this. Continue to promote the employee self-service to New Starts and encourage completion of Diversity data to improve our statistical information and allow better identification of trends.	to provide opportunity for existing staff members to also share equality and diversity information.	Additional reminders are issued on our intranet to encourage staff to self-declare equality and diversity information.
Ensure that the needs of those with protected characteristics are considered during consumer engagement	Our Communications and Marketing team campaign survey and contract frameworks are designed to reflect the diversity of Scottish population and complies with the Equality Act 2010.	This is an ongoing action.	A dedicated British Sign Language (BSL) page on the website hosts translations off FSS information and advice.	Content will continue to be developed for BSL users. Ongoing - review March 2024
Development of the People Strategy	A large amount of background work has been undertaken to develop our People Strategy. This is currently being drafted and will be with management soon for review and subsequent implementation.	This continues to be an ongoing action as FSS progress towards updating Strategy for the next five years.	In addition to Workforce Planning that is due to be published in 2022, a People Strategy will be finalised in Q2 2022.	Ongoing – review March 2024
Ensure employees have understanding of external engagement	Our Communications and Marketing team work closely with our employees to ensure that they have an appreciation of external engagement.	This continues to be an ongoing action for the FSS Communications and Marketing team.	All staff are emailed with information about marketing campaigns. The key communications priorities are outlined at the weekly tactical meeting that all staff are invited to attend.	Ongoing – review March 2024

			At each fortnightly meeting for office staff, there is an update on all current communications activities.	
Aim towards achieving Gold Award for Healthy Working Lives (HWL)	In 2018 FSS has achieved NHS Scotland Healthy Working Lives Bronze Award.	FSS successfully achieved re-accreditation of Bronze Award in and successfully achieved Silver Award in 2018. FSS has a proactive Healthy Working Lives Group who promote activities across the organisation. The Healthy Working Lives Gold Award was achieved in March 2020.	FSS is currently working towards retaining the Healthy Working Lives Gold Award. This has been challenging in the past two years due to COVID-19 pandemic. HWL have automatically accredited FSS with a Gold Award up to March 2022.	Ongoing – review March 2024
Equal Scotland Live Conference	Two FSS HR staff members attended The Equal Scotland Live Conference in November 2016 to raise awareness and gain knowledge and skills.	FSS HR Team members attended Fair Work Conference and Equal Scotland event. The HR Team continue to seek opportunities to attend equalities events.	FSS HR Team will continue to actively seek opportunities to attend equalities conferences and events. The number of equality events was limited in the past two years due to COVID-19 pandemic and lockdowns. We will continue to actively participate in the NDPB Forum meetings on a quarterly basis. Number of staff attended Inclusive Leadership in Public Sector training in April 2021, SGLD – Employment Law Seminar – Equality Act –	Ongoing – review March 2024

			Reasonable steps defence and SGLD – Reasonable Adjustments sessions in May 2021. We will also seek opportunities to attend other events related to Equality and Diversity which will add value to FSS as and when arise.	
NDPB Equality Forum	The organisation has active representation at each NDPB quarterly forum meeting, to share knowledge and good practice.	The HR Team continue to participate in the NDPB Equality Forum and activities on an ongoing basis.	Going forward the HR Team will have two representatives joining the NDPB Equality Forum and actively participating in each quarterly meeting.	Ongoing – review March 2024
Modern Apprentice recruitment	Discussions and agreement with managers to employ Modern Apprentices where appropriate in order to develop young talent. First Modern Apprentice recruitment process commenced in March 2018. A role was identified within FSS and there was a staged recruitment processes over several months to the appointment stage.	In January 2019, Shane Sneden De Souza started as an IT apprentice and has been a great asset to the team. This was accomplished during the SG Year of Young People and our apprentice has been a great asset to the team. We would recruit further Modern Apprentices should a suitable opportunity be identified.	We will continue promote via discussion and gain agreement with managers across FSS to employ Modern Apprentices, where appropriate. We make our training opportunities open to all with no age or length of service criteria. In this year we've funded two places at the Young Scot Programme and planning to do so next year.	Ongoing – review March 2024
Career Ready Mentoring / School Work Experience Placements	A Deputy Director took part in the Career Ready scheme and mentored a	In partnership with Career Ready we have engaged in a rolling programme. So far 2 have completed and there	FSS HR team attended a Career Fair in March 2022. To support Official Veterinarians recruitment	Ongoing – review March 2024

	school pupil over a period of around 6 months.	are 3 currently ongoing. It's been a really valuable programme that helps support young people into the next phase of their lives.	a long-term strategy is to visit schools/universities and promote certain modules into Universities programme. Now, when all COVID-19 restrictions are easing FSS will continue to participate in Career Ready Mentoring and School Work Experience Placements.	
FSS Internal Values	The action was added as part of our commitment to equality and diversity.	Good progress is being made. This work will continue and links with work on Future Structures for FSS. A further update on progress will be included in future reports.	<p>FSS Internal Values have been finalised and launched mid-year 2022, however due to COVID-19 and working from home the planned roll-out was delayed. There are six FSS internal values, which are all of equal importance:</p> <p>We are diverse and all have a role to play.</p> <p>We are dynamic and adapt to change.</p> <p>We innovate through ideas and challenge.</p> <p>We respect all voices when making decisions.</p>	Completed

			<p>We collaborate with others to deliver for Scotland.</p> <p>We support each other to achieve our best.</p>	
Development of a Diversity Calendar of Events.	The action was added as part of our commitment to equality and diversity.	A specific calendar of Diversity activities has not been developed however the Healthy Working Lives Group has devised an annual calendar of activities which include activities linking to a diverse range of events including: Wear Purple Day, International Women’s Day, Step Count Challenge, a range of Health and Wellbeing awareness sessions.	A calendar of events is now completed on annual basis by the Healthy Working Lives Group. A blog posts linked to equalities events were promoted on Trickle (Employee Engagement App). FSS has also a dedicated SharePoint site for Equality, Diversity and Inclusion.	Completed
Investigate ‘Include Us All’ – Scotland’s Inclusive Communication Hub – to see if our inclusive communication tools and processes can be improved.	The action was added as part of our commitment to equality and diversity.	Ongoing accessibility work including audit of accessibility of website and the creation of FSS first British Sign Language (BSL) plan, which will be rolled out throughout 20/21.	<p>The BSL plan was launched in February 2021. A page was developed for the FSS website to host information translated into BSL.</p> <p>An accessibility audit of the FSS website was completed to make technical changes to help compliance with the Public Sector Accessibility Regulations.</p>	Ongoing – review March 2024

Continuing our approach to stakeholder engagement, ensuring it reflects the diverse population of Scotland	The action was added as part of our commitment to equality and diversity.	Establishment of a Stakeholder Management function within FSS to coordinate stakeholder engagement and develop the Stakeholder Engagement Management System (SEMS) New part-time role of Head of Stakeholder Management based in the Communications and Marketing Team will be created.	A new full time role, Head of Public Affairs, will be in place in 2022. This role will have responsibility for stakeholder engagement and development of the Stakeholder Engagement Management System.	Ongoing – review March 2024
Fairness At Work	The action was added as part of our commitment to equality and diversity.	Continue to seek opportunities to promote our Fairness at Work Policy to ensure that this is embedded across the organisation	Actions were delayed due to COVID-19 pandemic. The refreshed grievance policy and procedure will launch in early 2022.	Ongoing – review March 2024
Menopause Guidance/Policy Development	The action was added as part of our commitment to equality and diversity.	FSS will seek to develop Guidance for Employees and Managers in relation to Menopause. There are plans to promote World Menopause Day in October 2020 as part of the Healthy Working Lives programme.	We've organised through the year a Menopause Café group, however the uptake of participants were low and decision was made that this group will be cancelled and instead we will seek a new Menopause Champion to support and promote this action going forward.	Ongoing – review March 2024
Continue to seek opportunities to promote Women in STEM	The action was added as part of our commitment to equality and diversity.	FSS will continue to seek opportunities to promote Women in STEM and	We have currently two STEM ambassadors at FSS. FSS staff have taken part in STEM events for	Ongoing – review March 2024

		continue to explore links with Equate Scotland.	both primary and secondary school pupils, including providing information about their qualifications and career paths. The Science team will be engaging with stakeholders to deliver conferences talks and to volunteer on conference organising committees.	
Recruitment Practices	The action was added as part of our commitment to equality and diversity.	Seek innovative ways to promote our vacancies to promote the increase of applications from female applicants for roles which are predominantly male i.e. Meat Hygiene Inspectors (MHIs). We will also ensure we promote FSS as an employer of choice to increase diversity of applicants.	We will continue to promote the increase of applications from female applicants for roles which are predominantly male by promoting flexible working options.	Ongoing – review March 2024

7. Looking Forward - Equality Outcomes from April 2022 onwards

Due to the COVID-19 pandemic and organisational restructure some of actions from previous reporting years were not completed or were marked as on-going actions. FSS is committed to completing these actions as part of our “looking forward” strategy. These actions are:

Equality Outcome	Actions Required	Responsible Person/Lead	Timescale
Increase applications from younger and female applicants for Meat Hygiene Inspectors (MHIs) to address demographics	Our aim is to further increase this number in coming years.	Head of Operational Delivery / Head of Field Operations	March 2026
Development of the People Strategy	A commitment has been made to finalise FSS People Strategy in Q2 2022.	Head of HR	March 2024
Aim towards achieving Gold Award for Healthy Working Lives	Complete all mandatory activities required to maintain Gold Level award. The group will meet on a monthly basis to track progress. Calendar created to ensure all points are met.	Healthy Working Lives Group	March 2024
NDPB Equality Forum	In addition to attending the NDPB Equality Forum we also commit to participate and share knowledge from various equality and diversity trainings available to us. Any best practices will be rolled out within FSS.	FSS HR Team	Ongoing – to be reviewed in March 2024
Modern Apprentice recruitment	When all COVID-19 restrictions are eased FSS will continue to participate in Modern Apprentice recruitment.	FSS HR Team / Deputy Chief Executive / Hiring Managers	Ongoing – to be reviewed in March 2024

Career Ready Mentoring / School Work Experience Placements	FSS HR team attended a Career Fair in March 2022. To support Official Veterinarians recruitment a long-term strategy is to visit schools/universities and promote certain modules into Universities programme. When all COVID-19 restrictions are eased FSS will continue to participate in Career Ready Mentoring and School Work Experience Placements.	FSS HR Team / Deputy Chief Executive / Hiring Managers	Ongoing – to be reviewed in March 2024
Fairness At Work	Investigate new ways of promoting fairness at Work policy across FSS. A refreshed grievance policy and procedure will launch in early 2022.	FSS HR Team / Communications and Marketing Team	Ongoing – to be reviewed in March 2024
Menopause Guidance/Policy Development	A Menopause Champion to be appointed to support and promote this action.	The Healthy Working Lives Group	Ongoing – to be reviewed in March 2024
Continue to seek opportunities to promote Women in STEM	A small team was set up within Science Branch with aim to promote science outreach work as part of FSS commitment to STEM. We will collate information on all the outreach work happening from the science perspective, as well as linking this into the education work of communications.	Science Delivery & Research Division	Ongoing – to be reviewed in March 2024
Recruitment Practices	Work further to improve advertising campaigns to increase uptake from diverse population.	FSS HR Team / Communications and Marketing Team / Hiring Managers	Ongoing – to be reviewed in March 2024

The following actions have added to our Equality Mainstreaming Report 2022 as additional FSS commitments to equality and diversity going forwards:

Equality Outcome	Actions Required	Responsible Person/Lead	Timescale
Encourage return to work following having children	Ensure, where possible, flexibility of working pattern offered to new and existing staff. FSS Recruitment and the Hiring Manager will consider filling the posts on a part-time or job-share basis. FSS HR will update wording in adverts to encourage those returning to work, after having children, to apply.	FSS HR Team / Hiring Managers	Ongoing – to be reviewed in March 2024
Set up an Equality Mainstreaming Working Group	As a commitment to equality and diversity FSS will create an Equality Mainstreaming Working Group that will work to promote further equality, diversity and inclusion and that will drive equality and diversity activities forward and monitor the progress of the above actions. In addition the delivery of the equality outcomes for 2022 and beyond will be monitored by the FSS People Board, which will meet quarterly and provide updates bi-annually to the Executive Leadership Team.	Equality Mainstreaming Working Group / FSS People Board	Ongoing – to be reviewed in March 2024

8. Networks and Communications

FSS continue to have access to many networks (in-house and also those available through our links with Scottish Government (SG)). Diversity staff networks are an important part of our commitment to equality, diversity and inclusion. These are open to anyone with an interest in specific topics or who would like to support colleagues and be a part of promoting equality, diversity and inclusion. FSS employees can access information about these networks and groups via Saltire (SG intranet).

- **Alternative Working Patterns Network** - this is a forum for colleagues on any flexible working pattern, including part-time, part-year working, compressed hours,

job sharing, home working and partial retirement. Purpose of this network group is to share information and discuss career progression as well as explore relevant topics and issues;

- **BSL Steering Group** – this group brings together individuals across FSS with different experiences and knowledge of British Sign Language. This voluntary group is committed to improving the accessibility of our information, advice and services for BSL users, and are working to take forward the actions outlined in the BSL plan. This involves continuous engagement with the Deaf community and the organisations which represent them, such as the British Deaf Association (Scotland);
- **Carers Network** – this is a community for colleagues who have caring responsibilities alongside their working life which aims to raise awareness, improve understanding of caring responsibilities, share information and experience, promote working practices and policies that are supportive to carers, explore relevant topics and provide a safe space to share experience and provide mutual support;
- **FSS Environmental Team (e-Team)** – this team was set up to minimise the impact FSS has upon the environment. To accomplish this, the team advises FSS on environmental initiatives, promote “eco” awareness throughout the organisation, and champion any individual / corporate efforts that have a positive environmental effect;
- **Disabled Staff Network (DSN)** – this network helps to bring together disabled staff from across Scottish Government forum for anyone who is affected by, or interested in, disability issues in the workplace or otherwise. The network also welcomes non-disabled colleagues who have an interest in the welfare of disabled staff, the issues they encounter, and the barriers they face. This network aims to be a safe place where disabled colleagues can support each other and share experiences of working at Scottish Government;
- **Healthy Working Lives Group** – FSS is committed to NHS Scotland – Healthy Working Lives award and the working group actively encourages health and wellbeing in the workplace by creating and promoting a range of associated activities and campaigns. As part of their remit the Healthy Working Lives Group schedule regular speakers to attend and present during the FSS Fortnightly Staff Meeting on wellbeing topics. The following topics were covered in 2021:
 - ✓ BSL Awareness Session
 - ✓ Bowel Cancer UK
 - ✓ Diabetes Scotland
 - ✓ Beat Eating Disorders
 - ✓ Alzheimer’s Scotland
 - ✓ SG speaker on stress and resilience presented at both Head Office and Field Staff meetings
 - ✓ Wellness with Agnes – Sleep Better
 - ✓ CLAN
- **LGBTI+ Allies Network** – this network is for colleagues of any sexual orientation and gender identity working in Scottish Government. The LGBTI+ Allies Network enables colleagues to understand how to support the Scottish Government LGBTI+ community and how to challenge poor behaviour;

- **LGBTI+ Network** – this network provides a safe, confidential and private space for colleagues who identify as LGBTI+, with the purpose of building open, confidential and supporting relationships with members and colleagues across SG, promote working practices and policies that achieve equality of treatment for LGBTI+ colleagues, provide mutual support and raise awareness;
- **ME – Chronic Fatigue Syndrome Network** – this is a forum for colleagues, managers and those with an interest in ME or Chronic Fatigue Syndrome working in Scottish Government. This network raise awareness of workplace issues and explore relevant topics and issues;
- **Mental Health and Wellbeing Network** – a forum for colleagues interested in mental health issues. It is open to everyone. The purpose is to create a work place which promotes wellbeing and supports all directly and indirectly affected by mental health;
- **Mental Health First Aiders** – FSS has a number of trained Mental Health First Aiders who are trained to spot signs and symptoms of mental ill health and provide help and support on a First Aid basis;
- **Modern Apprentice Network** – this network is open to current and former modern apprentices in the Scottish Government and agencies. Purpose of this forum is to provide a network for modern apprentices during and after completing the programme and to grow competence, capability and confidence in reaching potential;
- **Race and Equality (REN)** – this is a community of minority ethnic staff across Scottish Government and its agencies. This network promotes achieving greater race equality through corporate practices and investing in the minority ethnic workforce. This is to enjoy equal opportunities and succeed in working within the Scottish Government;
- **SG EU Nationals Network** – The purpose of this forum is to provide an opportunity for open discussion, raise any specific ideas or concerns to the organisation. You don't have to be an EU national to participate in the network, all backgrounds welcome;
- **SG Socio-Economic Diversity Network (SEDN)** - is a forum for Scottish Government colleagues from lower socio-economic diversity backgrounds, as well as colleagues who are interested in issues of socio-economic equalities at the Scottish Government. The SEDN Network is open to all who are passionate about improving social mobility at the Scottish Government and beyond;
- **Women's Development Network (WDN)** – this network aims to create a supportive platform and level-playing field for women across the Civil Service in Scotland to come together to discuss their experiences and career aspirations.

A full list of available to employees Networks and the network champion(s) of a particular group is provided on our intranet - [Staff networks overview](#).

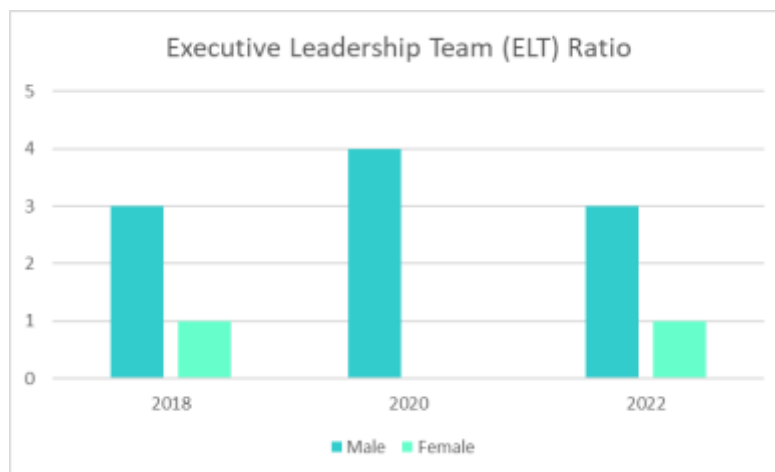
9. Women in Leadership

According to data published in March 2021 (Source: [Civil Service statistics: 2021](#)), there are more women than men employed in the Civil Service. The number of women in senior positions (SCS) is increasing with 46.7% of senior roles being filled by women and 48.4% of roles at C1/C2 level.

Within FSS as of 31 March 2022, the number of females in leadership roles (C1/C2 & SCS) is 15, compared with 17 males. The number of employees in leadership roles has increased since the last report in 2020, with the number of females more than doubling. As an organisation, FSS continues to strive for equal opportunities for women across the leadership roles. To maintain a 50/50 split at leadership level FSS has introduced a Management Development Programme to support high performing individuals in progressing to more senior leadership roles.

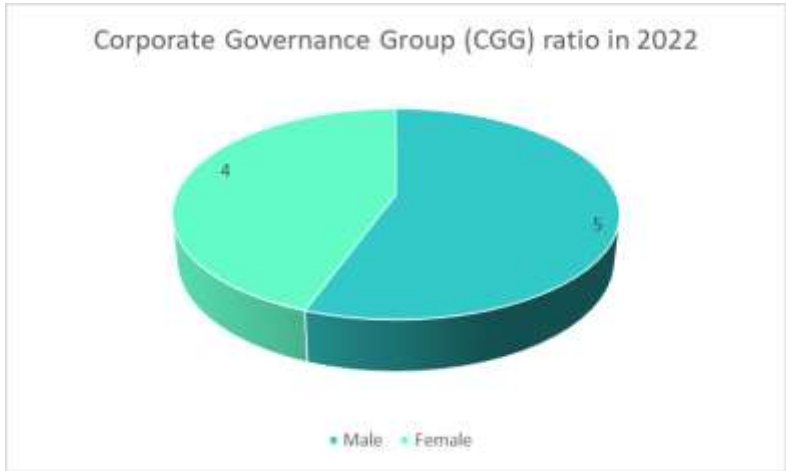
The tables and accompanying narratives below outline the current trends in relation to the gender split of men/women in the FSS Executive Leadership Team (ELT), Corporate Governance Group (CGG) and on our Board:

FSS – Executive Leadership Team (ELT) ratio



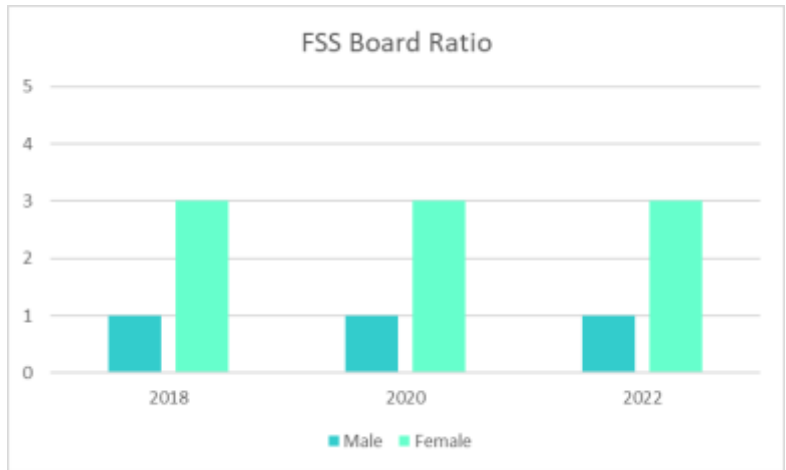
Since the previous report the Senior Management Team (SMT) has been replaced with the Executive Leadership Team (ELT) consisting of 4 members. The Food Standards Scotland ELT is currently sitting at a 3:1 ratio Male:Female. FSS will continue to actively encourage, where applicable, applications from all sections of the community in applying for opportunities at SCS level, as and when they arise.

FSS – Corporate Governance Group (CGG) ratio



There has been a change to the structure of the Corporate Leadership Group (CLG) since our previous report in March 2020. FSS has replaced the CLG with the Corporate Governance Group (CGG). The CGG consists of the Heads of each Division (C2) with the split currently sitting at 5:4 Male:Female ratio. Women are actively encouraged to seek development opportunities and to apply for relevant roles/progression when they arise.

FSS – Board ratio



Women are well represented on our Board, with figures to the end of March 2022 currently 3:1 Female:Male ratio. This remains unchanged since March 2018. In any future recruitment of Board Members, FSS will seek opportunities to ensure ongoing diversity of its membership and to ensure women and men are equally represented.

10. Equal Pay Statement

Food Standards Scotland is an equal opportunities employer. All staff should be treated equally irrespective of their sex, marital/civil partnership status, age, race, ethnic origin, sexual orientation, disability, religion or belief, working pattern, employment status, gender identity (transgender), caring responsibility, or trade union membership, and receive equal pay for doing equal work or work of equal value. Food Standards Scotland will operate a pay and reward system which is transparent, based on objective criteria and free from bias.

All Food Standards Scotland staff are now on the Scottish Government Main (SGM) bargaining unit terms and conditions of employment. Food Standards Scotland staff are paid in accordance with SGM pay grades and SGM employment policies. Any pay bargaining is conducted as part of the wider SGM group.

The Scottish Government aims to avoid unfair discrimination in its pay and reward system, to reward fairly the skills, experience and potential of all staff and act as a model employer for other organisations in Scotland. This equal pay policy statement has been agreed with the Council of Scottish Government Unions. Equal pay policy applies at every level of the Scottish Government irrespective of working pattern and work continues to ensure greater balance across grades.

Gender Pay Gap and Occupational Segregation Data

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 states that we have a duty to publish gender pay gap information and duty to publish statements on equal pay, etc. The table below is based on headcount and shows the analysis of the average basic salary for male and female employees and shows the percentage pay gap as of 31 March 2022. Due to the small numbers of staff in certain grades, numbers below 5 have been suppressed and are shown as * to protect individual confidentiality. Food Standards Scotland defines the gender pay gap as the difference in mean full time equivalent earnings for men and women. The mean is the sum of basic salaries for each person divided by the number of people.

Gender Pay Gap Data

Substantive Grade	Female								Male								F/M Ratio %			
	Number				Average				Number				Average							
	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
A3/A4	*	*	*	11	*	*	*	£24,025	*	*	*	6	*	*	*	£25,678	*	*	*	93.6
B1	19	21	30	31	£23,380	£25,384	£27,311	£28,328	62	57	63	64	£25,109	£26,353	£27,829	£28,975	93.1	96.3	98.1	97.8
B2	19	22	37	67	£28,083	£30,081	£32,057	£33,139	10	14	23	45	£27,526	£29,984	£32,088	£32,707	102	100.3	99.9	101.3
B3	11	21	23	22	£35,901	£40,168	£44,082	£42,418	16	18	26	30	£37,440	£41,004	£42,808	£44,096	95.9	98	103	96.2
C1	*	*	*	10	*	*	*	£52,401	*	*	*	10	*	*	*	£53,261	*	*	*	98.4
C2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
SCS - Deputy Director 1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
SCS - Director	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
All Staff	63	80	105	149	£29,556	£32,958	£34,170	£35,074	98	96	119	163	£29,431	£32,102	£34,113	£36,115	100.4	102.7	100.2	97.1

The Gender Pay Gap for full-time employees in 2021 was 7.9%, up from 7.0% in 2020, and up from 7.1% in 2019 (Source: [Annual Survey of Hours & Earning \(ASHE\)](#)) - all estimates are provisional as of 26 October 2021.

Across the Civil Service, the gender pay gap increased to 15.4% in 2021, from 14.9% in 2020, but is still down from 17.4% in 2019.

Looking at the FSS data our current gender pay gap is 2.9% which is significantly better than that of the wider Civil Service.

Despite, having a low gender pay gap there still remains noticeable differences, with the biggest gaps occurring at the A3/A4 grade (6.4%) and B3 grade (3.8%). For a number of years access to pay progression had been limited and therefore there are some historic pay differentials which continue to exist.

Food Standards Scotland, has a duty to ensure that where men and women are undertaking work of an equal value (i.e. within the same pay range) they are paid a similar annual salary within the pay band.

The FSS HR Team continues to work with our colleagues in SG HR Shared Services to ensure that processes for recruitment, selection and promotion, are free from gender bias, this in turn will ensure that we have continued stability in our gender pay gap figures within Food Standards Scotland.

Appendix A – Employment Monitoring Data

Disclosure control

To prevent calculation of suppressed values by differencing, in some instances secondary data suppression was necessary. Suppressed values are shown as an asterisk (*). Where possible, data suppression has been avoided by grouping categories in some manner. Where the only small counts in a table refer to the 'prefer not to say' category, no data suppression is done. Where data suppression has been applied or category grouping has been carried out in any table, an explanatory note is provided.

Data source

Statistical data presented in this report came from data held on the Scottish Government HR System. For any further information related to presented data please contact [HR MI Team Mailbox@gov.scot](mailto:HR_MI_Team_Mailbox@gov.scot)

In order to not to disclose confidential information about members of staff, data suppression was applied to counts of less than 5 (an percentage values as well). If the numbers of both female and male staff within a pay grade were 5 or over, data suppression was not applied.

Information provided in this report on the protected characteristics has been provided by employees on a voluntary basis. Some information held in the system is complete, whilst others are less well populated.

Workforce Composition

The information provided in this section of the report is taken from our Human Resources Management Information System and is valid as at 31 March 2022. The total number of staff employed as at 31 March 2022 is 306.

Only permanent staff, staff on a fixed-term appointment and Modern Apprentices are included in the headcounts.

Selecting PNTS (Prefer not to say) is counted as making a declaration for the purposes of calculating declaration rates.

In the below tables, numbers less than 5 are not disclosed to protect individual confidential information and are marked as *. Information not provided denotes that a member of staff has not supplied information; prefer not to say denotes that a member of staff has chosen not to provide information.

Explanation of Pay Grades

Grade	Description
A3/A4	Administrative grades
B1	Executive officer grades
B2/B3	Higher and Senior Executive Officer grades
C1/C2	Management grades
SCS	Senior Civil Service grades

Grade Profile

Below table provides information on the grade profile within FSS as at 31 March 2022:

	Grade Profile											
	Headcount				Percentage				Civil Service %			
	2016	2018	2020	2022	2016	2018	2020	2022	2015	2017	2019	2021
A3/A4	10	9	9	17	6.2	5.1	4.1	5.6	38.0	35.7	33.6	30.0
B1	81	78	91	94	50.3	44.4	41.0	30.7	25.0	26.4	54.7	53.3
B2/B3	56	75	109	163	34.8	42.6	49.1	53.3	23.0	23.6		
C1/C2/SCS*	—	—	13	32	—	—	5.8	10.5	—	—	—	—
C1/C2	12	12	—	—	7.5	6.8	—	—	9.0	9.9	11.7	13.3
SCS	2	2	0	—	1.2	1.1	—	—	1.0	1.2	—	—
Not reported	0	0	0	—	0	0	0	—	3.0	3.2	0.0	3.4
All	161.0	176.0	222.0	306.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0

According to Civil Service Statistics 2021 ([Civil Service Statistics 2021](#)) the percentage of civil servants working in Administrative roles is 30.0%, and has fallen each year since 2011 (47.1%). In FSS the percentage of employees hired in Administrative roles is 5.6%, an increase of 1.5% from 2020, but still considerably lower than across the Civil Service. This increase can be attributed in part to the organisation's restructure where a number of A3 and A4 posts were created, especially in our Corporate Services & Digital Transformation branch.

The percentage of civil servants working at grades B1, B2, B3 and above is now in total of 70.0%, up from 67.8% in 2020 and 52.9% in 2011. The percentage of civil servants working in grades C1 and C2 has increased to 13.3% in 2021, up from 12.5% in 2020 and 7.1% in 2011. The percentage of unreported grades remains at 3.4%.

In FSS we have seen noticeable increase in the number of FSS employees at grades B2/B3 (4.2%) and C1/C2 SCS* (4.7%), compared to previous years. It is also worth noting the significant decrease in the number of FSS employees at B1 grade (10.3%) since 2020. This is again, due to the restructure that FSS carried out over the past 2 years, related to EU Exit.

Key Findings by Protected Characteristics

Provided below is a series of tables containing statistical data related to the equality information. We have not reported on the protected characteristics of Gender-reassignment or Pregnancy and Maternity due to small numbers of employees and insufficient data.

Age

Age	18-29								30-39							
	Headcount				Percentage				Headcount				Percentage			
	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
A3/A4	5	*	*	5	50.0	*	*	29.4	*	*	*	5	*	*	*	29.4
B1	6	11	*	18	7.4	14.1	*	19.1	7	*	*	18	8.6	*	*	19.1
B2/B3	*	*	14	24	*	*	12.8	14.7	14	20	33	61	25.5	26.7	30.3	37.4
C1/C2/SCS	*	*	0	0	*	*	0.0	0.0	*	*	0	5	*	*	*	15.6
All employees	17	19	26	47	10.6	10.8	11.7	15.4	23	26	60	89	14.3	14.8	22.5	29.1
	40-49								50-54							
	Headcount				Percentage				Headcount				Percentage			
	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
A3/A4	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
B1	33	31	*	18	40.0	39.7	*	19.1	16	7	*	17	19.8	9.0	*	18.1
B2/B3	15	26	35	36	26.6	34.7	32.1	22.1	9	5	7	22	16.1	6.7	6.4	13.5
C1/C2/SCS	7	*	6	*	58.3	*	46.2	*	*	*	*	*	*	*	*	*
All employees	58	63	72	67	36.0	35.8	32.4	21.9	26	17	25	48	16.1	9.7	11.3	15.7
	55-59								60+							
	Headcount				Percentage				Headcount				Percentage			
	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
A3/A4	*	*	*	0	*	*	*	0.0	*	*	*	*	*	*	*	*
B1	14	*	*	8	17.3	*	*	8.5	5	*	*	15	6.2	*	*	16.0
B2/B3	8	12	13	9	14.3	16.0	11.9	5.5	*	6	7	11	*	8.0	6.4	6.7
C1/C2/SCS	*	*	*	7	*	*	*	21.9	*	*	*	*	*	*	*	*
All employees	27	36	28	24	16.8	20.5	12.6	7.8	10	15	21	31	6.2	8.5	9.5	10.1
	All Staff															
	Headcount				Percentage											
	2016	2018	2020	2022	2016	2018	2020	2022								
A3/A4	10	9	9	17	100.0	100.0	100.0	100.0								
B1	81	78	91	94	100.0	100.0	100.0	100.0								
B2/B3	56	75	109	163	100.0	100.0	100.0	100.0								
C1/C2/SCS	14	14	13	32	100.0	100.0	100.0	100.0								
All employees	161	176	222	306	100.0	100.0	100.0	100.0								

Note: There has been a significant increase in the FSS headcount since our progress report in April 2020. This is due to organization restructure following EU Exit. However due to relatively low staff numbers in some categories reported significant amount of data are suppressed to prevent possible disclosure of information related to these individuals.

The percentage of FSS employees aged 50 or over (33.6%) has remained stable since March 2020 (33.4%), however the percentage has fallen by around 5% since 2018.

Disability

Disability																
	Disabled								Not Disabled							
	Headcount				Percentage				Headcount				Percentage			
	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
A3/A4	*	*	*	*	*	*	*	*	*	*	*	8	*	*	*	47.1
B1	*	5	5	*	*	6.4	6.5	*	*	31	36	50	*	39.7	39.6	53.2
B2/B3	*	*	*	*	*	*	*	*	*	29	*	69	*	38.7	*	42.3
C1/C2/SCS	*	*	*	*	*	*	*	*	*	*	*	17	*	*	*	53.1
All employees	*	14	14	16	*	8.0	6.3	5.2	10	71	84	144	6.2	40.3	37.8	47.1
	Prefer Not To Say								Not Known							
	Headcount				Percentage				Headcount				Percentage			
	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
A3/A4	*	0	*	*	*	0	*	*	*	*	3	*	*	*	33.3	*
B1	*	2	2	*	*	2.6	2.2	*	*	40	48	*	*	51.3	52.7	*
B2/B3	*	2	2	*	*	2.7	1.800	*	*	*	66	81	*	*	60.8	49.7
C1/C2/SCS	*	0	0	0	*	0	0.0	0.0	*	4	3	*	*	28.6	23.1	*
All employees	*	4	4	5	*	2.3	1.8	1.6	146	87	120	141	90.7	49.4	54.1	46.1
	All Employees															
	Headcount				Percentage											
	2016	2018	2020	2022	2016	2018	2020	2022								
A3/A4	*	9	9	17	*	100.0	100.0	100.0								
B1	*	78	97	94	*	100.0	100.0	100.0								
B2/B3	*	75	109	163	*	100.0	100.0	100.0								
C1/C2/SCS	*	14	13	32	*	100.0	100.0	100.0								
All employees	161	176	222	306	100.0	100.0	100.0	100.0								

Note: The Declaration Rate is 53.9%

Since 2011 the number of employees within the civil service declaring themselves as disabled has increased year on year. According to data published in March 2021, 13.6% of the Civil Service workforce declared themselves as disabled ([Source: Civil Service Statistics](#)), up from 12.8% in 2020.

By comparison 5.2% of the workforce within FSS have declared themselves as having a disability, this has decreased from 6.3% in 2020 although the actual headcount has increased from 14 to 16 (the change in % can be explained by the increase in the overall headcount across the organisation). It is also worthy of note that the declaration rate is currently 53.9%, an increase of 8% since 2020. As a Disability Confident Committed employer FSS will continue to promote opportunities for progression and development across the organisation, recognising the talents and diversity which disabled people can bring to our workplace.

Ethnicity

Ethnicity	Ethnic Minority								White							
	Headcount				Percentage				Headcount				Percentage			
	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
A3/A4	*	*	*	0	*	*	*	0.0	*	6	*	12	*	66.7	*	70.6
B1	*	*	*	0	*	*	*	0.0	*	50	49	59	*	84.1	53.8	62.8
B2/B3	*	*	*	7	*	*	*	4.3	*	50	56	91	*	66.7	51.4	55.8
C1/C2/SCS	*	0	*	0	*	0	*	0.0	*	12	*	21	*	85.7	*	65.6
All employees	*	6	*	7	*	3.4	3.2	2.3	41	118	122	183	25.5	67.0	55.0	59.8
	Prefer Not To Say								Not Known							
	Headcount				Percentage				Headcount				Percentage			
	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
A3/A4	*	0	0	0	*	0	0	0.0	*	*	*	5	*	*	*	29.4
B1	*	1	1	2	*	1.3	1.1	2.1	*	*	*	33	*	*	*	35.1
B2/B3	*	0	1	2	*	0.0	0.009	1.2	*	*	*	63	*	*	*	38.7
C1/C2/SCS	*	1	1	1	*	7.1	7.7	3.1	*	1	*	10	*	7.1	*	31.3
All employees	*	2	3	5	*	1.1	1.4	1.6	116	50	90	111	72.0	28.4	40.5	36.3
	All Employees															
	Headcount				Percentage											
	2016	2018	2020	2022	2016	2018	2020	2022								
A3/A4	*	9	9	17	*	100.0	100.0	100.0								
B1	*	78	91	94	*	100.0	100.0	100.0								
B2/B3	*	75	109	163	*	100.0	100.0	100.0								
C1/C2/SCS	*	14	13	32	*	100.0	100.0	100.0								
All employees	161	176	22	306	100.0	100.0	100.0	100.0								

Note: The Declaration Rate is 63.7%

As per data published in March 2021, in the Civil Service (Source: [Civil Service Statistics](#)) those from an ethnic minority background represent 14.3% of the Civil Service. This is at a record high, comparing to 13.2% in 2020, and 9.2% in 2011.

In FSS, 2.3% of workforce are from an ethnic minority, this has steadily decreased since 2018. FSS will continue promote work opportunities to people from ethnic minorities. To add, the declaration rate currently sits at 63.7% and a significant amount of data was suppressed to protect staff identity due to low numbers, as it was in previous years.

FSS HR team will continue to encourage employees to self-declare equality and diversity information via FS/SG HR system (eHR) for future reporting purposes.

Gender

Gender	Female								Male							
	Number				Percentage				Number				Percentage			
	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
A3/A4	*	*	*	11	*	*	*	64.7	*	*	*	6	*	*	*	35.3
B1	19	21	30	30	23.5	26.9	33.0	31.9	32	57	61	64	76.5	73.1	67.0	68.1
B2/B3	30	43	60	90	53.6	57.3	55.0	55.2	26	32	49	73	46.4	42.7	45.0	44.8
C1/C2/SCS	7	7	*	15	50.0	50.0	*	46.9	7	7	*	17	50.0	50.0	*	53.1
All employees	63	80	105	146	39.1	45.5	47.3	47.7	98	96	117	160	60.9	54.5	52.7	52.3
	All Employees															
	Number				Percentage											
	2016	2018	2020	2022	2016	2018	2020	2022								
A3/A4	10	9	9	17	100.0	100.0	100.0	100.0								
B1	81	78	91	94	*	100.0	100.0	100.0								
B2/B3	56	75	109	163	*	100.0	100.0	100.0								
C1/C2/SCS	14	14	13	32	*	100.0	100.0	100.0								
All employees	161	176	222	306	100.0	100.0	100.0	100.0								

The Civil Service has more women than men in its workforce. According to data published in March 2021, 54.2% of the Civil Service workforce are women and 45.8% are men (Source: [Civil Service Statistics](#)).

Within FSS the gender split is 47.7% women (a small 0.4% increase from 2020) and 52.3% men. There continues to be a disproportionate number of women (31.9%) to men (68.1%) at the B1 grade as reported in both the 2018 Equality Mainstreaming Report and the 2020 Equality Mainstreaming Update. The larger percentage of men is mainly due to the number of men employed within the Operation Delivery branch at B1 level.

Marital/Civil Partnership

Marital/Civil Partnership																
	Married								Single							
	Headcount				Percentage				Headcount				Percentage			
	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
A3/A4	*	*	*	*	*	*	*	*	*	0	0	*	*	0.0	0.0	*
B1	16	15	23	16	19.8	19.2	25.3	17.0	16	14	18	*	19.8	17.9	19.8	*
B2/B3	14	30	41	43	25.0	40.0	37.6	26.4	7	*	*	28	12.5	*	*	17.2
C1/C2/SCS	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
All employees	33	50	70	73	20.5	28.4	31.5	23.9	27	23	35	42	16.8	13.1	15.8	13.7
	Other Status								Prefer Not To Say							
	Headcount				Percentage				Headcount				Percentage			
	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
A3/A4	*	*	*	*	*	*	*	*	*	0	0	0	*	0.0	0.0	0.0
B1	*	*	10	*	*	*	11.0	*	*	1	0	0	*	1.3	0.0	0.0
B2/B3	*	8	9	10	*	10.7	8.3	6.1	*	1	2	1	*	1.3	1.8	0.6
C1/C2/SCS	*	*	*	*	*	*	*	*	*	0	1	2	*	0.0	0.077	6.3
All employees	10	18	24	19	6.2	10.2	10.8	6.2	*	2	3	3	*	1.1	1.4	1.0
	Unknown								All Employees							
	Headcount				Percentage				Headcount				Percentage			
	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
A3/A4	7	*	*	12	70.0	*	*	70.6	10	9	9	17	100.0	100.0	100.0	100.0
B1	44	*	40	61	54.3	*	44.0	64.9	81	78	91	94	100.0	100.0	100.0	100.0
B2/B3	29	*	*	81	51.8	*	*	49.7	56	75	109	163	100.0	100.0	100.0	100.0
C1/C2/SCS	*	6	3	15	42.9	42.9	23.1	46.9	14	14	13	32	100.0	100.0	100.0	100.0
All employees	87	83	90	169	54.0	47.2	40.5	55.2	161	176	222	306	100.0	100.0	100.0	100.0

The above table indicates that Married is still the most reported category at 23.9%, a decrease from both 2018 and 2020. The next most reported category is Single at 13.7%, which has decreased by 2.1% since 2020.

Religion and Belief

Religion or Belief																
	Christian								Other Religion or Belief							
	Headcount				Percentage				Headcount				Percentage			
	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
A3/A4	*	*	*	*	*	*	*	*	*	*	0	0	*	*	0.0	0.0
B1	*	23	26	29	*	29.5	28.6	30.9	*	*	*	0	*	*	*	0.0
B2/B3	*	20	23	41	*	26.7	21.1	25.2	*	*	*	*	*	*	*	*
C1/C2/SCS	*	*	*	*	*	*	*	*	*	*	*	0	*	*	*	0.0
All employees	18	52	58	80	11.2	29.5	26.1	26.1	*	5	8	*	*	2.8	*	*
	No Religion or Belief								Prefer Not To Say							
	Headcount				Percentage				Headcount				Percentage			
	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
A3/A4	*	*	*	7	*	*	*	41.2	*	*	2	*	*	*	22.2	*
B1	*	20	19	24	*	25.6	20.9	25.5	*	8	7	10	*	10.3	7.7	10.6
B2/B3	*	27	33	50	*	36.0	30.3	30.7	*	7	6	*	*	9.3	5.5	*
C1/C2/SCS	*	*	*	13	*	*	*	40.6	*	*	1	*	*	7.1	7.7	*
All employees	21	53	58	94	13.0	30.1	26.1	30.7	*	18	16	*	*	10.2	7.2	*
	Not Known								All Employees							
	Headcount				Percentage				Headcount				Percentage			
	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
A3/A4	*	*	2	5	*	*	22.2	29.4	*	9	9	17	*	100.0	100.0	100.0
B1	*	*	*	31	*	*	*	33.0	*	78	91	94	*	100.0	100.0	100.0
B2/B3	*	*	*	63	*	*	*	38.7	*	75	109	163	*	100.0	100.0	100.0
C1/C2/SCS	*	*	1	10	*	7.1	7.7	31.3	*	14	13	32	*	100.0	100.0	100.0
All employees	115	48	*	109	71.4	27.3	*	35.6	161	176	222	306	100.0	100.0	100.0	100.0

Reporting rates for religion & belief increased in 2021 to 68.2% (Source: [Civil Service Statistics](#)). Within FSS the most commonly reported religion is Christian at 26.1%, this compares to 47.2 % reporting as Christian within the Civil Service. Overall 39.6% of civil servants report having no religion or belief by comparison, 30.7% of FSS staff reported within this category, an increase of over 4% since 2020.

Sexual Orientation

Sexual Orientation																
	Lesbian, Gay, Bi-sexual and Other								Heterosexual/Straight							
	Headcount				Percentage				Headcount				Percentage			
	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
A3/A4	*	0	0	0	*	0.0	0.0	0.0	*	7	7	12	*	77.8	77.8	70.6
B1	*	*	*	*	*	*	*	*	*	47	49	58	*	80.3	53.8	59.6
B2/B3	*	*	*	*	*	*	*	*	*	50	54	86	*	66.7	49.5	52.8
C1/C2/SCS	*	0	0	*	*	0.0	0.0	*	*	12	11	19	*	85.7	84.6	59.4
All employees	*	*	*	10	*	*	*	3.3	43	116	121	173	26.7	65.9	54.5	56.5
	Prefer Not To Say								Not Known							
	Headcount				Percentage				Headcount				Percentage			
	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
A3/A4	*	*	0	0	*	*	0.0	0.0	*	*	2	5	*	0.0	22.2	29.4
B1	*	*	3	*	*	*	3.3	*	*	*	*	*	*	0.0	*	*
B2/B3	*	*	6	*	*	*	5.5	*	*	*	*	63	*	0.0	*	36.7
C1/C2/SCS	*	*	1	*	*	*	7.7	*	*	*	1	*	*	0.0	7.700	*
All employees	*	8	10	13	*	4.5	4.5	4.2	115	*	*	110	71.4	0.0	*	35.9
	All Employees															
	Headcount				Percentage											
	2016	2018	2020	2022	2016	2018	2020	2022								
A3/A4	*	9	9	17	*	100.0	100.0	100.0								
B1	*	78	91	94	*	100.0	100.0	100.0								
B2/B3	*	75	109	163	*	100.0	100.0	100.0								
C1/C2/SCS	*	14	13	32	*	100.0	100.0	100.0								
All employees	161	176	222	306	100.0	100.0	100.0	100.0								

According to the [Civil Service Statistics](#) published in March 2021, the percentage of civil servants identifying as LGBO (lesbian, gay, bisexual or recorded their sexual orientation as 'other') has increased to 5.6%. This percentage has increased over past years since data on sexual orientation has been captured in these statistics. It is up from 5.0% in 2020 and 3.7% in 2015.

Looking at FSS statistics, 56.5% declared themselves Heterosexual/Straight. This increased from 54.5% in 2020.

It's worth noticing that a large amount of data was suppressed due to low numbers reported in each categories.

Work Patterns

The table below present trends in the working pattern at FSS. This date is as of 31 March 2022:

Work Pattern	Full Time								Part Time							
	Headcount				Percentage				Headcount				Percentage			
	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
A3/A4	*	*	9	16	*	*	100.0	94.1	*	*	0	1	*	*	0.0	5.9
B1	*	*	*	84	*	*	*	89.4	*	*	*	10	*	*	*	10.6
B2/B3	*	85	96	143	*	86.7	88.1	87.7	*	10	13	20	*	13.3	11.9	12.3
C1/C2/SCS	*	*	*	31	*	*	*	96.9	*	*	*	1	*	*	*	3.1
All employees	150	160	203	274	93.2	90.9	91.4	89.5	11	16	19	32	6.8	9.1	8.6	10.5
	All Employees															
	Headcount				Percentage											
	2016	2018	2020	2022	2016	2018	2020	2022								
A3/A4	*	9	9	17	*	100.0	100.0	100.0								
B1	*	78	91	94	*	100.0	100.0	100.0								
B2/B3	*	75	109	163	*	100.0	100.0	100.0								
C1/C2/SCS	*	14	13	32	*	100.0	100.0	100.0								
All employees	161	176	222	306	100.0	100.0	100.0	100.0								

According to [Civil Service Statistics](#) published in March 2021, the number of civil servants working full time increased by 8.9% in 2020. The part-time headcount decreased by 2.5% across the same period.

At the end of the reporting period to 31 March 2022, 89.5% of staff work full time and 10.5% work part time. The number of staff working Part-time has increased by 1.9% since 2020. This shows FSS's continued commitment towards flexible working opportunities with different working patterns (job sharing, part-time working, compressed hours and partial retirement).

Leavers

The below table provides information on FSS Leavers during the period between 01 April 2016 to 31 March 2022. Only permanent staff, staff on a fixed-term appointment and Modern Apprentices are included in the headcounts.

The information is split by gender, age, work pattern and grade. Between April 2020 and March 2022 60 permanent or fixed term staff left FSS.

During this period it can be noticed that number of leavers increased by 20 compared to the 2018-2020 reporting period.

Gender								
	Headcount				Percentage			
	2016	2018	2020	2022	2016	2018	2020	2022
Female	10	12	17	32	66.7	66.7	42.5	53.3
Male	5	6	23	28	33.3	33.3	57.5	46.7
All	15	18	40	60	100.0	100.0	100.0	100.0
Age								
	Headcount				Percentage			
	2016	2018	2020	2022	2016	2018	2020	2022
16-29	5	2	10	12	33.3	11.1	25.0	20.0
30-39	*	4	5	12	*	22.2	12.5	20.0
40-49	*	3	*	15	*	16.7	*	25.0
50-54	*	4	*	*	*	22.2	*	*
55-59	*	2	7	*	*	11.1	17.5	*
60+	*	3	11	11	*	16.7	27.5	18.3
All	15	18	40	60	100.0	100.0	100.0	100.0
Work Pattern								
	Headcount				Percentage			
	2016	2018	2020	2022	2016	2018	2020	2022
Full Time	14	16	32	56	93.3	88.9	80.0	93.3
Part Time	1	2	8	4	6.7	11.1	20.0	6.7
All	15	18	40	60	100.0	100.0	100.0	100.0
Grade								
	Headcount				Percentage			
	2016	2018	2020	2022	2016	2018	2020	2022
A3/A4	1	1	4	5	6.7	6.7	10.0	8.3
B1	8	9	15	14	53.3	53.3	37.5	23.3
B2/B3	6	7	18	36	40.0	40.0	45.0	60.0
C1/C2/SCS	0	1	3	5	0.0	0.0	7.5	8.3
All	15	18	40	60	100.0	100.0	100.0	100.0

Recruitment by Protected Characteristics

All job applications are monitored centrally by SG Management Information team. The SG Resourcing teams liaise with Recruiting Managers to ensure that fair and equal recruitment practices are applied throughout the recruitment process and where applicable, ensure that reasonable adjustments are implemented.

In line with employment legislation and best practice FSS is committed to equality of opportunity in employment, both in principle and in practice. It is our policy to ensure that no job applicant or employee receives less favourable treatment, either directly or indirectly, on grounds of age, race, disability, sex, marital status, pregnancy/maternity,

gender reassignment, religion or belief or sexual orientation, therefore equality information is not shared with recruiting managers.

We remain part of the Disability Confident scheme and offer guaranteed interviews to disabled applicants and those who meet the minimum criteria for vacant posts and ensure that reasonable adjustments are made to the recruitment and selection process where necessary.

In the Equality Mainstreaming Report 2022 we have reported current trends in equality data in Recruitment vs Staff Recruited across the protected Characteristics –Age, Disability, Ethnicity, Gender, Marital/Civil Partnership, Religion and Belief and Sexual Orientation. We have not reported on the protected characteristics of Gender Re-assignment or Pregnancy and Maternity as this data is not recorded. Although we have reported on Joiners, the data has been heavily suppressed due to low numbers.

For clarification, the recruitment data presented below has been combined from two datasets with different diversity questions, although the results should be comparable. This is due to a change in recruitment platform in January 2022.

During the reporting period between 01 April 2020 – 31 March 2022, there were 2579 applicants, and 144 recruits, this is a significant increase on all previously reported figures.

Age and Recruitment

Age				Not Specified				18-19				20-29			
No. of Applications				2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
470	437	518	2579	458	430	*	26	4	0	14	19	4	4	180	844
				97.45%	98.40%	*	1.10%	0.85%	0.00%	2.70%	0.70%	0.85%	0.92%	30.89%	32.70%
Age				30-39				40-49				50-59			
No. of Applications				2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
470	437	518	2579	2	1	152	746	2	1	101	543	0	1	71	357
				0.43%	0.23%	29.34%	28.90%	0.43%	0.23%	19.50%	21.10%	0.00%	0.23%	13.70%	13.80%
Age				Over 60											
No. of Applications				2016	2018	2020	2022								
470	437	518	2579	0	0	14	44								
				0.00%	0.00%	2.70%	1.70%								

Note: There has been a slight change in the reporting categories (which have been amended within this report), however due to low declaration rates previously this does not have any impact on the figures.

Between April 2020 and March 2022 the majority of applicants were aged between 20 & 39 years, with only 15.5% being over 50 years. Compared to the previous Equality Mainstreaming Main report in 2018 there has been a significant increase in the age declaration rate providing us with a better reporting capability.

Disability in Recruitment

Disability																			
No. of Applications				Disabled				Not Disabled				Not Specified				Unknown			
2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
470	437	518	2579	—	—	21	85	—	—	352	2333	—	—	80	158	—	—	65	3
				—	—	4.05%	3.30%	—	—	67.95%	90.50%	—	—	15.44%	6.10%	—	—	12.55%	0.10%
Disability																			
No. of Recruits				Disabled				Not Disabled				Not Specified				Unknown			
2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
—	—	73	144	—	—	*	*	—	—	18	72	—	—	*	*	—	—	*	*
				—	—	*	*	—	—	24.66%	50.00%	—	—	*	*	—	—	*	*

During the reporting period 2020 – 2022, of the 2579 applicants 85 (3.3%) reported a disability, with 2333 (90.5%) applicants reporting as not disabled. The number of recruits with a disability has been suppressed in this case to protect identity and confidentiality.

Ethnicity in Recruitment

Ethnicity																			
No. of Applications				White				BAME				Not Specified				Unknown			
2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
470	437	518	2579	—	—	415	2165	—	—	88	362	—	—	14	43	—	—	1	9
				—	—	80.12%	83.90%	—	—	16.99%	14.00%	—	—	2.70%	1.70%	—	—	0.19%	0.30%
Ethnicity																			
No. of Recruits				White				BAME				Not Specified				Unknown			
2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
—	—	73	144	—	—	18	76	—	—	*	*	—	—	—	*	—	—	*	*
				—	—	24.66%	52.80%	—	—	*	*	—	—	—	*	—	—	*	*

During the reporting period 2020 – 2022, of the 2579 applicants, 2165 (83.9%) applicants reported as white, with 362 (14%) applicants reporting as BAME. The recruits reporting as BAME has been suppressed in this case to protect identity and confidentiality.

Gender in Recruitment

Gender																			
No. of Applications				Female				Male				Not Specified				Unknown			
2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
470	437	518	2579	—	—	283	1351	—	—	230	1184	—	—	4	36	—	—	1	8
				—	—	54.63%	52.40%	—	—	44.40%	45.90%	—	—	0.77%	1.40%	—	—	0.19%	0.30%
Gender																			
No. of Recruits				Female				Male				Not Specified				Unknown			
2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
—	—	73	144	—	—	35	73	—	—	38	71	—	—	—	—	—	—	—	—
				—	—	47.95%	50.70%	—	—	52.05%	49.30%	—	—	—	—	—	—	—	—

During the reporting period 2020 – 2022, of the 2579 applicants, 1351 (52.4%) applicants were female and 1184 (45.9%) applicants were male. Of the 144 recruits, there were more female than male recruits, with 50.7% female and 49.3% male, a difference of 1.4%, this has changed from 2020 where more men were recruited than women.

Marital/Civil Partnership in Recruitment

Marital/Civil Partnership																			
No. of Applications				Married				Single				Other Status				Unknown			
2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
470	437	518	2579	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
				—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Marital/Civil Partnership																			
No. of Recruits				Married				Single				Other Status				Unknown			
2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
—	—	73	144	—	—	19	9	—	—	15	*	—	—	6	*	—	—	33	127
				—	—	26.03%	6.30%	—	—	20.55%	*	—	—	8.22%	*	—	—	45.21%	88.20%

During the reporting period 2020 – 2022, there is no data recorded in respect of Marital/Civil Partnership. There is little data available on number of recruits as this has been suppressed to protect identity and confidentiality. As such it is difficult to comment on trends.

Religion and Belief in Recruitment

Religion & Belief																			
No. of Applications				None				Christian				Other Religion or Belief				Not Specified/Unknown			
2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
470	437	518	2579	—	—	20	1423	—	—	192	849	—	—	39	170	—	—	37	137
				—	—	48.26%	55.20%	—	—	37.07%	32.90%	—	—	7.53%	6.60%	—	—	7.14%	5.30%
Religion & Belief																			
No. of Recruits				None				Christian				Other Religion or Belief				Not Specified/Unknown			
2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
—	—	73	144	—	—	11	42	—	—	10	33	—	—	—	*	—	—	52	64
				—	—	15.07%	29.20%	—	—	13.70%	22.90%	—	—	—	*	—	—	71.23%	44.40%

During the reporting period 2020 – 2022, of the 2579 applicants, 1423 (55.2%) applicants reported as having no religion or belief, with 849 (32.9%) of applicants reporting as Christian and 170 (6.6%) reporting as Other Religion of Belief. Of the 144 recruits, 64 (44.4%) reported as religion and belief as unknown, with 42 (29.2%) reporting as having no religion or belief and 33 (22.9%) reported as Christian.

Sexual Orientation in Recruitment

Sexual Orientation																			
No. of Applications				Heterosexual/Straight				LGBO				Not Specified				Unknown			
2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
470	437	518	2579	—	—	474	2244	—	—	22	168	—	—	21	153	—	—	1	14
				—	—	91.51%	87.00%	—	—	4.25%	6.50%	—	—	4.05%	5.90%	—	—	0.19%	0.50%
Sexual Orientation																			
No. of Recruits				Heterosexual/Straight				LGBO				Not Specified				Unknown			
2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022	2016	2018	2020	2022
—	—	73	144	—	—	19	70	—	—	*	7	—	—	1	3	—	—	*	64
				—	—	26.03%	48.60%	—	—	*	4.90%	—	—	1.37%	2.10%	—	—	*	44.40%

During the reporting period 2020– 2022, of the 2579 applicants, 2244 (87%) applicants reported as heterosexual, with 168 (6.5%) applicants reporting as LGBO. Of the 144 recruits, 70 (48.6%) reported as heterosexual/straight, however there are large amounts of data suppressed to protect identity and confidentiality from information declared.

Appendix B – Meeting the specific duties of the Equality Act

Duty	Equality Act Reference	Summary of Requirements	Frequency	Last Published March
Equality Outcomes	Section 4 (1) & (2)	Publish a set of equality outcomes having involved protected characteristic groups/individuals and used available evidence	At least every four years	(This report) April 2022
Mainstreaming Progress	Section 3	Publish a report on progress to make the equality duty integral to the exercise of functions	At least every two years	April 2020
Equality Outcomes	Section 4 (1) & (2)	Publish a set of equality outcomes having involved protected characteristic groups/individuals and used available evidence	At least every four years	April 2018
Progress against Equality Outcomes	Section 4 (1) & (2)	Publish a report on the progress made to achieve the equality outcomes	At least every two years	April 2020
Equality Impact Assessments	Section 5	Conduct EIA's for new/revised policies and publish these. EIA's have been added to the Mandatory Consideration's for all new projects within FSS	Ongoing.	Ongoing as required
Gather and use employee information	Section 6 (1) & (2)	Gather information on staffing mix and recruitment and retention against protected characteristics	Annual	Ongoing
Include employee information in mainstreaming report	Section 6 (3)	Include employee information and progress made in gathering and using this in mainstreaming report (if not published previously)	At least every two years	April 2020

Gender Pay Gap information	Section 7	Publish percentage difference between hourly pay rates for men and women	At least every two years	This is covered by the Gender Pay Gap data published
Statement on equal pay policy and occupational segregation	Section 8	Publish equal pay policy and analysis of employment by grade/role for gender disability and race	At least every 4 years	Published as per SG Pay Policy

Appendix C – Equality in Communications and Marketing

Communications & Marketing

Communications and Marketing activities continue to be evidence based and a targeted approach taken to reach consumers.

Insight

The Food in Scotland Consumer Tracker is a biannual survey to understand reported consumer behaviours and attitudes relating to Food Standards Scotland, healthy eating and food safety. At each wave of research 1000 consumers are surveyed, ensuring this is a representative sample of people in Scotland

Vitamin D campaign

In 2021 and 2022, we have run a campaign encouraging people across Scotland to take a vitamin D supplement between October and March. The campaign messaging has highlighted groups that it would be particularly beneficial for, and who should consider taking it year round, including:

- all pregnant and breastfeeding women
- infants and children under 5 years old
- people who have low or no exposure to the sun, for example those who cover their skin for cultural reasons, are housebound, confined indoors for long periods or live in an institution

- people from minority ethnic groups with dark skin such as those of African, African-Caribbean and south Asian origin, who require more sun exposure to make as much vitamin D

Healthy eating campaign

A new healthy eating campaign was launched in February 2022 to encourage people to make small, manageable changes to their diet instead of making large, significant changes which are unsustainable. This campaign is targeted at C2DE adults and families in Scotland. It also marked the launch of 'Eat Well, Your Way', a new dietary guidance resource for consumers with tips and advice on how they can make these changes when planning meals, shopping and cooking.

Digital accessibility

To meet the requirements of the Public Sector Accessibility Regulations, a number of technical updates were made to the website, including the education resources and also Cookin' Castle, one of our healthy eating and food safety education resources.

'Recite Me' was added to the website. This is an accessibility toolbar that allows users to tailor the website to meet their needs, and they can:

- Have the text on our website read aloud (including PDFs) by highlighting the text that you wish to be read out loud and then press the 'play' icon in the toolbar
- Download the text as an MP3 file to play it where and when it suits you
- Change font type, including to Open Dyslexic
- Change font sizes and colours
- Customise background colour
- Translate text into more than 100 different languages
- Access a fully integrated dictionary and thesaurus

British Sign Language

A page was developed for the website to host videos in British Sign Language, and this was done in conjunction with the British Deaf Association. To date, the page has been populated with translations of:

- Information about the FSS strategy
- Vitamin D advice
- Food safety advice
- Handwashing tips
- Information about food and allergy alerts
- Marketing campaigns