

Employee Information Report

29 April 2016

Introduction

The Royal Blind Group, comprising Royal Blind and Scottish War Blinded, is an organisation that promotes the inclusion and empowerment of people with visual impairments, and as such regards equality in all its respects as something that should be inherent in our service delivery, our staffing and our management and governance.

The Equality Act 2010 introduced a public sector equality duty in order to ensure that public authorities and those carrying out a public function consider how they can positively contribute to a more equal society through advancing equality and good relations in their day-to-day business.

The establishment of Specific Duties under the Equality Act 2010 (Specific Duties) (Scotland) Regulations in relation to the Board's role as the manager of the Royal Blind School, a grant aided school, provides a framework for the setting and monitoring of formal aspirations for the continual improvement of our performance in attaining equality in all our functions and our employment practice.

These reports are written so as to transparently fulfil our obligations under the Regulations. They also serve the function of monitoring, managing and improving our equalities performance across our whole organisation.

This report on employee information contains details of:

- information on progress made in gathering and using employee information to better meet the equality duty
- the composition of our employees broken down by protected characteristic
- recruitment, development and retention of employees broken down by protected characteristic.

Gathering and using employee information

We now have established procedures which ensure that the equal opportunities data we hold about our employees and job applicants is representative. This helps us ensure that our equal opportunities approach and practices are effective and allows us to identify groups that may be underrepresented or disadvantaged in our organisation.

All job applicants are asked to fill in the equal opportunities form when they apply for a position with us. Provision of this information is voluntary and it does not adversely affect an individual's chances of recruitment or any other decision related to their employment. The information is removed from applications before shortlisting, and kept

solely for the purpose of equal opportunities monitoring and positive action to recruit disabled persons under the Jobcentre's Two Ticks Scheme.

If the successful candidate didn't provide equal opportunities information with their application, he or she is asked for it again on commencement of employment.

Over the last year we have taken steps to ensure that employee information in relation to disability is updated if new information comes to light during the course of a staff member's employment, for example through our procedures for managing sickness absence. This information was previously only updated at the time the employee joined the organisation. This change of practice resulted in our records in relation to employees' disability status more accurately reflecting our staff composition in this respect: our 2015 report showed that 8.91% of all our employees were disabled, compared with 16.08% in 2016. Within the School, the 2015 report showed that 1.25% of School employees were disabled, compared with 8.45% in 2016.

We now consistently gather equal opportunities data relating to recruitment, retention and development.

Analysing this data helps us take appropriate steps to avoid discrimination and improve equality and diversity across all our employment practices.

The composition of our employees

As at 31 March 2016, we employed a total of 454 staff, out of whom 217 (47.80%) worked full time and 237 (52.20%) worked part time.

Within the Royal Blind School, we employed 142 staff, out of whom 66 (46.48%) worked full time and 76 (53.52%) worked part time.

Sections below outline employee information under the following protected characteristics: gender, age, disability, sexual orientation, ethnic origin, religion and belief, marriage/civil partnership.

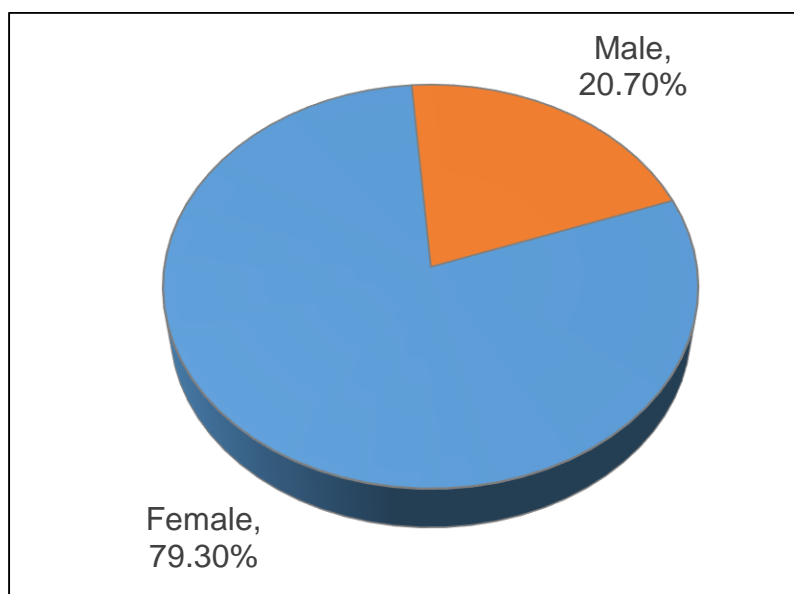
The employment information presented in this report covers the last 12 months since our last Equality Status Report was published on 30 April 2015. Under each protected characteristic, we have provided the following information:

- the overall composition of our employees as at 31 March 2016
- comparison with the 2015 report
- new employees appointed between 1 April 2015 and 31 March 2016
- job applicants between 1 April 2015 and 31 March 2016
- leavers between 1 April 2015 and 31 March 2016
- employees promoted internally between 1 April 2015 and 31 March 2016.

We have provided information relating to the whole organisation, and additionally about the Royal Blind School taken alone in order to meet our regulatory requirements.

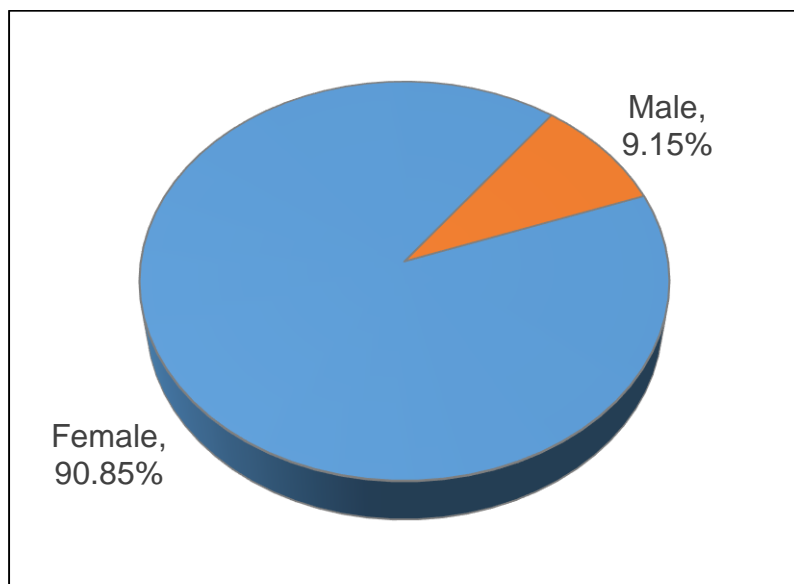
Gender

- The whole organisation as at 31 March 2016:



Gender	2016 report	2015 report
Female	79.30%	79.56%
Male	20.70%	20.22%
Prefer not to say	-	0.22%

- The Royal Blind School as at 31 March 2016:



Gender	2016 report	2015 report
Female	90.85%	88.75%
Male	9.15%	10.63%
Prefer not to say	-	0.62%

- **Recruitment**

New employees appointed between 1 April 2015 and 31 March 2016:

Gender	The whole organisation	The Royal Blind School
Female	70.31%	81.82%
Male	29.69%	18.18%

Job applicants between 1 April 2015 and 31 March 2016:

Gender	The whole organisation	The Royal Blind School
Female	58.59%	68.25%
Male	38.86%	25.40%
Prefer not to say	2.54%	6.35%

- **Leavers** between 1 April 2015 and 31 March 2016::

Gender	The whole organisation	The Royal Blind School
Female	71.88%	75.00%
Male	26.56%	18.75%
Prefer not to say	1.56%	6.25%

- **Employees promoted internally** between 1 April 2015 and 31 March 2016:

Gender	The whole organisation	The Royal Blind School
Female	92.31%	100%
Male	7.69%	-

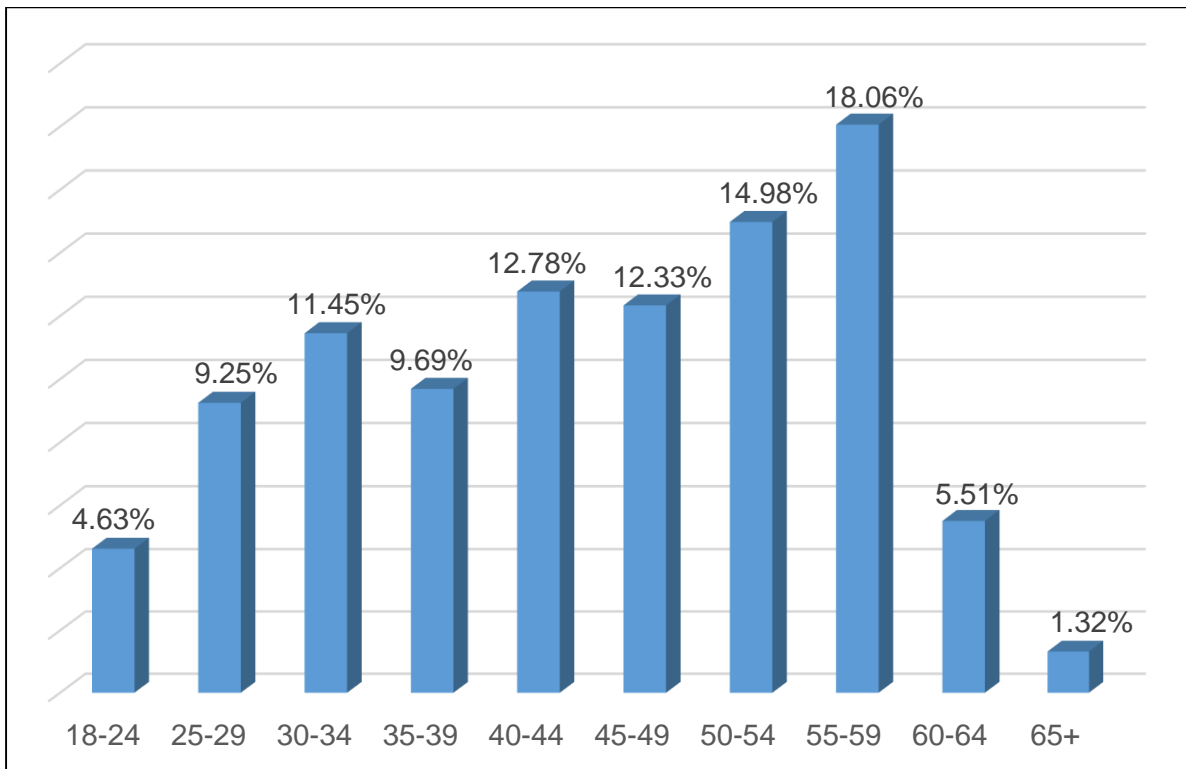
A vast majority of our employees are female. This reflects the typical gender mix in the activities we operate, which are mostly care and education sector. Based on SSSC Workforce Data Report published in 2015, 84% of all employees within the care sector are female.

The gender mix for the whole organisation is at a similar level as in April 2015, with a slightly higher proportion of men working for the organisation (20.22% in 2015 compared with 20.70% in 2016). In terms of the School specifically, the proportion of male employees compared to female staff changed from 10.63% in 2015 to 9.15% in 2016.

We believe that the recruitment, retention and development data outlined above is consistent with a fair and equal approach to our employment practices.

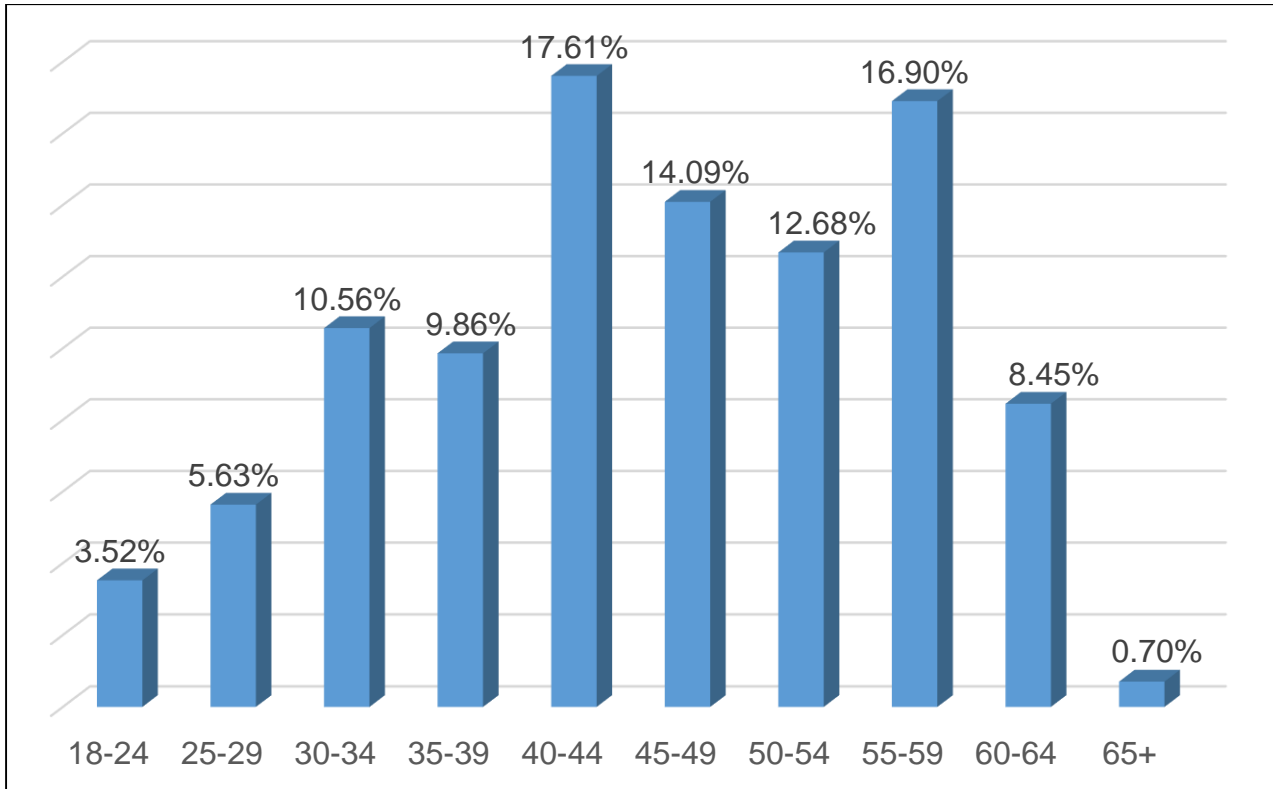
Age

- The whole organisation as at 31 March 2016:



Age	2016 report	2015 report
18-24	4.63%	6.52%
25-29	9.25%	8.26%
30-34	11.45%	12.39%
35-39	9.69%	9.57%
40-44	12.78%	13.48%
45-49	12.33%	11.74%
50-54	14.98%	15.43%
55-59	18.06%	15.22%
60-64	5.51%	6.30%
65+	1.32%	1.09%

- **The Royal Blind School as at 31 March 2016:**



Age	2016 report	2015 report
18-24	3.52%	3.76%
25-29	5.63%	6.87%
30-34	10.56%	11.87%
35-39	9.86%	10.63%
40-44	17.61%	18.13%
45-49	14.09%	11.25%
50-54	12.68%	14.37%
55-59	16.90%	15.00%
60-64	8.45%	6.87%
65+	0.70%	1.25%

- **Age at recruitment**

New employees appointed between 1 April 2015 and 31 March 2016:

Age	The whole organisation	The Royal Blind School
18-24	20.31%	27.27%
25-29	23.44%	18.18%
30-34	6.25%	9.09%
35-39	10.94%	-
40-44	6.25%	9.09%
45-49	12.50%	27.27%
50-54	12.50%	9.09%
55-59	4.69%	-
65+	3.12%	-

Job applicants between 1 April 2015 and 31 March 2016:

Age	The whole organisation	The Royal Blind School
18-24	28.40%	11.11%
25-29	21.97%	23.81%
30-34	8.97%	19.05%
35-39	10.16%	7.94%
40-44	7.17%	9.52%
45-49	9.27%	11.11%
50-54	7.03%	9.52%
55-59	4.78%	3.17%
60-64	1.20%	1.59%
65+	0.15%	-
Prefer not to say	0.90%	3.17%

- **Leavers** between 1 April 2015 and 31 March 2016:

Age	The whole organisation	The Royal Blind School
18-24	18.75%	-
25-29	14.06%	25.00%
30-34	14.06%	25.00%
35-39	7.81%	12.50%
40-44	4.69%	6.25%
45-49	9.38%	-
50-54	12.50%	12.50%
55-59	3.13%	-
60-64	9.38%	12.50%
65+	6.25%	6.25%

- **Employees promoted internally** between 1 April 2015 and 31 March 2016:

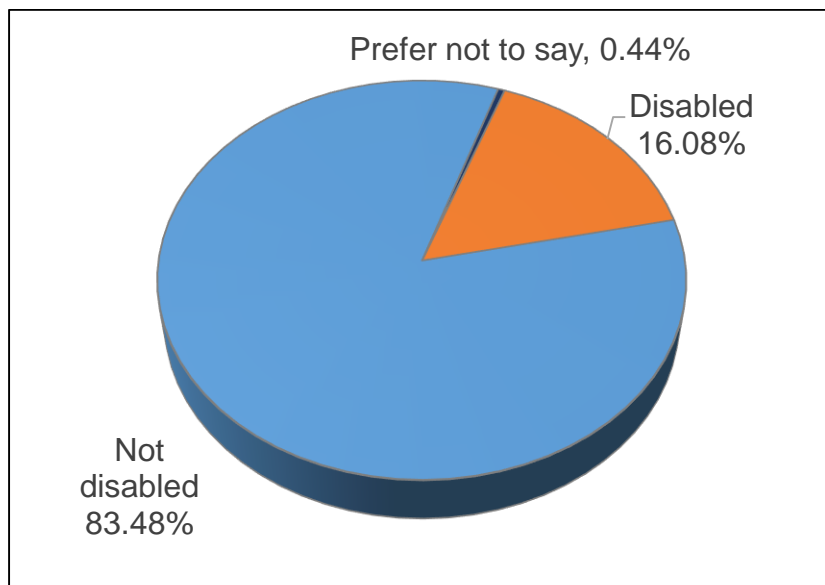
Age	The whole organisation	The Royal Blind School
18-24	15.38%	-
25-29	15.38%	-
30-34	23.08%	50%
40-44	15.38%	-
45-49	23.08%	-
60-64	7.69%	50%

We have a balance of employees of different ages across the organisation. The lower representation of the 18-24 age group is influenced by the qualification requirements for a lot of our positions, dictated by the sectors we operate in. The proportion of new employees appointed from this age group increased from last year: from 17.88% in 2015 to 20.31% in 2016 for the whole organisation, and from 21.06% in 2015 to 27.27% in 2016 for the School.

The slightly higher proportion of staff over the age of 60 is influenced by staff retirements. Our long serving employees have a generous final salary pension scheme which allows for early retirements from the age of 55.

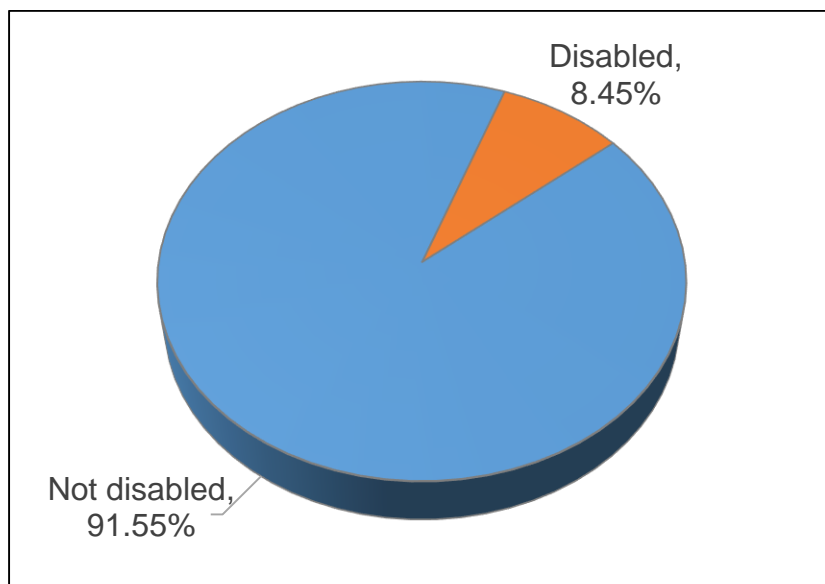
Disability

- **The whole organisation as at 31 March 2016:**



Disability status	2016 report	2015 report
Disabled	16.08%	8.91%
Not disabled	83.48%	90.00%
Prefer not to say	0.44%	1.09%

- **The Royal Blind School as at 31 March 2016:**



Disability status	2016 report	2015 report
Disabled	8.45%	1.25%
Not disabled	91.55%	96.88%
Prefer not to say	-	1.87%

- **Recruitment**

New employees appointed between 1 April 2015 and 31 March 2016:

Disability status	The whole organisation	The Royal Blind School
Disabled	17.19%	9.09%
Not disabled	79.69%	90.91%
Prefer not to say	3.12%	-

Job applicants appointed between 1 April 2015 and 31 March 2016:

Disability status	The whole organisation	The Royal Blind School
Disabled	11.21%	7.94%
Not disabled	82.96%	85.71%
Prefer not to say	5.83%	6.35%

- **Leavers** between 1 April 2015 and 31 March 2016:

Disability status	The whole organisation	The Royal Blind School
Disabled	15.63%	-
Not disabled	82.81%	93.75%
Prefer not to say	1.56%	6.25%

- **Employees promoted internally** between 1 April 2015 and 31 March 2016:

Disability status	The whole organisation	The Royal Blind School
Disabled	15.38%	-
Not disabled	84.62%	100%

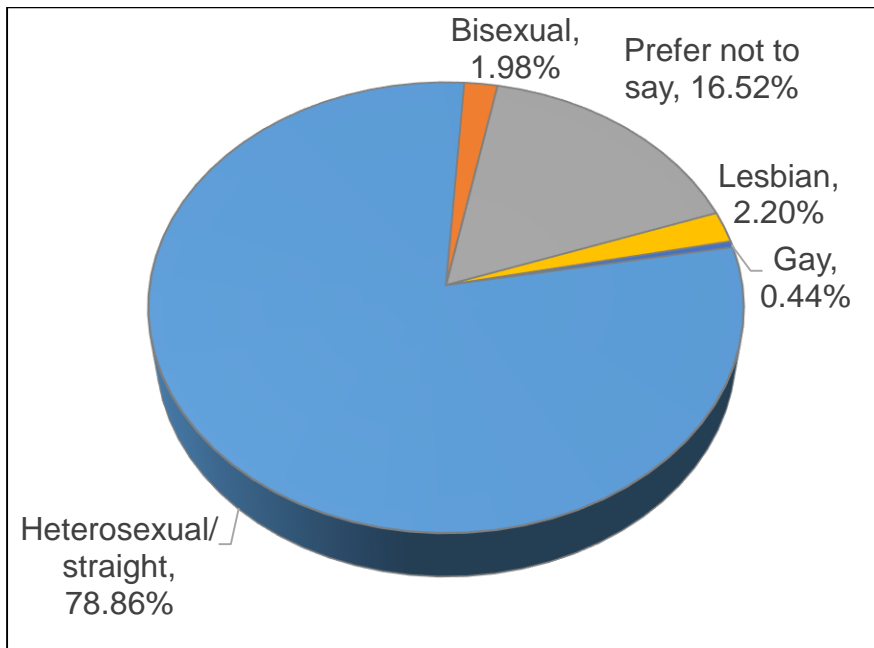
The records show a higher proportion of disabled staff within the Group and the School compared to our 2015 report. For the whole organisation, 16.08% of our employees are now recorded as disabled, compared with 8.91% in 2015. Within the School, 8.45% of staff are now recorded as disabled, compared with 1.25% in 2015.

As outlined above, this is influenced by our change of practice, which means that we now update employee records in respect of disability when new information comes to light during the course of a staff member's employment, for example through our managing sickness absence procedures.

The proportion of disabled employees we recruited (17.19%) over the past year is higher than the general proportion of disabled staff working for the organisation, and higher than the proportion of disabled job applicants within that period (11.21%), which is consistent with our commitment to recruiting, developing and retaining disabled employees.

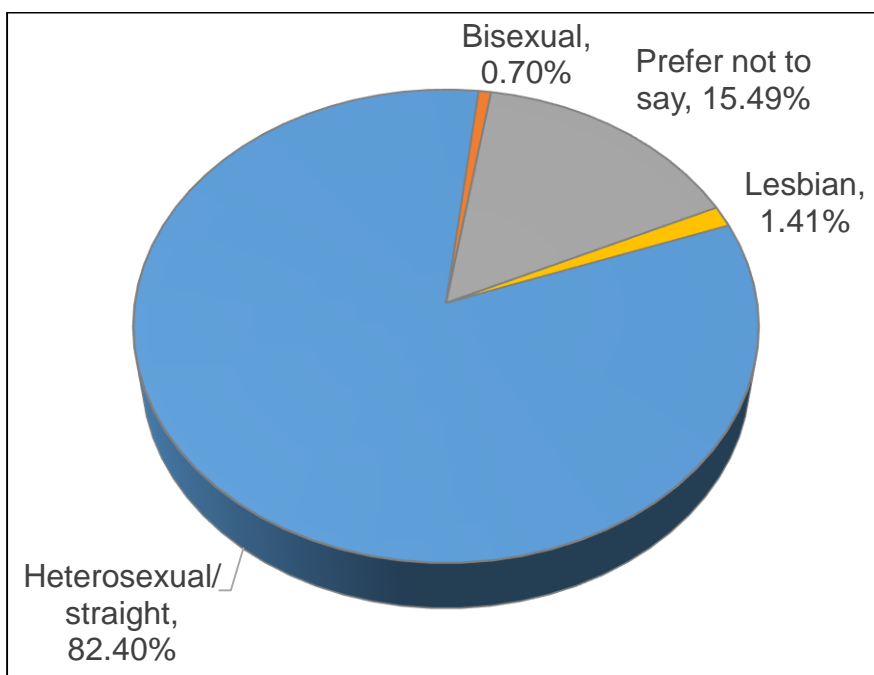
Sexual Orientation

- The whole organisation as at 31 March 2016:



Sexual orientation	2016 report	2015 report
Bisexual	1.98%	1.30%
Gay	0.44%	0.44%
Lesbian	2.20%	2.39%
Heterosexual/straight	78.86%	78.91%
Prefer not to say	16.52%	16.96%

- The Royal Blind School as at 31 March 2016:



Sexual orientation	2016 report	2015 report
Bisexual	0.70%	-
Lesbian	1.41%	1.25%
Heterosexual/straight	82.40%	85.00%
Prefer not to say	15.49%	13.75%

- **Recruitment**

New employees appointed between 1 April 2015 and 31 March 2016:

Sexual orientation	The whole organisation	The Royal Blind School
Bisexual	4.69%	9.09%
Gay	3.13%	-
Lesbian	1.56%	-
Heterosexual/straight	82.81%	81.82%
Prefer not to say	7.81%	9.09%

Job applicants between 1 April 2015 and 31 March 2016:

Sexual orientation	The whole organisation	The Royal Blind School
Bisexual	2.09%	1.59%
Gay	2.09%	1.59%
Lesbian	0.30%	1.59%
Heterosexual/straight	85.50%	84.13%
Prefer not to say	10.02%	11.10%

- **Leavers** between 1 April 2015 and 31 March 2016:

Sexual orientation	The whole organisation	The Royal Blind School
Gay	3.12%	-
Lesbian	3.12%	-
Heterosexual/straight	84.38%	93.75%
Prefer not to say	9.38%	6.25%

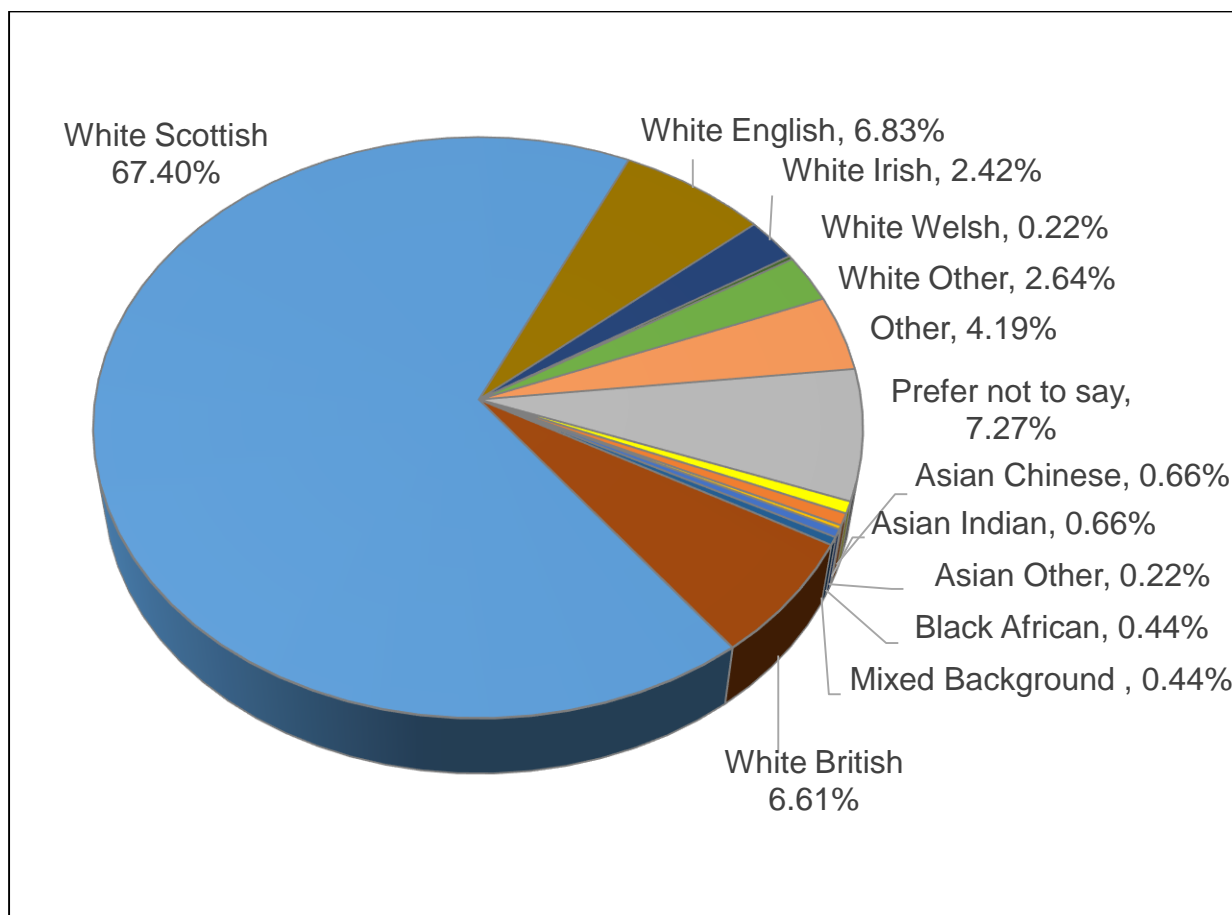
- **Employees promoted internally** between 1 April 2015 and 31 March 2016:

Sexual orientation	The whole organisation	The Royal Blind School
Heterosexual/straight	100%	100%

The general make-up of our staffing split by sexual orientation corresponds to the data presented under recruitment, retention and development practices. The figures are broadly similar to the figures presented in our 2015 report.

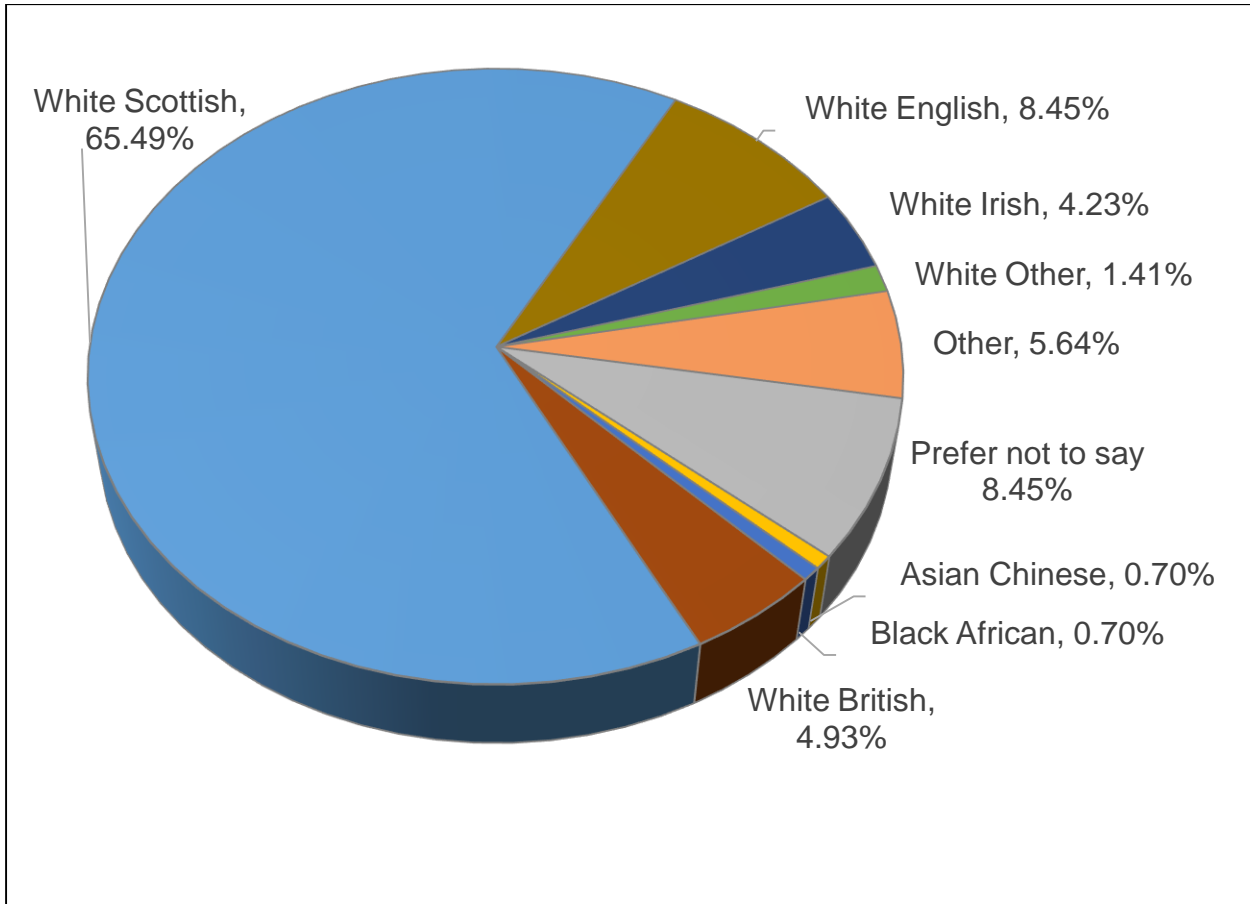
Ethnic Origin

- The whole organisation as at 31 March 2016:



Ethnic origin	2016 report	2015 report
Asian Chinese	0.66%	0.65%
Asian Indian	0.66%	0.43%
Asian Other	0.22%	0.22%
Black African	0.44%	0.65%
Mixed Background	0.44%	0.44%
White British	6.61%	3.04%
White Scottish	67.40%	69.13%
White English	6.83%	8.70%
White Irish	2.42%	2.39%
White Welsh	0.22%	0.22%
White Other	2.64%	1.96%
Other	4.19%	4.78%
Prefer not to say	7.27%	7.39%

- **The Royal Blind School as at 31 March 2016:**



Ethnic origin	2016 report	2015 report
Asian Chinese	0.70%	0.63%
Black African	0.70%	0.63%
White British	4.93%	3.75%
White Scottish	65.49%	66.87%
White English	8.45%	9.37%
White Irish	4.23%	4.37%
White Other	1.41%	0.63%
Other	5.63%	5.63%
Prefer not to say	8.45%	8.12%

- **Recruitment:**

New employees appointed between 1 April 2015 and 31 March 2016:

Ethnic origin	The whole organisation	The Royal Blind School
Asian Indian	1.56%	-
White British	29.69%	9.09%
White Scottish	53.12%	90.91%
White English	3.13%	-
White Irish	1.56%	-
White Other	7.81%	-
Prefer not to answer	3.13%	-

Job applicants between 1 April 2015 and 31 March 2016:

Ethnic origin	The whole organisation	The Royal Blind School
Asian Chinese	0.90%	-
Asian Indian	1.19%	3.17%
Asian Pakistani	0.15%	-
Asian Other	0.75%	-
Black African	0.90%	1.59%
Mixed Background	1.19%	-
White British	29.45%	31.75%
White Scottish	43.05%	42.86%
White English	2.54%	-
White Irish	1.49%	-
White Welsh	0.45%	-
White Other	15.70%	15.87%
Other	1.19%	-
Prefer not to say	1.05%	4.76%

- **Leavers** between 1 April 2015 and 31 March 2016:

Ethnic origin	The whole organisation	The Royal Blind School
Black African	1.56%	-
White British	6.25%	-
White Scottish	64.06%	68.75%
White English	15.62%	12.50%
White Irish	3.13%	6.25%
White Welsh	1.56%	-
White Other	3.13%	-
Other	1.56%	6.25%
Prefer not to say	3.13%	6.25%

- **Employees promoted internally** between 1 April 2015 and 31 March 2016:

Ethnic origin	The whole organisation	The Royal Blind School
Mixed Background	7.69%	-
White British	15.39%	-
White Scottish	46.15%	100%
White English	15.39%	-
White Other	7.69%	-
Other	7.69%	-

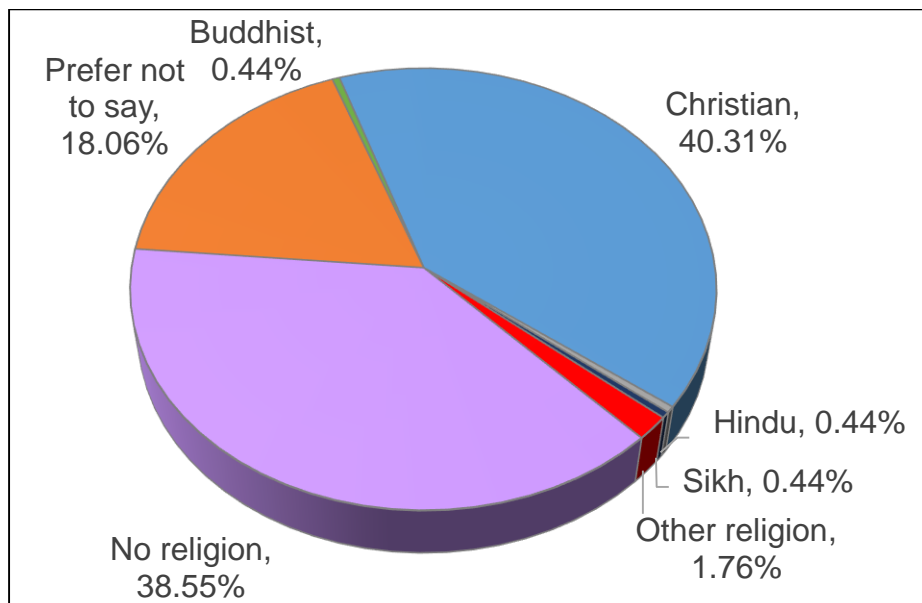
A vast majority of our employees are 'White Scottish', which reflects our location.

The current figures show an increased proportion of employees from the 'White Other' ethnic background: 2.64% in 2016 compared with 1.96% in 2015 for the whole organisation, and 1.41% compared with 0.63% for the School. The proportion of new employees appointed over the last year also increased to 7.81%, compared with 4.29% in the previous reporting period. This category was not present at all in the 2013 report.

The ethnicity mix within recruitment, retention and development closely reflects the overall make-up of our staffing, which is consistent with a fair and equal approach to our employment practices.

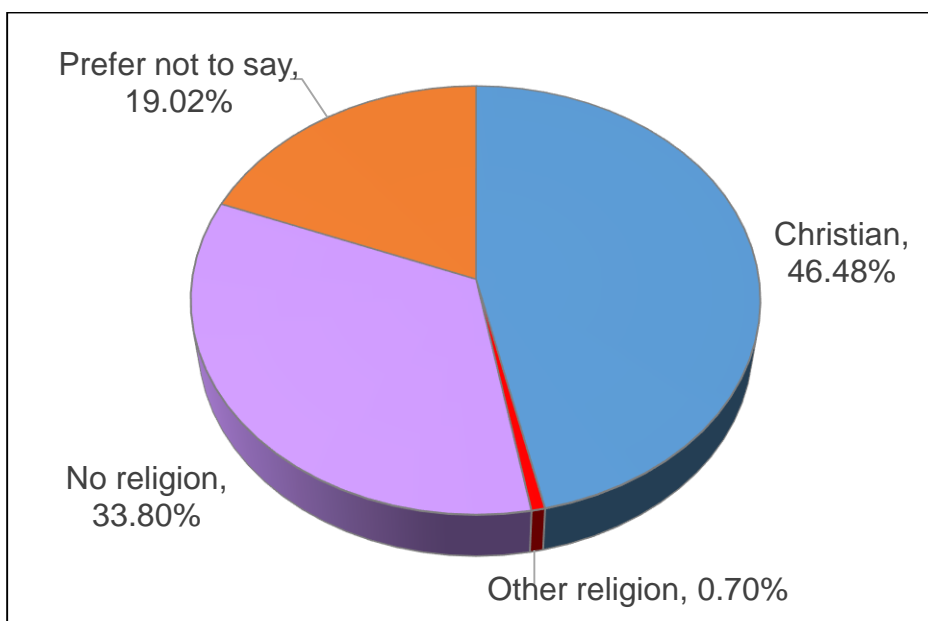
Religion and Belief

- **The whole organisation as at 31 March 2016:**



Religion/belief	2016 report	2015 report
Buddhist	0.44%	0.43%
Christian	40.31%	40.65%
Hindu	0.44%	0.22%
Sikh	0.44%	0.43%
Other religion	1.76%	1.96%
No religion	38.55%	37.61%
Prefer not to say	18.06%	18.70%

- **The Royal Blind School as at 31 March 2016:**



Religion/belief	2016 report	2015 report
Christian	46.48%	50.00%
Other religion	0.70%	0.62%
No religion	33.80%	32.50%
Prefer not to say	19.02%	16.88%

- **Recruitment**

New employees appointed between 1 April 2015 and 31 March 2016:

Religion/belief	The whole organisation	The Royal Blind School
Christian	29.69%	18.18%
Hindu	1.56%	-
Jewish	3.13%	-
Sikh	1.56%	-
Other religion	3.13%	-
No religion	53.12%	72.73%
Prefer not to say	7.81%	9.09%

Job applicants between 1 April 2015 and 31 March 2016:

Religion/belief	The whole organisation	The Royal Blind School
Buddhist	1.05%	1.59%
Christian	29.45%	33.32%
Hindu	0.75%	1.59%
Jewish	4.78%	1.59%
Muslim	1.05%	-
Sikh	6.87%	-
Other religion	2.69%	-
No religion	39.91%	47.62%
Prefer not to say	13.45%	14.29%

- **Leavers** between 1 April 2015 and 31 March 2016:

Religion/belief	The whole organisation	The Royal Blind School
Christian	34.38%	43.75%
Jewish	3.12%	-
Sikh	1.56%	-
Other religion	3.12%	-
No religion	48.44%	50.00%
Prefer not to say	9.38%	6.25%

- **Employees promoted internally** between 1 April 2015 and 31 March 2016:

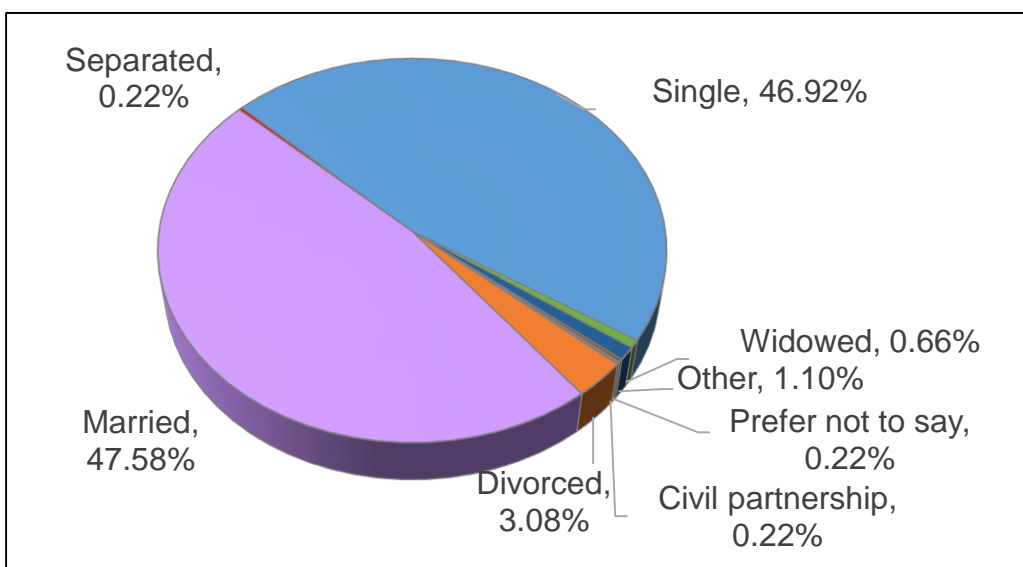
Religion/belief	The whole organisation	The Royal Blind School
Christian	23.08%	-
No religion	61.54%	100%
Prefer not to say	15.38%	-

The make-up of our staffing is dominated by 'Christian' and 'No religion', and this spread is similar across all our employment practices. These proportions are similar to the figures presented in our 2015 report.

The employee data split by religion or belief under recruitment, retention and development practices broadly corresponds to the overall make-up of our staffing.

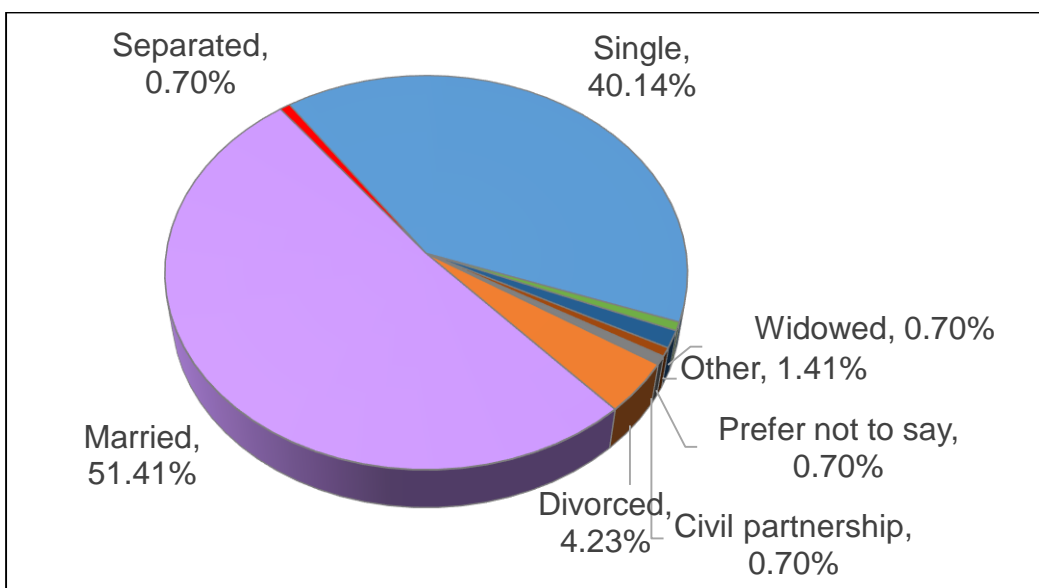
Marriage/Civil Partnership Status

- **The whole organisation as at 31 March 2016:**



Marriage/civil partnership status	2016 report	2015 report
Civil partnership	0.22%	0.65%
Divorced	3.08%	2.61%
Married	47.58%	46.52%
Separated	0.22%	0.22%
Single	46.92%	48.04%
Widowed	0.66%	0.65%
Other	1.10%	1.31%
Prefer not to say	0.22%	-

• **The Royal Blind School as at 31 March 2016:**



Marriage/civil partnership status	2016 report	2015 report
Civil partnership	0.70%	0.63%
Divorced	4.23%	3.75%
Married	51.41%	52.50%
Separated	0.70%	-
Single	40.14%	40.62%
Widowed	0.70%	1.25%
Other	1.41%	1.25%
Prefer not to say	0.70%	-

- **Recruitment**

New employees appointed between 1 April 2015 and 31 March 2016:

Marriage/civil partnership status	The whole organisation	The Royal Blind School
Divorced	6.25%	-
Married	31.25%	27.27%
Single	60.94%	72.73%
Widowed	1.56%	-

Job applicants between 1 April 2015 and 31 March 2016:

Marriage/civil partnership status	The whole organisation	The Royal Blind School
Civil partnership	2.39%	1.59%
Divorced	2.99%	1.59%
Married	25.86%	36.50%
Separated	1.05%	1.59%
Single	62.18%	50.79%
Widowed	0.45%	1.59%
Prefer not to say	5.08%	6.35%

- **Leavers** between 1 April 2015 and 31 March 2016:

Marriage/civil partnership status	The whole organisation	The Royal Blind School
Civil Partnership	3.13%	-
Divorced	3.13%	-
Married	23.43%	31.25%
Separated	1.56%	-
Single	65.63%	62.50%
Widowed	1.56%	6.25%
Other	1.56%	-

- **Employees promoted internally** between 1 April 2015 and 31 March 2016:

Marriage/civil partnership status	The whole organisation	The Royal Blind School
Married	38.46%	100%
Single	53.85%	-
Widowed	7.69%	-

A vast majority of our staff are either 'Married' or 'Single'. These proportions are similar to the figures presented in our 2015 report.

We believe that the data above relating to recruitment, retention and development of our employees corresponds with fair and equal employment practices in relation to the marriage and civil partnership status.

Further implementation and monitoring

We will continue to monitor and use employee information to ensure improved equality and diversity across the organisation.

The next Equality Status Report will be published in April 2017. The report will include the following elements:

- Mainstreaming the equality duty
- Employee information
- Gender pay gap information and equal pay statements
- Progress towards achieving our equality outcomes set in 2013
- New set of equality outcomes for period 2017-2021.