

Food
Standards
Scotland

Inbhe
Bìdh Alba

Equalities Mainstreaming Progress Report

2018 – 2020



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Foreword



Welcome to our 2020 Equality Mainstreaming progress report under the specific duties of the Equality Act. This document sets out our current position and progress since the publication of our previous report in 2018. This document shows our continued commitment to fully embed equality as a key component of our business, both as a consumer protection body and also as an employer.

Our primary role is to protect the Scottish public from health risks arising from the consumption of food. We also provide advice on promoting good health through the food we eat and it is important that we seek to ensure that our services are accessible by, and benefit, everyone. This is equally important whether you are a food business operator or a consumer. We will continue to review our key services over the next two years, to ensure they are consistent with our commitment to equality, and our commitment to being a world-leading consumer protection agency.

We also want to be an excellent employer. Delivering our vision requires us to have a diverse workforce of skilled, suitably qualified and committed and engaged people across our organisation. Food Standards Scotland is committed to equality of opportunity for all, and we want to ensure that everyone in our workforce feels they are treated fairly and consistently. We value diversity in our workforce; there is no doubt that it brings a range of talents and different perspectives to our work, and rightly should reflect the diversity of our society. .

Commitment to delivering equality of opportunity across the range of services we deliver and in our employment practices should not be in doubt, nor our efforts to improve continually in this area.

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

Geoff Ogle
Chief Executive

30 April 2020

1. About Food Standards Scotland

The Food (Scotland) Act 2015 established Food Standards Scotland as a Non-Ministerial Public Body for Scotland with a clear statutory responsibility to protect consumers from food safety risks. We are part of the Scottish Administration, independent from Scottish ministers and directly accountable to the Scottish Government. Our primary concern is consumer protection – making sure that food is safe to eat, ensuring consumers know what they are eating and improving nutrition. With that in mind, our vision is to deliver a food and drink environment in Scotland that benefits, protects and is trusted by consumers.

We contribute to the following Scottish Government national outcomes:

- We live longer and healthier lives;
- We have tackled the significant inequalities in Scottish society;
- Our children have the best start in life and are ready to succeed;
- We realise our full economic potential with more and better employment opportunities for our people;
- We live in a Scotland that is the most attractive place for doing business in Europe;
- We reduce the local and global environmental impact of our consumption and production;
- Our public services are high quality, continually improving, efficient and responsive to local people's needs.

Food Standards Scotland has a remit to help protect the public from risks to health which may arise through the consumption of food; and advise on how what we eat will promote good health. To deliver this, we have the following specific functions under Food (Scotland) Act 2015:

- to develop a regulatory framework for shaping the delivery landscape for food and feed regulation in Scotland;
- to advise the Scottish Government, other authorities and the public on food and animal feed;
- to keep the Scottish public and users of animal feed advised to help them make informed decisions about food and feed stuffs;
- and to monitor the performance of food enforcement authorities.

2. Our Legal Duties for Equality

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 Duty

The public sector equality duty as set out in the Equality Act 2010 is referred to as the 'general equality duty'. The general equality duty requires us, in the normal course of our day to day work, to have due regard for 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.

When we discuss the general equality duty we mean all three needs. For us to comply with the general equality duty, we must have due regards to all three of its needs.

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.

The Act also sets out that:

- Meeting different needs includes (among other things) taking steps to take account of disabled people's disabilities;
- Fostering good relations means tackling prejudice and promoting understanding between people from different groups;
- Meeting the general equality duty may involve treating some people more favourably than others.

Specific Statutory Duties in Scotland

The specific duties were created by secondary legislation in the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012. These specific duties came into force on 27 May 2012 and were subsequently amended by:

- The Equality Act 2010 (Specific Duties) (Scotland) Amendment Regulations 2015
- The Equality Act 2010 (Specific Duties) (Scotland) Amendment Regulations 2016

The purpose of the Specific Duties in Scotland is to help authorities listed in the Regulations in their performance of the general equality duty. The Specific Duties requires FSS to:

- Report on mainstreaming the equality duty
- Publish equality outcomes and report on progress;
- Assess and review policies and practices;
- Gather and use employee information;
- Use/Publish information gathered on board members;
- Publish gender pay gap information;
- Publish statements on equal pay;
- Consider award criteria and conditions in relation to public sector procurement;
- Publish in a manner which is accessible.

The Reporting Cycle for the 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 Protected Characteristics

There are nine protected characteristics listed under the Equality Act 2010. These protect individuals from discrimination and it is against the law to discriminate against someone because of:

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

3. Scope of Report

This is the Equalities Mainstreaming Progress Report 2018 – 2020, which has been produced by Food Standards Scotland. The report sets out our progress to date against our equality outcomes. The report also sets out a summary of our workforce equalities data and equalities monitoring information in respect of employment activities. The report also outlines how the 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. Our Workforce - Employment Information

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

As at 31 March 2020, 222 staff are employed at Food Standards Scotland.

	2016	2018	2020
Number of Staff Employed*	161	176	222

**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.*

You will see from the trends in the table above that the number of staff employed has significantly increased from the previous reporting period. This is in part due to the TUPE transfer of 44 individuals from Hallmark Meat Hygiene Limited in September 2019 as well as ongoing recruitment campaigns.

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, creating a diverse workforce where the contribution of all staff is valued.

5. Food Standards Scotland activities

Since vesting on 1 April 2015, FSS has set a clear direction for the organisation and delivered across its core functions, including expanding into new areas of work such as food crime.

A top-line summary of the diverse range of FSS activity delivered can be found below. Please note that this list excludes additional core business activity such as dealing with food incidents and investigations which impact consumers in Scotland and the food and drink industry.

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 – incld. teacher survey; Student Roadshows
- **October** – FSS Food in Scotland Consumer tracking survey – Wave 6; supported comms 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 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 comms in relation to the transfer of OV’s and MHIs to FSS; Royal Highland Show and Taste of Grampian events
- **August** – External comms 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 – incld. 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 comms 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

On an on-going basis, FSS also attends various road shows and events to promote the FSS remit to various stakeholders such as the Royal Highland Show, Taste of Grampian and Edinburgh International Science Festival.

More detail of activity undertaken is available in [Appendix C](#).

6. Update on Equality Outcomes (April 2018 – March 2020)

These Equality Outcomes were included in our Equalities Mainstreaming Report which was published in April 2018. This is our progress report, the table below sets out our progress on Equality Outcomes since this report was published to March 2020. Some are complete however the majority of these will continue on an ongoing basis and are included were applicable in Section 8: Looking Forward of this report and progress against these will be reviewed and published in our next report in April 2022:

Equality Action	Progress as at April 2018	Progress to March 2020	Complete/Ongoing
Conduct Equality Impact Assessments when developing new policy	Senior Managers within the organisation attended Equality Impact Assessment training in October 2016.	Staff are aware of the guidance on equality and diversity and have carried this forward in certain areas such as ensuring the website is accessible to all and the Out of Home food policy is fully aware of the diverse nature of Scotland.	Ongoing – included in Section 8 Looking Forward - April 2020 – March 2022
Mandatory e-learning package on equality and diversity to be included in induction package	An induction package has been developed for the organisation, and this e-learning package has been included as a mandatory requirement.	Equality and Diversity Training continues to be embedded in the Induction Pack across FSS.	Complete
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.	Ongoing – included in Section 8 Looking Forward - April 2020 – March 2022
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 in a large increase in the data gathered as per Appendix A.	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 reflect this.	Ongoing – included in Section 8 Looking Forward - April 2020 – March 2022

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.	Ongoing – included in Section 8 Looking Forward - April 2020 – March 2022
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.	Ongoing – included in Section 8 Looking Forward - April 2020 – March 2022
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.	Ongoing – included in Section 8 Looking Forward - April 2020 – March 2022
Aim towards achieving Gold Award for Healthy Working Lives	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.	Ongoing – included in Section 8 Looking Forward - April 2020 – March 2022
The Social Impact Pledge	The organisation has committed to the Social Impact Pledge and has recently submitted our pledges for the current year.	In April 2018 FSS made a Social Impact Pledge and by April 2019 we had successfully completed all three commitments. We have carried this forwards into 2020.	Complete
Disability Confident Committed	We have become a Disability Confident Committed employer, recognising the talents disabled people can bring to our workplace	Previously FSS were a Disability Confident Committed, we have now built on this and on the 21 st August 2018 we upgraded to Disability Confident Employer	Complete

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.	Ongoing – included in Section 8 Looking Forward - April 2020 – March 2022
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	Ongoing – included in Section 8 Looking Forward - April 2020 – March 2022
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.	Ongoing – included in Section 8 Looking Forward - April 2020 – March 2022
Career Ready Mentoring	A Deputy Director took part in the Career Ready scheme and mentored a school pupil over a period of around 6 months.	In partnership with Career Ready we have engaged in a rolling programme. So far 2 have completed and there are 3 are currently ongoing. It's been a really valuable programme that helps support young people into the next phase of their lives.	Ongoing – included in Section 8 Looking Forward - April 2020 – March 2022
Scottish Living Wage Accreditation	In 2017 we were given accreditation from the Scottish Living Wage Foundation showing our commitment to staff, going further than the minimum government requirements.	Promotional material showing our commitment as a Living Wage Employer is displayed within Pilgrim House.	Ongoing – included in Section 8 Looking Forward - April 2020 – March 2022

7. Update on Progress - Equality Outcomes from April 2018 – March 2020

A number of additional and ongoing actions were identified from the Equalities Mainstreaming Report which was published in April 2018. This is our progress report, therefore, the table below sets out our progress against Equality Outcomes to March 2020. Some of these Equality Outcomes are complete, however, the majority of these will continue on an ongoing basis and are included in Section 8: Looking Forward of this report. Progress against these will be reviewed and published in our next report in April 2022:

Equality Outcome	Actions/Progress as at April 2020	Further Action/Timescales (if applicable)	Responsible Person/Lead	Complete/Ongoing
Development of Diversity Calendar of Events	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 for 2020 – 2021 is currently being drafted by the Healthy Working Lives group and we will report on future activities in our next report.	Healthy Working Lives Group	Ongoing – Review March 2022
Work to develop internal values for the organisation	Work on Internal Values has commenced	A number of staff discussions groups have been held and also with stakeholders. This work is ongoing.	Head of Communications and Marketing	Ongoing – Review progress March 2022
Encourage the participation of managers and staff School Work Experience Placements	This links into our Career Ready Programme where 2 school experience placements have been complete and 3 are currently ongoing.	This is now a rolling programme and once the current batch of school leavers have completed it, we plan to engage further students.	Director – Policy, Science, Finance & HR	Ongoing – Review progress March 2022
Roll out of Dignity at Work training across the organisation	Not complete. However, Emotional Intelligence Training was delivered with a number of staff attending. This training was well received.	We will continue to review and offer training opportunities as appropriate to the organisational need.	HR Manager/Head of HR & Finance/Director – Policy, Science, Finance & HR	Complete

	Also at all staff meetings, Kindness was highlighted as part of a presentation by Geoff Ogle, Chief Executive.			
Mental Health Training and awareness sessions including Mental Health First Aiders, SAMH Lunch and Learn Mindfulness tasters	FSS has a number of trained Mental Health First Aiders and the Employee Assistance programme offers professional support and assistance on a variety of issues whether related to work or home. The service is confidential and available 24 hours per day, 7 days per week. There is also the Counselling and Wellbeing Service which offers confidential support, advice and counselling to colleagues across Scottish Government. In addition to this Mindfulness Taster sessions were offered to all FSS staff and were well attended and received. FSS also introduced lunchtime yoga class suitable for all abilities to boost physical and mental well-being. These proved popular and well attended.	Continue to promote Mental Health First Aiders and offer training to staff to ensure the pool is maintained. We will also continue to promote the EAP ensuring promotional material is circulated and shared across the Organisation. The EAP programme has recently been re-branded and the updated material has been circulated via e-mail, notice boards and Geoff's weekly update. We will continue to offer Mindfulness Training sessions as part of the Learning and Development programme for 2020 – 2022. The Healthy Working Lives group continues to review opportunities for workplace yoga and fitness classes to support staff with their physical and mental wellbeing. These will be monitored via the Healthy Working Lives annual plan. A dedicated SharePoint site has also been created to	Healthy Working Lives Group/HR Manager	Complete

		share Healthy Working Lives information and wellness tips.		
Ensure that Recognising and Dealing with Bullying online training is incorporated into our induction pack and becomes a mandatory requirement	Recognising and Dealing with Bullying and Harassment was implemented as part of the Induction Training and also included in Mandatory training for all staff.	Although this action is complete, training is ongoing and required as part of the Mandatory Training programme across FSS.	HR Manager	Complete
Investigate ‘Include Us All’ – Scotland’s Inclusive Communication Hub – to see if our inclusive communication tools and processes can be improved	Ongoing accessibility work including audit of accessibility of website and the creation of FSS first BSL plan, which will be rolled out throughout 20/21	This action is ongoing at present.	Head of Communications and Marketing	Ongoing – Review progress March 2022
Further development and embedding of EQIA guidance to ensure these are considered/undertaken when required in our policy development process	An organisational level assurance map was carried out to rank our policies and procedures. A score was given so we can standardise and compare results in the future. Equality and Diversity was included as one of the 10 areas investigated. This provided good insight to ensure that EQIA guidance was being completed for both internal and external policies.	The Assurance Map provided evidence progress had been made. There was also insightful and showed areas of both strength and weakness. A common theme was staff were mindful of EQIA and had done the relevant training but EQIA’s are not embedded and they aren’t always undertaken or considered.	Director – Policy, Science, Finance & HR	Ongoing – Review progress March 2022
FSS Assurance Framework sets out the areas where we require assurance that FSS is	The FSS Assurance map for 2017 – 18 was circulated to all branches for self-assessment, one of the assurance areas was Equality. As a result of this	SMT recommended that the assurance maps be reviewed every 6 months.	Director – Policy, Science, Finance & HR	Complete

<p>operating efficiently and effectively. This framework is clear, understandable and reflects best practice as outlined in the Internal Controls checklist section of the Scottish Public Finance Manual. There are eleven assurance areas in the FSS Framework, one which is Equality and Diversity.</p>	<p>assessment all branches commented on the relevance/awareness of EQIA to their area of the business, that all staff had undertaken Equality and Diversity training and that staff had a relevant and meaningful equalities objective as per SG performance appraisal guidelines.</p>			
<p>Continuing our approach to stakeholder engagement, ensuring it reflects the diverse population of Scotland</p>	<p>Establishment of a Stakeholder Management function within FSS to coordinate stakeholder engagement and develop the Stakeholder Engagement Management System (SEMS)</p>	<p>New part time role of Head of Stakeholder Management based in the Communications and Marketing Team</p>	<p>Head of Communications and Marketing/Head of Stakeholder Management</p>	<p>Ongoing – Review Progress March 2022</p>
<p>Inclusion Scotland Work Placement</p>	<p>Through our links with Inclusion Scotland we took on an individual to undertake a work placement for a period of 6 months from September 2019.</p>	<p>This placement was within the HR team and successful. Since completing the placement at end of March 2020, the individual moved to employment with FSS as a fixed term appointment.</p>	<p>HR Manager</p>	<p>Complete</p>

Spotlight on Equality Outcome: Healthy Working Lives Award



FSS is committed to ensuring all staff have access to participating in our Healthy Working Lives Programme. Our Healthy Working Lives Group play an important part in promoting health and wellbeing across the FSS. We achieved Healthy Working Lives Bronze Award in 2016 and Silver Award in 2018. The group recently achieved the Healthy Working Lives Gold Award following successful assessment in March 2020. A number of campaigns have been run including promoting healthy living through physical fitness and healthy eating campaigns and the provision of Mental Health First Aider training which has led to the introduction of a pool of mental health first aiders across FSS. The team have also implemented a dedicated SharePoint site to promote and share Healthy Working Lives information and wellness hints and tips which can be accessed by all staff. To find out more about the Healthy Working Lives award you can do so at their [Website](#).

Spotlight on Equality Outcome: Career Ready Mentoring



Career Ready aims to get young people ready for the world of work and FSS have supported the programme over the last two years – both through providing internships and mentors to career ready students. We have supported this initiative over a three year period and will continue to do so. To find out more about Career Ready you can do so at their [website](#).

Spotlight on Equality Outcome: Modern Apprentice Scheme

In April 2018, FSS made a Social Impact Pledge. The pledge asked public sector organisations across Scotland to increase their social impact by publicly committing to changing three aspects of their current operations or policies. This should be three things that they're not doing currently and haven't done before.

Our first commitment was to employ our first Modern Apprentice to support Scottish Government's Year of Young People. In January 2019, Shane Sneden De Souza started as an IT apprentice and has been a great asset to the team. We are continuing to review and commit to recruiting Modern Apprentices.

Spotlight on Equality Outcome: International Women's Day 2019



Staff at Pilgrim House participated in wearing purple to work to celebrate International Women's Day and raise money for Scottish Women's Aid. The theme was about creating a gender-balanced world and taking action for equality, staff struck the #BalanceforBetter pose for a group picture which was shared on social media.

Staff were also offered the opportunity to join Marine Laboratory where The Women and Equalities Network (WEN) was hosting an event with an opportunity to hear from a range of speakers and attend a workshop on 'Uncomfortable to Confident – Finding Inner Balance between powerless and powerful. The morning culminated with a talk and Q&A session with Permanent Secretary, Leslie Evans.

8. Looking Forward - Equality Outcomes/Action Plan 2020 – 2022

FSS will continue to work towards and review the Equality Outcomes which were published in 2018. Outcomes tend to take time for them to be fulfilled therefore these have been subject to review and considered appropriate to continue for the next two years:

Equality Outcome	Actions Required	Responsible Person/Lead	Timescale
Development of the People Strategy	A large amount of background work has been undertaken to develop our People Strategy. This continues to be an ongoing action as FSS progress towards updating Strategy for the next five years.	Director – Policy, Science, Finance & HR/HR Manager	By April 2021 – Review March 2022
FSS Internal Values	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	Head of Communications and Marketing/HR Manager	By April 2021- Review March 2022
Fairness At Work	Continue to seek opportunities to promote our Fairness at Work Policy to ensure that this is embedded across the organisation	HR Manager/Head of Communications and Marketing	Annually – Review March 2022
Healthy Working Lives	FSS has an active Healthy Working Lives Group who are currently working towards year two of a three year plan for the Gold Award. A diverse calendar of events from January 2020 – December 2020 will be published in due course and will link with the SG Occupational Health promotional calendar. This will include promotion of events in relation to a broad range of topics including Mental Health and Stress Awareness. The group have also established a dedicated SharePoint site to promote Health and Wellness information which is accessible to all staff.	Head of Corporate Services/ Health and Safety Manager/ Healthy Working Lives Group	Monthly – Review March 2022

Menopause Guidance/Policy Development	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.	HR Manager/Healthy Working Lives Group	By October 2020 – Review March 2022
Modern Apprenticeship Recruitment	We will continue promote via discussion and gain agreement with managers across FSS to employ Modern Apprentices, where appropriate, in order to develop young talent via Modern Apprenticeship recruitment process on an ongoing basis	HR/Branch Heads	Annually – Review March 2022
Conduct Equality Impact Assessments when developing new policies	Some progress has been made however this is an ongoing objective with further updates to be provided in further reports.	Branch Heads/Managers/Policy Staff	As required – Review March 2022
Recruitment Practices	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.	HR Manager/Head of Communications and Marketing	Annually – Review March 2022
Promotion of employee self-service eHR	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	HR Manager/HR Advisor	Annually – Review March 2022
Scottish Living Wage Accreditation	In 2017 we were given accreditation from the Scottish Living Wage Foundation showing our commitment to staff, going further than the minimum government requirements ensure this is maintained.	SG HR	As required – Review March 2022

Continue to seek opportunities to promote Women in STEM	FSS will continue to seek opportunities to promote Women in STEM and continue to explore links with Equate Scotland	HR Manager/Head of Communications and Marketing	Annually – Review March 2022
Seek opportunities to participate/align FSS activities/awareness raising events throughout Civil Service Year of Inclusion 2020	FSS will seek to align activities and promote awareness throughout Civil Service Year of Inclusion 2020 via activities promoted by SG and Civil Service Website	HR Manager/Head of Communications and Marketing/Healthy Working Lives Group	End December 2020 – Review March 2022
Encourage participation of managers and staff School Work Experience Placements	Following the success of previous/ongoing placements, this is now a rolling programme. We will continue to promote opportunities for School Work Experience placements and engage further students	HR Manager/Branch Heads/Line Managers	Annually – Review March 2022
Continue approach to stakeholder engagement, ensuring it reflects the diverse population of Scotland	The appointment of the new post of Head of Stakeholder Management has been implemented from January 2020. Ongoing work will continue in how we engage Stakeholders and review how we ensure that this reflects the diverse population of Scotland	Head of Stakeholder Management/Head of Communications and Marketing	Ongoing – Review March 2022
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.	Head of Communications and Marketing	Ongoing – Review March 2022
Attendance at Equality Events/Conferences/Best Practice Forums	FSS HR Team will continue to actively seek opportunities to attend equalities Conferences and events. We will continue to actively participate in the NDPB Forum meetings on a quarterly basis. We will also seek opportunities to attend other events related to Equality and Diversity which will add value to FSS as and when arise.	HR Manager/HR Advisor	Quarterly – Review March 2020

9. Networks and Communication

FSS staff continue to have access to many networks (as per below) some which are in-house and also those which are available through our links with Scottish Government (SG). 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 with the aim of fostering good relations and in raising awareness and best practice. FSS employees can access information about these networks and groups via Saltire.

Alternative Working Patterns Network - Share information and discuss career progression - flexible working patterns including part-time, part-year, compressed hours, job sharing, home working and partial retirement.

Carers Network – The Carers Network is a community for colleagues who have caring responsibilities alongside their working life which aims to raise awareness, share information and experience, explore relevant topics and provide a safe space to share experience and provide mutual support.

Disability Network – A forum for anyone who is affected by, or interested in, disability issues in the workplace or otherwise. One purpose of the forum is to provide support and information for disabled colleagues and their managers and colleagues in SG.

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.

LGBTI+ Allies Network – A forum for colleagues of any sexual orientation and gender identity working in SG with the purpose providing a group which LGBTI+ colleagues can turn to for support and also to improve work culture by raising awareness and good practice.

LGBTI+ Network – This network provides a safe, confidential and private space solely for LGBTI+ colleagues with the purpose of building open, confidential and supporting relationships with members and colleagues across SG.

ME – Chronic Fatigue Syndrome Network – A forum for colleagues, managers and those with an interest in ME or Chronic Fatigue Syndrome working in SG. To 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. Open to everyone. The purpose is to create a work place which promotes wellbeing and supports all 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 on a First Aid basis.

Modern Apprentice Network – Open to current and former MA's in the SG and agencies. To provide a network for modern apprentices during and after completing the programme. To grow competence, capability and confidence in reaching potential.

Race and Equality (REN) – Provides mutual support, explores relevant topics and issues and builds informal social contact with others in similar circumstances.

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.

Staff Networks Overview – Lists the full range of Networks available to employees and the network champion(s) of a particular group.

Women's Development Network – The WDN is designed to create a dedicated space for women to pursue personal career development and to understand and address some of the barriers that still exist between women and leadership in the SG.

10. Women in Leadership

“In the future there will be no female leaders ... there will just be leaders” Cheryl Sandberg, COO at Facebook



According to data published in March 2019, in the Civil Service (Source: [Civil Service Statistics 2019](#)) there are more women than men employed in the Civil Service. However, whilst the number of women employed in the Civil Service at Grade 6/7 (Grade C1/C2) and at SCS level are increasing, women continue to remain under represented in senior roles.

Within FSS to the end of March 2020, the gender split across the workforce is close to a 50:50 split, with 47.3% women (an increase of 1.8% since 2018) and 52.7% of men (a decrease of 1.8% since 2018). As an organisation, FSS continues to promote and support opportunities for women in Senior Management/Leadership roles as well as on our Board.

The tables and accompanying narratives below outline the current trends in relation to the gender split of men/women in FSS Senior Management Team (SMT), Corporate Leadership Group (CLG) and on our Board:

Table 1: FSS – Senior Management Team (SMT)

	2018	2020
Male	75%	100%
Female	25%	0%

At Food Standards Scotland, there has been a change in the composition of the SMT since our previous report, and is now 100% male. However, it is worthy of note that there are 2 females and 1 male, currently in an advisory capacity to the SMT. As mentioned, within the Civil Service (Source: [Civil Service Statistics 2019](#)), women remain under represented in Senior Management posts and where applicable any future recruitment campaigns by FSS will actively encourage applications from all sections of the community in applying for opportunities at SCS level, as and when they arise.

Table 2: FSS – Corporate Leadership Group

	2018	2020
Male	47%	37%
Female	53%	63%

There has been slight change in the composition of the Corporate Leadership Group (CLG) since our previous report as at March 2018 with the split currently 63% women and 37% male. The Corporate Leadership Group within FSS comprises of employees mainly at C1 Grade and above. Women continue to be well represented and are actively encouraged to seek development opportunities and to apply for relevant roles/progression when they arise.



Table 3: FSS – Board

	2018	2020
Male	25%	25%
Female	75%	75%

Food Standards Scotland Board meetings are held at FSS offices in Aberdeen, you can view agenda and papers which are published on our [Website](#). Women are well represented on our Board with figures to the end of March 2020, currently 25% male and 75% female. This remains the same as at 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.

1. Equal Pay Statement

Food Standards Scotland is an equal opportunities employer and 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.

As we reported in our Equalities Mainstreaming Report published in April 2018, from 1 April 2016, staff within Food Standards Scotland were offered Scottish Government Main (SGM) bargaining unit terms and conditions of employment. Only 10% of staff declined these Terms and Conditions. Therefore, this means that Food Standards Scotland will pay staff in accordance with SGM pay grades and will apply SGM employment policies for 90% of its workforce. Pay bargaining is conducted as part of the wider SGM group. Since Equalities Main Streaming Report published in April 2018, we can confirm that 95% of the FSS workforce are now on SGM Terms and Conditions. Negotiations continue with staff on historic terms and conditions where appropriate.

The Scottish Government will aim 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 at 31 March 2020. 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	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
A3/A4	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
B1	19	21	30	£23,380	£25,384	£27,311	62	57	63	£25,109	£26,353	£27,829	93.1	96.3	98.1
B2	19	22	37	£28,083	£30,081	£32,057	10	14	23	£27,526	£29,984	£32,088	102.0	100.3	99.9
B3	11	21	23	£35,901	£40,168	£44,082	16	18	26	£37,440	£41,004	£42,808	95.9	98.0	103
C1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
C2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
SCS - Deputy Director 1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
SCS - Director	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
All Staff	63	80	105	£29,556	£32,958	£34,170	98	96	119	£29,431	£32,102	£34,113	100.4	102.7	100.2

The Gender Pay Gap for full time employees in Scotland increased from 5.6 per cent in 2018 to 7.1 per cent in 2019 (Source: [Annual Survey of Hours and Earnings \(ASHE\): 2019](#) all estimates provisional as at 29 October 2019). The Gender Pay Gap for all employees (both full-time and part-time) has decreased from 15.0 per cent in 2018 to 14.3 per cent in 2019.

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) and ensure they are paid a similar annual salary within the pay band. Consequently the pay gap is low as can be seen in the table above. Access to pay progression had been limited for a number of years and therefore there are some historic pay differentials which continue to exist.

However, there is no overall pay gap within Food Standards Scotland, and it is worthy of note that the gap between men and women has closed further since the last report was published. As reported our report in our Equalities Mainstreaming Report published in April 2018, the adoption of Scottish Government Main bargaining unit terms and conditions of employment from 1 April 2016 would help address the pay gaps by enabling staff to progress through the pay band.

The FSS HR Team continues to work with our colleagues in SG HR Shared Services to ensure that processes for recruitment and selection and promotion, are free from gender bias, and 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

In some cases, secondary data suppression has been necessary to prevent the calculation of suppressed values by differencing. 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

The tables in this report were compiled from data held on the Scottish Government HR system. Contact details for more information, please contact: HRMITeamMailbox@scotland.gsi.gov.uk

To avoid the possible disclosure of information about individual members of staff, data suppression has been applied to counts of less than 5 (and the corresponding percentage value). Information on the protected characteristics (age, gender, ethnicity, sexual orientation, disability status, marital/civil partnership status, and religion or belief) is provided by the employee on a voluntary basis.

For some protected characteristics (for example, age and gender) the information held is complete or very nearly complete, while the information held the other characteristics is 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 2020. The total number of staff employed (as at 31 March 2020) is 222.

In all tables, numbers less than 5 are not disclosed to protect individual confidentiality 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 Profiles

The table below shows the grade profile within FSS as at 31 March 2020:

Grade Profile									
	Headcount			Percentage			Civil Service %		
	2016	2018	2020	2016	2018	2020	2015	2017	2019
A3/A4	10	9	9	6.2	5.1	4.1	38.0	35.7	33.6
B1	81	78	91	50.3	44.4	41.0	25.0	26.4	54.7
B2/B3	56	75	109	34.8	42.6	49.1	23.0	23.6	
C1/C2/SCS*	-	-	13	-	-	5.8	-	-	-
C1/C2	12	12	-	7.5	6.8	-	9.0	9.9	11.7
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
All	161.0	176.0	222.0	100.0	100.0	100.0	100.0	100.0	100.0

*Figures reported as combined C1/C2/SCS grades for purpose of 2020 report
Please note these figures are correct as at 31 March 2020.

According to data published in March 2019, in the Civil Service (Source: [Civil Service Statistics](#)) the percentage of the workforce employed at the administrative grade (A3/A4) is 33.6% this has reportedly fallen every year since 2011 and the Civil Service is becoming more senior in grade. Within FSS by comparison the number of employees at this grade is low by comparison, at only 4.1%, this has also decreased across each reporting period since our Equalities Mainstreaming Report was published in April 2018. The reason for the low numbers employed at this grade can be attributed mainly due to the large number of posts of a specialist nature within FSS, therefore there is a higher percentage of staff at B1/B2/B3 grades.

Within the Civil Service 54.7% of the workforce is employed at the Executive Officer level (B1) and above (B2/B3). By comparison, as at the time of writing this report to the end of March 2020, 90.1% of staff within FSS are employed at B1/B2/B3 grades. This has increased by 3.1% since our previous report in March 2018. This increase could possibly be attributed due to an increase in the number of staff at the B1 grade who joined FSS following TUPE transfer from Hallmark Meat Hygiene Limited, majority of who were employed as Meat Hygiene Inspectors (MHIs) in September 2019.

Also within the Civil Service, 11.7% worked at Grade 6 or 7 level (C1/C2) this has increased by 1.8% since 2017. Within FSS, 5.8% of employees are employed at C1/C2/SCS level which has decreased by 2.1% since March 2018.

Key Findings by Protected Characteristic

A summary of the current trends in our equality data are contained within the following tables. We have not reported on the protected characteristics of Gender Re-assignment or Pregnancy and Maternity due to insufficient data/small numbers of employees.

Table 1 – Age

Age																		
	16 - 29						30 – 39						40 - 49					
	Headcount			% Percentage			Headcount			Percentage			Headcount			Percentage		
	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
A3/A4	5	*	*	50.0	*	*	*	*	*	*	*	*	*	*	*	*	*	*
B1	6	11	*	7.4	14.10	*	7	*	*	8.6	*	*	33	31	*	40.0	39.7	*
B2/B3	*	*	14	*	*	12.8	14	20	33	25.5	26.7	30.3	15	26	35	26.8	34.7	32.1
C1/C2/SCS	*	*	0	*	*	0.0	*	*	0	*	*	*	7	*	6	58.3	*	46.2
All Employees	17	19	26	10.6	10.8	11.7	23	26	50	14.3	14.8	22.5	58	63	72	36.0	35.8	32.4
	50 – 54						55 – 59						60+					
	Headcount			% Percentage			Headcount			Percentage			Headcount			Percentage		
	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
A3/A4	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
B1	16	7	*	19.8	9.0	*	14	*	*	17.3	*	*	5	*	*	6.2	*	*
B2/B3	9	5	7	16.1	6.7	6.4	8	12	13	14.3	16.0	11.9	*	6	7	*	8.0	6.4
C1/C2/SCS	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
All Employees	26	17	25	16.1	9.7	11.3	27	36	28	16.8	20.5	12.6	10	15	21	6.2	8.5	9.5
All Staff																		
	Headcount						% Percentage											
	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
A3/A4	10	9	9	100.0	100.0	100.0												
B1	81	78	91	100.0	100.0	100.0												
B2/B3	56	75	109	100.0	100.0	100.0												
C1/C2/SCS	14	14	13	100.0	100.0	100.0												
All Employees	161	176	222	100.0	100.0	100.0												

Note 1: There has been significant increase in the headcount since our April 2018 report, due in part to the TUPE transfer in September 2019, when 44 individuals joined FSS, however due to relatively low staff numbers in some categories reported this means that significant amounts of data are suppressed to prevent the possible disclosure of information about individuals. These are identified by the * where applicable.

Note 2: Overall, 33.3% of the workforce is aged 50 or over this has decreased from 38.6% as at March 2018. These figures are correct as at 31 March 2020.

Table 2 – Disability

Disability																		
	Disabled						Not Disabled						Prefer Not To Say					
	Headcount			% Percentage			Headcount			Percentage			Headcount			Percentage		
	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
A3/A4	*	*	*	*	*	*	*	*	*	*	*	*	*	0	*	*	0	*
B1	*	5	5	*	6.4	5.5	*	31	36	*	39.7	39.6	*	2	2	*	2.6	2.2
B2/B3	*	*	*	*	*	*	*	29	*	*	38.7	*	*	2	2	*	2.7	1.8
C1/C2/SCS	*	*	*	*	*	*	*	*	*	*	*	*	*	0	0	*	0	0
All Employees	*	14	14	*	8.0	6.3	10	71	84	6.2	40.3	37.8	*	4	4	*	2.3	1.8
Disability																		
	Not Known						All Employees											
	Headcount			% Percentage			Headcount			Percentage								
	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020						
A3/A4	*	*	3	*	*	33.3	*	9	9	*	100.0	100.0						
B1	*	40	48	*	51.3	52.7	*	78	91	*	100.0	100.0						
B2/B3	*	*	66	*	*	60.6	*	75	109	*	100.0	100.0						
C1/C2/SCS	*	4	3	*	28.6	23.1	*	14	13	*	100.0	100.0						
All Employees	146	87	120	90.7	49.4	54.10	161	176	222	100.0	100.0	100.0						

Note: The Declaration Rate is 45.9%

According to data published in March 2019, in the Civil Service (Source: [Civil Service Statistics](#)) 11.7% of the workforce declare themselves as having a disability, up from 10.0% in 2018.

By comparison 6.3% of the workforce within FSS have declared themselves as having a disability, this has reduced from 8.0% in 2018 although the actual headcount of remains the same at 14 (the change in % can be explained by the increase in the overall head count across the organisation).

It is also worthy of note that the declaration rate is currently 45.9%. The FSS HR Team continue to encourage staff in the self-declaration of equality and diversity information which they can self-report via the FSS/SG HR system, eHR.

FSS will continue to promote opportunities for progression and development across the organisation and we have become a Disability Confident Committed employer, recognising the talents and diversity which disabled people can bring to our workplace.

Table 3 – Ethnicity

Ethnicity																		
	Ethnic Minority						White						Prefer Not To Say					
	Headcount			% Percentage			Headcount			Percentage			Headcount			Percentage		
	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
A3/A4	*	*	*	*	*	*	*	6	*	*	66.7	*	*	0	0	*	0	0
B1	*	*	*	*	*	*	*	50	49	*	64.1	53.8	*	1	1	*	1.3	1.1
B2/B3	*	*	*	*	*	*	*	50	56	*	66.7	51.4	*	0	1	*	0	0.009
C1/C2/SCS	*	0	*	*	0	*	*	12	*	*	85.7	*	*	1	1	*	7.1	7.7
All Employees	*	6	*	*	3.4	3.2	41	118	122	25.5	67.0	55.0	*	2	3	*	1.1	1.4
Ethnicity																		
	Not Known						All Employees											
	Headcount			% Percentage			Headcount			Percentage								
	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020						
A3/A4	*	*	*	*	*	*	*	9	9	*	100.0	100.0						
B1	*	*	*	*	*	*	*	78	91	*	100.0	100.0						
B2/B3	*	*	*	*	*	*	*	75	109	*	100.0	100.0						
C1/C2/SCS	*	1	*	*	7.1	*	*	14	13	*	100.0	100.0						
All Employees	116	50	90	72.0	28.4	40.5	161	176	22	100.0	100.0	100.0						

Note: The Declaration Rate is 59.5%

According to data published in March 2019, in the Civil Service (Source: [Civil Service Statistics](#)) 12.7% of the workforce are from an ethnic minority background.

By comparison, 3.2% of the FSS workforce are from an ethnic minority, however, it is worthy of note that the declaration rate is currently 59.5% and there is also a significant amount of data suppressed to protect identity due to low numbers. The FSS HR Team continue to encourage the self-declaration of equality and diversity information which staff can self-report via the FSS/SG HR system, eHR to improve the data available for future reports.

Table 4 – Gender

Gender																		
	Female			Female			Male			Male			All Employees					
	Number			Percentage			Number			Percentage								
	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
A3/A4	*	*	*	*	*	*	*	*	*	*	*	*	10	9	9	100.0	100.0	100.0
B1	19	21	30	23.5	26.9	33.0	62	57	61	76.5	73.1	67.0	81	78	91	100.0	100.0	100.0
B2/B3	30	43	60	53.6	57.3	55.0	26	32	49	46.4	42.7	45.0	56	75	109	100.0	100.0	100.0
C1/C2/SCS	7	7	*	50.0	50.0	*	7	7	*	50.0	50.0	*	14	14	13	100.0	100.0	100.0
All Employees	63	80	105	39.1	45.5	47.3	98	96	117	60.9	54.50	52.7	161	176	222	100.0	100.00	100.0

According to data published in March 2019, in the Civil Service (Source: [Civil Service Statistics](#)) 53.9% of the workforce are women and 46.1% are men.

Within FSS the gender split is almost 50:50, with the gap closing since our previous report with 47.3% women (an increase of 1.8% since 2018) and 52.7% of men (a decrease of 1.8%).

As reported in our Equalities Mainstreaming Report in April 2018, there continues to be a disproportionate number of women (33.0%) to men (67.0%) in the B1 grade. The larger percentage of men is mainly due to the number of men employed as Meat Hygiene Inspectors (MHIs), which is a male dominated profession, at this grade. On a positive note, the gap has decreased since the previous report and this can be attributed in some way to the TUPE transfer of 44 staff from Hallmark Meat Hygiene Limited in September 2019, where a number of female Meat Hygiene Inspectors (MHIs) joined the FSS. As at 31 March 2020, 14% of MHI's were women and 86% of MHI's were men. We also continue to promote opportunities to attract women into the profession during our recruitment campaigns with more women due to commence employment in May 2020 as Meat Hygiene Inspectors (MHIs).

Table 5 – Marital/Civil Partnership

Marital/Civil Partnership																		
	Married						Single						Other Status					
	Headcount			% Percentage			Headcount			Percentage			Headcount			Percentage		
	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
A3/A4	*	*	*	*	*	*	*	0	0	*	0	0	*	*	*	*	*	*
B1	16	15	23	19.8	19.2	25.3	16	14	18	19.8	17.9	19.8	*	*	10	*	*	11.0
B2/B3	14	30	41	25.0	40.0	37.6	7	*	*	12.5	*	*	*	8	9	*	10.7	8.3
C1/C2/SCS	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
All Employees	33	50	70	20.5	28.4	31.5	27	23	35	16.8	13.1	15.8	10	18	24	6.2	10.2	10.8
Marital/Civil Partnership																		
	Prefer Not To Say						Unknown						All Employees					
	Headcount			% Percentage			Headcount			Percentage			Headcount			Percentage		
	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
A3/A4	*	0	0	*	0	0	7	*	*	70.0	*	*	10	9	9	100.0	100.0	100.0
B1	*	1	0	*	1.3	0.0	44	*	40	54.3	*	44.0	81	78	91	100.0	100.0	100.0
B2/B3	*	1	2	*	1.3	1.8	29	*	*	51.8	*	*	56	75	109	100.0	100.0	100.0
C1/C2/SCS	*	0	1	*	0	0.077	*	6	3	42.9	42.9	23.1	14	14	13	100.0	100.0	100.0
All Employees	*	2	3	*	1.1	1.4	87	83.0	90	54.0	47.2	40.5	161	176	222	100.0	100.0	100.0

Note: The Declaration Rate is 59.9%

The Equality Act 2010 makes it unlawful to discriminate against or treat someone unfairly because they are married or in a civil partnership. Since our Equalities Mainstreaming Report published in April 2018, there has been no significant changes in data relating to Marital and Civil Partnership. Married remained the most reported category at 31.5%, this has increased year on year since 2016. This was followed by single at 15.8%, which increased by 2.7% since 2018.

Table 6 – Religion or Belief

Religion or Belief																		
	Christian						Other Religion or Belief						No Religion or Belief					
	Headcount			% Percentage			Headcount			Percentage			Headcount			Percentage		
	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
A3/A4	*	*	*	*	*	*	*	*	0	*	*	0.0	*	*	*	*	*	*
B1	*	23	26	*	29.5	28.6	*	*	*	*	*	*	*	20	19	*	25.6	20.9
B2/B3	*	20	23	*	26.7	21.1	*	*	*	*	*	*	*	27	33	*	36.0	30.3
C1/C2/SCS	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
All Employees	18	52	58	11.2	29.5	26.1	*	5	8	*	2.8	*	21	53	58	13.0	30.1	26.1
Religion or Belief																		
	Prefer Not To Say						Not Known						All Employees					
	Headcount			% Percentage			Headcount			Percentage			Headcount			Percentage		
	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
A3/A4	*	*	2	*	22.2	22.2	*	*	2	*	22.2	22.2	*	9	9	*	100.0	100.0
B1	*	8	7	*	10.3	7.7	*	*	*	*	*	*	*	78	91	*	100.0	100.0
B2/B3	*	7	6	*	9.3	5.5	*	*	*	*	*	*	*	75	109	*	100.0	100.0
C1/C2/SCS	*	*	1	*	7.1	7.7	*	*	1	*	7.1	7.7	*	14	13	*	100.0	100.0
All Employees	*	18	16	*	10.2	7.2	115	48	*	71.4	27.3	*	161	176	222	100.0	100.0	100.0

According to data published in March 2019, in the Civil Service (Source: [Civil Service Statistics](#)) reporting rates for religion and belief are lower than for other protected characteristics. Within FSS, there is no significant change in the data reported since our Equalities Mainstreaming Report published in April 2018, once again there is data suppression due to low numbers reported.

Within the Civil Service, of those who have reported, the most commonly reported religion or belief is Christian at 51.3%. By comparison, this is also the most commonly reported religion or belief within FSS, with 26.1% of staff reporting this.

Overall 37.9% of civil servants report having no religion or belief by comparison, 26.1% of FSS staff reported within this category.

Table 7 – Sexual Orientation

Sexual Orientation																		
	Lesbian, Gay, Bi-sexual and Other						Heterosexual/Straight						Prefer Not To Say					
	Headcount			% Percentage			Headcount			Percentage			Headcount			Percentage		
	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
A3/A4	*	0	0	*	0	0	*	7	7	*	77.8	77.8	*	*	0	*	*	0
B1	*	*	*	*	*	*	*	47	49	*	60.3	53.8	*	*	3	*	*	3.3
B2/B3	*	*	*	*	*	*	*	50	54	*	66.7	49.5	*	*	6	*	*	5.5
C1/C2/SCS	*	0	0	*	0	0	*	12	11	*	85.7	84.6	*	*	1	*	*	7.7
All Employees	*	*	*	*	*	*	43	116	121	26.7	65.9	54.5	*	8	10	*	4.5	4.5
Sexual Orientation																		
	Not Known						All Employees											
	Headcount			% Percentage			Headcount			Percentage								
	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020						
A3/A4	*	*	2	*	0	22.2	*	9	9	*	100.0	100.0						
B1	*	*	*	*	0	*	*	78	91	*	100.0	100.0						
B2/B3	*	*	*	*	0	*	*	75	109	*	100.0	100.0						
C1/C2/SCS	*	*	1	*	0	7.7	*	14	13	*	100.0	100.0						
All Employees	115	*	*	71.4	0	*	161	176	222	100.0	100.0	100.0						

According to data published in March 2019, in the Civil Service (Source: [Civil Service Statistics](#)) there has been an increase in the reporting rates for sexual orientation since data was first collected. It was reported that 4.9% of Civil Servants have recorded their sexual orientation as (LGBO). Within FSS, of those with a known sexual orientation, 54.5% of the workforce declared themselves Heterosexual/Straight, this has reduced from 65.9% in 2018. There are also large amounts of data suppressed due to low numbers reported in other categories.

Work Patterns

The table below shows the trends in working patterns within FSS to end of March 2020:

Work Pattern	Full Time						Part Time						All Employees					
	Headcount			% Percentage			Headcount			Percentage			Headcount			Percentage		
	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
A3/A4	*	*	9	*	*	100.0	*	*	0	*	*	0.0	*	9	9	*	100.0	100.0
B1	*	*	*	*	*	*	*	*	*	*	*	*	*	78	91	*	100.0	100.0
B2/B3	*	65	96	*	86.7	88.10	*	10	13	*	13.3	11.9	*	75	109	*	100.0	100.0
C1/C2/SCS	*	*	*	*	*	*	*	*	*	*	*	*	*	14	13	*	100.0	100.0
All Employees	150	160	203	93.2	90.9	91.4	11	16	19	6.8	9.1	8.6	161	176	222	100.0	100.0	100.0

According to data published in March 2019, in the Civil Service (Source: [Civil Service Statistics](#)). The number of civil servants working full time increased by 3.8% since 2018. The part time headcount increased by 2.9%. At the end of the reporting period to 31 March 2020, 91.4% of staff work full time and 8.6% work part time. There has been no significant change in these figures since our Equalities Mainstreaming Report published in April 2018.

FSS continues to support opportunities to work flexibly across the organisation with a variety of working patterns and in line with policy and legislation all our employees are able to apply for Flexible Working. This includes job sharing, part-time working, compressed hours and partial retirement.

In addition to formal Flexible Working Arrangements, the majority of staff within FSS work Flexi Working Hours. An agreed outcome of the Scottish Government Main (SGM) pay award for 2018 was a contractual change to the definition of the working week in relation to Flexi Working Hours (FWH). With effect from 1 February 2020, this will apply to both existing and new staff through a collective variation of terms and conditions, and more accurately reflects how staff undertake their work.

Leavers

The table below show a breakdown of the number of employees who left FSS during the period from 1 April 2016 to 31 March 2020 by gender/age/work pattern and grade. To end of March 2020, 40 permanent or fixed term staff left FSS.

During this period, 42.5% of leavers were women and 57.5% were men, in comparison to the same period in 2018 where 66.7% of leavers were women and 33.3% were men.

Gender						
	Headcount			Percentage		
	2016	2018	2020	2016	2018	2020
Female	10	12	17	66.7	66.7	42.5
Male	5	6	23	33.3	33.3	57.5
All	15	18	40	100.0	100.0	100.0
Age						
	Headcount			Percentage		
	2016	2018	2020	2016	2018	2020
16-29	5	2	10	33.3	11.1	25
30-39	*	4	5	*	22.2	12.5
40-49	*	3	*	*	16.7	*
50-54	*	4	*	*	22.2	*
55-59	*	2	7	*	11.1	17.5
60+	*	3	11	*	16.7	27.5
All	15	18	40	100.0	100.0	100.0
Work Pattern						
	Headcount			Percentage		
	2016	2018	2020	2016	2018	2020
Full Time	14	16	32	93.3	88.9	80.0
Part Time	1	2	8	6.7	11.1	20.0
All	14	18	40	100.0	100.0	100.0
Grade						
	Headcount			Percentage		
	2016	2018	2020	2016	2018	2020
A3/A4	1	1	4	6.7	6.7	10.0
B1	8	9	15	53.3	53.3	37.5
B2/B3	6	7	18	40.0	40.0	45.0
C1/C2	0	1	2	0.0	0.0	5.0
All	15	18	1	100.0	100.0	2.5

Recruitment

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, where appropriate.

In line with employment legislation and best practice we are 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 who meet the minimum criteria for vacant posts and ensure that reasonable adjustments are made to the recruitment and selection process where necessary.

In this progress report, we have added the following tables to summarise 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. Additional data and review of trends will be provided in our next report due to be published in April 2022. However these trends provide some insight into our progress to end of March 2020.

During this reporting period from 01 April 2018 – 31 March 2020, there were 518 applicants, and 73 recruits (this excludes appointments following the TUPE Transfer in 2019).

Table 1 – Age in Recruitment

Age			Not Specified			16 - 19			20 – 29			30 - 39		
2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
470	437	518	458	430	*	4	0	14	4	4	160	2	1	152
			97.45%	98.40%	*	0.85%	0%	2.70%	0.85%	0.92%	30.89%	0.43%	0.23%	29.34%
Age			40 - 49			50 - 59			60 - 64			Over 65		
2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
470	437	518	2	1	101	0	1	71	0	0	14	0	0	*
			0.43%	0.23%	19.5%	0%	0.23%	13.70%	0%	0%	2.70%	0%	0%	*

It is worthy of note that during this reporting period 2018 - 2020, it would appear that there has been a significant increase in the number of applicants who have declared their age. 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.

Table 2 – Disability in Recruitment

Disability			Disabled			Not Disabled			Not Specified			Unknown		
2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
No. of Applications			-			-			-			-		
470	437	518	-	-	21	-	-	352	-	-	80	-	-	65
			-	-	4.05%	-	-	67.95%	-	-	15.44%	-	-	12.55%
Disability			Disabled			Not Disabled			Not Specified			Unknown		
2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
No. of Recruits			-			-			-			-		
-	-	73	-	-	*	-	-	18	-	-	*	-	-	*
			-	-	*	-	-	24.66%	-	-	*	-	-	*

During the reporting period 2018–2020, of the 518 applicants, 4.05% reporting a disability, with 67.95% of applicants reporting as not disabled. However, the number of recruits with a disability has been suppressed in this case to protect identity and confidentiality.

Table 3 – Ethnicity in Recruitment

Ethnicity			White			BAME			Not Specified			Unknown		
2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
No. of Applications			-			-			-			-		
470	437	518	-	-	415	-	-	88	-	-	14	-	-	1
			-	-	80.12%	-	-	16.99%	-	-	2.70%	-	-	0.19%
Ethnicity			White			BAME			Not Specified			Unknown		
2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
No. of Recruits			-			-			-			-		
-	-	73	-	-	18	-	-	*	-	-	-	-	-	*
			-	-	24.66	-	-	*	-	-	-	-	-	*

During the reporting period 2018 – 2020, of the 518 applicants, 80.12% of applicants reported as white, with 16.99% of applicants reporting as BAME. However of the 73 recruits, there are large amounts of data suppressed to protect identity and confidentiality from information declared.

Table 4 – Gender in Recruitment

Gender			Female			Male			Not Specified			Unknown		
2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
470	437	518	-	-	283	-	-	230	-	-	4	-	-	1
			-	-	54.63%	-	-	44.40%	-	-	0.77%	-	-	0.19%
Gender			Female			Male			Not Specified			Unknown		
2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
-	-	73	-	-	35	-	-	38	-	-	n/a	-	-	n/a
			-	-	47.95%	-	-	52.05%	-	-	n/a	-	-	n/a

During the reporting period 2018 – 2020, of the 518 applicants, 54.63% of applicants were female and 44.40% of applicants were male. Of the 73 recruits, there were more male than female recruits, with 47.95% female and 52.05% male, a difference of 4.1%.

Table 5 – Marital/Civil Partnership in Recruitment

Marital/Civil Partnership			Married			Single			Other Status			Not Known		
2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
470	437	518	-	-	-	-	-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-	-	-	-	-
Marital/Civil Partnership			Married			Single			Other Status			Unknown		
2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
-	-	73	-	-	19	-	-	15	-	-	6	-	-	33
			-	-	26.03%	-	-	20.55%	-	-	8.22%	-	-	45.21%

During the reporting period 2018 – 2020, of the 518 applicants, there is no data recorded in respect of Marital/Civil Partnership. However, of the 73 recruits, 45.21% preferred not to report on their status. 26.03% of recruits reported as married, with 20.55% reporting as single.

Table 6 – Religion and Belief in Recruitment

Religion and Belief			None			Christian			Other Religion or Belief			Not Specified/Unknown		
No. of Applications			None			Christian			Other Religion or Belief			Not Specified/Unknown		
2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
470	437	518	-	-	250	-	-	192	-	-	39	-	-	37
			-	-	48.26%	-	-	37.07%	-	-	7.53%	-	-	7.14%
Religion and Belief			None			Christian			Other Religion or Belief			Unknown		
No. of Recruits			None			Christian			Other Religion or Belief			Unknown		
2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
-	-	73	-	-	11	-	-	10	-	-	n/a	-	-	52
			-	-	15.07%	-	-	13.7%	-	-	n/a	-	-	71.23%

During the reporting period 2018 – 2020, of the 518 applicants, 48.26% of applicants reported as having no religion or belief, with 4.25% of applicants reporting as LGBO. Of the 73 recruits, 71.23% reported as religion and belief as unknown, with 15.07% reporting as having no religion or belief and 13.7% reported as Christian.

Table 7 – Sexual Orientation in Recruitment

Sexual Orientation			Heterosexual/Straight			LGBO			Not Specified			Unknown		
No. of Applications			Heterosexual/Straight			LGBO			Not Specified			Unknown		
2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
470	437	518	-	-	474	-	-	22	-	-	21	-	-	1
			-	-	91.51%	-	-	4.25%	-	-	4.05%	-	-	0.19%
Sexual Orientation			Heterosexual/Straight			LGBO			Not Specified			Unknown		
No. of Recruits			Heterosexual/Straight			LGBO			Not Specified			Unknown		
2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020	2016	2018	2020
-	-	73	-	-	19	-	-	*	-	-	1	-	-	*
			-	-	26.03%	-	-	*	-	-	1.37%	-	-	*

During the reporting period 2018 – 2020, of the 518 applicants, 91.51% of applicants reported as heterosexual, with 4.25% of applicants reporting as LGBO. Of the 73 recruits, 26.03% 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
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	(This report) 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	(This report) April 2020
Equality Impact Assessments	Section 5	Conduct EIA's for new/revised policies and publish these	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	(This report) 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

In order to deliver an effective communications and marketing strategy which genuinely places consumer interests at its heart, in 2018/19 and 2019/20 Food Standards Scotland has undertaken a number of pieces of work aimed at deriving a better understanding of the needs and wants of consumers, including those with protected characteristics. This work is roughly divided into three complementary and intertwined strands:

1. Understanding the Public
2. Co-designing Interventions
3. Ensuring Accessibility

Understanding the Public

FSS has undertaken three large-scale quantitative studies of the Scottish population designed to further our understanding of all sectors of society and their knowledge, attitudes and behaviour in relation to our core consumer-facing areas of responsibility: food safety, food authenticity and healthy eating.

The Food in Scotland Consumer Tracking Survey is a snapshot of knowledge, behaviours and attitudes of a representative sample of the Scottish public (c.1000 respondents). The fifth, sixth, seventh and eighth waves of the Survey were undertaken between 2018 and 2020. Each wave is compared with the previous waves to determine if there have been any changes in behaviour in healthy eating and food safety. This information underpins FSS' corporate strategic approach and communications and marketing activity, as well as policy development and delivery. The Surveys, independently administered by JRS Consortium (Waves 7 onwards) and Kantar TNS (Waves 1-6), include a standard set of diversity and equality questions to ensure the sample is fully representative. Questions are reviewed each wave to ensure they are current and relevant, e.g. Recent addition of more questions regarding allergens.

The continued use and updating of the FSS Segmentation model profiles the entire Scottish population to allow for a more targeted approach which recognises the needs of different sectors of society.

The segmentation draws on a number of data sources, and is founded upon the MOSAIC classification, which is a rich and recognised household classification system, which allocates every one of Scotland's 2.3 million households into one of 15 Groups and 66 detailed Types. MOSAIC builds a picture of the demographics, lifestyles, preferences and behaviours of the Scottish adult population which FSS have overlaid with robust data relating to food safety and healthy eating.

Specific Brexit research panels have been undertaken to specifically understand the Scottish public's attitude to potential impacts on areas such as food safety, food standards and food pricing. These panels have been undertaken by JRS Consortium.

At the beginning of 2020, the Communications and Marketing team invested in a specialist listening tool to monitor the public voice and mood across the FSS remit. This information supports FSS' consumer objectives to ensure that information and advice on food safety and healthy eating is effective and efficient.

Co-Designing Interventions

Both the quantitative approaches outlined above and qualitative insight gathering work designed to engage with the public and stakeholder audiences on a deeper level, are being used by FSS to develop corporate plans, policy and communications directed to where it is most needed.

Recent work includes:

Allergens Insight and Campaign

Supporting the promotion of the allergy labelling consultation for consumers and businesses, and subsequent recommendations in relation to pre-packed for direct sale food last year.

This set the tone for increased activity in relation to food allergens, including the launch of an email and text alert service for consumers to sign up to and get notified when something is wrong in relation to food and drink, insight gathering activity into young people and food allergies, and FSS' first food allergy-focused campaign supported by Young Scot and Allergy UK, encouraging young people to talk about their food allergies in March this year. FSS also commissioned a stand for the first time at the Free From Show to promote our services.

Mixed activity, such as event attendance, print, online and broadcast media, and digital and social media has enhanced accessibility to our allergen advice / information.

British Sign Language Plan

Communications and Marketing are leading on the development of FSS' first British Sign Language Plan, which included engagement with BSL users and organisations who represent them.

The plan was approved by FSS' SMT and will be delivered from 2020 onwards to review and improve the accessibility of our services and information for BSL users, with the overall aim to ensure there are no barriers to BSL users in accessing information.

Food Crime

Various, ongoing partnership activity has promoted the Hotline among key industry stakeholders and consumers.

With agency support, key industry organisations from across Scotland were approached to sign up to the food crime partnership to raise awareness of food crime

and how to report it. This included sharing materials in the toolkit with employees and having their logos featured on the FSS website, to make the Hotline as accessible to the target industry audience as possible.

In addition, a collaborative video Q&A with Ron McNaughton and Professor Chris Elliot answered key questions and tackled a variety of food crime issues.

Education

Ongoing promotion of online resources to support teachers to teach healthy eating and food safety messages to primary and early secondary levels, with the aim of providing the same resources to all schools and making them as accessible as we can. We aim to make teachers across Scotland aware of our resources and how to access them by using a variety of mediums (i.e. print, online and social media) to our communicate with them. We have also sent out printed posters of the Eatwell Guide and a teacher's guide to all schools in Scotland and produced Gaelic versions of both for Gaelic-medium schools.

No to Upsizing Healthy Eating Campaign x2

The aim was to raise awareness of the extra calories that can accumulate by consistently saying 'yes' to upsized offers on food and drinks

To focus on behaviour change the call to action was clear and simple: say 'no' to upsizing offers. The target audience was 25 to 44 years of age, who are most likely to eat outside of the home frequently. This target audience was identified through research into specific socio-economic groups and their behaviours and attitudes conducted by FSS and some of our partner agencies, along with insight from the Food in Scotland Consumer Tracking Survey.

Media channels were selected to reach these audiences using specific targeting measures adopted by our media agency.

"Kitchen Crimes" Food Safety Campaign re-run

Its aim was to remind people of the potential consequences for individuals and the people you cook for at home if not conducting the correct food safety practices. The target audience was ABC1C2DE women aged around 25 to 50 years. This target audience was identified through research into specific socio-economic groups and their behaviours and attitudes conducted by FSS and some of our partner agencies, along with insight from the Food in Scotland Consumer Tracking Survey.

Media channels were selected to reach these audiences using findings from the evaluation of the first campaign.

The Festive Food Safety Campaign

Its aim was to promote safe food handling and storage practices to consumers over the festive period to help avoid food poisoning incidents. Core audience – ABC1 mums; Secondary audience – Adults 21 to 30 years of age who might have been preparing Christmas meals for family and friends for the first time.

Ensuring Accessibility

The Equality Act 2010 (EQA) states in Section 20(6):

"the steps which it is reasonable for [an information service provider] to have to take include steps for ensuring that in the circumstances concerned the information is provided in an accessible format."

The EQA notes that the *"the duty to make reasonable adjustments requires service providers to take positive steps to ensure that disabled people can access services"*.

The FSS website (www.foodstandards.gov.scot), launched in July 2017, was designed to comply with the international web accessibility standards issued by the World Wide Web Consortium (W3C) as part of their Web Accessibility Initiative.

This means we have to:

- provide text alternatives for non-text content.
- provide captions and other alternatives for multimedia.
- create content that can be presented in different ways, including by assistive technologies, without losing meaning.
- make it easier for users to see and hear content.
- make text readable and understandable.
- make content appear and operate in predictable ways.

All reasonable effort has been made to ensure that as much of the website as possible meets the 'AA' standard as set out in the Web Accessibility Initiative guidelines, where it is possible and reasonable to do so. We provide contact details for users who need additional accessibility features.

The site conforms to all accessibility guidelines not only in terms of disabled access, but in terms of giving unhindered access to a website from various devices, such as web-enabled televisions and mobile phones and in giving access to users who have different screen sizes, browser types and settings, or those who do not have plug-ins such as Flash.

For more information please refer to the [Accessability Policy on our website \(www.foodstandards.gov.scot/accessibility\)](http://www.foodstandards.gov.scot/accessibility).

New accessibility legislation

An audit of FSS's website was recently conducted in March 2020 to assess the website against the requirements of the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018. This identified some issues that will be addressed in order to ensure that FSS meets the requirements of the legislation by the deadline of September 2020. Further activity is planned for 2020/21 to make sure all digital assets are as accessible as possible, including our interactive education resources, campaign interactive games, and training tools available for use by industry.

Accessibility will continue to be a priority when developing new content and digital resources.

The accessibility statement on the FSS website will be updated to reflect the new legislation once the required updates have been made to the website.

Media Approach

FSS regularly issues proactive and reactive information to local and national Scottish media and trade publications. When issuing important public health messages, such as a recall of a potentially harmful food product, FSS ensures that the messaging is disseminated across a variety of mediums (i.e. print, online and social media) to optimise reach across different demographics. FSS is also committed to using a 'plain English' approach to ensure that all consumer communications are clear for everyone to understand.