

Food
Standards
Scotland

Inbhe
Bìdh Alba

Equality Mainstreaming Report
April 2018



Foreword

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

Our role is to protect the Scottish public from health risks arising from the consumption of food and to 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. We cannot deliver our vision without skilled and committed people. Food Standards Scotland is committed to equality of opportunity for all, and we want everyone who works here to be treated fairly and consistently. We value diversity in our workforce; it brings a range of talents and different perspectives to our work, and rightly should reflect the diversity of our customers.

This report is a demonstration of our commitment to delivering equality of opportunity across the range of services we deliver and in our employment practices.



Geoff Ogle
Chief Executive

30 April 2018

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1. About Food Standards Scotland

Food Standards Scotland was established by the Food (Scotland) Act 2015 as a non-Ministerial Office, part of the Scottish Administration, alongside, but separate from, 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, 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 and help others develop policies on food and animal feed;
- 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 general equality duty requires us, in the normal course of our work, to take account of the need to:

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

Specific Statutory Duties in Scotland

In Scotland, there are specific duties set out to enable us to evidence what we are doing in relation to equality. These require us to:

- report on mainstreaming the equality duty and publish against progress every two years;
- publish equality outcomes every four years and report progress towards achieving these every two years;
- assess and review policies and practices;
- gather and use employee information;
- 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.

Protected Characteristics

The protected characteristics listed in the Equality Act 2010 are:

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

3. Scope of Report

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

The report will set out equality outcomes which we will work towards achieving and will update on progress against in our next report in two years' time.

4. Employment Information

Our Workforce

Food Standards Scotland employed 176 staff as at 31 March 2018. Our staff carry out a wide range of functions, from Meat Hygiene Inspectors who work in Food Business Operator premises across Scotland, to policy staff, scientists, nutrition specialists, vets, communications staff, auditors and corporate services staff and staff who investigate food related criminal activity.

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 leaving the organisation;
- staff joining the organisation during our recruitment process;
- staff during employment.

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 and bullying and 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.

2015

- **September** – set up a new Scottish Food Crime and Incidents Unit.
- **November** – launched first consumer awareness-raising campaign #lookatthelabel encouraging people to spend a little longer looking at food labelling.
- **December** – launched a festive food safety marketing campaign ‘food poisoning is the last thing on anyone’s list’.

2016

- **March** – launched the ‘Eatwell Guide’ showing Scotland how a healthy balanced diet can be achieved.
- **May** – Consumer tracking survey – Wave 1.
- **June** – launched ‘Pink Chicken’ barbeque food safety campaign.
- **August** – launched the Scottish Food Crime Hotline in partnership with Crimestoppers for industry and consumers to report any suspicions of food and drink fraud.
- **August** – Published FSS’s high-level strategic direction and first corporate plan ‘Shaping Scotland’s Food Future: Our Strategy to 2021’ which was subject to wide stakeholder consultation and consumer engagement.
- **September** – ran a healthy eating social marketing (behaviour change) campaign ‘Change Our Future’ to help address Scotland’s obesity crisis.
- **October** – published ‘Diet and nutrition: update on setting the direction for the Scottish diet’ calling for urgent action on eating out in Scotland.
- **December** – re-ran festive food safety campaign.

2017

- **March** – announced additional recommendations aimed at improving the Scottish diet and;
Called on people in Scotland to give up unnecessary treats every Tuesday – FSS’s healthy eating marketing campaign ‘Change our Future’.
- **June** – re-ran ‘Pink Chicken’.
- **July** – Consumer tracking survey – published Wave 2 and FSS website re-launch which has specific sections for particular consumer groups.
- **September** – published the 2016 Annual Report on UK Multi-National Control Plan showing satisfactory levels of compliance in delivering official controls

and;

Enforcement activities against expectations and Consumer Tracking Survey – published Wave 3.

- **October** – Consumer Tracking Survey – published Wave 4 showing increasing public concern over diet in Scotland.

2018

- **Jan** – launched ‘kitchen crimes’ food safety marketing campaign
- and;
- Keeper of Records of Scotland agreed the Records Management Plan.
- **Feb** – joint FSS and Food Standards Agency review of meat cutting premises and cold stores and Nutrition Forum
and;
Publications of reports highlight the huge challenge for people in Scotland to have a healthier diet (The Scottish Diet: It Needs to change 2018 and Monitoring Retail Purchase and Price Promotions in Scotland (2016-2016)).
- **March** – hosted first food conference gathering experts and representatives from around the globe: ‘Fresh Thinking on Food’
and;
Provided funding to the Royal Environmental Health Institute of Scotland (REHIS) to help expand the delivery of the Elementary Food Hygiene Course.

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 B**.

6. Equality Outcomes from 2016 to Present

A number of actions have taken place between April 2016 and the present day to improve Equality and Diversity within the organisation:

Equality Action	Progress to date
Conduct Equality Impact Assessments when developing new policy	Senior Managers within the organisation attended Equality Impact Assessment training in October 2016.
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.
Increase applications from younger and female applicants for MHI roles to address demographics	There have been no recruitment exercises undertaken for MHI roles since the last report. Due to the nature and complexities of this role this action will be hard to achieve, however will be considered further.
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.
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.
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.
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.
Aim towards achieving Gold Award for Healthy Working Lives	The Bronze Award has already been achieved, and work is in progress to achieve the Gold Award.
The Social Impact Pledge	The organisation has committed to the Social Impact Pledge and has recently submitted our pledges for the current year.

Disability Confident Committed	We have become a Disability Confident Committed employer, recognising the talents disabled people can bring to our workplace
Equal Scotland Live Conference	Two HR staff members attended this event in November 2016 to raise awareness and gain knowledge and skills.
NDPB Equality Forum	The organisation has active representation at each NDPB quarterly forum meeting, to share knowledge and good practice.
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 March 2018.
Career Ready Mentoring	Our Deputy Director took part in the Career Ready scheme and mentored a school pupil over a period of around 6 months.
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.

Equality Outcomes from April 2018 Onwards

Please find below our current plans to continue developing our commitment to Equality and Diversity:

- Development of a Diversity Calendar of Events.
- Work to develop internal values for the organisation.
- Further recruitment of Modern Apprentices.
- Encourage the participation of managers and staff with School Work Experience Placements.
- Roll out of Dignity at Work training across the organisation.
- Mental Health training and awareness sessions including Mental Health First Aiders, SAMH Lunch and Learn and Mindfulness tasters.
- Ensure that the Recognising and Dealing with Bullying online training is incorporated into our induction pack and becomes a mandatory requirement.
- Investigate 'Include Us All' – Scotland's Inclusive Communication Hub – to see if our inclusive communication tools and processes can be improved.
- Explore the Equate Scotland/Careerwise work placements of short-term pieces of work for students and women returning to work following having children and examine whether this would be feasible within the organisation.
- A second school pupil will be mentored through the Career Ready scheme by a member of our Senior Management Team.
- Further development and embedding of EQIA guidance to ensure these are considered/undertaken when required in our policy development process.
- Continuing our approach to stakeholder engagement, ensuring it reflects the diverse population of Scotland.

Further plans and actions will continue to be developed over the next two year period.

Networks and Communication

FSS staff have access to many networks (as per below) through the Scottish Government which are open to anyone with an interest or who would like to support colleagues and be a part of promoting equality and increasing diversity.

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

Carers – Share information and experience, explore relevant topics, build informal social contact.

Disability – Provide support and information for disabled colleague and their managers.

LGBTI Allies – Understand how to support the LGBTI community learning how to promote positive behaviour.

LGBTI – Confidential and private space for LGBTI colleagues to share experience, build relationships and provide mutual support.

ME – Chronic Fatigue Syndrome – Explores relevant topics and raise aware of workplace issues.

Mental Health – Creating a work place that promotes wellbeing and supports all affected by mental health.

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

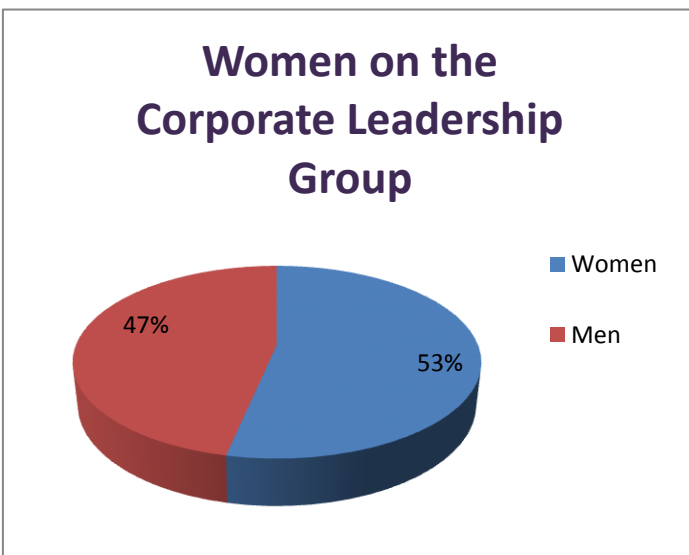
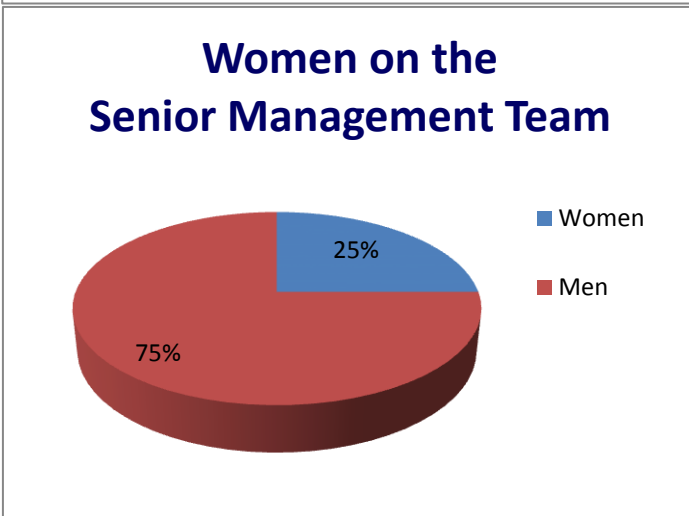
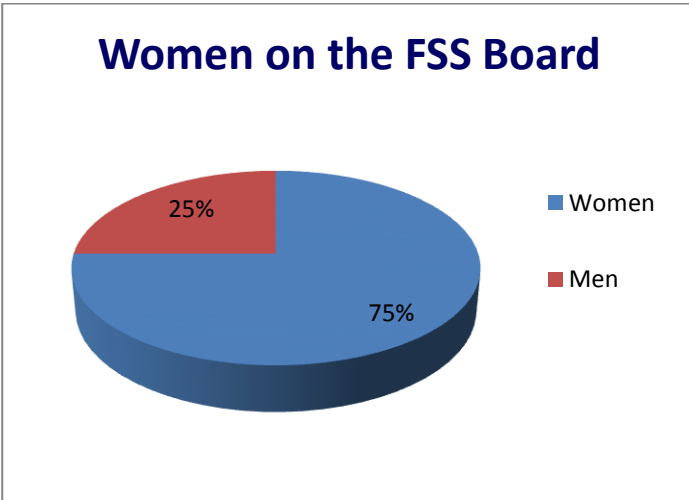
SG EU Nationals – Open discussion sharing thoughts, concerns and experiences, providing practical support.

Staff Networks Overview – Meet others, share experiences, raise issued, learn and raise awareness.

Healthy Working Lives – Actively encourages healthy working lives by creating associated activities and campaigns.

Women in Leadership

From the charts displayed below, it can be shown that we have a large percentage of women in Board and Management roles.



7. 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.

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.

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 Information

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 2018. 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.

In April 2017 the national average gender pay gap (for median earnings) for full time employees decreased to 9.1% from 9.4% in 2016 (source: Annual Survey of Hours and Earnings: 2017 provisional and 2016 revised results).

Within Food Standards Scotland, where men and women are undertaking work of an equal value (i.e. within the same pay range) they are paid a similar annual salary within the pay band and consequently the pay gap is low as can be seen in the table below. However, staff have not had access to pay progression for a number of years and therefore there are historic pay differentials which continue to exist.

There is no overall pay gap within Food Standards Scotland, although there are some differences at specific grades.

The highest gap is within staff is at B1 level, however this has decreased from 6.9% in April 2016 to 3.7% in April 2018. The main reason for this still remains as previously stated and is due to the high proportion of long serving male staff, mainly Meat Hygiene Inspectors, in the B1 grade who are at the maximum of the pay band. The adoption of Scottish Government Main bargaining unit terms and conditions of employment from 1 April 2016 should help to address the pay gaps by enabling staff to progress through the pay band.

By ensuring that processes for recruitment and selection and promotion are free from gender bias, we should also help to reduce the areas of identified gender pay gap within Food Standards Scotland.

Gender Pay Gap

Substantive Grade	Female				Male				F/M Ratio %	
	Number		Average		Number		Average		2016	2018
	2016	2018	2016	2018	2016	2018	2016	2018		
A3/A4	*	*		*	*		*	*	*	
B1	19	21	£23,380	£25,384	62	57	£25,109	£26,353	93.1	96.3
B2	19	22	£28,083	£30,081	10	14	£27,526	£29,984	102.0	100.3
B3	11	21	£35,901	£40,168	16	18	£37,440	£41,004	95.9	98.0
C1	*	*	*	*	*		*			*
C2	*	*	*	*	*		*			*
SCS - Deputy Director 1	*	*	*	*	*		*	*	*	*
SCS - Director	*	*	*	*	*		*	*	*	*
All Staff	63	80	£29,556	£32,958	98	96	£29,431	£32,102	100.4	102.7

Appendix A – Employment Monitoring Data

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 2018. On that date, we employed 176 members of staff.

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 Profile						
	Headcount		Percentage		Civil Service %	Civil Service %
	2016	2018	2016	2018	2015	2017
A3/A4	10	9	6.2	5.1	38.0	35.7
B1	81	78	50.3	44.4	25.0	26.4
B2/B3	56	75	34.8	42.6	23.0	23.6
C1/C2	12	12	7.5	6.8	9.0	9.9
SCS	2	2	1.2	1.1	1.0	1.2
Not reported	0	0	0	0	3.0	3.2
All	161.0	176.0	100.0	100.0	100.0	100.0

In the Civil Service as at 31 March 2017 around 35.7% of the Civil Service worked at the Administrative responsibility level (A3/A4), 26.4% worked at the Executive Officer level (B1), 23.6% worked at Higher or Senior Executive Officer level (B2/B3) and 9.9% worked at Grade 6 or 7 level (C1/C2). The remaining 1.2% worked at Senior Civil Service level (SCS) with 3.2% in the 'not reported' category.

In March 2018, 44.4% of the FSS workforce were at B1 level. This is much higher than the Civil Service average, due to the fact that over 30% of our overall workforce are Meat Hygiene Inspectors, who are paid on the B1 scale.

The specialist nature of many of the posts within the organisation, such as scientific staff, communications and marketing specialists, nutritionists and investigative staff also helps to explain the lower percentage of staff at A3/A4 level and the higher number of staff at B2/B3 grades.

Figures displayed within the following tables are as at 31 March 2018.

Table 1 – Gender

Gender												
	Female				Male				All Employees			
	Number		%		Number		%		Number		%	
	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018
A3/A4	*	*	*	*	*	*	*	*	10	9	100.00	100.00
B1	19	21	23.5	26.90	62	57	76.5	73.10	81	78	100.00	100.00
B2/B3	30	43	53.6	57.30	26	32	46.4	42.70	56	75	100.00	100.00
C1/C2/SCS	7	7	50.0	50.00	7	7	50.0	50.0	14	14	100.00	100.00
All Employees	63	80	39.1	45.50	98	96	60.9	54.50	161	176	100.00	100.00

The disproportionately high number of males in the B1 grade reflects the large proportion of Meat Hygiene Inspectors (MHIs) in this grade (73% of all B1 grade staff in FSS). The Meat Hygiene profession has historically been male dominated and is one where there has been limited staff turnover. Only 9% of MHIs in FSS are female.

Table 2 (i) – Age

Grade	Age Group															
	16-29				30-39				40-49				50-54			
	Number		%		Number		%		Number		%		Number		%	
	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018
A3/A4	5	*	50.0	*	*	*	*	*	*	*	*	*	*	*	*	*
B1	6	11	7.4	14.10	7	*	8.6	*	33	31	40.0	39.7	16	7	19.8	9.0
B2/B3	*	*	*	*	14	20	25.5	26.7	15	26	26.8	34.7	9	5	16.1	6.70
G6/G7/SCS	*	*	*	*	*	*	*	*	7	*	58.3	*	*	*	*	*
All Employees	17	19	10.6	10.80	23	26	14.3	14.8	58	63	36.0	35.8	26	17	16.1	9.7

Table 2 (ii) – Age

Grade	Age Group												
	55-59				60+				All Employees				
	Number		%		Number		%		Number		%		
	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	
A3/A4	*	*	*	*	*	*	*	*	*	10	9	100.0	100.0
B1	14	*	17.3	*	5	*	6.2	*	81	78	100.0	100.0	
B2/B3	8	12	14.3	16.0	*	6	*	8.0	56	75	100.0	100.0	
G6/G7/SCS	*	*	*	*	*	*	*	*	14	14	100.0	100.0	
All Employees	27	36	16.8	20.5	10	15	6.2	8.5	161	176	100.0	100.0	

Relatively low staff numbers across the organisation mean that significant amounts of data are suppressed to prevent the possible disclosure of information about individuals. Overall, almost 40% of the workforce is aged 50 or over.

Table 3 – Work Pattern

Work Pattern													
Grade	Full-time				Part-time				All Employees				
	Headcount		%		Headcount		%		Headcount		%		
	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	
A3/A4	*	*	*	*	*	*	*	*	*	*	9	*	100.0
B1	*	*	*	*	*	*	*	*	*	*	78	*	100.0
B2/B3	*	65	*	86.7	*	10	*	13.3	*	75	*	100.0	
C1/C2/SCS	*	*	*	*	*	*	*	*	*	14	*	100.0	
All Employees	150	160	93.2	90.9	11	16	6.8	9.1	161	176	100.0	100.0	

FSS supports a number of flexible working patterns and all employees are able to apply to work flexibly. This includes job sharing, part-time working, compressed hours and partial retirement.

For Tables 4, 5, 6, 7 and 8, our Equality Mainstreaming Report of April 2016 stated we had very low levels of data have been supplied by staff to enable meaningful reporting in this category. As per one of our key outcomes from this report, we have improved the quality of self-reported data by highlighting this to staff and requesting their co-operation to complete.

Table 4 – Disability

Disability																				
Grade	Disabled				Not Disabled				Prefer Not to Say				Not Known				All Employees			
	Headcount		%		Headcount		%		Headcount		%		Headcount		%		Headcount		%	
	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018
A3/A4	*	*	*	*	*	*	*	*	*	0	*	0	*	*	*	*	*	9	*	100.0
B1	*	5	*	6.4	*	31	*	39.7	*	2	*	2.6	*	40	*	51.3	*	78	*	100.0
B2/B3	*	*	*	*	*	29	*	38.7	*	2	*	2.7	*	*	*	*	*	75	*	100.0
C1/C2/SCS	*	*	*	*	*	*	*	*	*	0	*	0	*	4	*	28.6	*	14	*	100.0
All Employees	*	14	*	8.0	10	71	6.2	40.3	*	4	*	2.3	146	87	90.7	49.4	161	176	100.0	100.0

Declaration Rate 50.6%

Table 5 – Ethnicity

Ethnic Group																				
Grade	Ethnic Minority				White				Prefer Not to Say				Not Known				All Employees			
	Headcount		%		Headcount		%		Headcount		%		Headcount		%		Headcount		%	
	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018
A3/A4	*	*	*	*		6	*	66.7	*	0	*	0	*	*	*	*	*	9	*	100.0
B1	*	*	*	*		50	*	64.1	*	1	*	1.3	*	*	*	*	*	78	*	100.0
B2/B3	*	*	*	*		50	*	66.7	*	0	*	0	*	*	*	*	*	75	*	100.0
C1/C2/SCS	*	0	*	0		12	*	85.7	*	1	*	7.1	*	1	*	7.1	*	14	*	100.0
All Employees	*	6	*	3.4	41	118	25.5	67.0	*	2	*	1.1	116	50	72.0	28.4	161	176	100.0	100.0

Declaration Rate 71.6%

Table 6 (i) – Marital/Civil Partnership

Marital/Civil Partnership Status																
Grade	Married				Single				Other status				Prefer not to say			
	Headcount		%		Headcount		%		Headcount		%		Headcount		%	
	2016	2018	2016	2018	2016	2018	2016	2018								
A3/A4		*		*		0		0	*	*	*	*		0		0
B1	16	15	19.8	19.2	16	14	19.8	17.9	*	*	*	*		1		1.3
B2/B3	14	30	25.0	40.0	7	*	12.5	*	*	8	*	10.7		1		1.3
C1/C2/SCS	*	*	*	*	*	*	*	*	*	*	*	*		0		0
All Employees	33	50	20.5	28.4	27	23	16.8	13.1	10	18	6.2	10.2		2		1.1

Table 6 (ii) – Marital/Civil Partnership

Marital/Civil Partnership Status								
Grade	Unknown				All Employees			
	Headcount		%		Headcount		%	
	2016	2018	2016	2018	2016	2018	2016	2018
A3/A4	7	*	70.0	*	10	9	100.0	100.0
B1	44	*	54.3	*	81	78	100.0	100.0
B2/B3	29	*	51.8	*	56	75	100.0	100.0
C1/C2/SCS	*	6	42.9	42.9	14	14	100.0	100.0
All Employees	87	83.0	54.0	47.2	161	176	100.0	100.0

Declaration Rate 52.8%

Table 7 – Sexual Orientation

Sexual Orientation																				
Grade	Lesbian, Gay, Bi-sexual and Other				Heterosexual/ Straight				Prefer Not to Say				Not Known				All Employees			
	Headcount		%		Headcount		%		Headcount		%		Headcount		%		Headcount		%	
	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018
A3/A4	*	0	*	0	*	7	*	77.8	*	*	*	*	*	22.2	*	0	*	9	*	100.0
B1	*	*	*	*	*	47	*	60.3	*	*	*	*	*	*	*	0	*	78	*	100.0
B2/B3	*	*	*	*	*	50	*	66.7	*	*	*	*	*	*	*	0	*	75	*	100.0
C1/C2/SCS	*	0	*	0	*	12	*	85.7	*	*	*	*	*	7.1	*	0	*	14	*	100.0
All Employees	*	*	*	*	43	116	26.7	65.9	*	8	*	4.5	115	*	71.4	0	161	176	100.0	100.0

Declaration Rate 72.2%

Table 8 (i) – Religion or Belief

Religion or Belief												
Grade	Christian				Other Religion or Belief				No Religion or Belief			
	Headcount		%		Headcount		%		Headcount		%	
	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018
A3/A4	*	*	*	*	*	*	*	*	*	*	*	*
B1	*	23	*	29.5	*	*	*	*	*	20	*	25.6
B2/B3	*	20	*	26.7	*	*	*	*	*	27	*	36.0
C1/C2/SCS	*	*	*	*	*	*	*	*	*	*	*	*
All Employees	18	52	11.2	29.5	*	5	*	2.8	21	53	13.0	30.1

Declaration Rate 72.7%

Table 8 (ii) – Religion or Belief

Religion or Belief												
Grade	Prefer Not to Say				Not Known				All Employees			
	Headcount		%		Headcount		%		Headcount		%	
	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018	2016	2018
A3/A4	*	*	*	22.2	*	*	*	22.2	*	9	*	100.0
B1	*	8	*	10.3	*	*	*	*	*	78	*	100.0
B2/B3	*	7	*	9.3	*	*	*	*	*	75	*	100.0
C1/C2/SCS	*	*	*	7.1	*	*	*	7.1	*	14	*	100.0
All Employees	*	18	*	10.2	115	48	71.4	27.3	161	176	100.0	100.0

Leavers

During the period 1 April 2016 to 31 March 2018, 18 permanent or fixed term staff left FSS. The low numbers mean that most of the analysis against the protected characteristics cannot be published due to data suppression. The figures which can be reported are noted below:

Gender				
	Headcount		Percentage	
	2016	2018	2016	2018
Female	10	12	66.7	66.7
Male	5	6	33.3	33.3
All	15	18	100.0	100.0

Age				
	Headcount		Percentage	
	2016	2018	2016	2018
16-29	5	2	33.3	11.1
30-39	*	4	*	22.2
40-49	*	3	*	16.7
50-54	*	4	*	22.2
55-59	*	2	*	11.1
60+	*	3	*	16.7
All	15	18	100.0	100.0

Work Pattern				
	Headcount		Percentage	
	2016	2018	2016	2018
Full-time	14	16	93.3	88.9
Part-time	1	2	6.7	11.1
All	14	18	100.0	100.0

Grade				
	Headcount		Percentage	
	2016	2018	2016	2018
A3/A4	1	1	6.7	5.55
B1	8	9	53.3	50.0
B2/B3	6	7	40.0	38.9
C1/C2	0	1	0.0	5.55
All	15	18	100.0	100.0

Recruitment

All job applications are monitored centrally by our resourcing team who liaise with recruiting line managers to ensure that reasonable adjustments are applied during and after the recruitment process. The following data represents all job applicants from 1 April 2016 until 31 March 2018.

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

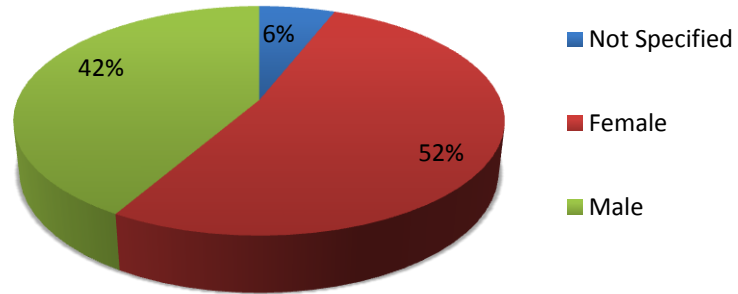
Our recruitment system does not hold any equal opportunity information relating to gender re-assignment and therefore this protected characteristic has been excluded.

Age									
Applications		Not Specified		16 - 20		21 - 30		31 - 40	
2016	2018	2016	2018	2016	2018	2016	2018	2016	2018
470	437	458	430	4	0	4	4	2	1
		97.45%	98.40%	0.85%	0%	0.85%	0.92%	0.43%	0.23%

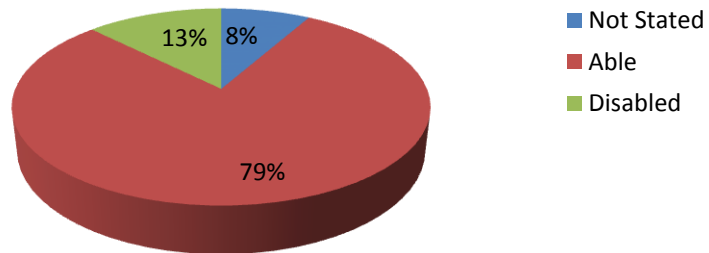
Age (cont'd)									
Applications		41 - 50		51 - 60		61 - 65		over 65	
2016	2018	2016	2018	2016	2018	2016	2018	2016	2018
470	437	2	1	0	1	0	0	0	0
		0.43%	0.23%	0%	0.23%	0%	0%	0%	0%

The majority of applicants did not declare their age.

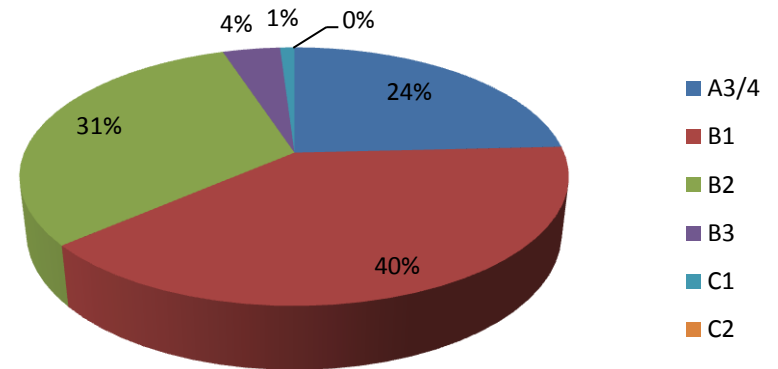
Gender of Job Applicants



Disability Statistics of Job Applicants

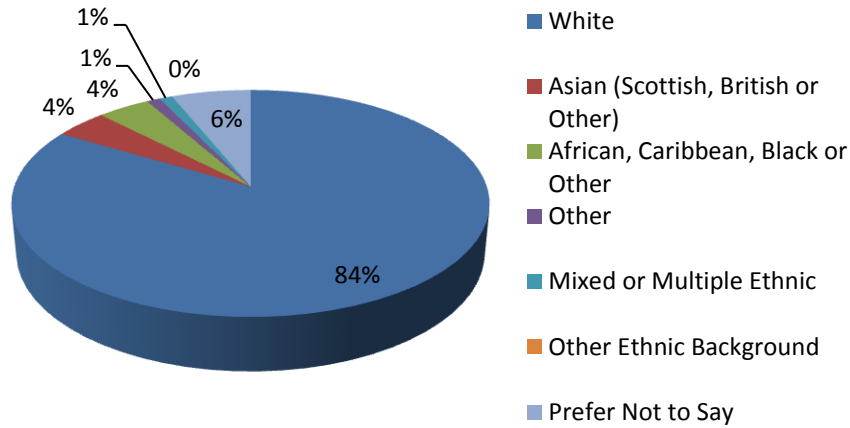


Grades of Posts Applied For

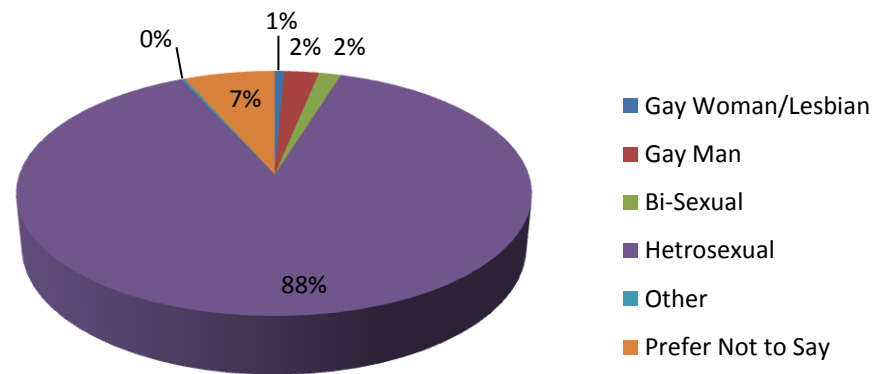


Where applicants declare a disability, FSS offers a guaranteed interview to those who meet the minimum criteria for the post.

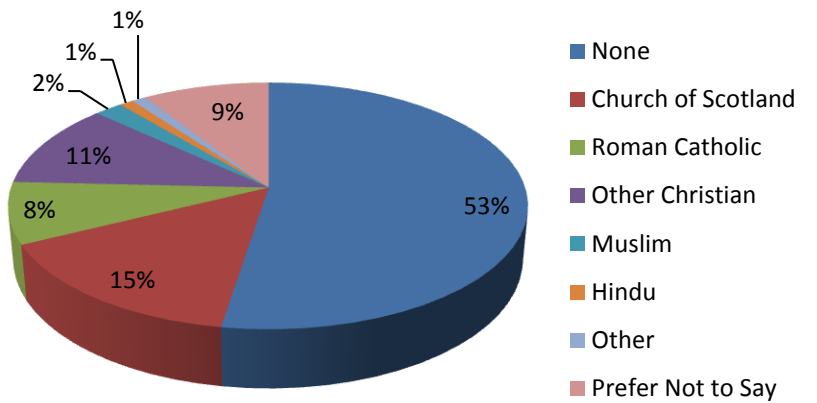
Ethnicity of Job Applicants



Sexual Orientation of Job Applicants



Religion of Job Applicants



Appendix B - Equality in Communications and Marketing

In order to deliver an effective communications and marketing strategy which genuinely places consumer interests at its heart, in 2016/17 and 2017/18 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 (c1000 respondents). The second, third and fourth waves of the Survey were undertaken during 2016 and 2017. 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 Kantar TNS, include a standard set of diversity and equality questions to ensure the sample is fully representative.

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.

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:

Brexit Insight

There have been two waves of Brexit qualitative research which are used to track any change in opinion relating to the future of food in Scotland and pose the questions:

- Which food-related threats and opportunities are Scotland's consumers expecting as a result of leaving the EU and what does the public expect of FSS in this regard?
- What does FSS need to consider regarding: future food safety/regulation; pricing/availability and food labelling?

Out of Home Campaign Insight

This insight will guide a campaign that will raise consciousness of and change attitudes to food industry tactics that are being employed to encourage and/or stimulate unhealthy eating out of home and from this motivate changes in behaviour across the target audience which is 18 to 34 year old women in Scotland.

Education

Last year FSS developed a set 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.

Marketing Campaigns and Evaluation. Over the past two years, FSS ran four marketing campaigns designed to encourage consumer uptake of certain behaviours in relation to food safety and nutrition. They were:

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.

Summer Food Safety Campaign x 2

Its aim was to increase awareness of, and reduce complacency about, the risks of food poisoning when cooking chicken outdoors over the summer season, particularly when barbecuing with family and friends.

To encourage uptake of specific food hygiene actions and motivate behavioural change amongst our target audience which was ABC1s, predominantly (but not exclusively) male, aged 18 to 34 years.

Healthy Eating Campaign x 2

Its aim was to raise awareness of the extensive volume of sugar and saturated fats that people and their children are consuming through discretionary snacking. To focus on behaviour change by promoting the campaign messages, 'Drop it, Swap it, Share it'. The target audience was 25 to 44 years of age C2D with children.

"Kitchen Crimes" Food Safety Campaign.

Its aim was to increase knowledge 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.

Media channels were selected to reach these audiences. The findings from the evaluations of these campaigns will feed into future activity.

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, has been 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 [Accessibility Policy on our website \(www.foodstandards.gov.scot/accessibility\)](http://www.foodstandards.gov.scot/accessibility).

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.