



Mainstreaming Equality at the National Galleries of Scotland

April 2019

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This report is published in accordance with regulations 3 and 6(3) of the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012

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Introduction

This report sets out how the National Galleries of Scotland (NGS) is embedding equality into our everyday work, ‘mainstreaming’ it into our core activities and beyond so that we can better perform the General Equality duty. We also set out where work is in progress and our plans for the future.

The most recent breakdown of the employee information we have gathered and an outline of how we are using that information to meet the General Duty is included.

This report will be published on the Equalities section of our website www.nationalgalleries.org along with a report on progress towards delivering our 2017-21 Equality Outcomes, our gender pay gap statement and our statement on equal pay.

Background to the Equality Duty

The general equality duty, also known as the public sector equality duty, states that we must have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not.

The characteristics protected in the legislation are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The public sector equality duty also covers marriage and civil partnerships, with regard to eliminating unlawful discrimination in employment.

The publication of this mainstreaming report is required under the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012. We are required to publish reports no less than every two years, with the next report due by 30 April 2021.

NGS' Functions

The National Galleries of Scotland looks after one of the world’s finest collections of Western art ranging from the Middle Ages to the present day. These holdings include the national collection of Scottish art which we are proud to display in an international context. NGS is made up of the Scottish National Gallery (SNG), the Scottish National Portrait Gallery (SNPG) and the Scottish National Gallery of Modern Art (SNGMA), all in Edinburgh. Works from the collection are loaned to other institutions and we regularly tour works and exhibitions throughout Scotland, the UK and internationally.

The purpose of the National Galleries of Scotland as set out in the governing legislation (the National Heritage (Scotland) Act 1985) is to:

- care for, preserve and add to the objects in our collections;
- ensure that the objects are exhibited to the public;
- ensure that the objects are available to persons seeking to inspect them in connection with study or research;
- generally promote the public's enjoyment and understanding of the Fine Arts;
- and for those purposes to provide education, instruction and advice and to carry out research.

Ensuring Equality in the Delivery of our Functions

The following sets out our current practice with regard to meeting the equality duty in the delivery of each of our functions, where these are relevant to the duty.

Caring for, preserving and adding to the objects in our collections

Our previous strategy for acquisitions was based around collecting quality works from various schools, periods and media, supplemented by project-related purchases and while our collection contained many works which represent themes associated with the protected characteristics or which are by artists with those characteristics, this had not been the primary focus in acquiring particular works. In addition to purchases, we also receive gifts, loans and bequeathed works, and may receive works through HMRC's Acceptance in Lieu scheme.

Recognising that our approach to acquisitions could in fact contribute to the needs of the General Equality Duty, one of our equality outcomes for 2017-21 is to increase the representation of the protected characteristics of artists within our collection, beginning with the under-representation of female artists.

This is supported by work on a new Collection Development Policy. More information on this draft policy is included in the accompanying outcomes report.

Our arrangements to care for and preserve the objects in the collection are focussed on the requirements of the objects themselves.

Ensuring objects are exhibited to the public

This is arguably our central role as the keepers of the nation's art collection. We do this in a wide variety of ways including traditional, semi-permanent displays of works in the permanent collection, temporary exhibitions often with loans to complement works in the collection, touring exhibitions throughout Scotland and beyond, and through our website and digital channels.

Over 2.5 million people visit the NGS sites in Edinburgh every year. In addition to local visitors and those from around Scotland, many of our visitors are foreign tourists. We also have a significant digital audience.

We provide good physical access to our gallery spaces in Edinburgh. All public areas of the gallery, including the Hawthornden Lecture Theatre, are wheelchair

accessible, with a temporary exception of three rooms during the major construction project at the Scottish National Gallery. Full details on disabled access during the SNG project are available on our website.

The Scottish National Gallery Project

Work has begun at the Scottish National Gallery to create a new home for the world's greatest collection of Scottish art. It will transform former office, storage and display spaces into a new set of galleries that will be entered directly from the adjacent East Princes Street Gardens. As part of the project, new landscaping in the gardens will create wider steps and a new accessible path to assist visitors with mobility impairments, wheelchairs and prams. Without this new path, the east gardens, and this redeveloped gallery entrance, would remain accessible only via steep gradients or stairs.

Also as part of the project, NGS will join the City of Edinburgh Council's community toilet scheme. Our accessible toilet facilities are open to the public without having to visit the gallery itself.

A much larger lift and stairwell will be installed at the south end of the SNG, improving access to all the gallery spaces.

Wheelchair loans are available for all education groups who visit any of the galleries. Portable stools, or (for groups or individuals who require extra back and arm support) portable, lightweight chairs with backs can be arranged.

Induction loops for the hard of hearing are fitted at the Scottish National Gallery Information Desk and Hawthornden Lecture Theatre, Scottish National Portrait Gallery Information Desk and Farmer Education Suite. We also have portable hearing loops for visitors on guided tours or attending public talks and lectures, and BSL interpreters can be provided on request for these activities.

NGS visitor services staff receive regular training on meeting visitor needs. In-house training on disability awareness is provided to all security and visitor services staff. Specialised training, covering additional topics and characteristics, is ongoing as part of our work to improve customer service. This helps to ensure that all visitors have the best possible experience when visiting any of our sites.

Access to the permanent collection has always been free and it is our intention to continue this for the foreseeable future. Some temporary exhibitions are ticketed, primarily to recover the costs. Concessions are available to people with disabilities, students and children aged 13-16. Children under 12 and personal carers can visit for free. This is to help ensure charging isn't prohibitive to groups who may be less able to afford the full ticket prices.

A full accessibility guide has been produced for the Scottish National Portrait Gallery to assist visitors with disabilities when planning a trip to the gallery. It can be accessed from our website as well as directly on www.accessibilityguides.org. Accessibility guides for the other gallery sites will be produced soon. In the meantime, details of the accessibility provisions across our sites are provided on our

website and in our quarterly *What's On* guide. Copies of the latter are available in large print on request. Our sites are also listed on the disabled access review site Euan's Guide www.euansguide.com.

Our website www.nationalgalleries.org, which contains information on each of the 95,000 works in our collection and 40,000 digital images, has been developed to conform to the W3C AA accessibility standards wherever possible.

Visitor information is now available online in 6 tourist languages (Chinese, German, Spanish (Castellano), French, Italian and Japanese) as well as Gaelic. We are conducting a review of the demand for alternative languages in our printed visitor information to ascertain what would be the most useful for visitors.

Ensuring objects are available for study or research

In addition to our internationally-renowned collection of art, NGS also holds important archives and libraries, which are available to visiting researchers. Visitors are welcome at all our gallery research resources, which are open by appointment and are fully accessible.

We do not currently monitor equalities data of the people who use our research resources but this could be implemented in the future if it was felt to be beneficial.

Permanent collection artworks and long-terms loans which are temporarily in storage or in our print rooms can also be viewed by appointment.

National Collection Facility (NCF) project

The National Collections Facility project seeks to safeguard the future of Scotland's renowned national collection. This entirely new centre will be a place where we look after our country's greatest art, and will deliver world-class services for staff, researchers and visitors. It will provide state-of-the-art spaces for conservation and study, as well as the management and distribution of Scotland's art.

Situated in Granton, north Edinburgh, the facility will be a substantial high-profile development for this area and will contribute to regeneration by expanding social amenities, encouraging employment, enhancing cultural activity and providing an economic stimulus.

The new facility will make it possible for everyone to explore, discover and engage with the national collection. Amenities such as publicly-accessible libraries and research rooms, exhibition spaces and external sculpture trails could all contribute towards opening the collection up to everyone.

Promoting the public's enjoyment and understanding of the Fine Arts

Art by its very nature represents many of the facets and issues associated with the protected characteristics, either in the artists themselves or the themes and subject matter explored in their work. We actively seek to address these where it is important to understanding the work itself or the artist's inspiration, through our public programme.

Public Programme

In our public programme of exhibitions and displays and through the accompanying interpretation and education activity, we often address themes such as sexual orientation, religion and belief, gender, aging and disability head-on. We believe this to be the most direct route by which NGS can fulfil the third ‘need’ of the duty: to foster good relations between people who share a protected characteristic and those who do not. We can aid understanding and awareness of the protected characteristics in the works we display, how we display them and the associated interpretation and learning opportunities. This in turn should open up access to the collection for people who share the protected characteristics.

Our exhibition planning procedure explicitly asks proposers at the initial planning stage to consider how the exhibition can contribute to delivery of the equality outcomes. This contribution is then reflected upon in the final evaluation.

Labelling

Large-print versions of labels are provided in temporary exhibitions to assist those with visual impairment, or those who require additional time to read the information. There are currently inconsistencies across the sites with regard to labelling of permanent collection works, but changes have previously been implemented at the Scottish National Gallery to improve legibility for those with visual impairments, which received positive feedback. At present, all labelling is provided in English.

A project is underway to standardize label formatting across sites, and for both permanent collection displays and temporary exhibitions. At the same time, our organizational approach to interpretation and tone of voice is being developed.

Events

Visitors can filter our events programme by various access options through our website, to help them find scheduled activities which meet particular access needs.

Descriptive tours given by highly experienced artist-educators for visually impaired groups or individuals within groups can be arranged.

NGS also offers free, artist-led tours for community and access groups who wish to visit. These groups may also book a self-guided visit and explore the National Galleries of Scotland under their own steam. Free entry to special exhibitions can be arranged.

Providing education, instruction and advice

The General Equality Duty is well embedded in the work of our Learning and Engagement department, in particular in advancing equality of opportunity. Various education programmes are available in the galleries, on our website and across Scotland as part of our outreach work. In addition, special collaborative projects are often undertaken with partner organisations.

The provision of learning opportunities for a national audience, overcoming geographic, social and cultural barriers is a key objective in our learning and engagement work. The four key audiences are *adults, communities, families with*

children and schools but across these groups the programme covers all of the protected characteristics.

Adults

The adult learning programme consists of talks and lectures, themed tours and music concerts, practical workshops, academic conferences and film screenings, to encourage exploration of the national art collection. These events often address issues relevant to promoting representation of protected characteristics in the public programme, specifically sex, sexual orientation, disability and race. Highlights are given below, with attendance figures in () brackets.

Sex

To mark International Women's Day (IWD) and BBC *Civilisations* in March 2018, Jo Woolf spoke in the Hawthornden Lecture Theatre about the life and work of pioneering Scottish woman explorer Isobel Wylie Hutchison who lived in the lands of the high Arctic, with Inuit families in the 1920s and 30s (120). To mark IWD this year 2019 writer and actor Gerda Stevenson read from her *Quines* collection of poems her tributes in verse to many of the women featured in NGS' collection (102).

On the eve of launching a new fund to support women in STEM subjects, internationally-recognised physicist Professor Jocelyn Bell Burnell spoke to a full lecture theatre about her life in science (175). As part of the 100 year celebrations in November 2018 Museum of Edinburgh's curator, Anna Macquarrie spoke to a packed audience about key women in Edinburgh's Suffragette history (110).

In November 2018 author Richard Emerson spoke about reintroducing 'lost' woman artist Hélène Vanel, who was trained as a dancer by Margaret Morris and became the first Surrealist dancer hailed as foreshadowing Performance Art, to the canon of art history (30).

Sexual orientation

Loud & Proud, Scotland's largest LGBT choir, performed a powerful set of songs as part of LBGT History Month in February 2017 (160). In May 2017, NGS hosted the premiere week of performances of a new play by the Heroica Theatre Company, *Joan Eardley: A Private View*, celebrating the life and work of the artist including representation of her relationships (389). In February 2019 the V&A's Dan Vo shared his experiences of finding and engaging with LGBTQ stories in museum and gallery collections (35).

The Adult Programme Coordinator is in regular audience consultation with the LGBT Age 50+ group – made up of elders and activists in the LGBT community in Edinburgh to develop events.

Disability

In October 2018, SNPG Librarian Becky Howell presented her research, with BSL signage, on the Phrenological Heads display looking at issues of representation of disability within the context of the 19th-century pseudo-science (61).

Race

In September 2017 journalist Robert Sommyne presented a talk about the 'Black Dandy' movement and representations of race, apparel and masculinity. In response to the *Slaves Lament* installation at the Portrait Gallery, Visual Culture academic and critic Eddie Chambers, campaigner Sir Geoff Palmer and artist Graham Fagen spoke about Caribbean and British cultural cross-overs from the 18th-century to the present (84). *The Remaking of Scotland* display was launched by noted academic Sir Geoff Palmer exploring the links through trade and slavery between Scotland and the Caribbean (182 in HLT, 122 online).

Communities

Community and access groups consist of, or work with, people who require additional support in order to visit and access the National Galleries of Scotland. These groups might visit for learning, therapeutic or social reasons. They include disabled people, people who may experience isolation or exclusion and people who may not be able to visit on their own for a variety of reasons.

As part of these community sessions, we offer the use of the education rooms for refreshments, as a place to socialise and as a quiet base for the duration of the visits.

Special Community Collaborations

Share My Table was a Scottish Refugee Council (SRC) project established at Tramway to bring together refugees, asylum seekers and native Scots through the sharing of food, storytelling, visual art and performance. NGS worked in partnership with Edinburgh Art Festival, Talbot Rice Gallery and the Fruitmarket Gallery to host a day for 43 refugees living in Glasgow to visit various arts venues in Edinburgh, eat together and socialise. At the Scottish National Gallery, the group explored themes of travelling, meeting 'strangers', hospitality, and they visited the *Caravaggio* exhibition. They finished the day with refreshments and socialising.

Multicultural Family Base, which supports women who are migrants, mostly from Africa, and who have experienced trauma or a difficult experience, coordinated the *Creative Nurture* group in April/ May 2018. A group of women (most of whom had not visited the National Galleries before) and their young children made three visits to the Scottish National Gallery of Modern Art and enjoyed family-friendly tours, creative activities and refreshments. The group coordinator said the visits were 'a memorable and eye-opening experience.' More visits are planned in 2019.

In late 2018 and early 2019, NGS hosted visits by Linknet Mentoring, an organisation serving minority ethnic communities, and The Welcoming project, which supports newcomers to Edinburgh.

Visually-Impaired Programme

NGS offers a free, regular and varied programme of descriptive tours and practical workshops for blind and visually-impaired visitors, led by artists. Sessions include a descriptive tour of a special exhibition or theme, followed by a tactile creative workshop with activities suitable for participants with a range of visual acuity. The

sessions are led by three artists, supported by volunteers and run from 10.15-3.30pm.

British Sign Language (BSL) Programme

Launched in 2018 after a period of consultation and research with Deaf audiences, we now have a regular programme of Deaf-led guided tours in BSL. The sessions are supported by a Deaf volunteer and a dual-language volunteer.

Hearing-Impaired Programme

NGS offers a free monthly tour around the Galleries' exhibitions with personal hearing loops available for visitors with hearing impairments. In addition to this, portable hearing loops are available at all public talks and tours at NGS.

Gallery Social Programme

Free, monthly, relaxed and informal artist-led tours for individuals affected by dementia, their friends, relatives and supporters. Each month, the sessions will start off with refreshments and there will often be a simple practical activity that participants can take part in if they would like to. This will be followed by a tour exploring highlights from the permanent collections or a special exhibition.

Throughout the year there are also tea dances, music concerts, creative workshops and other events linked to themes within the collections and aimed at groups and individuals with physical or mental impairment, older people and those who share other protected characteristics.

Families with Children

As well as targeting activity towards an under-represented group in our audience, families with young children, our offer in this area often advances opportunities for families who share other protected characteristics. We offer monthly workshops for this group, including early opening session for families with children on the autistic spectrum, Bring Your Own Baby and art tours with BSL interpretation, as well as holiday programmes such as community mornings, and special activities.

Resources are also available for families to undertake self-led visits. This group is the focus of one of our equalities outcomes and further detail is provided in the accompanying outcomes report.

Schools

There are several ways in which our schools programme contributes to delivery of the Equality Duty, including the Special Education Schools category in the National Galleries of Scotland Art Competition, collection-related resources targeted at special education schools available on our website, and over recent years we have been reviewing our facilities and provision to be able to support SEN schools and better meet their needs when they visit.

Outreach

NGS' Outreach programme exists to make the national art collection accessible to everyone, and particularly those groups who would be unlikely to visit the gallery. Over the last two years the Outreach team has focused primarily on engaging young people and particularly those who are hard to reach and face challenges in their lives.

We develop partnerships and creative collaborations between artists, communities and agencies throughout Scotland. We support touring exhibitions and use new technology to reach out to people irrespective of their age, background, location or cultural origin. We encourage creative engagement with the collection, using it to explore issues relevant to people's day-to-day lives. We continue to target areas of multiple deprivation and although our statistics are not based on individual postcodes of participants, as these are held solely by our partners.

Advancing equality of opportunity for different groups is central to our outreach work. In addition to the work based in geographic communities throughout Scotland, outreach activity focusses on people from disadvantaged groups or groups who are denied the means to express their ideas and creativity. In this respect, NGS outreach work is not just about connection with the national collection, but about creation of art as a means of expression and representation. The resulting artworks and other outputs are then exhibited both onsite at NGS and in local communities, in venues that are fully accessible with large print labels available.

While the groups we engage with through our outreach work might not directly target the protected characteristics, many of these are represented by the people who take part and we strive to ensure no one is excluded from a project which is relevant to them. We specifically target groups who are disadvantaged in terms of confidence and well-being, educational attainment, economic and social deprivation and location. In conjunction with our project partners who are usually local authorities, community groups and art organisations, we hold meetings in accessible buildings and cater to the needs of project participants in terms of their abilities, modifying our approach as required. Our data relating to participants does not formally elicit their protected characteristics, as this information is held by our partners, but we are always aware of their specific needs as we seek to promote their representation.

Young people are specified in our equality outcomes, and further information on the projects undertaken in the last couple of years is provided in the accompanying report.

Carrying out our own research

At the National Galleries of Scotland, research of the highest academic quality is made available to the general public. Research activities not only centre on the Galleries' internationally important art collection, documentary archives and other specialist resources, but also on works of art from the collection that are borrowed for exhibitions. This research can be presented in permanent collection catalogues, temporary exhibition catalogues, lectures and educational programmes. It also appears in publications outwith the National Galleries of Scotland. Research is carried out by various departments, most notably Curatorial, Conservation, Education and Publications. By researching artists, sitters and themes relating to the protected characteristics to inform acquisitions and the public programme, we can foster good relations and advance equality of opportunity. This is reflected in our equality outcomes for 2017-21.

Ensuring Equality in the Way We Work

Corporate Planning and Performance Monitoring

Our Strategic Plan for 2018-22 is based on three aims:

- Increased participation
- Greater impact
- Investment in our future

Within these, we want to reach more people and more diverse groups and involve people inside and outside the galleries. We also want our work to make a difference.

There are six drivers underpinning these aims: One Collection; Audience Framework; Visitor Experience; Sustainability; Partnership and; Our People.

KPIs which support our corporate aims are monitored on a quarterly basis by Leadership Team and trustees.

We believe we can support the General Equality Duty through each of these drivers and there are clear links to our equality outcomes for 2017-21. Progress against these outcomes is reported separately.

Board of Trustees

Our board members are appointed through the Public Appointments Commissioner for Scotland, which has set diversity targets for the composition of public bodies' boards in Scotland. We also monitor the diversity of appointees ourselves and at the time of reporting, women make up 50% of our board membership.

Our Sponsor Team and the Public Appointments Team at Scottish Government currently manage the publicity strategy for board vacancies, advertising through various public sector and culture websites and social media, circulating details to external equalities networks and organisations, such as Women on Boards and the 2% Club, and contributing to the Equality Update and Minority Ethnic Matters Overview (MEMO) e-newsletters. We support this approach and make recommendations for channels we believe will improve diversity in applications. We also publicise vacancies through our own website and social media accounts.

Recruitment and Employment

Vacancies are always advertised on our website and sometimes, depending on the role, in other media such as the press or through agencies. We have an online application form which can be tailored to suit people with visual impairments (font size and contrast) and we monitor equalities data of all job applicants covering all of the protected characteristics.

NGS employs around 380 people (permanent and temporary). Since November 2012 we have collected employee data relating to all of the protected characteristics. The current data shows limited diversity in our workforce, however, many members of staff still prefer not to provide details of the protected characteristics which apply to them, especially those that could be considered to be particularly sensitive. Over time, we hope to be able to encourage ever-increasing numbers of people to provide details of the protected characteristics they have.

An equal pay audit was carried out in 2012/13, and an updated audit is planned in 2019. An updated report on the gender pay gap and statements on equal pay and occupational segregation for gender, race and disability are available on our website.

Volunteering

We run a very successful and effective volunteer programme at NGS. We monitor many of the protected characteristics of our volunteers and will look at ways of ensuring people who share under-represented protected characteristics apply for positions. More information is provided in the accompanying outcomes report.

Equalities Working Group

In response to the recognition that there were disparate approaches to improving access across NGS, and with a need to bring together relevant people to push forward key initiatives, an Equalities Working Group was convened, chaired by the Head of Learning and Engagement and with representation from departments across the organization.

Based on the equality outcomes for 2017-21, the Equalities Working Group established a prioritized action plan, which was approved by the Leadership Team. Progress against these actions is reviewed at each quarterly meeting. The group also considers broader diversity and inclusion initiatives.

The existence of the group has elevated the status of 'equalities' across NGS, and has provided a focal point for related discussions.

Decision-Making

We have an approved EqIA procedure in place, and continue to raise awareness of this across the organization. The mechanism to initiate an assessment is embedded at the highest level: it is a requirement for consideration on all reports to senior management and trustees.

Results of screenings are recorded, made available on our intranet, and where they directly affect our service to the public, results of full assessments are provided on our website.

Our public programme planning forms also contain a section on equality impact.

Consideration of the General Equality Duty is also evident in our plans for our major project to improve and expand the Scottish National Gallery creating more space for NGS' unrivalled collection of Scottish art. Significant consultation has been undertaken with groups representing many of the protected characteristics to inform the activity, content and interpretation plans, as well as the physical design.

Evidence Gathering

In addition to the employee data mentioned above, NGS has historically gathered a significant amount of data about our visitors. An outline of our current evidence sources and how they are used is given below. We continue to develop our

approach to gathering visitor information in order to capture more equalities data, as well as trying to improve disclosure rates from employees.

Onsite Visitor Data

One of the main ways in which we gather data relating to our visitors is through a programme of exit surveys, carried out by a third-party consultancy on our behalf. They ask a random sample of visitors a series of questions about themselves, their motivation for visiting and their experience. We have improved the gathering of equality data over recent years, but to date the ‘equalities’ questions have been limited to age, gender, disability and race. As this is a face-to-face data collection exercise, it is unlikely that visitors will be willing to divulge details of all the protected characteristics and we will need to consider how to expand our visitor research to cover as many of the protected characteristics as possible.

The reports prepared by the consultants provide the equalities data as a breakdown of the audience per gallery site; in future, we hope to be able to cross-reference the protected characteristics against visitor motivations and experience in order to identify ways to improve the diversity of our audience and cater for our visitors’ needs.

We also monitor formal and informal feedback received from visitors for any equalities issues. Potential equalities issues are flagged to Leadership Team and the Equalities Working Group and action taken where possible to address these.

Learning and Engagement

The Learning and Engagement department records and reports the numbers of people attending their various activities; from an equalities point of view this is useful with regard to the ‘communities’ provision and other events targeted at people with additional needs such as the guided tours for the visually-impaired.

Employee Monitoring

A breakdown of the employee data which we hold is provided at Appendix 1.

Further Information

For additional information on NGS’ approach to equality, please contact:

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Appendix 1: Gathering and Using NGS Employee Information

The following provides a breakdown of the composition of NGS' employees with respect to the number and relevant protected characteristics of this group, as required by the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.

Gathering Employee Information

We have been gathering employee information for all of the protected characteristics for over 6 years. The current employee information is provided below for all permanent and temporary staff as at 31 March 2019 (freelancers have been excluded from this report).

We have not yet seen significant improvements in reporting across the board and there are still large numbers of nil returns for many of the protected characteristics, particularly those introduced with the Equality Act 2010: people either state that they would prefer not to say or leave the question blank. The data we do have is presented below but it must be borne in mind that it is not always a true representation of our employee composition. We continue to raise awareness of the benefits of providing this information and build confidence that the data will be protected and used only as appropriate to fulfil the needs of the general equality duty, with a hope to continually increase the number of returns in future.

The information we hold has been used to calculate our gender pay gap and to inform our equality outcomes, our statement on equal pay and our occupational segregation report, published separately. It is also used to inform equality impact assessments.

Recruitment

Our monitoring covers all of the protected characteristics (since April 2013).

Development and Retention

Our HR system records all protected characteristics information against individual records and can be incorporated into our reporting.

There are very few disciplinary/grievance cases in any one year and so it is not possible to draw any statistically relevant analysis about protected characteristics, but any relevant contributing factors affecting an investigation are included in the confidential records.

Learning and development does not currently monitor the protected characteristics of those who attend courses but this is being reviewed as part of a wider consideration of a new learning management system.

Employee Information

A breakdown of the number of employees for each of the categories under the protected characteristics for which we hold information is given below. The employee headcount at 31 March 2019 was as follows:

Permanent: 343

Temporary: 41

Total: 384

Both permanent and temporary employees are included in the breakdowns which follow. Where there is a point of interest with regard to the protected characteristics shared by temporary employees, this is noted.

Where fewer than 10 employees share a protected characteristic, the actual figure has been replaced by '<10' to protect individuals from being identified.

Age

The following table shows the breakdown of NGS employees by age group:

Age Group	No. of employees	% of employees
16-19	0	0%
20-24	18	4.7%
25-29	60	15.6%
30-34	65	16.9%
35-39	43	11.2%
40-44	42	10.9%
45-49	29	7.6%
50-54	50	13.0%
55-59	32	8.3%
60-64	28	7.3%
65+	17	4.4%

48% of all employees are aged under 40. 14% of these are on temporary contracts. 4.7% of all employees are aged under 24 and 11.1% of these employees are on temporary contracts. All of the employees aged 65+ are on permanent contracts.

Disability

Declared a disability: <10 (2.3%)

No disability: 269 (70.1%)

Nil returns/ Unknown/ Prefer Not to Say: 106 (27.6%)

Gender Reassignment

45% of employees answered this question, similar to returns in 2017 (43% in 2017) and maintenance of improved response rates in earlier years (23% in 2015 and 9% in 2013).

Marriage and Civil Partnership

Marital Status	No of employees	% of employees
Divorced	17	4.4%
Married	127	33.1%
Separated	<10	<4.7%
Single	222	57.8%
Widowed	<10	<4.7%
Civil Partnership	<10	<4.7%
(blank) / Prefer not to say	<10	<4.7%

57.8% of employees are single, including 66.7% of temporary employees.

Pregnancy and Maternity

During 2017/18 and 2018/19, a total of 10 members of staff started a period of maternity leave.

Race

Ethnic Group	No of employees	% of employees
Mixed or multiple ethnic group	<10	<4.9%
White (British)	98	25.5%
White (English)	<10	<4.9%
White (Irish)	<10	<4.9%
White (Other)	68	17.7%
White (Scottish)	112	29.2%
Indian	<10	<4.9%
Other	<10	<4.9%
(blank) / not provided	87	22.7%

69.2% of temporary employees identified themselves as *White*, compared to 68% of total employees. 21.9% of employees did not respond.

Religion or belief

Religion	No of employees	% of employees
Church of Scotland	18	4.7%
Roman Catholic	20	5.2%
Other Christian	20	5.2%
Buddhism	<10	<2.8%
Other	<10	<2.8%
Unknown	<10	<2.8%
None	155	40.4%
(blank)	150	39.1%
Prefer not to say	10	2.6%

Sex

Male: 159 (41%)

Female: 225 (59%)

65.9% of temporary employees are female.

Sexual Orientation

Heterosexual: 204 (53.1%)

Gay/ Lesbian/ Bisexual: 13 (3.4%)

Nil return / prefer not to say/ unknown: 167 (43.5%)