

Update: new Bi-Inclusive Workplace Award launched

Last updated: 06/09/2018

We are delighted to launch our new Bi-Inclusive Workplace Award. This year, as well as celebrating our Top 100 Employers and our Top Trans Inclusive Employers, we're launching the Bi-Inclusive Workplace of the Year Award, to celebrate an employer leading the way on bi-inclusion.

Please see section ten of the index to enter the awards.

WORKPLACE EQUALITY INDEX 2018: FEEDBACK REPORT

Scottish Government

Government

Congratulations on taking part in Stonewall's 2018 Workplace Equality Index. Regardless of where you ranked, you've demonstrated commitment to your LGBT staff and the wider LGBT community. In this report, you will find feedback from Stonewall to help you action plan your year ahead and drive forward LGBT inclusion in your workplace.

WHAT THIS REPORT CONTAINS

The report is specific to your organisation and tells you the following information:

- Your scores across the ten different sections of your submission
- A short qualitative summary on performance across sections
- Comparison data to the averages of 3 groups of entrants –
 - The overall average for all entrants
 - The sector average
 - The Top 100 average
- Your employee survey data on key indicators of inclusion

Additional information will also be supplied to you:

- Employee survey data across sector, the overall and Top 100 averages
- Overall analysis of trans employee survey data and trans inclusion practice

HOW TO USE THIS REPORT

Your Stonewall Account Manager will organise a feedback meeting with you to talk through the strengths and weaknesses of your current LGBT inclusion work, best practice and give you tips for action planning in the future. During this meeting, the Account Manager may not go through the whole report, but touch on work that is most relevant to your organisation.

You should use this report, along with the verbal feedback from your Account Manager to make the short and long-term changes necessary to drive inclusion in your workplace.

SCORE AND RANK CARD

Scottish Government

Government

Total score: 115.5

Rank 2018: 101

Sector rank: 10

Trans inclusion work: 13%

QUICK FACTS

434 organisations took part in the 2018 Index

20 different sectors were represented

70% is the average score for a Top 100 employer

93,582 employees took part in the employee feedback survey

SUBMISSION SCORE SUMMARY AND OVERVIEW

The below table gives you a summary and overview of how you scored across the sections of your submission. These are then compared to three separate groups of entrants. See below the table for an explanation of the different columns.

Section		Your score	Full marks	Variance	Self-score	Overall average	Sector average	Top 100 average
1	Policies and benefits	5.5	15	9.5	8.5	7	8	11
2	The employee lifecycle	15.5	27	11.5	23	11	13	20
3	LGBT employee network group	14	22	8	15.5	9	11	17
4	Allies and role models	9	22	13	13.5	7	8	15
5	Senior leadership	8.5	17	8.5	14	6	7	11
6	Monitoring	9	21	12	13.5	6	9	10
7	Procurement	13	17	4	13	5	5	12
8	Community engagement	18	20	2	20	10	9	17
9	Clients, customers and service users	11	17	6	17	7	7	12
10	Additional work	2	2	0	2			
	Employee feedback survey	10	20	10		8	8	15

- **Your score** – your scores across all sections and the employee feedback survey
- **Full marks** – the total amount of marks available across all sections and the employee feedback survey
- **Variance** – the difference between your score and the full marks available
- **Self-score** – the marks you claimed for in your submission across all sections
- **Comparisons to** –
 - The overall average for all the entrants by section
 - The sector average by section
 - The Top 100 average by section

SECTION 1: EMPLOYEE POLICIES AND BENEFITS

This section examines the policies and benefits the organisation has in place to support LGBT staff. The questions scrutinise the policy audit process, policy content and communication.

		Your score	Full marks	Variance	Self-score	Overall average	Sector average	Top 100 average
1	Policies and benefits	5.5	15	9.5	8.5	7	8	11

SECTION NOTES:

Audit processes clearly consider the impact of policies on Sexual Orientation and Gender Reassignment, clearer evidence needed as to what specifically is scrutinised in this process to ensure the objectives of the process are achieved. Suggest using Gender Identity, rather than Gender Reassignment. Statements around anti-discrimination against sexual orientation/gender identity/expression are good, language could be stronger to imply a zero-tolerance approach towards discrimination. Further to this, we need to see specific examples of what bullying/harassment looks like in relation to SO/GI at SG. Policies uploaded are good. Same-sex couples and use gender neutral language throughout. Suggest caution stating policies being open to 'male or female colleagues' excludes non-binary employees. Transitioning at Work documents feel dated, particularly around terminology. We do not think they serve their purpose as a guidance for an employee who is transitioning. First steps would be to suggest updating the terminology, and ensuring that the policy is supporting trans staff. Great to hear that SG are in the process of formalising a guide for line managers, and I would advice using Stonewall as consultants to review this document. Once this has been finalised it's also crucial to systematically promote these inclusive policies to all staff.

WHAT YOUR EMPLOYEES SAY:

I know the process of reporting homophobic and biphobic bullying to my employer...

64% of your LGB employees said yes

If I was a victim of homophobic or biphobic bullying and harassment, I would feel confident in reporting it to my employer...

78% of your LGB employees agreed

SECTION 2: THE EMPLOYEE LIFECYCLE

This section examines the employee lifecycle within the organisation; from attraction and recruitment through to employee development. The questions scrutinise how you engage and support employees throughout their journey in your workplace.

		Your score	Full marks	Variance	Self-score	Overall average	Sector average	Top 100 average
2	The employee lifecycle	15.5	27	11.5	23	11	13	20

SECTION NOTES:

Overall, this is a good section from SG. We are specifically looking for evidence as to how SG recruits from LGBT specific channels, and how SG shares information about LGBT the network group to applicants. Good statement on the website on valuing diversity, this could be expanded to be included in job packs etc. Throughout your training sessions, whether this be for recruitment or general equality training, please include specific content related to both SO and GI. Training needs to be inclusive of trans identities to score in 2.2 next year. Good to see that the LGBTI network is promoted during induction week, and inclusive policies are raised. However, need to ensure that LGBT is sufficiently covered in all the uploaded evidence. Great effort to target LGBT staff about leadership and general training/development programmes. It is good to see that this communication has gone beyond the LGBTI network to ensure it visible to all staff. Although there is a space to bring up LGBT issues during the exiting process, we need to see more evidence as to how LGBT issues are brought up. Is this led by SG or the employee in question?

WHAT YOUR EMPLOYEES SAY:

I am aware that my organisation is a Stonewall Diversity Champion...

81% of your LGBT employees said yes
73% of your non-LGBT employees said yes

My employer offers diversity training to all staff...

67% of your LGBT employees said yes
71% of your non-LGBT employees said yes

As a result of the training, I understand lesbian, gay and bi identities...

89% of your LGBT employees agreed
68% of your non-LGBT employees agreed

As a result of the training, I understand transgender identities...

81% of your LGBT employees agreed
58% of your non-LGBT employees agreed

SECTION 3: LGBT EMPLOYEE NETWORK GROUP

This section examines the activity of your LGBT employee network group. The questions scrutinise its function within the organisation.

		Your score	Full marks	Variance	Self-score	Overall average	Sector average	Top 100 average
3	LGBT employee network group	14	22	8	15.5	9	11	17

SECTION NOTES:

The LGBTI staff network group has a clear ToR, however, the yearly objectives are too vague – what were the outcomes of the survey and what was its objective? The network has clearly undertaken a variety of activities across the year. The activities will have a significant impact on the wider organisation as they are communicated to all staff, and have influenced policies and further business activities. Further to this, there has been some good network input into wider organisation initiatives, such as the mentoring and reverse mentoring schemes. There has been some good work to ensure the network is reflecting the diversity of the LGBT community, in terms of Bi and Trans Reps, it is great to see that this issue has been raised and effectively addressed. We would suggest that the network should be sharing this responsibility rather than it being shouldered by one individual for each of the strands mentioned. It is good to see that there has been a process to engage with the membership over accessibility, however we would like to see the outcomes of this. Finally, there is great work with external organisations to engage with LGBT issues. Well done.

WHAT YOUR EMPLOYEES SAY:

My organisation has an LGBT employee network group...

98% of your LGBT employees said yes
93% of your non-LGBT employees said yes

Over the past year I have taken part in LGBT employee network group activities, events, initiatives or seminars...

50% of your LGBT employees said yes
35% of your non-LGBT employees said yes

I am aware of the activities the LGBT employee network group undertakes...

90% of your LGBT employees agreed
78% of your non-LGBT employees agreed

I would feel confident approaching my employer's LGBT employee network group for confidential support or advice...

76% of your LGBT employees agreed
75% of your non-LGBT employees agreed

SECTION 4: ALLIES AND ROLE MODELS

This section examines the process of engaging allies and promoting role models. The questions scrutinise how the organisation empowers allies and role models and then the individual actions they take.

		Your score	Full marks	Variance	Self-score	Overall average	Sector average	Top 100 average
4	Allies and role models	9	22	13	13.5	7	8	15

SECTION NOTES:

The Scottish Government has a separate allies network to compliment the work of the LGBTI network. Over the year, they have undertaken lots of great activities to promote LGBTI equality within the workplace, particularly around prides. We would suggest that SG needs to be clearer within the descriptions as to how allies have engaged with the network to deliver campaigns/awareness raising sessions (Q4.4). Further to this, SG should be clearer on the content of resources available to allow all staff to be trans allies, as the current evidence is a bit vague. There has been good work to promote role model programmes and to profile role models and members of the LGBT community. We would suggest that in some of these profiles it needs to be clearer in the articles that the person identifies as LGBT and the content should focus on their experiences.

WHAT YOUR EMPLOYEES SAY:

There are visible role models in my organisation who are gay women/lesbians...

72% of your LGBT employees agreed
69% of your non-LGBT employees agreed

There are visible role models in my organisation who are gay men...

67% of your LGBT employees agreed
68% of your non-LGBT employees agreed

There are visible role models in my organisation who are bi people...

9% of your LGBT employees agreed
15% of your non-LGBT employees agreed

There are visible role models in my organisation who are trans people...

16% of your LGBT employees agreed
14% of your non-LGBT employees agreed

I consider myself to be an advocate for LGBT equality...

75% of your non-LGBT employees agreed

SECTION 5: SENIOR LEADERSHIP

This section examines how the organisation engages senior leaders. The questions scrutinise how the organisation empowers senior leaders at different levels and the individual actions they take

		Your score	Full marks	Variance	Self-score	Overall average	Sector average	Top 100 average
5	Senior leadership	8.5	17	8.5	14	6	7	11

SECTION NOTES:

Overall, it is very clear that there is fantastic engagement with Senior Leaders within the Scottish Government and LGBT inclusion is taken very seriously at these high levels of the organisation. However, there needs to be a distinction between board level and senior management within the evidence provided as we are looking to see the engagement between these levels of the organisation.

WHAT YOUR EMPLOYEES SAY:

Senior managers demonstrate visible commitment to lesbian, gay and bi equality...

74% of your LGBT employees agreed
68% of your non-LGBT employees agreed

Senior managers demonstrate visible commitment to transgender equality...

56% of your LGBT employees agreed
59% of your non-LGBT employees agreed

SECTION 6: MONITORING

This section examines how the organisation monitors its employees. The questions scrutinise data collection methods, analysis and outcomes.

		Your score	Full marks	Variance	Self-score	Overall average	Sector average	Top 100 average
6	Monitoring	9	21	12	13.5	6	9	10

SECTION NOTES:

It is really positive to see that Scottish Government is seeing a gradual growth in disclosure rates for Sexual Orientation. This data is comprehensive, covering satisfaction, pay grades and success rates of applications. Hopefully this will continue to increase. We would like to see more information about what actions arise from this information, and how SG has progressed with these actions. A real priority for Scottish Government will be to monitor data around Gender Identity. This is a really important step that needs to be developed, and we are happy to support this. Note: When monitoring SO best practice would be to replace 'other' with 'prefer to self identify'.

WHAT YOUR EMPLOYEES SAY:

I understand why my employer monitors the sexual orientation of its employees...
95% of your LGB employees agreed

I would feel confident telling my employer my sexual orientation on a monitoring form...
92% of your LGB employees agreed

SECTION 7: PROCUREMENT

This section examines how the organisation affects change in its supply chain. The questions scrutinise the steps taken to ensure LGBT inclusive suppliers are procured and held to account.

		Your score	Full marks	Variance	Self-score	Overall average	Sector average	Top 100 average
7	Procurement	13	17	4	13	5	5	12

SECTION NOTES:

This is a strong section from Scottish Government. The organisation has invested time and resources into their procurement procedure to ensure that equality issues are woven throughout the process and have the biggest possible impact. This procurement procedure will hold suppliers to account, ensure that diversity and inclusion is at the heart of this process. It is also great to see that this information is freely available for potential suppliers, and others, to see on the website, showing a good dissemination of information to partners.

SECTION 8: COMMUNITY ENGAGEMENT

This section examines the outreach activity of the organisation. The questions scrutinise how the organisation demonstrates its commitment to the wider community and the positive impact it has.

		Your score	Full marks	Variance	Self-score	Overall average	Sector average	Top 100 average
8	Community engagement	18	20	2	20	10	9	17

SECTION NOTES:

The sponsorship and support Scottish Government provides to a diversity of LGBT groups in highly valuable and impactful, and together with the consultations towards reforming gender recognition legislation, Scottish Government has such an influential and powerful role in improving the lives of LGBT people across Scotland. In terms of the Workplace Equality Index, it'd also be worthwhile to scope out other partnership opportunities with organisations to develop an initiative that will have a positive effect on the wider LGBT community.

SECTION 9: CLIENTS, CUSTOMERS AND SERVICE USERS

This section examines how the organisation engages with clients, customers, services users or partners.

		Your score	Full marks	Variance	Self-score	Overall average	Sector average	Top 100 average
9	Clients, customers and service users	11	17	6	17	7	7	12

SECTION NOTES:

Scottish Government play a pivotal position in encouraging a number of partner organisations to invest in diversity programmes and initiatives to embed LGBT practices across their own organisation and also has an impact on wider society, as is shown through the influence on the 2021 census. I would focus on 9.3B in particular as ideally we'd like to see partners to be invited to in-house LGBT events, rather than to be used as consultant for developing good practice

SECTION 10: ADDITIONAL WORK

Your score: 2 Full marks: 2 Self-score: 2

SECTION NOTES:

The work being carried out the include trans and non-binary monitoring questions within SG is expected, so this in itself isn't innovative work. However, what's really great to see is the development of guidance for staff who have a child transitioning.

ADDITIONAL EMPLOYEE FEEDBACK SURVEY ANALYSIS

RESPONDENT PROFILE

Scottish Government

Government

Total respondents: 116

LGBT respondents: 43

Non-LGBT respondents: 73

QUICK FACTS

93,582 employees took part in the employee feedback survey

If you did not receive over 10 responses, your survey data will be blank, as analysis will not have been carried out. Analysing numbers below this threshold risks outing individuals and is not reliable.

DISCLOSING SEXUAL ORIENTATION:

Would you feel comfortable disclosing your* sexual orientation at work...

	All
To colleagues	53%
To managers/senior colleagues	50%
To customers/clients/service users	29%

*Data represents LGB respondents

NEGATIVE CONDUCT AND COMMENTS:

I have experienced negative comments or conduct from colleagues at work because of my sexual orientation...

10% of your LGB employees said yes once, or yes multiple times

PERCEPTIONS OF INCLUSION:

The workplace culture in my organisation is inclusive of gay women/lesbians...

81% of your LGBT employees agreed
90% of your non-LGBT employees agreed

The workplace culture in my organisation is inclusive of gay men...

84% of your LGBT employees agreed
90% of your non-LGBT employees agreed

The workplace culture in my organisation is inclusive of bi people...

67% of your LGBT employees agreed
79% of your non-LGBT employees agreed

The workplace culture in my organisation is inclusive of trans people...

67% of your LGBT employees agreed
74% of your non-LGBT employees agreed

ENG: Part 1

Section 3: LGBT Employee Network Group

This section comprises of 7 questions and examines the activity of your LGBT employee network group. The questions scrutinise its function within the organisation. This section is worth 11% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

3.1 Does the organisation have an LGBT employee network group for LGBT employees? A. Yes, with a defined role and terms of reference

Upload the LGBT employee network group's terms of reference:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11284599/Xf1a2nsHgS/>

ENG: Part 2

3.2 Does the LGBT employee network group have clearly defined yearly objectives?

GUIDANCE: Examples could include holding a certain number of events or campaigns, engaging with different groups of staff across the organisation and collaborating with other organisation's network groups.

Yes

List the most recent objectives and progress towards achieving them:

The LGBTI network at its relaunch sent out a questionnaire

3.3 Which of the following support activities does the LGBT employee network group facilitate?

Tick all that apply

GUIDANCE: The individual support the network offers should be available and advertised to all staff. Consultation on internal policies and practices should be considered as policies which impact upon employee welfare, for example, reviewing an updated adoption policy. Consultation on the organisations broader work refers to organisational outcomes, for example being consulted on a pink media marketing campaign.

- A. Provide confidential support to all employees on LGBT issues

- B. Provide support to enable employees to report homophobic, biphobic and transphobic bullying and harassment

- C. Have been consulted on improving internal policies and practices

- D. Have been consulted on business development, organisational priorities and/or the organisation broader work

Describe the options selected:

<p>A. Describe the confidential support the group offers and how this is communicated to all staff:</p>	<p>The LGBTI network has a confidential mailbox that all staff can send queries or concerns to and the network will raise this concerns confidentially with the D&I team. This role is made clear in the remit of the group and is clearly signposted on their website. Links to this mailbox are also added to any all staff article or notices.</p> <p>The network has also now started to have open meetings and events to which all staff are invited these are advertised via all staff articles this is allowing a wider group of staff to come together to talk about LGBTI subjects in a safe and confidential group.</p>
<p>B. Describe how the group offers support to enable employees to report homophobic, biphobic and transphobic bullying and harassment and how this is communicated to all staff:</p>	<p>In addition to the mailbox described at A and the all staff sessions the network now has a closed Yammer group that staff who are LGBTI can request access to. This is hosted externally and has now allowed staff to have some very open and frank discussions about what is acceptable and what is not and allows the LGBTI committee to offer informal and formal options on addressing any bullying and or harassment</p>
<p>C. Describe the consultation process and outcome:</p>	<p>During the 2 recent GDP and Senior Civil Service recruitment and promotion boards one of the main objectives was to better understand the barriers for under represented groups but in particular those less likely to apply to SG i.e minority ethnic and LGBTI people. Resourcing colleagues held sessions with both the race and LGBTI networks to better understand their experience. This resulted in a much more</p>

	<p>visible campaign with clear positive action statements, very visible role models profiled, a higher level of coms with those institutes who were closely linked to those two groups i.e. Stonewall, LGBT youth and intense training for the panels involved in the processes so they were better able to understand the life experience of those groups. The results have been extremely positive both in the impressive increase in the numbers and success rate of those applicants and also real feedback from 2 applicants who at interview stage actually mentioning what a difference those actions had made for them as L&G people and at induction 2 L&G approaching us in their first days to join the network committee.</p>
<p>D. Describe the consultation process and outcome:</p>	<p>The new Scottish Social Security Directorate which will take on devolved powers for social security benefits is currently developing its benefits and increasing its staffing. The chief executive their was very clear in his ambition that if SSD are going to deliver benefits in a different way and really engage with the people they would be serving they needed to know what a good SSD would look like to their customers. In addition to the engagement they doing externally, they are currently running workshops with our staff networks including our LGBTI network to better understand what it is like for an LGBTI person living in Scotland and in particular having to claim and receive benefits and what would help to make that process more helpful. It is early days but feedback so far has included the issues claiming funeral payments for a same sex partner and how the language on the form needs to be rights to support LGB people at a very emotional point.</p>

ENG: Part 3

3.4 In the past year, which of the following activities has the LGBT employee network group undertaken?

Tick all that apply

GUIDANCE: ‘Awareness raising events’ here refers to activities which serve to educate or inform the wider organisation about different sexual orientation or gender identity issues, for example panel discussions, lunch and learns or stalls during diversity events. ‘Mentoring or coaching programme’ here refers to either a specific programme run by the network, or alternatively an organisation wide programme which proactively incorporates LGBT mentoring with the aid of (and driven by) the network group. ‘Reverse mentoring’ here refers to a formal process whereby senior employees are reversed mentored by more junior LGBT employees.

- A. Social networking event for members
- B. Sexual orientation awareness raising event
- C. Trans equality awareness raising event
- D. Collaborated with other LGBT network groups
- E. Collaborated with other internal network groups
- F. Mentoring or coaching programme
- G. Reverse mentoring programme

Describe the activities selected and when they occurred:

<p>A. Social networking event for members</p>	<p>The network has an annual Edinburgh Festival network social. This year a member of the network committee who [...] and is a big Fan of RuPauls drag race arranged a night out (husbands/wives/partners/friends invited too to make it easier for new members to come along they also offered a buddy option) to the show and then drinks afterwards in the underbelly.</p>
<p>B. Sexual orientation awareness raising event</p>	<p>The network had become aware earlier in 2017 from the Scottish Law Society just how difficult it was for those in the legal profession to be "out" at work so the network decided to develop an event for legal professions. Delivered by LGBTI Champion (CEO of Disclosure Scotland) and 4 network members.</p> <p>The sessions covered -</p> <ul style="list-style-type: none"> Communicating clear and constructive legal advice- To have greater confidence in referring to LGBTI issues and terminology in the course of legal advice. Managing and Leading - Creating positive environments which support diversity, equality and promote health and wellbeing. Building confident and effective teams that empower, value, develop and motivate people. Specialist legal skills relevant to specific GLSS posts-

	<p>Has relevance to lawyers drafting or instructing legislation, involved in litigation or involved in the review of EQIAs, to be able to identify less-obvious LGBTI issues and impacts which may present themselves in day to day SGLD work.</p> <p>The initial session has been overwhelmingly received with feedback of 25 out of 25 from all attendees and requests for the training to be run over the year are currently coming in from other business areas and being considered and the network.</p>
C. Trans equality awareness raising event	<p>On 24 February, the LGBTI network arranged an event to encourage colleagues across the Scottish Government came to work wearing purple, to celebrate Purple Friday and stand against homophobia, biphobia and transphobia in Scotland. Lots of staff and leaders participated and there were lots of tweets and blogs of staff wearing purple throughout the organisation including our agencies and more remote sites</p>
D. Collaborated with other LGBT network groups	<p>SG LGBTI network held a joint session with the SWAN network at which our Champion and MSP Derek MacKay spoke about their personal experiences of being "out" and to help better understand the SG commitment to making Scotland better for LGBTI people- Ian Arnot, co-founder and trustee of SWAN said:</p> <p>"We're very grateful for the Scottish Government's continued support and the two interesting speakers who spoke about their personal experiences and the Scottish Government's commitment to LGBT people in Scotland."</p>
E. Collaborated with other internal network groups	<p>(No response)</p>
F. Mentoring or coaching programme	<p>The SG runs a mentoring programme that is open to all staff. One aspect of the programme allows mentors and mentees to indicate if they are particularly interested in being mentored by or being a mentee to a LGBTI member of staff. Where a member of staff indicates that they do the Mentoring lead provides the LGBTI network committee with the particulars of the member of staff and the LGBTI network actively seeks appropriate volunteers from the network or wider and matches the individuals. All network members who participate undergo specific training and the LGBTI network and the mentoring lead hold a mentoring session annually to raise awareness of the benefits to mentees and mentors of the scheme</p>
G. Reverse mentoring programme	<p>The SG actively promotes our "Mutual Mentoring" programme that is open to all SCS. Late in 2016 Sarah Davidson (Lead Diversity Champion) requested that all Directors and Deputy Directors not only participate in the scheme but that they work with the various diversity networks to specifically mutually mentor at least one junior</p>

member of staff from an under-represented group, to help them better understand from that person the experiences of working in the SG. All Executive Team members are now mutually mentoring 2 members of staff and the matching process has now moved onto Directors.

3.5 In the past two years, has the LGBT employee network group held campaigns, initiatives, seminars or events engaging with the following diversity strands?

Tick all that apply

GUIDANCE: 'Initiatives' and 'campaigns' here refer to specific programmes or projects – online or offline – undertaken to achieve LGBT specific aims in the near-term. For example, creating a series of blog posts during LGBT History Month to highlight homophobia, biphobia and transphobia in sport.

Examples include raising awareness of the specific mental health challenges faced by LGBT people during mental health awareness week and profiling prominent trans women on International Women's Day.

B. BAME

C. Disability

D. Gender

Describe the campaigns, initiatives, seminars or events and when they occurred:

B. BAME	During LGBT History month the network started an on line campaign to get staff to consider those leaders who weren't LGBT but who had used their position to become advocates for change for LGBT people and policies. One of the strands of the campaign concentrated on Barack Obama and how as a Black President much of the change he brought about was for his LGBT people both outside of Government and within the Whitehouse including the appointment of Raffi Freedman-Gurspan, an openly trans women as the key liaison to the LGBTI community. The article and campaign really started a great discussion and helped highlight how many under-represented groups not only work for equality for their own group but can be effective activists outwith too.
C. Disability	A member of the LGBT committee who is disabled started an on line "blog" in Feb 2017 to have an open and frank discussion and raise awareness of the various and multiple aspects members of staff bring to the workplace and how sometimes those aspects are not immediately visible and also how that complexity impacts on how you engage with the workplace.
D. Gender	On Valentine's Day, two members of the network presented a 'bite size briefing' to colleagues on use of pronouns in the workplace and their impact on trans and non-binary colleagues. It also touched on how assumptions of gender can also affect cisgender people (people whose gender identity correlates to their assigned gender at birth). They shared some of their personal experience around incorrect pronoun use and advice on ways we can be more sensitive to the needs of friends and colleagues with diverse identities.

ENG: Part 4

3.6 In the past year, what initiatives has the LGBT employee network group undertaken to ensure the membership is as diverse as possible?

Tick all that apply

GUIDANCE: Examples provided should clearly demonstrate that the LGBT employee network group is driven in ensuring the membership is representative of many different types of people.

A. Implemented a formal mechanism or process to ensure bi and trans issues are covered and engaged with (for example, bi or trans reps)

D. Other

Describe the initiatives selected:

<p>A. Implemented a formal mechanism or process to ensure bi and trans issues are covered and engaged with (for example, bi or trans reps)</p>	<p>After an approach from 2 trans members of staff for support in transitioning - one an SG member of staff and one an external person and an approach from the D&I team for help in the implementation of the new Gender Recognition Act, the network became aware that there were areas where their expertise and visibility wasn't as they would like. They held an internal network session to identify where (if any) there was particular expertise (person or professional) in trans, bi and intersex within the network and identified 3 individuals who would champion those particular strands when either personal or professional knowledge was required. Those reps have since held sessions on awareness of trans, intersex and non binary sessions. They are also now the representatives responsible for ensuring that any policy, process or event takes into account where appropriate bi, trans, intersex and non binary input.</p>
<p>D. Other</p>	<p>In Oct 2016 the network surveyed all its members to ensure that the network was operating effectively for all its members no matter their identity or where they were physically located. The survey also asked members to identify subjects or speakers for future sessions or for any gaps they felt needed by addressed in managers knowledge of LGBTI issues.</p>

3.7 Has the LGBT employee network group undertaken any additional work in the past year to advance LGBT equality in both your organisation and the wider community?

GUIDANCE: The work detailed here should be additional to the work already covered in other questions.

Yes

Describe the activity and impact:

In January this a member of the LGBTI committee was approached by a colleague in Franklin Templeton Investments were keen to establish a LGBT and Allies Networking event.

The member of staff offered their knowledge and input from a network perspective. The flavour for the first meeting being was there an appetite for such a network amongst mainly private and public sector employers in Edinburgh.

The first meeting was held on 25th January 2017 at the FTI Headquarters on Morrison Street in Edinburgh. A Stonewall representative was in attendance. It was attended by a small number of organisations attendees shared information on networks and LGBT issues in our work environment and discussed the merit of having such a network.

Agreement was reached that the network did have a purpose and should continue, with the baton being handed to the organisations in the network to host an event.

Shepherd and Wedderburn hosted the next event (see above) on 9 May in Edinburgh which saw attendance double. The main part of the meeting was taken up by a presentation from Waverley Care, Scotland's HIV and Hepatitis C charity, promoting their organisation and the work they undertake to reduce new HIV and Hepatitis C infections, encourage people to get tested, and provide support to people living with or affected by blood borne viruses. They also try to reduce the stigma of HIV and Hepatitis C. The meeting was lively and informative with a panel session from some member organisations. Stonewall again was in attendance.

The next event is again being hosted by Shepherd and Wedderburn on 28 September in Glasgow. It would be the intention for SG to host one of these events later this year or early next year to maintain momentum.

ENG: Part 1

Section 3: LGBT Employee Network Group

This section comprises of 7 questions and examines the activity of your LGBT employee network group. The questions scrutinise its function within the organisation. This section is worth 11% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

3.1 Does the organisation have an LGBT employee network group for LGBT employees? A. Yes, with a defined role and terms of reference

Upload the LGBT employee network group's terms of reference:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738767/Xfla2nsHgS/>

ENG: Part 2

3.2 Does the LGBT employee network group have clearly defined yearly objectives?

GUIDANCE: Examples could include holding a certain number of events or campaigns, engaging with different groups of staff across the organisation and collaborating with other organisation's network groups.

Yes

List examples of some of your most recent objectives and progress towards achieving them:

In August 2018 the LGBTI network undertook work with Improvement colleagues to apply Improvement Methodology to identifying objectives for the network to focus on for the year ahead. This identified 2 key outcomes the network is seeking to achieve:

- If surveyed, 90% of LGBTI staff spread across all areas and grades say they are comfortable being out and have a departmental champion
- By Autumn 2019, SG networks will have had conversations with 75% of SG Directorates/Agencies about what EQIAs mean in practice and how they can carry those out

These are the initial outputs of the work and will be further tested and developed. The outcomes identify primary and secondary drivers for delivering the work and change ideas which detail activity that would be undertaken by the LGBTI network, allies network and senior Champions, along with other key stakeholders.

3.3 Which of the following support activities does the LGBT employee network group facilitate?

Tick all that apply

GUIDANCE: The individual support the network offers should be available and advertised to all staff. Consultation on internal policies and practices should be considered as policies which impact upon employee welfare, for example, reviewing an updated adoption policy. Consultation on the organisations broader work refers to organisational outcomes, for example being consulted on a LGBT media marketing campaign.

- A. Provide confidential support to all employees on LGBT issues

- B. Provide support to enable employees to report homophobic, biphobic and transphobic bullying and harassment

- C. Have been consulted on improving internal policies and practices

- D. Have been consulted on business development, organisational priorities and/or the organisation broader work

Describe the options selected:

<p>A. Describe the confidential support the group offers and how this is communicated to all staff:</p>	<p>The SG LGBTI network provides a safe, confidential and private space for LGBTI employees. This role, named contacts for the network, a closed Yammer group and a confidential network mailbox, are made clear on their intranet page which all staff can access. Below a colleague talks about reaching out to the network in 2018: “My [child] is a [...] child. Information about children transitioning is difficult to find and the wait for Sandyford is approximately 14 months.</p>
---	--

	<p>I engaged with the LGBTI network hoping to find other parents in a similar case, and through the network met a colleague whose [child] was also transgender. This helped me a lot as I was able to get advice from a parent who shared a similar experience to mine, but more importantly I felt I was not alone, which was great. [they] even offered for my [child] to meet with [their child].</p> <p>At the time it was important that I could speak to someone confidentially, and it helped me a lot when I eventually told other colleagues about it. It meant it felt natural to share this part of my life with them.”</p>
<p>B. Describe how the group offers support to enable employees to report homophobic, biphobic and transphobic bullying and harassment and how this is communicated to all staff:</p>	<p>The LGBTI network has a confidential mailbox that all staff can send queries or concerns to and the network will raise this concerns confidentially with the D&I team. This role is made clear in the remit of the group and is clearly signposted on their website. Links to this mailbox are also added to any all staff article or notices. The network also has a closed Yammer group that staff who are LGBTI can request access to. This is hosted externally and has now allowed staff to have some very open and frank discussions about what is acceptable and what is not and allows the LGBTI committee to offer informal and formal options on addressing any bullying and or harassment.</p>
<p>C. Describe the consultation process and outcome:</p>	<p>The LGBTI network was involved in the development of the 2018 Future Leaders conference and 2018 B Band campaign to shape the language of the job adverts and microsite; to inform outreach activity; and to shape the internal communication seeking volunteers to be panel members, resulting in the explicit inclusion of “trans colleagues” alongside “disabled colleagues and men” to show that we welcomed people who described their gender identity in another way.</p> <p>The trans/non binary policy project team included members of the LGBTI and Allies Networks. Drafts of both the policy and the guidance were shared with the wider LGBTI membership for every member’s input, resulting in an update of our definition of gender identity to be non-binary-inclusive; the removal of ‘acquired gender’ from definitions (seen as not reflecting that gender identity is intrinsic to one’s sense of self); and the approach to the use of facilities was reshaped to ensure trans colleagues could exercise greater choice, after feedback highlighted that while trans employees cannot be asked to use alternative facilities, people should be allowed to use accessible toilets without being made to feel unwelcome, particularly when changing rooms are needed and there are no gender neutral changing areas.</p>
<p>D. Describe the consultation process and outcome:</p>	<ul style="list-style-type: none"> • Our SG People Plan 2020, which delivers on our People Strategy, outlines the need for a diversity outcomes framework to support our approach to diversity and

inclusion. LGBTI network members participated in a workshop in January 2018 to explore what a more diverse and inclusive would feel like at work. These would then become our 'success indicators' for assessing progress. "Where an employee doesn't feel the need to change how they present themselves or the way they behave" and "employees feel comfortable bringing their 'whole self' to work - not censoring", are examples of network members' contributions. These are reflected in the framework.

- The DG for Organisational Development and Operations chairs quarterly meetings with SG senior allies and champions including the chairs of the LGBTI and Allies networks. Through this forum they influenced the refreshed approach to D&I in SG which was approved to the Executive Team in early 2018.
- Learning Directorate hosted a meeting of the LGBTI network to share the new policy and early thinking on improving LGBTI equality in schools. 16 members of the LGBTI network signed up to attend and the Deputy Director personally sent a message to the LGBTI network to encourage them to attend.

ENG: Part 3

3.4 In the past year, which of the following activities has the LGBT employee network group undertaken?

Tick all that apply

GUIDANCE: ‘Awareness raising events’ here refers to activities which serve to educate or inform the wider organisation about different sexual orientation, gender identity and/or trans issues, for example panel discussions, lunch and learns or stalls during diversity events. ‘Mentoring or coaching programme’ here refers to either a specific programme run by the network, or alternatively an organisation wide programme which proactively incorporates LGBT mentoring with the aid of (and driven by) the network group. ‘Reverse mentoring’ here refers to a formal process whereby senior employees are reversed mentored by more junior LGBT employees.

- A. Social networking event for members
- B. Sexual orientation awareness raising event
- C. Trans equality awareness raising event
- D. Collaborated with other LGBT network groups
- E. Collaborated with other internal network groups
- F. Mentoring or coaching programme
- G. Reverse mentoring programme

Describe the activities selected and when they occurred:

<p>A. Social networking event for members</p>	<p>Examples of social networks events include:</p> <ul style="list-style-type: none"> • June 21st 2018 – socializing in Edinburgh following network event • August 16th 2018 social event at the Edinburgh festival to see an LGBTI relevant show • October 2017 an event to see a theatre show detailing the struggle of LGB bookshop and its employees in the 80’s after section 28 came into force • Joint social with “SPOut”, the new Scottish Parliament staff network. • pre-Pride (2018) socials at both Edinburgh and Glasgow.
<p>B. Sexual orientation awareness raising event</p>	<ul style="list-style-type: none"> • the LGBTI and Allies network organized and held road shows at the 4 main SG buildings in LGBT History month 2018. A key activity they took forward at the roadshows was engaging staff about the importance of completing their diversity information, including sexual orientation, with an explanation about why this matters and how it impacts on equality for LGBTI colleagues and inclusion for all. Those who committed to completing their diversity information were rewarded with a lanyard designed for the LGBTI and Allies networks and bearing the rainbow and trans flags. This approach has contributed to an increase in sexual

	<p>orientation declaration on e-HR from 66% in June 2017 to 71% in June 2018.</p> <ul style="list-style-type: none"> • “Directorate events” were held with the legal directorates Scottish Government Legal Directorate and the Office of the Advocate General. These were overwhelmingly positively received. These will be particularly impactful given the function of lawyers in refining policy development and developing legislation. Comments included “I thought this was one of the best training sessions I have attended in my working life.” And “Learning directly from people telling us about their own experiences was enormously powerful. The connection to the LGBTI Allies network was brought through powerfully.”
<p>C. Trans equality awareness raising event</p>	<ul style="list-style-type: none"> • LGBTI network held road shows at the 4 main SG buildings in LGBT History month. A member of the Allies network who has a trans son led one of the roadshows and spoke openly about being the parent of a trans child. At the roadshows a variety of LGBTI-related information was promoted from external organisations including information about the need for reform of the Gender Recognition Act 2004. Conversations with staff who stopped by covered issues such as the need for gender neutral toilets in SG buildings, what is meant by cisgender and the legitimacy of trans and non-binary gender identities. • “Directorate events” were held with the legal directorates Scottish Government Legal Directorate and the Office of the Advocate General. These were overwhelmingly positively received. These will be particularly impactful given the function of lawyers in refining policy development and developing legislation. Comments included “I thought this was one of the best training sessions I have attended in my working life.” And “Learning directly from people telling us about their own experiences was enormously powerful. The connection to the LGBTI Allies network was brought through powerfully.”
<p>D. Collaborated with other LGBT network groups</p>	<ul style="list-style-type: none"> • We have met and liaised with SPOut, helping them launch and giving them top tips including the rainbow lanyards which have now been rolled out at Holyrood. • The senior LGBTI champion and network chair travelled to Belfast in autumn 2018 to speak to the NI Civil Service fledgling LGBTI Network. She covered the SG approach to D&I; LGBTI in SG data; Senior leadership on LGBTI inclusion; the role of the LGBTI network; the journey of LGBTI inclusion and achievements since 2003; and advice on ‘what works’.
<p>E. Collaborated with other internal network groups</p>	<p>The LGBTI network organised a talk from a British Sign Language (BSL) speaker, [...], and her wife. The event was to raise awareness of BSL as an important culture and language in Scotland. All members of the LGBTI, LGBTI allies and Disability networks were the target audience and it was very well attended from each network. The event was a</p>

	<p>great opportunity to start building relationships between the networks. It also helped us understand we all have multiple layers to our identity that make us unique.</p> <p>[...] gave us an insight into the many barriers she has encountered throughout her life, being deaf in a hearing world. Her stories focused around how difficult she found being pregnant and giving birth was and the difference the experience was when she was provided with an interpreter. Both her and her wife discussed how rich and diverse the deaf community is. They also discussed their various paths to coming out as a lesbian and finding their true soulmate despite the barriers of language, different social groups and family expectations.</p>
<p>F. Mentoring or coaching programme</p>	<p>Our senior champion and other network members have supported newer members in their applications for permanent or promoted posts.</p>
<p>G. Reverse mentoring programme</p>	<p>In Scottish Government we have developed a “mutual mentoring” approach is a combination of traditional mentoring (developmental or sponsorship, to support career development) and diversity mentoring where junior colleagues from diverse backgrounds help those in senior roles understand different perspectives and experiences in the workplace. Both parties bring different experience and there is a an equal exchange of learning. Benefits:</p> <ul style="list-style-type: none"> • Builds understanding of diversity on a strategic level • Gives underrepresented groups a stronger voice • Strongly connected to corporate social responsibility • Addresses in a powerful way issues of marginalisation, inequality and loss of talent • Helps attract and retain a diverse workforce and increases engagement • Builds inclusive leadership <p>Mutual mentoring was offered to our Race Equality Network members and, because we all have multiple layers to our identity, reached members who identify as both minority ethnic and LGBTI. Around 12 mutual mentoring relationships have been set up Directors, DGs and the Permanent Secretary.</p>

3.5 In the past two years, has the LGBT employee network group held campaigns, initiatives, seminars or events engaging with the following diversity strands?

Tick all that apply

GUIDANCE: 'Initiatives' and 'campaigns' here refer to specific programmes or projects – online or offline – undertaken to achieve LGBT specific aims in the near-term. For example, creating a series of blog posts during LGBT History Month to highlight homophobia, biphobia and transphobia in sport.

Examples include raising awareness of the specific mental health challenges faced by LGBT people during mental health awareness week and profiling prominent trans women on International Women's Day.

This question is looking at how your network group engages with the intersections between LGBT identities and other diversity strands, work on LGBT identities that does not clearly engage one of these other diversity strands will not be accepted for this question

- A. Age

- B. BAME

- C. Disability (excluding disability related to mental health)

- F. Mental health (including disability related to mental health)

Describe the campaigns, initiatives, seminars or events and when they occurred:

A. Age	<p>“Directorate events” were held with the legal directorates Scottish Government Legal Directorate and the Office of the Advocate General. A colleague who is near retirement shared their experiences as an older LGBTI person. These were overwhelmingly positively received. These will be particularly impactful given the function of lawyers in refining policy development and developing legislation. Comments included “I thought this was one of the best training sessions I have attended in my working life.” And “Learning directly from people telling us about their own experiences was enormously powerful. The connection to the LGBTI Allies network was brought through powerfully.”</p>
B. BAME	<p>A member of the LGBTI Network agreed to speak at the inaugural “Foundation Day” in August 2018 which is the induction event that all new staff will now receive within 4 weeks of joining SG. He told a very moving story about being [...], and of his mother expressing her sadness of the difficulties she worried he would face. He spoke about his first job in the UK where he was told he needed to dress more conservatively because he was being “too gay” and of how adversely this impacted on him. He spoke of his happiness, when upon joining SG, he</p>

	<p>discovered that there already an LGBTI network which welcomed him as a member, of the importance of the network in providing peer support and a safe space, and how he as an individual has been able to flourish in a workplace where he can be himself. His open, honest and at times emotional account impacted on all in the room, and has resulted in people approaching the LGBTI network to join.</p>
<p>C. Disability</p>	<p>The LGBTI network organised a talk from a British Sign Language (BSL) speaker, [...], and her wife. The event was to raise awareness of BSL as an important culture and language in Scotland. All members of the LGBTI, LGBTI allies and Disability networks were invited and was very well attended from each network. The event was a great opportunity to start building relationships between the networks. It also helped us understand we all have multiple layers to our identity that make us unique.</p> <p>[...] gave us an insight into the many barriers she has encountered throughout her life, being deaf in a hearing world. Her stories focused around how difficult she found being pregnant and giving birth was and the difference the experience was when she was provided with an interpreter. Both her and her wife discussed how rich and diverse the deaf community is. They also discussed their various paths to coming out as a lesbian and finding their true soulmate despite the barriers of language, different social groups and family expectations.</p>
<p>F. Mental Health</p>	<p>To launch the 2019 Index Stonewall Survey, our LGBTI Champion and Mental Health Champion co-wrote an intranet article to emphasise the impact on good mental health of being able to be yourself at work. Our LGBTI Champion wrote:</p> <p>“I feel lucky to work in an organisation that aims to be a world-leading diverse employer where people feel safe to be themselves. I have never had to hide who I am. But I know that’s not the case for everyone...</p> <p>“Last year’s Stonewall Survey showed that only just over half of respondents would feel comfortable disclosing their sexual orientation to their colleagues...Hiding who you are at work is bad for your mental health, your self-worth and your effectiveness.”</p> <p>Our Mental Health Champion added:</p> <p>Colleagues who speak out about their mental health are supporting all of us to build a better place to work. This is equally true about colleagues who are supporting conversations and activities about disability, LGBTI, race or any other aspect of diversity. We all have a stake in building a culture of respect where people can bring their whole selves to work. That is why I will be completing the Stonewall Workplace Equality Index survey.”</p>

ENG: Part 4

3.6 In the past year, what initiatives has the LGBT employee network group undertaken to ensure the membership is as diverse as possible?

Tick all that apply

GUIDANCE: Examples provided should clearly demonstrate that the LGBT employee network group is driven in ensuring the membership is representative of many different types of people.

- A. Implemented a formal mechanism or process to ensure bi and trans issues are covered and engaged with (for example, bi or trans reps)

- B. Promoted the LGBT employee network group as being open to all employees and inclusive of LGBT people with multiple identities (for example, BAME LGBT people or LGBT people with experience of mental health problems)

- D. Other

Describe the initiatives selected:

<p>A. Implemented a formal mechanism or process to ensure bi and trans issues are covered and engaged with (for example, bi or trans reps)</p>	<p>The LGBTI Committee membership has increased to 17 (as at 16 August) which has brought some bi, pansexual and non-binary identifying members into the leadership of the network. A named individual is now identified on the network's Saltire (all-staff intranet) page as being the Trans (including non-binary) contact".</p> <p>More generally, the network membership has increased to 195 (161 Yammer group members) as at 16 August. Newer and younger members have been expressing diverse identities through our private Yammer group, through the public "all company" Allies Yammer group and more generally at internal and social events.</p>
<p>B. Promoted the LGBT employee network group as being open to all employees and inclusive of LGBT people with multiple identities</p>	<p>A member of the LGBTI Network agreed to speak at the inaugural "Foundation Day" in August 2018 which is the induction event that all new staff will now receive within 4 weeks of joining SG. He told a very moving story about being [...], and of his mother expressing her sadness of the difficulties she worried he would face. He spoke about his first job in the UK where he was told he needed to dress more conservatively because he was being "too gay" and of how adversely this impacted on him. He spoke of his happiness, when upon joining SG, he discovered that there already an LGBTI network which welcomed him as a member, of the importance of the network in providing peer support and a safe space, and how he as an individual has been able to flourish in a workplace where he can be himself. His open, honest and at times emotional account impacted on all in the room, and has resulted in people approaching the LGBTI network to join.</p>
<p>D. Other</p>	<p>The network ensures that its social activities cover a range of venues/types to be as inclusive as possible. For example, these have included getting together for drinks but also a trip to the theatre and a meal in a restaurant. The network also ensured that the venue for the BSL event they organized was accessible to disabled people. The network makes extensive use of their closed Yammer group, for general discussions, consultation, event organizing, etc. and committee meetings have dial in facilities. All these ensure that colleagues in dispersed locations can participate fully in the network.</p>

3.7 Has the LGBT employee network group undertaken any additional work in the past year to advance LGBT equality in both your organisation and the wider community?

GUIDANCE: The work detailed here should be additional to the work already covered in other questions.

Yes

Describe the activity and impact:

The LGBTI network led on the coordination of attendance at many Pride events in 2018, drafting communication articles and posters, organizing pre-event socials, designing and procuring T Shirts and a large banner identifying the Scottish Government employees, both of which had both the rainbow and trans flags on them, and branching out from Edinburgh and Glasgow Prides to include West Lothian, Fife and Dundee Pride.

Allies and Role Models: Part 1

Section 4: Allies and Role Models

This section comprises of 9 questions and examines the process of engaging allies and promoting role models. The questions scrutinise how the organisation empowers allies and role models, then the individual actions they take. This section is worth 11% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

Allies

4.1 Does the organisation have a formal programme or initiative to engage all non-LGBT employees to become allies? B. Yes, a separate allies network group

GUIDANCE: The programme should be a formal mechanism to engage non-LGBT people with LGBT equality.

Describe the allies programme or initiative:

The LGBTI Allies Network is for colleagues of any sexual orientation and gender identity working in the Scottish Government. The LGBTI Allies Network enables colleagues to get involved in making the Scottish Government as place where we can all be ourselves by:

- Understanding how to support the Scottish Government LGBTI community (speak up)
- Learning how to challenge poor behavior (speak out)
- Organising awareness raising events
- Sharing information about developments and news in the organisation and wider

The LGBTI Allies Network supports the LGBTI Network, a network and confidential space solely for LGBTI colleagues. It provides a group to which LGBTI colleagues can turn to for support, if needed. There's significant cross-membership between the LGBTI Network and the Allies as a quote from an LGBTI network member demonstrates: "As a cisgender man I feel like I am an Ally for trans and non-binary colleagues. But as a gay man I still want that private safe space in the LGBTI Network. That means the two networks are never misaligned and are complementary". The support of the Allies network is available for people transitioning, their managers, colleagues and People Advice staff.

Allies training was provided to the network by Stonewall Scotland.

Alongside the LGBTI staff network, and the Diversity and Inclusion team, the LGBTI Allies are part of strategic leadership for diversity and inclusion in the Scottish Government. Representatives from the Allies network regularly attend quarterly meetings with the Director General with the lead for diversity and inclusion and other staff networks to promote continued improvement and to exchange learning. Allies have participated in the development of the Diversity and Inclusion Strategy and the Stonewall Index Action Plan at leadership level. In addition, Allies are contributing to the work with the LGBTI network to develop a new Trans/non-binary policy for Scottish Government, as members of the working group. One of our Allies is leading on the development of guidance for parents of Trans children.

Upload a communication advertising the allies programme or initiative:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738769/kkN9QSKHNa/>

4.2 In the past year, has the organisation held internal awareness raising sessions, campaigns or initiatives specifically for allies which cover the following?

Tick all that apply

GUIDANCE: Content/activity should be tailored for non-LGBT people and run through mechanisms that engage allies. Content should cover all LGBT identities (lesbian, gay, bi and trans).

- A. The importance of allies

- B. Discrimination towards LGBT people

- C. Personal stories from LGBT people

- D. Actions they can take to be effective allies

Provide a brief description of the content you have uploaded:

An Allies network member in the Scottish Child Abuse Inquiry response unit proactively decided to incorporate a 10-15 min talk on the work of the LGBTI allies into a team building event that was being held. The presentation highlighted the work of the Allies network, the highlight / areas for improvement of last year's WEI submission, initial thoughts of an action plan and the training courses on civil service learning available for all staff to complete. As a result of this presentation, the team are now aware of the allies' role, and of the work being done by the SG such as rainbow/trans lanyards to signal visible support and encourage sexual orientation self-declaration on e-HR; the active LGBTI /Allies Yammer forums for people to participate in; management support for LGBTI inclusion; and SG attendance at events such as Pride.

A tran colleague published on Saltire (all-staff intranet) an incredibly honest and moving blog about what it's like to be trans: the discrimination and hate they faced; countless medical appointments; the roller-coaster of emotions; and the need to feel able to tell stories but that they are still hiding from those around.

Upload content covering option A:

please be aware only **one** file is allowed per answer

(No response)

Upload content covering option B:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738769/CuRhaaxGjs/>

Upload content covering option C:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738769/2pyVM7tHD7/>

Upload content covering option D:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738769/EldupEXszl/>

4.3 Does the organisation enable allies to visibly signal their commitment to LGBT equality?

GUIDANCE: Examples include visual signals such as email signatures, badges, lanyards and mugs.

Yes

Describe how allies can visibly signal their commitment to LGBT equality:

In 2018, LGBTI Allies worked with a member of the LGBTI staff network to design a lanyard that promotes both networks for everyone to wear. The lanyards now contain both the rainbow flag and the trans flag and carry both networks' logos including the Stonewall "Speak Up, Speak Out" slogan. Anecdotal feedback tells us that people have felt safer and more able to be themselves by seeing colleagues wearing the lanyards. To drive up declaration rates, the lanyards are offered to anyone who confirms they have completed their diversity monitoring on e-HR or who commits to doing so. This has contributed to sexual orientation declaration rates increasing from 66% in June 2017 to 71% in June 2018.

Allies also have a specific "I am an Ally" signature with logo that they use on their email signatures. Allies also added signatures to their email to promote the Stonewall survey.

SG LGBTI allies yammer page is a forum open to all SG employees and is a resource well used by colleagues across the SG family to raise awareness and visibly signal their commitment to LGBTI equality. It has been used to re-tweet posts from Stonewall, other LGBTI relevant groups, SG Pride posts, etc.

Allies and Role Models: Part 2

Allies

4.4 In the past year, which of the following activities have allies engaged in?

Tick all that apply

GUIDANCE: 'Helped organise' here, refers to allies taking an active involvement in the planning and execution of events. It does not mean allies simply turning up to events.

- A. Participated in LGBT network group activities
- B. Helped organise a sexual orientation equality awareness raising event
- C. Helped organise a trans equality awareness raising event
- D. Recruited other allies
- E. Coached or mentored other allies
- F. Other

Describe the activities selected:

<p>A. Participated in LGBT network group activities</p>	<p>The Allies participated in the LGBT network's organisation and attendance at Pride Edinburgh and Glasgow. One of our Allies was a steward for the SG walking group at Glasgow Pride, as well as a senior steward for Edinburgh Pride.</p> <p>Allies continued to support the distribution of the LGBTI staff and Allies networks lanyards, including encouraging new members to complete their eHR diversity information</p> <p>Allies also promoted the Stonewall survey in their local areas and using their email signatures.</p> <p>The co-convenor also regularly meets with members of the LGBTI staff networks</p>
<p>B. Helped organise a sexual orientation equality awareness raising event</p>	<p>Allies were closely involved in the planning and delivery of the road shows at the 4 main SG buildings to mark LGBT History month 2018, and Allies worked on the stalls and at the roadshows. One of the key activities that LGBTI and Allies network members are involved in, and which they took forward at the roadshows, is to engage staff about the importance of completing their diversity information, including sexual orientation, with an explanation about why this matters and how it impacts on equality for LGBTI colleagues and inclusion for all. Those who committed to completing their diversity information were rewarded with a lanyard designed for the LGBTI and Allies networks and bearing the rainbow and trans flags. This approach has contributed to an increase in sexual orientation declaration on e-HR from 66% in June 2017 to 71% in June 2018.</p>
<p>C. Helped organise a trans equality awareness raising event</p>	<p>Allies were closely involved in the planning and delivery of the road shows at the 4 main SG buildings to mark LGBT</p>

	<p>History month 2018. A member of the Allies network who has a trans son led one of the roadshows and spoke openly about being the parent of a trans child. At the roadshows a variety of LGBTI-related information was promoted from external organisations including information about the need for reform of the Gender Recognition Act 2004. Conversations with staff who stopped by covered issues such as the need for gender neutral toilets in SG buildings, what is meant by cisgender and the legitimacy of trans and non-binary gender identities.</p>
<p>D. Recruited other allies</p>	<p>Through Yammer posts, word of mouth, Saltire articles to all staff, promotion of the Stonewall survey, awareness raising events and lanyards, we now have 480 members of the SG LGBTI Allies page on Yammer in Sept 2018. That is a significant increase of 230 members since last year's submission, meaning our recruitment has been successful in nearly doubling the number of Allies in one year.</p> <p>An Allies network member in the Scottish Child Abuse Inquiry response unit proactively decided to incorporate a 10-15 min talk on the work of the LGBTI allies into a team building event that was being held. The presentation highlighted the work of the Allies network, the highlight / areas for improvement of last year's WEI submission, initial thoughts of an action plan and the training courses on civil service learning available for all staff to complete. As a result of this presentation, the team are now aware of the allies' role, and of the work being done by the SG such as rainbow/trans lanyards to signal visible support and encourage sexual orientation self-declaration on e-HR; the active LGBTI /Allies Yammer forums for people to participate in; and management support for LGBTI inclusion</p>
<p>E. Coached or mentored other allies</p>	<p>While a formal mentoring scheme has not been requested by members of the allies network, allies already support each other and LGBTI colleagues.</p> <p>One Ally supported a colleague with a trans child by meeting him to discuss his concerns and arranging for him and [their child] to meet their trans [child], who is now befriending [their child] Another Ally referred to having lots of informal conversations around key issues -including talking to people where there was "increasing negativity amongst feminists about trans rights".</p> <p>Through the 6 weekly telephone conference calls for the LGBTI allies committee members, allies also share learning and advice to each other. The LGBTI Allies yammer page is also a place where allies bring issues or questions for others to advise on.</p>
<p>F. Other</p>	<ul style="list-style-type: none"> • The Co-Convenor of the Allies network was a panel speaker at the Role Models and Allies Session at the Stonewall

Scotland conference 2017, which was also visible on twitter.

- Many LGBTI Allies as make links with other staff networks . One reported supporting the set-up of Reading Diversified and tried to introduce an early LGBTI thread, linking in to the main Race theme;
- Allies have engaged individuals in conversations to challenge behaviours which might be having negative effects on LGBTI people. E.g. one Ally challenged people in a Yammer conversation objecting to the use of the “cis” prefix to explain their objection and this resulted in one of them subsequently publicly changing their view and agreeing that it was the appropriate term to use.
- 3 Allies are members of the project group which developed the new Trans/non-binary policy and guidance for Scottish Government. As the project group’s aim is to produce a suite of documents to support trans inclusion in the workplace, one Allies network member in particular was asked to join to bring [their] experience as the parent of a trans child to inform the development of guidance to support colleagues who are parents or trans children.

4.5 Does the organisation support all non-trans employees (including lesbian, gay and bi employees) to become trans allies through training, programmes and/or resources?

GUIDANCE: Examples can include information booklets, programmes or training, but must focus specifically on being an ally to trans people. By non-trans, we mean people who do not identify as trans.

Yes

Describe the training, programmes and/or resources:

The LGBTI Allies network has its own, dedicated Saltire (all-staff intranet) which provides information about the network’s purpose, key contacts, link to the Yammer page and links to a range of external support and information including “Transwhat? - A guide towards allyship” available at <http://www.transwhat.org/>

Our current SG Trans Equality and Inclusion Policy commits to providing training and other learning products to staff to increase awareness and understanding of the issues faced by trans people. Our SG Guidance and Procedures to Support Transgender Colleagues provides practical guidance for colleagues who are transitioning in the workplace, and the managers, colleagues and HR staff who are supporting them. It covers terminology, confidentiality and avenues of support.

Allies and Role Models: Part 3

LGBT Role Models

4.6 Does the organisation support LGBT employees at all levels to become visible role models through training, programmes and/or resources?

GUIDANCE: Examples can include role model and information booklets, programmes or training, but must focus specifically on steps LGBT people can take to become active role models.

Yes

Describe the training, programmes and/or resources:

A member of staff applied for Stonewall Young Leaders programme in 2017 on the recommendation of their LGBTI Champion, attending 13-15 December 2017 then 9 June 2018. They reflected:

“The Young Leaders Programme provided me with an invaluable network of other young LGBTQI people across sectors and parts of the country I would otherwise never have been exposed to. I did not anticipate coming out of the Programme with such a positive new support network, both professionally and personally. The focus on authenticity and sharing our stories has helped me value my experience in how it contributes to my workplace and wider Scottish Government. I am really glad I was encouraged by our SCS LGBTI Champion to put myself forward and am grateful for the support I have had from my department to participate in the Programme.”

The Stonewall LGBT Leadership Programme 2018 was promoted via the on Saltire (all-staff intranet) and via the SCS learning newsletter, and SG staff attended.

In Jan 2016 we ran Stonewall’s Role Models programme (delivered by Stonewall) in-house and extended participation to other Government Departments as well as other SG agencies.

4.7 In the past year, have any visible LGBT role models at board level from the organisation been profiled?

GUIDANCE: For information about what is meant by board level, see [here](#). Within the profiling opportunity, the person's sexual orientation, gender identity and/or trans identity must be clear. It should not be left up to the reader or viewer to make assumptions.

No

4.8 In the past year, have any visible LGBT role models at senior management level from the organisation been profiled?

Tick all that apply

GUIDANCE: For information about what is meant by senior management level, see [here](#). Within the profiling opportunity, the person's sexual orientation, gender identity and/or trans identity must be clear. It should not be left up to the reader or viewer to make assumptions.

A. Lesbian

A. Submit evidence where you have profiled the person/s in the last year:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738769/QX4vvvCSgH/>

Allies and Role Models: Part 4

LGBT Role Models

4.9 In the past 18 months, has the organisation profiled visible role models from the following communities? Tick all that apply.

Tick all that apply

GUIDANCE: Within the profiling opportunity, the person's identity must be clear. It should not be left up to the reader or viewer to make assumptions.

A. Gay people or lesbians

C. Binary trans people (e.g. trans men and trans women)

E. Older LGBT people (aged 50 or over)

F. Young LGBT people (aged 25 or under)

H. BAME LGBT people

A. Submit evidence where you have profiled the person/s in the last 18 months:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738769/rEHtUkSac0/>

C. Submit evidence where you have profiled the person/s in the last 18 months:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738769/lqOhcgCqlq/>

E. Submit evidence where you have profiled the person/s in the last 18 months:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738769/5hGBLUe6tl/>

F. Submit evidence where you have profiled the person/s in the last 18 months:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738769/1hUbtWMGen/>

H. Submit evidence where you have profiled the person/s in the last 18 months:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738769/QR260JklwD/>

Application: Scottish Government 2020

Kim Hunter - kim.hunter@gov.scot
Workplace Equality Index

Summary

ID: A-2980697820

Last submitted: 7 Sep 2018 04:46 PM (UTC)

Section 1: Employee Policy

Completed - 16 Mar 2020

Workplace Equality Index submission

Policies and Benefits: Part 1

Section 1: Policies and Benefits

This section comprises of 7 questions and examines the policies and benefits the organisation has in place to support LGBT staff. The questions scrutinise policy audit process, policy content and communication.

This section is worth 7.5% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

1.1 Does the organisation have an audit process to ensure relevant policies (for example, HR policies) are explicitly inclusive of same-sex couples and use gender neutral language?

GUIDANCE: The audit process should be systematic in its implementation across all relevant policies. Relevant policies include HR policies, for example leave policies.

Yes

Please describe the audit process:

State when the process last happened:	Our compulsory EQIA process happens at policy review stage or on the creation of a new policy or process so is an ongoing process.
Describe the audit process:	<p>Our EQIA is a structured process undertaken when developing or revising a policy or practice. It uses evidence to better understand the impacts on people because of particular characteristics. We emphasise that the EQIA is not a document, but an activity which must be undertaken to help policymakers identify and assess the impacts policy will or might have on the diverse people of Scotland – in particular, those who share certain ‘protected characteristics’: age; disability; sex (including pregnancy and maternity); gender reassignment; sexual orientation; race; and religion or belief .</p> <p>Carrying out an Equality Impact Assessment (EQIA) is a five stage process:</p> <ul style="list-style-type: none">• Stage 1 – Framing workshops – Bring together policy leads and analysts to enable a comprehensive and rigorous discussion from varying policy perspectives and experience to take place, resulting in an effective and proportionate EQIA.• Stage 2 – Evidence gathering, involvement and consultation – A critical part of the EqIA is understanding impact by engaging with analytical colleagues to analyse quantitative data, and gathering qualitative data by involving people who might be affected by the policy. For employee policies and processes, we do this via our partnership arrangements with the Council of Scottish Government Unions, whose representatives are knowledgeable on LGBTI matters, and through engagement with the LGBTI and Allies networks. Our LGBTI network has members who identify as trans and non-binary, while our LGBTI Allies network has members whose family identify as trans, and this diversity in lived experience is invaluable in ensuring that we gain nuanced insights into the likely impact of our policies, and that we do not make any assumptions

about the impact on trans people based on the experience of LGBO people.

- Stage 3 - Assessing the impact and identifying mitigating actions - Consider positive, negative and neutral impacts. Think about direct and indirect impact and consequences of the policy or practice.
- Stage 4 - Decision making and monitoring - Describe how the EQIA has helped to shape the policy.
- Stage 5 - Sign off and publication - At this last stage the EQIA is signed off by a Deputy Director. The EQIA results template is completed and published

Describe any previous outcomes of the audit process:

In 2018, Scottish Government ran a large-scale recruitment campaign to recruit 150 B2 members of staff. The EqIA noted that the aim of the campaign was:

“To recruit up to 150 B2 staff for core Scottish Government. At the same time this is an opportunity to support the Scottish Ministers, Permanent Secretary and the Scottish Government aims to achieve a more diverse and inclusive workforce better reflecting the people of Scotland. This recruitment will support the Scottish Government to deliver on its commitment to the Civil Service Diversity and Inclusion strategy. The framing summary noted that a key element will be to ensure that the advert, application and assessment process did not disadvantage any individuals with protected characteristics. To embed diversity of thought and build lived experience into the process, the campaign project group invited SG diversity networks, including our LGBTI and Allies networks, to be represented on the group. The group examined SG diversity workforce composition data alongside Scottish population demographics, to inform policy decisions about the outcome the campaign would seek to achieve. This identified that while SG appeared to be representative of Scottish population in terms of LGBO (on the basis of very limited data), the campaign recognized the importance of reaching as many communities as

possible because we believe that a diverse workforce is more innovative, higher performing and can develop policies which meets the needs of the people of Scotland. As a result the EqIA identified the need to: ensure that campaign literature emphasised the benefits of the organisation, including access to gender neutral facilities, our gender identity policy; that all branding would include the Stonewall logo and inclusive language to ensure that LGBO individuals felt welcome to apply; and that the project group would work closely with the wider LGBTI and Allies networks to gain maximum input and to ensure that the processes were LGBTI inclusive.

A dedicated microsite was developed for the campaign with explicit references to LGBTI equality and Stonewall logos. Engagement with the LGBTI and allies networks shaped the language around the job adverts and the microsite and led to a range of external channels being identified which enabled us to connect with groups such as LGBTI Youth Scotland, Scottish Trans Alliance and Stonewall to raise awareness of the opportunities. Project group discussions about emphasizing inclusion explored possibilities such as asking people what pronouns they would prefer to use when issuing letters to invite them to interview. We held 2 outreach events which were attended by colleagues from the LGBTI and Allies networks who spoke about the purpose and role of SG staff networks and to promote SG as an LGBTI inclusive employer. At the outreach event, the slide show depicting the people who work in the SG showed the photo from Pride with the Permanent Secretary and others.

This conscious and proactive work to attract LGBTI talent paid off: 8.89% of applicants identified as LGBO, and this rose 4 percentage points to 12.66% of the cohort who were successful.

1.2 Does the organisation have a policy (or policies) which includes the following?

Tick all that apply

GUIDANCE: The policy/policies should clearly state that the organisation will not tolerate discrimination against employees on the grounds of sexual orientation, gender identity and/or trans identity. These may be listed along with other protected characteristics. The policy/policies should also demonstrate, through careful wording, a zero-tolerance approach to homophobic, biphobic and transphobic bullying and harassment. They should explicitly include examples of what homophobia, biphobia and transphobia in the workplace may look like.

Responses Selected:

- A. Explicit ban on discrimination based on sexual orientation
- B. Explicit ban on discrimination based on gender identity and gender expression
- C. Explicit ban on bullying & harassment based on sexual orientation
- D. Explicit ban on bullying & harassment based gender identity and gender expression

Name the policy and paste the relevant policy excerpt:

	Policy	Excerpt
		Fairness at Work Annex A Excerpt 1.1 The Scottish Government (SG) is an equal opportunities employer, committed to treating every employee with dignity and respect. It is our policy to ensure, as far as reasonably practicable, that all staff have equality of opportunity in their terms and conditions of employment and are able to work, and undertake work-related activities, in an environment free from harassment, victimisation,

A. Explicit ban on discrimination based on sexual orientation

Fairness at Work - Standards of Behaviour

discrimination and/or bullying.

1.2 We believe that all of our employees should be treated with respect, regardless of sex, marital/civil partnership status, age, race, ethnic origin, sexual orientation, gender identity or expression, disability, religion or any other irrelevant difference, e.g. social background, working pattern or trade union activity.

This can only happen if every member of staff is aware of the standards of behaviour that we expect from them and behaves accordingly

Section 3 Our standards of behaviour

1. Unacceptable behaviour

1.1 There is no single definition of what constitutes unacceptable behaviour. The Advisory, Conciliation and Arbitration Service (ACAS) refers to “unwanted conduct affecting the dignity of men and women in the workplace. It may be related to age, sex, race, disability, religion, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient”. Other irrelevant characteristics covered by the Scottish Government equal opportunities policy statement include sexual orientation, marital/civil partnership status, gender identity, caring responsibilities, working pattern or trades union membership.

B. Explicit ban on discrimination based on gender identity and gender expression

SG Trans equality and Inclusion Policy

1. Our Commitment
The Scottish Government's vision is to be a world-leading, diverse employer where people can be themselves at work. We are committed to giving all our people the opportunity to shine and to nurturing talent at all levels with a diverse workforce reflective of the communities we serve. We will foster an inclusive workforce culture which values the contribution of employees from all backgrounds because we know a more inclusive workplace is more productive and innovative.

Underpinning this approach is a belief that everyone, including our trans colleagues, has a right to equality of opportunity, to receive no less favourable treatment, and to be treated with dignity and respect in a workplace free from bullying, harassment, discrimination or victimisation.

...

Scottish Government and its agencies and Non-Ministerial Departments are committed to creating a working environment that is inclusive and safe for all staff, regardless of age, marital status (including equal or same sex marriage) or civil partnership, disability, sex, sexual orientation, pregnancy or maternity, race or ethnicity, religion or belief, or gender identity or gender expression.

7. Discrimination, Harassment And Victimisation

The Scottish Government is

committed to providing a workplace free from unlawful discrimination, harassment and victimisation, and to fostering an inclusive workplace which values employees of diverse backgrounds and identities. There will be no tolerance of any discrimination, harassment or victimisation directed towards trans members of staff, or on the grounds of gender identity or gender reassignment. Complaints of discrimination, harassment, victimisation or any other form of unacceptable behaviour on the grounds of an employee's gender identity will be taken seriously and investigated and may result in disciplinary action being taken which could lead to dismissal. Discrimination by association or perception is also unlawful under the Equality Act 2010 and will be treated in the same manner.

Fairness at Work Annex A Excerpt
1.1 The Scottish Government (SG) is an equal opportunities employer, committed to treating every employee with dignity and respect. It is our policy to ensure, as far as reasonably practicable, that all staff have equality of opportunity in their terms and conditions of employment and are able to work, and undertake work-related activities, in an environment free from harassment, victimisation, discrimination and/or bullying.
1.2 We believe that all of our

C. Explicit ban on bullying & harassment based on sexual orientation

Fairness at Work - Standards of Behaviour

employees should be treated with respect, regardless of sex, marital/civil partnership status, age, race, ethnic origin, sexual orientation, gender identity or expression, disability, religion or any other irrelevant difference, e.g. social background, working pattern or trade union activity.

This can only happen if every member of staff is aware of the standards of behaviour that we expect from them and behaves accordingly

Section 3 Our standards of behaviour

1. Unacceptable behaviour

1.1 There is no single definition of what constitutes unacceptable behaviour. The Advisory, Conciliation and Arbitration Service (ACAS) refers to “unwanted conduct affecting the dignity of men and women in the workplace. It may be related to age, sex, race, disability, religion, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient”. Other irrelevant characteristics covered by the Scottish Government equal opportunities policy statement include sexual orientation, marital/civil partnership status, gender identity, caring responsibilities, working pattern or trades union membership.

1. Our Commitment

D. Explicit ban on bullying & harassment based gender identity and gender expression

SG Trans equality and Inclusion Policy

The Scottish Government's vision is to be a world-leading, diverse employer where people can be themselves at work. We are committed to giving all our people the opportunity to shine and to nurturing talent at all levels with a diverse workforce reflective of the communities we serve. We will foster an inclusive workforce culture which values the contribution of employees from all backgrounds because we know a more inclusive workplace is more productive and innovative.

Underpinning this approach is a belief that everyone, including our trans colleagues, has a right to equality of opportunity, to receive no less favourable treatment, and to be treated with dignity and respect in a workplace free from bullying, harassment, discrimination or victimisation.

...

Scottish Government and its agencies and Non-Ministerial Departments are committed to creating a working environment that is inclusive and safe for all staff, regardless of age, marital status (including equal or same sex marriage) or civil partnership, disability, sex, sexual orientation, pregnancy or maternity, race or ethnicity, religion or belief, or gender identity or gender expression.

7. Discrimination, Harassment And Victimisation

The Scottish Government is committed to providing a workplace free from unlawful

discrimination, harassment and victimisation, and to fostering an inclusive workplace which values employees of diverse backgrounds and identities. There will be no tolerance of any discrimination, harassment or victimisation directed towards trans members of staff, or on the grounds of gender identity or gender reassignment. Complaints of discrimination, harassment, victimisation or any other form of unacceptable behaviour on the grounds of an employee's gender identity will be taken seriously and investigated and may result in disciplinary action being taken which could lead to dismissal. Discrimination by association or perception is also unlawful under the Equality Act 2010 and will be treated in the same manner.

1.3 Where the organisation has the following policies, do they explicitly state they are applicable to same-sex couples and use gender neutral language?

Tick all that apply

GUIDANCE: Where applicable, the policies should explicitly state that they apply to same-sex couples (or same-gender or non-heterosexual couples). Alternatively, they should explicitly state that they apply regardless of the gender of an employee's partner. The policies should avoid unnecessarily gendered language and pronouns, for example, by using the term 'partner' instead of 'husband' or 'wife' (as long as you have previously stated what constitutes a partner). It should be clear that parental leave policies apply to all employees, regardless of gender.

Responses Selected:

- A. Adoption policy
- B. Special or Compassionate Leave Policy
- C. Maternity policy
- D. Paternity policy
- E. Shared Parental leave policy

Provide a brief description of the policy/policies you have uploaded:

Most of our policies were updated to increase inclusion of gender identities and same-sex couples because we believe firmly that it matters that our policies are explicit about everyone's entitlement to use them. Changes:

- Shared Parental Leave policy – added in “This policy applies to all employees, and a reference to ‘partner’ or ‘spouse’ includes same-sex partners and spouses.”
- The adoption policy explicitly states “This policy applies regardless of gender” (not a change; this was existing policy).
- Special Leave policy – added “This policy applies to all employees and references to ‘partner’ or ‘spouse’ includes same-sex partners and spouses.”
- Maternity policy – changed “you must be the expectant mother’s spouse or partner” to “you must be the spouse or partner (including same-sex partner) or the pregnant woman”.
- Paternity leave policy – added “This policy applies to all employees and a reference to ‘partner’ or ‘spouse’ includes same-sex partners and spouses.”; removed reference to “male and female” colleagues when discussing eligibility, stating instead that “Paternity leave is available to where you are the father, partner or spouse of the child’s mother (or, in the case of adoption, you are the adopter’s spouse or partner); changed ‘adoptive father’ to ‘adoptive parent’

A. Upload the adoption policy

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 1.3 - Adoption Leave Final](#)

Filename: Stonewall WEI 2019 - Evidence - 1.3 - Adoption Leave Final **Size:** 25.7 kB

B. Upload the special or compassionate leave policy

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 1.3 - Domestic Leave Final](#)

Filename: Stonewall WEI 2019 - Evidence - 1.3 - Domestic Leave Final **Size:** 25.4 kB

C. Upload the maternity policy

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 1.3 - Maternity Leave Final](#)

Filename: Stonewall WEI 2019 - Evidence - 1.3 - Maternity Leave Final **Size:** 30.8 kB

D. Upload the paternity policy

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 1.3 - Paternity Leave Final](#)

Filename: Stonewall WEI 2019 - Evidence - 1.3 - Paternity Leave Final **Size:** 27.5 kB

E. Upload the shared parental leave policy

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 1.3 - Shared Parental Leave Final](#)

Filename: Stonewall WEI 2019 - Evidence - 1.3 - Shared Parental Leave Final **Size:** 25.0 kB

Policies and Benefits: Part 2

Next Steps

1.4 Does the organisation have a policy (or policies) which support employees who are transitioning?

Yes

Does the policy (or policies) in place to support employees who are transitioning cover the following?

Tick all that apply

GUIDANCE: Evidence submitted should demonstrate how information around organisational support for people transitioning is tailored to different employee groups. For guidance on creating a transitioning at work policy, see Stonewall's resource [here](#).

Responses Selected:

- A. Work related guidance for an employee who is transitioning
- B. Work related guidance on the process for an employee to change their name and gender marker on workplace systems
- C. Work related guidance for HR staff on how to support an employee who is transitioning
- D. Work related guidance for managers on how to support an employee who is transitioning

Provide a brief description of the policy/policies you have uploaded:

These documents were developed through a best practice approach by ensuring people with a range of lived experience, both employees and external partners, were embedded in the work.

A project group was established, chaired by the SG Board-Level LGBTI Ally and included representation from the other senior LGBTI and Allies champions; members of the LGBTI network; a member from the Allies network with lived experience of having a trans child; trade unions; and colleagues from HR and analytical services. The core group which was responsible for drafting the documents was led by a colleague who chose to support this work as her 'corporate contribution'.

To bring external expertise and challenge to the work, a Transgender Advisory Board was established with representatives from Stonewall, Mermaids and the Scottish Trans Alliance.

Respect and support for trans (including non-binary) colleagues sit at the heart of our policy and guidance, which clearly express zero tolerance for any form of discrimination, harassment or victimization on the grounds of gender identity. Importantly, the guidance document commits to discounting transitioning-related absence from trigger points to reflect the fact that the absence is related to procedures critical to the employees' affirmation of their identity.

A. Upload guidance for members of staff

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - 1.4 A, B, C, D Guidance and Procedures to Support Transgender Colleagues Final](#)

Filename: Stonewall WEI 2019 - 1.4 A, B, C, D Guidance and Procedures to Support Transgender Colleagues Final **Size:** 106.5 kB

B. Upload guidance for making changes on systems

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - 1.4 A, B, C, D Guidance and Procedures to Support Transgender Colleagues Final](#)

Filename: Stonewall WEI 2019 - 1.4 A, B, C, D Guidance and Procedures to Support Transgender Colleagues Final **Size:** 106.5 kB

C. Upload guidance for HR staff

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - 1.4 A, B, C, D Guidance and Procedures to Support Transgender Colleagues Final](#)

Filename: Stonewall WEI 2019 - 1.4 A, B, C, D Guidance and Procedures to Support Transgender Colleagues Final **Size:** 106.5 kB

D. Upload guidance for managers

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - 1.4 A, B, C, D Guidance and Procedures to Support Transgender Colleagues Final](#)

Filename: Stonewall WEI 2019 - 1.4 A, B, C, D Guidance and Procedures to Support Transgender Colleagues Final **Size:** 106.5 kB

1.5 Does the organisation have a policy (or policies) in place to support all trans employees, including people with non-binary identities?

Yes

Does the policy (or policies) in place to support all trans employees, including people with non-binary identities cover the following?

Tick all that apply

GUIDANCE: Policies submitted should include clear information around how the organisation supports all trans employees, including non-binary people. Guidance on dress code should be offered regardless of whether an organisation has a uniform or dress code policy.

Responses Selected:

- A. A clear commitment to supporting all trans people, including those with non-binary identities
- B. Information on language, terminology and different trans identities
- C. Guidance on facilities and dress code for non-binary people

Provide a brief description of the policy/policies you have uploaded:

Respect and support for trans (including non-binary) colleagues sit at the heart of our policy and guidance, which express zero tolerance for any form of discrimination, harassment or victimization on the grounds of gender identity. The policy states: "If you are reading this as a new colleague and you identify as trans then please know that we are delighted to have you join our organisation and we are eager to support you however we can. If you are an existing colleague and you are considering transitioning then please be assured that we will support you through this exciting and empowering step to affirm your identity."

The guidance covers roles and responsibilities; terminology; confidentiality; unacceptable behavior; absence and performance management approaches which are consistent with how we treat disabled colleagues and ensure trans colleagues are not unfairly disadvantaged; and changes within the workplace covering duties, pensions, uniforms, and use of facilities.

Upload the policy and highlight content relevant to option A

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - 1.5A, B, C Trans Equality and Inclusion Policy Final](#)

Filename: Stonewall WEI 2019 - 1.5A, B, C Trans Equality and Inclusion Policy Final **Size:** 38.1 kB

Upload the policy and highlight content relevant to option B

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - 1.5A, B, C Trans Equality and Inclusion Policy Final](#)

Filename: Stonewall WEI 2019 - 1.5A, B, C Trans Equality and Inclusion Policy Final **Size:** 38.1 kB

Upload the policy and highlight content relevant to option C

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - 1.5A, B, C Trans Equality and Inclusion Policy Final](#)

Filename: Stonewall WEI 2019 - 1.5A, B, C Trans Equality and Inclusion Policy Final **Size:** 38.1 kB

1.6 In the past two years, has the organisation communicated that its policies are LGBT inclusive to all employees?

GUIDANCE: The communication uploaded should demonstrate the organisation has informed employees that policies are LGBT inclusive. This may be on a post on an intranet system, but any file or screenshot must demonstrate the reach of the communication.

No

Provide the date that the communication was shared.

(No response)

The following question is for information gathering purposes only and is not scored.

1.7 Does the organisation provide its employees with private healthcare insurance which is explicitly inclusive of LGBT-specific health needs?

No

Section 2: The Employee Lifecycle

Completed - 16 Mar 2020

Workplace Equality Index Application

The Employee Lifecycle: Part 1

Section 2: The Employee Lifecycle

This section comprises of 9 questions and examines the employee lifecycle within the organisation; from attraction and recruitment through to development. The questions scrutinise how you engage and support employees throughout their journey in your workplace. This section is worth 13.5% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

2.1 When advertising for external appointments, how does the organisation attract LGBT talent?

Tick all that apply

GUIDANCE: This question examines the ways in which you attract external LGBT candidates to apply for roles within your organisation.

Responses Selected:

- A. Advertise or recruit from LGBT/diversity websites/diversity recruitment fairs and events
- B. Include a statement around valuing diversity, explicitly inclusive of LGBT people in job packs and pages
- C. Supply potential applicants with information about your LGBT employee network group or LGBT inclusion activities
- D. Other

Describe the evidence uploaded:

Our Work for Scotland site and the microsite developed for the Band B 2018 campaign contain statements about valuing diversity and explicitly being SO/GI inclusive and explicit references to LGBTI equality and Stonewall logos. Engagement with the LGBTI and allies networks shaped the language for the job adverts and microsite and connected the project team to groups such Scottish Trans Alliance and Stonewall to raise awareness of the opportunities.

2 outreach events were held, attended by colleagues from the LGBTI and Allies networks who spoke about the purpose and role of SG staff networks and to promote SG as an LGBTI inclusive employer. A slide show was shown throughout the event and included a photo of the Permanent Secretary at Pride. Impact: 8.89% of applicants identified as LGBO, and this rose 4 percentage points to 12.66% of the cohort who were successful.

Similar engagement undertaken when developing the Future Leaders Diversity Conference. This was a positive action initiative targeting disabled, minority ethnic or socially/economically disadvantaged candidates, but project leads recognized the impact of intersectionality and engaged with the LGBTI network to ensure that the approach would be inclusive of LGBTI people who identify as disabled, minority ethnic and socially/economically disadvantaged.

Upload evidence for option A

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 2.1A Recruitment email to external partners](#)

Filename: Stonewall WEI 2019 - Evidence - 2.1A Recruitment email to external partners **Size:** 56.0 kB

Upload evidence for option B

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 2.1B - SG recruitment sites](#)

Filename: Stonewall WEI 2019 - Evidence - 2.1B - SG recruitment sites **Size:** 501.6 kB

Upload evidence for option C

please be aware only **one** file is allowed per answer

Filename: Size: 0 Bytes

Upload evidence for option D

please be aware only **one** file is allowed per answer

Filename: Size: 0 Bytes

2.2 What percentage of employees with recruitment responsibilities have been trained on reducing bias and discrimination towards LGBT people in the recruitment cycle?

Select the completion rate for the training

GUIDANCE: The training should reach as many employees who recruit as possible. Training content should explicitly mention examples of discrimination and bias towards LGBT people. Content should also include the steps recruiters can take in eliminating this discrimination and bias. Examples of content you could upload are case studies, e-learning screenshots or PowerPoint presentations.

A. 76 - 100 per cent

Describe the department or team who deal with recruitment and how you estimate training completion rates:

Our Resourcing team operates a recruitment model which requires all recruitment panels to have a Lead Panel Member. The LPM has a delegated responsibility to deliver the principles of this policy, uphold its standards and provide support and challenge to Recruiting Managers and other panel members.

LPM's undertake a compulsory 2 day training course which is arranged and managed by the resourcing team and they cannot undertake any

LPM roles until this is completed and this ensures that they are empowered to influence and make significant decisions, assess and affect change in the process, develop their skills and expertise and commit their time and enthusiasm to a set of tasks outwith their regular business objectives. In return the business will provide ongoing training and development opportunities, support in all aspects of the process, value the role and give time to undertake it thoroughly and professionally.

The lead panel member's key tasks are to:-

- Chair sift panel and interview panels
- Provide oversight of additional assessment tools/exercises used in the selection process
- Maintain consistent standards in the use of ratings in the sift and interview
- Ensure that equality and diversity principles are reflected throughout the process
- Coaching and supporting other panel members and involvement in the development of new lead panel members in the future.

In addition all other panel members are explicitly required to undertake unconscious bias training.

Describe the format of the training and the content you have uploaded:

Training for LPMs consists of a two-day training course designed to provide LPMs with information on the new promotion model, giving hands on practical experience and a better understanding of their role and responsibilities. Prior to attending the training, delegates are required to complete an unconscious bias e-learning package, which is critical to ensure equality and diversity is an integral part of the process and to guarantee fair, open and transparent principles underpin our recruitment practices. The training two day learning session provides training on:

- Chairing the sift panel
- Chairing the interview panel
- Oversight of additional assessment tools/exercises being

used in the selection process

- The importance of maintaining consistent standards in the use of ratings
- The importance of ensuring diversity and inclusion principles are reflected throughout the process”

During the training policy experts deliver short sessions on their particular policy area and potential barriers to particular groups. The D&I team has delivered sessions on reasonable adjustments and the need to be aware of how your biases impact on different under-represented groups may present at interview and the perceived barriers they will have.

Unconscious bias training is e-learning. This training uses an example of negative media messages about ‘gay cures’ to demonstrate how unconscious bias is formed.

For the 2018 Band B campaign, bespoke ½ day classroom training was commissioned from the Employers’ Network of Equality and Inclusion on Unconscious Bias for all panel members (not just the leads) and the notes used by the facilitator to explore of the issues included explicit reference to LGBT.

In 2018 we introduced a New Line Manager Training Programme for staff who are new to management. (All managers potentially have recruitment responsibilities). This programme includes:

- A welcome message from the Head of Diversity and Inclusion which, in talking about the importance of inclusion, explicitly notes that we know that lesbian, gay, bisexual and people who describes their sexual orientation in another way are more likely to report experiencing bullying, harassment and discrimination. She also reminds Managers that D&I isn’t something that they do sometimes – it’s something they do all the time: it is present in every management process they engage in and every decision you make. She emphasises that managers are responsible for creating an environment of openness and by way

of example explains that this respectful environment may mean that a trans member of staff can speak to their manager in confidence about the support they need from them, and can feel confident that the manager will do everything they can to ensure an atmosphere or support, dignity and respect on their team.

- Managing Inclusive teams module - the training covers the impact of unconscious bias during recruitment and the risk of ignoring the skills and experience of a person who is of a different sexual orientation or gender identity from the recruiting manager. It makes further explicit reference to LGBTI in relation to becoming an inclusive manager and insider-outside dynamics.

Upload training content

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 2.2 Grouped Training Content](#)

Filename: Stonewall WEI 2019 - Evidence - 2.2 Grouped Training Content **Size:** 3.2 MB

Upload training content

please be aware only **one** file is allowed per answer

Filename: **Size:** 0 Bytes

2.3 What information does the organisation supply to all new employees (external appointments) when being inducted in to the organisation?

Tick all that apply

GUIDANCE: The senior leader message should explicitly call out LGBT inclusion. The content of all options given can be either in person, online, through a video or post, or on paper.

Responses Selected:

- A. Explicit message from senior leader on their commitment to LGBT inclusion
- B. Information on the LGBT employee network/allies programme or initiative
- C. Information on LGBT inclusive policies

Briefly describe the induction process and at what point the new starter receives the above information:

In 2017 it was recognized that in view of SG's changing responsibilities and the resultant need for more external recruitment and increased internal moves; the HR policy reviews; new learning model and the People Directorate Digital Projects that are underway, there was an urgent need to review SG's Induction Process. The new process, which is being rolled out from summer 2018, aims that:

1. All new SG recruits and internal transferees will have access to relevant Induction materials (Corporate and Local), learning opportunities and support for their first year in post. This will include their responsibilities in the process and the behaviours expected within SG.
2. All recruiting managers will have access to support and opportunities to develop the skills required to fulfil their Induction responsibilities.
3. The process and resources to support quality Induction must be able to be flexible to meet the differing demands, new policies or skills requirements and to take account of digital improvements as arise from the Digital Projects currently underway.
4. Diversity and Inclusion best practice will inform all aspects of the Project.
5. An Agile approach will be taken so we continue to test, learn and improve.
6. Our evaluation process will ensure we understand the impact on individual, team and organisational performance.

A key aspects of the new Induction process is the Foundation day which every new employee will have within their first 4 weeks of employment. The first Foundation Day took place on August 28th 2018 and included:

- Explicit senior commitment to LGBTI inclusion
- Reference to our policies being SO/GI inclusive, and the Stonewall No Bystanders video being shown to emphasise our zero tolerance approach to unacceptable behaviour
- The importance of diversity networks (explicit reference to LGBTI and Allies networks) in supporting inclusion in the workplace, with a representative from our LGBTI network speaking the Foundation day about his personal experience of the importance of LGBTI networks in the workplace

Upload evidence for option A

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 2.3A, 2.3B, 2.3C Foundation Day slides](#)

Filename: Stonewall WEI 2019 - Evidence - 2.3A, 2.3B, 2.3C Foundation Day slides **Size:** 1.6 MB

Upload evidence for option B

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 2.3A, 2.3B, 2.3C Foundation Day slides](#)

Filename: Stonewall WEI 2019 - Evidence - 2.3A, 2.3B, 2.3C Foundation Day slides **Size:** 1.6 MB

Upload evidence for option C

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 2.3A, 2.3B, 2.3C Foundation Day slides](#)

Filename: Stonewall WEI 2019 - Evidence - 2.3A, 2.3B, 2.3C Foundation Day slides **Size:** 1.6 MB

The Employee Lifecycle: Part 2

2.4 Does the organisation enable non-binary employees to have their identities recognised on workplace systems?

GUIDANCE: Examples include being able to use the title Mx, the option to choose a gender marker other than male or female and the ability to have a passcard with two forms of gender expression present.

Yes

Describe how non-binary identities are recognised on workplace systems:

E-HR is our electronic HR system which holds staff records. Mx is a title option for employees to choose. Equally, title is not a mandatory field and employees can choose to omit this if they prefer. Our IT system, SCOTS, does not require a title to be completed when individual's records are being created.

2.5 Does the organisation provide all-employee equality and diversity training which includes the following topics, explicitly covering LGBT people?

Tick the completion rate for the training

GUIDANCE: The training should reach as many employees as possible across your organisation. Training content should explicitly mention LGBT people and cover lesbian, gay, bi and trans in the context of each option selected. Examples of content you could upload are case studies, e-learning screenshots or PowerPoint presentations.

A. Organisational policy and legislation	76-100%
B. Language, stereotypes and assumptions	76-100%
C. Challenging inappropriate behaviour	76-100%
D. Routes to reporting bullying and harassment	51-75%

Describe how you estimate completion rates:	All training that is compulsory is set out on our intranet pages. This includes completion of Diversity and Equality Essentials. Line managers are instructed to confirm that compulsory training has been undertaken during mid and end year development reviews. Reminders are sent out centrally to remind staff to undertake the training or to retake the training.
---	--

Describe the format of the training and the content you have uploaded:

Uploaded are screen shots of the compulsory courses to be completed and content from the LGBTI training and the fairness at work training. Diversity and Equality Essentials is mandatory e-learning which covers the meaning and importance of equality and diversity the main features of equality legislation; the benefits of equality and diversity and what they mean for the Civil Service; individuals' own role and responsibilities in creating an inclusive working environment and in meeting the needs of diverse customers; the different types of inappropriate behaviour, language and bias, and how to deal with them.

In addition the D&I team provided bespoke training throughout the SG on Diversity and inclusion and on fairness at work policy, reporting. The D&I team also approaches all areas whose people survey results show higher than SG average B&H stats to discuss through options for identifying the causes of the higher than average B&H and to work with the business to implement a "yellow card" anonymous B&H reporting intervention. This consists of a 3 hour session using the Pace theatre group homophobic vase study to give staff a safe space to understand what B&H looks like, how to address it and allows staff the opportunity to report anonymously either via written "yellow cards" or during one to ones with the D&I team their concerns. The D&I team then presents this to the commissioning director along with options and support to challenge and address any unacceptable behaviours.

Apart from mandatory training, we also offer easily accessible training which employees are encouraged to complete. This includes:

- LGBTI awareness (e-learning) - to increase understanding of the issues faced by lesbian, gay, bisexual, transgender and intersex staff in the Civil Service
- Acas online training on equality and discrimination.

LGBTI awareness (e-learning). This e-learning increases understanding of the issues faced by lesbian, gay, bisexual and transgender (LGB&T) staff with explicit reference to each group. It equips

managers and colleagues with the knowledge and confidence to challenge stereotyping and prejudice, handle complaints of transphobia and homophobia, remove barriers to progression and provide appropriate support to LGB&T staff and service users. The course covers LGB&T terminology; legislation that exists to protect LGB&T people; privacy and confidentiality issues (including permission and disclosure) and how to support LGB&T staff facing 'coming out' issues. The e-learning uses case studies that are based on the experiences of civil servants and reflect authentic situations and language.

Acas training. This video is hosted on Acas website and explains the main types of discrimination (direct, indirect, harassment, victimisation) and introduces the nine protected characteristics. It is accompanied by 3 guides:

Equality and discrimination: understand the basics - outlines the fundamentals of what employers, and employees and their representatives need to know to comply with equality law.

Prevent discrimination: support equality - explains where discrimination is most likely to arise and how to stop it happening.

Discrimination: what to do if it happens - is a step-by-step guide covering how an employee should raise a complaint of discrimination and how an employer should handle it.

Upload evidence for option A

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 2.5A, B, C Equality and Diversity Essentials & LGBT Awareness](#)

Filename: Stonewall WEI 2019 - Evidence - 2.5A, B, C Equality and Diversity Essentials & LGBT Awareness

Size: 35.6 MB

Upload evidence for option B

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 2.5A, B, C Equality and Diversity Essentials & LGBT Awareness](#)

Filename: Stonewall WEI 2019 - Evidence - 2.5A, B, C Equality and Diversity Essentials & LGBT Awareness

Size: 35.6 MB

Upload evidence for option C

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 2.5A, B, C Equality and Diversity Essentials & LGBT Awareness](#)

Filename: Stonewall WEI 2019 - Evidence - 2.5A, B, C Equality and Diversity Essentials & LGBT Awareness

Size: 35.6 MB

Upload evidence for option D

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 2.5 D Fairness At Work training](#)

Filename: Stonewall WEI 2019 - Evidence - 2.5 D Fairness At Work training **Size:** 319.5 kB

2.6 In the past year, which of the following messages have appeared in internal communications to all employees?

Tick all that apply

GUIDANCE: Communications uploaded should have been sent, or made available to all employees (or as many as geographically possible through the specific communication method). Evidence could include emails and screenshots of intranet posts. IDAHOBiT refers to the International Day Against Homophobia, Biphobia and Transphobia. In your uploaded evidence, make clear who/how many employees the communication reached. Evidence provided for option A. must clearly include all identities within LGBT.

Responses Selected:

A. Information about LGBT History Month, Pride, Spirit Day and/or IDAHOBiT

C. Information about Transgender Day of Visibility, Transgender Day of Remembrance and/or Trans Pride

D. Information about the LGBT Employee Network Group and allies activity

Upload evidence for option A

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 2.6A Saltire article on SG attending Pride 2018](#)

Filename: Stonewall WEI 2019 - Evidence - 2.6A Saltire article on SG attending Pride 2018 **Size:** 1.2 MB

Upload evidence for option C

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 2.6C Communications on Trans Pride](#)

Filename: Stonewall WEI 2019 - Evidence - 2.6C Communications on Trans Pride **Size:** 502.4 kB

Upload evidence for option D

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 2.6D Saltire article with info about LGBTI and Allies networks activity](#)

Filename: Stonewall WEI 2019 - Evidence - 2.6D Saltire article with info about LGBTI and Allies networks activity **Size:** 1.2 MB

Provide date for option A

(No response)

Provide date for option B

(No response)

Provide date for option C

(No response)

Provide date for option D

(No response)

The Employee Lifecycle: Part 3

2.7 In the past year, which of the following career development opportunities has the organisation specifically communicated to LGBT employees?

Tick all that apply

GUIDANCE: Communications here can either be specific communications to LGBT people through the employee network group OR an all-employee communication making it clear you welcome LGBT employees on the programmes/opportunities.

Responses Selected:

- A. General leadership and development programmes
- B. LGBT specific leadership/professional development programmes
- C. LGBT specific seminars and conferences

<p>A. Describe the programmes and how these programmes are promoted to LGBT employees:</p>	<p>Development Programmes such as Graduate Development Programme, Future Leaders Scheme and Senior Leaders Scheme, which aim to increase diversity in the talent pipeline, have been promoted to the Talent team to all groups, including LGBTI employees, via the internal staff networks (email and Yammer).</p> <p>A Diversity in Leadership training course, run by FDA through funding secured from Scottish Government, with the aim of delivering a “firm fit for Fair Work & Equality supporting leadership development” and particularly targeting diverse groups, was promoted by an LGBTI network member to the wider network.</p>
<p>B. Describe the programmes and how these programmes are promoted to LGBT employees:</p>	<p>Stonewall Leadership Programme. Funded places on this programme were promoted to leaders via the SCS Learning and Development Newsletter and as well as in News in Brief on the intranet home page. The LGBTI network actively promoted the programme on their Yammer page.</p>
<p>C. Describe the programmes and how these programmes are promoted to LGBT employees:</p>	<p>Stonewall Scotland Workplace Conference 2017 was promoted to the LGBTI and Allies network by email and Yammer, and also to senior management via the SCS Learning Newsletter. A number of LGBTI colleagues and allies attended.</p>

A. Provide a date on which these opportunities were communicated

(No response)

B. Provide a date on which these opportunities were communicated

(No response)

C. Provide a date on which these opportunities were communicated

(No response)

2.8 Does the organisation proactively recognise contributions to the LGBT employee network group during employee performance appraisals?

GUIDANCE: The onus should be on the employer/manager to make explicit that network group activity links in with organisational values and count towards diversity goals. Please note, the recognition doesn't have to be financial, but should be systematic and applied to all performance appraisals, not just those of the network leads.

Yes

Describe how contributions are recognised:

All staff have mandatory diversity objectives and those who participate in the network use this work as evidence of meeting their objective. Performance is assessed their line manager at their in year review and end year review. Progress is also discussed at monthly conversations.

We also set out on our performance appraisal intranet page guidance on diversity objectives for individuals including “support, participate and be an effective member of one of our staff diversity networks or committees”. The guidance for managers states that they should “ensure that staff who participate in our staff networks are recognized through the performance management process, ensuring that this activity supports the outcome that the Scottish Government is to become a more diverse and inclusive place to work”.

Examples of employee recognition in appraisals:

“A is very aware of and committed to raising the profile of diversity issues. He is active on the committee of the LGBTI Allies network and has also:

- completed the Stonewall Allies Follow-up Training on 26th January 2017.
- participated in the Diversity Networks Workshop on 22nd February 2017.
- attended an Intersectionality seminar on 24th February 2017
- presented at a team meeting on diversity issues and circulated guidance material afterwards.
- attended an unconscious bias training event.”

J says: “My mandatory diversity objective is:

- To participate in the SG LGBTI and Allies Networks
- To exercise awareness of the public sector equality duties and SGLD’s role in relation to their integration into policy development and implementation. I recorded my work towards this objective on my appraisal form and my line manager (who is involved in REN) was very supportive and commended me on my work.”

2.9 Does the organisation identify and act on any LGBT issues raised at exit interviews or on exit surveys?

GUIDANCE: Examples include giving employees an opportunity to raise any issues relating to discrimination they may have experienced in the organisation.

Yes

<p>Describe the exit interview/survey process and how LGBT issues would be identified or raised:</p>	<p>Exit interviews are compulsory for Senior Civil Servants and voluntary for other staff. Staff exiting the organisation are offered an exit interview to be carried out by either their line manager or countersigning officer, this gives them the option if they are not comfortable with one or was experiencing unacceptable behaviour to opt to have it carried out by whoever they feel safest with.</p>
<p>Describe how any issues raised would be acted upon by the organisation:</p>	<p>For SCS, the Head of Strategy and Business Management reviews all the templates for the directorate when they are returned; and where there are contentious issue, discusses this with the interviewer and considers with them whether there should be further follow-up with the individual. An aggregated, anonymized summary quarterly or six-monthly is provided to the Senior Leadership Team. Where there are individual problematic issues this is raised with the director 1:1 or where appropriate with the relevant DD to discuss potential action. Usually this is about monitoring for any further instances of a behaviour that has been highlighted as problematic as by the time of the exit interview, the individual has left the post. There have been examples where issues picked up in exit interviews are raised directly with the person being complained about and action taken.</p>

Section 3: LGBT Staff Network Group

Completed - 16 Mar 2020

Workplace Equality Index Application

Section 3: LGBT Employee Network Group

This section comprises of 7 questions and examines the activity of your LGBT employee network group. The questions scrutinise its function within the organisation. This section is worth 11% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

3.1 Does the organisation have an LGBT employee network group for LGBT employees?

A. Yes, with a defined role and terms of reference

Upload the LGBT employee network group's terms of reference:

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 3.1 - LGBTI network role and remit](#)

Filename: Stonewall WEI 2019 - Evidence - 3.1 - LGBTI network role and remit **Size:** 22.1 kB

3.2 Does the LGBT employee network group have clearly defined yearly objectives?

GUIDANCE: Examples could include holding a certain number of events or campaigns, engaging with different groups of staff across the organisation and collaborating with other organisation's network groups.

Yes

List examples of some of your most recent objectives and progress towards achieving them:

In August 2018 the LGBTI network undertook work with Improvement colleagues to apply Improvement Methodology to identifying objectives for the network to focus on for the year ahead. This identified 2 key outcomes the network is seeking to achieve:

- If surveyed, 90% of LGBTI staff spread across all areas and grades say they are comfortable being out and have a departmental champion
- By Autumn 2019, SG networks will have had conversations with 75% of SG Directorates/Agencies about what EQIAs mean in practice and how they can carry those out

These are the initial outputs of the work and will be further tested and developed. The outcomes identify primary and secondary drivers for delivering the work and change ideas which detail activity that would be undertaken by the LGBTI network, allies network and senior Champions, along with other key stakeholders.

3.3 Which of the following support activities does the LGBT employee network group facilitate?

Tick all that apply

GUIDANCE: The individual support the network offers should be available and advertised to all staff. Consultation on internal policies and practices should be considered as policies which impact upon employee welfare, for example, reviewing an updated adoption policy. Consultation on the organisations broader work refers to organisational outcomes, for example being consulted on a LGBT media marketing campaign.

Responses Selected:

- A. Provide confidential support to all employees on LGBT issues
- B. Provide support to enable employees to report homophobic, biphobic and transphobic bullying and harassment
- C. Have been consulted on improving internal policies and practices
- D. Have been consulted on business development, organisational priorities and/or the organisation broader work

Describe the options selected:

A. Describe the confidential support the group offers and how this is communicated to all staff:

The SG LGBTI network provides a safe, confidential and private space for LGBTI employees. This role, named contacts for the network, a closed Yammer group and a confidential network mailbox, are made clear on their intranet page which all staff can access. Below a colleague talks about reaching out to the network in 2018:

“My [child] is a [...] transgender child. Information about children transitioning is difficult to find and the wait for Sandyford is approximately 14 months. I engaged with the LGBTI network hoping to find other parents in a similar case, and through the network met a colleague whose [child] was also transgender. This helped me a lot as I was able to get advice from a parent who shared a

similar experience to mine, but more importantly I felt I was not alone, which was great. [They] even offered for my [child] to meet with [their child]. At the time it was important that I could speak to someone confidentially, and it helped me a lot when I eventually told other colleagues about it. It meant it felt natural to share this part of my life with them.”

B. Describe how the group offers support to enable employees to report homophobic, biphobic and transphobic bullying and harassment and how this is communicated to all staff:

The LGBTI network has a confidential mailbox that all staff can send queries or concerns to and the network will raise this concerns confidentially with the D&I team. This role is made clear in the remit of the group and is clearly signposted on their website. Links to this mailbox are also added to any all staff article or notices. The network also has a closed Yammer group that staff who are LGBTI can request access to. This is hosted externally and has now allowed staff to have some very open and frank discussions about what is acceptable and what is not and allows the LGBTI committee to offer informal and formal options on addressing any bullying and or harassment.

C. Describe the consultation process and outcome:

The LGBTI network was involved in the development of the 2018 Future Leaders conference and 2018 B Band campaign to shape the language of the job adverts and microsite; to inform outreach activity; and to shape the internal communication seeking volunteers to be panel members, resulting in the explicit inclusion of “trans colleagues” alongside “disabled colleagues and men” to show that we welcomed people who described their gender identity in another way. The trans/non binary policy project team included members of the LGBTI and Allies Networks. Drafts of both the policy and the guidance were shared with the wider LGBTI membership for every member’s input, resulting in an update of our definition of gender identity to be non-binary-inclusive; the removal of ‘acquired gender’ from definitions (seen as not reflecting that gender identity is intrinsic to one’s sense of self); and the approach to the use of facilities was reshaped to

ensure trans colleagues could exercise greater choice, after feedback highlighted that while trans employees cannot be asked to use alternative facilities, people should be allowed to use accessible toilets without being made to feel unwelcome, particularly when changing rooms are needed and there are no gender neutral changing areas.

D. Describe the consultation process and outcome:

- Our SG People Plan 2020, which delivers on our People Strategy, outlines the need for a diversity outcomes framework to support our approach to diversity and inclusion. LGBTI network members participated in a workshop in January 2018 to explore what a more diverse and inclusive would feel like at work. These would then become our 'success indicators' for assessing progress. "Where an employee doesn't feel the need to change how they present themselves or the way they behave" and "employees feel comfortable bringing their 'whole self' to work - not censoring", are examples of network members' contributions. These are reflected in the framework.
- The DG for Organisational Development and Operations chairs quarterly meetings with SG senior allies and champions including the chairs of the LGBTI and Allies networks. Through this forum they influenced the refreshed approach to D&I in SG which was approved to the Executive Team in early 2018.
- Learning Directorate hosted a meeting of the LGBTI network to share the new policy and early thinking on improving LGBTI equality in schools. 16 members of the LGBTI network signed up to attend and the Deputy Director personally sent a message to the LGBTI network to encourage them to attend.

ENG: Part 3

3.4 In the past year, which of the following activities has the LGBT employee network group undertaken?

Tick all that apply

GUIDANCE: ‘Awareness raising events’ here refers to activities which serve to educate or inform the wider organisation about different sexual orientation, gender identity and/or trans issues, for example panel discussions, lunch and learns or stalls during diversity events. ‘Mentoring or coaching programme’ here refers to either a specific programme run by the network, or alternatively an organisation wide programme which proactively incorporates LGBT mentoring with the aid of (and driven by) the network group. ‘Reverse mentoring’ here refers to a formal process whereby senior employees are reversed mentored by more junior LGBT employees.

Responses Selected:

- A. Social networking event for members
- B. Lesbian, gay and bi equality awareness raising event
- C. Trans equality awareness raising event
- D. Collaborated with other LGBT network groups
- E. Collaborated with other internal network groups
- F. Mentoring or coaching programme
- G. Reverse mentoring programme

Describe the activities selected and when they occurred. Please provide specific dates or time periods within the last year.

A. Social networking event for members

Examples of social networks events include:

- June 21st 2018 – socializing in Edinburgh following network event
- August 16th 2018 social event at the Edinburgh festival to see an LGBTI relevant show
- October 2017 an event to see a theatre show detailing the struggle of LGB bookshop and its

employees in the 80's after section 28 came into force

- Joint social with "SPOut", the new Scottish Parliament staff network.
- pre-Pride (2018) socials at both Edinburgh and Glasgow.

B. Lesbian, gay and bi equality awareness raising event

• the LGBTI and Allies network organized and held road shows at the 4 main SG buildings in LGBT History month 2018. A key activity they took forward at the roadshows was engaging staff about the importance of completing their diversity information, including sexual orientation, with an explanation about why this matters and how it impacts on equality for LGBTI colleagues and inclusion for all. Those who committed to completing their diversity information were rewarded with a lanyard designed for the LGBTI and Allies networks and bearing the rainbow and trans flags. This approach has contributed to an increase in sexual orientation declaration on e-HR from 66% in June 2017 to 71% in June 2018.

• "Directorate events" were held with the legal directorates Scottish Government Legal Directorate and the Office of the Advocate General. These were overwhelmingly positively received. These will be particularly impactful given the function of lawyers in refining policy development and developing legislation. Comments included "I thought this was one of the best training sessions I have attended in my working life." And "Learning directly from people telling us about their own experiences was enormously powerful. The connection to the LGBTI Allies network was brought through powerfully."

C. Trans equality awareness raising event

• LGBTI network held road shows at the 4 main SG buildings in LGBT History month. A member of the Allies network who has a trans son led one of the roadshows and spoke openly about being the parent of a trans child. At the roadshows a variety of LGBTI-related information was promoted from external organisations including information about the need for reform of the Gender Recognition Act 2004. Conversations with staff who stopped by

covered issues such as the need for gender neutral toilets in SG buildings, what is meant by cisgender and the legitimacy of trans and non-binary gender identities.

- “Directorate events” were held with the legal directorates Scottish Government Legal Directorate and the Office of the Advocate General. These were overwhelmingly positively received. These will be particularly impactful given the function of lawyers in refining policy development and developing legislation. Comments included “I thought this was one of the best training sessions I have attended in my working life.” And “Learning directly from people telling us about their own experiences was enormously powerful. The connection to the LGBTI Allies network was brought through powerfully.”

D. Collaborated with other LGBT network groups

- We have met and liaised with SPOut, helping them launch and giving them top tips including the rainbow lanyards which have now been rolled out at Holyrood.
- The senior LGBTI champion and network chair travelled to Belfast in autumn 2018 to speak to the NI Civil Service fledgling LGBTI Network. She covered the SG approach to D&I; LGBTI in SG data; Senior leadership on LGBTI inclusion; the role of the LGBTI network; the journey of LGBTI inclusion and achievements since 2003; and advice on ‘what works’.

E. Collaborated with other internal network groups

The LGBTI network organised a talk from a British Sign Language (BSL) speaker, [...], and her wife. The event was to raise awareness of BSL as an important culture and language in Scotland. All members of the LGBTI, LGBTI allies and Disability networks were the target audience and it was very well attended from each network. The event was a great opportunity to start building relationships between the networks. It also helped us understand we all have multiple layers to our identity that make us unique. [...] gave us an insight into the many barriers she has encountered throughout her life, being deaf in a hearing world. Her stories focused around how

difficult she found being pregnant and giving birth was and the difference the experience was when she was provided with an interpreter. Both her and her wife discussed how rich and diverse the deaf community is. They also discussed their various paths to coming out as a lesbian and finding their true soulmate despite the barriers of language, different social groups and family expectations.

F. Mentoring or coaching programme

Our senior champion and other network members have supported newer members in their applications for permanent or promoted posts.

G. Reverse mentoring programme

In Scottish Government we have developed a “mutual mentoring” approach is a combination of traditional mentoring (developmental or sponsorship, to support career development) and diversity mentoring where junior colleagues from diverse backgrounds help those in senior roles understand different perspectives and experiences in the workplace. Both parties bring different experience and there is a an equal exchange of learning. Benefits:

- Builds understanding of diversity on a strategic level
- Gives underrepresented groups a stronger voice
- Strongly connected to corporate social responsibility
- Addresses in a powerful way issues of marginalisation, inequality and loss of talent
- Helps attract and retain a diverse workforce and increases engagement
- Builds inclusive leadership

Mutual mentoring was offered to our Race Equality Network members and, because we all have multiple layers to our identity, reached members who identify as both minority ethnic and LGBTI. Around 12 mutual mentoring relationships have been set up Directors, DGs and the Permanent Secretary.

3.5 In the past two years, has the LGBT employee network group held campaigns, initiatives, seminars or events engaging with the following diversity strands?

Tick all that apply

GUIDANCE: 'Initiatives' and 'campaigns' here refer to specific programmes or projects – online or offline – undertaken to achieve LGBT specific aims in the near-term. For example, creating a series of blog posts during LGBT History Month to highlight homophobia, biphobia and transphobia in sport.

Examples include raising awareness of the specific mental health challenges faced by LGBT people during mental health awareness week and profiling prominent trans women on International Women's Day.

This question is looking at how your network group engages with the intersections between LGBT identities and other diversity strands, work on LGBT identities that does not clearly engage one of these other diversity strands will not be accepted for this question.

Please provide specific dates or time periods within the last two years.

Responses Selected:

A. Age

B. BAME

C. Disability (excluding disability related to mental health)

F. Mental health (including disability related to mental health)

Describe the campaigns, initiatives, seminars or events and when they occurred:

A. Age

“Directorate events” were held with the legal directorates Scottish Government Legal Directorate and the Office of the Advocate General. A colleague who is near retirement shared their

experiences as an older LGBTI person. These were overwhelmingly positively received. These will be particularly impactful given the function of lawyers in refining policy development and developing legislation. Comments included “I thought this was one of the best training sessions I have attended in my working life.” And “Learning directly from people telling us about their own experiences was enormously powerful. The connection to the LGBTI Allies network was brought through powerfully.”

B. BAME

A member of the LGBTI Network agreed to speak at the inaugural “Foundation Day” in August 2018 which is the induction event that all new staff will now receive within 4 weeks of joining SG. He told a very moving story about being [...], and of his mother expressing her sadness of the difficulties she worried he would face. He spoke about his first job in the UK where he was told he needed to dress more conservatively because he was being “too gay” and of how adversely this impacted on him. He spoke of his happiness, when upon joining SG, he discovered that there already an LGBTI network which welcomed him as a member, of the importance of the network in providing peer support and a safe space, and how he as an individual has been able to flourish in a workplace where he can be himself. His open, honest and at times emotional account impacted on all in the room, and has resulted in people approaching the LGBTI network to join.

C. Disability

The LGBTI network organised a talk from a British Sign Language (BSL) speaker, [...], and her wife. The event was to raise awareness of BSL as an important culture and language in Scotland. All members of the LGBTI, LGBTI allies and Disability networks were invited and was very well attended from each network. The event was a great opportunity to start building relationships between the networks. It also helped us understand we all have multiple layers to our identity that make us unique. [...] gave us an insight into the many barriers she

has encountered throughout her life, being deaf in a hearing world. Her stories focused around how difficult she found being pregnant and giving birth was and the difference the experience was when she was provided with an interpreter. Both her and her wife discussed how rich and diverse the deaf community is. They also discussed their various paths to coming out as a lesbian and finding their true soulmate despite the barriers of language, different social groups and family expectations.

F. Mental Health

To launch the 2019 Index Stonewall Survey, our LGBTI Champion and Mental Health Champion co-wrote an intranet article to emphasise the impact on good mental health of being able to be yourself at work. Our LGBTI Champion wrote:

“I feel lucky to work in an organisation that aims to be a world-leading diverse employer where people feel safe to be themselves. I have never had to hide who I am. But I know that’s not the case for everyone...

“Last year’s Stonewall Survey showed that only just over half of respondents would feel comfortable disclosing their sexual orientation to their colleagues...Hiding who you are at work is bad for your mental health, your self-worth and your effectiveness.”

Our Mental Health Champion added:

Colleagues who speak out about their mental health are supporting all of us to build a better place to work. This is equally true about colleagues who are supporting conversations and activities about disability, LGBTI, race or any other aspect of diversity. We all have a stake in building a culture of respect where people can bring their whole selves to work. That is why I will be completing the Stonewall Workplace Equality Index survey.”

ENG: Part 4

3.6 In the past year, what initiatives has the LGBT employee network group undertaken to ensure the membership is as diverse as possible?

Tick all that apply

GUIDANCE: Examples provided should clearly demonstrate that the LGBT employee network group is driven in ensuring the membership is representative of many different types of people.

Responses Selected:

A. Implemented a formal mechanism or process to ensure bi and trans issues are covered and engaged with (for example, bi or trans reps)

B. Promoted the LGBT employee network group as being open to all employees and inclusive of LGBT people with multiple identities (for example, BAME LGBT people or LGBT people with experience of mental health problems)

D. Other

Describe the initiatives selected and when they took place or were implemented. Please include specific dates or time periods.

A. Implemented a formal mechanism or process to ensure bi and trans issues are covered and engaged with (for example, bi or trans reps)

The LGBTI Committee membership has increased to 17 (as at 16 August) which has brought some bi, pansexual and non-binary identifying members into the leadership of the network. A named individual is now identified on the network’s Saltire (all-staff intranet) page as being the Trans (including non-binary) contact”.
More generally, the network membership has increased to 195 (161 Yammer group members) as at 16 August. Newer and younger members have been expressing diverse identities through our private Yammer group, through the public “all company” Allies Yammer group and more generally at internal and social events.

B. Promoted the LGBT employee network group as being open to all employees and inclusive of LGBT

A member of the LGBTI Network agreed to speak at the inaugural “Foundation Day” in August 2018

people with multiple identities

which is the induction event that all new staff will now receive within 4 weeks of joining SG. He told a very moving story about being [...], and of his mother expressing her sadness of the difficulties she worried he would face. He spoke about his first job in the UK where he was told he needed to dress more conservatively because he was being “too gay” and of how adversely this impacted on him. He spoke of his happiness, when upon joining SG, he discovered that there already an LGBTI network which welcomed him as a member, of the importance of the network in providing peer support and a safe space, and how he as an individual has been able to flourish in a workplace where he can be himself. His open, honest and at times emotional account impacted on all in the room, and has resulted in people approaching the LGBTI network to join.

D. Other

The network ensures that its social activities cover a range of venues/types to be as inclusive as possible. For example, these have included getting together for drinks but also a trip to the theatre and a meal in a restaurant. The network also ensured that the venue for the BSL event they organized was accessible to disabled people. The network makes extensive use of their closed Yammer group, for general discussions, consultation, event organizing, etc. and committee meetings have dial in facilities. All these ensure that colleagues in dispersed locations can participate fully in the network.

3.7 Has the LGBT employee network group undertaken any additional work in the past year to advance LGBT equality in both your organisation and the wider community?

GUIDANCE: The work detailed here should be additional to the work already covered in other questions.

Yes

Describe the activity and impact. Please include specific dates or time periods.

The LGBTI network led on the coordination of attendance at many Pride events in 2018, drafting communication articles and posters, organizing pre-event socials, designing and procuring T Shirts and a large banner identifying the Scottish Government employees, both of which had both the rainbow and trans flags on them, and branching out from Edinburgh and Glasgow Prides to include West Lothian, Fife and Dundee Pride.

The following question is not scored.

3.8 Does the LGBT employee network group's terms of reference state that the group is inclusive of bi and trans people? Tick all that apply.

No Responses Selected

Section 4: Allies and Role Models

Completed - 16 Mar 2020

Workplace Equality Index Application

Allies and Role Models: Part 1

SECTION 4: Allies and Role Models

This section comprises of 9 questions and examines the process of engaging allies and promoting role models. The questions scrutinise how the organisation empowers allies and role models, then the individual actions they take. This section is worth 11% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

Allies

4.1 Does the organisation have a formal programme or initiative to engage all non-LGBT employees to become allies?

GUIDANCE: The programme should be a formal mechanism to engage non-LGBT people with LGBT equality.

B. Yes, a separate allies network group

Describe the allies programme or initiative:

The LGBTI Allies Network is for colleagues of any sexual orientation and gender identity working in the Scottish Government. The LGBTI Allies Network enables colleagues to get involved in making the Scottish Government as place where we can all be ourselves by:

- Understanding how to support the Scottish Government LGBTI community (speak up)
- Learning how to challenge poor behavior (speak out)
- Organising awareness raising events
- Sharing information about developments and news in the organisation and wider

The LGBTI Allies Network supports the LGBTI Network, a network and confidential space solely for LGBTI colleagues. It provides a group to which LGBTI colleagues can turn to for support, if needed. There's significant cross-membership between the LGBTI Network and the Allies as a quote from an LGBTI network member demonstrates: "As a cisgender man I feel like I am an Ally for trans and non-binary colleagues. But as a gay man I still want that private safe space in the LGBTI Network. That means the two networks are never misaligned and are complementary". The support of the Allies network is available for people transitioning, their managers, colleagues and People Advice staff.

Allies training was provided to the network by Stonewall Scotland.

Alongside the LGBTI staff network, and the Diversity and Inclusion team, the LGBTI Allies are part of strategic leadership for diversity and inclusion in the Scottish Government. Representatives from the Allies network regularly attend quarterly meetings with the Director General with the lead for diversity and inclusion and other staff networks to promote continued improvement and to exchange learning. Allies have participated in the development of the Diversity and Inclusion Strategy and the Stonewall Index Action Plan at leadership level. In addition, Allies are contributing to the work with the LGBTI network to develop a new Trans/non-binary policy for Scottish Government, as members of the working group. One of our Allies is leading on the development of guidance for parents of Trans children.

Upload a communication advertising the allies programme or initiative:

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 4.1 LGBTI Allies Network page on Saltire](#)

Filename: Stonewall WEI 2019 - Evidence - 4.1 LGBTI Allies Network page on Saltire **Size:** 267.4 kB

4.2 In the past year, has the organisation held internal awareness raising sessions, campaigns or initiatives specifically for allies which cover the following?

Tick all that apply

GUIDANCE: Content/activity should be tailored for non-LGBT people and run through mechanisms that engage allies. Content should cover all LGBT identities (lesbian, gay, bi and trans).

Responses Selected:

- A. The importance of allies
- B. Discrimination towards LGBT people
- C. Personal stories from LGBT people
- D. Actions they can take to be effective allies

Provide a brief description of the content you have uploaded:

An Allies network member in the Scottish Child Abuse Inquiry response unit proactively decided to incorporate a 10-15 min talk on the work of the LGBTI allies into a team building event that was being held. The presentation highlighted the work of the Allies network, the highlight / areas for improvement of last year's WEI submission, initial thoughts of an action plan and the training courses on civil service learning available for all staff to complete. As a result of this presentation, the team are now aware of the allies' role, and of the work being done by the SG such as rainbow/trans lanyards to signal visible support and encourage sexual orientation self-declaration on e-HR; the active LGBTI /Allies Yammer forums for people to participate in; management support for LGBTI inclusion; and SG attendance at events such as Pride.

A tran colleague published on Saltire (all-staff intranet) an incredibly honest and moving blog about what it's like to be trans: the discrimination and hate they faced; countless medical appointments; the roller-coaster of emotions; and the need to feel able to tell stories but that they are still hiding from those around.

Upload content covering option A:

please be aware only **one** file is allowed per answer

Filename: **Size:** 0 Bytes

Upload content covering option B:

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 4.2B, C, D - Blog by trans role model appeared on Saltire](#)

Filename: Stonewall WEI 2019 - Evidence - 4.2B, C, D - Blog by trans role model appeared on Saltire **Size:** 802.0 kB

Upload content covering option C:

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 4.2B, C, D - Blog by trans role model appeared on Saltire](#)

Filename: Stonewall WEI 2019 - Evidence - 4.2B, C, D - Blog by trans role model appeared on Saltire **Size:** 802.0 kB

Upload content covering option D:

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 4.2B, C, D - Blog by trans role model appeared on Saltire](#)

Filename: Stonewall WEI 2019 - Evidence - 4.2B, C, D - Blog by trans role model appeared on Saltire **Size:** 802.0 kB

Provide a date for Option A:

(No response)

Provide a date for Option B:

(No response)

Provide a date for Option C:

(No response)

Provide a date for Option D:

(No response)

4.3 Does the organisation enable allies to visibly signal their commitment to LGBT equality?

GUIDANCE: Examples include visual signals such as email signatures, badges, lanyards and mugs.

Yes

Describe how allies can visibly signal their commitment to LGBT equality:

In 2018, LGBTI Allies worked with a member of the LGBTI staff network to design a lanyard that promotes both networks for everyone to wear. The lanyards now contain both the rainbow flag and the trans flag and carry both networks' logos including the Stonewall "Speak Up, Speak Out" slogan. Anecdotal feedback tells us that people have felt safer and more able to be themselves by seeing colleagues wearing the lanyards. To drive up declaration rates, the lanyards are offered to anyone who confirms they have completed their diversity monitoring on e-HR or who commits to doing so. This has contributed to sexual orientation declaration rates increasing from 66% in June 2017 to 71% in June 2018.

Allies also have a specific "I am an Ally" signature with logo that they use on their email signatures. Allies also added signatures to their email to promote the Stonewall survey.

SG LGBTI allies yammer page is a forum open to all SG employees and is a resource well used by colleagues across the SG family to raise awareness and visibly signal their commitment to LGBTI equality. It has been used to re-tweet posts from Stonewall, other LGBTI relevant groups, SG Pride posts, etc.

Allies and Role Models: Part 2

Allies

4.4 In the past year, which of the following activities have allies engaged in?

Tick all that apply

GUIDANCE: 'Helped organise' here, refers to allies taking an active involvement in the planning and execution of events. It does not mean allies simply turning up to events.

Responses Selected:

A. Participated in LGBT network group activities
B. Helped organise a lesbian, gay and bi equality awareness raising event
C. Helped organise a trans equality awareness raising event
D. Recruited other allies
E. Coached or mentored other allies
F. Other

Describe the activities selected. Please include specific dates or time periods.

A. Participated in LGBT network group activities	<p>The Allies participated in the LGBT network's organisation and attendance at Pride Edinburgh and Glasgow. One of our Allies was a steward for the SG walking group at Glasgow Pride, as well as a senior steward for Edinburgh Pride.</p> <p>Allies continued to support the distribution of the LGBTI staff and Allies networks lanyards, including encouraging new members to complete their eHR diversity information</p> <p>Allies also promoted the Stonewall survey in their local areas and using their email signatures.</p> <p>The co-convenor also regularly meets with members of the LGBTI staff networks</p>
B. Helped organise a lesbian, gay and bi equality	Allies were closely involved in the planning and

<p>awareness raising event</p>	<p>delivery of the road shows at the 4 main SG buildings to mark LGBT History month 2018, and Allies worked on the stalls and at the roadshows. One of the key activities that LGBTI and Allies network members are involved in, and which they took forward at the roadshows, is to engage staff about the importance of completing their diversity information, including sexual orientation, with an explanation about why this matters and how it impacts on equality for LGBTI colleagues and inclusion for all. Those who committed to completing their diversity information were rewarded with a lanyard designed for the LGBTI and Allies networks and bearing the rainbow and trans flags. This approach has contributed to an increase in sexual orientation declaration on e-HR from 66% in June 2017 to 71% in June 2018.</p>
<p>C. Helped organise a trans equality awareness raising event</p>	<p>Allies were closely involved in the planning and delivery of the road shows at the 4 main SG buildings to mark LGBT History month 2018. A member of the Allies network who has a trans [child] led one of the roadshows and spoke openly about being the parent of a trans child. At the roadshows a variety of LGBTI-related information was promoted from external organisations including information about the need for reform of the Gender Recognition Act 2004. Conversations with staff who stopped by covered issues such as the need for gender neutral toilets in SG buildings, what is meant by cisgender and the legitimacy of trans and non-binary gender identities.</p>
<p>D. Recruited other allies</p>	<p>Through Yammer posts, word of mouth, Saltire articles to all staff, promotion of the Stonewall survey, awareness raising events and lanyards, we now have 480 members of the SG LGBTI Allies page on Yammer in Sept 2018. That is a significant increase of 230 members since last year's submission, meaning our recruitment has been successful in nearly doubling the number of Allies in one year.</p> <p>An Allies network member in the Scottish Child Abuse Inquiry response unit proactively decided to</p>

incorporate a 10-15 min talk on the work of the LGBTI allies into a team building event that was being held. The presentation highlighted the work of the Allies network, the highlight / areas for improvement of last year's WEI submission, initial thoughts of an action plan and the training courses on civil service learning available for all staff to complete. As a result of this presentation, the team are now aware of the allies' role, and of the work being done by the SG such as rainbow/trans lanyards to signal visible support and encourage sexual orientation self-declaration on e-HR; the active LGBTI /Allies Yammer forums for people to participate in; and management support for LGBTI inclusion

E. Coached or mentored other allies

While a formal mentoring scheme has not been requested by members of the allies network, allies already support each other and LGBTI colleagues.

One Ally supported a colleague with a trans child by meeting him to discuss his concerns and arranging for him and [their child] to meet their trans [child], who is now befriending [their child]. Another Ally referred to having lots of informal conversations around key issues -including talking to people where there was "increasing negativity amongst feminists about trans rights".

Through the 6 weekly telephone conference calls for the LGBTI allies committee members, allies also share learning and advice to each other. The LGBTI Allies yammer page is also a place where allies bring issues or questions for others to advise on.

F. Other

- The Co-Convenor of the Allies network was a panel speaker at the Role Models and Allies Session at the Stonewall Scotland conference 2017, which was also visible on twitter.
- Many LGBTI Allies as make links with other staff networks . One reported supporting the set-up of Reading Diversified and tried to introduce an early LGBTI thread, linking in to the main Race theme;
- Allies have engaged individuals in conversations to challenge behaviours which might be having

negative effects on LGBTI people. E.g. one Ally challenged people in a Yammer conversation objecting to the use of the “cis” prefix to explain their objection and this resulted in one of them subsequently publicly changing their view and agreeing that it was the appropriate term to use.

- 3 Allies are members of the project group which developed the new Trans/non-binary policy and guidance for Scottish Government. As the project group’s aim is to produce a suite of documents to support trans inclusion in the workplace, one Allies network member in particular was asked to join to bring [their] experience as the parent of a trans child to inform the development of guidance to support colleagues who are parents or trans children.

4.5 Does the organisation support all non-trans employees (including lesbian, gay and bi employees) to become trans allies through training, programmes and/or resources?

GUIDANCE: Examples can include information booklets, programmes or training, but must focus specifically on being an ally to trans people. By non-trans, we mean people who do not identify as trans.

Yes

Describe the training, programmes and/or resources:

The LGBTI Allies network has its own, dedicated Saltire (all-staff intranet) which provides information about the network’s purpose, key contacts, link to the Yammer page and links to a range of external support and information including “Transwhat? - A guide towards allyship” available at <http://www.transwhat.org/>

Our current SG Trans Equality and Inclusion Policy commits to providing training and other learning products to staff to increase awareness and understanding of the issues faced by trans people. Our SG Guidance and Procedures to Support Transgender Colleagues provides practical guidance for colleagues who are transitioning in the workplace, and the managers, colleagues and HR staff who are supporting them. It covers terminology, confidentiality and avenues of support.

Allies and Role Models: Part 3

LGBT Role Models

4.6 Does the organisation support LGBT employees at all levels to become visible role models through training, programmes and/or resources?

GUIDANCE: Examples can include role model and information booklets, programmes or training, but must focus specifically on steps LGBT people can take to become active role models.

Yes

Describe the training, programmes and/or resources:

A member of staff applied for Stonewall Young Leaders programme in 2017 on the recommendation of their LGBTI Champion, attending 13-15 December 2017 then 9 June 2018. They reflected:

“The Young Leaders Programme provided me with an invaluable network of other young LGBTQI people across sectors and parts of the country I would otherwise never have been exposed to. I did not anticipate coming out of the Programme with such a positive new support network, both professionally and personally. The focus on authenticity and sharing our stories has helped me value my experience in how it contributes to my workplace and wider Scottish Government. I am really glad I was encouraged by our SCS LGBTI Champion to put myself forward and am grateful for the support I have had from my department to participate in the Programme.”

The Stonewall LGBT Leadership Programme 2018 was promoted via the on Saltire (all-staff intranet) and via the SCS learning newsletter, and SG staff attended.

In Jan 2016 we ran Stonewall’s Role Models programme (delivered by Stonewall) in-house and extended participation to other Government Departments as well as other SG agencies.

4.7 In the past year, have any visible LGBT role models at board level from the organisation been profiled?

GUIDANCE: For information about what is meant by board level, see [here](#). Within the profiling opportunity, the person's sexual orientation, gender identity and/or trans identity must be clear. It should not be left up to the reader or viewer to make assumptions.

No

Provide the date on which this profile was shared.

(No response)

4.8 In the past year, have any visible LGBT role models at senior management level from the organisation been profiled?

Tick all that apply

GUIDANCE: For information about what is meant by senior management level, see [here](#). Within the profiling opportunity, the person's sexual orientation, gender identity and/or trans identity must be clear. It should not be left up to the reader or viewer to make assumptions.

Responses Selected:

A. Lesbian

A. Submit evidence where you have profiled the person/s in the last year:

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 4.8A LGBTI role model senior manager](#)

Filename: Stonewall WEI 2019 - Evidence - 4.8A LGBTI role model senior manager **Size:** 417.0 kB

A. Provide the date on which this profile was shared:

(No response)

B. Provide the date on which this profile was shared:

(No response)

C. Provide the date on which this profile was shared:

(No response)

D. Provide the date on which this profile was shared:

(No response)

Allies and Role Models: Part 4

LGBT Role Models

4.9 In the past 18 months, has the organisation profiled visible role models from the following communities? Tick all that apply.

Tick all that apply

GUIDANCE: Within the profiling opportunity, the person's identity must be clear. It should not be left up to the reader or viewer to make assumptions.

Responses Selected:

- A. Gay people or lesbians
- C. Binary trans people (e.g. trans men and trans women)
- E. Older LGBT people (aged 50 or over)
- F. Young LGBT people (aged 25 or under)
- H. BAME LGBT people

Evidence:

A. Submit evidence where you have profiled the person/s in the last 18 months:

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 4.9A lesbian role models](#)

Filename: Stonewall WEI 2019 - Evidence - 4.9A lesbian role models **Size:** 660.0 kB

C. Submit evidence where you have profiled the person/s in the last 18 months:

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 4.9C Blog by trans role model](#)

Filename: Stonewall WEI 2019 - Evidence - 4.9C Blog by trans role model **Size:** 802.0 kB

E. Submit evidence where you have profiled the person/s in the last 18 months:

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 4.9E Jo Clifford Older LGBT role model](#)

Filename: Stonewall WEI 2019 - Evidence - 4.9E Jo Clifford Older LGBT role model **Size:** 470.4 kB

F. Submit evidence where you have profiled the person/s in the last 18 months:

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 4.9F young LGBT role model](#)

Filename: Stonewall WEI 2019 - Evidence - 4.9F young LGBT role model **Size:** 268.1 kB

H. Submit evidence where you have profiled the person/s in the last 18 months:

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - Evidence - 4.9H BAME LGBT role model Harry Dozier](#)

Filename: Stonewall WEI 2019 - Evidence - 4.9H BAME LGBT role model Harry Dozier **Size:** 164.8 kB

Dates:

A. Provide the date on which this profile was shared:

(No response)

B. Provide the date on which this profile was shared:

(No response)

C. Provide the date on which this profile was shared:

(No response)

D. Provide the date on which this profile was shared:

(No response)

E. Provide the date on which this profile was shared:

(No response)

F. Provide the date on which this profile was shared:

(No response)

G. Provide the date on which this profile was shared:

(No response)

H. Provide the date on which this profile was shared:

(No response)

I. Provide the date on which this profile was shared:

(No response)

J. Provide the date on which this profile was shared:

(No response)

K. Provide the date on which this profile was shared:

(No response)

Allies and Role Models: Part 5

The following question is not scored.

4.10 Does the organisation support all non-bi employees (including lesbian and gay employees) to become bi allies through training, programmes and/or resources?

GUIDANCE: Examples can include information booklets, programmes or training, but must focus specifically on being an ally to bi people.

(No response)

Describe the training, programmes and/or resources:

(No response)

The following question is not scored.

4.11 Does the organisation enable allies to visibly signal their commitment to bi and trans equality? Tick all that apply.

GUIDANCE: Examples include visual signals such as email signatures, badges, lanyards and mugs. These could display the bi and trans flags, or other symbols of support.

No Responses Selected

Section 5: Senior Leadership

Completed - 16 Mar 2020

Workplace Equality Index Application

Senior Leadership: Part 1

Section 5: Senior Leadership

This section comprises of 4 questions and examines how the organisation engages senior leaders. The questions scrutinise how the organisation empowers senior leaders at different levels, then the individual actions they take. This section is worth 8.5% of your total score.

Within this section, senior leaders are split between two levels - board level and senior management. For more information about how we use these two terms, please see [here](#).

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

Board level staff

5.1 How does the organisation support board level employees to understand the issues that affect LGBT people?

Tick all that apply

GUIDANCE: The support given should be systematic in its implementation.

Responses Selected:

A. Reverse mentoring opportunities for board level employees

B. Promote LGBT specific conferences or seminars to the board level employees

C. Other

Describe each option selected:

<p>A. Reverse mentoring opportunities for board level employees</p>	<p>The Permanent Secretary has previously requested that all of her Executive Team colleagues not only take on a role as Championing a particular under-represented group but that they all mentor at least two people from that underrepresented group. The ET have took challenge on and all now have had at least two members of staff that they are "mutually mentoring".</p>
<p>B. Promote LGBT specific conferences or seminars to the board level employees</p>	<p>The Stonewall Scotland Workplace Conference 2017 was promoted to Champions and Allies and was attended by the Director for Communications, Ministerial Support and Facilities. Funded places on the Stonewall Leadership Programme were promoted to leaders via the SCS Learning and Development Newsletter. Board-level employees are part of the SCS mailing group.</p> <p>Sarah Davidson - D&I Champion was keen that her ET colleagues really understood what it was like to be "different" . She worked with colleagues in D&I team to create a series of seminars called "different perspectives" these safe and confidential seminars cover all protected characteristics including LGBTI and enabled senior colleagues to connect with those in under- represented groups and support each other by discussing the particular challenges faced in the workplace because of being LGBTI. This is now being repeated for the second cohort.</p>
<p>C. Other</p>	<p>The Director for Communications, Ministerial Support and Facilities, in her capacity as senior LGBTI Ally, regularly updates the Permanent Secretary on matters relating to LGBTI inclusion.</p>

5.2 In the past year, which of the following activities have members of the board engaged in?

Tick all that apply

GUIDANCE: Messages communicated should explicitly reference sexual orientation and trans equality. Meetings with the LGBT employee network group should be systematic and not ad hoc.

Responses Selected:

A. Communicated a strong message on sexual orientation equality
B. Communicated a strong message on trans equality
D. Reviewed top line LGBT monitoring reports and actions
F. Spoken at an external LGBT event
G. Engaged with senior management to discuss LGBT equality
H. Reviewed and/or approved an LGBT inclusion strategy
I. Attended an external LGBT event, for example Pride
J. Other

Describe each option selected. Please include specific dates or time periods.

A. Communicated a strong message on sexual orientation equality	Permanent Secretary's blog is published on the front page of Saltire (our intranet). In February 2018 she stated: "Equality for LGBTI colleagues in our workplace is something I am passionate about. The latest Stonewall WEI ranked SG at 101 out of 439 participating employers - a drop from last year when we ranked firmly within the top 100 at position 50. We can do better than this - and we must. I welcome Stonewall's challenge for continual improvement and a strong focus on transgender policies and practice...We will continue to engage with Stonewall and our LGBTI networks to ensure a supportive and positive workplace for our trans, non-binary and intersex colleagues. This
---	--

	<p>issue is firmly on my radar. I want to see the SG demonstrate our unwavering commitment to equality for all.”</p> <p>Her June 2018 blog spoke about realizing an equal society. She said “...there is so much more to do for SG to be an inclusive and diverse organisation. That’s why I joined SG colleagues on Saturday for Pride Edinburgh – Scotland’s national LGBTI festival.” A photo of her at Pride accompanied the blog.</p>
B. Communicated a strong message on trans equality	The Director Communications and Ministerial Support chairs the Trans/Non-Binary Action group which is reviewing and SH policies and procedures on trans and non-binary issues, and the Stonewall working group aiming to improve our ranking in the 2019 Index, showing her personal commitment to improving our performance in these crucial areas.
D. Reviewed top line LGBT monitoring reports and actions	A Diversity and Inclusion report was submitted to People Board in June 2018 which comprises 3 DGs and 2 Non-Executive Directors (all Board-level) is a central plank of SG corporate governance. People Board is chaired by the DG for Organisational Development and Operations, and attended by the Director for Communications, Ministerial Support and Facilities (both of whom are Board-level). The Report included data and narrative about the diversity declaration rates, overall workforce diversity and examined the diversity of joiners and leaver. For each area, sexual orientation data was featured.
F. Spoken at an external LGBT event	The Director Communications and Ministerial Support was a speaker at the Stonewall Scotland Workplace Conference 2017 about her role as a senior Ally for LGBTI issues.
G. Engaged with senior management to discuss LGBT equality	<ul style="list-style-type: none"> • Director Communications and Ministerial Support attended the Stonewall Index feedback meeting in January 2018 along with other senior LGBTI and Allies Champions (Senior Civil Servants) and senior leaders in People Directorate. • The DG Organisational Development and Operations holds quarterly meetings with all senior diversity Champions including those LGBTI and

	Allies champions to discuss issues coming from the network and about our workplace culture and inclusion.
H. Reviewed and/or approved an LGBT inclusion action plan	The Permanent Secretary has set returning to the Stonewall Top 100 as part of her D&I objective for 2018-2019, and is personally accountable for achieving this to the Head of the UK Civil Service. She is has required sight of plans and progress being made towards achieving this. A briefing was submitted to her in July 2018 at her request. The Director Communications and Ministerial Support (Board-level) chaired the senior working group comprising other senior LGBTI Champions and Allies, Deputy Director for People and the Head of Diversity and Inclusion. The working group analyzed the feedback from Stonewall on our 2018 Index, and the Head of D&I developed an action plan which the working group reviewed and approved.
I. Attended an external LGBT event, for example Pride	The First Minister, the Permanent Secretary, the Director Communications and Ministerial Support and the DG Organisational Development and Operations attended Pride Edinburgh 2018.
J. Other	<p>Through his direct engagement with the teams within his DG family the DG for Education, Communities and Justice, has helped drive forward work on the following:</p> <ul style="list-style-type: none"> • The Scottish Government is working with LGBT partner organisations, “to promote an inclusive approach to sex and relationships education”, through the LGBTI Inclusive Education Working Group. Who is on this group? • The (LGBTI Inclusive Education) Working Group, chaired by the Association of Directors of Education in Scotland (ADES), includes representation from COSLA, the National Parent Forum, the Equality and Human Rights Commission, Education Scotland, the Scottish Transgender Alliance, LGBT Youth Scotland, Stonewall Scotland and the Time for Inclusive Education (TIE) Campaign. • The Working Group will report shortly with a number of recommendations for Ministers to consider. The recommendations will focus on

teacher training, professional learning, current resources and practice, as well as some wider implementation recommendations for SG and local authorities to consider.

Please list the names and job titles of the individuals named above. Please ensure you have strict permission from them for their name to appear in this submission.

	Name	Job title
Person 1	Lesley Evans	Permanent Secretary
Person 2	Sarah Davidson	DG Organisational Development and Operations
Person 3	Barbara Allison	Director Communications, Ministerial and Facilities, senior LGBTI DG Ally
Person 4	Paul Johnston	DG Education, Communities and Justice
Person 5	Nicola Sturgeon	First Minister

Senior Leadership: Part 2

Senior Management level staff

5.3 How does the organisation support senior management to understand the issues that affect LGBT people?

Tick all that apply

GUIDANCE: The support given should be systematic in its implementation.

Responses Selected:

A. Reverse mentoring opportunities for senior management level employees

B. Promote LGBT specific conferences or seminars to senior management level employees

Describe each option selected:

<p>A. Reverse mentoring opportunities for senior management level employees</p>	<p>The Permanent Secretary has previously requested that all of her Executive Team colleagues not only take on a role as Championing a particular under-represented group but that they all mentor at least two people from that underrepresented group. The ET have taken the challenge on and all have had at least two members of staff that they are "mutually mentoring".</p> <p>In 2018 in Scottish Government we developed a "mutual mentoring" approach is a combination of traditional mentoring (developmental or sponsorship, to support career development) and diversity mentoring where junior colleagues from diverse backgrounds help those in senior roles understand different perspectives and experiences in the workplace. Both parties bring different experience and there is a an equal exchange of learning. Mutual mentoring was offered to our Race Equality Network members and, because we all have multiple layers to our identity, reached members who identify as both minority ethnic and LGBTI. Around 12 mutual mentoring relationships have been set up Directors, DGs and the Permanent Secretary.</p>
<p>B. Promote LGBT specific conferences or seminars to senior management level employees</p>	<p>The Stonewall Scotland Workplace Conference 2017 and funded places on the Stonewall Leadership Programme 2018 were promoted to senior management via the Senior Civil Servant Learning and Development Newsletters.</p>

5.4 In the past year, which of the following activities have senior management engaged in? Tick all that apply.

Tick all that apply

GUIDANCE: Messages communicated should explicitly reference sexual orientation and trans equality. Meetings with the LGBT employee network group should be systematic and not ad hoc.

Responses Selected:

- A. Communicated a strong message on sexual orientation equality
- B. Communicated a strong message on trans equality
- C. Met regularly with the LGBT employee network group
- D. Reviewed top line LGBT monitoring reports and actions
- F. Spoken at an external LGBT event
- G. Engaged with the board to discuss LGBT equality
- H. Reviewed and/or approved an LGBT inclusion strategy
- I. Attended an external LGBT event, for example Pride

Describe each option selected. Please include specific dates or time periods.

A. Communicated a strong message on sexual orientation equality

Our senior mental health champion co-wrote an article which appeared on our intranet to promote the Stonewall survey. In it he said: The tricky issues we face in life almost never come neatly defined. Since I became the Deputy Director Champion for mental health I've been struck by how work that takes place under one banner could just as easily fall under another. Colleagues who speak out about their mental health are supporting all of us to build a better place to work. This is equally true about colleagues who are supporting conversations and activities about disability, LGBTI, race or any other aspect of diversity. We all have a stake in building a culture of respect where people can bring their

whole selves to work. That is why I will be completing the Stonewall Workplace Equality Index survey.”

On IDAHOBIT Day 2018 one of the Senior LGBTI Champions re-tweeted a tweet from our Permanent Secretary showing the rainbow flag flying above St Andree’s House. The Champion’s comment read: “For thousands another flag on the Edinburgh skyline today but for me and hundreds of LGBT colleagues @scotgov flying this flag is a bold, confident and inspiring statement #ScotlandIsNow @StonewallScot #IDAHOBIT18 #equality

B. Communicated a strong message on trans equality

Our senior LGBTI Champion co-wrote an article which appeared on our intranet to promote the Stonewall survey. She noted that one in five LGBT people have experienced a hate crime because of their sexual orientation or gender identity in the last year; and more than four in five trans young people have self-harmed. She said: “Last year’s Stonewall Survey showed that only just over half of respondents would feel comfortable disclosing their sexual orientation to their colleagues. That’s not good enough. Hiding who you are at work is bad for your mental health, your self-worth and your effectiveness. We must do better.”

She also provided clear and visible support for trans equality in responding to a minority of adverse comments on a public article on our intranet. She wrote “I know people who have had to fight long and hard for their true identity and it's just not acceptable to mislabel them, think you know their identity better than they do or accuse them of criminal activity. People fought for decades for my right to be safe and protected and I'll carry on that fight for others in my community who are already at risk of harm and rejection”

C. Met regularly with the LGBT staff network group

One of the senior LGBTI Champions – the Chief Executive of Disclosure Scotland – chairs the LGBTI network which holds regular committee meetings. She attends most of the events organised by the network.

<p>D. Reviewed top line LGBT monitoring reports and actions</p>	<p>A Diversity and Inclusion report was submitted to People Board in June 2018 which is attended by the Director for People (senior management). The Report included data and narrative about the diversity declaration rates, overall workforce diversity and examined the diversity of joiners and leaver. For each area, sexual orientation data was featured.</p>
<p>F. Spoken at an external LGBT event</p>	<p>Lorna Gibbs, spoke at Civil Service Live 2018 session - Bring your whole self to work - LGBTIQ+ Awareness.</p> <p>She spoke about joining SG in 2001 from the 3rd sector and the opportunity to carve a new identity as gay woman.</p> <p>She spoke about the journey SG has gone on since she joined, noting that in 2003 when the LGB network formed, there was no senior support, no out senior staff, network receiving regular negative comments, struggling to be heard and the meetings were never in SG offices or on work time.</p> <p>She reflected on the very different place SG is in now with ongoing, genuine support from top of office; Perm Sec Pride, tweets, flags, ET Ally; Clear roles and expectations for the network; more visible LGBTI colleagues; regular comms and engagement on LGBTI issues; Ministers' support; Rainbow/trans Lanyards - probably best thing have done. Visible sign that safe and accepted; Supportive Allies network; and an increasing membership.</p> <p>She finished by noting that there is still work to do - in particular to increase the number of out LGBTI colleagues in the Senior Civil Service.</p>
<p>G. Engaged with the board to discuss LGBT equality</p>	<p>SG's performance in the Stonewall Index 2018 and our intended actions to improve this for 2019 formed part of a discussion between the Director for People (senior management), the Deputy Director for People Development (senior management), and the Permanent Secretary (Board-level) in February 2018.</p>
	<p>The Director Communications and Ministerial</p>

H. Reviewed and/or approved an LGBT inclusion action plan	Support chaired the senior working group comprising other senior LGBTI Champions and Allies and Deputy Director for People (all Senior managers) and the Head of Diversity and Inclusion. The working group analyzed the feedback from Stonewall on our 2018 Index, and the Head of D&I developed an action plan which the working group reviewed and approved.
I. Attended an external LGBT event, for example Pride	Edinburgh Pride attended by Lorna Gibbs (senior LGBTI Champion), Stephen Gallagher (senior LGBTI Champion), Neil Rennick (senior LGBTI Allies Champion). Glasgow Pride attended by Lorna Gibbs

Please list the names and job titles of the individuals named above. Please ensure you have strict permission from them for their name to appear in this submission.

	Name	Job title
Person 1	Daniel Klenberg	Head of Health Improvement and Seniro Mental Health Champion
Person 2	Nicola Richards	Director for People
Person 3	Neil Rennick	Director for Justice and Senior LGBTI Allies Champion
Person 4	Lorna Gibbs	CEO Disclosure Scotland and senior LGBTI Champions
Person 5	Stephen Gallagher	Interim Director for Local Government and Communities and Senior LGBTI Champion

Section 6: Monitoring

Completed - 16 Mar 2020

Workplace Equality Index Application

Monitoring: Part 1

SECTION 6: MONITORING

This section comprises of 7 questions and examines how the organisation monitors its employees. The questions scrutinise data collection methods, analysis and outcomes. This section is worth 11% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

Please ensure that no personally identifiable information is contained in your answers or evidence.

6.1 Does the organisation gather data on employee sexual orientation on diversity monitoring forms and/or systems?

GUIDANCE: If you collect data on multiple systems, you should paste the question/s and options you ask on the majority of the systems. In the text box, explain what proportion of systems the question is used on.

Yes

Copy and paste the question/s you ask and options staff can select:

Heterosexual/Straight

Bi-sexual

Gay Man

Gay Woman/Lesbian

Prefer not to say

Other

6.2 Does the organisation gather data on whether employees are trans and/or non-binary on diversity monitoring forms and/or systems?

GUIDANCE: If you collect data on multiple systems, you should paste the question/s and options you ask on the majority of the systems. In the text box, explain what proportion of systems the question is used on.

Yes

Copy and paste the question/s you ask and options staff can select:

These questions were asked in the anonymous People Survey 2017.

What is your gender identity? Male / female / I identify in another way

What gender were you assigned at birth? Male / female/ PNTS

Monitoring: Part 2

6.3 Does the organisation monitor and analyse from application to appointment the success rate of LGBT applicants?

GUIDANCE: This refers to external appointments to the organisation and comparing applicant diversity forms to new starter diversity forms.

Yes

Upload the most recent data showing analysis of application to appointment by sexual orientation and trans identity:

please be aware only **one** file is allowed per answer

[Copy of Stonewall WEI 2019 - Evidence - 6.3 LGBO recruitment data analysis](#)

Filename: Copy of Stonewall WEI 2019 - Evidence - 6.3 LGBO recruitment data analysis **Size:** 50.4 kB

Describe who the analysis is seen by and action taken:

The Permanent Secretary made clear that she wanted to see diverse panels and diverse pools of applicants and successful candidates. At each stage of the selection process through the 2018 Band B campaign to recruit 150 employees – including application, verbal reasoning, numerical reasoning, situational judgement testing and offers made – there has been meticulous analysis of diversity including sexual orientation. The purpose of this was to understand the success the campaign was having in achieving its stated aim of increasing the diversity of SG workforce, and to consider any necessary actions if diversity were being adversely impacted. The project group reported weekly to the Deputy Director for People Development and the Director of People, including this data analysis. At each stage the Director of People had to provide her approval to progress to the next stage of the selection process, this included being satisfied with the results in terms of diversity.

Reports about the Band B campaign, including a focus on diversity, were discussed at People Board which is chaired by the DG Organisational Development and Operations and attended by senior management and Non-Executive Directors. The diversity of the final cohort of successful candidates has also been subject to scrutiny by the Permanent Secretary.

6.4 Does the organisation monitor and analyse through a HR system, the spread of LGBT people at different pay grades and/or levels?

GUIDANCE: The system of data collection cannot be through an anonymous staff satisfaction survey.

Yes

Upload the most recent data showing analysis of pay levels and grades:

please be aware only **one** file is allowed per answer

[Stonewall WEI 2019 - 6.4 - LGBT by pay grade and DG](#)

Filename: Stonewall WEI 2019 - 6.4 - LGBT by pay grade and DG **Size:** 38.2 kB

Describe who the analysis is seen by and action taken:

The analysis is made widely available to all Senior Civil Servants as it is included in the data pack for Directors. This includes a specific tab for sexual orientation diversity which is presented by: overall composition; grade (same as pay level); Director General area; and shows the trends changes since June 2016.

It is also reported to our People Board. They use this data to help us better match people to resources, identify gaps in skills, diversity, professions and then set action plans to address these gaps, The reports are then shared with the various Champions for them to be aware of any impact in the diversity of our staffing. They are also broken down to Directorate level to allow Directors to have make a similar analysis across grades, diversity etc of their own staffing groups to enable local action planning to take place. These plans are signed off by each Director General. The staffing data is also proactively published externally as our Senior Managers and Ministers want to be open and transparent with the people of Scotland on our progress towards being an organisation that is reflective of the people of Scotland - <https://beta.gov.scot/publications/workforce-information/>

6.5 When running staff satisfaction surveys, does the organisation break down and analyse the satisfaction of LGBT employees?

GUIDANCE: This can be through collecting diversity data on a staff satisfaction survey.

Yes

Upload the most recent staff satisfaction data:

please be aware only **one** file is allowed per answer

[Copy of Stonewall WEI 2019 - Evidence - 6.5 - People Survey 2017 LGBT analysis](#)

Filename: Copy of Stonewall WEI 2019 - Evidence - 6.5 - People Survey 2017 LGBT analysis **Size:** 32.2 kB

Describe who the analysis is seen by and action taken:

The survey is processed by an external organisation, ORC International. Answers are sent directly to their secure server and individual names and email addresses removed to protect confidentiality.

ORC sends our Corporate Analytical Services Team (CAST) the collated results - these are not linked to anyone's name or email address. Only government social researchers and statisticians in CAST, who are bound by their professional code of practice to treat sensitive data appropriately, can access the data. These are open to everyone within the organisation and show results down to DG, directorate, division and branch level, where there have been 10 or more surveys completed. The People Board focus on closing any gaps between the current reality of staff experience and the aspirations set out in the People Strategy. In particular, the People Board take responsibility for:

- using People Survey, relevant management information and taking views from the business to illuminate and understand people's experience of work
- realising ET's vision for diversity and equality across all the protected characteristics
- articulating and championing the new ways of working and capabilities required to achieve our SG2020 ambitions
- identifying and prioritising corporate projects in support of the vision

The results of the survey disaggregated by protected characteristic (including LGBO and gender identity) is submitted to the Executive Team and is also fed into DG Assurance processes as part of SG performance management.

Monitoring: Part 3

6.6 What proportion of employees have answered the monitoring question asked in 6.1?

Tick one

GUIDANCE: The proportion should **not** include those who prefer not to say and should be from an HR system, not an anonymous staff survey.

70-79%

Upload reports or data demonstrating the declaration rate:

please be aware only **one** file is allowed per answer

[Copy of Stonewall WEI 2019 - Evidence - 6.6 - LGBO declaration rate](#)

Filename: Copy of Stonewall WEI 2019 - Evidence - 6.6 - LGBO declaration rate **Size:** 39.8 kB

Provide a brief description of the report you have uploaded:

This is taken from the Directors' Pack which is updated quarterly and provides senior management with data from a range of metrics including diversity monitoring.

6.7. What proportion of employees have answered the monitoring question asked in 6.2?

Tick one

GUIDANCE: The proportion should **not** include those who prefer not to say and should be from an HR system, not an anonymous staff survey.

We do not monitor

The following question is not scored.

6.8. Do you analyse differences in staff satisfaction levels between different LGBT identities?

(No response)

Describe who the analysis is seen by and what action is taken.

(No response)

Section 7: Procurement

Completed - 16 Mar 2020

Workplace Equality Index Application

Procurement: Part 1

Section 7: Procurement

This section comprises of 4 questions and examines how the organisation affects change in its supply chain. The questions scrutinise the steps taken to ensure LGBT inclusive suppliers are procured and held to account. This section is worth 9% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

7.1 Does the organisation train or give guidance to the person/team responsible for procurement around diversity and inclusion outcomes, inclusive of LGBT equality?

GUIDANCE: Examples can include information booklets, programmes or training, but must explicitly mention LGBT equality in relation to procuring services.

Yes

Describe the role or team responsible for procurement:

The Scottish Procurement and Commercial Directorate (SPCD) provides a range of commercial, property and programme and project management services to our colleagues in the Scottish Government and wider public sector in Scotland.

Our role is to lead and deliver public procurement at national, central government and government levels.

Describe the diversity and inclusion training or guidance they receive:

Procurement Staff are expected to familiarise themselves with the equality and diversity guidance which is available to all members of the Scottish Government through the intranet which is inclusive of LGBTI equality and includes the Equality Act 2010, our equal opportunities and diversity policy and our gender reassignment policy. Procurement staff can also access a suite of experienced speakers on subjects such as LGBTI inclusion.

Scottish Government also provides access to inclusion and diversity training through Civil Service Learning which is inclusive of LGBTI, i.e. Equality and diversity essentials, LGBT awareness, and Unconscious bias eLearning.

SPCD Senior Management publicised this training in August 2017 and encouraged all staff in SPCD to undertake it, it has also been publicised through SPCD News in the Directorate / procurement team area of the Intranet. SPCD procurement staff record all training they undertake in their Personal Learning Plans (PLPs) which are held on the electronic Human Resources system (eHR).

Scottish Government intranet also includes a link to the ACAS (Advisory, Conciliation and Arbitration Service) website pages on Equality and discrimination: <http://www.acas.org.uk/index.aspx?articleid=1363>

Diversity was the main theme at Heads of Procurement, a key stakeholder event for procurement leaders across Scotland (May 2018). Diversity also featured at an SPCD Divisional day (June 2018) with a revised ethical supply chain tool introduced that encompasses equality.

The Stonewall WEI survey was publicised on the Intranet with all employees encouraged to complete it (12/07/2018). It was also highlighted to procurement staff in the SPCD News area of the Intranet (19 July 2018).

To assist procurement staff identify and address

how they can optimise economic, social and environmental outcomes of procurement activity, a series of tools have been produced. The Sustainability Test includes an indicator for equality and supporting guidance which is inclusive of LGBTI equality. It is mandated that SPCD procurement staff use these tools and their use is monitored on a regular basis by Senior Management and the Deputy Director to ensure adherence.

Sustainability Test:

<http://www.gov.scot/Topics/Government/Procurement/policy/corporate-responsibility/Sustainability/ScottishProcess/SustainableProcurementTools/SustainabilityTest> (updated version re-published July 2017)

Equality guidance:

<http://www.gov.scot/Topics/Government/Procurement/policy/corporate-responsibility/Sustainability/SustainableProcurementGuidance/SustainableprocurementGuidanceDocuments> (revised version published July 2017)
<http://www.gov.scot/Topics/Government/Procurement/policy/corporate-responsibility/Sustainability/Equality>

7.2 Before awarding a contract, does the organisation scrutinise the following in the tender process?

Tick all that apply

GUIDANCE: Although it would be best practice, these criteria do not need to be deciding factors when awarding contracts. They should however still be scrutinised and appropriate action taken if the contract is awarded.

Responses Selected:

A. Whether the potential supplier has a policy which explicitly bans discrimination/bullying and harassment based on sexual orientation or gender identity

B. Whether the potential supplier has equality training which is explicitly inclusive of sexual orientation and gender identity

Describe the options selected below:

A. Describe how the organisation scrutinises the potential suppliers' policies:

All major Scottish Government (SG) led procurements are routinely assessed for potential equality implications via an Equality Impact Assessment (EQIA), in most cases e.g. a re-let of an existing framework, these do not require completion of a full EQIA.

<http://www.gov.scot/Topics/People/Equality/Equalities/EqualFramework/EvidencePSED/EQIA>

Scottish Government expect contractors who deliver public contracts to adopt policies which demonstrate how they comply with relevant employment, equality and health and safety law, human rights standards and adhere to relevant collective agreements. We have introduced statutory guidance across the public sector in Scotland to promote fair work practices through procurement which includes equality and is inclusive of LGBTI. It provides an example of wording for Invitation to Tenders (ITT) that procurement staff can adapt for use in their contracts as appropriate at Annex A

<http://www.gov.scot/Resource/0048/00486741.pdf>

The European Single Procurement Document (ESPD) is where compliance with the law, including

Equality legislation would be addressed. A violation of applicable obligations in the fields of environmental, social and labour law is a discretionary exclusion provision and applies to procurements of £50,000 and over. The decision to include Equality related selection criteria and to what extent it is relevant and proportionate is made on a case by case basis, and takes into account the subject matter of the contract, along with value and risk. Equality related selection criteria would be assessed by the selection panel along with other relevant technical and professional ability criteria.

An example of selection criteria that may be used where relevant is 'Please provide a copy of your equality policy and highlight how it relates to the elimination of discrimination in your services.'

<https://www.procurementjourney.scot/route-3/route-3-develop-documents-espd-scotland>

Compliance with the Equality Act 2010 is an implicit requirement in public contracts, the Scottish Government includes a specific term relating to this in its terms and conditions of contract to highlight this obligation, this is inclusive of sexual orientation and gender identity "The Supplier must not unlawfully discriminate against any person within the meaning of the Equality Act 2010 in its activities relating to the Contract or any other contract with the Purchaser." Our terms and conditions also include a clause to enable termination of a contract in the event of failure by the contractor to comply with its legal obligations in the fields of environmental, social or employment law "The Purchaser may terminate the Contract in the event of a failure by the Supplier to comply in the performance of the Contract with legal obligations in the fields of environmental, social and employment law." These terms and conditions form part of every contract or framework awarded by the Scottish Government.

B. Describe how the organisation scrutinises potential suppliers' equality training:

In addition to The Equality Act (Public sector equality duty), The Equality Act 2010 (Specific

Duties) (Scotland) Regulations 2012) contain a specific duty relating to procurement. When awarding contracts on the basis of the most economically advantageous tender, the contracting authority must have due regard to:

- whether the award criteria should include considerations to enable it to better perform the equality duty; and
- when a contracting authority proposes to stipulate performance conditions in a contract or framework agreement, whether those conditions should include considerations to enable it to better perform the equality duty.

The specific duty applies whenever the Scottish Government award a contract or framework agreement which is covered by The Public Contracts (Scotland) Regulations 2015 (PC(S) 2015), i.e. procurements with a value above the EU thresholds.

The nature of the contract dictates the level to which Equality related selection and award criteria is appropriate in the procurement process. For example, in a service related contract the focus on equality is likely to be greater and scrutinising the potential suppliers equality training program may be relevant. An example of award criteria that may be used where this is relevant is 'Please provide an outline of your equality training programme and highlight how it relates to the elimination of discrimination in the provision of the services which are the subject of this tender.'

Any Equality related award criteria that it is relevant and proportionate to incorporate in the procurement process would be inclusive of gender identity & sexual orientation, and would be evaluated along with other technical and quality criteria. Within the Scottish Government the evaluation panel would be established of at least two people with technical ability to evaluate tenders using the pre-defined criteria and scoring system. Scottish Government procurement staff are expected to use the following scoring methodology from our Procurement Journey (provides one source of guidance and documentation for the Scottish public sector which

is updated on a continual basis with any changes in legislation, policy and facilitates best practice and consistency.)

0 Unacceptable Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

1 Poor - Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled..

2 Acceptable - Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 Good - Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

<https://www.procurementjourney.scot/route-3/route-3-open-evaluate-tender-evaluation-tools>

Procurement: Part 2

7.3 Once a contract is awarded, how does the organisation hold the supplier to account?

Tick all that apply

GUIDANCE: The slot in supplier monitoring meetings does not have to be specifically for LGBT related issues, but should be inclusive of them.

Responses Selected:

A. Include a broad diversity and inclusion slot in contract monitoring meetings inclusive of LGBT issues

Describe the options selected below:

A. Describe how D&I outcomes are included within contract monitoring meetings:

Scottish Government contract monitoring meetings for major contracts take place quarterly, monthly or bi-annually as appropriate, this depends on the nature of the contract, and the level of value and risk. Scottish Government procurement staff are expected to structure contract management meetings around the key performance indicators (KPIs) of the contract that are agreed with the supplier and use the balanced scorecard approach outlined in the Procurement Journey. The balanced scorecard would encompass equality and diversity as appropriate under the Sustainability heading (corporate social responsibility) as a standing item.

<https://www.procurementjourney.scot/route-3/route-3-contract-supplier-management-planning-governance>

There are currently six major Scottish Government frameworks where equality inclusive of LGBTI is discussed at the contract management meetings, and where copies of the suppliers' equality policies have been requested. These are Postal Services, General Stationery, PPDAS (Publishing, Print and Design), Gas, Electricity and Water:

<http://www.gov.scot/Topics/Government/Procurement/directory/CorporateServices/PostalServicesRelet>

7.4 In the past year, how has the organisation engaged or collaborated with its suppliers? Tick all that apply.

Tick all that apply

GUIDANCE: Joint LGBT diversity and inclusion training can also include sharing training with your suppliers.

Responses Selected:

B. Invite suppliers' employees to take part in LGBT employee network group events

C. Joint community outreach projects targeting LGBT people

D. Share best practice and policy around LGBT inclusion

Describe the options selected below. Please include specific dates or time periods.

B. Describe the invitation to suppliers' employees to take part in network group activity:

The Scottish Government has identified its key suppliers who deliver its biggest “people” contracts: MITIE (provide our facilities and cleaning services, etc.) and Sodexo (provide our catering). These suppliers have an open invitation to all staff diversity meetings including the LGBTI meetings and events.

C. Describe the joint outreach project:

Anglian Water, the supplier for our National Water and Waste Water services contract, is working with The Scottish Government on a joint outreach project. SPCD procurement staff are working with Anglian Water to scope and agree the details for the next 12 months of the project. This will include exploring options with education sectors, including higher and further education, regarding the enhancement of LGBTI equality opportunities. Three of our suppliers are Business in the Community (BITC) “Champions of gender equality”: Royal Mail the supplier for our National Postal Services contract; Royal Bank of Scotland the supplier for our central government sector Banking Services contract; and Enterprise Rent-A-Car UK the supplier for our central government sector.

Vehicle Hire contract.
<https://gender.bitc.org.uk/partnership/genderchampionmembers>
 For example Royal Mail has a rolling programme of events that go towards their marking in BITC Diversity and Wellbeing Benchmarking Group, and achieved gold standard at the last round of markings.
<https://www.royalmailgroup.com/responsibility/cr-reports>

D. Describe how you share best practice with suppliers:

The Scottish Government shares best practice with key suppliers via their open invitation to all staff diversity meetings including the LGBTI meetings and events.

Publication of our procurement documentation on our webpages also highlights the importance of equality and diversity inclusive of LGBTI to Scottish Government suppliers and other interested parties:

- the Sustainability Tools and the supporting guidance (updated version published July 2017)
- the ESPD (exclusion and selection process) - a violation of applicable obligations in the fields of environmental, social and labour law established by EU law, national law or collective agreements is a discretionary exclusion provision. These provisions apply to both regulated procurements (£50,000 up to EU thresholds) and EU procurements (above the EU thresholds) (for procurements which began on or after 18 April 2016 (latest version published December 2016))
- our Terms and conditions of contract (updated in March 2017 to enable termination in the event of failure by the contractor to comply with its legal obligations in the fields of environmental, social or employment law)

Section 8: Community Engagement

Completed - 16 Mar 2020

Workplace Equality Index Application

Community Engagement: Part 1

Section 8: Community Engagement

This section comprises of 4 questions and examines the outreach activity of the organisation. The questions scrutinise how the organisation demonstrates its commitment to the wider community and the positive impact it has. This section is worth 10% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

8.1 In the past year, has the organisation utilised its social media accounts and online presence to demonstrate its commitment to LGBT equality?

GUIDANCE: The social media accounts here should be the ones with the widest reach. This question examines how you demonstrate to the largest possible audience that your organisation is committed to LGBT equality.

Please upload evidence of two separate social media posts. The two social media posts uploaded (for example tweets), should be across a year and not concentrated on one event. The evidence can be an LGBT employee network group being re-posted by an account with bigger reach.

Yes

Describe the activity:

Our Permanent Secretary is committed to LGBTI issues and actively tweets about LGBTI issues. These include:

- IDAHOBIT Day 2018
- LGBTI History Month 2018
- A photo of the new LGBTI Network and Allies network lanyards that she proudly wears
- In support of the Historical Sexual Offences (Pardons and Disregards) (Scotland) Bill
- With a trans flag to mark International Transgender Day of Visibility
- Signing Saltires for the Pride Edinburgh march
- At Pride Edinburgh
- Wearing purple to show support for LGBTI equality

The Scottish Government used its Twitter account to promote Pride Edinburgh in June (@ScotGovEquality and @ScotGovFairer), and Pride Glasgow in July (@ScotGovFM). It used these tweets to show the Government continued support of the LGBTI community, and to publicise that the First Minister would not only be speaking at Glasgow Pride but also led the march. This was the first time a serving First Minister had done so.

Upload a screenshot of social media activity:

[Stonewall WEI 2019 - 8.1 - Twitter various posts](#)

Filename: Stonewall WEI 2019 - 8.1 - Twitter various posts **Size:** 4.1 MB

Upload a screenshot of social media activity:

Filename: **Size:** 0 Bytes

Provide the date of the activity:

(No response)

Provide the date of the activity:

(No response)

8.2 Which of the following outreach activities has the organisation taken part in the last year? Tick all that apply.

Tick all that apply

GUIDANCE: Sponsored or supported can include in-kind gifts and donations, for example providing a meeting room for a group, and doesn't have to be directly financial (i.e. giving money). The support of a campaign to tackle homophobia, biphobia and transphobia needs to be externally facing and not an internal awareness raising event.

Responses Selected:

- A. Sponsored or supported LGB community group/s
- B. Sponsored or supported trans community group/s
- C. Sponsored or supported LGB community event/s
- D. Sponsored or supported trans community events
- E. Supported campaign/s to tackle hate crime or homophobic, biphobic and transphobic bullying

Describe each option selected. Please include specific dates or time periods.

- | | |
|---|--|
| A. Sponsored or supported LGB community group/s | The Scottish Government provides financial support to Equality Network, LEAP Sports, LGBT Health, LGBT Youth Scotland, and Stonewall Scotland. This funding provides support for activity and interventions to improve the outcomes for LGBTI people and communities across Scotland through addressing inequality and discrimination. It does through by supporting the infrastructure and capacity of LGBTI equality communities and |
|---|--|

	enables us to give focus and support on issues such as hate crime, the human rights of LGBTI people, LGBTI inclusive service provision, and supporting LGBTI young people.
B. Sponsored or supported trans community group/s	The Scottish Government provides financial support to the Scottish Trans Alliance to improve gender identity and gender reassignment equality, rights and inclusion in Scotland by building capacity for transgender people's engagement in equality policy, improving social attitudes, and visible inclusion in public life.
C. Sponsored or supported LGB community event/s	The Scottish Government provides financial support for LGBT History Month. Ms Constance attended the Equal Futures Conference, hosted by LGBT Youth Scotland. Where she reiterated the importance of celebrating LGBT History Month, acknowledging the challenges LGBT people continue to face, and the progress made in addressing discrimination and prejudice for LGBT people.
D. Sponsored or supported trans community events	Scottish Government funding to the STA has supported activist engagement events, workshops on non-binary healthcare issues and on learning from the history of trans activism, and a Parliamentary Reception in Edinburgh at which trans people were able to speak directly to politicians, civil servants, various representatives of public bodies and other LGBTI people.
E. Supported campaign/s to tackle hate crime or homophobic, biphobic and transphobic bullying	The Scottish Government established a LGBTI Inclusive Education Working Group in response to calls for sex and relationship education to be more inclusive. The Scottish Government is also committed to working with Time for Inclusive Education (TIE) to take forward the TIE pledges. The Scottish Government has provided funding through the Equality Budget to a number of organisations working to address hate crime in Scotland. This includes development of an interactive online platform to share best practice and resources in order to tackle prejudice and discrimination and challenge hate crime.

Community Engagement: Part 2

8.3 In the past year, have you collaborated with other organisations in your region or sector on an initiative to promote LGBT equality in the wider community?

GUIDANCE: The initiative can be a one-off or on-going project.

Yes

Complete the following. Please include specific dates or time periods.

Name the organisation/s you collaborated with:	LGBTI Youth Scotland
Describe the collaboration or initiative:	The First Minister showed her support for LGBT History Month as an LGBTI Ally and Role Model by filming a short video in support of Purple Friday.
Describe the impact of the collaboration or initiative:	To celebrate and raise awareness of LGBT History Month Scotland 2018, and to increase the visibility of lesbian, gay, bisexual and transgender people and their lives, history and experiences. The film launched on Purple Friday and feedback has been excellent.

8.4 Has your organisation done any further work in the past year to promote LGBT equality in the wider community?

GUIDANCE: Activity here should be additional to anything already mentioned in the submission. Please include specific dates or time periods.

Yes

Describe the activity and impact:

The Scottish Government has consulted on potential reforms to the Gender Recognition Act 2004 to introduce a self-declaratory system. We received over 15,000 responses. We are considering the way ahead following the consultation. This will be published later in 2018.

The Scottish Government has also committed to seeking views about how we should address the issues experienced by intersex people and will publish a separate consultation for this purpose shortly.

Following the publishing of Lord Bracadale's report and recommendation to consolidate all Scottish hate crime legislation into one new hate crime statute, The Scottish Government are using this as a basis for consulting on the detail of what should be included in a new hate crime bill.

The following question is not scored.**8.5 In the past year, has the organisation utilised its social media accounts to demonstrate its commitment to bi and trans equality?**

GUIDANCE: The social media accounts here should be the ones with the widest reach. This question examines how you demonstrate to the largest possible audience that your organisation is committed to LGBT equality. The evidence can be an LGBT employee network group being re-posted by an account with bigger reach.

No Responses Selected**A. Upload a screenshot of social media activity:****B. Upload a screenshot of social media activity:**

Provide the date of the activity:

(No response)

Provide the date of the activity:

(No response)

Section 9: Clients, Customers and Service Users

Completed - 16 Mar 2020

Workplace Equality Index Application

Routing question Section 9

Section 9: Clients, Customers and Service Users

This section comprises of between 3-5 questions and examines how the organisation engages with clients, customers, services users or partners. This section is worth 8.5% of your total score.

In order to begin this section, choose which sector best describes the organisation below.

Please choose the option that best describes your organisation:

B. Public or third sector non-service provision

Clients, Customers and Service Users: PS NSP

Public or third sector with non-service provision

9B.1 In the past year, has the organisation promoted LGBT equality and diversity in its sector?

GUIDANCE: This can include at network-of-network forums and other D&I initiatives and events.

Yes

Describe how the organisation has promoted LGBT equality in its sector. Please include specific dates or time periods.

- o LGBT Youth Scotland and respectme received around £10k of funding earlier this year to work collaboratively to address the issues of homophobic, biphobic and transphobic (HBT) bullying and promote an inclusive approach to RSHP education.
- o They produced a resource and delivered practice seminars aiming to improve knowledge, confidence and skills of teachers and those working in learning environments to tackle HBT bullying.
- o We have also published Dealing with Homophobia and Homophobic Bullying in Scottish Schools.
- o This supports teachers in recognising, challenging, and reducing homophobia and homophobic bullying in their schools. This will be updated in due course.

Extensive other evidence captured in Section 8.

9B.2 In the past year, has the organisation encouraged partners to take part in diversity programmes or assessments?

GUIDANCE: 'Partners' here refer to other organisations which are not suppliers which the organisation might collaborate with.

Yes

Describe how the organisation has encouraged partners to take part in diversity programmes and initiatives. Please

include specific dates or time periods.

The Scottish Government has three strands in its work with partners to promote diversity, and these are: grant funding, co production of policy, and providing the public sector with the data and analysis that can underpin policy making.

There is a budget specifically for tackling inequality and promoting equality, and in 2018 19 the Scottish Government increased its investment in this area to over £22 million. That budget provides resource for frontline services to tackle violence against women and girls, helps with work to address social isolation and loneliness and to strengthen community cohesion, and supports activity to address discrimination and inequality across the protected characteristics. It also builds on work in areas where Scotland is already considered to have a progressive approach, for example, around growing women's representation, and increasing inclusion of LGBTI communities. Additional funding is also provided to maximise the impact of the third sector, including empowering and supporting communities as well as tackling inequality.

There are also many examples of the Scottish Government working with partners in specific policy areas, including:

- working with the college and university sectors to address gender equality at all levels from course choices to senior staff and boards
- taking forward the actions recommended by the Women in Agriculture Taskforce aimed at increasing gender equality in the sector
- supporting the Scottish Disability Equality Forum to develop and host an accessible travel hub and engage with disabled people in line with the Scottish Government's Accessible Travel Framework.

One of the key requirements of the public sector equality duty is the requirement to assess the impact of policies on people who share one or more of the protected characteristics. To help authorities across the public sector to produce well evidenced assessments the Scottish Government maintains a wide-ranging and robust on line equality evidence resource, known as the Evidence Finder, that enables national and local policy makers to develop sound, inclusive policy and to measure the impact on all of Scotland's equality groups. A revised strategy was produced in 2017 to enhance the resource by describing the equality evidence gaps that have been identified in concert with partner organisations and academia, and detailing a strategic approach to strengthening Scotland's equality evidence base.

Work across these three strands represents a comprehensive approach to encouraging partners to

promote equality and to embed the principles in policy making and delivery, and serves to underline Scottish Ministers' commitment to making Scotland an open, welcoming and inclusive country.

9B.3 In the past year, has the organisation invited partners to take part in in-house LGBT initiatives or events?

GUIDANCE: The events or initiatives should be organised and held by the organisation.

Yes

Describe how the organisation has invited partners to take part in in-house initiatives. Please include specific dates or time periods.

To support the project group in the development of our trans policy and guidance in 2018, a Trans Advisory Board was established, comprising representatives from Mermaids, Scottish Trans Alliance and Stonewall. The TAB serves to bring constructive challenge and expertise and insight to bear on the development of our policy and guidance, to ensure the development of supportive and progressive policies and procedures which respect and value our trans colleagues.

Section 10: Additional Work

Completed - 16 Mar 2020

Workplace Equality Index Application

Section 10

Section 10: Additional work

This section is your opportunity to tell us about any additional work the organisation has carried out over the past year. This section is worth 1% of your total score.

10.1 Has the organisation done any further work in the past year to improve the working environment for LGBT staff?

GUIDANCE: The activity detailed here should **not** have been mentioned anywhere else in the submission. The activity should relate to the UK, rather than global operations; please see the Global Equality Index to showcase global work.

Yes

Describe the activity and impact. Please include specific dates or time periods.

- In the Stonewall 2018 Index, only 116 SG employees completed the staff feedback questionnaire. This year we developed a communications approach to increase participation the Stonewall survey to at least 10% of employees and to enable the delivery of other aspects of the Stonewall Index, such as intersectionality and visible leadership. The survey was promoted via:

- Permanent Secretary's July blog
- a joint Saltire article in July by LGBTI and mental health senior Champions
- promotion by LGBTI and Allies networks via Yammer
- targeting the People Panel, a group of c. 600 staff, representative of the origination, who have volunteered to participate in surveys to inform the development of strategy and action.
- Directors to promote via their newsletters or other staff communications
- networks such as HRBPs and local learning and development support officers to maximise reach across the organisation.
- Comms messages which were circulated across Directorates. Director Generals were also asked to send them out.
- Creating an email footer which staff can use, which contains the Stonewall logo and says "I completed the #stonewallsurvey because [staff fill in their own reason]". It also links to the joint article published by the LGBTI and Mental health champions in July 2018 so staff can read about why it matters, before completing the survey.
- Designing posters encouraging employees to complete it

By 30th August 2018 1527 people had completed it.

- Our senior LGBTI Champion was named as one of the Civil Service Rainbow Alliance's 30 most influential LGBTI civil servants.

- Disclosure Scotland led a project to conduct user research into 'when' and 'what' to ask about sex/gender. It was realised early on, that this was a question many public sector organisations were working on to get right, but no one had the right answer, as yet.

With the support of the Scottish Government user research team a working group was established made up of government departments and third-sector groups with knowledge of this topic to look at the issue. The purpose was to review all existing evidence to devise a new more inclusive way of asking about sex/gender, when it's needed.

Participants included:

- Scottish Government (SG)
- Scottish Trans (Equality Network)
- Engender
- Stonewall
- Northern Ireland Executive
- Government Equality Office (GEO)
- Disclosure Scotland
- Office for National Statistics (ONS)
- National Records of Scotland (NRS)
- NHS
- Government Digital Service (GDS)

The group concluded that there's insufficient evidence to recommend a new pattern or guidance for a new, more inclusive way of asking about sex/gender. However, the group will be making some recommendations on how to move forward.

- The Head of Diversity and Inclusion recorded a welcome video for the New Line Managers Programme which rolled out in June 2018. The script mentioned SO/GI discrimination and inclusion explicitly.

- Many of our senior managers demonstrate visible support for LGBTI equality and inclusion by wearing lanyards bearing the rainbow and trans flags. The Director for People wore hers for her message in the welcome video for the New Line Managers Programme.

Staff Feedback Survey

Has your organisation circulated the Staff Feedback Survey?

The Staff Feedback Survey is worth 10% of points in the Workplace Equality Index.

The survey can be found at www.stonewall.org.uk/index-survey-2020 and closes on Friday 1 November.

Your colleagues will need your organisation's 4-digit code in order to access the survey. If you do not have this code, contact memberships@stonewall.org.uk.

Optional Awards

Individual awards

The following awards will be given to outstanding individuals, network groups and organisations who have contributed significantly to LGBT equality, both within their workplace and the wider community.

The nominations are longlisted by the Membership Programmes team and then shortlisted and awarded by an internal Stonewall panel.

Award winners are profiled in Stonewall's Top 100 Employers publication.

You can still be named as an award winner if your organisation does not reach the Top 100 list.

For individual awards, please ensure you have the person's permission to share their details before completing and submitting the nominations.

Role Models of the Year

If you would like to nominate an individual(s) for one or more of the role model awards, please select from the below options and tell us about the great work they've done over the past year.

Guidance: You should tell us how the individuals have contributed significantly to LGBT equality in both your workplace and the wider community.

Please note that we use the below terms as umbrella terms for many different identities (See the [Stonewall glossary](#)).

You should ensure the nominated individual is comfortable being identified with the specific term selected. For example, if someone is pansexual, making sure they're comfortable receiving the award and being profiled as Bi Role Model of the Year.

We will work with them to explore their identity fully within their profile in the Top 100 Employers publication.

No Responses Selected

Ally of the Year

If you would like to nominate an individual for the ally award, please tell us about the great work they've done over the past year.

Guidance: You should tell us how the individual has contributed significantly to LGBT equality in both your workplace and the wider community.

Please note this category can also include allies within the LGBT community. For example, a lesbian women who has shown fantastic allyship to the trans community.

(No response)

Senior Champion of the Year

If you would like to nominate an individual for the senior champion award, please tell us about the great work they've done over the past year.

Guidance: You should tell us how the individual has contributed significantly to LGBT equality in both your workplace and the wider community.

Please note the senior champion does not need to identify as LGBT.

(No response)

Employee Network Group of the Year

If you would like to nominate your organisation's network group, please tell us about the great work it's carried out over the past year.

Guidance: You should tell us how the network group has contributed significantly to LGBT equality in both your workplace and the wider community.

Please note you may reference work which has already been documented in the LGBT Employee Network Group section.

The Scottish Government LGBTI network is a confidential space for gay, lesbian, bisexual, transgender and intersex colleagues. It enables colleagues to share experience and to provide mutual peer support; to promote working practices and policies that achieve equality of treatment for LGBTI colleagues; to build open, confidential and supportive relationships with members and colleagues across the Scottish Government; and to raise awareness and understanding of issues affecting LGBTI colleagues.

Lorna Gibbs, Chief Executive Disclosure Scotland, and Stephen Gallagher, Interim Director for Local Government and Communities, are visible gay senior leader and champion the network. Barbara Allison, Director for Communications, Ministerial Support & Facilities is a senior Ally for the network and champions LGBTI issues with the Executive Team ensuring visibility at the highest level of the organisation. The LGBTI network is run by a committee of LGBTI colleagues and holds 3 or 4 member meetings per year for members. It also holds occasional open meetings and events to which all staff are invited to allow a wider group of staff to come together to talk about LGBTI subjects in a safe group. The LGBTI network has a confidential mailbox that all staff can send queries or concerns to and the network raises these concerns confidentially with the D&I team. The LGBTI network uses a closed Yammer group for LGBTI staff which is particularly enabling for those in dispersed areas to remain engaged in the network. This is hosted externally and has allowed members to have open and frank discussions, and enables the LGBTI committee to consult members and develop recommendations e.g. options for addressing any bullying or harassment. The network has a named trans/nob-binary contact on its Saltier (intranet) page. The LGBTI network works closely with its sister LGBTI Allies network .

The network has supported Scottish Government LGBTI colleagues and impacted on wider Scottish society for over ten years by:

- working collaboratively with the Resourcing during recruitment campaigns resulting in increased

outreach to LGBTI organisations, role models profiled and panels trained to understand lived experience. Consequently around 9 % of candidates in two separate campaigns identified as LGBO, significantly above SG workforce composition (3%) and wider Scottish population demographics (2%).

- Holding a joint session with the SWAN network where our Champion and MSP Derek MacKay spoke about their personal experiences of being "out" and to help better understand the SG commitment to making Scotland better for LGBTI people.
- Leading on the production of a comprehensive LGBTI Terminology guide which is being used for policy and legislative development work including in drafting the Historical Sexual Offences (Pardons and Disregards) (Scotland) Bill to ensure that it uses inclusive language throughout.
- In 2018, LGBTI staff network worked with the LGBTI Allies network to design a lanyard that promote both networks and which everyone who wanted to could wear. The lanyards contain both the rainbow flag and the trans flag and carry both networks' logos including the Stonewall "Speak Up, Speak Out" slogan. Anecdotal feedback tell us that people have felt safer and more able to be themselves by seeing colleagues wearing the lanyards. To drive up diversity declaration rates, the lanyards are offered to anyone who confirms they have completed their diversity monitoring on e-HR or who commits to doing so. This approach contributed to a 6 percentage point increase in sexual orientation declaration since March 2017. Senior staff have worn the lanyards when representing Scottish Government externally and it has inspired the Scottish Parliament network to adopt a similar approach.
- Network members volunteer their time to serve in a project group to refresh the Scottish Government's policies on gender identity in the workplace, ensuring that lived experience is at the heart of policy development.
- Empowering disabled and trans network members to write personal blogs reaching over 6000 staff, raising awareness of the multiple aspects diverse members of staff bring to the workplace and increasing understanding of their personal experience and the importance of role models.

The LGBTI Network has been involved in and led a number of initiatives described throughout this submission and are playing an invaluable role in SG in shifting perceptions, connecting to experience and improving our policies and processes so they are more representative and inclusive.

Bi-Inclusive Workplace of the Year

If you would like to nominate your workplace for the Bi-Inclusive Workplace of the Year award, please tell us about the great work you've done over the past year.

Guidance: This is an opportunity to demonstrate that your organisation is leading the way as a bi-inclusive workplace.

Please note you may reference work which has already been documented.

(No response)

Logo

Completed - 16 Mar 2020

[Logo](#)

Filename: pride_scotia_4_pHW6LAV.bmp **Size:** 21.2 MB

Email sent 13/03/18 to external organisations to promote SG recruitment - including Scottish Trans Alliance, Stonewall

LGBTI Youth Scotland

From:
Sent: 06 September 2018 17:16
To: Streeter J (Joanne)
Subject: FW: The Scottish Government is Recruiting

From:
Sent: 13 March 2018 08:10
Cc: SG Jobs <sgjobs@gov.scot>
Subject: The Scottish Government is Recruiting

Good Morning,

Apologies if you have already received a copy of the below communication issued on Friday. We experienced technical issues at the time and can't be confident the email issued correctly so sending again if it didn't.

The Scottish Government is Recruiting

The Scottish Government is committed to improving the delivery of public services for everyone in society. Therefore we need to have a diverse workforce that will ensure our policies and services reflect the needs and experiences of the people we serve. To achieve our goal we are launching a recruitment campaign to bring in approximately 150 new civil servants in to the Scottish Government. We are looking for people from all walks of life who want to make a real difference. Together we all can achieve more!

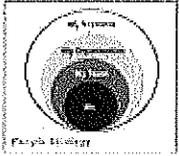
We are contacting you to seek your support to help us reach as wide and diverse an audience as possible. Would you be able to promote this opportunity amongst your members / community, or forward this message onto someone who would be able to work in partnership with us? We will follow up later this week with further specific details on the recruitment campaign and further information. In the meantime please let us know if there are additional contacts we can share our information with to raise awareness of the upcoming recruitment campaign by emailing us on sgjobs@gov.scot.

The Scottish Government employs more than 5,000 people, at 79 locations across Scotland. As civil servants our job is to put the Scottish Government's purpose into action - to build a more prosperous nation with a dynamic, sustainable and inclusive economy, with public services that put people's needs first, and where every individual has true equality of opportunity.

We've developed a comprehensive range of rewards, initiatives and policies that recognise your achievements, build on your skills and help you find a healthy work/life balance. From a competitive pension scheme, generous holiday allowance and highly regarded flexible working options, childcare vouchers, season-ticket loans for your travel to work and our Employee Assistance Programme offering advice on a variety of issues, we'll ensure that you're well looked after.

Thanks

The Resourcing Hub Team



HR Resourcing Hub, Resourcing Team | Scottish Government

Scottish Government WORKPLACE EQUALITY INDEX 2019: FEEDBACK REPORT

Scottish Government Government

Congratulations on taking part in Stonewall's 2019 Workplace Equality Index. Regardless of where you ranked, you've demonstrated commitment to your LGBT staff and the wider LGBT community. In this report, you will find feedback from Stonewall to help you action plan your year ahead and drive forward LGBT inclusion in your workplace.

WHAT THIS REPORT CONTAINS

The report is specific to your organisation and tells you the following information:

- Your scores across the ten different sections of your submission
- A short qualitative summary on performance across sections
- Comparison data to the averages of 3 groups of entrants –
 - The overall average for all entrants
 - The sector average
 - The Top 100 average
- Your employee survey data on key indicators of inclusion

Additional information will also be supplied to you:

- Employee survey data across sector, the overall and Top 100 averages
- Overall analysis of trans employee survey data and trans inclusion practice

HOW TO USE THIS REPORT

Your Stonewall Account Manager will organise a feedback meeting with you to talk through the strengths and weaknesses of your current LGBT inclusion work, best practice and give you tips for action planning in the future. During this meeting, the Account Manager may not go through the whole report, but touch on work that is most relevant to your organisation.

You should use this report, along with the verbal feedback from your Account Manager to make the short and long-term changes necessary to drive inclusion in your workplace.

SCORE AND RANK CARD

Total score: 117 / 200
Rank 2019: 72 / 445
Sector rank: 8 / 37
Entrants in sector: 37
Trans inclusion work: 58%

QUICK FACTS

445 organisations took part in the 2019 Index
 20 different sectors were represented
 132 is the average score for a Top 100 employer (66%)
 92,418 employees took part in the employee feedback survey

SUBMISSION SCORE SUMMARY AND OVERVIEW

The below table gives you a summary and overview of how you scored across the sections of your submission. These are then compared to three separate groups of entrants. See below the table for an explanation of the different columns.

Section		Your score	Full marks	Variance	Self-score	Overall average	Sector average	Top 100 average
1	Policies and benefits	9.5	15	5.5	12.5	6.2	6.1	10.5
2	The employee lifecycle	18	27	9	25.5	10.3	10.7	17.9
3	LGBT employee network group	15	22	7	17.5	9.2	10.9	16.3
4	Allies and role models	8.5	22	13.5	15	7.1	8.4	13.4
5	Senior leadership	10	17	7	13	5.8	7.2	11.2
6	Monitoring	13	21	8	16	5.7	7.5	9.4
7	Procurement	11	17	6	13	4.1	4.4	10.0
8	Community engagement	18	20	2	20	9.2	8.4	15.7
9	Clients, customers and service users	6	17	11	17	6.0	7.2	11.6
10	Additional work	2	2	0	2			
	Employee feedback survey	6	20	14		9.5	9.7	15.1

- **Your score** – your scores across all sections and the employee feedback survey
- **Full marks** – the total amount of marks available across all sections and the employee feedback survey
- **Variance** – the difference between your score and the full marks available
- **Self-score** – the marks you claimed for in your submission across all sections
- **Comparisons to** –
 - The overall average for all the entrants by section
 - The sector average by section
 - The Top 100 average by section

SECTION 1: EMPLOYEE POLICIES AND BENEFITS

This section examines the policies and benefits the organisation has in place to support LGBT staff. The questions scrutinise the policy audit process, policy content and communication.

		Your score	Full marks	Variance	Self-score	Overall average	Sector average	Top 100 average
1	Policies and benefits	9.5	15	5.5	12.5	6.2	6.1	10.5

SECTION NOTES:

There has been careful work undertaken to ensure that Scottish Government policies are inclusive of all LGBT people within the organisation. Significantly, the transitioning at work guidance is much improved from last year, with opportunities for further development here.

Some key areas to focus on before the next submission are:

- Ensure the audit process evidence is clear, explicitly stating the triggers for this process and how often it occurs.
- Work specific examples of Homophobic, Biphobic and Transphobic bullying and harassment into the relevant policies (including trans policies).
- Ensure that any remaining gendered terminology is clarified or removed for your policies (Maternity and Paternity policies have references to 'Mothers', 'Pregnant Women' and 'Fathers').
- Continue to strengthen transitioning at work guidance, with particular focus on guidance for the individual and the practical steps they should take internally (i.e. who they should speak to and what they should expect). The managers guidance could also be expanded to ensure they have clear actions to take to support trans staff.
- Clarify dress code and facilities policy for non-binary staff.

WHAT YOUR EMPLOYEES SAY:

I know the process of reporting homophobic and biphobic bullying to my employer...

16% of your LGB employees said yes

If I was a victim of homophobic or biphobic bullying and harassment, I would feel confident in reporting it to my employer...

81% of your LGB employees agreed

NOTES:

SECTION 2: THE EMPLOYEE LIFECYCLE

This section examines the employee lifecycle within the organisation; from attraction and recruitment through to employee development. The questions scrutinise how you engage and support employees throughout their journey in your workplace.

		Your score	Full marks	Variance	Self-score	Overall average	Sector average	Top 100 average
2	The employee lifecycle	18	27	9	25.5	10.3	10.7	17.9

SECTION NOTES:

This is a strong section that provides solid foundations for further development of the employee lifecycle. There has been some good work undertaken to make inclusive awareness training available to all staff, which includes specific case studies highlighting issues all LGBT people face in the workplace and society at large.

There is continued good practice in recognising LGBTI network activity within the appraisal process, and you have clearly demonstrated the development opportunities available for LGBT staff, and how these have been promoted.

Some key areas to develop this year are:

- Refreshing your Unconscious Bias training to ensure that examples of bias towards candidates based on Sexual Orientation and Gender Identity are clearly profiled. In its current form, the training does not evidence this in enough detail.
- Consider recruiting from LGBT specific recruitment websites, or by using Pride as a recruitment mechanism.
- Ensure that all evidence is uploaded to questions you have claimed points for. Also ensure that all evidence is relevant to the question. For example, in question 2.9 your evidence does not provide enough detail on how you capture data related to LGBT discrimination in the exiting process.

I am aware that my organisation is a Stonewall Diversity Champion...

66% of your LGBT employees said yes
57% of your non-LGBT employees said yes

As a result of the training, I understand trans identities...

54% of your LGBT employees agreed
45% of your non-LGBT employees agreed

NOTES:

SECTION 3: LGBT EMPLOYEE NETWORK GROUP

This section examines the activity of your LGBT employee network group. The questions scrutinise its function within the organisation.

		Your score	Full marks	Variance	Self-score	Overall average	Sector average	Top 100 average
3	LGBT employee network group	15	22	7	17.5	9.2	10.9	16.3

SECTION NOTES:

Scottish Government have clearly detailed the purpose and activities of the LGBTI network. It is clear that the network plays an important role in improving the experiences of LGBT staff within the organisation, which is underpinned by the Terms of Reference and yearly objectives.

In terms of activities, it is great to see that the network is collaborating with other organisations and external networks to help support their development, although some evidence could be detailed clearer to clarify whether activities were coincidental and ad-hoc, or planned network activity. To improve, it would be good to see some of the intersectional activity expanded upon and a review of the accessibility of the network for those with multiple identities. For example, you have detailed how the network used an accessible venue for the BSL event, but could it become network policy to always use accessible venues; could the network consider introducing a Bi rep, like they have a Trans/NB contact; how can the network systemically promote itself as being inclusive of multiple identities?

WHAT YOUR EMPLOYEES SAY:

My organisation has an LGBT employee network group...

94% of your LGBT employees said yes
94% of your non-LGBT employees said yes

Over the past year I have taken part in LGBT employee network group activities, events, initiatives or seminars...

36% of your LGBT employees said yes
12% of your non-LGBT employees said yes

I am aware of the activities the LGBT employee network group undertakes...

78% of your LGBT employees agreed
68% of your non-LGBT employees agreed

I would feel confident approaching my employer's LGBT employee network group for confidential support or advice...

74% of your LGBT employees agreed
72% of your non-LGBT employees agreed

NOTES:

This section examines the process of engaging allies and promoting role models. The questions scrutinise how the organisation empowers allies and role models and then the individual actions they take.

		Your score	Full marks	Variance	Self-score	Overall average	Sector average	Top 100 average
4	Allies and role models	8.5	22	13.5	15	7.1	8.4	13.4

SECTION NOTES:

It is clear that the Allies function in Scottish Government is an active part of the strategy to improve the experiences of LGBT staff within the organisation. The actions they have taken over the past year are varied, and it is great to see this level of engagement and visibility.

An area of focus would be to develop internal awareness raising sessions for allies, inclusive of all LGBT identities, that cover the topics listed under question 4.2. We would suggest that using content and lessons from the individual who delivered the session with the Child Abuse Inquiry to develop this would be a positive start.

Moving forward, you may wish to consider refreshing the approach to engaging with Role Models at Scottish Government. Currently, the programmes that are promoted to LGBT staff may exclude staff who do not meet the criteria of being a young person or a senior leader (you have evidenced the Stonewall Young Leaders and Senior Leaders Programmes). You may wish to consider promoting open programmes or undertaking a new in-house session.

Please remember that all Role Models profiles should be clear on the individual's identity, and that they need to be visible.

I understand why my employer is committed to LGBT equality...

97% of your non-LGBT employees agreed

I feel confident in supporting my LGBT colleagues...

90% of your non-LGBT employees agreed

NOTES:

SECTION 5: SENIOR LEADERSHIP

This section examines how the organisation engages senior leaders. The questions scrutinise how the organisation empowers senior leaders at different levels and the individual actions they take

		Your score	Full marks	Variance	Self-score	Overall average	Sector average	Top 100 average
5	Senior leadership	10	17	7	13	5.8	7.2	11.2

SECTION NOTES:

Scottish Government have demonstrated fantastic engagement with Senior Leaders at both Board and Senior Management level throughout this section. The evidence shows strong levels of engagement from senior leaders with LGBT issues and that they see the importance of them in the workplace. The challenge is to ensure that you sustain this work moving forward.

An area that could be improved upon is the Reverse Mentoring, the evidence detailed in questions 5.1A and 5.3A do not go into enough detail about LGBT engagement with this activity. In order to score here, this evidence and activity will need to be strengthened.

WHAT YOUR EMPLOYEES SAY:

Senior managers demonstrate visible commitment to lesbian, gay and bi equality...

69% of your LGBT employees agreed
69% of your non-LGBT employees agreed

Senior managers demonstrate visible commitment to trans equality...

55% of your LGBT employees agreed
56% of your non-LGBT employees agreed

NOTES:

SECTION 6: MONITORING

This section examines how the organisation monitors its employees. The questions scrutinise data collection methods, analysis and outcomes.

		Your score	Full marks	Variance	Self-score	Overall average	Sector average	Top 100 average
6	Monitoring	13	21	8	16	5.7	7.5	9.4

SECTION NOTES:

There has been a clear improvement in Section 6 this year. It is good to see that Scottish Government has begun monitoring Gender Identity in some elements of their monitoring, and the increase in declaration rates due to activities described in other sections of this index is really positive.

A priority for Scottish Government would be to establish a Gender Identity monitoring throughout the monitoring process to give accurate information on the spread and sentiment of trans staff throughout the organisation. It is important that this question is asked in a sensitive way that will allow accurate information to be obtained, and we would suggest using Stonewall resources in order consider this.

WHAT YOUR EMPLOYEES SAY:

I understand why my employer monitors the sexual orientation of its employees...

77% of your LGB employees agreed

I would feel confident telling my employer my sexual orientation on a monitoring form...

82% of your LGB employees agreed

NOTES:

SECTION 7: PROCUREMENT

This section examines how the organisation affects change in its supply chain. The questions scrutinise the steps taken to ensure LGBT inclusive suppliers are procured and held to account.

		Your score	Full marks	Variance	Self-score	Overall average	Sector average	Top 100 average
7	Procurement	11	17	6	13	4.1	4.4	10.0

SECTION NOTES:

Again, procurement has been a strong section for Scottish Government this year. The evidence shows that the procurement function has various tools and resources to understand the importance of LGBT inclusion, amongst other characteristics, within the department. There has also been good evidence described around holding suppliers/contractors to account and engaging with contractors through network activities and by sharing best practice.

To improve in this section, and move into best practice, we would like to see some more specific evidence to detail LGBT content in contract monitoring meetings, information on the process to support tender organisations who do not have equality policies and expanding the scrutiny on equalities training to more organisations, not just those who deliver services.

NOTES:

SECTION 8: COMMUNITY ENGAGEMENT

This section examines the outreach activity of the organisation. The questions scrutinise how the organisation demonstrates its commitment to the wider community and the positive impact it has.

		Your score	Full marks	Variance	Self-score	Overall average	Sector average	Top 100 average
8	Community engagement	18	20	2	20	9.2	8.4	15.7

SECTION NOTES:

Scottish Government have evidenced plenty of good work that will make a significant difference to the lives of LGBT communities across Scotland. Scottish Government should be commended for their vocal and visible support of LGBT rights, as well as the funding provided to grassroots LGBT organisations to advance LGBT equality across Scotland.

A couple of areas to consider in future would be;

- Ensuring that social media activity is evidenced from the accounts with largest reach.
- Ensuring that evidence is accurate around support for events.
- Ensuring that you detail the impact of collaborations with other organisations in further detail.

NOTES:

SECTION 9: CLIENTS, CUSTOMERS AND SERVICE USERS

This section examines how the organisation engages with clients, customers, services users or partners.

		Your score	Full marks	Variance	Self-score	Overall average	Sector average	Top 100 average
9	Clients, customers and service users	6	17	11	17	6.0	7.2	11.6

SECTION NOTES:

Scottish Government have demonstrated some good engagement with external partners on internal initiatives when evidencing the work around the Trans Advisory Board. However, the rest of the evidence in this section could be strengthened to be more specific when describing LGBT content of diversity campaigns and assessments.

The work with LGBT Youth and respectme sounds good, but the evidence does not clarify whether this was a collaboration between Government and the named organisations, or if it was simply funding.

NOTES:

SECTION 10: ADDITIONAL WORK

Your score: 2 Full marks: 2 Self-score: 2

NOTES:

ADDITIONAL EMPLOYEE FEEDBACK SURVEY ANALYSIS

RESPONDENT PROFILE

Total respondents: 1644

QUICK FACTS

92,418 employees took part in the employee feedback survey

If you did not receive over 10 LGBT responses, your LGBT survey data will be blank, as analysis will not have been carried out. Analysing numbers below this threshold risks outing individuals and is not reliable.

DISCLOSING SEXUAL ORIENTATION:

Would you feel comfortable disclosing your* sexual orientation at work...

	All or some
To colleagues	45%
To managers/senior colleagues	45%
To customers/clients/service users	29%

*Data represents LGB respondents

BEING MYSELF IN THE WORKPLACE:

I feel able to be myself in the workplace...

82% of your LGBT employees said yes

CHALLENGING BEHAVIOUR

I would feel confident challenging inappropriate behaviour or discrimination towards LGBT people in the workplace...

82% of your non-LGBT employees said yes

PRIORITIES FOR THE YEAR AHEAD

Use this space to identify your organisation’s top three LGBT-inclusion priorities for the year ahead, arising from the discussion. You may like to consider how you will work with Stonewall in order to achieve these.

Your Priorities	What would success look like in a year?	What steps will you take to achieve that success?
<i>Example: To engage senior champions in LGBT inclusion</i>	<i>Example: Improved score in section five of the Index, and improved responses to survey questions on senior leadership</i>	<i>Example: Three senior managers will attend a Stonewall Workplace Conference; allies training will be delivered to the board</i>
Priority one:		
Priority two:		
Priority three:		

Scottish Government: Workplace Equality Index 2020

Feedback

Congratulations on taking part in Stonewall's 2020 Workplace Equality Index. As an employer that has taken the time to participate, you've demonstrated commitment to your LGBT staff and the wider LGBT community. In this report you will find feedback from Stonewall to help you plan your year ahead to drive forward LGBT inclusion in your workplace.

What this report contains

This report is specific to your organisation. It gives you the following information:

- Your overall score
- Your overall rank, and rank within the government sector
- Your performance on key questions for bi and trans staff
- Your scores in the ten sections of your submission
- A short qualitative summary of your performance in each section
- Comparison data for different groups of entrants:
 - All entrants
 - Entrants in the government sector
 - Top 100
 - Top 100 threshold: those ranked one hundred to eighty-five, typical of organisations newly entering the Top 100

Additional information will be provided to you on the staff feedback questionnaire that you sent to your employees:

- How your employees responded to key questions about LGBT equality
- How employees of similar organisations in the government sector and your region responded

How to use this report

Your Stonewall Account Manager will organise a feedback meeting with you to talk through the strengths and weaknesses of your current LGBT inclusion work, best practice and give you tips for action planning in the future. During this meeting, the Account Manager go through the work that is most relevant to your organisation.

You should use this report, along with the verbal feedback from your Account Manager to make the short and long-term changes necessary to drive inclusion in your workplace.

Score and rank

- Total score: 106 out of 200
- Rank: 127 of 503
- Government sector rank: 15th
- Government sector entrants: 45
- Bi inclusion score: 57%
- Trans inclusion score: 54%

Quick facts

- 503 organisations took part
- 109 820 people responded to the Staff Feedback Questionnaire
- The average Top 100 score is 137.5
- The average Top 100 Bi Inclusion Score is 67%
- The average Top 100 Trans Inclusion Score is 60%

Summary and overview

The below table gives you a summary of how you scored across the ten sections of the Workplace Equality Index.

Section	Your score	Total marks	Marks claimed	Marks claimed not awarded	Averages	All entrants	Government sector	Top 100	Top 100 Threshold
1 Policies and benefits	6.5	15	11.5	5	6.5	7.5	10.5	10.5	
2 The employee lifecycle	20	27	26	6	10	11.5	17.5	15	
3 LGBT employee network group	14	22	19	5	9.5	12	17	14.5	
4 Allies and role models	7	22	14	7	7.5	8	14.5	13	
5 Senior leadership	6.5	17	14	7.5	6	7	12.5	11	
6 Monitoring	8	21	16	8	6	8	10.5	8.5	
7 Procurement	9	17	13	4	4	5	10.5	8.5	
8 Community engagement	14	20	20	6	9	9	15.5	13.5	
9 Clients, customers and service users	12	17	17	5	6	7	12.5	9.5	
10 Additional work	2	2	2	0	0.5	0.5	1	1	
Staff feedback questionnaire	7	20	n/a		10.5	10.5	16	16	

- **Your score** – the number of points allocated based on the answers and evidence provided
- **Total marks** – the number of points available in that section
- **Marks claimed** – the number of marks that your organisation claimed in the submission[†]
- **Marks claimed, not awarded** – the difference between marks claimed and your score
- **Averages** – mean averages of the scores awarded to...
 - **All entrants** – all organisations, over 500, who entered the Workplace Equality Index 2020
 - **Government sector** – all organisations which entered in the government sector
 - **Top 100** – all organisations which ranked in the Top 100 employers
 - **Top 100 Threshold** – all organisations which ranked between 100 and 85, the typical score of an organisation that is newly entering the Top 100

[†] Referred to in previous reports as 'self-score'

Section 1: Policies and benefits

This section examines the policies and benefits the organisation has in place to support LGBT staff. The questions scrutinise the policy audit process, policy content and communication.

Section	Your score	Total marks	Marks claimed	Marks claimed not awarded	Averages	All entrants	Government sector	Top 100	Top 100 Threshold
1 Policies and benefits	6.5	15	11.5	5	6.5	7.5	10.5	10.5	

Section Feedback

Overall, it is clear to see that there are considerations for LGBT identities throughout Scottish Government's policies and procedures. The foundations for this are a robust audit process, clear inclusion of LGBT identities within policies, that includes same-sex couples and gender neutral language throughout.

However, there is still some work to be undertaken to bring all of this work in line with best practice. We have identified the following areas as priorities for the year ahead:

- Introducing examples of what constitutes inappropriate behaviour towards lesbian, gay, bi and trans staff in your fairness at work policy.
- Removing remaining gendered terms such as 'mother' from your maternity policy, and replacing these with gender neutral equivalents. Please refer to Stonewall's Inclusive Policy Toolkit for further information.
- Continue to strengthen your Trans Inclusion policy, particularly in regard to non-binary identities and system guidance.
- Communicate inclusive policies to the whole organisation at periodic intervals.

Finally, there were some issues in accessing your evidence in this section. In future submissions please ensure that all information is accessible to Stonewall as we cannot access information that is on your local intranet.

Your notes

-
-
-
-

Stonewall opportunities

Best practice guides are available to you, as a Stonewall Diversity Champion for free. Talk to your account manager about how to best use these resources.

Open programmes are available for up to three people from Scottish Government to attend. Trans allies is available in [London on the 28th of April](#) and in [Liverpool on the 25th of June](#). Open Programmes are available as part of the Scotland Empowerment Week from [18th to 22nd May in Scotland and the north-east of England](#).

Section 2: The employee lifecycle

This section examines the employee lifecycle within the organisation; from attraction and recruitment through to employee development. The questions scrutinise how you engage and support employees throughout their journey in your workplace.

Section	Your score	Total marks	Marks claimed	Marks claimed not awarded	Averages	All entrants	Government sector	Top 100	Top 100 Threshold
2 The employee lifecycle	20	27	26	6	10	11.5	17.5	15	

Section Feedback

It is clear that Scottish Government is implementing several mechanisms to ensure that the organisation has an inclusive culture that supports the recruitment, retention and development of talent that represents the communities that the organisation serves.

Particular highlights in this section include the recognition of LGBTI network activity in the appraisal process; a series of internal communications which go above and beyond standard practice when highlighting LGBT activities and events; and, the promotion of development opportunities to all LGBT staff through various mechanisms. Government should be proud of this work.

To improve in this section, there needs to be stronger LGBT content within your recruitment training and some of the evidence could be in more detail. In your training, we are looking to see case studies and examples of discrimination LGBT people can encounter during recruitment, and how those with recruitment responsibilities can counteract these. In other evidence, we would like to see further (explicit) detail of content, particularly in relation to your induction activities.

Your notes

-
-
-
-

Stonewall opportunities

London Workplace Conference is on the 3rd of April. [Tickets are available](#) for £349+VAT (or at our early bird rate of £309+VAT until the 21st Feb) for public-sector organisations.

Global dial-in tickets for London Workplace Conference [are available](#) for £50 (or three for £120), with discounts available to Global Diversity Champions.

Workplace Allies is an empowerment programme which [can be booked](#) to be run in-house for up to 36 delegates from Scottish Government.

Section 3: LGBT employee network group

This section examines the activity of your LGBT employee network group. The questions scrutinise its function within the organisation.

Section	Your score	Total marks	Marks claimed	Marks claimed not awarded	Averages	All entrants	Government sector	Top 100	Top 100 Threshold
3 LGBT employee network group	14	22	19	5		9.5	12	17	14.5

Section Feedback

Building on last year's submission, it is fantastic to see continued work from the LGBTI+ Network to highlight issues affecting LGBT people and increase visibility. Particular work to celebrate is the introduction of different types of networking events for members, and ensuring that committee meetings are spread across Scotland to represent those who sit outside of the central belt.

Again, the challenge for the LGBTI network is to continue to sustain and expand it's work to reach wider audiences. We could encourage the network to introduce a formal review process to assess barriers that different identities face in accessing it's activities; we would also like to see some refreshed activities around different identity strands to ensure that intersectionality continues to be at the heart of the network.

Your notes

-
-
-
-

Stonewall opportunities

Workplace Allies, Workplace Trans Allies and Workplace Role Models are empowerment programmes which [can be booked](#) to be run in-house for up to 36 delegates from Scottish Government.

LGBT Network Group Masterclass is available in June in Birmingham (email conference@stonewall.org.uk to reserve your place) and on [24th of April in Scotland](#).

Section 4: Allies and role models

This section examines the process of engaging allies and promoting role models. The questions scrutinise how the organisation empowers allies and role models and then the individual actions they take.

Section	Your score	Total marks	Marks claimed	Marks claimed not awarded	Averages	All entrants	Government sector	Top 100	Top 100 Threshold
4 Allies and role models	7	22	14	7	7.5	8	14.5	13	

Section Feedback

It is clear that the Allies function in Scottish Government is an active part of the strategy to improve the experiences of LGBT staff within the organisation. The actions they have taken over the past year are varied, and it is great to see this level of engagement and visibility.

To improve with allies engagement, we want to see more proactive mechanisms introduced to increase the recruitment of other allies, for example, during LGBT network activities and through the induction process.

Moving forward, continuing from conversations in last year's benchmarking meeting, you may wish to consider refreshing the approach to engaging with Role Models at Scottish Government. Currently, the programmes that are promoted to LGBT staff may exclude staff who do not meet the criteria of being a senior leader (you have evidenced the Stonewall Leadership Programme). You may wish to consider undertaking a new in-house session.

Positively with role models, the organisation has made some good progress on highlighting a range of role models this year. We would like to see this continued and expanded over the next year.

Your notes

-
-
-
-

Stonewall opportunities

Inclusive Future Leaders is a tailored programme designed to form part of a graduate or management training programme, which [can be booked](#) in-house at Scottish Government.

Workplace programmes including [LGBT Role Models](#), [Allies](#) and [Trans Allies](#). They are available as open programmes for up to three people or the programmes can be booked to be run in-house for up to 36 delegates from Scottish Government. Open Programmes are available as part of the Scotland Empowerment Week from [18th to 22nd May in Scotland and the north-east of England](#).

Inclusive Leadership is a newly developed programme which will be made available from May, email empowerment@stonewall.org.uk for more information.

Section 5: Senior leadership

This section examines how the organisation engages senior leaders. The questions scrutinise how the organisation empowers senior leaders at different levels and the individual actions they take

Section	Your score	Total marks	Marks claimed		Averages	All entrants	Government sector	Top 100	Top 100 Threshold
			Marks claimed	Marks claimed not awarded					
5 Senior leadership	6.5	17	14	7.5		6	7	12.5	11

Section Feedback

There is a clear commitment from those in Senior Leadership positions across the Scottish Government. It is evidence that Senior Leaders take LGBTI+ inclusion in the workplace and in the wider community seriously. It is great to see this work being sustained on an annual basis.

This said, the evidence in this section should be reviewed, as despite there clearly being some great work being undertaken, some of the evidence in this section would benefit from further detail. Scottish Government need to take particular care in defining the split between board level and senior management level leaders, as there is some crossover in this evidence which does not meet the criteria.

Your notes

-
-
-
-

Stonewall opportunities

LGBT Leadership is an empowerment programme for LGBT leaders. Our [next open programme](#) is in London 15th to 17th of July, and can be [booked to be run](#) in-house for Scottish Government.

Inclusive Leadership is a newly developed programme which will be made available from May, email empowerment@stonewall.org.uk for more information.

Section 6: Monitoring

This section examines how the organisation monitors its employees. The questions scrutinise data collection methods, analysis and outcomes.

Section	Your score	Total marks	Marks claimed	Marks claimed not awarded
6 Monitoring	8	21	16	8

Averages	All entrants	Government sector	Top 100	Top 100 Threshold
	6	8	10.5	8.5

Section Feedback

Monitoring should be an area of focus for Scottish Government, particularly around monitoring trans identities.

The organisation has a robust Sexual Orientation question in place to capture monitoring data in relation to these identities, however there is some work to be done to create a clearer trans question. We would suggest that Scottish Government refers to Stonewall Monitoring Guidance to develop an appropriate question for gender identity monitoring data. This should be reviewed when exploring internal system changes you are proposing.

In relation to how this data is used, it is great to see that you are making this information publicly available and comparing the satisfaction levels and spread of LGB staff across the organisation. We would like to see you introduce trans monitoring into these existing monitoring activities, and also consider how you can detail the actions you have taken specifically in relation to trends around LGBT monitoring data.

Your notes

-
-
-
-

Stonewall opportunities

Best practice guides are available to you, as a Stonewall Diversity Champion for free. Talk to your account manager about how to best use these resources.

London Workplace Conference includes a session on monitoring. It is held on the 3rd of April. [Tickets are available](#) for £349+VAT (or at our early bird rate of £309+VAT until the 21st Feb) for public-sector organisations.

Section 7: Procurement

This section examines how the organisation affects change in its supply chain. The questions scrutinise the steps taken to ensure LGBT inclusive suppliers are procured and held to account.

Section	Your score	Total marks	Marks claimed	Marks claimed not awarded	Averages	All entrants	Government sector	Top 100	Top 100 Threshold
7 Procurement	9	17	13	4		4	5	10.5	8.5

Section Feedback

Procurement continues to be an area of strength for Scottish Government. The evidence shows that the procurement function has various tools and resources to understand the importance of LGBT inclusion, amongst other characteristics, within the department. There has also been good evidence described around holding suppliers/contractors to account and engaging with contractors through network activities and by sharing best practice.

To improve in this section, we would like to see Scottish Government provide further detail on the proposed outreach programmes, consider how they can monitor LGBT feedback on existing suppliers, and information on the process to support tender organisations who do not have equality policies whilst expanding the scrutiny on equalities training to more organisations, not just those who deliver services.

For further support, please refer to the Stonewall Inclusive Procurement Webinar.

Your notes

-
-
-
-

Stonewall opportunities

Best practice guides are available to you, as a Stonewall Diversity Champion for free. Talk to your account manager about how to best use these resources.

London Workplace Conference includes a session on procurement. It is held on the 3rd of April. [Tickets are available](#) for £349+VAT (or at our early bird rate of £309+VAT until the 21st Feb) for public-sector organisations.

Section 8: Community engagement

This section examines the outreach activity of the organisation. The questions scrutinise how the organisation demonstrates its commitment to the wider community and the positive impact it has.

Section	Your score	Total marks	Marks claimed	Marks claimed not awarded	Averages	All entrants	Government sector	Top 100	Top 100 Threshold
8 Community engagement	14	20	20	6		9	9	15.5	13.5

Section Feedback

This is a great section from the Scottish Government. As an organisation they have clearly considered their role in supporting the LGBT community and this is deep rooted within operations. Scottish Government should be commended for their vocal and visible support of LGBT rights, as well as the funding provided to grassroots LGBT organisations to advance LGBT equality across Scotland.

Whilst there is not much to improve on in this section, we would encourage Scottish Government to continue with this work, whilst also considering how they can use their social media channels to further promote LGBTI inclusive messaging, particularly around bi and trans equality.

Your notes

-
-
-
-

Stonewall opportunities

Your **Stonewall account manager** can advise on how to maximise your impact with community engagement.

London Workplace Conference includes a session on community engagement. It is on the 3rd of April. [Tickets are available](#) for £349+VAT (or at our early bird rate of £309+VAT until the 21st Feb) for public-sector organisations.

Section 9: Clients, customers and service users

This section examines how the organisation engages with clients, customers, services users or partners.

Section	Your score	Total marks	Marks claimed	Marks claimed not awarded	Averages	All entrants	Government sector	Top 100	Top 100 Threshold
9 Clients, customers and service users	12	17	17	5		6	7	12.5	9.5

Section Feedback

Scottish Government have demonstrated some good engagement with external partners on internal initiatives, particularly in relation to trans and non-binary issues. In particular, you have demonstrated a good piece of work around the Trans Awareness Event you put on which included Scottish Government Agencies.

It is good to see this improvement when we consider the challenges that were discussed during last year's benchmarking session.

Your notes

-
-
-
-

Stonewall opportunities

London Workplace Conference is on the 3rd of April. [Tickets are available](#) for £349+VAT (or at our early bird rate of £309+VAT until the 21st Feb) for public-sector organisations.

Cymru Workplace Conference is on the 14th of February. [Tickets are available](#) for £110+VAT for public-sector organisations. Tickets can be bought on a buy-three-get-one-free basis.

Section 10: Additional work

This section gives outstanding employers an opportunity to share best practice not already awarded elsewhere in the submission.

Section	Your score	Total marks	Marks claimed	Marks claimed not awarded
10 Additional work	2	2	2	0

Averages	All entrants	Government sector	Top 100	Top 100 Threshold
	6	0.5	12.5	9.5

Your notes

-
-
-
-

Stonewall opportunities

Many organisations have innovative ideas for LGBT inclusion. The Stonewall Empowerment Team can work with you to design bespoke and tailored events, workshops, webinars and programmes. Email empowerment@stonewall.org.uk to discuss your ideas.

Staff Feedback Questionnaire

This section examines the policies and benefits the organisation has in place to support LGBT staff. The questions scrutinise the policy audit process, policy content and communication.

Section	Your score	Total marks	Marks available not awarded	Averages	All entrants	Government sector	Top 100	Top 100 Threshold
Staff feedback questionnaire	7	20	13		10.5	10.5	16	13.5

Stonewall opportunities

Stonewall Workplace Conferences have expert workshops and unique networking opportunities. This gives you the holistic tool to deal with the diverse and varied issues that your LGBT staff and their allies face. London Conference is on the 3rd of April. [Tickets are available](#) for £349+VAT (or at our early bird rate of £309+VAT until the 21st Feb) for public-sector organisations.

Stonewall Cymru Workplace Conference is on the 14th of February. [Tickets are available](#) for £110+VAT for public-sector organisations. Tickets can be bought on a buy-three-get-one-free basis.

Your priorities

This is a space for you, in collaboration with your account manager, to set objectives for the year ahead.

Your Priorities	What would success look like in a year?	What is a six-month milestone?	What resources or senior buy-in do you need?	What specific steps can be taken to achieve it?
<i>E.g., improve the working environment for bi employees</i>	<i>E.g., increase by 50% the number of bi employees who are comfortable to disclose to colleagues</i>	<i>E.g., three intranet campaigns raising awareness of bi issues with clear opposition to biphobic discrimination</i>	<i>E.g., agreement from internal communications and agreement from the Head of D&I</i>	<i>Organise meetings with the Heads of Internal Communications & D&I Write copy for the first intranet post</i>
Priority one:				
Priority two:				
Priority three:				