2017 WORKPLACE EQUALITY INDEX

SUBMISSION FORM

This form sets out the questions which will be used to inform Stonewall's Workplace Equality Index 2017 and should be used to complete your submission to the Index.

Before completing this form you should read the associated guidance, which is available online.

Once complete, this form should be uploaded to our secure submissions website SmartSimple, accessible via www.stonewall.org.uk/wei2017.

Many questions require you to submit supporting evidence, which can also be submitted via SmartSimple. Please ensure that all evidence is correctly labelled using the appropriate question number. Marks will only be awarded if requested evidence is supplied. More information can be found in the guidance document.

Further information on the Index, along with the guidance documents, can be found at www.stonewall.org.uk/wei2017.

The deadline for submitting to the Workplace Equality Index is **5pm on Friday 2 September 2016.**

If you require further help, please contact your Account Manager in Stonewall's Membership Programmes team. If you don't have one, please contact the Membership Programmes team on 020 7593 3473 or email us at memberships@stonewall.org.uk.

ORGANISATION

Name of organisation (this will be used when compiling Stonewall's Top 100 Employers guide):

Scottish Government

Where do you have offices? Tick all that apply.

☐ England

☒ Scotland

☐ Wales

☐ Northern Ireland

Address in the United Kingdom:

Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD

Sector:

Public

Industry:

Central Government

Number of employees in the United Kingdom:

5000+

Contact name:

[REDACTED]

Contact email:

[Redacted]@gov.scot

Contact telephone:

[Redacted]

SECTION 1: EMPLOYEE POLICY

This section determines whether the organisation has policies in place that guarantee the equal treatment of lesbian, gay, bisexual and trans employees. This section is worth a total of 6 per cent.

Foundations

1.1 Does the organisation have a policy that explicitly bans discrimination on the grounds of sexual orientation and gender identity? Tick all that apply.

☒ Yes, on sexual orientation

☒ Yes, on gender identity

☐ No

Copy and paste the section relating to sexual orientation and gender identity (max 300 words).

SG Equal Opportunities Statement

All staff should be treated equally irrespective of their sex, marital/civil partnership status, maternity/paternity status, age, race, ethnic origin, sexual orientation, disability, religion or belief, working pattern, employment status, gender identity (transgender), caring responsibility, or trade union membership.

SG Standards of Behaviour Statement

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 employees should be treated with respect, regardless of sex, marital/civil partnership status, age, race, ethnic origin, sexual orientation, gender identity, 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.

1.2 Does the organisation have a policy against bullying and harassment on the grounds of sexual orientation and gender identity that communicates a zero-tolerance approach? This policy should explicitly include examples of bullying and harassment on the grounds of sexual orientation and gender identity. Tick all that apply.

☒ Yes, on sexual orientation

☒ Yes, on gender identity

☐ No

Copy and paste the section relating to sexual orientation and gender identity (max 300 words).

SG Fairness at Work Policy

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.

Annex A Examples of unacceptable behaviour

General

> Displaying or circulating offensive materials, including sectarian materials, homophobic or anti-gay or pornographic pictures/pin-ups.
> Gossip and speculation about an individual's personal life, e.g. their sexual orientation.
>
> Making assumptions
>
> Assuming that everyone is heterosexual.
> Assuming that all gay men are HIV positive.
> Assuming one's gender identity based on the clothes they wear..

1.3 Does the organisation have a policy in place which includes transitioning at work?

☒ Yes
☐ No

!! Submit copies of any relevant policies or guidelines.

1.4 Does the organisation have a policy in place which covers the use of facilities and dress code for non-binary people?

☒ Yes
☐ No

!! Submit copies of any relevant policies or guidelines.

1.5 Does the organisation have a team or position in place whose remit covers issues relating to sexual orientation and gender identity diversity and inclusion? Tick all that apply.

☒ Yes, covering sexual orientation
☒ Yes, covering gender identity
☐ No

Name the individual or team and describe their role and remit (max 200 words).

> The SG Diversity, Equality and Inclusion team is responsible for all aspects of D,E&I including policy, outreach, engagement, bench-marking and support to our networks, champions and allies. The team sits within the Diversity, Inclusion and Talent unit within People Development division. This brings diversity to the heart of our work to recruit and develop our talent and succession pipeline – from graduate entry to our most senior roles.
>
> The team's work on sexual orientation and gender identity is shaped by the objectives set by the Executive Team and governed by the People Board. [Redacted], is overall Diversity Champion for SG and chair of the People Board, a member of the SG Strategic Board and SG Executive Team. [Redacted], Director for Communications and Ministerial Support, also a member of the Executive Team, is the SG LGBTI Executive Team ally and [Redacted] (CEO Disclosure Scotland) is our Senior Civil Service LGBTI Champion. These corporate roles – and the support networks on which they draw - work closely with the core team to ensure the work is embedded and widely owned.

Next Steps

1.6 Are there any sexual orientation and gender identity specific targets, objectives or milestones in the organisation's board-level agreed diversity and inclusion strategy? Tick all that apply.

☒ Yes, covering sexual orientation

☒ Yes, covering gender identity

☐ No

List the sexual orientation and gender identity specific milestones (max 300 words).

There are specific SO and trans elements to our Equality Outcomes (http://www.gov.scot/Publications/2013/04/2397/4#EqualityOutcomes) In April 2015, we published an update on progress towards these Equality Outcomes http://www.gov.scot/Publications/2015/04/7781/0.

The Scottish Government PBCDPB (which was dissolved in early 2016) (http://www.gov.scot/Topics/People/Equality/PublicBoardsCorporateDiversityProg) had responsibility for the Scottish Government's work on increasing diversity in the Scottish Government on Public Boards and the wider public and private sector. The Board objectives were:

To improve the percentage of women and other under-represented groups in leadership roles in Scotland, by fostering an enabling environment and securing a commitment to improved diversity by 2020.
To make Ministerial public appointments more diverse reflecting broadly the general population by 2020.
To make Scottish Government's senior leadership more diverse reflecting broadly the general population in Scotland by 2020. http://www.gov.scot/Resource/0047/00476112.pdf - page 38

The work on Diversity and Inclusion will now be over seen by our People Board which is chaired by [Redacted] - our DG Diversity Champion.

Our Permanent Secretary - Lesley Evans also has progression of LGBTI Equality as one of her objectives in her own performance appraisal

[Redacted] as DG Diversity Champion and [Redacted] as ET Ally for LGBTi have objectives:

SG Executive Team agreed a new set of E&D priorities in May 2016, including:

'We are recognised as a world leading, diverse employer.' A specific aim is to be recognised by Stonewall as the top employer in Scotland by 2018.

Executive Team also signed off improvement aims for LGBTI and allies network.

1.7 Does the organisation use terminology that is explicitly inclusive of lesbian, gay, bisexual and trans employees in its benefits policies?

☒ Yes

☐ No

!! Submit copies of any two of the following policies: paternity policy, adoption policy or compassionate/emergency leave policy.

Best Practice

1.8 In the past year which of the following routes for employees to report homophobic, biphobic and transphobic bullying and harassment incidents have been communicated to all staff? The communications should explicitly indicate that they are applicable to incidents of bullying and harassment on the grounds of sexual orientation and gender identity. Tick all that apply.

A.	Human resources	☒
B.	Employee network group	☒
C.	Dedicated point(s) of contact in every division, department and/or region	☒
D.	Confidential hotline or messaging service	☒
E.	LGBT Union representatives	☒
F.	Other	☒
G.	None of the above	☐

!! Submit copies of communication(s) which explicitly indicate that they are applicable to incidents of bullying and harassment on the grounds of sexual orientation and gender identity.

Describe how you promote each channel to all staff. If you chose the 'Other' option, please describe this (max 300 words).

A The Fairness at Work policy sets out clearly the reporting mechanisms within HR for reporting bullying and harassment (B&H). This is promoted on to all staff via the intranet, staff articles and at induction.

B The LGBTI network pages have a link to a confidential mailbox to allow any staff to report any issues of B&H directly to them on a confidential basis. Our Diversity Champion makes network members aware of this in personal emails to networks and staff.

C We have now set up a network of Allies/Champions across the SG. These act as points of contact for staff facing any issue with regard to Bullying & Harassment or any other Equality issue. These roles are promoted via the intranet and Allies and Champions promote visibility around this by wearing Ally lanyards, displaying 'no bystanders' posters and 'I am an Ally' signature on emails. All parts of the SG have dedicated, named HR Professional Advisers and HR Business Partners who deal directly with concerns or complaints.

D We have a phone line and face to face counselling service via our Employee Assistance Programme which is provided via an external organisation and we have our own internal Counselling and Wellbeing Officer

E We have Union Representatives for all grades and have a Partnership Agreement between the Scottish Government (SG) Management and the Council of Scottish Government Unions (CSGU) comprising of the five recognised Trade Unions as follows: the Public and Commercial Services Union (PCS), Prospect, FDA, Nautilus International and Unite the Union. A member of the LGBTI network has recently started an LGBTI engagement role with the CSGU.

F. An alternative anonymous route for staff reporting Bullying and Harassment is via confidential "yellow card" sessions run by the Diversity Manager (DM). Areas are identified via the people survey where staff have concerns over behaviours. The DM runs half day sessions using interactive mediums including Pace Theatre group DVD , during which staff can discuss any issues confidentially and anonymously.
After the session staff are all given a "yellow card" which they take away and can complete and return to the diversity manager after the session, noting any concerns. These are collated by the DM and an anonymised report on the issues given back to the Director of the area to work with staff to resolve.

1.9 Does the organisation provide private health care to staff that is inclusive of interventions some transitioning individuals may wish to undergo??

☐ Yes

☒ No

!! Submit evidence which demonstrates that the healthcare is inclusive of transition related interventions. Please note: this question is for information gathering purposes only.

Describe how you scrutinise the healthcare coverage to ensure it covers interventions relating to transitioning (max 200 words).

SECTION 2: TRAINING

This section assesses the content and reach of the organisation's sexual orientation and gender identity diversity training. This section is worth a total of 11 per cent.

Foundations

2.1 Which of the following training topics do you offer to all staff? Tick all that apply.

Training that specifically covers sexual orientation and gender identity in the context of:

	Offered and over 90% staff completed	Offered and under 90% staff completed	Not offered
A. Organisational policy and legislation	☐	☒	☐
B. Language, stereotypes and assumptions	☐	☒	☐
C. Challenging inappropriate behaviour	☐	☒	☐
D. Faith, sexual orientation and gender identity	☐	☒	☐
E. Multiple identities	☐	☒	☐
F. Distinct issues faced by lesbians	☐	☒	☐
G. Distinct issues faced by bisexual people	☐	☐	☐
H. Distinct issues faced by trans people	☐	☒	☐

!! For each option selected, submit any relevant supporting evidence (e.g. training slides or a screenshot of the training web page highlighting sexual orientation and gender identity content).

Describe how you estimate completion rates (max 200 words).

Our approach to estimating completion rates varies across different staff groups. We have focused efforts on those staff with key roles and responsibilities. For example:

- Since 2015 it has been mandatory for all our Senior Civil Service staff to undergo unconscious bias training, which includes LGBTi awareness. Our Senior Staff Team request information on completion as part of the end year review process.
- It has been mandatory for staff who are chairing recruitment and selection panels to undergo unconscious bias training.
- As part of the review of our promotion policy we now have intensive 2 day Lead Panel Member training with extensive coverage of diversity issues. Every promotion panel will have a trained Lead Panel Member.
- Transgender awareness training and LGBTI training for all policy areas was delivered during 2015/16. This training was designed to aide understanding of the link between LGBTI issues and policy development.

More generally, Diversity and Equality training via Civil Service Learning is compulsory for all staff and it is a pre-requisite to undertake diversity & equality training before accessing other learning. Staff details are captured when they register to participate and when they complete a session. Managers have a specific log-in so that they can track what training their staff have undertaken.

Line Manager guidance and induction pages include access to diversity and equality learning. All leadership learning encompasses practice in how to build and maintain relationships, leverage diversity and promote inclusion.

Next Steps

2.2 Have 90 per cent or more of staff who deal with bullying and harassment complaints undergone training that specifically covers how to manage incidents of homophobic, biphobic and transphobic bullying and harassment?

☒ Yes

☐ No

!! Submit any relevant supporting evidence (e.g. training slides or a screenshot of the training web page highlighting sexual orientation and gender identity content).

Describe who manages homophobic, biphobic and transphobic bullying and harassment complaints and how you estimate completion rates of training (max 50 words).

Trained Investigating and Deciding Officers deal with formal complaints raised under our Fairness at Work policy. They must undergo a 4 day professionally certificated training course delivered by an external organisation Conflict Management Plus. The training includes a case study involving a complaint from a gay male which they use during the section on legislation.

2.3 Which of the following have been completed by 90 per cent or more of staff with recruitment responsibilities? Tick all that apply.

Training that specifically covers sexual orientation and gender identity in the context of:

A. Business benefits and organisational strategy on diversity and inclusion ☒

B. Discrimination during the recruitment process ☒

C. Unconscious bias ☒

D. Maintaining confidentiality of diversity data ☒

E.   None of the above   ☐

!! Submit any relevant supporting evidence (e.g. training slides or a screenshot of the training web page highlighting sexual orientation and gender identity content).

Describe which staff members have recruitment responsibilities and how you estimate completion rates of training (max 50 words).

> A &B Competency based interview training and promotion Lead Panel Member training cover this and training is compulsory for anyone undertaking selection or promotion panels.
>
>
> C Staff who chair boards must have undergone the SG competency based selection skills training which includes discrimination and unconscious bias.
> D All staff in our Resourcing Centre of Expertise undergo data protection training during induction which includes maintaining confidentiality of applicants.

Best Practice

2.4 Which of the following have been completed by 90 per cent or more of staff with management responsibilities? Tick all that apply.

Training that specifically covers sexual orientation and gender identity in the context of:

A.   Business benefits and organisational strategy on diversity and inclusion   ☐

B.   Challenging discrimination within teams   ☐

C.   Sensitively handling complaints of homophobic, biphobic and transphobic
    bullying and harassment   ☐

D.   Unconscious bias   ☒

E.   Supporting trans staff and trans inclusion in the workplace   ☐

F.   None of the above   ☐

!! Submit any relevant supporting evidence (e.g. training slides or a screenshot of the training web page highlighting sexual orientation and gender identity content).

Describe how you estimate completion rates (max 50 words).

> All of our senior leaders must complete unconscious bias training.

SECTION 3: STAFF NETWORK GROUP

This section looks at the facilities made available for lesbian, gay, bisexual and trans staff to network, consult and feedback to the organisation. This section is worth a total of 11 per cent.

Foundations

3.1 Does the organisation have a network group for lesbian, gay, bisexual and trans employees? Tick one.

A.   Yes, and the network has formal recognition and a defined role   ☒

B. No, but we have a formal agreement with an external support network in our region or sector ☐

C. No, and we do not have an external agreement
[PLEASE PROCEED TO SECTION 4] ☐

!! Submit evidence demonstrating staff network group activity

If you have selected option B, please provide the name of the external support network, the name of the network and the sector or region in which it operates (max 50 words).

3.2 Does the employee network provide all staff with confidential support and advice on lesbian, gay, bisexual and trans issues at work?

☒ Yes

☐ No

!! Submit evidence demonstrating that this service is available to all staff, not just members of the network group.

3.3 Does the organisation proactively recognise contributions to the employee network group during staff performance appraisals (e.g. embedded in the performance review process)?

☒ Yes

☐ No

Describe how contributions are rewarded (max 200 words).

All staff who participate in the network use the work they are involved in as their Diversity Objective (which is compulsory for all staff). Performance is assessed by the Diversity Manager in conjunction with their line manger at their in year review and end year review. Progress is also discussed at monthly conversations

Network meetings are classed as 'official business' i.e. counted as normal working time. This is set out clearly on our intranet diversity pages. We also set out on our diversity objective page the reasons for setting diversity objectives and give examples for staff and LMs. One of these objectives for all staff is - "To support the Scottish Government staff networks during the reporting year". One for managers is " To encourage and support my staff to participate in various diversity initiatives including the diversity networks and mentoring schemes"

There has been role modelling from the top of the organisation on the importance of engagement with the networks and seeing this as part of our core business objectives.

Next Steps

3.4 In the past year, which of the following activities has the network engaged in or facilitated? Tick all that apply.

A. Social networking event(s) for members ☒

B. Sexual orientation awareness raising event(s) for all staff ☒

C. Gender identity awareness raising event(s) for all staff ☒

D. Collaborated with other lesbian, gay, bisexual and trans employee network group(s) ☒

E. Collaborated with other internal employee network group(s) ☒

F. Mentoring or coaching programme ☒

G. Reverse mentoring programme ☒

H. None of the above ☐

Describe each activity, event, or programme in no more than a few lines each (max 200 words).

A The LGBTI network has space for a voluntary social event after each LGBTI meeting. This has included meals, visits to shows and visits to local pubs.

B [Redacted] and [Redacted], LGBTI Network members, organised and ran an event for Social Security Directorate to raise awareness of LGBTI issues. A key part of this was staff members sharing their experiences of what it is like to be LGB in the SG and what barriers they face coming out in the SG.

C [Redacted] as the LGBTI ET Champion and network member, chaired a Gender Identity awareness session in conjunction with A:Gender for all staff.

D LGBTI network committee have been collaborating with LGBTI Union groups to work together to increase awareness of the benefits of trades union membership across the Public Sector.

E The LGBTI and Race and Equality Network worked together to look at the barriers to under-represented groups accessing talent schemes in the SG.

F Many of the LGBTI network participate in our Mentoring programme. The prgramme works on a self matching process however staff can indicate if they wish to be mentored by an LGBTI mentor or a heterosexual mentor.

G [Redacted] as the DG LGBTI champion has started a reverse mentoring programme with the LGBTI network members. She has had over 30 notes of interest and is in the process of meeting with individuals to identify some individuals whom she would gain most from being mentored by.

Best Practice

3.5 In the past year, which of the following strategic interventions has the lesbian, gay, bisexual and trans employee network group engaged in? Tick all that apply.

A. The network was consulted on improving internal policies and practices ☒

B. The network advised the organisation on business development or service delivery ☒

C. None of the above ☐

Describe the actions taken and the resulting impact (max 200 words).

A. The LGBTI and Allies networks were consulted during the review of the internal promotions policy and process. All major resourcing policy change is subject to a full equality impact assessment process. Our recent revision of promotion policy is case in point with an invitation for written feedback from all of our diversity

network groups including LGBTI. This was followed up by a series of group discussions and one to one interviews.   The feedback informed the EQIA which in turn helped shape this policy change. We will follow up post implementation and maintain that engage as the policy beds in as part of our monitoring and evaluation programme.

Ensuring Best Practice - Feedback from this EQIA engagement indicated that we should seek to benchmark policies with external diversity and equality organisations including Stonewall and the Employers Network for Equality and Inclusion. We are sharing our policy guidance to help identify risk areas for potential bias.   We are looking to develop a benchmarking tool to use with other suggested organisations to help us learn and share best practice.

B. Our LGBTI network have been involved during the devlopment of our new Graduate Development Programme (GDP) Getting the scheme right for LGBTI applicants was one of the key priorities for the GDP team. They met with the networks as group and also met with some members on a 1-2-1 basis to understand and consider aspects of the scheme which would make it more attractive and more accessible for LGBTI graduates including adversiting, selection processes. The scheme is now promoted to more LGBTI friendly routes and LGBTI role models are being used more often.

3.6 In the past year, has the network held initiatives, seminars or events on topics specific to (tick all that apply):

   A. Lesbians   ☒
   B. Bisexual people   ☐
   C. Trans people   ☒
   D. Black and minority ethnic lesbian, gay, bisexual and trans people   ☐
   E. Disabled lesbian, gay, bisexual and trans people   ☒
   F. Older lesbian, gay, bisexual and trans people   ☐
   G. Lesbian, gay, bisexual and trans people of faith   ☐
   H. None of the above   ☐

Describe the initiative(s) in no more than a few lines each (max 200 words).

A. The network has facilitated open sessions across the SG to raise awareness of what it is like to be gay or lesbian in the workplace. The aim of the events is to help create a positive personal connection with the subject of equality and diversity, shift team culture, promote understanding and support staff to find their voice and bring their whole selves to work, as well as to shape meaningful diversity objectives.

E. A disabled lesbian is facilitating a virtual conversation on the SG Yammer group to offer mutual support and to explore the issues she faces being gay and being disabled. This has led to face to face meetings with other staff to offer support and a safe space.

G. Whilst not intended to be focused on LGBTI and faith, during the LGBTI session held in People Directorate, facilitated by the Allies network, we used the session to consider issues around assumptions in particular the conversations facilitated by a gay Christian who is an Elder in his church, discussed the issues and assumptions people have about gay people and religion.

3.7 At present, what is the gender representation in the network group's membership?

Provide a gender breakdown of your network's membership including those that identify as male, female, non-binary etc. (max 100 words).

53 Males, 45 female and [Redacted]

SECTION 4: ALL-STAFF ENGAGEMENT

This section establishes how the organisation engages with all staff to raise awareness on lesbian, gay, bisexual and trans issues. This section is worth a total of 13 per cent.

Foundations

4.1 In the past year, which of the following messages have appeared in internal communications to all staff? Tick all that apply (each message qualifies for one option only).

A. Explicit statement of the organisation's commitment to sexual orientation and gender identity equality ☒

B. Statement that benefits are inclusive of lesbian, gay, bisexual and trans staff ☒

C. Promoting IDAHoBiT, LGBT History Month, Pride, Transgender Day of Remembrance, Bi Visibility Day or other similar events ☒

D. Promoting the lesbian, gay, bisexual staff and trans network group ☒

E. Promoting a gender identity awareness raising event(s) ☒

F. Promoting a sexual orientation awareness raising event(s) ☒

G. None of the above ☐

!! Submit a copy of each of the messages you are claiming marks for.

Detail when the message(s) were sent and describe how the organisation targets all staff in no more than a few lines each (max 200 words).

A. Our Permanent Secretary has been a very high profile supporter of LGBTI equality throughout the year including promoting articles of her signing the LGBTI flag and tweeting about her attendance at Pride and encouraging participation at Edinburgh and Glasgow Pride. B. Our staff pay and benefits policy pages state this explicilty within our T&Cs and is promoted to all staff through the intranet. Staff are made aware of this at induction too. C The SG flew the LGBTI flag at SG buildings during IDOHoBiT day, LGBTI History month and both Glasgow and Edinburgh Pride. There were various articles and tweets throughout. D. All staff are made aware of the various networks including LGBTI at induction and at various occasions via Saltire including articles from Perm Sec and our Champions and we ensure that the messaging is mainstreamed through other related articles i.e Pride article. E Courses on transgender awareness advertised to all staff through our all staff yammer group and via the intranet. The Allies also promoted these in their own business areas.

F. Staff participation at Edinburgh, Glasgow and Amsterdam Pride was widely advertised through various mediums including staff articles, staff Yammer sites and twitter.

4.2 What information on sexual orientation and gender identity is included during staff induction? Tick all that apply.

    A. Message from senior leader on the organisation's commitment to sexual orientation and gender identity equality   ☒

    B. Information on the lesbian, gay bisexual and trans staff network group   ☒

    C. None of the above   ☐

!! Submit relevant sections of induction material(s) illustrating the selected options.

4.3 Is there a staff counselling service that is advertised as being explicitly inclusive of sexual orientation and gender identity issues?

☒   Yes

☐   No

!! Submit a copy of any material(s) used to advertise the service as lesbian, gay, bisexual and trans friendly, highlighting relevant sections.

Next Steps

4.4 In the past year, which of the following activities have member(s) of the board or CEO equivalent engaged in? Tick all that apply.

    A. Communicated a strong message to all staff on sexual orientation and gender identity equality   ☒

    B. Engaged with board and management to promote sexual orientation and gender identity equality   ☒

    C. Met periodically with the lesbian, gay, bisexual and trans employee network group   ☒

    D. Spoken at an internal sexual orientation awareness raising event   ☒

    E. Spoken at an internal gender identity awareness raising event   ☒

    F. None of the above   ☐

!! Submit evidence for any activity selected.

Name the senior champion(s), provide their job title(s) and describe the options selected in no more than a few lines each (max 200 words).

A. A photo of the Permanent Secretary signing her name to one of the LGBTI flags for Pride was among her most re-tweeted posts in her first year in post.

B. In May 2016, [Redacted] (Deputy Director People Services) presented a paper to SG Executive Team on progressing D&E in SG, who then agreed to a vision and outcomes for Equality and Diversity in the SG. This included the creation of Director General (top tier of management below Permanent Secretary) Allies for each

protected characteristic, including sexual orientation and a specific objective to improve performance on the Stonewall index.

C. [Redacted] - Diversity Champion for SG engaged with her Senior Management Board and Directors to set out work she had planned to understand the issues facing LGBTI staff in order to support the development of stonger diversity objectives.

D. [Redacted] - Deputy Director faciliated staff sessions on LGBTI equality in her Directorate and used the opportunity to get staff to sign and tweet pictures of the SG Pride flag.

E. [Redacted], ET Ally for LGBTI, hosted a staff transgender awareness event for all staff.

4.5 In the past year, which of the following activities have member(s) of the senior management team engaged in? **Please note that this cannot be the same individual(s) mentioned in question 4.4**. Tick all that apply.

A. Communicated a strong message to all staff on sexual orientation and gender identity equality ⊠

B. Engaged with board and management to promote sexual orientation and gender identity equality ⊠

C. Met periodically with the lesbian, gay, bisexual and trans employee network group ⊠

D. Spoken at an internal sexual orientation awareness raising event ⊠

E. Spoken at an internal gender identity awareness raising event ⊠

F. None of the above ☐

!! Submit evidence for any activity selected.

Name the senior champion(s), provide their job title(s) and describe the options selected in no more than a few lines each (max 200 words).

A. [Redacted] - LGBTI Ally Champion and Deputy Director publisising the Stonewall Role models and Allies programme to all staff on the SG intranet and signing the Saltire flag for Pride.

B. [Redacted] - LGBTI Ally and Deputy Director has presented papers to the SG People Board on LGBTI equality

C. [Redacted and [Redacted] have facilitated various joint LGBTI and Allies network meetings

D. [Redacted] LGBTI Champion and Deputy Director spoke at an internal staff session to share LGBTI experiences. This was followed up be Yammer posts and articles

E. [Redacted - LGBTI Ally - Deputy Director presented at a UK Intersex Association event.

Best Practice

4.6 Do you have a formal allies programme or initiative to engage all colleagues (including those who do not identify as lesbian, gay, bisexual or trans) in sexual orientation and gender identity equality?

⊠ Yes

☐   No

Name the programme, the number of allies at present and the date the programme was launched (max 50 words).

> The SG Allies network was established in May 2012 It is open to staff of any sexual orientation and gender identity with the aim of promoting full workplace equality in the workplace. As a network they offer sull support to the LGBTI community within the SG and seek through personal and collective action to make the SG a better place to work through the promotion of a more diverse and accepting workforce. There are currently over 103 members.

4.7 In the past year, have allies engaged in the following activities as part of the allies programme or initiative? Tick all that apply.

    A. Visibly signal their commitment to sexual orientation and gender identity equality ☒

    B. Participated in lesbian, gay, bisexual and trans employee network group events ☒

    C. Helped organise an all-staff event on sexual orientation equality ☒

    D. Helped organise an all-staff event on gender identity equality ☒

    E. Helped organise a recruitment drive for more allies or their equivalent ☒

    F. None of the above ☐

Describe the options selected in no more than a few lines each (max 200 words).

> A. Allies signed up to the No Bystanders campaign thorughout the year and at the last Allies and Role Models training [Redacted] is pictured with the new Allies and Role models signing up again for no bystanders.
>
> B. Allies with LGBTI colleagues have organised sessions for staff in a range of business areas where LGBTI colleagues share their experiences and reflections of the workplace. Events between May and August were held in DG Communities, Directorates for Constitution and Strategy, Social Security and People. Some colleagues have
> taken the decision to be "out" in the workplace after attending these events. Also, feedback has been excellent with many colleagues moved by others' testimonies.
>
> C. For colleagues who wanted to pledge their support for Pride events but who could not attend, information desks were staffed by Allies in both Saughton and St Andrew's House. Signatures of support from colleagues were added to Saltires and brought along to Pride Edinburgh, Glasgow and Amsterdam.
>
> D. The Allies champion [Redacted] and our Race and Equality Champion - [Redacted] set up all staff gender awareness sessions.
>
> E. The Allies network have held various recruitment campaigns over the past 12 months and since participating in the Stonewall Allies leadership programme in February 2016, LGBTI colleagues and allies have gone on to recruit an additional 30 allies across the Scottish Government at events.

4.8 In the past year, has the organisation actively and formally profiled visible role models from the following communities (e.g. hosting profile(s) on the organisation's intranet page)? Tick all that apply.

    A. Lesbians ☒

    B. Gay men ☒

C. Bisexual people ☒

D. Trans people ☒

E. Older lesbian, gay, bisexual and trans people ☒

F. Disabled lesbian, gay, bisexual and trans people ☒

G. Black or minority ethnic lesbian, gay, bisexual and trans people ☒

H. Lesbian, gay, bisexual and trans people of faith ☒

I. None of the above ☐

!! Submit evidence demonstrating their visibility (e.g. screenshots of the web pages hosting their profiles).

SECTION 5: CAREER DEVELOPMENT

This section examines the career development opportunities the organisation makes available to lesbian, gay, bisexual and trans staff. This section is worth a total of 7 per cent.

Foundations

5.1 Does the organisation monitor the participation of lesbian, gay, bisexual and trans staff in existing talent or career development opportunities? Tick all that apply.

☒ Yes, for sexual orientation

☐ Yes, for gender identity

☐ No

Name the programme(s), how participation of lesbian, gay, bisexual and trans staff is reviewed and how this information is kept confidential (max 50 words).

All talent and career development opportunities are monitored for impact on protected characteristics, including LGBTI. Monitoring of pan-civil service schemes (Fast-stream, Future Leaders and Senior Leaders Schemes) is carried out by Cabinet Office. We actively promote these schemes to our diversity networks (evidence of highlighting FLS opportunity). We monitor participation in the SG Graduate Development Programme across all protected characteristics from application to appointment (last intake was in 2015). All applicants' diversity data is captured via our electronic HR system and is only available to the diversity team and HR MI analysts. Full details of the 2014/15 talent schemes is available in our mainstreaming report - http://www.gov.scot/Resource/0047/00476112.pdf pages 38,39,40

5.2 In the past year, which of the following career development opportunities has the organisation specifically communicated to lesbian, gay, bisexual and trans staff to participate in? Tick all that apply.

A. General leadership and professional development programmes ☒

B. Sexual orientation and gender identity specific leadership/professional
   development programmes ☒

C. Sexual orientation and gender identity specific seminars and conferences ☒

D. None of the above   ☐

Describe how these programmes are promoted to lesbian, gay, bisexual and trans staff and outline the support offered (max 200 words).

A. Our Graduate Development Programme and all other opportunities are promoted to all networks including the LGBTI network. We have recently promoted the Civil Service Future Leaders Talent Programme to all diversity networks including the LGBTI network

B. The SG have promoted various Stonewall programmes including the Stonewall Leadership programme and have had several staff attend including Allies programme and role model programme

C. The SG supports a member of staff in attending the A:Gender conference and promotes the Annual Stonewall conference. First Minister and Deputy First Minister have spoken at the Stonewall conference

Next Steps

5.3 In the past year, has the organisation undertaken a targeted initiative or programme to specifically advance sexual orientation and gender identity diversity within senior management tiers?

☒   Yes
☐   No

Describe the initiative(s) (max 200 words).

During the 2016 Senior Civil Service promotion board the project team engaged directly with the LGBTI network to fully understand the barriers to progression within the SCS for LGBTI staff and to work with them to remove barriers at recruitment and selection at the senior level of pur organisation. Some of the feedback was about visibility and not being able to see "myself" at that level. This has lead to some strong visible role modelling from out LGB collegues, telling their own stories about how comfortable they are being out in the organisation and how easy it is to be out and work with ministers.

When developing our Talent Strategy we consulted closely with LGBTI staff via the network and held focus groups with the network in order to understand any barriers to general progression in the SG, this will help us to shape our revised Talent Strategy.

Best Practice

5.4 At present, is there at least one visible and out lesbian, gay, bisexual or trans person at board level in the organisation?

☒   Yes
☐   No

Provide names and job titles of the individuals. Please ensure you have their permission to provide this information (max 50 words).

Lorna Gibbs - Chief Executive - Disclosure Scotland

5.5 At present, which of the following groups are represented at senior management level in the organisation? Tick all that apply.

A.	At least one visible and out lesbian	☒
B.	At least one visible and out gay man	☒
C.	At least one visible and out bisexual person	☐
D.	At least one visible and out trans person	☐
E.	None of the above	☐

Provide names and job titles of the individuals. Please ensure you have their permission to provide this information (max 50 words).

> [Redacted] (Deputy Director) - Head of Higher Education and Learner Support
>
> [Redacted] (Deputy Director) - Head of Defence, Security and Cyber Resilience

5.6 At present, are there any openly trans members of staff represented at different levels in the organisation?

☐ Yes

☒ No

‼ This information will remain confidential and is for reference only.

Provide names job titles of the individuals. Please ensure you have their permission to provide this information (max 50 words).

SECTION 6: LINE MANAGERS

This section examines how line managers promote diversity within their teams. This section is worth a total of 8 per cent.

Foundations

6.1 When recruiting line managers, does the organisation actively scrutinise candidates' diversity and inclusion knowledge and achievements? This scrutiny can be on broad diversity criteria that are inclusive of sexual orientation and gender identity. Tick all that apply.

A.	Yes, during all internal appointments for management roles	☒
B.	Yes, during all external appointments for management roles	☒
C.	None of the above	☐

Describe how you scrutinise the candidate's diversity and inclusion knowledge and achievements during internal and/or external appointments (max 200 words).

All applicants, internal or external, must evidence that they meet the key competencies and desirable competncies required for each vacancy at application stage and at interview/assessment centre stage.   These are set out in our competency framework and includes candidates providing evidence that they are "aware of impact on others", "creates a positive environment for innovation" , " is aware of diversity and equality" and supports health and wellbeing" .

At assessment centre these will be assessed in two separate exercises i.e. group exercise and interview. Any applicant who fails to meet these will not progress to the next stage of assessment or will not be appointed.

Next Steps

6.2 How are line managers held accountable for their team's broad diversity and inclusion outcomes? Tick all that apply.

    A. Managers' diversity achievements are assessed during their performance appraisals   ☒

    B. Managers are accountable for their team completing diversity monitoring data   ☒

    C. Managers are formally accountable for their team completing diversity training   ☐

    D. None of the above   ☐

Describe the option(s) selected in no more than a few lines each (max 200 words).

All staff including managers have a compulsory diversity objective in their annual performance appraisal. Progress towards this is discussed and assessed at in-year and end-year reviews. Line managers must also undertake compulsory monthly 1-2-1 conversations with all staff at which progress is reviewed and wellbeing is discussed.
Whilst not formally responsible for staff completing diversity monitoring. The Diversity Manager sends regular updates to each senior manager to inform them of the level of diversity monitoring within each team and encourages them to get staff to complete the information

Best Practice

6.3 In the past year, how has the organisation engaged with line managers to promote sexual orientation and gender identity diversity and inclusion? Tick all that apply.

    A. Provide managers with resources other than training on managing diverse

        staff groups   ☐

    B. Provide managers with specific resources on supporting trans staff   ☐

    C. Encourage line managers to participate in network group activities as allies   ☒

    D. Encourage lesbian, gay, bisexual and trans managers to act as role models
        within the organisation   ☒

    E. Ask line managers to encourage their teams to participate in network
        group activities   ☒

    F. None of the above   ☐

Describe the option(s) selected in no more than a few lines each (max 200 words).

C. The Allies Network have been very active in engaging Line Mangers throughout the year and are actively now using active Ally Network members to encourage others in their division to consider joining.

D. [Redacted] - Diversity Champion has started a programme of work to increase visibility of LGBT managers across SG in particular those at Senior Civil Service level.

E. Through our communications strategy we now ensure that we make line managers aware of the business benefits and personal benefits of staff participating in network duties, within related communications.

SECTION 7: MONITORING

This section examines how the organisation monitors sexual orientation and gender identity and what is done with the data collected. This section is worth a total of 11 per cent.

Foundations

7.1 In the past year, have there been all-staff communication(s) outlining why the organisation monitors sexual orientation and gender identity, what will be done with the data and the confidentiality of monitoring exercises? Tick one.

A.	Yes	⊠
B.	No	☐
C.	We do not monitor sexual orientation and gender identity	☐

!! Submit a copy of the communication.

7.2 In the last three years, which of the following have been scrutinised by monitoring sexual orientation and gender identity? Scrutiny involves collecting and analysing sexual orientation and gender identity data as part of equalities monitoring. Tick all that apply.

A.	Fairness in recruitment and selection from application to appointment	⊠
B.	Career progression of lesbian, gay, bisexual and trans staff by pay or grade	⊠
C.	Job satisfaction rates of lesbian, gay, bisexual and trans staff	⊠
D.	Exit rates by sexual orientation and gender identity	⊠
E.	None of the above	☐

!! Submit analysis reports for the options selected. If the reports are confidential, briefly highlight what the reports contain below.

Describe the selected options in no more than a few lines each and include information on when the monitoring exercise took place (max 200 words).

A. Every two years, we publically publish statistics on recruitment and promotion for LGB staff in the Equality Outcomes and Mainstreaming report.

http://www.gov.scot/Publications/2015/04/7781/0

B. For large internal promotion opportunities, we also undertake very detailed analysis of the progress of LGB staff at each stage of promotion. In 2013, analysis of LGB candidates' comparative success in the Senior

Civil Service boards found that the figures were too small to draw robust conclusions. In 2014 B&C band generalist boards, the results of the analysis for LGB candidates showed a mixed picture (see submission). Further, all candidates were asked for their perceptions of fairness (752 responding, 70%).

C. Experiences and perceptions of LGB staff in the SG are collected by the annual People Survey and the results are published externally on gov.uk.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/521107/Civil-Service-People-Survey-2015-results-by-sexual-identity.xlsx

D. Every two years, we publically publish statistics leavers for LGB staff in the Equality Outcomes And Mainstreaming report.

http://www.gov.scot/Publications/2015/04/7781/0

Next Steps

7.3 In the last three years, to whom have the results of monitoring exercises and subsequent actions been reported? Tick all that apply.

A.	Board level or CEO equivalent	☒
B.	Regional/divisional managers	☒
C.	All staff	☒
D.	General public and/or external stakeholders	☒
E.	None of the above	☐

!! Submit a copy of each report or communication for each of the options selected.

[OR]

If the reports submitted to the board or regional/divisional managers are confidential, briefly highlight what the report contains in relation to sexual orientation and gender identity (max 200 words).

A. All diversity analysis is shared and highlighted with the most senior staff in the organisation at Executive Team, Partnership Working Committee and the Equality & Diversity Board. For example, analysis of declaration rates for EDAB highlighted that recording practices for modern apprentices needed to be improved and action has been taken on this.

B. Data on declaration rates for sexual orientation is now available to all our senior staff and business managers by way of a quarterly data pack so local activity to improve declaration is monitored locally, as well as corporately.

C. All staff can also access our data pack on sexual orientation, which will be updated annually including actions taken to improve workplace equality. Diversity analysis of the promotion boards informed a change our policy which is currently undergoing testing. The findings of the promotion boards diversity analysis was communicated to all staff, and published on our staff intranet.

> D Our Equality Outcomes and Mainstreaming report is available to all stakeholders and includes actions taken to achieve progress. We also publish data on protected characteristics quarterly to public and stakeholders.
>
> http://intranet/InExec/AboutUs/Professional-Groups/SocialResearch/Corporate-Research/DDP

Best Practice

7.4 What proportion of your overall workforce have declared their sexual orientation through a human resources system which allows for detailed analysis of data, as set out in question 7.2?

Provide the percentage of staff that have declared and describe how this is estimated (max 200 words).

> During recruitment, applicants self-complete the equality and diversity data, including sexual orientation in a confidential section. The data from the successful candidate is then transferred across to our electronic HR system (e-HR) when they are appointed. Staff can also voluntarily update their sexual orientation on e-HR.
>
> Excluding 'prefer not to say' responses (as the stonewall guidance asks us to), as of the end of June 2016, 61% of directly employed staff in SG have declared their sexual orientation, 39% are unknown.

7.5 Does your organisation monitor those that identify as trans and how do you ensure this information is kept confidential?

☐ Yes

☒ No

!! This question is for reference and best practice collection only.

Describe how this collected, kept confidential and give completion rates (max 400 words).

7.6 What question(s) do you use to monitor those who identify as trans?

Please copy and paste the question(s) from your monitoring form and describe where they are used (max 400 words).

SECTION 8: PROCUREMENT

This section examines how the organisation engages with existing and potential suppliers. This section is worth a total of 9 per cent.

Foundations

8.1 When awarding contracts, does the organisation consider whether potential suppliers have a policy that explicitly bars discrimination on the grounds of sexual orientation and gender identity? Tick one.

A. Yes, for all contracts	☒
B. Only for contracts relating to client, customer, employee or service relations	☐
C. None of the above	☐

Copy and paste the section of your procurement policy relating to sexual orientation and gender identity (max 200 words).

A. 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.

Please see attachment 8 1 A – Digital Conferencing Services EIA

In addition, our Request for Procurement Assistance (RPA) confirms that EQIA must be considered and links to the EQIA guidance and tool. Link to RPA form: http://intranet/InExec/SEAndMe/Finance-Procurement/PolicyGuidance/usingscottishprocurement/RPAform

The Scottish Government Terms and Conditions have included a clause on discrimination for a number of years "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."

The Terms and Conditions were updated in June 2016 in response to the Public Contracts (Scotland) Regulations 2015 (PC(S)R 2015) to enable a contracting authority to terminate 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."

Scottish Government has introduced statutory guidance across the public sector in Scotland to promote fair work practices through procurement which includes equality. The statutory guidance provides an example of wording for Invitation to Tenders (ITT) at Annex A http://www.gov.scot/Resource/0048/00486741.pdf. An example of this being put into practice is the recent SG pilot which focussed on the use of a question on 'workforce matters' in the tender exercise for catering services on its premises. The subsequent award of this contract guarantees that all those working on it will benefit from a package of positive workforce measures.

8.2 When awarding contracts, does the organisation consider whether potential suppliers' diversity training is inclusive of sexual orientation and gender identity? Tick one.

A. Yes, for all contracts	☐
B. Only for contracts relating to client, customer, employee or service relations	☐
C. None of the above	☒

Describe how this is assessed during the tendering process (max 200 words).

Next Steps

8.3 Are diversity and inclusion issues a standing item in contract monitoring meetings with existing suppliers? Tick one.

| A. Yes, for all contracts | ☐ |
| B. Only for contracts relating to client, customer, employee or service relations | ☐ |

C. None of the above ⊠

Describe how diversity and inclusion issues are monitored with existing suppliers (max 200 words).

8.4 For contracts pertaining to client, customer, employee or service relations, does the organisation monitor existing suppliers' sexual orientation and gender identity related complaints and customer feedback?

☐　　Yes

⊠　　No

Describe how this is monitored (max 200 words).

Best Practice

8.5 In the past year, what initiatives has the organisation undertaken in collaboration with existing suppliers to encourage best practice in sexual orientation and gender identity diversity and inclusion? Tick all that apply.

A. Joint sexual orientation and gender identity diversity and inclusion training sessions for staff ☐
B. Invite suppliers' staff to take part in lesbian, gay, bisexual and trans network group ☐
C. Joint community outreach initiative targeting lesbian, gay, bisexual and trans people ☐
D. Share best practice policy and guidance on sexual orientation and gender identity diversity and inclusion ☐
E. Ask suppliers about participation in sexual orientation and gender identity diversity programmes or assessments ☐
F. None of the above ⊠

Describe selected options in no more than a few lines each (max 200 words).

SECTION 9: COMMUNITY ENGAGEMENT

This section examines how the organisation engages with the wider lesbian, gay, bisexual and trans community. This section is worth a total of 15 per cent.

Foundations

9.1 How does the organisation promote its commitment to sexual orientation and gender identity equality externally? Tick all that apply.

A. Explicit statement on the website stating commitment to sexual orientation and

gender identity equality ☒

   B. Active and regular use of the organisation's main social media platforms to promote sexual orientation and gender identity equality ☒

   C. None of the above ☐

‼ Submit evidence to support your claim.

Next Steps

9.2 In the past year, which of the following community outreach activities has the organisation engaged in? Tick all that apply.

   A. Advertised or placed article(s) in lesbian, gay, bisexual and trans media ☒

   B. Advertised or placed article(s) in mainstream media emphasising commitment to sexual orientation and gender identity equality ☒

   C. Sponsored or supported staff participation in a lesbian, gay, bisexual or trans community event(s) ☒

   D. Sponsored or materially supported lesbian, gay, bisexual or trans community group(s) ☒

   E. Supported campaign(s) or training to tackle hate crime or homophobic, biphobic and transphobic bullying ☒

   F. Held or attended a recruitment event targeting lesbian, gay, bisexual and trans people ☒

   G. Senior staff spoke at an external sexual orientation or gender identity seminar, conference or event ☒

   H. Other ☐

   I. None of the above ☐

‼ Submit any advertisements or articles you are claiming points for.

Describe the option(s) selected in no more than a few lines each (max 200 words).

A. Two LGBTI Champions and Role models had an article on them in the Stonewall Friends Magazine.

B. Scottish Governement actively contributes and facilitates the One Scotland campaign including the LGBTI strand.

C. SG supported staff to attend both Edinburgh and Glasgow Pride including paying for a banner and funding staff marching groups and faciliated an across Civil Service participation in Glasgow Pride.

D. Scottish Government funded various LGBTI organisations in 2016 total funding £857,190.

E. The Scottish Government has established an Independent Advisory Group on Hate Crime, Prejudice and Community Cohesion. The group's report on recommendations for the Scottish Government on these issues is expected imminently (http://news.scotland.gov.uk/News/New-group-to-tackle-hate-crime-1e54.aspx and http://www.gov.scot/Topics/People/Equality/IndependentAdvisoryGroup).

F. A. Marco Biagi spoke at Edinburgh University's LGBT+ careers event, 29 October 2015.

G .Angela Constance spoke at and marched in Glasgow Pride, 20 August 2016
(http://www.glasgowlive.co.uk/news/glasgow-news/glasgows-pride-festival-chance-show-11775313.

9.3 Has the organisation engaged in targeted initiatives in collaboration with other organisations in your sector or region that have had an impact specifically on lesbian, gay, bisexual and trans people in the wider community?

☒   Yes
☐   No

Describe these initiatives (max 200 words).
The Scottish Government has established an Independent Advisory Group on Hate Crime, Prejudice and Community Cohesion. The group's report on recommendations for the Scottish Government on these issues is expected imminently (http://news.scotland.gov.uk/News/New-group-to-tackle-hate-crime-1e54.aspx and http://www.gov.scot/Topics/People/Equality/IndependentAdvisoryGroup)

Scottish Government collaborated with Visit Scotland on inclusive tourism that had a specific LGBTI strand http://intranet/InExec/News/Releases/2016/07/06095407

Best Practice

9.4 **Please choose the one category that best describes the organisation and answer the relevant question between 9.4a to 9.4d.**

☐	Private sector (with customers)	ONLY ANSWER 9.4a
☐	Private sector (with clients)	ONLY ANSWER 9.4b
☐	Public sector and third sector (service provision)	ONLY ANSWER 9.4c
☒	Public sector and third sector (non-service provision)	ONLY ANSWER 9.4d

9.4a **Private sector (with customers):** In the past year, which of these have taken place? Tick all that apply.

A. Consulted lesbian, gay, bisexual and trans customers and tailored our products
   to their needs   ☐
B. Engaged in targeted advertising to lesbian, gay, bisexual and trans customers   ☐
C. Monitored the feedback of lesbian, gay, bisexual and trans customers   ☐
D. Trained our customer facing staff on the needs of lesbian, gay, bisexual and trans
   customers   ☐
E. None of the above   ☐

Describe the selected options in no more than a few lines each (max 200 words).

9.4b **Private sector (with clients):** In the past year, which of these have taken place? Tick all that apply.

    A. Promoted the organisation as being sexual orientation and gender identity inclusive when pitching for business ☐

    B. Invited clients to take part in our in-house sexual orientation and gender identity initiatives ☐

    C. Promoted sexual orientation and gender identity diversity within our sector ☐

    D. Promoted the benefits of taking part in diversity programmes or assessments to our clients ☐

    E. None of the above ☐

Describe the selected options in no more than a few lines each (max 200 words).

9.4c **Public sector and third sector (service provision):** In the past year, which of these have taken place? Tick all that apply.

    A. Consulted with lesbian, gay, bisexual and trans service users and tailored our services to their needs ☐

    B. Promoted our service as being specifically inclusive of lesbian, gay, bisexual and trans service users ☐

    C. Monitored the feedback of lesbian, gay, bisexual and trans service users ☐

    D. Trained staff who deal with service users on the needs of lesbian, gay, bisexual and trans people ☐

    E. None of the above ☐

Describe the selected options in no more than a few lines each (max 200 words).

9.4d **Public sector and third sector (non-service provision):** In the past year, which of these have taken place? Tick all that apply.

    A. Promoted sexual orientation and gender identity diversity within our sector ☒

    B. Encouraged our partners to take part in diversity programmes or assessments ☒

    C. None of the above ☐

Describe the selected options in no more than a few lines each (max 200 words).

A. The First Minister, Deputy First Minister and our Permanent Secretary tweeted attendance at Pride throughout Scotland.

B. The SG has a Public Sector Diversity Network with is made up of representation from across Public Sector in Scotland. At one of these meetings the D&E Manager spoek about the WEI and the benefits the SG had experienced from participation.

SECTION 10: ADDITIONAL WORK AND OPTIONAL AWARDS

Additional Work

This section examines additional work your organisation has done that **has not been captured** elsewhere in this form. Questions in this section are worth a total of 4 per cent.

10.1 Please identify any further work you have done in the past year to improve the working environment for your lesbian, gay, bisexual and trans staff.

Use this space to illustrate your answer (max 500 words).

In the past year, corporate analytical services working with E&D board, HR colleagues, LGBTI and allies network, have delivered significant improvements in diversity monitoring to support positive action. Making additional data available has shown that there was a 7 percentage point increase in the proportion of staff declaring their sexual orientation in 2016 (54% in March 2016, 61% in June 2016), which corresponds with an all staff communications on this topic by [Redacted] in May 2016.

In April 2016, the LGBTI and allies Champions and networks received the first issue of the data packs on sexual orientation, which gives an accurate, joined up and current picture of the experiences of LGB colleagues in the SG. This resource helps identify potential causes for concern, highlighting good practice, or for tracking whether interventions have delivered improvements, or not.

In Nov 2015, research was undertaken on the perceived barriers and enablers related to diversity in applying to senior management in the SG. The LGBTI champion was consulted, focus groups were held and a survey of LGBTI network members was undertaken. The insights informed the awareness sessions and highlighted support applicants required.

•   First Minister received the Politician of the Year Award and spoke at Equality Network's Scottish LGBTI Awards, 10 September 2015 (https://firstminister.gov.scot/politician-of-the-year/)
•   Marco Biagi met with representatives from each of the national LGBT organisations to discuss key issues and priorities for LGBTI equality, 27 October 2015
•   Marco Biagi spoke at Edinburgh University's LGBT+ careers event, 29 October 2015
•   Permanent Secretary met with Director of Stonewall Scotland, 14 December 2015
•   Marco Biagi participated as part of the University of Glasgow's panel discussion for LGBT History Month, 3 February 2016
•   Marco Biagi produced a film with LGBT Youth Scotland for LGBT History Month, February 2016 (https://youtu.be/lJcxH2vuUjg)
•   First Minister and Jamie Hepburn have both filmed their promotional bid support for the Caledonian Thebans to host the Bingham Cup in 2018
•   Humza Yousaf spoke at the STUC LGBT Workers' Conference, 14 May 2016
•   First Minister filmed a message of support for UK Black Pride, June 2016 (http://www.ukblackpride.org.uk/political-leaders-pay-tribute-to-11-years-of-uk-black-pride/)
•   Jeane Freeman and the Permanent Secretary participated in Edinburgh Pride, 2 July 2016 (http://intranet/InExec/News/Releases/2016/06/28181603)
First Minister filmed a message of support for Glasgow Pride, August 2016 (http://www.glasgowlive.co.uk/news/glasgow-news/pride-glasgow-2016-recap-news-11773993

10.2 Please identify any further work you have done in the past year to promote sexual orientation and gender identity equality in the wider community.

Use this space to illustrate your answer (max 500 words).

Richard Foggo and First Minister published and tweeted a picture of them signing the Allies pledge.

The Scottish Government provides funding to the Gay Police Association (GPA) of £24,000 p.a. This pays for half the salary of a full-time GPA officer while Police Scotland fund the other salary and on-costs.

The GPA aims is to promote equal opportunities for gay and bisexual police officers and police staff, offer advice and support to gay and bisexual police officers and police staff and to improve relations between the police service and the gay community in Scotland.

The Scottish Government established and wholly fund respectme, a national anti-bullying service, to build confidence and capacity to address all types of bullying effectively, aligned to the National Approach. respectme provide direct support to local authorities, schools, youth groups and all those working with children and young people. respectme is jointly managed by Scottish Association for Mental Health (SAMH) and LGBT Youth Scotland.

Earlier this year LGBT Youth Scotland and respectme were provided with funding to collaboratively produce a resource and deliver practice seminars that aim to improve the knowledge confidence and skills for teachers and those working in learning environments to address the issue of homophobic, biphobic and transphobic (HBT) bullying. Through the development and distribution of practice guidance and targeted information for Scottish schools, teachers will have increased knowledge and awareness of the specific needs of homophobic, biphobic and transphobic bullying and how to respond effectively. In addition, through the delivery of supporting practice seminars LGBT Youth Scotland and respectme will build the skills and confidence of teachers in Scottish schools to respond to and address homophobic, biphobic and transphobic bullying (this will cover 4 local authorities). Based on the outcomes from this work, there is an opportunity for SG to provide further funding to allow more practice seminars to be delivered across Scotland

10.3 Please identify any further work you have done in the past year to support trans staff or the wider trans community.

Use this space to illustrate your answer (max 500 words).

Top Employers in Scotland and Wales

This optional section should be filled if the organisation wishes to be considered for Top Employers in Scotland or the Top Employers in Wales.

10.4 If the organisation would like to be considered for the Top Employers in Scotland awards, please detail the additional work you have done in Scotland.

Use this space to illustrate your answer (max 500 words).

10.5 If the organisation would like to be considered for the Top Employers in Wales awards, please detail the additional work you have done in Wales.

Use this space to illustrate your answer (max 500 words).

Optional Awards

This optional section should be completed if the organisation wishes to nominate a member of staff for the Senior Champion of the Year award, their network group for the Network Group of the Year award, a member of staff for the LGBT Role Model of the Year award or a member of staff for Ally of the Year.

10.6 If the organisation would like to nominate its senior champion for the Senior Champion of the Year award, please provide details of the champion and their work on sexual orientation and gender identity equality that sets them apart.

Use this space to illustrate your answer (max 500 words).

10.7 If the organisation would like to nominate its network group for the Network Group of the Year award, please provide details of the network and its work to promote sexual orientation and gender identity equality within the organisation and beyond.

Use this space to illustrate your answer (max 500 words).

10.8 If the organisation would like to nominate an individual for Stonewall's LGBT Role Model of the Year award, please provide details of the person and how they have contributed to the visibility of lesbian, gay, bisexual and trans employees within your organisation.

Use this space to illustrate your answer (max 500 words).

10.9 If the organisation would like to nominate an individual for Stonewall's Ally of the Year award, please provide details of the ally and their work on sexual orientation and gender identity equality that sets them apart.

Use this space to illustrate your answer (max 500 words).