



# **Loch Lomond & The Trossachs National Park**

## **Equalities Mainstreaming Report & Equality Outcomes Progress Report 2019**

*Mainstreaming reports should be published at intervals of not more than two years. We have chosen to report on an annual basis.*

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# Alternative languages and formats

This document is available in large print, alternative languages and formats on request.

To arrange this, please contact us by calling 01389 722 600 or by email:

[ParkforAll@lochlomond-trossachs.org](mailto:ParkforAll@lochlomond-trossachs.org)



BSL users can contact us via contactSCOTLAND-BSL, the on-line British Sign Language interpreting service.

Find out more on the [contactSCOTLAND](http://www.contactscotland-bsl.org) website.

## Contacts

For more information on our equalities work please contact

Email – [ParkforAll@lochlomond-trossachs.org](mailto:ParkforAll@lochlomond-trossachs.org)

# Highlights

This report sets out the manner in which we are addressing our responsibilities under the Equality Act 2010.

Highlights from 2018/19 include:

- achievement of the gender representation objective of 50% of our Ministerial appointments being women. It is also pleasing to report that 50% of Local Authority nominated Board members are women.
- 4.9% median gender pay gap in favour of women employees
- the establishment of a very active and engaged Youth Committee
- a superb [Backbone](#) Outdoor Festival for All hosted in Balmaha

While we have made some excellent progress, we recognise that there remains much to do. We look to continuously improve the way in which we work and engage with our communities and visitors to the National Park. This means getting better at making equality a component of everything we do, including:

- making progress on recruiting a more diverse workforce
- making sure our all our literature visually supports our commitment to embracing diversity
- continuing to produce and publish accessibility statements for our premises and our outdoor environments

## Introduction

### Our role

The National Park Authority was established to achieve four key aims laid out in the National Parks (Scotland) Act 2000;

- To conserve and enhance the natural and cultural heritage of the area
- To promote the sustainable use of the natural resources of the area
- To promote understanding and enjoyment (including enjoyment in the form of recreation) of the special qualities of the area by the public
- To promote sustainable social and economic development of the communities of the area

Our mission is to be the vital force in protecting and enhancing this iconic National Park.

### Our organisation

The Park Authority employs 181 staff which includes approximately 40 seasonal Rangers and Campsite staff.

We have one main office in Balloch and four other, mainly Ranger-based premises, and we operate two seasonal campsites, Loch Achray and Loch Chon.

Our #ParkForAll working group oversees the development and implementation of our strategy on matters relating to diversity and equality (Appendix 2). The purpose of #ParkForAll is to inspire the organisation to deliver against our equality duties, constructively challenge prejudices, raise awareness of the economic and social benefits of inclusion and identify and facilitate actions that

support equality and diversity.

## **Our vision and priorities**

Our new National Park Partnership Plan (2018-2023) sets out our vision, values and priorities for the period.

Our values are our moral compass; they help guide how we make decisions. The ideals and ethics that we hold dear as an organisation are:

### Passion

we love what we do

### Leadership

we show the way

### Inspiring

we spark ideas for action

### Caring

we respect the past and shape the future

### Accessible

we are approachable, open and friendly

### Green

we do the right thing for the Park and the planet

Our long term vision...

The National Park will be an internationally-renowned landscape where...

### Conservation and Land Management

Nature, heritage and land are valuable assets, managed and enhanced to provide multiple benefits for all.

### Visitor Experience

There is a high quality, authentic experience for people from all backgrounds. There are many opportunities to enjoy recreation activities and appreciate the area's outstanding natural and cultural heritage.

### Rural Development

Businesses and communities thrive and people live and work sustainably in a high quality environment.

Promoting, encouraging and embedding equalities and valuing diversity are intrinsic parts of the work we do with and the services we deliver to our communities, residents, visitors and staff.

## **Our equality outcomes**

Since 2017 we have been working towards delivering against 2 Equality Outcomes:

### **Outcome 1**

Our performance is enhanced by having a workforce whose diversity more closely reflects that of our community/Scotland.

## Outcome 2

Increasing and positive experiences within the National Park and with the Park Authority is enhanced through improved information and quality of communication and inclusive engagement.

### About this report

This report identifies the progress we have made to Mainstream Equality and achieve the Equalities Outcomes we targeted. In 2018 we decided to publish an update on our progress towards mainstreaming equalities and in achieving our equalities outcomes on an annual basis.

## Mainstreaming Equality

Mainstreaming simply means integrating equality into our day to-day work, taking equality into account in the way we exercise our functions. In other words equality should be an integral part of everything we do.

Mainstreaming the equality duty has a number of benefits including:

- Equality becomes part of our structures, behaviours and culture
- We know and can demonstrate how, in carrying out our functions, we are advancing equality
- Mainstreaming equality contributes to continuous improvement and better performance.

We identified 6 key areas targeting our mainstreaming approach:

Mainstreaming 1: Our staff

Mainstreaming 2: Start-up for projects and strategies

Mainstreaming 3: Access to statutory functions – consultations, Board and Committee meetings

Mainstreaming 4: Information and communication

Mainstreaming 5: Events & Engagement opportunities

Mainstreaming 6: Procurement

### Our Staff

During the reporting period we have successfully carried out a number of initiatives to help us mainstream equalities. Some examples of this are:

- successfully recruited two SVQ Level 2 Business Administration Modern Apprentices in partnership with West Dunbartonshire Council
- we continue to fully embraced the Health and Wellbeing agenda with a focus on Mental Health and training a number of our staff as Mental Health First Aiders
- our annual pay negotiations continued to improve the life/work balance by introducing an organisational shutdown during the festive period
- staff now input their own equality data into our HR self-service system removing the need for an additional equality monitoring survey

#### Mainstreaming 1: Our staff

We have focused our efforts on the wellbeing of staff with the introduction of the 'Fit For Life' pilot, the workplace equivalent of the Daily Mile started by St Ninian's Primary School in Stirling to support improvements in children's mood, attention, memory, fitness and mental health. The pilot allows staff to take 15 minutes every working day to walk in the National Park to support their physical and mental wellbeing. The 9-month pilot was launched in September 2018 to coincide

with the start of Wellbeing Month, and will last for nine months. Approximately 85% of staff are participating in the initiative and in the 7 months to March 2019, sickness absence, for those who are participating, has reduced by an astounding 44% from last year.

### Mainstreaming 2: Start-up for projects

We continue to embed our Equality Impact Assessment (EqIA) process as part of the start-up for projects and policies. As well as the EqIA guidance and template being linked to our Project Initiation Document, our annual project identification process involves advising & helping the set-up of new projects by our Project Management team, a member of which also sits on the Park for All group, so guidance on how to carry out an EqIA is at the forefront within the project and policy process.

The review and approval process for all new EqIAs is working well.

We have created a page on our [website](#) & intranet which explains the EqIA process, links to existing EqIAs & notes the Park for All members and their Protected Characteristic's in order to help raise awareness of the group and further promote the sharing of EqIA's and general embedding of equalities thinking.

### Mainstreaming 3: Access to statutory functions – consultations, Board and Committee meetings

## Case Study – National Park Youth Committee

In May 2018, we set up a National Park Youth Committee made up of 11 dedicated and enthusiastic young people who live in or near to the National Park who are passionate about supporting the work we do and sharing their ideas and enthusiasm. By joining the committee, young people have the opportunity to work with a variety of National Park staff and talk to us about issues that matter to them, providing vital insight to our work and representing the voice of local young people.

The committee has met 5 times across the year, and have developed to a point where we are now fully co-designing projects with them such as the Park Focus photography competition for young people. Some of our more recent successes have been the design and delivery of our first Young Person Residential, development of our National Park response to the Europarc Youth Manifesto. We are actively recruiting new members, to increase the range of different experiences on the group. 2 of the Youth Committee recently attended a session at the March National Park Board Meeting. They are really excited to have been part of the first year and want to get more involved!



One of our Youth Committee said this about her experience:

'This year I've had the opportunity to do things I never thoughts I could do. Being able to have our say in the changes where we live is so important to us as young people in the National Park'. Cat Manders, Kinlochard

#### Mainstreaming 4: Information and communication

Over the past few years there has been a significant focus on the quality of information and means of communication to enable effective engagement with our full range of stakeholders; visitors, residents, communities of interest, partners, Ministers, staff and Board members.

### Case Study – Core Paths Plan Consultation

In 2018 we decided to trial Questionwhere as a consultation tool for the Core Paths Plan Review. This allowed users to view the current network of core paths alongside the proposed additions, deletions and realignments that formed the review. The mapping amendments were coloured to assist anyone with colour vision issues. The system not only enabled people to submit comments but the option to draw their own proposals and provide reasoning for their suggestions. This allowed the Access Team to view all submissions mapped by consultees and easily identify routes that were proposed by the public.

Hard copies of the maps were displayed in Callander, Arrochar and Balloch and questionnaires were created that reflected the format of the online system allowing anyone who did not have access to the internet to easily identify the proposals and submit comments in this form. This



enabled their submissions to be easily uploaded to the Questionwhere portal to help with consistency of analysis.

## CPP QuestionWhere Consultation

### Welcome Page



Welcome to the Core Paths Plan Review Consultation



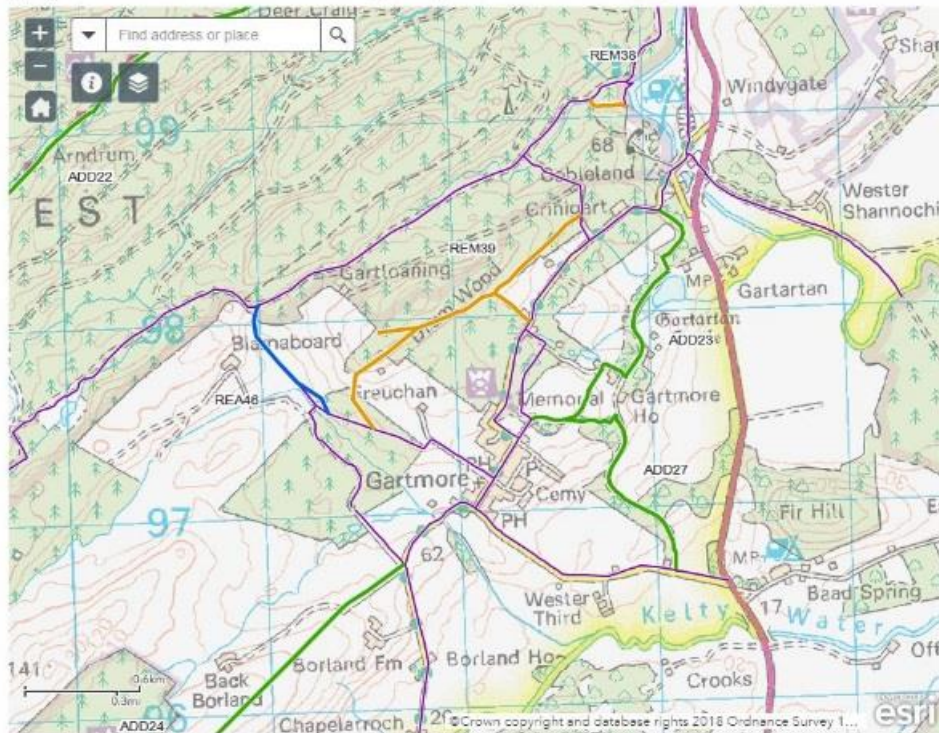
The core paths provide the essential framework for accessing the wider path network and wider access rights to most land and water. Click [here](#) to view our current Core Paths Plan 2010.

A periodic review is required under [Section 20 of the Act](#), which also sets out the processes involved.

### Proposed changes

The map below displays the proposed changes where Green symbolises an addition, Orange symbolises a removal and Blue a realignment. The map can also be opened in a new browser window by clicking [here](#).

You are required to zoom in on the map to display the current core paths and proposed changes. You can zoom in and out of the map by using the +/- buttons or by using your mouse scroll wheel. You can also pan around the map by clicking and holding down the mouse button. Zoom in further to view the path reference. You can also click on any of the proposed changes to see the scoring against each of the criteria (viewed as a pop-up). More information on how we have scored each path as a part of this review is available [here](#).



LLTNPA © Crown copyright and database rights 2018 Ordnance Survey 100031863. The representation of features or boundaries in which LLTNPA or others have an interest does not necessarily imply their true positions. This map should not be relied on for navigation. For further information please contact the appropriate authority.

## Mainstreaming 5: Events & Engagement opportunities

Our Ranger education and outreach engagement programme continues to support people experiencing disadvantage to be able to visit, learn and benefit from the positive experiences spending time in the National Park provides.

In 2018-19, £2,000 Travel Grant funds was awarded to outreach groups to contribute to the expensive costs of transport to the National Park, a significant barrier for many. Of the 10 Outreach groups supported through the travel grant scheme, 6 represented Race, 2 Disability and 1 Faith Protected Characteristics.

Of the 20 schools participating in the travel grant scheme – 80% were from, or had their pupil catchment in the 1-4 most deprived Deciles of the Scottish Index of Multiple Deprivation (SIMD). Through our continued partnership with the John Muir Award, the number of Award Participants in the National Park from a Social Inclusion background has now reached 25%.

## Case Study – Backbone Outdoor Festival for All

In June 2018 the National Park hosted an Outdoor Festival For All to help families and young people from excluded or marginalised communities access and enjoy the great outdoors.

Now in its third year the Outdoor Festival For All was created by Backbone, a social enterprise that works to support and inspire people from all backgrounds to become environmental ambassadors.

The festival took place on Saturday 23 June 2018 at Balmaha, on East Loch Lomond, with over 150 invited guests from all ages, abilities and backgrounds living in Dundee, Edinburgh and Falkirk taking part in a range of activities including guided walks on Inchcailloch and Conic Hill, canoeing, capoeira, bush craft activities, a boat cruise and a trip on the waterbus.

Founder and Operations Director of Backbone, Pammy Johal, said: “Today was a real demonstration of what celebrating diversity looks and feels like with people from all backgrounds, abilities and ages enjoying and sharing being in nature together.

“For some it was a very powerful experience, reminding them of the home they have left behind but also giving them the real sense that Scotland belongs to them too.

“Loch Lomond is a unique and special place for this to happen and the event could only take place with the support of our partners, working together for the direct benefit of communities.”



Loch Lomond & The Trossachs National Park Authority helped fund Backbone’s Community Leadership Project 2015-18 along with The Cairngorms National Park, Forestry Commission Scotland, Esmée Fairbairn Foundation, Scottish Natural Heritage and The Rank Foundation. The project empowers participants to take control of their lives and work with their own communities to support engagement with the outdoors and help educate others to protect and sustain the environment. The Outdoor Festival For All was jointly led by participants of the project and staff and volunteers from partner organisations including the National Park Authority.

Charlotte Wallace, Volunteering, Engagement and Programme Manager at Loch Lomond & The Trossachs National Park said: “The festival is a great way to introduce people to the National Park and take advantage of the many health and wellbeing benefits that it brings.

“One of the key aims in our recently launched National Park Partnership Plan is to encourage people of all ages, abilities and backgrounds to access and enjoy the great outdoors. It is fantastic to see so many people from across Scotland learning about the environment and taking part in all the activities on offer at the festival especially during the Year of Young People.”

A key part of Backbone’s Community Leadership Project is the ability of participants to give back to their own communities through setting up and delivering environmental projects like The Outdoor Festival For All.

The festival was free to attend and travel to and from Balmaha was also provided.



### Mainstreaming 6: Procurement

We continue to improve on the inclusion of equality and human rights-focused criteria within our procurement exercises where practical. We also continue to increase knowledge and uptake of fairly and ethically traded goods and services in our procurements. In addition to this we consider how, by the way in which we conduct our procurement process, we might improve economic, social and environmental well-being; facilitate the involvement of small and medium enterprises, third sector bodies and supported business; and promote innovation. There is a requirement for

'well-being' to include reducing inequality. By applying our sustainable procurement duty we will identify procurement activity where equality will be a key aspect. Ultimately it is our intention to form a separate sustainability procurement policy.

## Equalities Outcomes 2017-21 Progress

### Outcome 1

Our performance is enhanced by having a workforce whose diversity more closely reflects that of our community/Scotland.

Activities and Measurements of Success	Progress
<ul style="list-style-type: none"> <li>Annually and consistently collect, collate and monitor equality data on our staff, Board, job applicants and volunteers and compare to the relevant National statistics (Timescale 2018)</li> </ul>	<p>In order to improve our reporting on staff equality data we have changed our recording process for this. Previously we collected this data anonymously, however, this means that we were limited in terms of the equality data we could provide about our workforce. Through our HR Self Service system all staff now have the ability to enter their personal equality data directly. Details for all new staff will be entered automatically by HR. This has replaced the need for our annual equalities survey and the data will be used to provide statistical information only and will never be attributed to any individual.</p> <p>Due to data protection issues the Board equality data is not being collected at this time.</p> <p>The Volunteer Equality and Diversity Survey will be run again in 2019 and it is hoped that there will be an increase in the diversity of volunteers after the targeted promotion and support delivered during 2018.</p>
<ul style="list-style-type: none"> <li>Actively promote recruitment of staff, Board members and volunteering opportunities to under-represented groups (Timescale 2018)</li> </ul>	<ul style="list-style-type: none"> <li>We have continued to increase our use of social media when advertising vacancies. We will continue to research opportunities that will allow us to promote our vacancies to under-represented groups.</li> <li>Successfully recruited two SVQ Level 2 Business Administration Modern Apprentices in partnership with West Dunbartonshire Council.</li> </ul>

Activities and Measurements of Success	Progress
	<ul style="list-style-type: none"> <li>• Developing training for Volunteer Rangers to work with Young People and attended 'Creating a more Inclusive Future for Youth Volunteering' Conference</li> <li>• Hosted a Scottish Refugee Council Family Volunteer day which was attended by 20 members of the Turkish Community.</li> <li>• Co-designed Young People Volunteer Flyer with National Park Youth Committee; published and distributed to networks and updated on the Year of Young People section of the National Park Website.</li> <li>• Held 7 bespoke Volunteer Days from our Young People Volunteer Programme, and now have 24 Young People registered.</li> </ul> <p><b>Board elections campaign:</b></p> <ul style="list-style-type: none"> <li>• Focused stakeholder engagement with key groups based on the project EqIA in order to encourage participation in the elections by a broader range of people</li> <li>• Social media campaign targeting young people to encourage them to stand as a candidate (open to those 18 years old and older) and to encourage them to register to vote (voting open to 16 year olds)</li> <li>• 'Make a difference' leaflet designed to engage a wider audience (using more accessible language and inclusive imagery)</li> <li>• The elections campaign material was also used to support the Scottish Government Ministerial appointments recruitment campaign.</li> </ul>
<ul style="list-style-type: none"> <li>• Support Scottish Government to achieve Board member gender equality (Timescale 50/50 by 2020)</li> </ul>	<p><u>Achieved</u></p> <p>The Gender Representation on Public Boards (Scotland) Act 2018 advises that for Ministerial appointments the "gender representation objective" for a public board is that it has 50% of non-executive members who are women.</p> <p>In respect of our 6 Ministerial appointed Board members we have achieved 50/50; Heather Reid, Claire Chapman, Sarah Drummond.</p>

Activities and Measurements of Success	Progress
	<p>Although exempted from this legislation, in respect of our 6 Local Authority nominated Board members there is also 50/50 representation; Ellen Morton, Barbara Morgan, Diane Doherty.</p> <p>Also exempted from this legislation, our locally elected members, who are all men.</p>

## Outcome 2

Increasing and positive experiences within the National Park and with the Park Authority is enhanced through improved information and quality of communication and inclusive engagement.

Activities and Measurements of Success	Progress
<ul style="list-style-type: none"> <li>Produce access statements for all our properties (Timescale 2018)</li> </ul>	<p>Draft accessibility statements have been produced for a number of our sites including Balmaha Visitor Centre, Duncan Mills Memorial Slipway, Carrochan and Inveruglas.</p>
<ul style="list-style-type: none"> <li>Produce and publish Equality Impact Assessments that are fit for purpose, produced consistently which clearly evidence equality decision-making (Timescale 2018)</li> </ul>	<p>New EqlAs are subject to the new review and approval process noted under mainstreaming 2 above; this is working well.</p> <p>Awareness raising of this new review and approval process has taken place and the projects team continue to work with Project Managers when setting up new projects to guide them through the EqlA process.</p> <p>A live log lists our completed full EqlAs and the relevant ones are published on our <a href="#">website</a>.</p>
<ul style="list-style-type: none"> <li>Further enhance our brand imagery to clearly articulate our commitment to equality and diversity and a #ParkForAll (Timescale 2018)</li> </ul>	<p>Our corporate image library has been updated to include a bank of more diverse imagery to ensure our photography is more representative of the broad range of people and abilities that can make the most of the National Park. In 2018/19 this gallery has been used to promote the following key communications campaigns:</p> <ul style="list-style-type: none"> <li>Launch of the National Park Partnership Plan (media launch also included images of accessible bikes)</li> <li>Board elections campaign</li> <li>Consultation on the review of the Core Paths Plan</li> </ul>

Activities and Measurements of Success	Progress
<ul style="list-style-type: none"> <li>Incorporate accessibility information in our visitor information literature and digital media channels, as it is updated and refreshed (Timescale 2019)</li> </ul>	<p>We have enhanced the accessibility of our information and communication through:</p> <ul style="list-style-type: none"> <li>Translating visitor information sheets such as our 'Quick guide to Camping Management Byelaws' into different languages (French, German, Polish, Spanish) with simplified graphics to help our Rangers communicate camping guidance with those whose first language isn't English.</li> <li>Developing new digital content to ensure that our visitor experience offer is accessible to all demographics (this includes blogs on fun days out for families or young people, experiences on a budget, etc.)</li> <li>Ensuring all new video content published on National Park channels include subtitles for those with hearing impairments.</li> <li>Conducting in-house training for some front line staff to have a basic understanding of sign language</li> <li>Ensuring that terrain or access information is included in camping permit area or campsite booking information as well as digital content around outdoor activities.</li> <li>Ensuring any key documents produced for launch or consultation are designed using simple language and diverse imagery, with clear information for all abilities on how they can respond to the consultation or engage in our work. Examples of this in 2018 include the launch of our national Park Partnership Plan and consultation on the review of our Core Paths Plan.</li> </ul>



## Legal Responsibilities

The Equality Act 2010 and the Equality Act 2010(Specific Duties) (Scotland) Regulations 2012 and subsequent amendments are the key pieces of legislation driving equality, diversity and inclusion in Scotland.

### The General Duty (UK wide)

As a public body, when we go about our business, we have to take into account the need to;

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

### Statutory specific duties (Scotland only)

In Scotland we demonstrate what we have been doing to take account of the General Duty by the following;

- reporting on mainstreaming the equality duty and publishing progress every two years
- publishing equality outcomes every four years and reporting progress every two years
- assessing and reviewing our policies and practices
- gathering and using employee information
- publishing our gender, race and disability pay gap information
- publishing statements on equal pay
- consider award criteria and conditions in relation to public procurement
- publishing reports in a manner that is accessible

The protected Characteristics under the Equality Act 2010 are;

- race
- sex
- age
- disability
- sexual orientation
- religion and belief
- gender re-assignment
- marriage and civil partnership
- pregnancy and maternity

The Equality Act (Specific Duties) (Scotland) Amendment Regulations 2016 require us as an organisation to set out how we will improve the diversity of our Board through effective succession planning. Our Board is appointed through three routes; Ministerially appointed (6), locally elected (5) and nominated by our 4 partner Local Authorities (6; Argyle and Bute (2), Stirling (2), West Dunbartonshire (1), Perth and Kinross (1)). We will work with Scottish Government, our partner Local Authorities and our local communities to help broaden the diversity of candidates. We have a

duty to report the gender make-up of the Board and this will extend over time to include some of the other protected characteristics.

# #ParkForAll Remit

## 1. Vision

To embed a culture of equality and diversity so that staff, communities, visitors and Board members regardless of ethnicity, beliefs, disability, social background, sex, marital status, age or sexual orientation have the opportunity to access the full range of services provided by the Park Authority and the opportunity to access the benefits of living, working or visiting our National Park.

## 2. Purpose

To inspire the organisation to deliver against our equality duties, constructively challenge prejudices, raise awareness of the economic and social benefits of inclusion and identify and facilitate actions that support equality and diversity.

## 3. Membership

Jaki Carnegie	Executive Sponsor & Sex Equality Champion
Kirsty Callaghan	Sex Equality Champion
Ali Cush	Age Equality Champion
Rebecca Hughes	Age Equality Champion
Elaine Wade	Ethnicity Equality Champion
Guy Keating	Ethnicity Equality Champion
Beverley Clarke	Disability Equality Champion
John McQueen	Disability Equality Champion
Jane Filshill	Sexual Orientation Equality Champion
Kirsty Sweeney	Belief Equality Champion

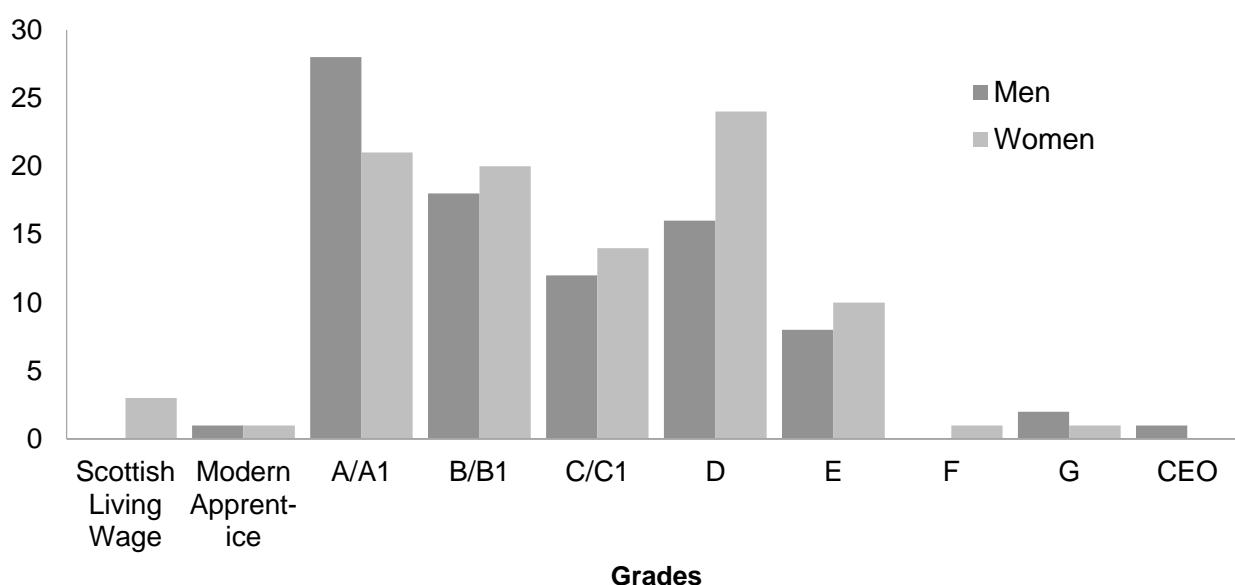
## 4. Objectives

- 4.1. To act as champions for equality, diversity and inclusion; driving, sharing and embedding good practice throughout the organisation.
- 4.2. Increase awareness of our equalities responsibilities and the benefits and opportunities that embedding equalities brings to the Park Authority and the National Park.
- 4.3. To drive the development and delivery of good practice equality and diversity policies and practices, reflecting, as a minimum, our statutory duties.
- 4.4. To propose inspiring quality outcomes and targets that eliminate discrimination, advance equality of opportunity and/or foster good relations.
- 4.5. To engage with our partners to share opportunities and deliver projects.

## Employee Information/Workforce Composition

The information provided has been collected as at March each year.

Staff Headcount	2019			2018			2017		
	Women	Men	Total	Women	Men	Total	Women	Men	Total
Team members	83	76	159	76	66	142	85	66	151
Managers	13	9	22	13	10	23	13	8	21
Total	96	85	181	89	76	165	98	74	172



The above table provides the breakdown by gender and grade. Looking at the above graph you can see that the highest number of women work within the D grade, and the highest number of men work within the A grade. A large proportion of the men who are employed within the A grade are seasonal Ranger or Campsite staff.

### Age

We continue with the recruitment of Modern Apprenticeships/Interns and we have recruited a few staff within the younger age brackets through our normal recruitment processes. Despite this our age profile has not reduced. The average age in 2018 and in 2019 is 45.

#### 2019

Age	Women	Men	Total
16-24	2	3	5
25-34	13	14	27
35-44	17	30	47
45-54	38	28	66
55-64	14	17	31
65 and over	1	4	5

#### 2018

Age	Women	Men	Total
16-24	2	2	4
25-34	11	13	24
35-44	34	17	51
45-54	23	32	55
55-64	16	11	27
65 and over	3	1	4

Total	85	96	181
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Total	89	76	165
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## Board Members

The average age of Board members has reduced from 56 in 2018 to 53 in 2019.

### 2019

Age	Women	Men	Total
16-24	-	-	-
25-34	1	-	1
35-44	-	3	3
45-54	4	-	4
55-64	-	6	6
65 and over	1	2	3
Total	6	11	17

### 2018

Age	Women	Men	Total
16-24	-	-	-
25-34	-	-	-
35-44	-	3	3
45-54	2	2	4
55-64	1	5	6
65 and over	1	2	3
Total	4	12	16

The Gender Representation on Public Boards (Scotland) Act 2018 advises that for Ministerial appointments the “gender representation objective” for a public board is that it has 50% of non-executive members who are women. The National Park Authority Board is made up of 17 members, five members are elected by the community and twelve are appointed by Scottish Ministers, six of these following nominations by the Local Authorities. In the case of the National Park Authority the “gender representation objective” applies to the six members directly appointed by Scottish Ministers. As a result of the appointments made in November 2018 the National Park Authority Board has now achieved the gender representation objective.

## Part Time

All staff benefit from extensive flexibility within our practices and policies, any team member can apply for flexible working. The information below shows those that currently work part time against those who work full time. In addition to this the majority of our staff benefit from our flexitime or TOIL scheme which is designed to provide flexibility within the working day to help achieve a good work life balance. As you can see from the table below 40% of our workforce work part time with a reasonable percentage (35%) of men working part time.

Full time versus part time by gender split			
Gender	Full time	Part time	Total
Women	54 (56%)	42 (44%)	96
Men	55 (65%)	30 (35%)	85
	109 (60%)	72 (40%)	181

## Leavers

The following table reflects leavers from 1st April 2018– 31st March 2019 (excluding seasonal staff). We had 11 leavers last year. Analysis of our exit questionnaires shows no trends in the reasons for leaving.

Age	2018/19			2017/18		
	Women	Men	Total	Women	Men	Total
16-24	1	1	2	2	1	3
25-34	2	-	2	1	2	3
35-44	-	1	1	5	1	6
45-54	1	3	4	2	1	3
55-64	1	1	2	1	1	2
65 and over	-	-	-	-	-	-
Total	5	6	11	11	6	17

## Staff Development

Staff promotions by grade and gender

2019

2018

Grade	Women	Men
C	1	1
D	4	-
E	3	1
G	-	-
Total	8	2

Women	Men
-	-
1	-
1	2
-	1
2	3

## Learning and Development

Following successful development of the National Park ELearning system we are now integrating the system with our performance process and look forward to being able to provide a breakdown of training completed in our next report.

## Gender pay gap

The Office for National Statistics in October 2018 published [data](#) that indicated the UK “median pay gap” (the difference between the mid-point of pay for male and female employees taking into account all roles within an organisation) is 17.9% in favour of male employees. At the National Park Authority it is 4.9% in favour of women. In other words, when comparing median hourly rate women earn 0.65p more than men.

Gender	2018/19	2017/18
Women	£14.05	£13.86
Men	£13.40	£13.79

The “mean pay gap” (the difference between the average pay for male and female employees taking into account all roles within an organisation) for the National Park Authority is 2.2% in favour of women. In other words, when comparing mean hourly rate women earn 0.32p more than men.

Gender	2018/19	2017/18
Women	£14.55	£14.32

Men	£14.23	£14.07
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## Occupational Segregation

We have undertaken the occupational segregation which shows that we have a fairly even split across each team of women and men apart from our Executive Support team and our Planning teams where we see all or a high number of women. Where there are more men it is within the manual labour areas of Corporate Services in our Campsite and Land Operations Teams. Within both teams this could be due to our vast array of family friendly working practices which allows flexibility to juggle work and home life.

Service Area	Executive		Executive Support/ Strategy & Policy		Corporate Services		Communications		Planning & Rural Development & Tourism		Conservation & Visitor Operations	
	M	F	M	F	M	F	M	F	M	F	M	F
Grade												
Scottish Living Wage						3						
Modern Apprenticeship			1	1								
A/A1				4	8	3	1			1	19	13
B/B1				2	8	4				5	10	9
C/C1				1	5	4	1	3	2	3	4	3
D				2	6	5		3	2	9	8	5
E					3	3			1	3	4	4
F		1										
G	2	1										
CEO	1											
Total	3	2	1	10	30	22	2	6	5	21	45	34

We are unable to repeat the above exercise for both race and disability as completion of the equality data within our HR self-service system is voluntary.

## Pregnancy and Maternity

In 2018/19 we had 4 staff on maternity leave, all that have or will return to their substantive posts.

## Flexible Working Requests

In 2018/19 we had 6 requests for flexible working, 1 male and 5 female.

## Recruitment

In line with employment legislation and best practice we are committed to equality of opportunity in employment, both in principle and in practice. It is our policy to ensure that no job applicant or employee receives less favourable treatment, either directly or indirectly on the grounds of age, race, disability, sex, marital status, pregnancy/maternity, gender reassignment, religion or belief or

sexual orientation, therefore equality information is not shared with recruiting managers and is separated from the application form at the time of application form collation.

In order to encourage applications from all protected characteristics we are members of the two tick scheme which means that applications from any candidate who indicates that they have a disability will be automatically short-listed if they demonstrate that they meet the short listed criteria. We also support the “Happy to Talk Flexible Working” campaign, which is a strap line developed to open up the application process to more people with the skills required however are not able to work a traditional 9-5 job.

Unfortunately we have seen a drop in the number of applicants completing the equality data. This is not something we can force applicants to do but we will review our process to encourage a higher completion rate.

2019

Number of Applicants	Number of complete returned forms	% complete
317	209	66%

2018

Number of Applicants	Number of complete returned forms	% complete
471	428	91%

2019

Age							
16-24	25-34	35-44	45-54	55-64	65+	Chose not to disclose	Option Not Marked
43	91	29	26	15	0	4	1

Consider yourself to have a disability			
Yes	No	Chose not to disclose	Option Not Marked
16	186	5	2

Gender		
Men	Women	Option Not Marked
102	91	16

Currently/Previously consider yourself transgender			
Yes	No	Chose not to disclose	Option Not Marked
0	194	9	6

Religion or belief									
None	Church of Scotland	Roman Catholic	Other Christian	Jewish	Buddhist	Hindu	Any other Religion or Belief	Chose not to disclose	Option Not Marked



88	20	12	8	1	4	1	4	5	3
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Sexual Orientation					
Bisexual	Gay/ Lesbian	Hetero- sexual	Other	Chose not to disclose	Option Not Marked
8	7	165	2	19	7

Ethnicity											
White								Other Mixed or Multiple Ethnic Group	African Scottish/ African British	Choose not to disclose	Option Not Marked
Scottish	English	Welsh	Other British	Irish	Travel//Gypsy	Polish	Other White Ethnic Group				
126	28	1	20	4	1	0	10	1	1	9	8

Marital Status				
Married	Not Married	Civil Partnership	Choose not to disclose	Option Not Marked
44	140	2	11	12

### Equal Pay Policy Statement

Loch Lomond and The Trossachs National Park Authority is committed to the principles of equal pay for all of our employees, regardless of sex, race, religion or belief, age, marriage and civil partnership, pregnancy and maternity, sexual orientation, gender reassignment, or disability.

The Authority recognises that all staff in the workforce should receive equal pay for work of equal value, or the same or similar work and we operate a single job evaluation scheme to measure the relative value of all jobs in our pay and grading structures within an overall framework that is consistent, transparent and fair.

Our Job Evaluation and Pay Progression policies aim to reflect equal pay with respect to remuneration for all staff in ensuring that the level of reward is appropriate to the relative size and content of the job.

The Authority has worked towards ensuring that employees have confidence in the Authority's process of eliminating bias and we have therefore been committed to working in partnership with the Joint Negotiation and Partnership Forum. The Authority will continue working with the various stakeholders in taking action to ensure that it provides equal pay.

Our equal pay objectives are to:

- Regularly monitor and review the application of our policies and procedures to ensure there are no unfair, unjust or unlawful practices that impact on pay
- Agree and apply solutions to remedy any problems
- Consult with staff and keep them informed of any changes
- Provide training and guidance for staff involved in determining pay issues
- Carry out annual monitoring of pay statistics
- Informing staff how their pay has been determined in each salary review
- Respond to any grievances in equal pay as a priority

If an employee considers that they are not being paid equally to another employee for the same or similar work, or for work of equal value, they are advised to raise their concerns informally with their line manager/the HR manager. If informal discussions do not resolve the matter to the employee's satisfaction, they should write to the Corporate Services Director setting out their concerns in accordance with the organisation's grievance procedure. Details of any complaints regarding equal pay will be retained confidentially for monitoring purposes.

The Corporate Services Director is responsible for equal pay within the organisation and will review and ensure compliance with this policy at regular intervals.

## Staff Monitoring Data

In 2018 we asked staff to record their own data in our self-service HR system. We therefore did not issue an anonymous employee monitoring survey as we have done in previous years. The data below is what was recorded in the HR system as at March 2019.

What is your Religion or belief?

Answer Given	Response Count	Response %
Christian	27	18%
Other Religion or Belief	2	1%
None	47	31%
Not Stated	11	7%
Blank	64	42%

Which of the following best describes your marital status?

Answer Given	Response Count	Response %
Married/Civil Partnership	54	36%
Separated/Divorced	6	4%
Single	25	17%
Widowed	1	1%
Prefer not to say	15	10%
Blank	50	33%

Do you consider yourself to have a disability?

Answer Given	Response Count	Response %
Yes	7	5%
No	123	81%
Blank	21	14%

If yes, what is the nature of your disability?

Answer Given	Response Count	Response %
Deafness or partial hearing loss	4	3%
Learning difficulty (e.g. dyslexia)	1	1%
Manual dexterity	1	1%
Prefer not to say	1	1%

Have you ever been identified as transgender or trans person?

Answer Given	Response Count	Response %
No	71	47%
Blank	80	53%

How would you describe your sexual orientation?

Answer Given	Response Count	Response %
Bisexual	2	1%
Gay woman / Lesbian	1	1%
Heterosexual / Straight	68	45%
Blank	69	46%
Prefer not to say	11	7%

Which ethnic group do you most identify with?

Answer Given	Response Count	Response %
White Scottish	82	54%
White other British	29	19%
White Other	1	1%
Other	4	3%
Blank	35	23%

What do you feel is your national identity?

Answer Given	Response Count	Response %
British	20	13%
Scottish	82	54%
English	8	5%
German	1	1%
Hungarian	1	1%
Luxembourg	1	1%
Romanian	1	1%
Other	3	2%
Other British	10	7%
Prefer not to say	2	1%
Blank	22	15%

Our analysis of the data from the survey has identified the following:-

- A number of staff have not input their data therefore we need to have a push on encouraging existing staff to do this so that it will provide us with a more comprehensive picture of the organisation
- It is encouraging that only one member of staff has chosen not to declare the nature of their disability. We can take steps to further encourage staff to feel confident to declare any disabilities.
- A few members of staff would prefer not to say what their sexual orientation is, again we can take steps to further encourage staff to be able to share this information with us (in confidence) to help with our reporting and monitoring.
- In terms of ethnicity, the vast majority of our staff continue to identify themselves as white Scottish/British/other. When recruiting we will continue to encourage applications from all backgrounds and review how we present this within promotional material.

## Visitor Monitoring Data

A new visitor survey is in the process of being commissioned with the collection of data taking place during 2019/20 and results available in 2020.

## Volunteer Monitoring Data

In 2018 we asked volunteers to complete an anonymous monitoring survey to allow us to further understand the protected characteristics of our volunteers. The survey questions along with the responses are below.

How do you identify yourself?	2015		2018	
	Response Count	Response Percent	Response Count	Response Percent
Male	54	63%	37	57%
Female	32	37%	27	42%
Transgender (in another way 2018)	-	-	-	-
Prefer not to say	-	-	1	1%

How old are you?	2015		2018	
	Response Percent	Response Count	Response Percent	Response Count
Under 21 (16-24 2018)	2	2%	-	-
21 – 30 (25 – 34 2018)	3	4%	2	3%
31 – 40 (35 – 44 2018)	9	11%	9	14%
41 – 50 (45 – 54 2018)	19	22%	13	20%
51 – 60 (55 – 64 2018)	19	22%	19	27%
over 60 (65 + 2018)	33	39%	19	27%
Prefer not to say (2018)	-	-	2	3%

Which of the following describes your current marital status?	2015		2018	
	Response Percent	Response Count	Response Percent	Response Count
Married/Civil Partnership	46	54%	Not asked in 2018 survey	
Partnership	8	9%		
Separated/Divorced	6	7%		
Single	20	23%		
Widowed	3	4%		
Prefer not to say	3	4%		

Do you have a religion or belief?	2015		2018	
	Response Percent	Response Count	Response Percent	Response Count
Muslim	-	-	-	-
Buddhist	1	1%	2	3%
Sikh	-	-	-	-
Hindu	-	-	-	-
Roman Catholic	5	6%	3	4%
Church of Scotland	27	32%	17	27%
Other Christian	6	7%	4	6%
None	41	49%	33	52%
Other	4	5%	4	6%

Which of the following describes you?	2015		2018	
	Response Percent	Response Count	Response Percent	Response Count
Bisexual	-	-	-	-
Gay Man	2	2%	1	1%
Gay Woman/lesbian	1	1%	1	1%
Heterosexual/straight	73	87%	58	88%
Prefer not to say	8	10%	6	9%

If you are lesbian, gay or bisexual, are you open about your sexuality?	Response Count	Response Percent	2018 Response Count	2018 Response Percent
At home	3	100%	1	50%
With Colleagues	2	67%	2	50%
With your line manager	1	33%	1	50%
At work generally	1	33%	1	50%

Do you consider yourself to be disabled?	2015		2018	
	Response Percent	Response Count	Response Percent	Response Count
Yes	2	2%	-	-
No	80	93%	64	97%
Prefer not to say	5	5%	2	3%

What is the nature of your disability?	Response Count	2018
Blindness or partial sight loss	-	-
Deafness or partial hearing loss	1	-
Development disorder	-	-

Learning Difficulty	-	-
Learning Disability	-	-
Long Term illness, disease or condition	-	-
Mental health condition	1	-
Physical disability	1	-
Prefer not say	-	-

How would you describe your ethnicity?	2015		2018	
	Response Percent	Response Count	Response Percent	Response Count
White	85	100%	65	98%
Mixed or multiple ethnic group	-	-	-	-
Asian, Asian Scottish or Asian British	-	-	-	--
African	-	-	-	-
Caribbean	-	-	-	-
(Other 2018)			1	2%

How would you describe your ethnicity?	2015		2018	
	Response Percent	Response Count	Response Percent	Response Count
Scottish	59	70%	44	67%
Other British	22	26%	17	26%
Irish	-	-	1	2%
Gypsy/Traveller	-	-	-	-
Polish	-	-	-	-
Other	3	4%	4	6%

## 2011 Census Data

From the 2011 Census data the National Park population was:

<b>Young People</b>	
Under 16	15%
Eligible Voters 16 – 20	5%
Eligible Candidate 21 – 26	5%
<b>Not so Young People</b>	
27 – 44	19%
45 – 64	34%
Over 65	22%

From the 2011 Census data, 70% of the National Park population did not regard themselves as having any disability.

Of the 30% who had one or more disability:

- 8% deafness/hearing loss
- 3% blindness/sight loss
- 6% physical disability
- 3% mental health condition
- 20% other

From the 2011 Census data, 99% of the National Park population were 'white'.

5.6% of the National Park population were born outside of the UK, below the Scotland proportion (7.0%).

95% of the National Park population speak English only.

Of the other 5%;

- 1% Scots
- 0.5% Polish
- 4% Other (includes Gaelic, BSL, other)

From the 2011 Census data, the following indicates the faiths of the National Park population:

- 58% Christian
- 33% none
- 8% not provided

Those identified as Buddhist, Hindu, Jewish, Muslim and Sikh accounted for less than 1% in total.

From the 2011 Census data, 51.2% of the National Park population was female.