

**Scottish Courts
and Tribunals Service**



Scottish Courts & Tribunals Service

**Annual People Scorecard
2021/22**

Headcount = 1,944

**Produced by the Human Resources Unit
October 2022**

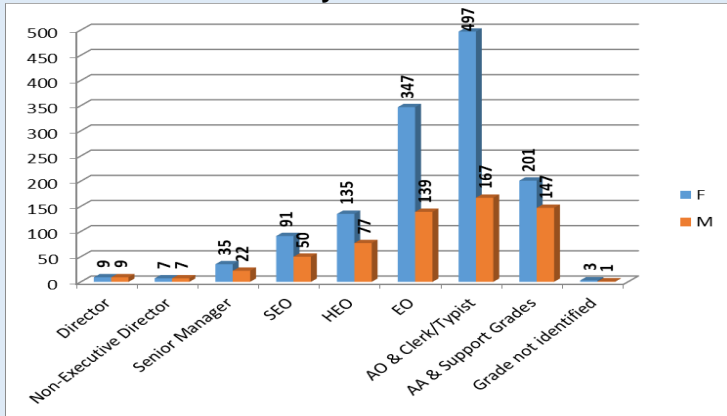
Annual People Scorecard 2021/22

1st April 2021 to 31st March 2022

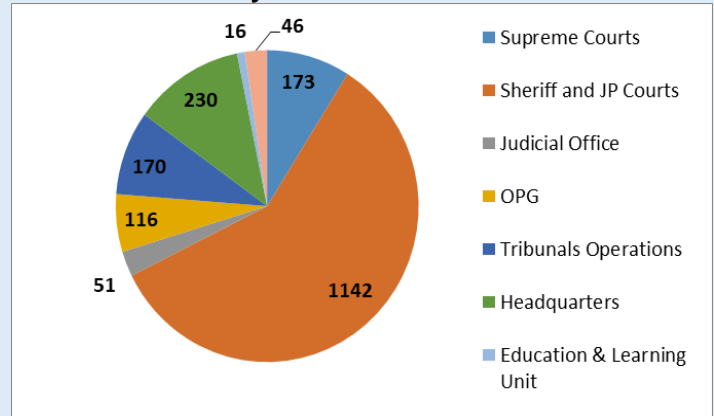
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Annual People Scorecard 2021/22 – Dashboard

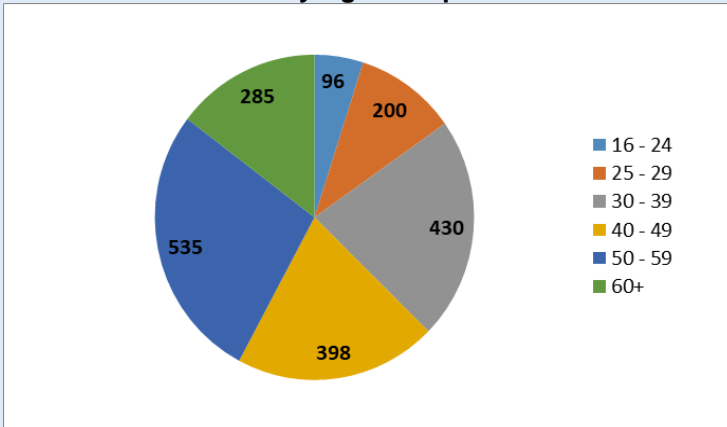
Headcount by Gender – Table 1.1



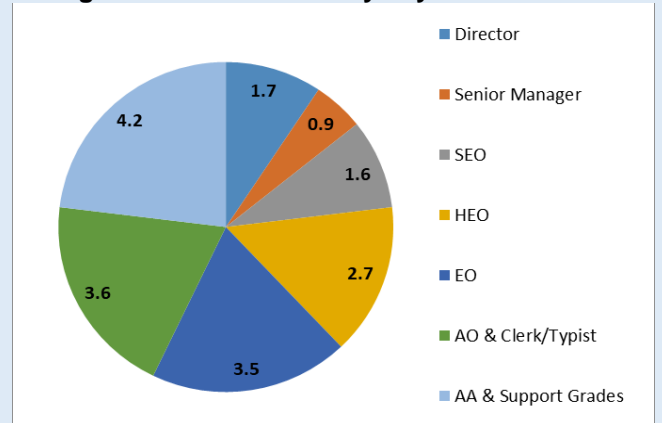
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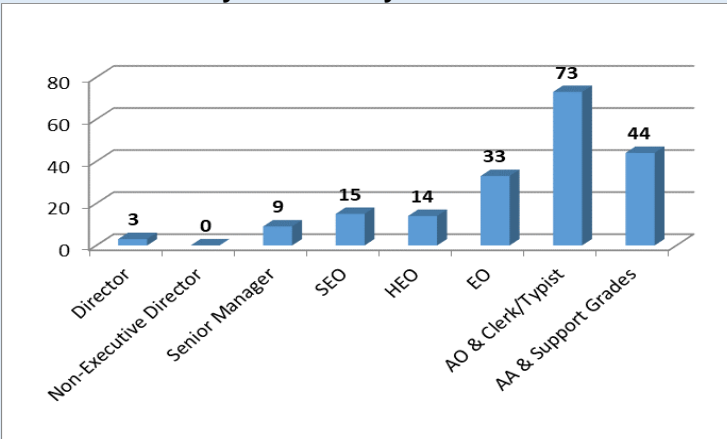
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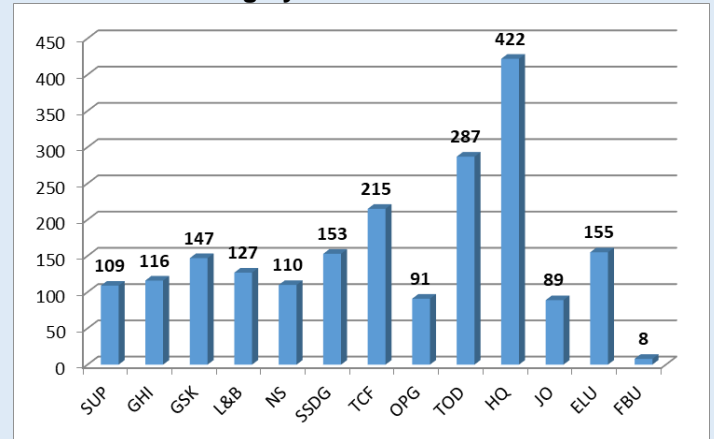
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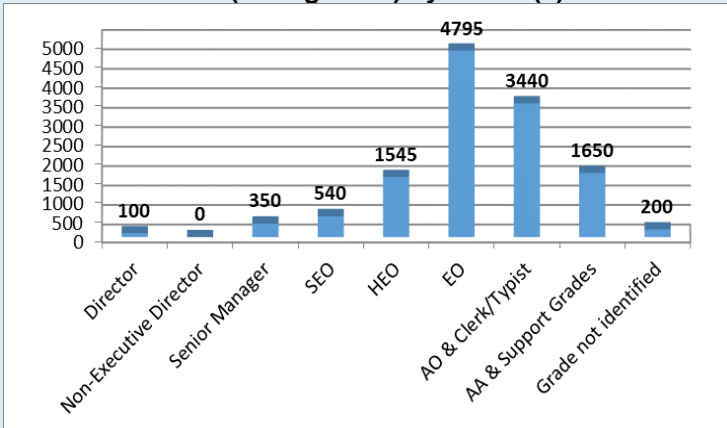
Voluntary Turnover by Grade – Table 2.7



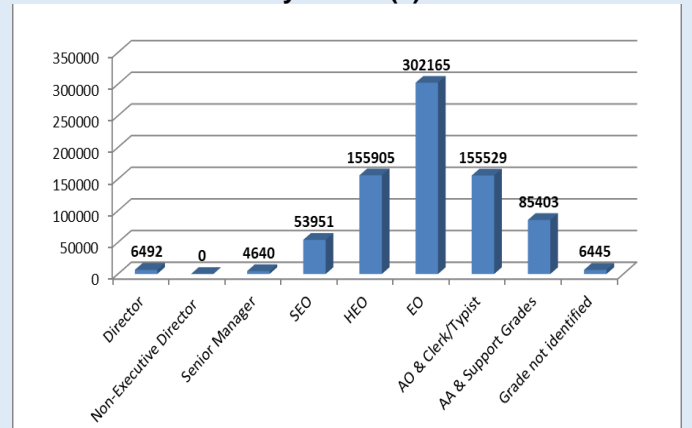
Formal Training by Area of Business – Table 3.1



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Overtime by Grade (£) – Table 4.10



Annual People Scorecard 2021/22

Section 1: People Profile

Please note, all tables in Section 1, include Casual/FTAPP Staff and Zero Hours Contract Staff

Table 1.1

Grade	Head count	F	M	Ethnic Minorities	Declared Disability	Avg Age	Avg Length Of Service	Employee FTE
Director	18	9	9	0	1	53.8	19.6	18.00
Non-Executive Director	14	7	7	0	0	56.1	4.1	0.00
Senior Manager	57	35	22	0	1	47.0	14.4	55.96
SEO	141	91	50	2	3	47.0	18.0	128.35
HEO	212	135	77	1	6	44.7	18.1	201.33
EO	486	347	139	6	18	42.9	14.9	455.02
AO & Clerk/Typist	664	497	167	4	25	42.3	9.9	596.75
AA & Support Grades	348	201	147	3	11	51.1	7.1	290.39
Grade not identified	4	3	1	0	0	48.8	12.3	3.80
¹Total	1,944	1,325	619	16	65	45	12.3	1,749.60
Percentages of total		68.16%	31.84%	0.82%	3.34%			

¹ For Tables 1, 2, 3, 4 and 5; includes staff on Zero Hours contracts.

² Non-Executive Directors do not have set working hours and therefore have an Employee FTE of 0.0

Table 1.2

Area of Business	Headcount 2021/22	Headcount 2020/21	Employee FTE 2021/22	Employee FTE 2020/21	Percentage 2021/22	Percentage 2020/21
Supreme Courts	173	175	159.8	156.8	8.90%	9.5%
Sheriff and JP Courts	1,142	1,074	1003.0	930.8	58.74%	58.2%
Office of the Public Guardian	116	99	106.1	89.4	5.97%	5.4%
Tribunals Operations	170	179	164.6	173.9	8.74%	9.7%
³ Headquarters	230	211	210.7	191.5	11.83%	11.4%
Judicial Office	51	47	48.7	44.4	2.62%	2.5%
Education & Learning Unit	16	15	15.0	14.4	0.82%	0.8%
Fines Business Unit	46	44	41.7	39.9	2.37%	2.4%
¹Total	1,944	1,844	1,749.6	1,641.1	100%	100%

³ Includes Non-Executive Directors, senior operational managers and operational staff working on corporate projects. Does not include agency workers/ contractors.

Table 1.3

Staff by Age Group	Headcount 2021/22	Headcount 2020/21	Percentage 2021/22	Percentage 2020/21
16 - 24 years old	96	77	4.9%	4.2%
25 - 29 years old	200	164	10.3%	8.9%
30 - 39 years old	430	407	22.1%	22.1%
40 - 49 years old	398	375	20.5%	20.3%
50 - 59 years old	535	541	27.5%	29.3%
60+ years old	285	280	14.7%	15.2%
¹Total	1,944	1,844	100%	100%

Table 1.4

Length of Service by Grade of Current Post					
Grade	< 1 year	1-4 years	5-9 years	10-19 years	20+ years
Director	2	1	2	4	9
Non Exec Director	2	4	8	0	0
Senior Manager	7	14	5	14	17
SEO	6	21	19	43	52
HEO	7	26	25	71	83
EO	9	75	117	145	140
AO & Clerk/Typist	114	193	137	111	109
AA & Support Grades	86	85	84	66	27
Grade not identified	0	0	1	3	0
1Total (Headcount)	233	419	398	457	437
Percentages	11.99%	21.55%	20.47%	23.51%	22.48%

Table 1.5

Staff by Contract Type				
Contract Type	Headcount 21/22	Percentage 21/22	Headcount 20/21	Percentage 20/21
Full Time	1,465	75.36%	1,340	72.7%
Part Time/Job Share	431	22.17%	439	23.8%
Full Time Condensed Hours	14	0.72%	26	1.4%
Zero Hours Contract*	20	1.03%	25	1.3%
Non Exec (Fixed Term Contract)	14	0.72%	14	0.8%
1Total	1,944	100%	1,844	100%

*Please refer to note 23 at Table 4.14 for further information on zero hours contracts

Section 2: Employee Resourcing

Please note, all absence figures are reported in calendar days as opposed to working days.

Table 2.1

Sick Absence by Grade						
Grade	Avg days lost short term sick absence 2021/22	Avg days lost short term sick absence 2020/21	Avg days lost long term sick absence 2021/22	Avg days lost long term sick absence 2020/21	Avg days lost all sick absence 2021/22	Avg days lost all sick absence 2020/21
Director	1.7	1.6	0.0	3.0	1.7	4.7
Non-Executive Director	0.0	0.0	0.0	0.0	0.0	0.0
Senior Manager	0.9	1.7	1.2	1.3	2.9	2.9
SEO	1.6	2.0	7.2	4.5	8.8	6.5
HEO	2.7	2.0	5.2	8.1	7.8	10.1
EO	3.5	2.6	12.2	7.7	15.7	10.3
AO & Clerk/Typist	3.6	2.3	11.1	9.7	14.7	12.1
AA & Support Grades	4.2	2.6	12.6	9.0	16.8	11.6
Overall Average	3.3	2.3	10.2	8.1	13.5	10.4

Average Days Lost - All Sick Absence by Grade

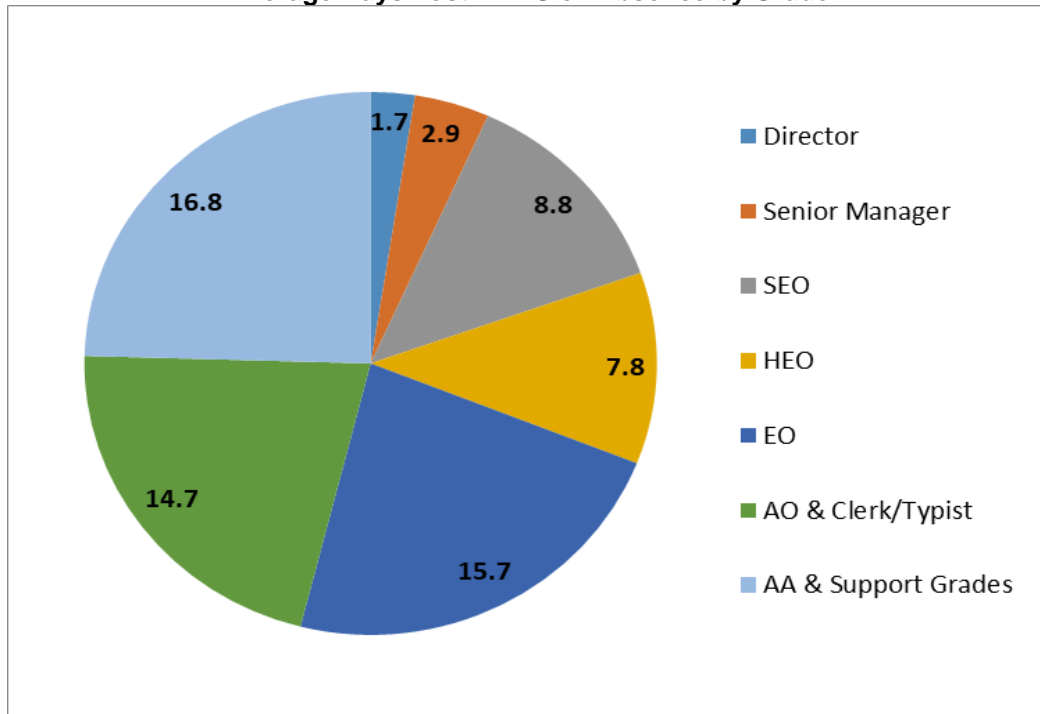


Table 2.2

Sick Absence by Sheriffdom/Unit			
Sheriffdom/Unit	Average days lost through short term sick absence	Average days lost through long term sick absence	Average days lost through all sick absence
Supreme Courts	2.9	6.6	9.6
Grampian, Highland & Islands	2.4	4.1	6.6
Glasgow & Strathkelvin	3.6	19.3	23.0
Lothian & Borders	4.9	11.6	16.5
North Strathclyde	3.0	17.3	20.3
South Strathclyde, Dumfries & Galloway	4.2	16.9	21.1
Tayside, Central and Fife	2.6	6.6	9.2
Office of the Public Guardian	4.4	12.6	17.0
Tribunals Operations	3.6	9.6	13.1
Headquarters	2.4	4.2	6.6
Judicial Office	2.0	0.0	2.0
Education & Learning Unit	3.3	2.0	5.3
Fines Business Unit	2.9	2.6	5.5
Overall Average	3.3	10.2	13.5

Table 2.3

Lost Time Rate⁴	Short Term	Long Term	All Absence
All SCTS	1.00%	3.10%	4.10%

⁴ Based on ((Absence Days/Calendar Days) x Working Days)/(FTE x Working Days) (Calendar Days = 366 days, Working Days =225 days).

Table 2.4

Reasons	21/22	20/21	19/20
Covid-19 Emergency Family Leave - Caring for relatives when homeworking is not possible	103	3,542	343
Covid-19 Quarantine - Self-isolating when homeworking is not possible	783	6,935	1,879
Covid-19 Stay at Home - Unable to work from home and office closed or not working on emergency services provision (rota)	698	51,874	3,310
Caring Responsibilities	315	395	467
Bereavement	474	372	442
Compassionate Care Leave	341	154	99
Emergency Family Leave	190	91	305
Miscellaneous Special Leave	122	195	45
Unpaid Leave	208	295	761
Study/Examination Leave	62	28	26
Parental Leave	42	54	94
Domestic	9	15	20
Hospital Appointment	11	17	11
Other Reasons	61	35	133
Facility Time			
Total	3,419	64,002	7,935

Table 2.5
Permanent internal promotions by grade promoted to.

Promotions by Grade			
Grade	Total	Female	Male
Director	1	1	0
Non-Executive Director	0	0	0
Senior Manager	12	9	3
SEO	14	9	5
HEO	29	14	15
EO	51	37	14
AO & Clerk/Typist	39	23	16
AA and Support Grades	1	0	1
Total (Headcount)	147	93	54

Table 2.6
Permanent internal promotions by Sheriffdom/Unit promoted to.

Promotions by Sheriffdom/Unit			
Sheriffdom/Unit	Total	Female	Male
Supreme Courts	19	12	7
Grampian, Highland & Islands	7	5	2
Glasgow & Strathkelvin	26	20	6
Lothian & Borders	14	4	10
North Strathclyde	17	11	6
South Strathclyde, Dumfries & Galloway	14	10	4
Tayside, Central and Fife	8	6	2
Office of the Public Guardian	0	0	0
Tribunals Operations	14	10	4
Headquarters	24	13	11
Judicial Office	1	1	0
Education & Learning Unit	1	0	1
Fines Business Unit	2	1	1
Total (Headcount)	147	93	54

Table 2.7

Turnover and Application Rates by Grade										
Grade	6Voluntary Turnover		6Non-Voluntary Turnover		6Total Turnover		Total number of applications received for jobs advertised in year (Internal)		Total number of applications received for jobs advertised in year (External)	
	No.	%	No.	%	No.	%	Applications	Jobs	Applications	Jobs
Director	3	16.7%	0	0.0%	3	16.7%	4	1	15	8
⁵ Non-Executive Director	0	0.0%	2	14.3%	2	14.3%	0	0	0	0
Senior Manager	9	15.8%	4	7.0%	13	22.8%	4	1	0	0
SEO	15	10.6%	0	0.0%	15	10.6%	45	23	45	21
HEO	14	6.6%	2	0.9%	16	7.5%	82	38	82	15
EO	33	6.8%	2	0.4%	35	7.2%	170	54	170	10
AO & Clerk/Typist	73	11.0%	8	1.2%	81	12.2%	47	23	47	41
AA & Support Grades	44	12.6%	3	0.9%	47	13.5%	7	5	4	18
Total	191	9.8%	21	1.1%	212	10.9%	359	145	363	113

⁵ Non-Executive Director campaigns are not run through EROL therefore data is not available regarding application numbers.

⁶ These figures are calculated by dividing the number of leavers by the headcount at 31st March 2022

Total Turnover in Year by Grade

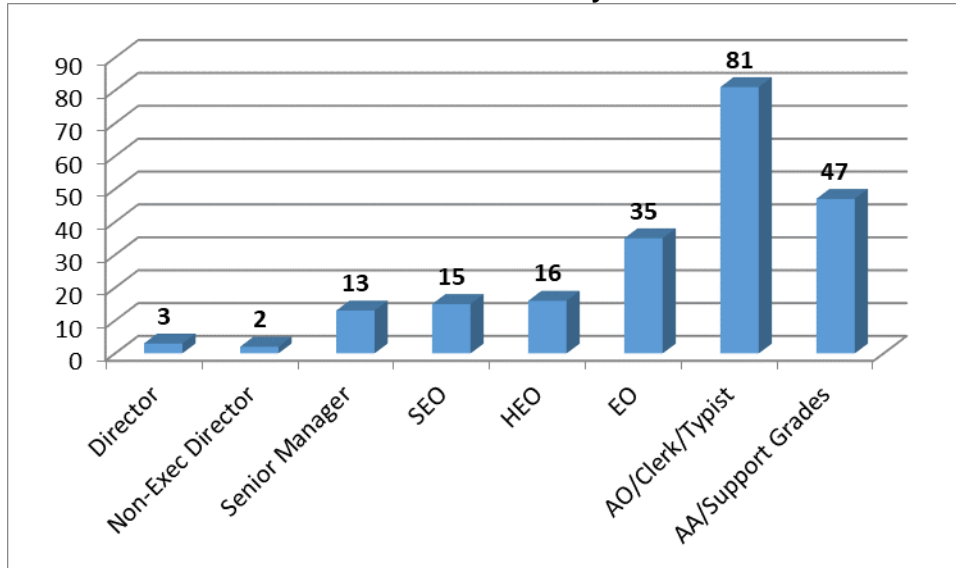


Table 2.8

Turnover and Application Rates by Sheriffdom/Unit

Sheriffdom/Unit	⁶ Voluntary Turnover		⁶ Non-Voluntary Turnover		⁶ Total Turnover		⁷ Total number of applications received for jobs advertised in year	
	No.	%	No.	%	No.	%	Internal	External
Supreme Courts	16	9.25%	1	0.58%	17	9.83%	25	236
Grampian, Highland & Islands	17	10.76%	2	1.27%	19	12.03%	13	104
Glasgow & Strathkelvin	22	9.95%	0	0.00%	22	9.95%	48	116
Lothian & Borders	22	12.50%	1	0.57%	23	13.07%	46	144
North Strathclyde	21	12.65%	2	1.20%	23	13.86%	33	205
South Strathclyde, Dumfries & Galloway	10	5.41%	1	0.54%	11	5.95%	42	226
Tayside, Central and Fife	18	7.73%	2	0.86%	20	8.58%	16	61
Office of the Public Guardian	5	4.31%	0	0.00%	5	4.31%	16	376
Tribunals Operations	20	11.76%	1	0.59%	21	12.35%	61	255
Headquarters	31	13.25%	8	3.42%	39	16.67%	59	194
Judicial Office	4	7.55%	2	3.77%	6	11.32%	3	35
Education & Learning Unit	2	12.50%	0	0.00%	2	12.50%	4	16
Fines Business Unit	3	6.52%	1	2.17%	4	8.70%	2	0
Advertised as 'Various'							2	0
Overall Totals	191	9.81%	21	1.08%	212	10.89%	370	1968

⁷ The total number of applications for internal and external jobs is 2338 – this differs to information contained in Tables 2.13, 2.14 and 2.15 which only includes information related to external applications.

Table 2.9

Recruitment Appointments by Grade

Grade	Total	Female	Male	Other Gender Identity	⁸ Ethnic Minorities	⁸ Declared Disability
Director	1	1	0	0	0	0
Non-Executive Director	0	0	0	0	0	0
Senior Manager	8	5	3	0	2	0
SEO	7	2	5	0	3	1
HEO	9	6	3	0	2	0
EO	9	5	4	0	1	1
AO & Clerk/Typist	112	89	23	0	20	9
AA & Support Grades	93	65	28	0	13	5
Total (Headcount)	239	173	68	0	41	16

⁸ The data in the final 2 columns may not be fully representative as these columns are non-mandatory on the application form. Additionally, the figures are only for external appointments; the internal application process does not ask candidates to specify these details

Table 2.10

Average Recruitment Cost: £2,921.79 per vacancy (2020/21 = £2,390.35 per vacancy)
 (Includes advertising spend, staff time for sift and interviews, sundries (lunch, materials, T&S) and pre-employment screening). This is a combined internal and external cost.

Cost without pre-employment screening: £2,820.61 per vacancy

Table 2.11

⁹Average Recruitment Journey Length: 70 working days

⁹ Includes 30 days for pre-employment checks (Disclosure, Health and references) and notice period of new starts.

Table 2.12

Reasons for Applicants Applying for Posts in SCTS as recorded on EROL		
Reason	Total Scores	Ranked (1-Most Important 11-least)
SCTS will develop my skill set and make use of my transferable skills	692	1
I want to work in the justice sector in Scotland	521	2
The job looks interesting	185	3
I want to work for Civil Service	174	4
Other	111	5
Clear career path available in SCTS	109	6
Company reputation	82	7
Job security	53	8
I am looking for my first job	12	9
I need a job	10	10
Overall reward package is attractive	4	11

Table 2.13

Completed Total Applications Received – Declaring Ethnic Origin and Gender						
Ethnic Group	Male	Female	Other/Not Declared	⁷ Total Number of Applications	Approx. % of total apps 2021/22	Approx. % of total apps 2020/21
Unclassified	0	0	12	12	0.6	0.5
African	9	10	0	19	1.0	1.2
African British	0	0	0	0	0.0	0
African Scottish	0	0	0	0	0.0	0
Arab	0	1	0	1	0.1	0
Arab Scottish	0	0	0	0	0.0	0
Asian	0	0	0	0	0.0	0
Asian British	0	0	0	0	0.0	0
Black	1	1	0	2	0.1	0.1
Black British	0	0	0	0	0.0	0
Black Scottish	0	0	0	0	0.0	0
Caribbean	0	3	0	3	0.2	0.1
Caribbean British	0	0	0	0	0.0	0
Caribbean Scottish	0	0	0	0	0.0	0
Chinese	0	4	0	4	0.2	0.1
Chinese British	0	0	0	0	0.0	0
Chinese Scottish	0	0	0	0	0.0	0
Indian	6	15	0	21	1.1	0.7
Indian British	0	1	0	1	0.1	0.1
Indian Scottish	0	0	0	0	0.0	0
Irish	4	9	2	15	0.8	0.9
Mixed or multiple	17	21	1	39	2.0	1.1
Other African	1	2	0	3	0.2	0.1
Other Asian	1	5	0	6	0.3	0.2
Other Caribbean	0	1	0	1	0.1	0.1
Other Ethnic Origin	23	0	0	23	1.2	0.1
Other White	2	62	0	64	3.3	3.6
Pakistani	20	14	1	35	1.8	0.9
Pakistani British	0	0	0	0	0.0	0
Pakistani Scottish	0	0	0	0	0.0	0
Polish	4	21	0	25	1.3	1.6
Prefer not to answer	0	0	0	0	0.0	0
Scottish	490	1,028	9	1,527	77.7	79.3
White British	59	105	3	167	8.5	9.3
Total	637	1,303	28	1,968	100%	100%

Table 2.14

Completed Total Applications Received – Declaring Disability				
Disabled	Male	Female	Other/Not Declared	⁷Total
Declared not disabled	543	1,168	10	1,721
Not declared	1	0	0	1
Declared a disability	102	138	6	246
Total	646	1,306	16	1,968

Table 2.15

Completed Total Applications Received – Declaring Age Group		
Age Group	⁷Total Number of Applications	% of Total Applications
16 – 24 years	529	26.9%
25 – 29 years	395	20.1%
30 – 34 years	196	10.0%
35 – 39 years	184	9.3%
40 – 44 years	163	8.3%
45 – 49 years	166	8.4%
50 – 54 years	141	7.2%
55 – 59 years	128	6.5%
60 – 64 years	48	2.4%
65+ years	8	0.4%
Undeclared	10	0.5%
Total	1,968	100%

Section 3: Employee Learning

Table 3.1

Sheriffdom/Unit	¹⁰No of Active Learners on Learning Platform	^{11, 13}Formal Training Courses Attended	¹²Number of Staff who Completed a Programme of Learning over 5 days or more
Supreme Courts	165	109	7
Grampian, Highland & Islands	164	116	2
Glasgow & Strathkelvin	221	147	17
Lothian & Borders	224	127	1
North Strathclyde	171	110	1
South Strathclyde, Dumfries & Galloway	192	153	6
Tayside, Central and Fife	236	215	3
Office of the Public Guardian	117	91	3
Tribunals Operations	183	287	6
Headquarters	298	422	3
Judicial Office	56	89	4
Education & Learning Unit	20	155	5
Fines Business Unit	46	8	1
Total	2,093	2,029	59

¹⁰ No of staff active on learning platform (as defined by logging on to DELTA) within Sheriffdom/Business Unit

¹¹ No of learners attending courses (a learner may have attended more than one course, workshop, webinars) within Sheriffdom/Business Unit

¹² Includes 7 staff undertaking Scottish Vocational Qualifications

¹³ Includes training delivered by training team in OPG

Table 3.2

Category	¹⁴ Headcount of Learners attending training courses
Leadership Skills	441
Professional Skills	113
Digital Capability Underpinning Digital Transformation (Web Excellence, VH Training, CDi Agile)	389
(Operational) Technical Training	394
Other SCTS Internal Training	473
External Training	219
Total	2,029
No of Compliance Training Modules Completed by Staff	15,932

¹⁴ No of staff attending training delivered by Education and Learning Unit and OPG

Table 3.3

Annual Training Investment per head in SCTS: £677.24 ¹⁵

¹⁵ ELU budget + payroll + external costs / total SCTS headcount

Table 3.4

Investment as a % of SCTS Pay Bill: 1.9%

Table 3.5

Number of Learning Interventions Recorded by Grade													
	AA	SGB1/2	AO	PS	SM3	EO	HEO	SEO	GD7	GD6	GD5	N/A	Total
Total Learners Participating in Events	6	44	527	1	0	716	338	254	112	18	9	0	2025
% of Learners Attending Events by Grade	0.3%	2.2%	26.0%	0.0%	0.0%	35.3%	16.7%	12.5%	5.5%	0.9%	0.4%	0.2%	100%
% of Grade within SCTS Headcount	0.9%	17.6%	33.7%	0.4%	0.0%	25.0%	10.9%	7.1%	3.0%	0.8%	0.3%	0.3%	100%

Section 4: Employee Reward

Table 4.1

Average Salary: Distribution by Grade¹⁶ (£)	
Grade	Overall Average
Director	75,790
Non-Executive Director	2,249
Senior Manager	55,487
SEO	43,726
HEO	34,711
EO	29,413
AO & Clerk/Typist	23,201
AA & Support Grades	20,950
No Grade	33,536

¹⁶ This data does not include Zero Hours contracts

Table 4.2

Average Salary Cost¹⁷	Total (£)	Comparison v Average Salary Cost 2020/21
All SCTS	39,344	1.2% increase on average salary for 2020/21 (£38,876)

¹⁷ The average salary cost is calculated by multiplying the Average Salary by Grade in Table 4.1 by the headcount (Page 1, Table 1.1) for each Grade and dividing the total by the overall headcount. Approximate employer costs of 40% based on a comparison of the salary against a table of employer costs for each grade point are then added.

Table 4.3

Percentage of Staff on Salary Maximum: Comparison between September 2020 & September 2021						
Grade	Total % 2020	Total % 2021	Female % 2020	Female % 2021	Male % 2020	Male % 2021
Director ¹⁸	83.3	58.3	83.3	57.1	83.3	60
Non-Executive Director ¹⁹	0	0	0	0	0	0
Senior Manager	47.1	49.0	46.9	45.2	47.4	55
SEO	78.4	72.6	78	72.6	78.8	76.1
HEO	71.6	65.3	70.6	65.3	73.4	67.6
EO	90.4	80.8	91.1	81.2	88.8	80
PS	0	100	0	100	0	0
AO & Clerk/Typist	93.9	82.4	93.9	83.1	93.8	80.5
AA & Support Grades	100	100	100	100	100	100
Average (Headcount)	89.2	81.4	89.3	81	88.9	82.1

¹⁸ For Table 4.3, this is based only on Grade 6 Directors in SCTS.

¹⁹ For Table 4.3, not applicable to Non-Executive Directors who are not on SCTS pay scales

Table 4.4

Gender Pay Gap – Mean & Median Hourly Pay		
Gender	Mean Hourly Pay (£)	Median Hourly Pay (£)
Female	14.34	11.82
Male	14.84	11.82
Gender Pay Gap (%)	3.4%	0%

Table 4.5

Instant Rewards (Special Recognition): Distribution by Sheriffdom/Unit							
Sheriffdom/Unit	Total Value of Awards Issued (£)	Total Number of Awards Issued	Total Number of Awards Issued (Female)	Total Number of Awards Issued (Male)	Total Female Head Count	Total Male Head Count	²⁰Total Number of Team Awards Issued
Supreme Courts	960	24	19	5	115	58	0
Grampian, Highland & Islands	1,340	43	28	15	108	50	0
Glasgow & Strathkelvin	1,945	93	68	25	165	56	0
Lothian & Borders	1,780	62	43	19	109	67	0
North Strathclyde	635	12	12	0	123	43	0
South Strathclyde, Dumfries & Galloway	840	37	26	11	129	56	0
Tayside, Central and Fife	920	33	22	11	179	54	0
Office of the Public Guardian	945	29	19	10	89	27	0
Tribunals Operations	615	39	27	12	116	57	0
Headquarters	1,620	15	11	4	110	106	0
Judicial Office	750	21	8	13	32	19	0
Education & Learning Unit	120	4	3	1	12	4	0
Fines Business Unit	150	3	3	0	31	15	0
Total	12,620	415	289	126	1,318	612	0

²⁰ For Tables 4.5 and 4.7 team relates to awards that have been issued out with the MyLifestyle system

Table 4.6

Instant Rewards (Substitution): Distribution by Sheriffdom/Unit						
Sheriffdom/Unit	Total Value of Awards Issued (£)	Total Number of Awards Issued	Total Number of Awards Issued (Female)	Total Number of Awards Issued (Male)	Total Female Head Count	Total Male Head Count
Supreme Courts	2,760	105	75	30	115	58
Grampian, Highland & Islands	220	8	6	2	108	50
Glasgow & Strathkelvin	5,055	205	184	21	165	56
Lothian & Borders	6,170	238	125	113	109	67
North Strathclyde	2,845	82	47	35	123	43
South Strathclyde, Dumfries & Galloway	785	33	30	3	129	56
Tayside, Central and Fife	530	25	19	6	179	54
Office of the Public Guardian	170	5	3	2	89	27
Tribunals Operations	9,545	345	226	119	116	57
Headquarters	825	5	3	2	110	106
Judicial Office	0	0	0	0	32	19
Education & Learning Unit	0	0	0	0	12	4
Fines Business Unit	20	1	0	1	31	15
Total	28,925	1,052	718	334	1,318	612

Table 4.7

Instant Rewards (Special Recognition): Distribution by Grade							
Grade	Total Value of Awards Issued (£)	Total Number of Awards Issued	Total Number of Awards Issued (Female)	Total Number of Awards Issued (Male)	Total Female Head Count	Total Male Head Count	²¹Total Number of Team Awards Issued
Director	100	1	1	0	9	9	0
Non-Executive Director	0	0	0	0	0	0	0
Senior Manager	350	4	3	1	35	22	0
SEO	540	16	14	2	91	50	0
HEO	1,545	44	29	15	135	77	0
EO	4,795	128	97	31	347	139	0
AO & Clerk	3,440	123	97	26	497	167	0
AA & Support Grades	1,650	95	49	46	201	147	0
Grade not identified	200	4	4		3	1	0
Total	12,620	415	294	121	1,318	612	0

Table 4.8

Instant Rewards (Substitution): Distribution by Grade						
Grade	Total Value of Awards Issued (£)	Total Number of Awards Issued	Total Number of Awards Issued (Female)	Total Number of Awards Issued (Male)	Total Female Head Count	Total Male Head Count
Director	0	0	0	0	9	9
Non-Executive Director	0	0	0	0	0	0
Senior Manager	0	0	0	0	35	22
SEO	160	6	5	1	91	50
HEO	3,105	123	91	32	135	77
EO	3,485	142	106	36	347	139
AO & Clerk/Typist	18,410	626	418	208	497	167
AA & Support Grades	3,765	155	98	57	201	147
Grade not identified	0	0	0	0	3	1
Total	28,925	1,052	718	334	1,318	612

Table 4.9

Overtime: Distribution by Sheriffdom/Unit (£)				
Sheriffdom/Unit	Total (£)	²¹Average (£)	Female (£)	Male (£)
Supreme Courts	76,879	444	45,042	31,837
Grampian, Highland & Islands	40,450	256	20,858	19,592
Glasgow & Strathkelvin	78,287	354	60,400	17,888
Lothian & Borders	41,874	238	25,091	16,783
North Strathclyde	60,067	362	43,712	16,356
South Strathclyde, Dumfries & Galloway	31,745	172	22,828	8,917
Tayside, Central and Fife	26,920	116	23,746	3,174
Office of the Public Guardian	197,564	1,703	163,843	33,721
Tribunals Operations	86,914	502	50,144	36,770
Headquarters	118,979	551	40,101	78,879
Judicial Office	9,226	181	1,270	7,956
Education & Learning Unit	823	51	823	0
Fines Business Unit	800	17	0	800
Total	770,529	399	497,857	272,672

²¹ For Tables 4.9 and 4.11 the average is based on the total amount divided by the headcount for each Sheriffdom/Unit.

Table 4.10

Overtime: Distribution by Grade (£)			
Grade	Total (£)	Female (£)	Male (£)
Director	6,492	6,492	0
Non-Executive Director	0	0	0
Senior Manager	4,640	1,271	3,369
SEO	53,951	36,745	17,206
HEO	155,905	94,850	61,055
EO	302,165	219,729	82,436
AO & Clerk/Typist	155,529	91,533	63,995
AA & Support Grades	85,403	47,161	38,242
Grade not identified	6,445	75	6,370
Total	770,529	497,857	272,672

Table 4.11

Payment of Travel Time: Distribution by Sheriffdom/Unit (£)				
Sheriffdom/Unit	Total (£)	²²Average (£)	Female (£)	Male (£)
Supreme Courts	61,536	356	31,949	29,587
Grampian, Highland & Islands	18,012	114	12,783	5,229
Glasgow & Strathkelvin	7,495	34	5,008	2,487
Lothian & Borders	5,680	32	3,851	1,829
North Strathclyde	4,943	30	3,119	1,824
South Strathclyde, Dumfries & Galloway	7,357	40	1,232	6,125
Tayside, Central and Fife	3,792	16	2,624	1,168
Office of the Public Guardian	9,434	81	7,051	2,383
Tribunals Operations	1,314	8	48	1,265
Headquarters	7,262	34	1,226	6,036
Judicial Office	270	5	20	250
Education & Learning Unit	147	9	147	0
Fines Business Unit	83	2	0	83
Total	127,325	66	69,058	58,266

Table 4.12

Payment of Travel Time: Distribution by Grade (£)			
Grade	Total (£)	Female (£)	Male (£)
Director	0	0	0
Non-Executive Director	0	0	0
Senior Manager	993	37	957
SEO	15,973	10,298	5,675
HEO	43,966	19,730	24,237
EO	38,977	24,231	14,746
AO & Clerk/Typist	9,311	3,470	5,841
AA & Support Grades	18,104	11,293	6,811
Grade not identified	0	0	0
Total	127,325	69,058	58,266

Table 4.13

Allowances Paid to Staff: Distribution by Allowance		
Allowance	No of Staff	Total (£)
Additional Housing Costs Allow Gross	2	611
Additional Responsibility Payment	2	132
Distant Islands Allowance (RRA)	4	9,153
DS Pay Supplement	75	203,442
Excess Fares	41	86,342
First Instance Depute Clerk's Allowance	43	67,400
Grossed Up AHCA	2	196
High Work Volume Salary Supplement	9	16,673
Higher Typing Skills Supplement	2	1,086
Lower Typing Skills Supplement	8	3,885
Mark Time	2	2,396
Out Of Hours Allowance	112	85,196
Recruitment & Retention Allowance	12	20,747
Relief Officer Allowance (EO)	25	40,136
RRA Typing	3	1,022
Typing Proficiency	18	18,281
Total	305	556,698

Table 4.14

Zero Hours Contracts: Distribution by Sheriffdom/Unit^{22 23}					
Sheriffdom/Unit	²⁴ Zero Hours Contract Staff Paid in 2021/22	Cost of Zero Hours Contracts (£)	²⁴ Total Number of Monthly Payments	²⁵ Average Monthly Payment (£)	²⁶ Maximum Single Monthly Payment (£)
Supreme Courts	9	48,743	31	1,572	4,366
Grampian, Highland & Islands	9	16,755	37	453	1,967
Glasgow & Strathkelvin	0	0	0	0	0
Lothian & Borders	3	17,789	28	635	3,941
North Strathclyde	1	232	1	232	232
South Strathclyde, Dumfries & Galloway	1	815	4	204	645
Tayside, Central and Fife	3	14,343	11	1,304	3,288
Office of the Public Guardian	0	0	0	0	0
Tribunals Operations	0	0	0	0	0
Headquarters	0	0	0	0	0
Judicial Office	0	0	0	0	0
Education & Learning Unit	0	0	0	0	0
Fines Business Unit	0	0	0	0	0
Total	26	98,676	112	881	4,366

²² SCTS has reviewed policy and offered a transfer to a part time contract to all zero hours staff and those remaining on zero hours contracts have exercised their right to do so. Staff on zero hours contracts are entitled to benefits such as sick pay and holiday pay and we are clear zero hours contracts must only be used for ad hoc provision where it would not be feasible to have a permanent employee to provide cover and we work closely with our recognised union, the PCS, on this matter.

²³ The information in Tables 4.14 and 4.15 is based on payments within the reporting period – Hours may have been worked outside of the period.

²⁴ The information in Total Number of Monthly Payments in Tables 4.14 and 4.15 refers to the total number of monthly payments made to all zero hours staff in that Sheriffdom/Unit.

²⁵ The information in Average Monthly Payment in tables 4.14 and 4.15 refers to the average monthly payment calculated by dividing the Cost of zero hours contracts by the Total Number of Monthly Payments.

²⁶ The Maximum Single Monthly Payment in tables 4.14 and 4.15 shows the single largest monthly amount paid to a zero hours member of staff in each Sheriffdom/Unit. The figure in the Total row refers to the largest payment from the Sheriffdoms/Units or Grade.

Table 4.15

Zero Hours Contracts: Distribution by Grade²³					
Grade	²⁴Zero Hours Contract Staff Paid in 2021/22	Cost of Zero Hours Contracts (£)	²⁴Total Number of Monthly Payments	²⁵Average Monthly Payment (£)	²⁶Maximum Single Monthly Payment (£)
Director	0	0	0	0	0
Senior Manager	0	0	0	0	0
Non-Executive Director	0	0	0	0	0
SEO	4	18,335	22	833	3,288
HEO	4	43,269	25	1,731	4,366
EO	2	8,304	13	639	1,369
AO & Clerk/Typist	2	10,814	13	832	3,941
AA & Support Grades	14	17,954	39	460	1,452
Total	26	98,676	112	4,495	4,366

Table 4.16

Total Staff Salary Costs: £68,735,168 (2020/21 = £63,986,757)
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Section 5: Employee Relations

Table 5.1

2021/22 Data	
Staff Engagement Index from Civil Service Staff Survey 2021 – SCTS	64%
Staff Engagement Index from Civil Service Staff Survey 2021 - Civil Service Median	66%
% of SCTS staff completing Staff Survey 2021 – SCTS	59%
% of SCTS staff who are members of PCS (Payroll Data Only)	29%
Days lost to industrial action	0
Number of employees who were relevant union officials	17
% of the total pay bill spent on trade union facility time	0.2%
Number of Formal Grievances Recorded	12
Number of Formal Disciplinary Warnings issued	11
Number of dismissals	0
Number of staff who had probation period extended	7
Number of staff managed under poor performance arrangements as recorded in Final IPR report	2
Number of reported Health and Safety Incidents	120
Number of RIDDOR H&S Incidents	0
²⁷ Number of reported Security Incidents	95

²⁷ The Security Incidents figure does not include confiscations, which are recorded separately.

Section 6: Protected Characteristics

Table 6.1

All Staff - Ethnicity	
Ethnicity	No of Staff
White	246
²⁸ Unknown/ Prefer not to declare	1,359
White - English/Welsh/Scottish/N Irish	323
²⁸ Other Ethnicity	16
Total	1,944

²⁸ For tables 6.1 – 6.4, where the number of staff in a category is less than 5, categories have been grouped to preserve anonymity.

Table 6.2

All Staff – Sexual Orientation	
Sexual Orientation	No of Staff
Unknown	1,379
Heterosexual	502
²⁸ Prefer Not to Declare/Use Another Term/In Another Way	24
²⁸ Gay Man/Gay Woman/Bisexual	39
Total	1,944

Table 6.3

All Staff - Religion	
Religion	No of Staff
Unknown	1,374
Christian Protestant	142
No Religion	266
Christian Roman Catholic	79
Prefer not to declare Religion or Belief	25
Christian Other	38
²⁸ Other Religion or Belief	20
Total	1,944

Table 6.4

All Staff – Marital Status	
Marital Status	No of Staff
Married	898
Single	745
Divorced	132
Ex-Married/Separated	18
Widow/er	24
²⁸ Unknown/Prefer Not to Declare	37
²⁸ Civil Partner/Partner	90
Total	1,944

Section 7: Data Trends

Table 7.1

Key Data Trends Over Last 5 Years (HRU have identified four key corporate indicators below as indicators for trend analysis)						
		21/22	20/21	19/20	18/19	17/18
Headcount	Data	1,944	1,844	1,848	1,802	1,766
	+/- Prev Yr	+5.4%	-0.2%	+2.6%	+2.0%	+1.7%
Turnover (Voluntary)	Data	191	109	130	130	154
	+/- Prev Yr	+75.2%	-16.2%	0.0%	-15.6%	+38.7%
Average Absence Days	Data	13.5	10.4	16.0	13.6	11.8
	+/- Prev Yr	+29.8%	-35.0%	+17.6%	+15.3%	-17.5%
Courses Attended	Data	2,029	942	1,636.5	1,192	1,034
	+/- Prev Yr	+115.4%	-42.4%	+37.3%	+15.3%	-60.0%

Section 8: HR Performance Indicators

Table 8.1

Key Indicators of HR Performance	
Indicator	Performance
Payroll: Cost per payslip per employee	£8.05
Payroll Accuracy	99.5%
Ratio – Overall HR Unit compared to all SCTS staff	1:49
HR cost per employee	£869.96
Average Recruitment Cost	£2,921.79
Average Recruitment Journey	70 working days
Annual Training Investment	£667.24
HR Query Tracker April 2021 – March 2022	Overall 95.3% of queries resolved within KPI Time Limits 97.2% of Standard Queries resolved within KPI (3 days) 68.9% of Complex Queries resolved within KPI (10 days)
Number of Complaints	2
% of staff who received their contract of employment by “day one” of employment	55%

**Human Resources Unit
Scottish Courts & Tribunals Service
OCTOBER 2022**