

Part •, Paper • Information

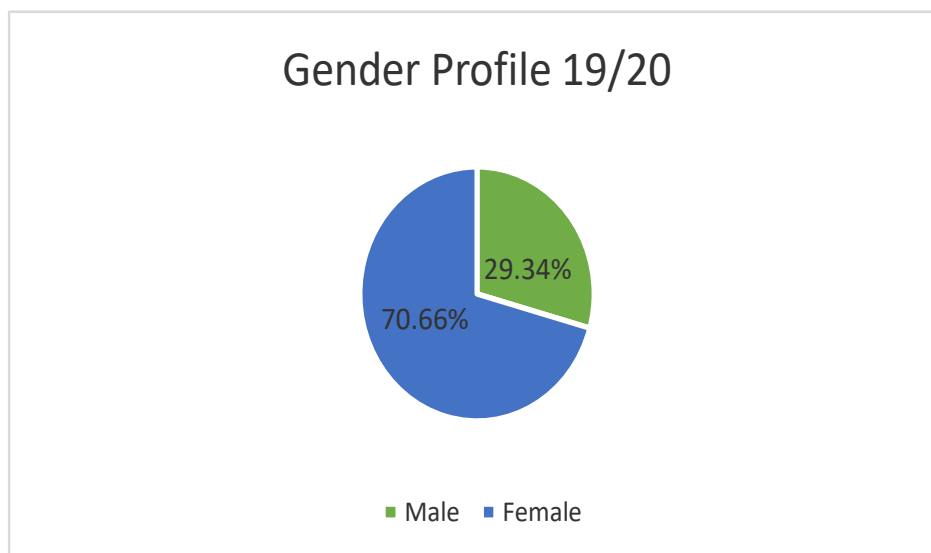
Finance and General Purposes Committee meeting	
Human Resources Equality & Diversity Report for 19/20	
Meeting Date	Date: 24 November 2020
Author	Author: Susanne Datta
Designation	Job Title: Executive Director of Human Resources
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Introduction

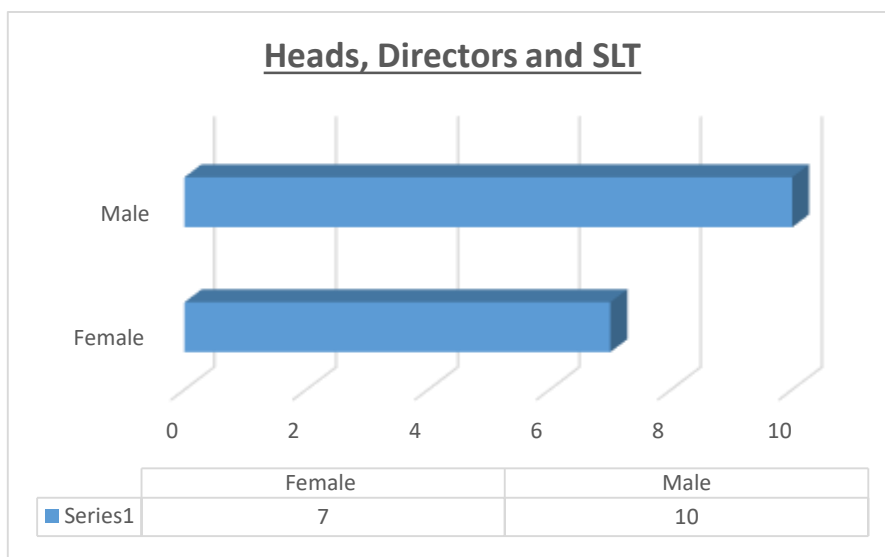
1. The aim of this paper is to provide HR equality and diversity information to the Committee for 19/20 academic year.
2. This paper presents an overview of the diversity profile of the College’s substantive workforce and where possible includes comparisons with previous years. In addition, the Education and Training Foundation recently published workforce data for England (2018/19) and where possible this information has also been reported.

Gender

3. The overall staff gender ratio is 70.66% Female (224 staff) to Male 29.34% (93 staff). In comparison this reveals that the College has a higher representation of female than the FE sector wide figure of 61% Female and 39% Male. (*FE Workforce data for England - SIR records 2018/19*)



4. While female staff account for 70.66% (224 staff) they also account for 68.25% (43 staff) of all managers. Further analysis shows the level of representation at the academic level being 44.18% (19) and the management support level at 39.53% (17 staff). However at Heads level and above the level of female representation is 41.17% (7 staff).



5. Although female representation at a higher management level equates to 41.17%, we have made good progress to date, as the variance only represents 3 FTE's. We are committed to embedding good equality, diversity and inclusion practices into our daily activities and decision making processes by reviewing the current structure of Equality, Diversity and Inclusion related policies for both staff and students and of our institutional approach to equality analysis. This includes:-

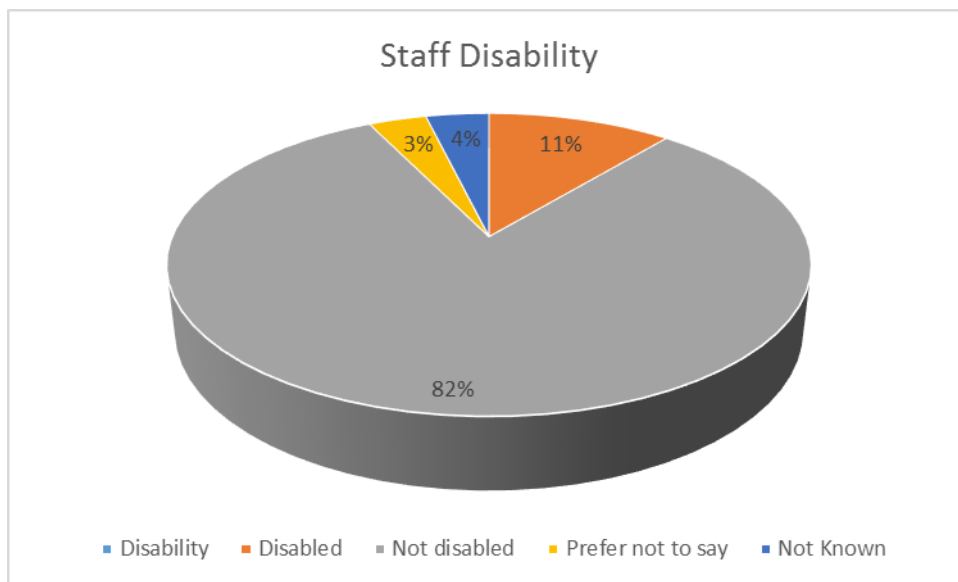
- Non-traditional advertising platforms such as LinkedIn
- Non gender bias adverts and job descriptions
- Neutral and different types of competency assessments
- Monitor the diversity profile of middle and senior management appointments
- Roll out Unconscious Bias workshops and E-Training to all staff
- Carry out an Equality Impact Assessment to help analyse policies and practices to make sure they do not discriminate or disadvantage people

Disability

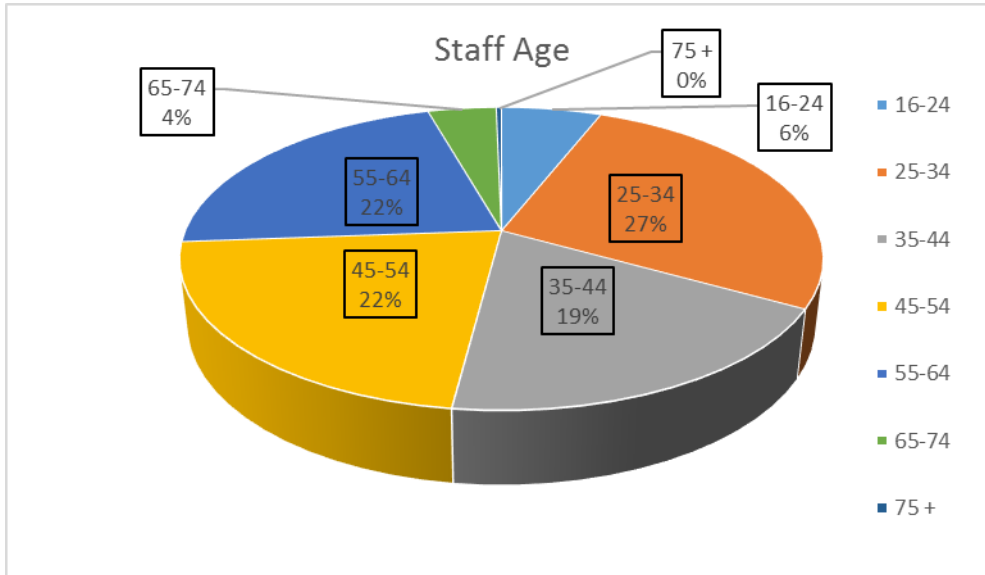
6. The overall proportion of staff declaring a disability is 11.04% (35 staff). The trend in rate of disclosure is above the norm for the FE sector (6%) and above the 3% for the general UK workforce. It is however lower than the 17% cited by SCOPE for the level of disability amongst those who are employed.
7. The level of 'prefer not to say' for the College is 3.4% (11 staff) and 'not known' at 3.79% (12 staff) just below the FE sector at 4%. Our commitment to improve the level of staff disclosures for all the protected characteristics through targeted interventions has seen a vast reduction in the number in the combined group at 11.5% in 17/18.

8. In addition the College holds Level 1 of the Employers 'A Disability Confident Committed' award and further commitment has been, such as:

- Meet with staff who have a disability on their perception of issues, barriers or concerns
- Support employees to manage their disabilities or health conditions
- Ensure managers are aware of how they can support staff who are sick or absent from work



Age

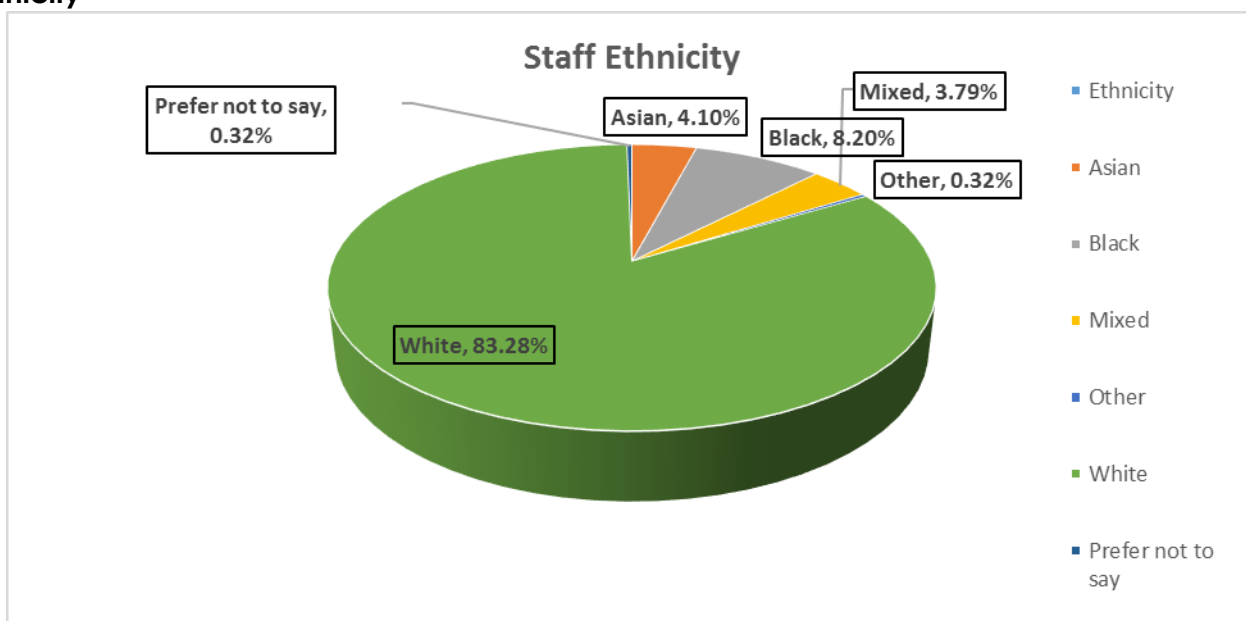


9. The highest proportion of staff is in the age group 25-34 at 27% (86 staff). Due to the specialist nature of the curriculum delivery, the recruitment of a younger intake of staff can bring significant benefits however, this shift in profile from 45-54 to 25-34 was not subject to a positive discrimination recruitment campaign but a general shift from 17/18 to 19/20.

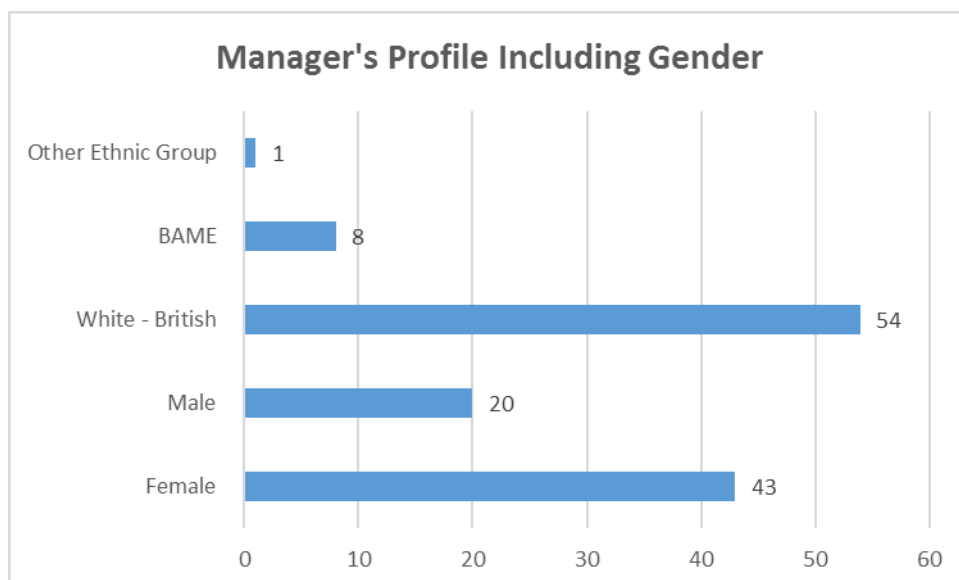
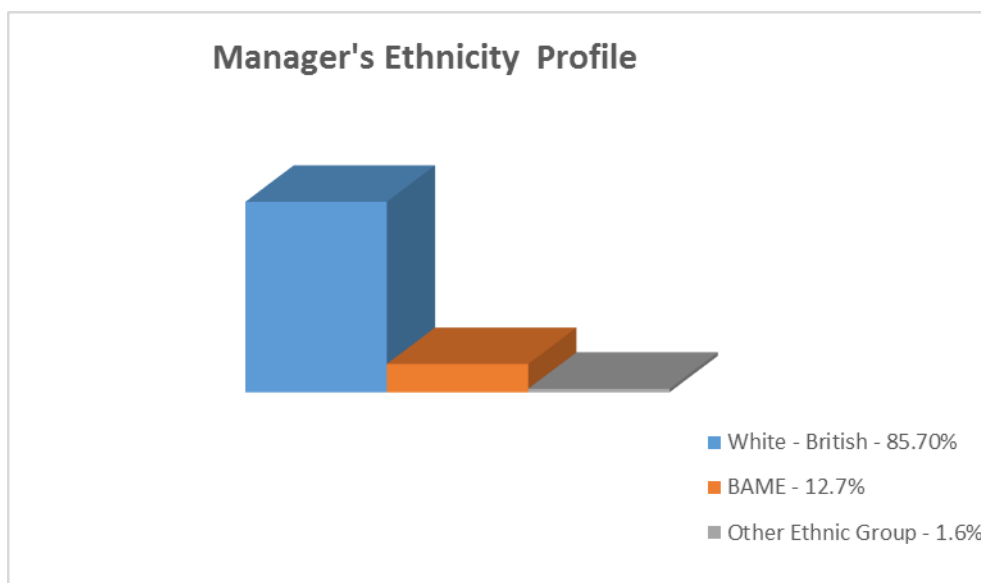
10. This does not reflect the FE national average at 29% for age group 45-54. Thereafter the main age groups are 45-54 and 54-64 at 22% each being 69 staff for each group.

11. The College’s age profile means overall there is a good balance in the proportional representation between the main age groups. The data also shows the College has relatively the same proportion of staff aged 55 and over at 26% (73 staff), while the proportion of age group 16-24 currently stands at 6% (19 staff).
12. A HR strategy is to look at succession planning for key posts to anticipate the implications of this profile and to future proof the college on terms of talent, experience and knowledge drain; while increasing the number of apprenticeships as a route to employment within the college. Succession planning has been introduced at the college for which we are already seeing the benefits.

Ethnicity



13. The total proportion of staff employed from a BAME background (Black, Asian, or Mixed) is at 16.09% (51 staff). Within the context of the London figure for the BAME population being 42%, the overall number of BAME staff employed at the College is significantly low.
14. However, the ethnicity distribution of the FE workforce has not changed substantially over time as the proportion of white British staff has remained around 85-86%. Therefore the proportion of BAME staff at the College is above the national FE average. (*FE Workforce data for England - SIR records 2018/19*).
15. Overall staff of BAME heritage account for 12.7% (8 staff) of all 63 managers. Further analysis shows the level of representation at the academic level being 12.5% (1 staff), management support level 75% (6 staff) and 12.5% at SLT level.



16. There remains the continued challenge to improve the recruitment levels and promotional opportunities for BAME staff who are under-represented at the college.
17. It recognises that an under representation in these groups may be sector-related based, which is usual in land based education.
18. **Staff Grading Profile by Ethnicity**

Salary Grade	Other	White-British	BAME	Prefer not to say	Total
Brooks		1			1
Management Teaching and Learning		17	3		20
Mottingham		77	14		91
PO1		10	3		13
PO2		3	1		4
Scale 2		1			1
Scale 3		20	4		24
		46	15	1	62

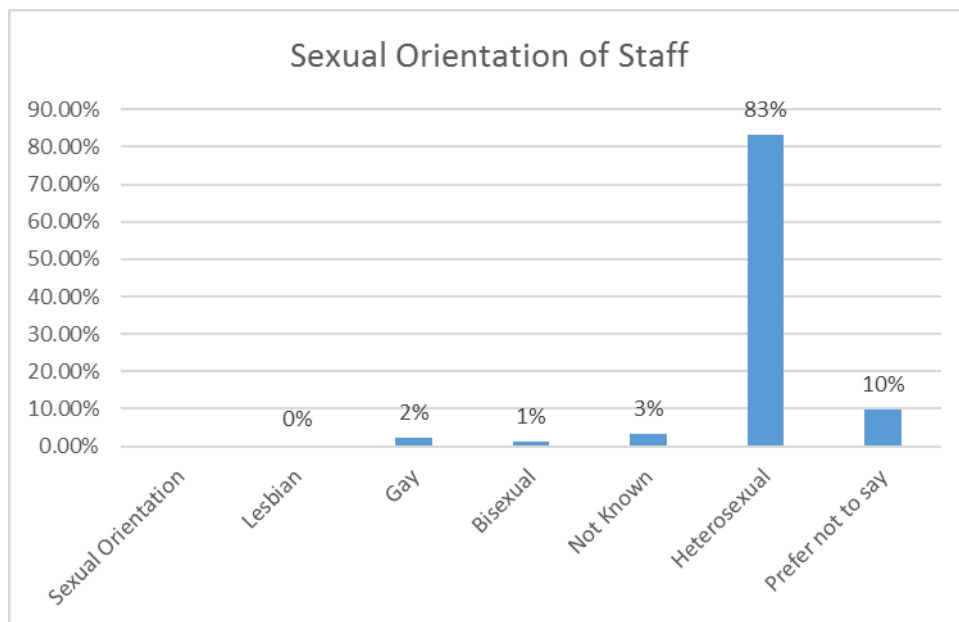
Scale 4		27	4	31
Scale 5		15	2	17
Scale 6	1	17	2	20
SO1		7	1	8
SO2		8	1	9
Spot Salary		6	1	7
Term Time 1		5		5
Apprentice		4		4
	1	264	51	317

Salary Grade	Other	White-British	BAME	Prefer not to say	Variance
Brooks		0.38	0.00		-0.38
Management		6.44	5.88		-0.56
Teaching and Learning		29.17	27.45		-1.72
Mottingham		3.79	5.88		2.09
PO1		1.14	1.96		0.82
PO2		0.38	0.00		-0.38
Scale 2		7.58	7.84		0.27
Scale 3		17.42	29.41	100	11.99
Scale 4		10.23	7.84		-2.38
Scale 5		5.68	3.92		-1.76
Scale 6	100	6.44	3.92		-2.52
SO1		2.65	1.96		-0.69
SO2		3.03	1.96		-1.07
Spot Salary		2.27	1.96		-0.31
Term Time 1		1.89	0.00		-1.89
Apprentice		1.52	0.00		-1.52

19. The overall allocation of salaries across all groups are generally equitable. However, it was noted there is a higher proportion of BAME staff (15) at Grade 3. This is due to a high proportion of BAME staff working as Learning Support Assistants and Administrators.
20. An alignment of our pay scales with General FE Colleges for teaching and support staff was introduced in 18/19. There are five job families (business support; teaching and learning; leadership and management; hourly support and hourly paid Lecturers. As in keeping with AOC guidelines, each were identified and mapped to a single pay spine, overlapping at points, which replaced pay spines/points paying less than the London Living Wage.
21. The salaries scales are transparent and available on Moodle.

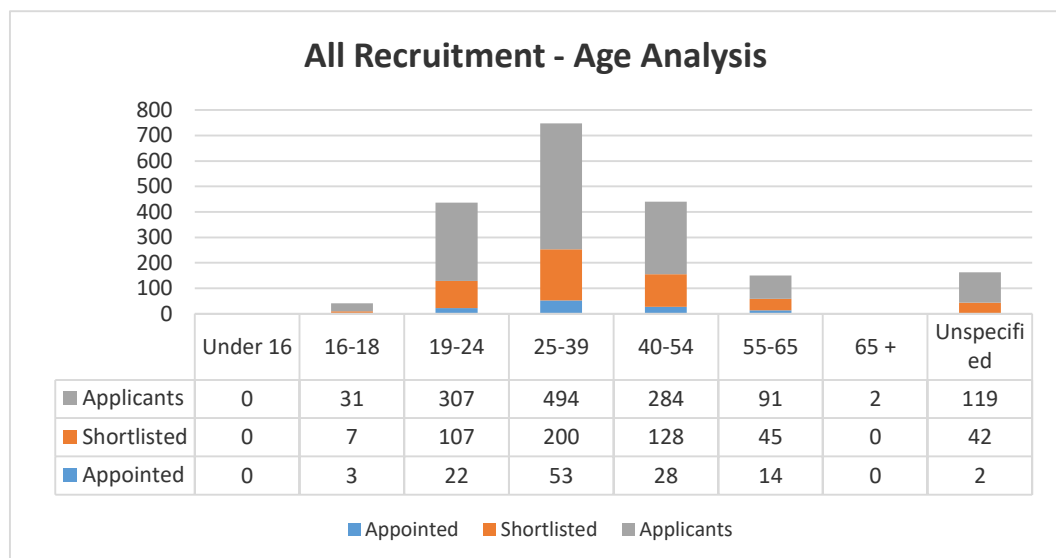
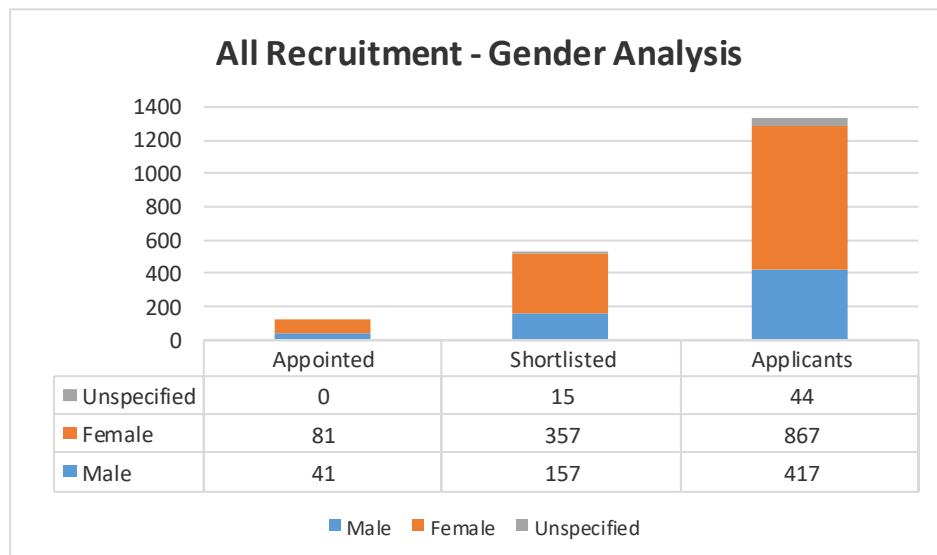
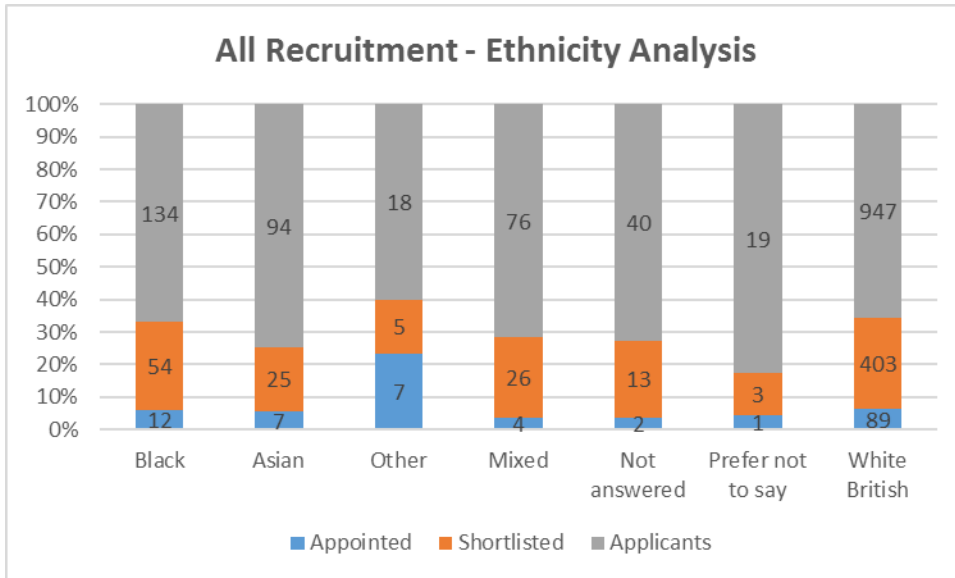
Sexual Orientation

22. The figures below show the sexual orientation of staff workforce. 83% (264 staff) self-reported as heterosexual; 10% (31 staff) state that they prefer not to answer the question. The proportion answering “prefer not to say” has fallen from 17/18 at 12.8%.
23. The proportion of staff self-reported in the FE sector as heterosexual was 82% with 16% stating they prefer not to say. While the level of declaration from staff who are LGBT rests at 3% this is just above the Office of National Statistics of 2% (as at 17/18) for the UK population.



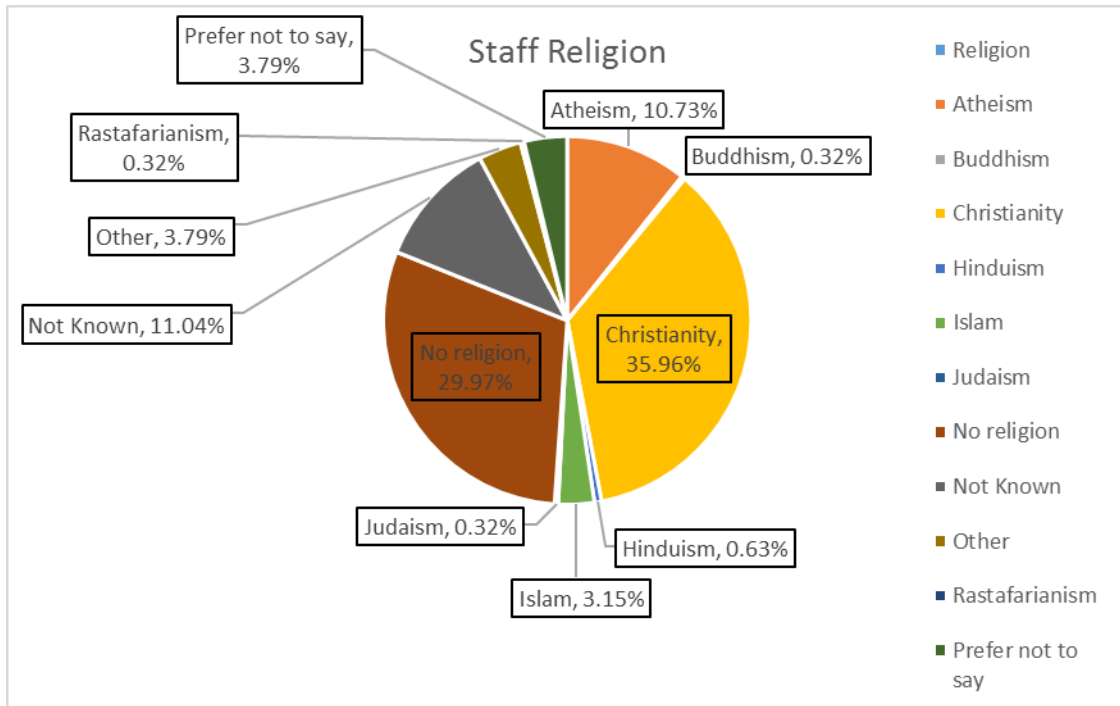
Recruitment

- 24. The College takes specific action to ensure that there is no complacency in the recruitment and selection process and to ensure the procedure is fair and robust. It is acknowledged and recognised that monitoring is a key system to assess progress in equality and the College has extended the monitoring from current and prospective staff on the non- traditional protected characteristics of sexual orientation, religion and transgender through Employee self-service, application process and new starter form.
- 25. During 19/20 a total of 98 vacancies were advertised, as compared to 154 in 17/18.
- 26. A total of 1328 applications were received. Of the 1328 applications, 529 were shortlisted and 122 appointments.
- 27. Of the 1328 applicants, 75 declared that they were disabled or that they had a disability. Of the 75 applicants 41 were shortlisted and 11 appointed.
- 28. Of the 1328 applicants appointed, 65% (867 applicants) were female, 23% (304 applicants) were BAME and 37% (494 applicants) were aged 25-39.
- 29. The table below shows that a high proportion of our applicants are White-British and this has a mirror effect on the number of appointments in this category.



Religion

30. The two main religious beliefs identified are Christianity at 35.9% (114 staff) and Atheism at 10.73% (34 staff). 29.9% of staff had no religion (95 staff).



Recommendation

31. To note the report.