

# Part I, Paper 15 Information

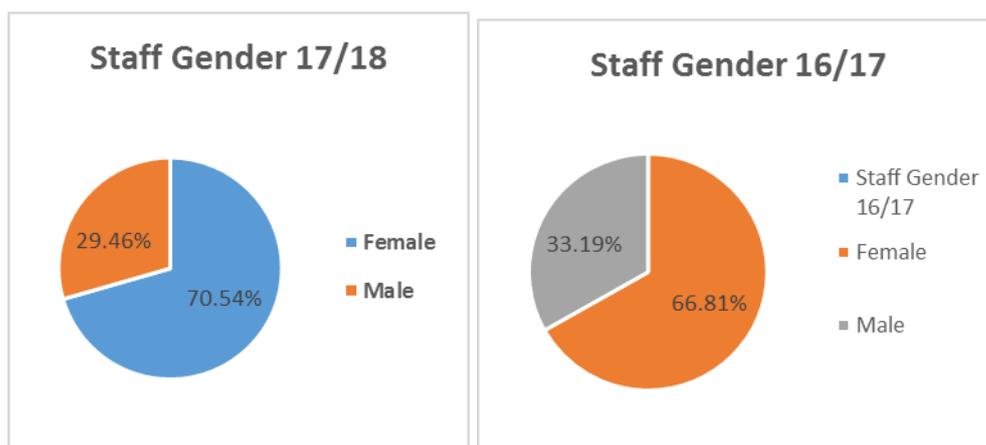
<b>Finance and General Purposes Committee meeting</b>	
<b>Equality and Diversity Report for Staff 2017-18</b>	
Meeting Date	<b>21 November 2018</b>
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## Introduction

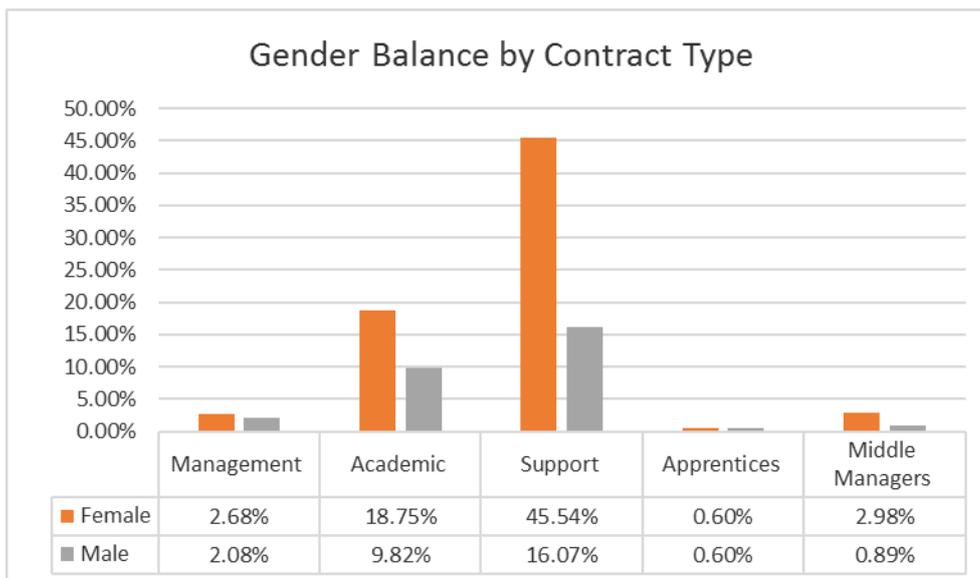
1. This paper presents a report on a review of the equality and diversity of staff for 2017-18 academic year. It provides an overview of the diversity profile of the College's workforce and where possible includes comparisons with previous years.
2. Where possible, a benchmark has been made against the sector using the recently published Further Education (FE) Workforce data for England (2016-17) by the Education and Training Foundation, which is based on the Staff Individualised Records (SIR) returns from colleges.

## Gender

3. The overall staff gender ratio in the College is 70.54% Female (237 staff) to Male 29.46% (99 staff). The FE Workforce data for the sector reveals a norm of 62% Female and 38% Male. The proportion of females has increased year-on-year by around 3%.



4. The figures below also show the gender balance by contract type:

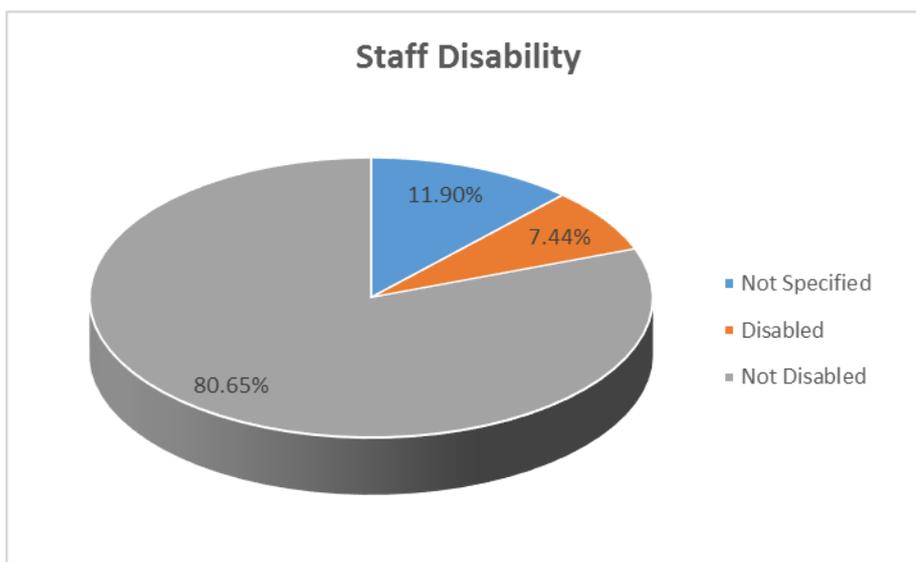


Job Profile	Female	Male	Total
Management	9	7	16
Academic	63	33	96
Support	153	54	207
Apprentices	2	2	4
Middle Managers	10	3	13
<b>Totals</b>	<b>237</b>	<b>99</b>	<b>336</b>

- There is a slightly higher proportion of women who have a management contract (8 Staff). Support and Academic staff also include a significantly higher proportion of women. The chart is further broken down to show the gender proportions of middle managers, (Female 10 and Male 3).
- The proportion of women in academic roles in the College is 66% (64 women) compared to the proportion of women in an academic role in the FE sector is 54%.

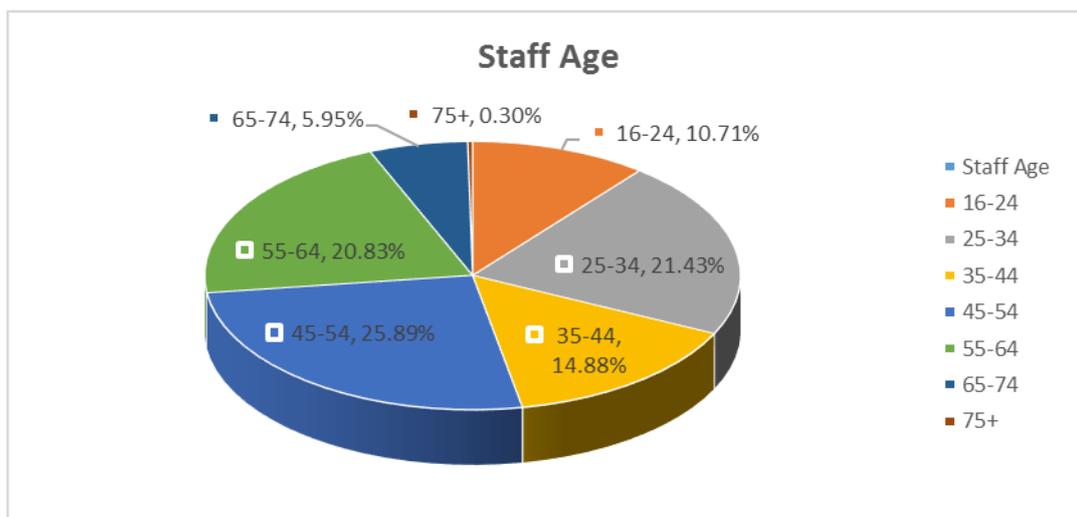
**Disability**

- The overall proportion of staff declaring a disability is 7.44% (25 staff).
- The current level of disclosure is on par with the FE sector and considerable lower than the 16% cited by Gov.UK for the level of disability amongst those who are in employed, which is lower than the College's declaration on 8.8% last year.



9. The “not specified” level for the College is at 11.90% above the 6% for the FE workforce. The College will seek to understand why there is a higher non-disclosure in the College by discussion at the Equality and Diversity committee as part of the overall aim of improving the level of staff disclosure for any of the protected characteristics such as disability.

**Age**



10. The highest proportion of staff are in the age group 45-54 at 25.89% (87 staff). The average age in the FE sector remains in the age band 50-54. Thereafter, the main age groups are 25-34 24.43% (72 staff) and 55-64 20.83% (70 staff).

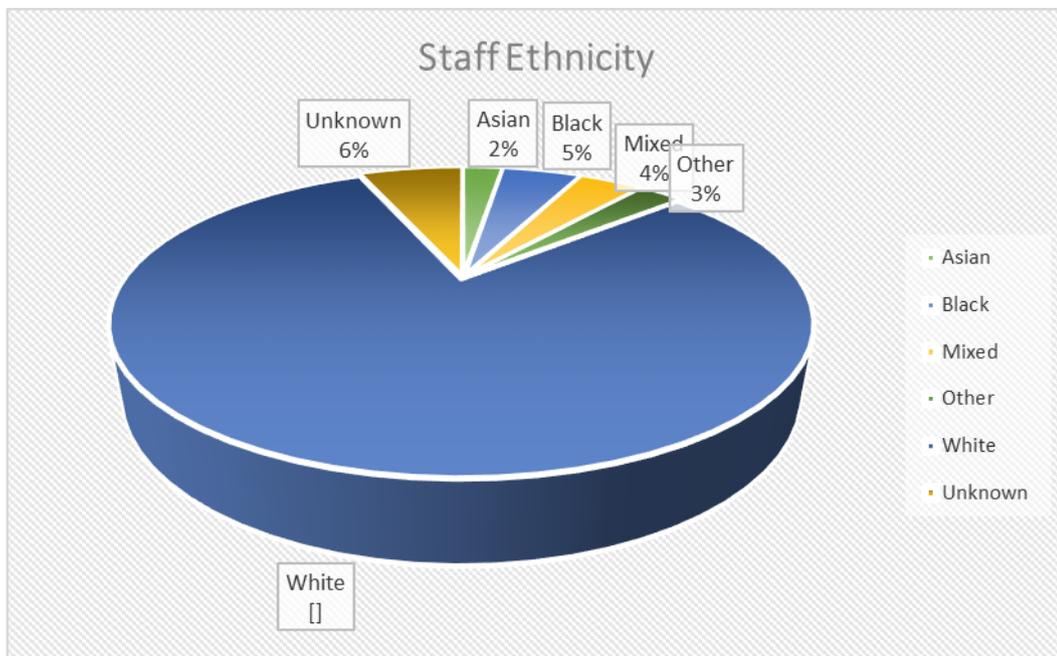
11. The College's age profile means there is a good balance between experienced staff and new staff. However, data shows the College does have a high proportion of staff at aged 55 and over 27.08% (91 staff).

12. The proportion of age group 16-24 currently stands at 10.71% (36 staff). This outweighs by far the FE sector average of 3%.

13. 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 off.
14. In respect of positons the key notes are:
- a) The average age of a Lecturer is aged 44
  - b) The average age of our College leaders/managers is aged 48

**Ethnicity**

15. The total proportion of staff employed from a Black and Minority Ethnic (BAME) background (including Black, Asian, or Mixed) is at 11.01% (37 staff). This is a slight drop from last year's figure of 13.05%. The FE workforce remains 84% White- British.



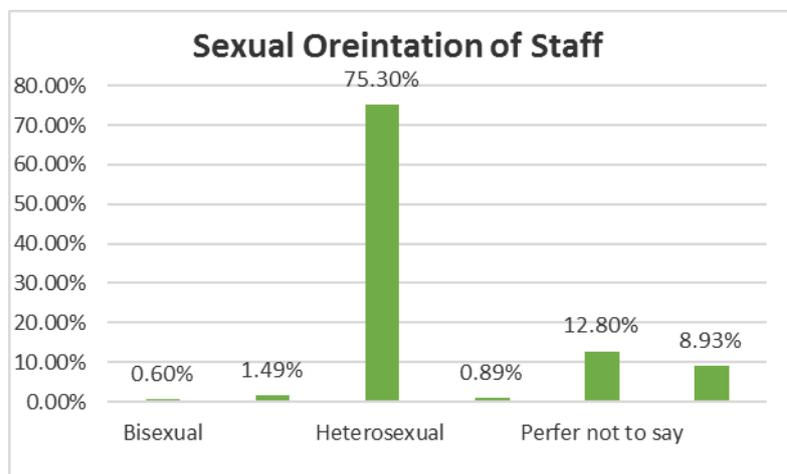
16. In taking a broader view of the workforce data there remains a need to improve further the recruitment levels and promotional opportunities for staff groups who are under-represented in regards to their positions and contract type when compared to the overall proportion of staff.
17. Staff from BAME background account for 17.3% (5 staff) of all managers within the College while Lecturers from a BAME background are 10.5% (10 staff). However, it is recognised that an under representation in these groups may be sector-related based, which is usual in land-based education.

**Sexual Orientation**

18. The figures below show the sexual orientation of staff workforce. 75.30% (253 staff) self-reported as heterosexual; 12.8% (43 staff) state that they prefer not to answer the

question. The proportion answering “prefer not to say” has fallen since last year at 13.87%.

- 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% for the UK population.



**Pay**

- The College's overall median basic salary in 2017-18 based on all staff including hourly paid staff was £27,715 including London Weighting. This is approximately 5% lower than the workers in England average (£29,100) (based on the FE Workforce data for England SIR records 2016-17).
- From our local data males are paid 11% more than females, although the figure appears high the UK gender pay gap is 19.2%.
- According to FENews.co.uk the gender pay gap in the education section is, on average 25% which makes education one of the worst sectors for pay inequality in the UK. It is most often unintentional (unconscious bias) that is exacerbated and made worse by being perpetuated over time.
- In addition, the table below shows that female managers earn approximately 49.5% less than their male equivalent.

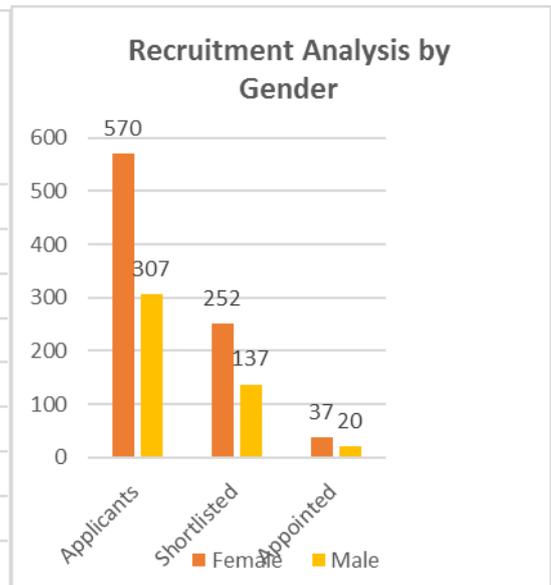
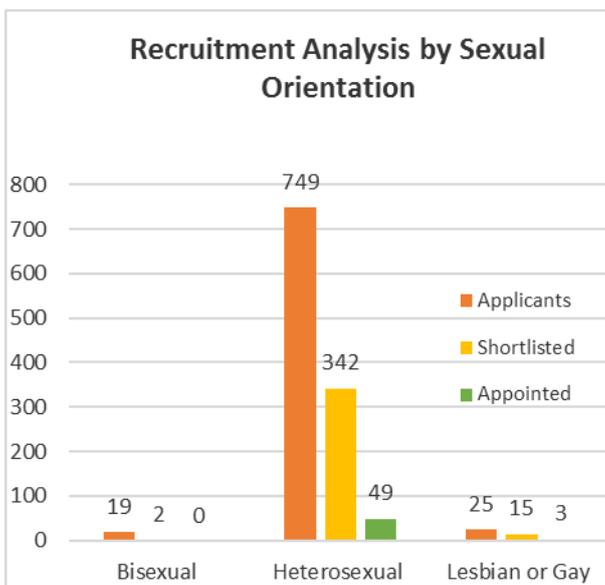
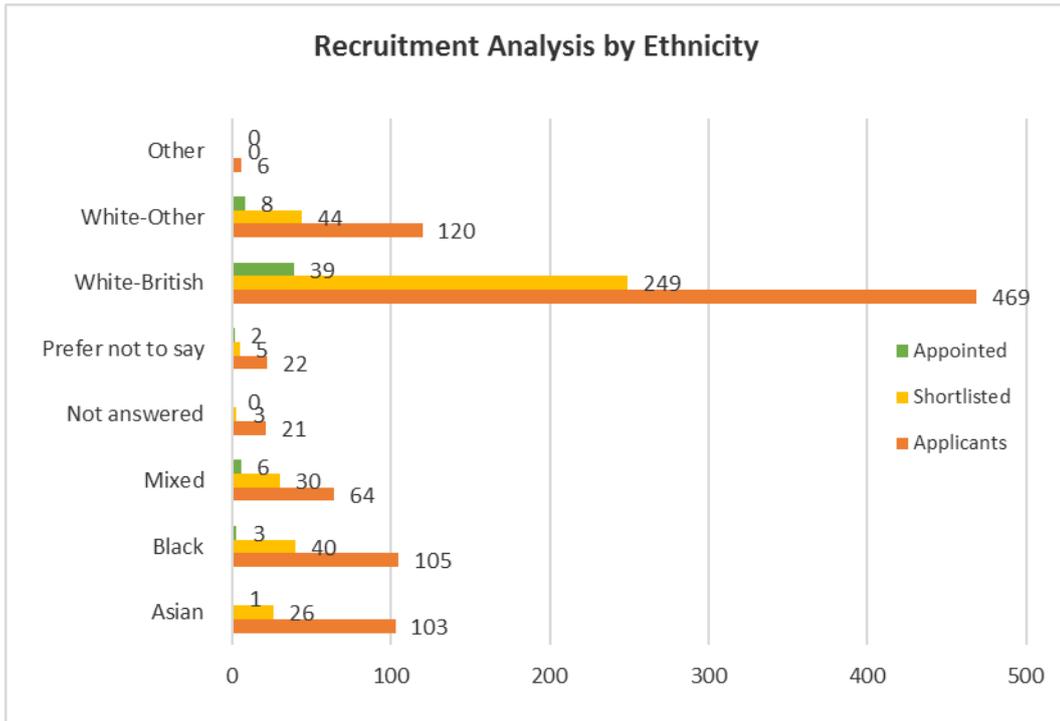
	ALL STAFF	MALE	FEMALE
<b>ALL STAFF</b>	£27,715	£29,824	£26,871
<b>MANAGERS</b>	£41,997	£53,759	£35,975
<b>MANAGERS EXC PRINCIPAL</b>	£33,442	£46,676	£35,975

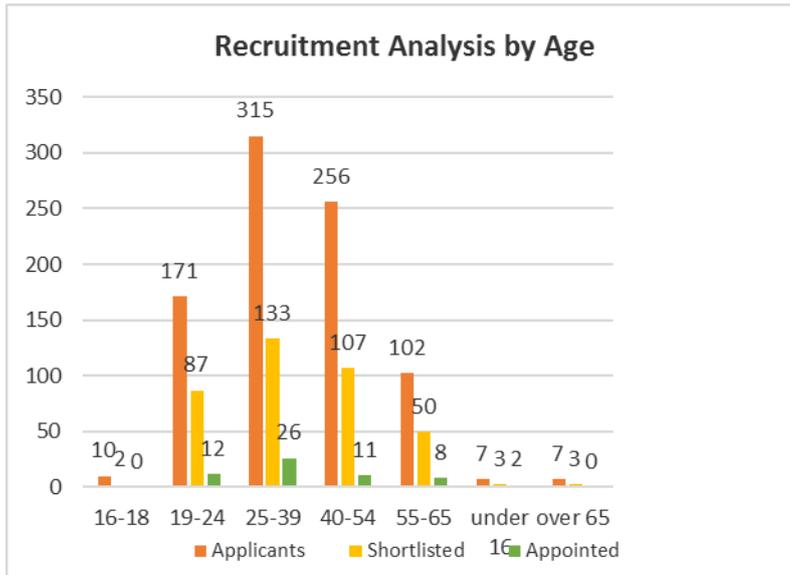
- It is noted that the proportion of men at Director level positions and above are currently all male. Whilst there is a good representation of the female managers they are relatively lower paid middle managers which is causing the disparity for the overall averages.

25. In line with the Government requirements the College conducted a Gender Pay Gap submission that identified there was a higher female representation working on an hourly paid basis increasing the overall gender disparity, with at least 40+ different hourly rates of pay.
26. HR have recently developed a structured and transparent approach to pay for hourly paid staff. This may reveal if the apparent gender imbalance is sector-related and steps maybe required to address this.
27. To close the gap, consideration can be given to more flexible jobs, as this could be a contributing factor of the lower levels of women in senior positions. The lack of flexible jobs can mean that part time work of lower paid jobs are the only option available. Therefore, Capel will change the language in senior job adverts to develop a strapline to highlight a commitment to flexible working.

### **Recruitment**

28. 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.
29. The College has extended the monitoring for 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.
30. During 2017-18 a total of 154 vacancies were advertised, (last year reporting period is not comparable) and a total of 910 applications were received. Of the 910 applications, 397 were shortlisted and 59 appointments were made through Vacancy Filler.
31. Of the 910 applicants, 66 declared that they were disabled or that they had a disability. Of the 66 applicants 34 were shortlisted and 6 appointed.
32. Of the 59 applicants appointed, 63% (37 applicants) were female, 17% (10 applicants) were BAME and 44% (26 applicants) were aged 25-39.
33. The table below show 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**

34. The two main religious beliefs identified are Christianity at 32% (107 staff) and Atheism at 9% (32 staff), followed by Islamic faith at 2% (6 staff). There is no comparable data for religion however last year’s internal data remains the same.

