Equality and diversity employee profile

August 2014 - July 2015

- Average salary
- Average length of service
- Grievance and disciplinary cases

Introduction

This report analyses the college's current and potential workforce and their protected characteristics against a number of human resources processes and procedures in an attempt to identify any issues which may exist.

For the most part figures displayed within the report refer to a month by month or average for the period 1st August 2014 to 31st July 2015.

The workforce profile section provides a breakdown of data relating to the college's workforce between August 2012 and July 2015.

The Recruitment section looks at the breakdown of applicant data for 2014/15 compared to that of new starters for the same period.

The Leavers section compares employees leaving the college during this academic year with the college's current workforce profile. The leavers' data has been broken into two categories, resignations and all other leavers including employees who leave due to the natural expiration of their contract.

There are mechanisms in place for all employees leaving the college's employment to provide feedback regarding their reason(s) for leaving. Having reviewed this information no-one has identified any specific areas for concern relating to the protected characteristics.

The Average salary figure refers to employee's salaries as of the end of July 2015. To ensure a fair comparison within each section the average salaries used are the full time equivalent.

2011/12 saw the introduction of job evaluation at the college to ensure equal pay for equal work across all of the college with the implementation of the outcomes carried out in December 2012. All new posts are subject to job evaluation six months after they are introduced.

The Length of service information illustrates the average length of service (in years) of individuals employed at the end of July 2015.

The grievance, disciplinary, capability and absence management charts illustrate the equality and diversity indicators of those members of staff who have raised a grievance, been met with as part of the formal stages of the disciplinary, capability or absence management procedure(s) at some point during the academic year.

During the year there have been 12 disciplinary, 5 grievance, 23 capability and 15 absence management cases. Grievances include anti-harassment and anti-bullying and dignity at work complaints. Because the figures relate to such small numbers the differences do not necessarily indicate a problem.

As of 31st July 2015 the college employed 963 people with an FTE of 736.
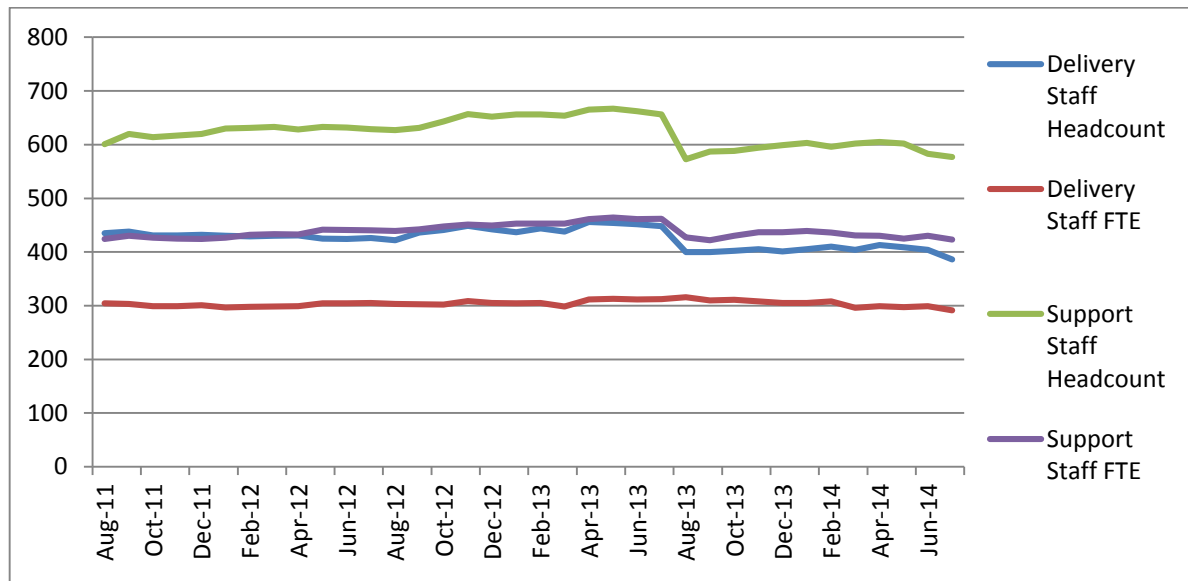
Make up of staff

The table below shows the permanent and sessional staff headcount comparison for the past three years.
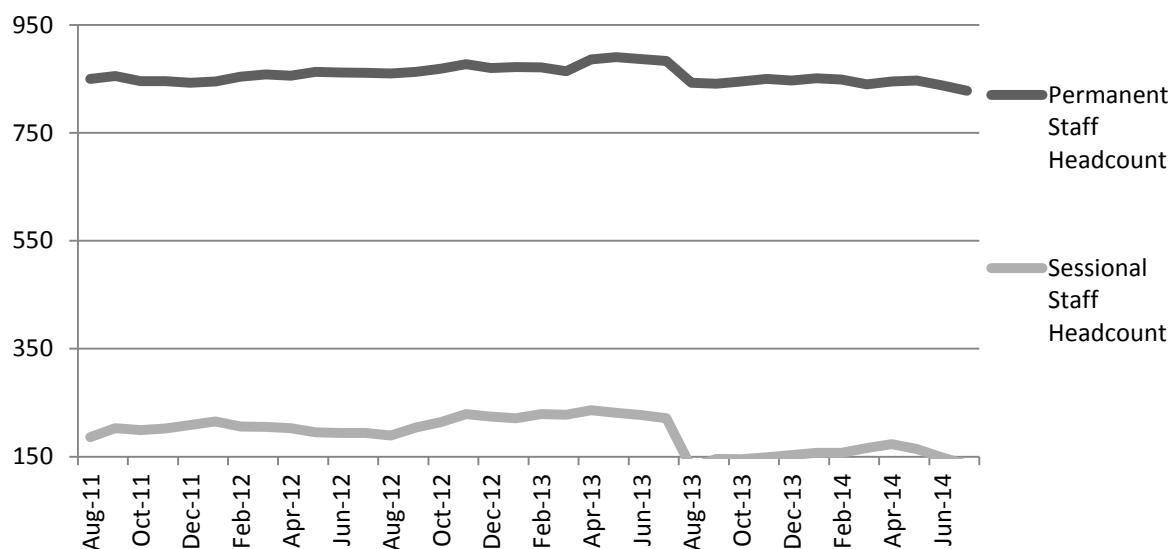
The table below shows the delivery and support staff comparison for the past 3 years both as a headcount and as a full time equivalent (FTE) figure.

Both the headcount and FTE figures decreased across both groups throughout the year.

Gender reassignment

The college has not had any employees who have undergone gender reassignment during the period of this report.

Pregnancy and maternity

At some point during the year 18 people have been on maternity leave a total of 18 times. Pregnancy has never previously been recorded anywhere for us to report upon. The new HR system enables us to record if someone is pregnant as soon as we are notified within HR and will therefore be included within this information at the time of the next report.

Religion or belief

Workforce profile

This data was captured for the first time with the launch of the new MyHR in August 2014. So far 122 (13%) of current employees have provided this information;
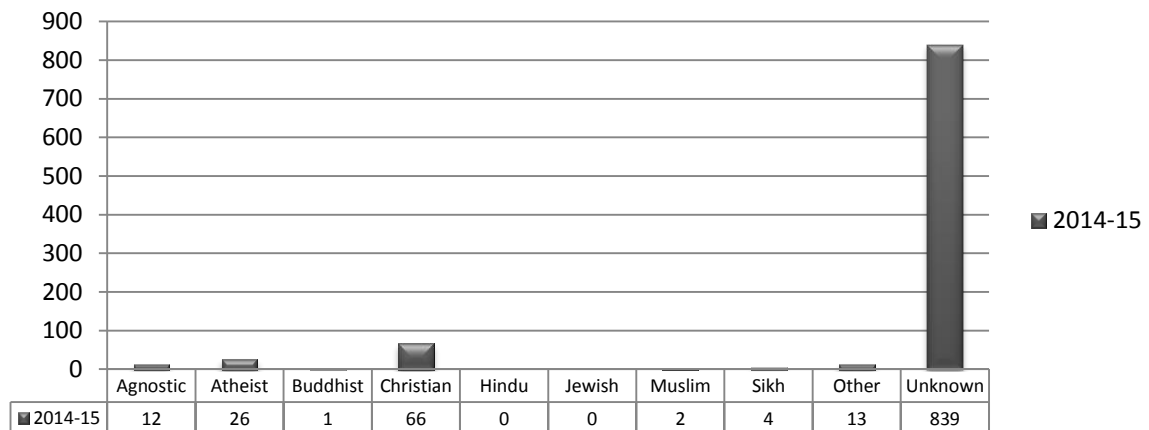
	Agnostic	Atheist	Buddhist	Christian	Hindu	Jewish	Muslim	Sikh	Other	Unknown
2014-15	12	26	1	66	0	0	2	4	13	839

Recruitment

This data is not currently captured as part of the recruitment process. This will be included within the new recruitment system which will be launched in 2015/16.

Leavers

There is insufficient data for this group for the results to be qualitative.
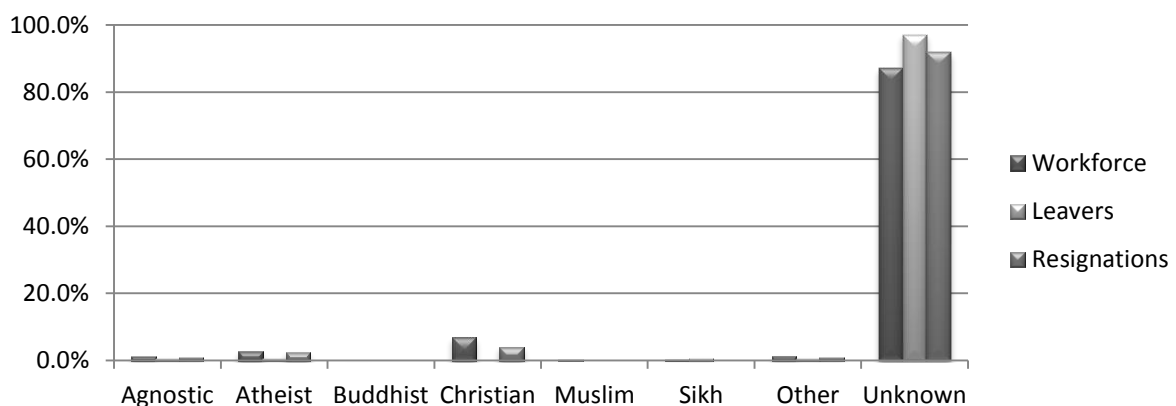
	Agnostic	Atheist	Buddhist	Christian	Hindu	Jewish	Muslim	Sikh	Other	Unknown
Workforce	12	26	1	66	0	0	2	4	13	839
Leavers	1	1	0	0	0	0	0	1	1	132
Resignations	1	3	0	5	0	0	0	0	1	113

Average salary

There is insufficient data for this group for the results to be qualitative and due to the low numbers within each group it would be possible to identify individuals' salaries so this section of the report has been removed to protect this information. This will continue to be monitored alongside increasing the dataset.

Length of service

There is insufficient data for this group for the results to be qualitative.
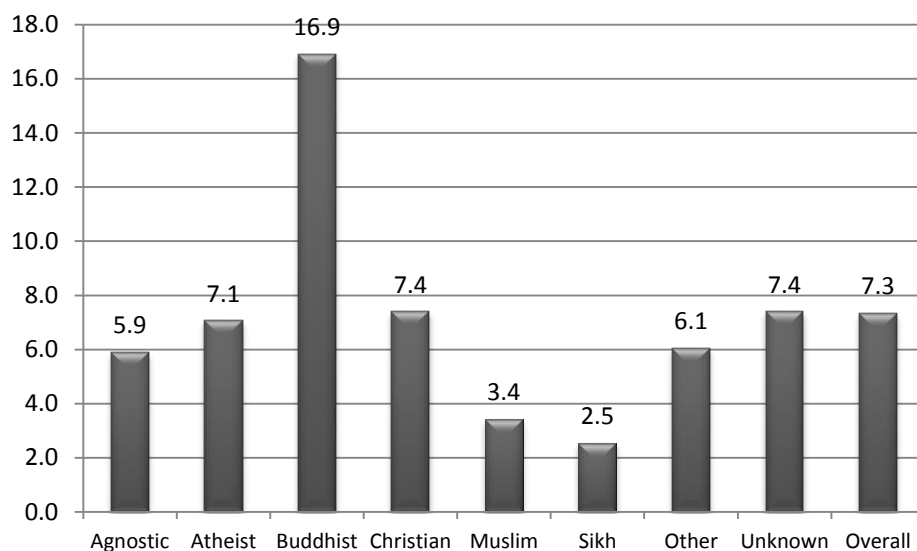
HR procedures

There is insufficient data for this group for the results to be qualitative.
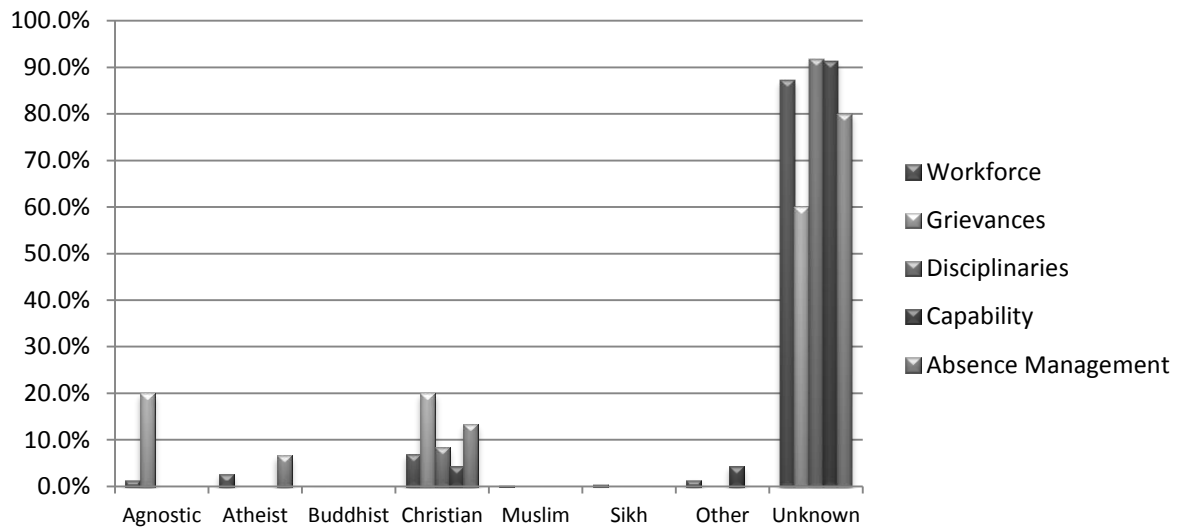
	Agnostic	Atheist	Buddhist	Christian	Hindu	Jewish	Muslim	Sikh	Other	Unknown
Workforce	12	26	1	66	0	0	2	4	13	839
Grievances	1	0	0	1	0	0	0	0	0	3
Disciplinaries	0	0	0	1	0	0	0	0	0	11
Capability	0	0	0	1	0	0	0	0	1	21
Absence Management	0	1	0	2	0	0	0	0	0	12

Marriage or civil partnership

The college does not actively seek information employees regarding their marital status and this information is not requested from applicants as part of the recruitment process. A field was made available with the launch of the new MyHR in August 2014 for employees to provide this information if they so wished. This information is however added to the system if employees join one of the college's pension schemes and they provide it upon their pension documentation.

There are currently no processes set up within the college to update this information throughout an individuals' term of employment.

As of 31st July 2015 we held information for 866 (90%) of employees;
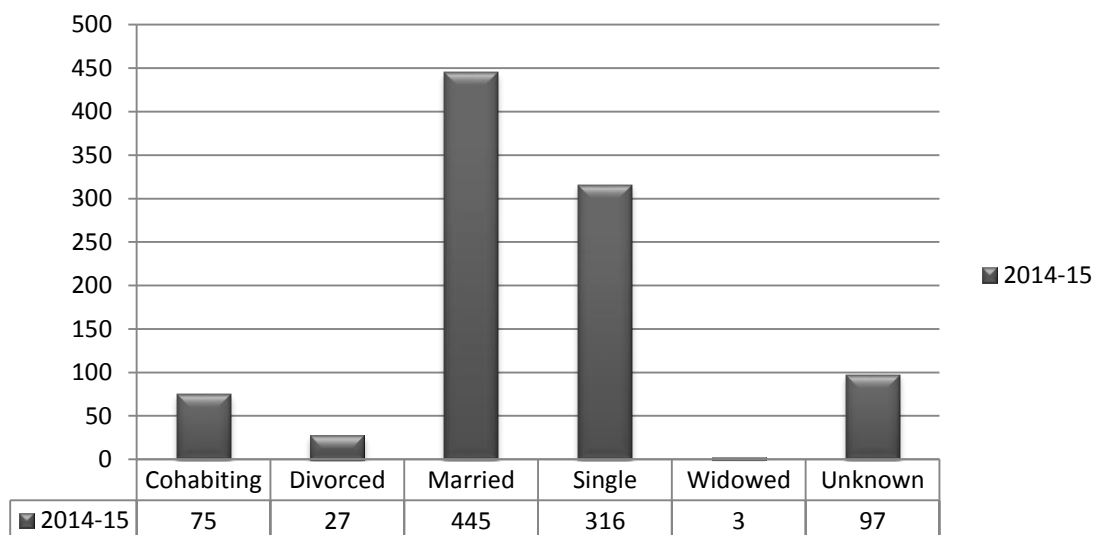
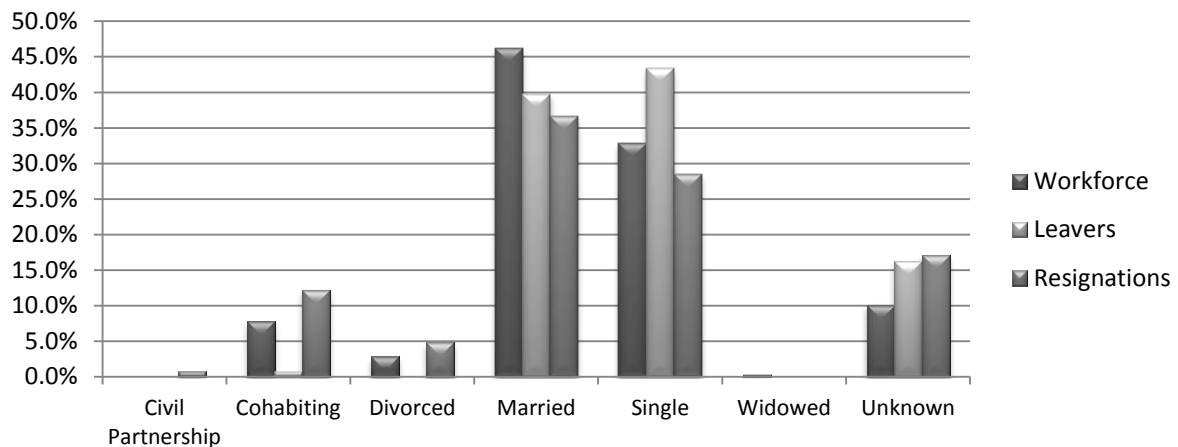|	Cohabiting	Divorced	Married	Single	Widowed	Unknown
2014-15	75	27	445	316	3	97

Recruitment

This data is not currently captured as part of the recruitment process. This will be included within the new recruitment system which will be launched in 2015/16.

Leavers

The validity of this data is questionable as a result of this not being maintained during an employee's time at the company the results therefore are not qualitative.

|	Civil Partnership	Cohabiting	Divorced	Married	Single	Widowed	Unknown
Workforce	0	75	27	445	316	3	97
Leavers	0	1	0	54	59	0	22
Resignations	1	15	6	45	35	0	21

Average salary

The validity of this data is questionable as a result of this not being maintained during an employee's time at the company the results therefore are not qualitative.

	Cohabiting	Divorced	Married	Single	Widowed	Unknown	Overall
▪ Average Salary	£26,017	£28,385	£25,406	£24,585	£25,466	£27,158	£25,408.00
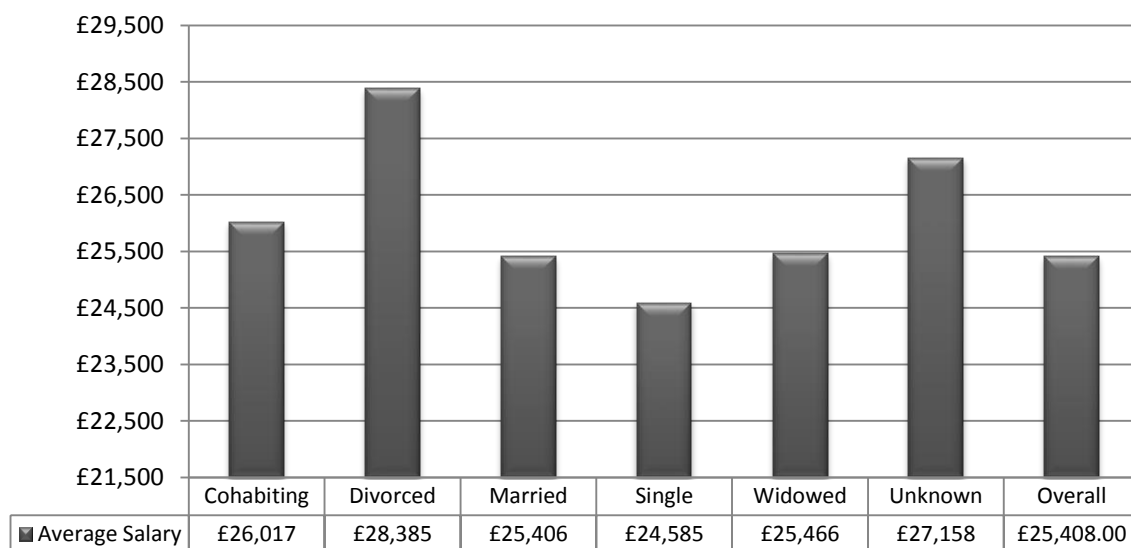
Length of service

The validity of this data is questionable as a result of this not being maintained during an employee's time at the company the results therefore are not qualitative.

HR procedures
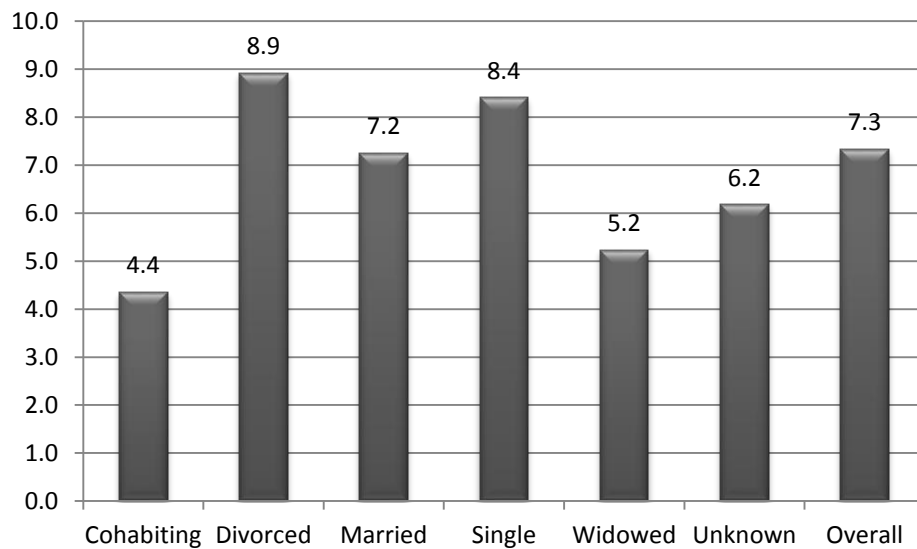
The validity of this data is questionable as a result of this not being maintained during an employee's time at the company the results therefore are not qualitative.
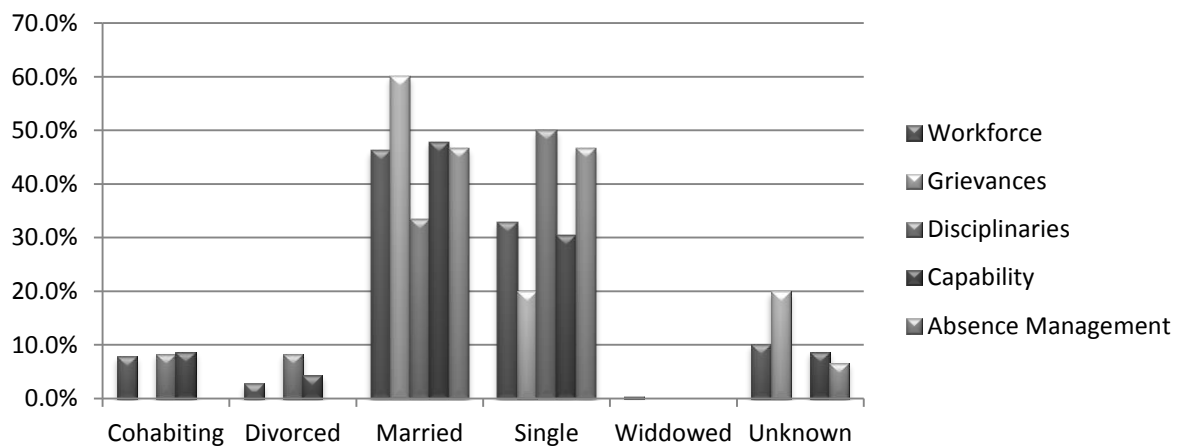

	Cohabiting	Divorced	Married	Single	Widowed	Unknown
Workforce	75	27	445	316	3	97
Grievances	0	0	3	1	0	1
Disciplinaries	1	1	4	6	0	0
Capability	2	1	11	7	0	2
Absence Management	0	0	7	7	0	1

Age

Workforce profile

The college's age profile has remained fairly consistent for the past 3 years.

	16 to 20	21 to 35	36 to 45	46 to 55	56 to 65	66 and over
2012-13	21	312	261	307	174	29
2013-14	25	270	246	267	163	28
2014-15	15	257	236	266	164	25
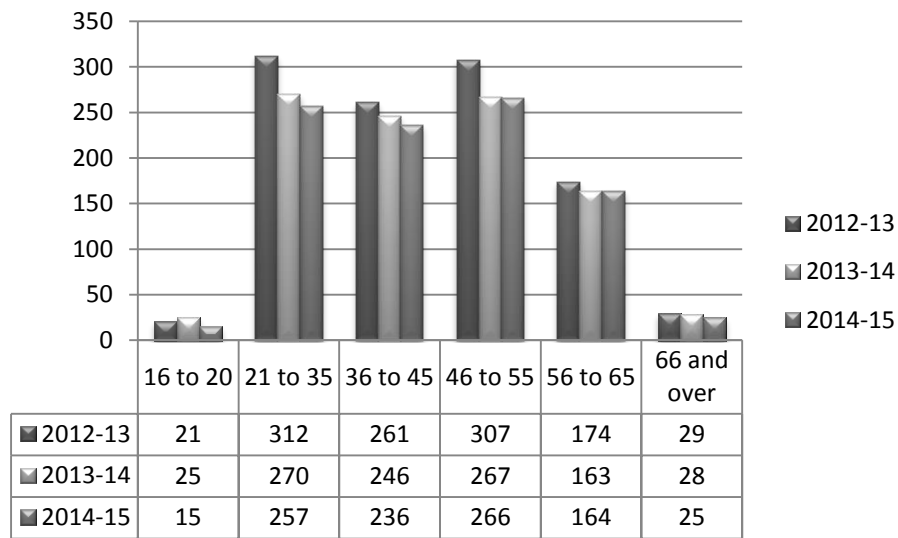
Recruitment

The number of successful applicants within each group is in line with the College's workforce profile.
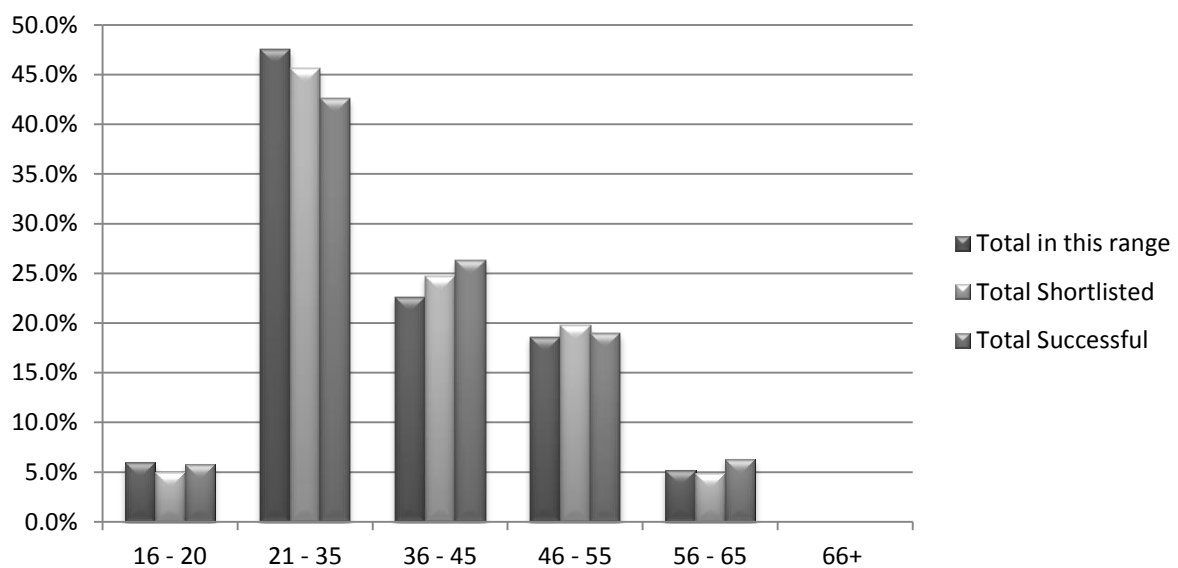
Leavers

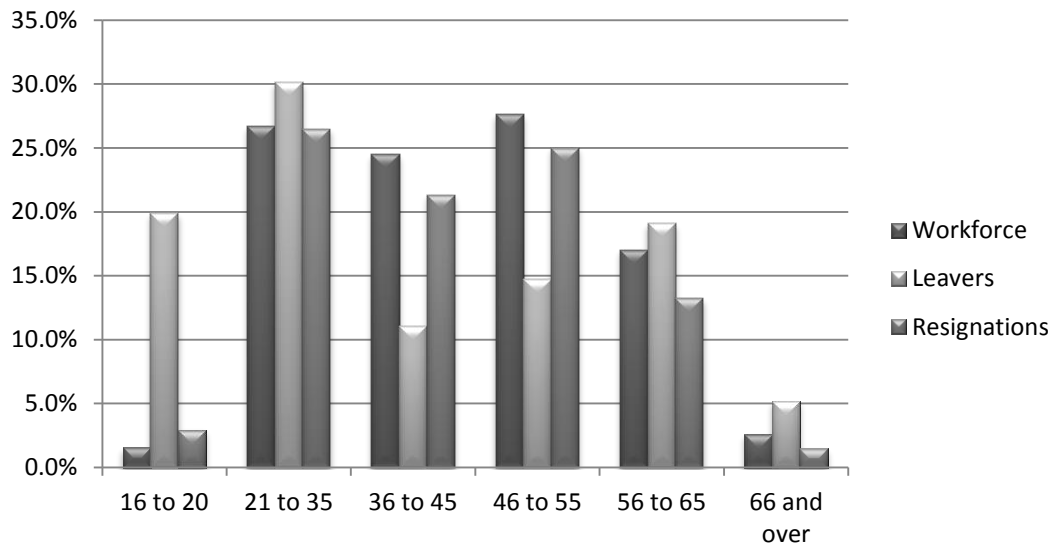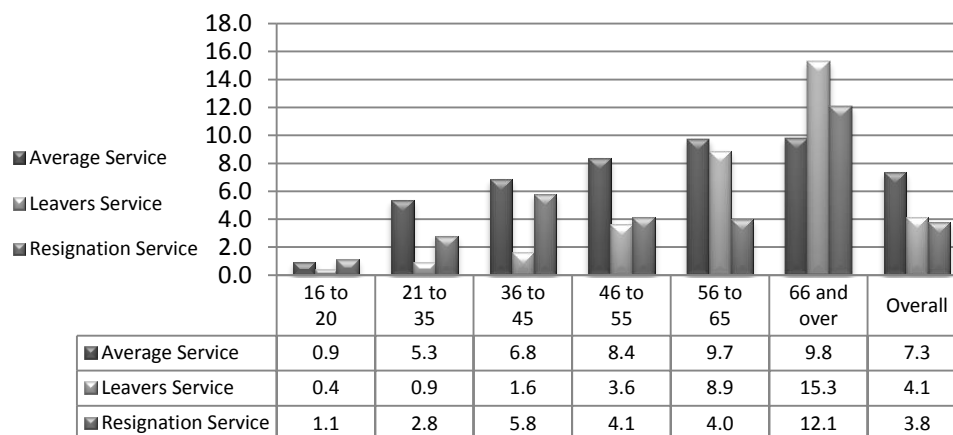The table below shows an increased proportion of 36 to 55 year olds are resigning from the college's employment with a reduced number within the same categories leaving due to other reasons.

	16 to 20	21 to 35	36 to 45	46 to 55	56 to 65	66 and over
Workforce	15	257	236	266	164	25
Leavers	27	41	15	20	26	7
Resignations	4	36	29	34	18	2

Length of service

The average length of service increases across the age groups as is to be expected.

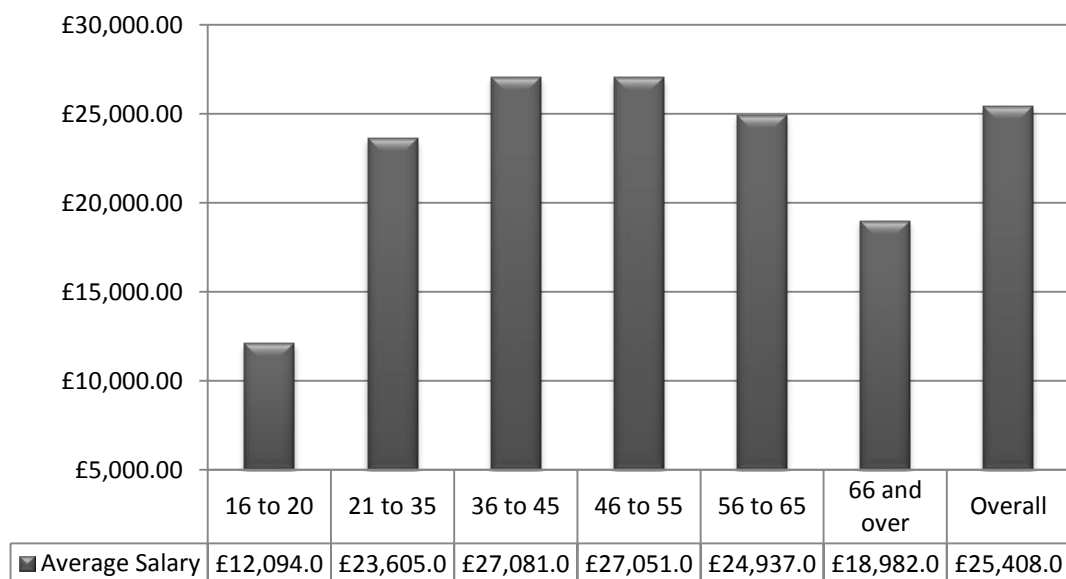|	16 to 20	21 to 35	36 to 45	46 to 55	56 to 65	66 and over	Overall
Average Service	0.9	5.3	6.8	8.4	9.7	9.8	7.3
Leavers Service	0.4	0.9	1.6	3.6	8.9	15.3	4.1
Resignation Service	1.1	2.8	5.8	4.1	4.0	12.1	3.8

When looking at the length of service, for leavers and those resigning from the college, age groups 21 to 65 all have a reduced average length of service compared to the college's workforce profile. However the overall average service of those leaving is reduced compared to the college's workforce profile.

| Reason for leaving	Average length of service by age group						
	16-20	21-35	36-45	46-55	56-65	66+	Grand Total
Compromise Agreement		2.5		2.5	17.2		9.9
Contract End	0.3	0.9	1.2	0.8	1.0	8.6	1.1
Died in Service				5.1			5.1
Dismissal					13.8		13.8
Long Term Sick Dismissal			6.7		4.3		5.5
Not confirmed in Post	0.6	0.4			0.7		0.5
Redundancy		0.3		15.6		13.8	12.2
Resignation	1.6	3.1	6.2	4.3	4.0	12.1	4.5
Resignation from fixed Term Post	1.0	0.5	0.6	0.4			0.6
Retirement					16.6	29.4	19.8
Voluntary Redundancy		1.5	2.6		22.7		5.9
Grand Total	0.5	1.8	4.4	3.9	6.9	14.6	3.8

Average salary

The average salary of those within the 56 to 65 age group has reduced by 9.2% from £27,458 when compared to the previous year.

	16 to 20	21 to 35	36 to 45	46 to 55	56 to 65	66 and over	Overall
Average Salary	£12,094.0	£23,605.0	£27,081.0	£27,051.0	£24,937.0	£18,982.0	£25,408.0

HR procedures

The numbers within this group are so small that a difference will not necessarily indicate a problem.
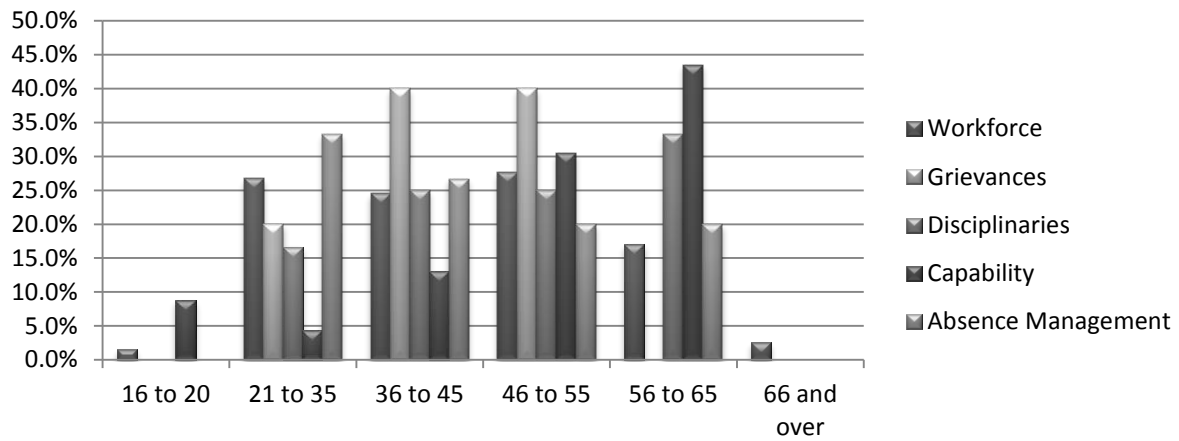
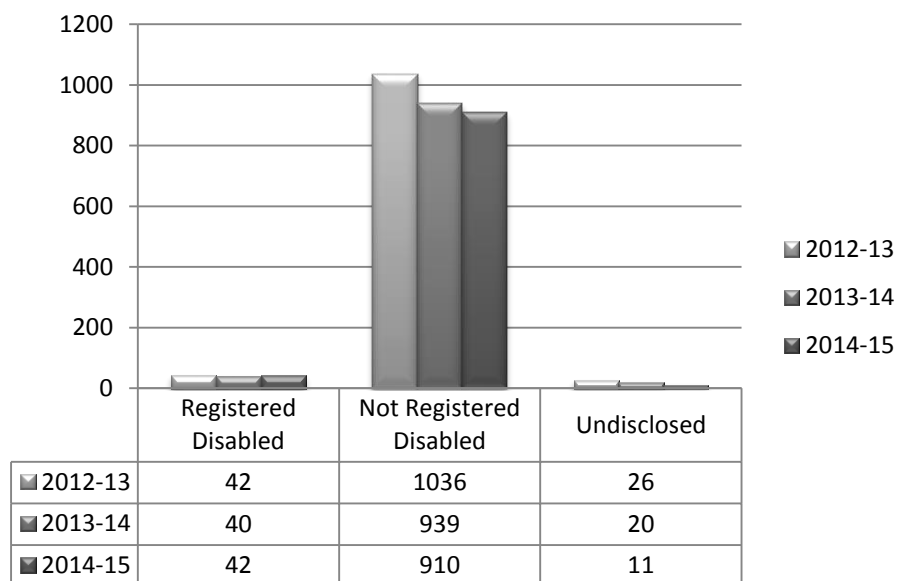|	16 to 20	21 to 35	36 to 45	46 to 55	56 to 65	66 and over
Workforce	15	257	236	266	164	25
Grievance	0	1	2	2	0	0
Disciplinaries	0	2	3	3	4	0
Capability	2	1	3	7	10	0
Absence Management	0	5	4	3	3	0

Disability

Workforce profile

The number of staff declaring a disability has remained consistent for the past three years whilst the number of staff with an unknown status has decreased during the same period.

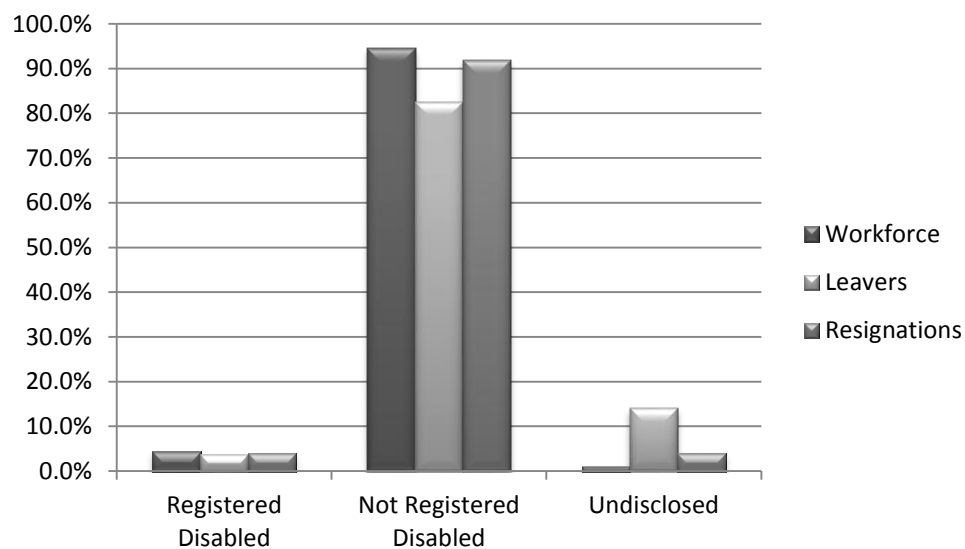|	Registered Disabled	Not Registered Disabled	Undisclosed
2012-13	42	1036	26
2013-14	40	939	20
2014-15	42	910	11

Recruitment

The percentage of applicants who have declared a disability has increased for the second year running from 4.0% in 2012/13 and 4.8% in 2013/14 to 5.3% in 2014/15. The percentage of successful candidates declaring a disability has increased also to 7.1%.
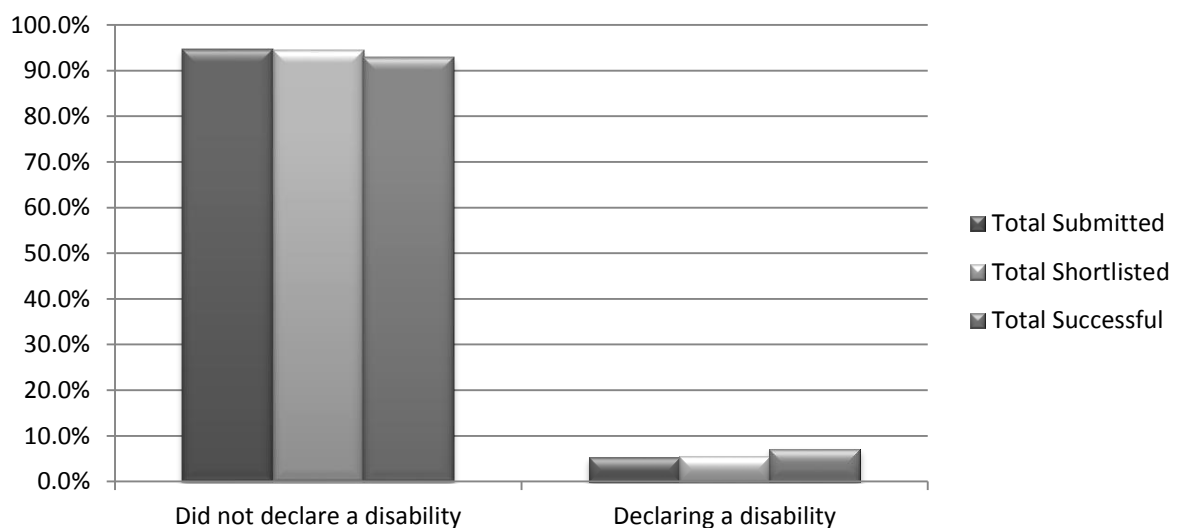
As part of the positive about disability commitment that the college has made, all candidates who declare a disability and meet the shortlisting criteria are guaranteed an interview. The equality information collected at the recruitment stage is removed from the applications during shortlisting and interviews.

Leavers

The proportion of leavers during the period declaring a disability is proportionate to the workforce profile.

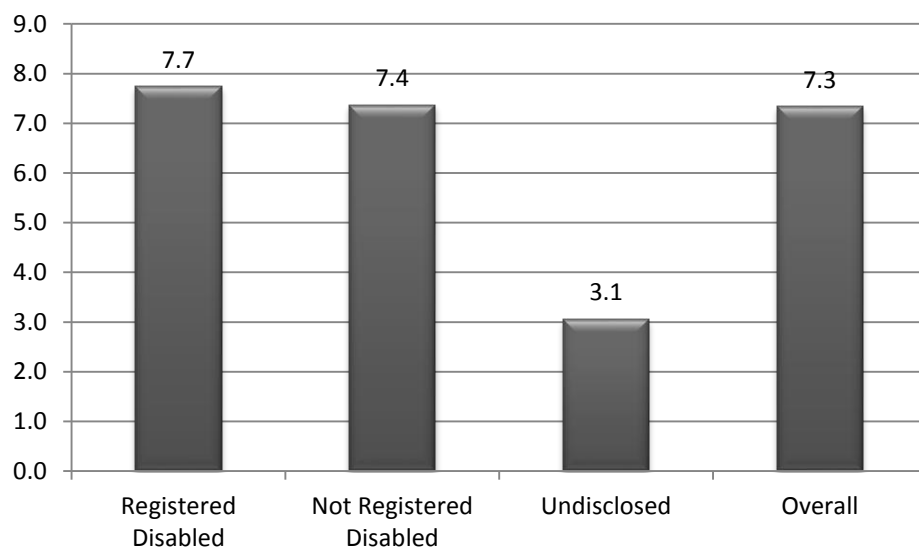|	Registered Disabled	Not Registered Disabled	Undisclosed
Workforce	42	910	11
Leavers	5	112	19
Resignations	5	113	5

Average salary

The average salary of employees declaring a disability is greater than those who haven't, this is a change from the previous year where it was £245.32 lower.
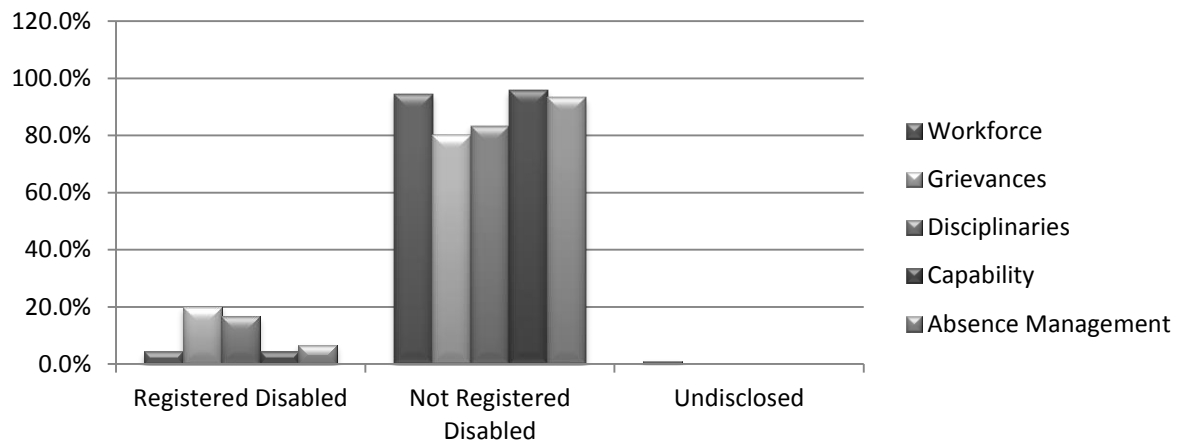
	Registered Disabled	Not Registered Disabled	Undisclosed	Overall
▨ Average Salary	£26,061.00	£25,377.00	£24,906.00	£25,408.00
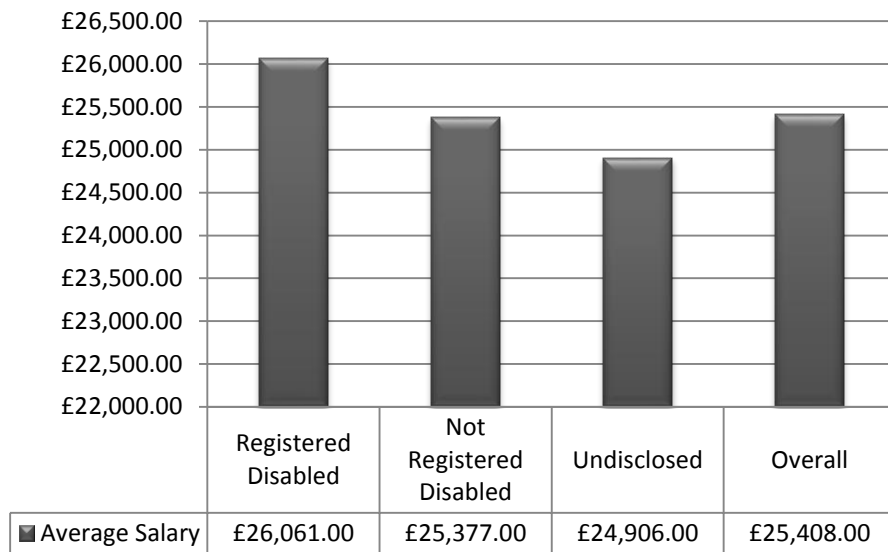
Length of service

The service difference between individuals declaring a disability and those not equates to 3.6 months.

HR procedures

The numbers within this group are so small that a difference will not necessarily indicate a problem.

|	Registered Disabled	Not Registered Disabled	Undisclosed
Workforce	42	910	11
Grievance	1	4	0
Disciplinaries	2	10	0
Capability	1	22	0
Absence Management	1	10	0

Race

Workforce profile

The number of employees at the college has reduced over the past 3 years however the number of BME employees has increased bringing the BME workforce to 6.2% compared to 5.7% the previous year.

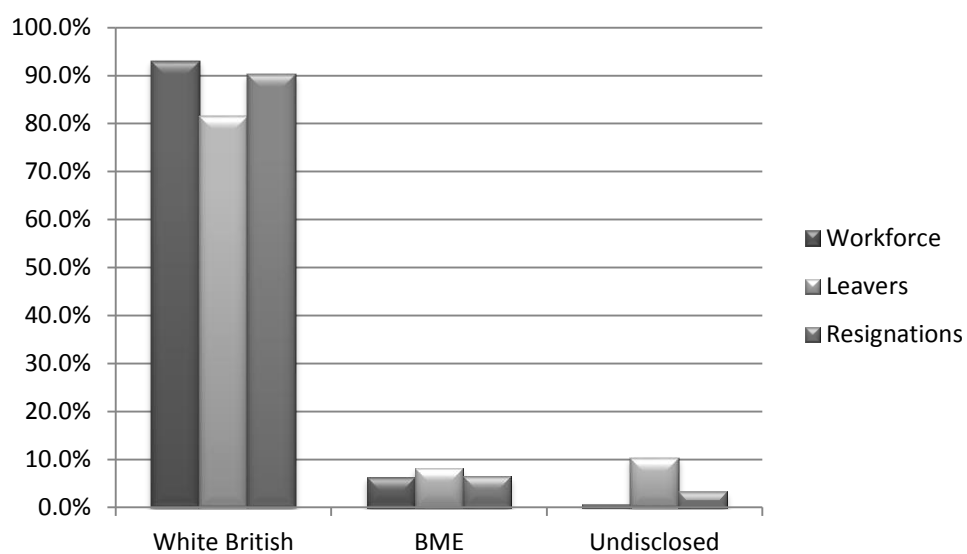|	White British	BME	Undisclosed
2012-13	1030	62	12
2013-14	932	57	10
2014-15	896	60	7
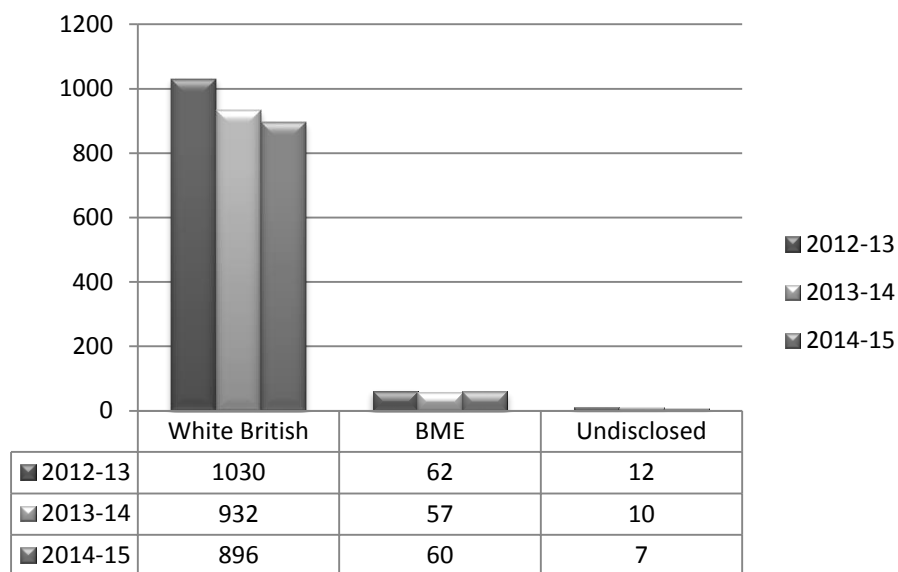
Recruitment

The number of successful candidates from BME backgrounds is in line with the proportion of applicants within this group and remains above the workforce profile helping it to increase year on year in line with the local population.
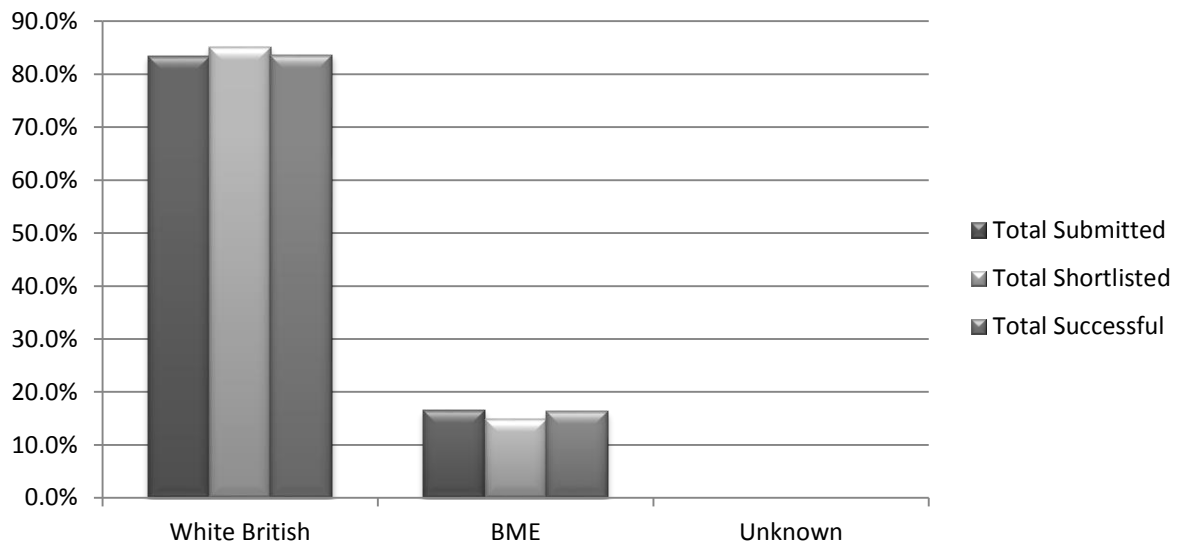
Human Resources are involved in the recruitment process for all vacancies and ensure that a fair and consistent scoring method is applied to all interviews and assessment centres. A robust framework for recruitment and selection is in place.

Leavers

The proportion of leavers from BME backgrounds is higher than that of the workforce with 7.3% of leavers being from this group.

|	White British	BME	Undisclosed
Workforce	896	60	7
Leavers	111	11	14
Resignations	111	8	4

Below is a full breakdown of the leave reasons of employees by ethnic group. The table indicates the increase is due to the BME workforce being employed to cover fixed term contracts rather than highlighting an issue.

Leave reason	BME	Unknown	White - English/Welsh/Scottish/British	Total
Compromise agreement	0	0	6	6
Contract end	7	12	80	99
Death in service	0	0	1	1
Dismissal	0	0	3	3
Ill health reasons	0	0	2	2
Not confirmed in post	1	0	5	6
Redundancy	0	1	4	5
Resignation	6	3	103	112
Resignation from fixed term contract	2	1	8	11
Retirement	0	0	8	8
Voluntary redundancy	2	1	2	5
Grand Total	**18**	**18**	**222**	**258**

All employees leaving the college are asked to complete an exit survey providing feedback on both their employment with us and further details relating to their reasons for leaving. This information is not currently linked to the individual employees in a way that would group key themes by a protected characteristic however this is something which we will look to change during 2015/16. No one has indicated within their exit survey response any issues or concerns relating to any of the protected characteristics.

Average salary

In 2013/14 staff from ethnic minority backgrounds average salary was £2,004 higher than White British employees, a 7.2% difference compared. This has reversed during the course of the year with employees from BME backgrounds average salary being £1,647 lower, a 6.5% difference.

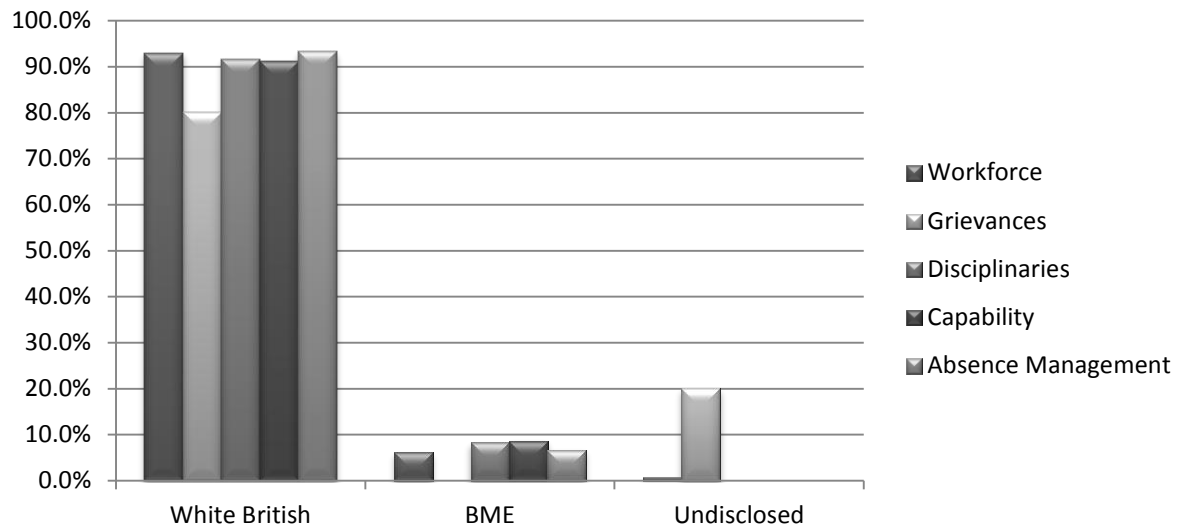|	White British	BME	Undisclosed	Overall
■ Average Salary	£25,502.00	£23,855.00	£26,313.00	£25,408.00
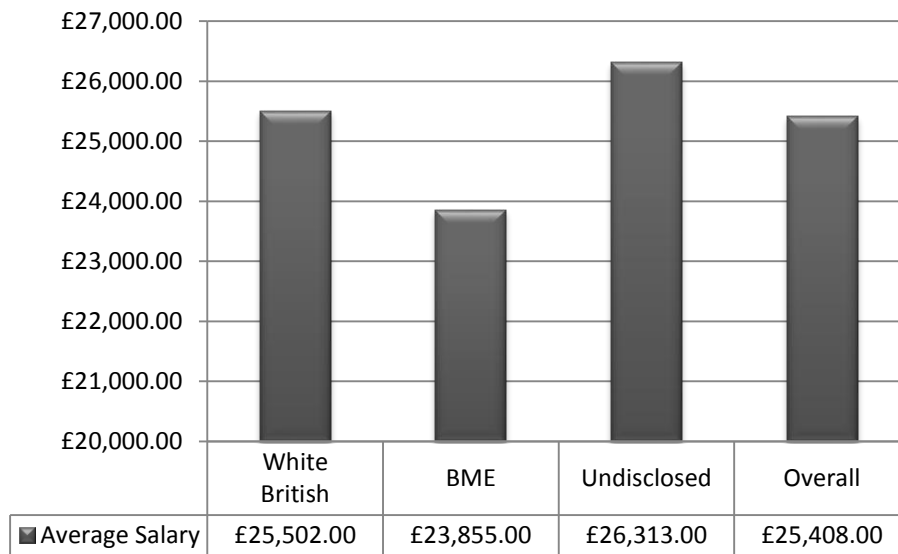
Length of service

When looking at the average length of service for employees from BME backgrounds this could indicate the reasoning behind the salary difference. The Colleges pay policy stipulates that all new employees should be appointed on the bottom of the pay band for the role applied for unless this is lower than their current salary in which case they would move to the next available point above it.
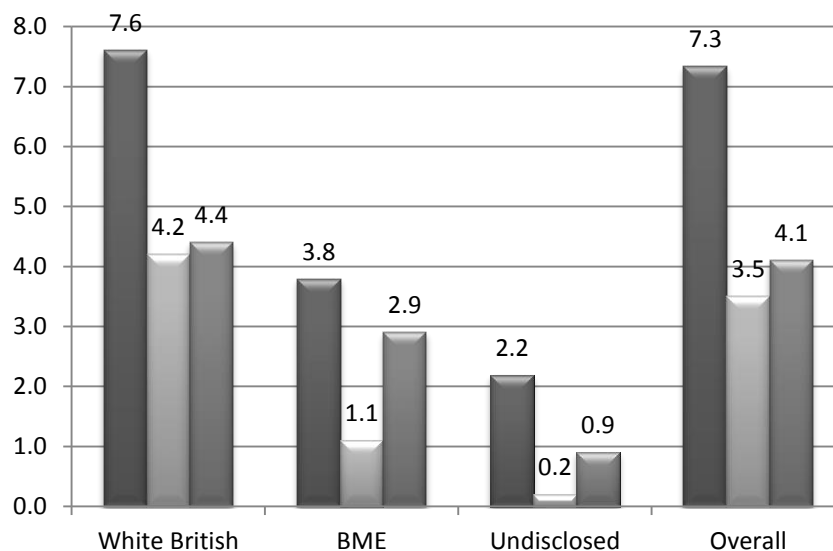
The average length of service of employees from BME backgrounds is lower than that of the workforce for this group of employees however some of this is as a result of the proportion of leavers from fixed term contracts.

Ethnicity

The numbers within this group are so small that a difference will not necessarily indicate a problem.


|	White British	BME	Undisclosed
Workforce	896	60	7
Grievance	4	0	1
Disciplinaries	11	1	0
Capability	21	2	0
Absence Management	14	1	0

Gender

Workforce profile

In 2014/15 the college's gender gap decreased by 1% to 37:63 male:female split. This is in line with that of the wider sector as reported in the analysis of staff individualised record data 2012/13 report from LSIS (Learning and Skills Improvement Service) who report a consistent 37:63 split with very little change between years.
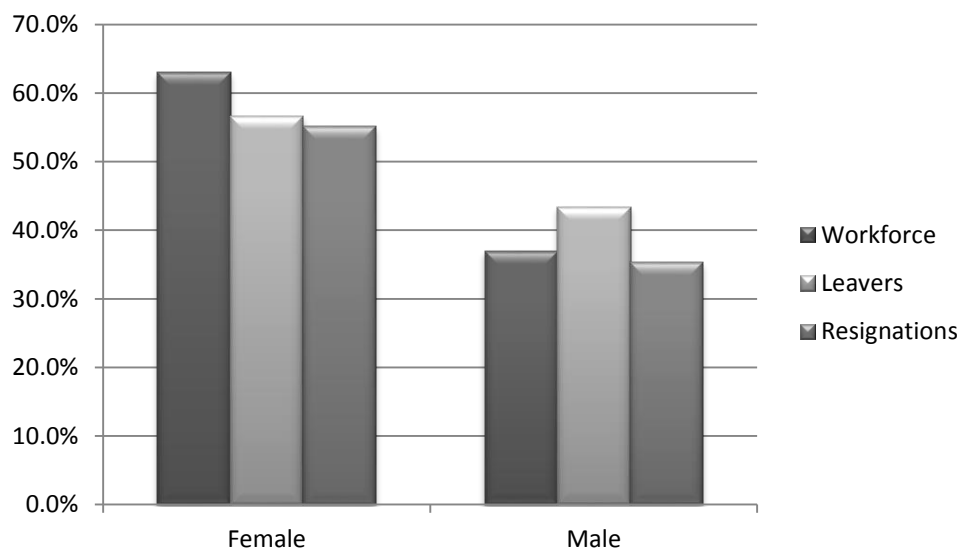
	Female	Male
2012-13	697	407
2013-14	640	359
2014-15	607	356
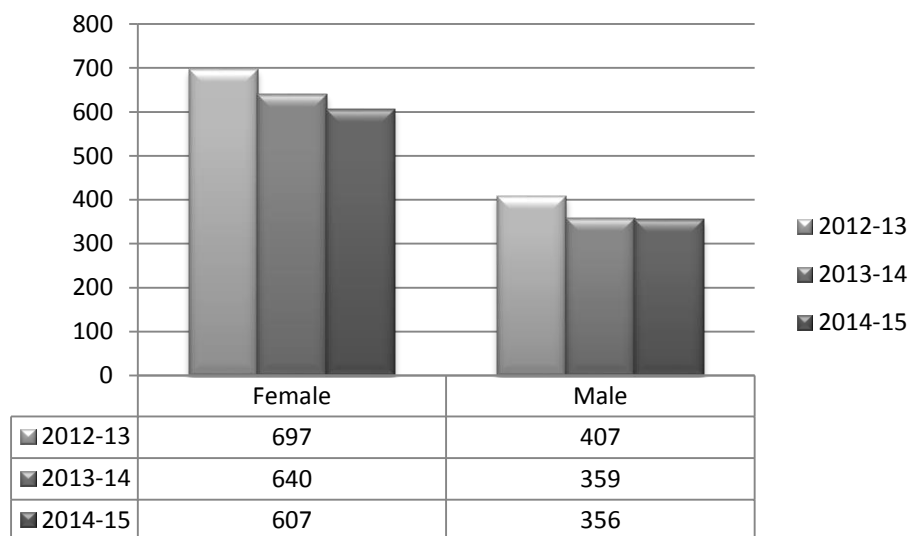
Recruitment

The percentage of male applicants has increased for the first time in three years from 33.5% in 2013/14 to 34.5% in 2014/15. Despite this increase, the proportion of male applicants is below that of the workforce profile.
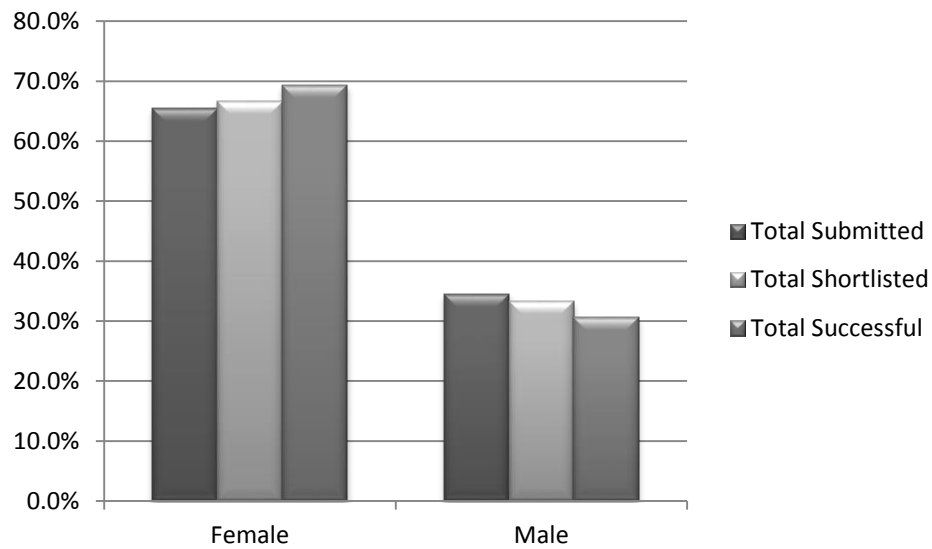
Leavers

There is an increased proportion of male employees leaving the college when compared to the college's workforce profile. When investigating the reasons for male leavers the majority are due to their contract ending naturally with resignations being below the level of the workforce profile and therefore not indicative of a problem.


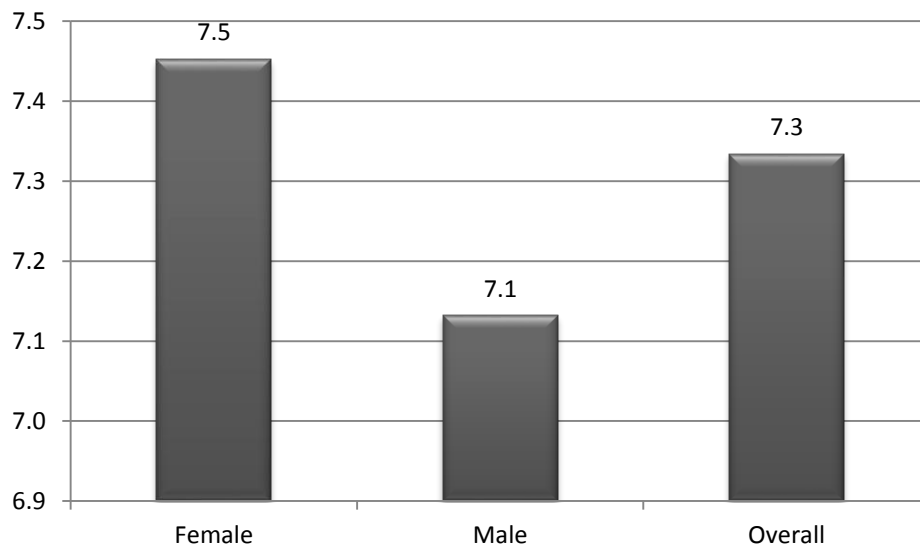|	Female	Male
Workforce	607	356
Leavers	77	59
Resignations	75	48

Average salary

The difference between these two groups has increased to £3,601 from £3,384.75 in 2013/14;

£3,179 in 2012/13 and £2,933 in 2011/12. When taking into consideration the cost of living increase

applied each year, this increase in the difference is proportionate year on year.

Job evaluation ensures that equal pay is given for equal work at the college. The pay gap between

genders is therefore a result of the type of posts generally held at the college by the female

workforce being within the lower bands such as catering assistants, administrators, receptionists and
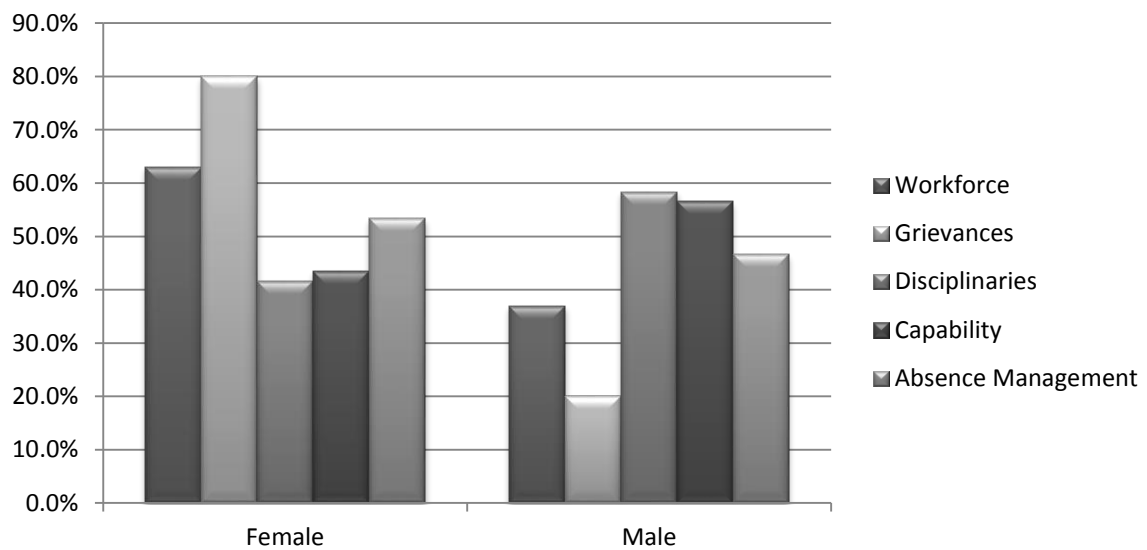
cleaners.

	Female	Male	Overall
■ Average Salary	£24,100.00	£27,701.00	£25,408.00
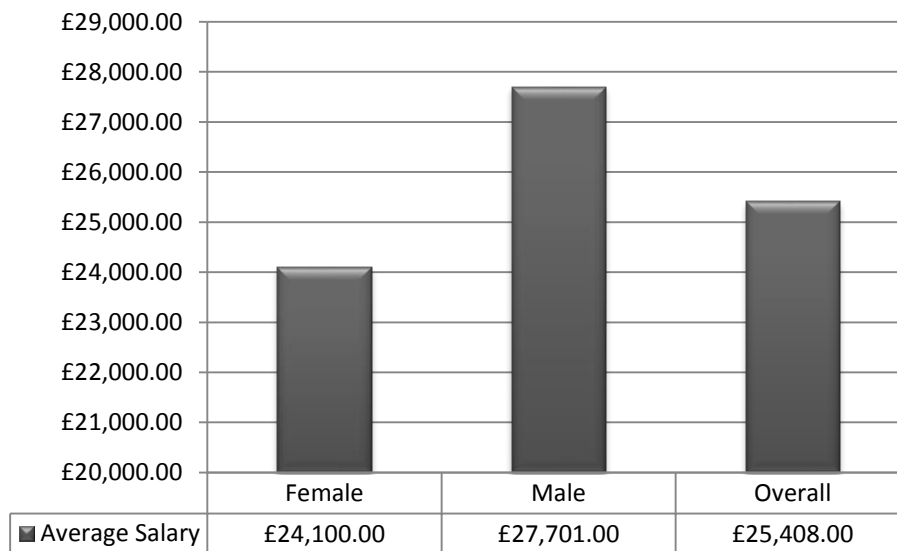
Average length of service

The average length of service between the two gender groups is minimal as is the case in previous

years.

Grievance and disciplinary

The numbers within this group are so small that a difference will not necessarily indicate a problem.
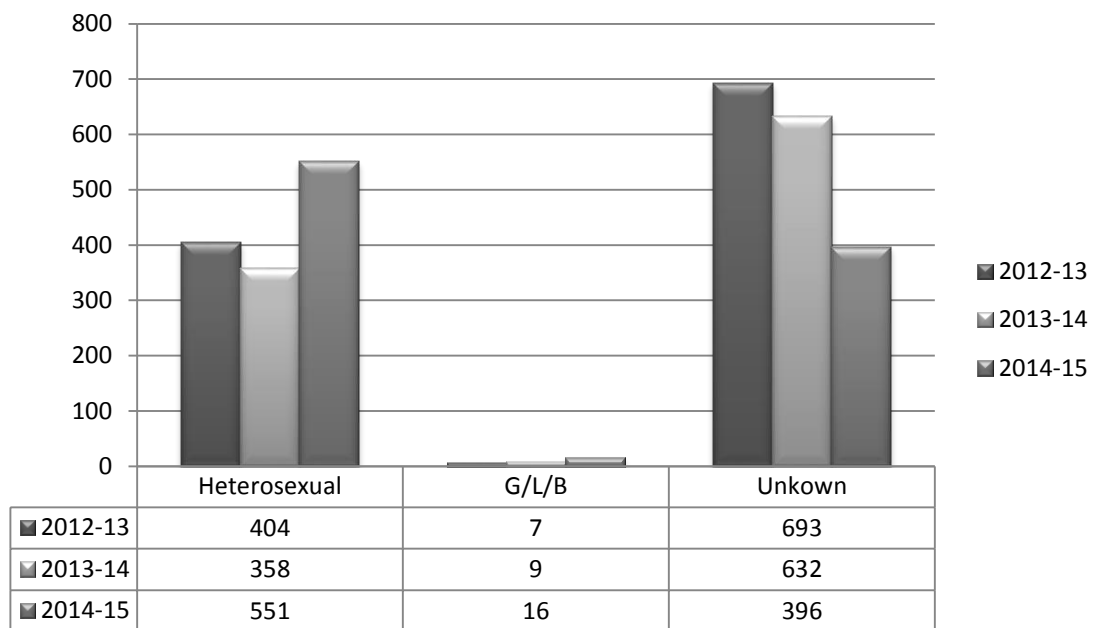

	Female	Male
Workforce	607	356
Grievance	4	1
Disciplinaries	5	7
Capability	10	13
Absence Management	8	7

Sexual orientation

Workforce profile

There is insufficient data for this group for the results to be qualitative.

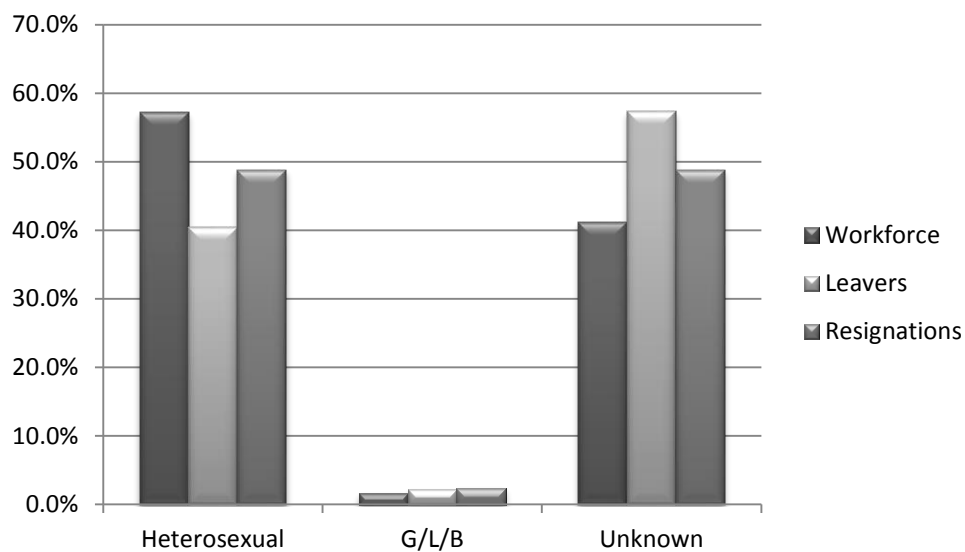|	Heterosexual	G/L/B	Unkown
2012-13	404	7	693
2013-14	358	9	632
2014-15	551	16	396

Recruitment

The proportion of successful GLB applicants is in line with the percentage applying for vacancies and above that of the workforce who have already completed this information.
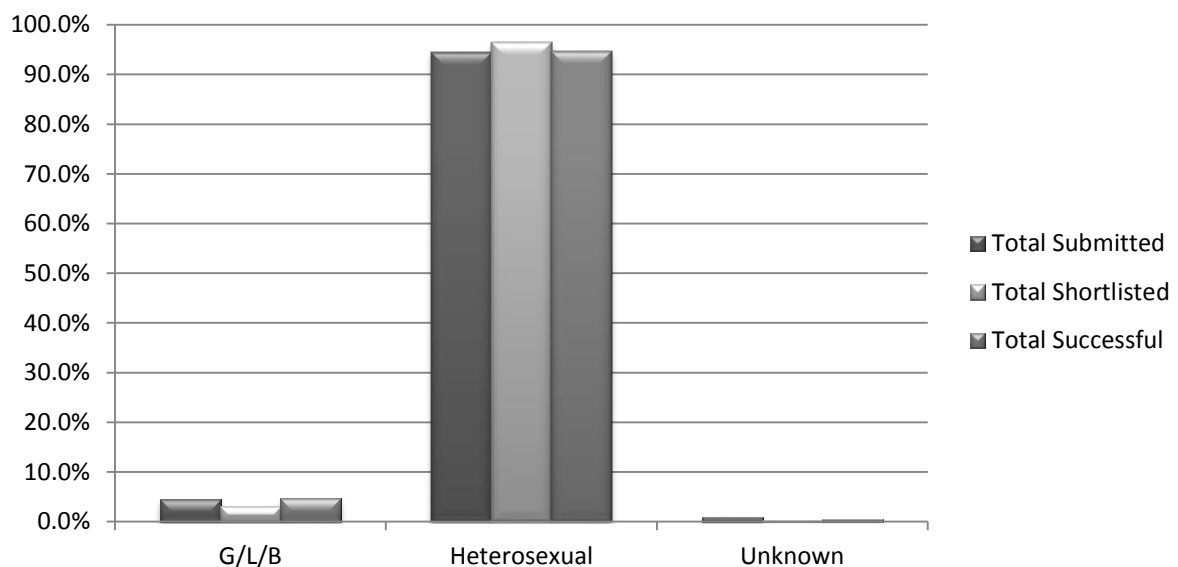
The Office for National Statistics report Measuring Sexual Identity: An Evaluation Report 2010 uses a number of survey responses to estimate the UK's gay, lesbian and bisexual population to be 1.9% which puts the colleges applicant figures in a favorable light.
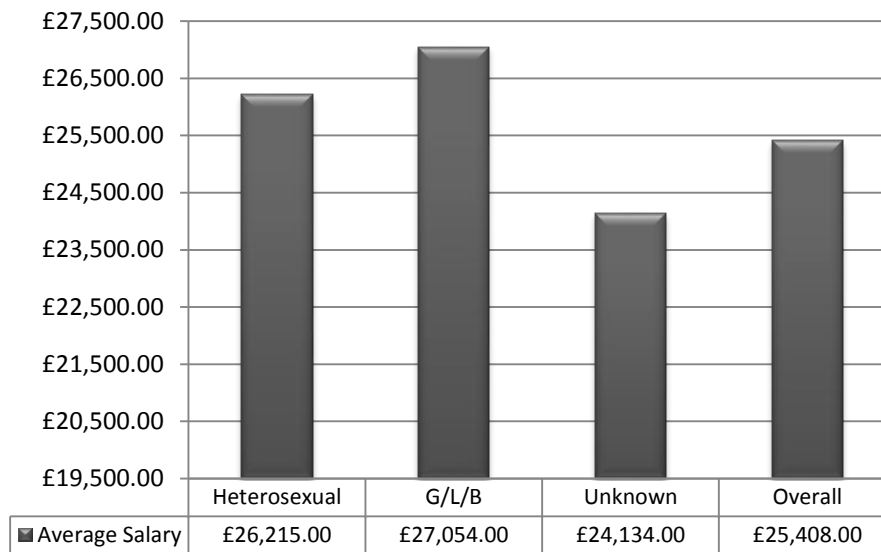
Leavers

There is insufficient data for this group for the results to be qualitative.

	Heterosexual	G/L/B	Unknown
Workforce	551	16	396
Leavers	55	3	78
Resignations	60	3	60

Average salary

There is insufficient data for this group for the results to be qualitative.

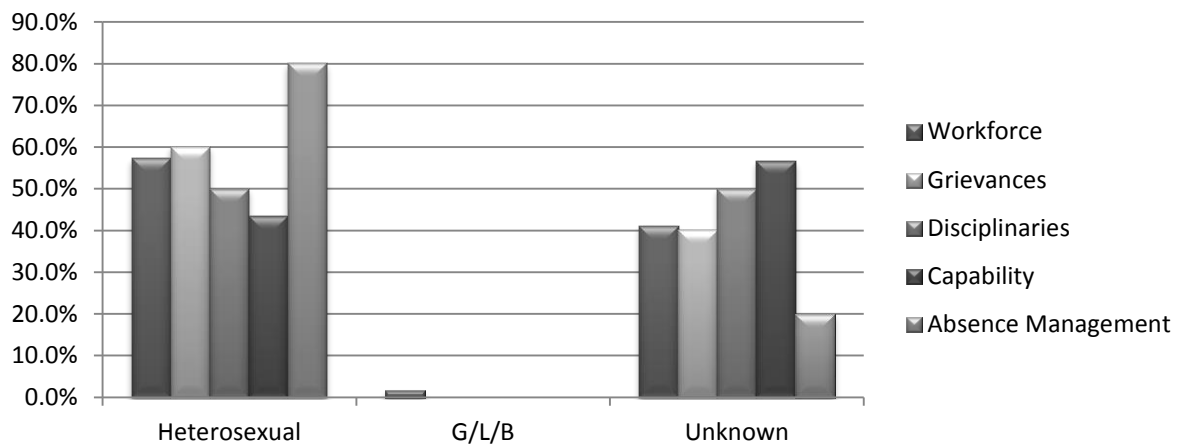|	Heterosexual	G/L/B	Unknown	Overall
■ Average Salary	£26,215.00	£27,054.00	£24,134.00	£25,408.00

Length of service

There is insufficient data for this group for the results to be qualitative.
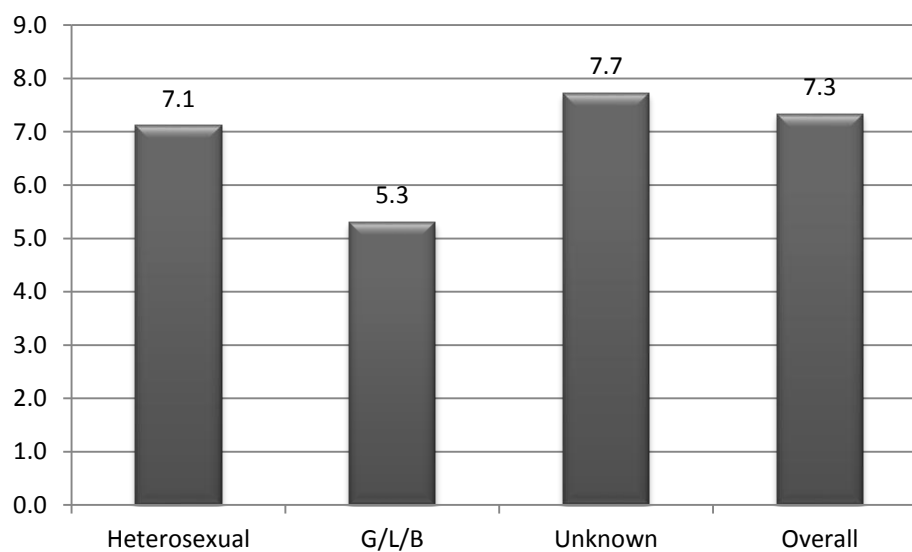
Grievance and disciplinary

The numbers within this group are so small that a difference will not necessarily indicate a problem.

	Heterosexual	G/L/B	Unknown
Workforce	551	16	963
Grievance	3	0	5
Disciplinaries	6	0	12
Capability	10	0	23
Absence Management	12	0	15