

EQUALITY, DIVERSITY & INCLUSION REPORT – STAFF 2020

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EDI Report 2020 (Staff)

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1. Executive Summary

This report focuses on College staff/workers and 6 protected characteristics of the Equality, Diversity and Inclusion (EDI) agenda – gender, disability, ethnicity, age, sexual orientation and religion or belief.

The College positively encourages applications for employment at the College:

“We are committed to being an equal opportunities employer, always selecting staff on the basis of ability and the requirements of the post, detailed in the Person Specification.”

Having a diverse workforce is important as difference provides creativity, offers a range of perspectives, people have a variety of skills and talents and the fact that inclusivity can raise morale and help with staff engagement.

The College workforce profile can be seen below:

- Gender – the College closely correlates with the FE workforce data for England profile.
- Disability – the College profile is lower than the FE workforce data for England comparator in the sector.
- Ethnicity – the College is below the FE workforce data for England comparator for the sector. However, it is above the Devon census 2011 data set.
- Age – the College closely matches the FE workforce data for England.
- Sexual orientation – the College is equal to the FE workforce data for England comparator for the sector. Furthermore, the declaration of this data in the College is currently at 84.5%.
- Religion or Belief – the College has some correlation with the Devon census 2011 data set. There was no data provided in this area in the FE workforce data for England. However, the declaration of this data in the College is currently at 65%.

2. Introduction

2.1 Terms of Reference

This report focuses on EDI data provided at 20 October 2020.

There were 812 permanent staff, fixed term staff and workers¹ engaged within the College. These staff/workers work across the College in all disciplines.

This report focuses on three aspects:

- 1) The College's statistics for the workforce in terms of gender, age, ethnicity, disability, sexual orientation and religion or belief.

The statistics are captured on the Human Resource database, by the Human Resource team. The data is initially captured during the recruitment process. It is also updated when the Human Resource team are advised, e.g. an Occupational Health report declares that an employee has a disability or by the employee themselves using the self-service facility on iTrent. The Human Resource team also periodically request that staff update their personal information when changes occur.

- 2) The positive actions taken by the Human Resource team in proactively managing the EDI agenda and there impact.
- 3) The action plan to proactively manage EDI at the College.

2.2 Method of Investigation

This report has been written using:

- The knowledge of the Director of Human Resources and Organisational Development regarding the management of EDI at the College (for staff);
- The data from the human resource database (iTrent);
- Data from:
 - o The Devon 2011 Census dataset;
 - o The Further Education workforce data for England 'Analysis of the 2018-19 staff individualised record data';
 - o The Nomis Official Labour Market statistics (provided by the Office of National Statistics - ONS).

¹ "Workers" are people engaged at the College on a casual basis. They are not employees. They enable the College to operate a flexible workforce.

This report encompasses the following key EDI protected characteristics – gender, age, ethnicity, disability, sexual orientation and religion or belief.

3.0 The Report

3.1 The Staff profile

Gender

There are currently 547 females and 265 males in the workforce.

Figure 1 illustrates the gender profile for the College workforce.

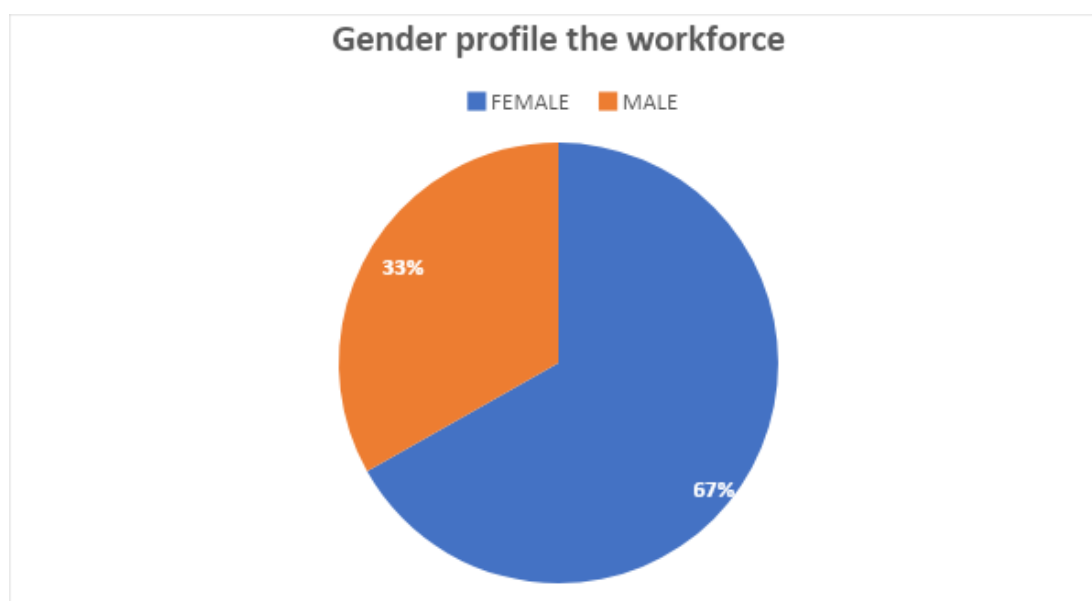


Fig.1

The College's gender profile for 2020 was exactly the same in 2019 and 2018.

The ONS dataset for 2016 shows the employed gender profile in Devon as: male 52% and female 48%.

The FE workforce data for England from the 2018/19 dataset shows the gender profile for colleges in England as: female 62% and male 38%.

The College gender profile of 67% female and 33% male is closely aligned with the FE workforce data for England.

Disability

There are currently 22 members of the workforce who have declared a disability (there were 23 in 2019) and 790 have not declared having a disability. Figure 2 illustrates the disability profile for the College workforce.

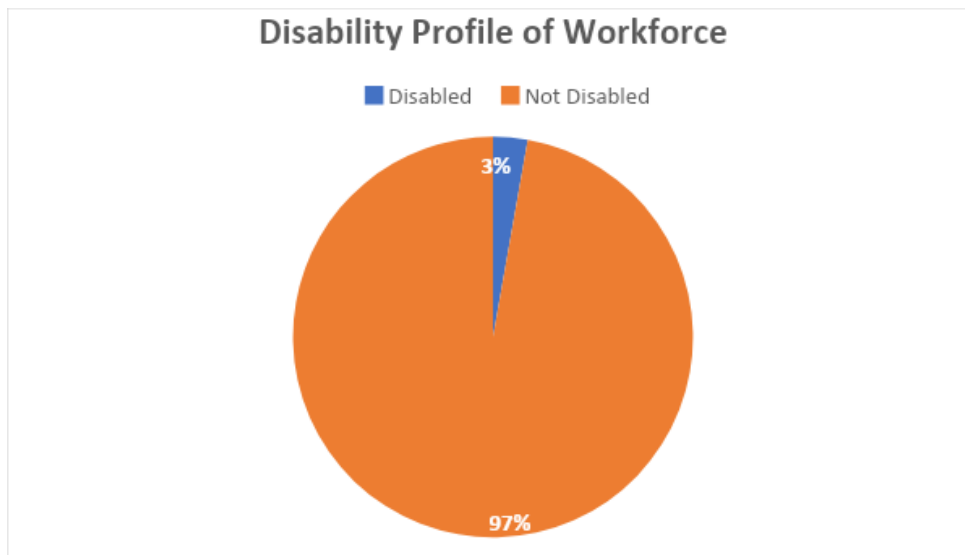


Fig.2

The chart below in figure 3 illustrates the disability type:

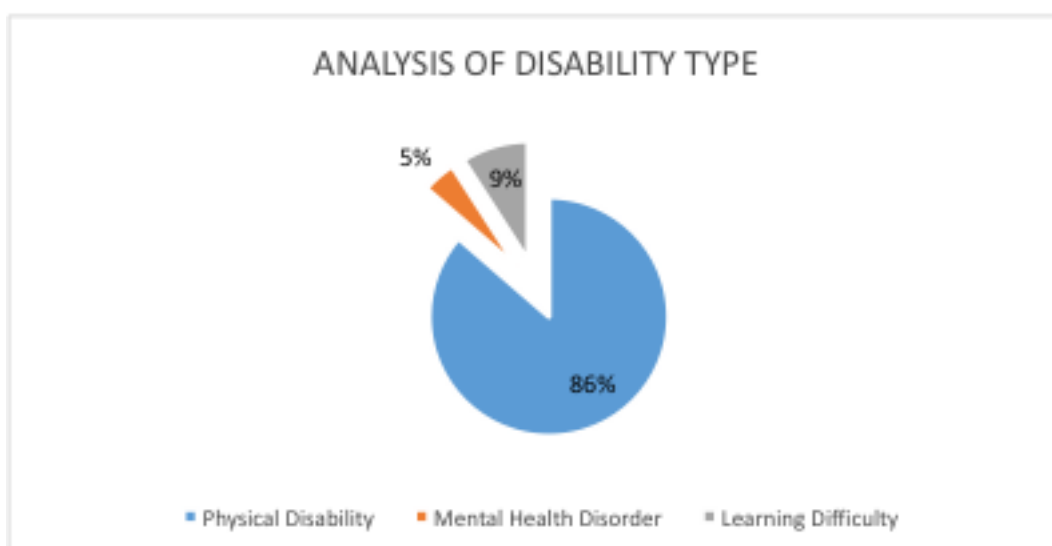


Fig.3

Of the 22 members of staff who declared a disability:

- 2 have a learning difficulty;
- 19 have a physical impairment; and
- 1 has a mental health disorder.

College staff with disabilities make up 3% of the workforce (the same as in 2019).

No data could be sourced to identify the % working population in Devon with a disability.

The FE workforce data for England for 2018/19 dataset shows that over 90% of the FE workforce has no disability and 4% did not declare either way. Therefore, around 6% of the FE workforce have a disability, with physical impairment being the largest category of disability.

The College profile is lower than the FE workforce data for England dataset by 3%.

Ethnicity

Out of the 812 total workforce - 735 (91%) members of staff declared that they were White-British. The table in figure 4 illustrates the ethnicity profile of the College workforce.

| Ethnic Origin | Number of Employees 2019 | Number of Employees 2020 |
|----------------------------|---------------------------------|---------------------------------|
| Anglo Indian | 0 | 1 |
| Any other Asian background | 2 | 1 |
| Any other Mixed background | 3 | 2 |
| Any other White background | 19 | 19 |
| Any Other Background | 0 | 1 |
| Any other ethnic group | 2 | 1 |
| Asian British | 1 | 1 |
| Asian Chinese | 1 | 1 |
| Asian Indian | 1 | 1 |
| Not Stated | 7 | 6 |
| Prefer not to say | 12 | 40 |
| White British | 775 | 735 |
| White Irish | 3 | 2 |
| White and Black Caribbean | 0 | 1 |

Fig. 4

The Devon census dataset for 2011 shows the ethnic profile as being 97% white. Therefore, there is 3% black minority ethnic (BME).

The FE workforce data for England for 2018/19 shows the ethnic profile as being 85% white for England. There is no South West data. Therefore, there is 15% black minority ethnic (BME).

The College ethnic profile is 91% white (it was 94% in 2019). The College BME ethnic profile (at 4%) is lower to the FE workforce dataset (at 15%). However, the College has a slightly higher proportion of BME in the workforce, at 4%, with Devon reporting a BME profile of 3%.

Age

The age profile for the College illustrates that 68% of the workforce are over 41 years of age (it was 67% in 2019). Figure 5 illustrates the age profile of the College workforce.

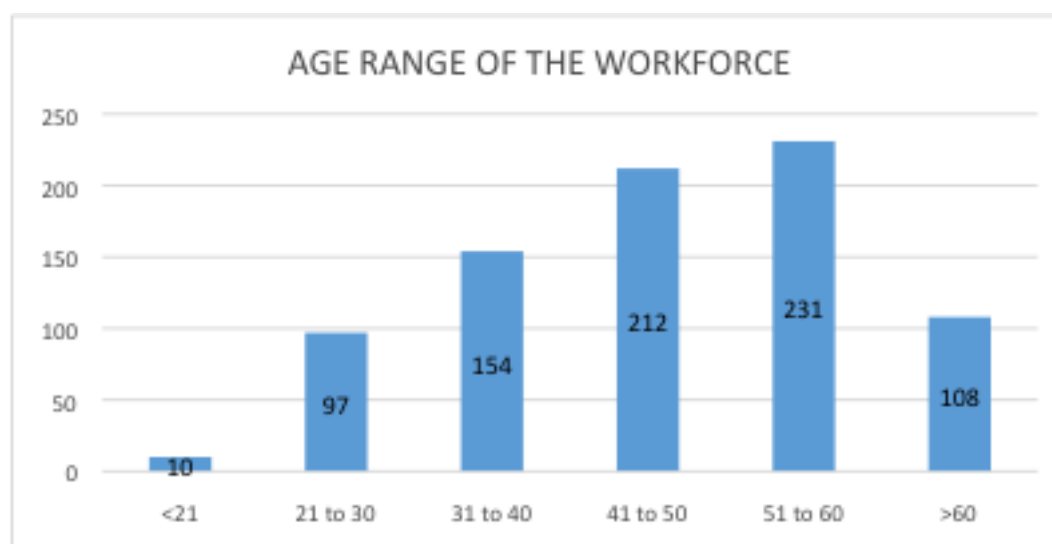


Fig.5

The FE workforce data for England dataset for 2018/19 shows the age profile as 69% being over 40 years of age, with a mean age of 46 and a median age of 47.

There is a close relationship and similarity between the College and the FE workforce dataset.

Sexual Orientation

There are currently:

- 12 (1.5% of workforce) lesbian, gay or bisexual (LGB) members of staff,
- 673 (83% of workforce) heterosexual members of staff, and
- 85 (15.5% of workforce) members of staff chose not to declare.

These figures represent that 85% of the College workforce declared a sexual orientation. This was regarded as a good declaration level.

Figure 6 illustrates the sexual orientation of the College workforce.

Fig. 6

The Office of National Statistics (ONS) dataset for Sexual Identity (March 2010) shows the sexual identity profile for the UK as being:

- 1.5% lesbian, gay or bisexual (LGB),
- 94.8% heterosexual, and
- 3.7% chose not to declare.

The FE workforce data for England dataset for 2018/19 included sexual orientation. The data stated:

- 1.5% lesbian, gay or bisexual (LGB),
- 84% heterosexual, and
- 14.5% chose not to declare.

The College LGB profile is the same as reported in 2019. The current LGB profile for the College of 1.5% is equal to the ONS data and the FE workforce dataset. Due to the levels of non-disclosure (15.5%), it is worth noting that the 1.5% may well be higher and in the coming years, as data collection in this area continues, staff may begin to feel more confident in disclosing this type of information, without the worry of this information being inappropriately utilised.

Religion or Belief

There are currently the following religions or beliefs in the College workforce:

| Religion or Belief | FIGURES IN 2019 | FIGURES IN 2020 |
|---------------------|--------------------|----------------------------|
| Agnostic | 28 | 25 |
| Atheist | 35 | 33 |
| Buddhist – Hinayana | 3 | 3 |

| | | |
|----------------------------|-----|------------|
| Buddhist – Mahayana | 2 | 3 |
| Christian | 209 | 200 |
| Christian – Orthodox | 8 | 7 |
| Christian – Protestant | 10 | 7 |
| Christian – Roman Catholic | 16 | 15 |
| Hinduism | 1 | 1 |
| Judaism | 1 | 1 |
| Muslim | 0 | 0 |
| None | 130 | 141 |
| Not Specified | 101 | 81 |
| Other | 14 | 9 |
| Prefer not to say | 268 | 286 |

These figures represent that 35% of the College workforce chose not to declare a religion or belief preference (it was 32% in 2019). These figures also represent that the largest religion identified at 28% was Christian (it was 29% Christian in 2019).

The Devon census dataset for 2011 shows the religion or belief profile for the area as being (the Petroc % in brackets):

- 60.92% Christian (28%)
- 0.35% Buddhist (0.7%)
- 0.08% Jewish (0.1%)
- 0.13% Hindu (0.1%)
- 0.03% Sikh (0%)
- 0.5% Muslim (0%)
- 0.54% other religion (1.1%)
- 29.4% no religion (17%)
- 8.03% not stated (35%)

The Devon Census does not contain data on agnostic or atheist.

There is no FE workforce data for England dataset for 2018/19 for religion or belief for the UK or for the South West.

The College religion or belief profile compared to the Devon census 2011 data has few Christian staff and less with 'no religion'. However, there were high levels of non-declaration in this area.

3.2 Equality, Diversity and Inclusion – the College Positive Actions and their Impact

The College continues to regard equality, diversity and inclusion (EDI) as a high agenda item. It is intrinsic to all College business. There continues to be a number of positive actions taken to tackle the agenda in a pragmatic and sensitive manner. These include:

Recruitment

All external College recruitment adverts publish the College's commitment to EDI:

"We are committed to being an equal opportunities employer, always selecting staff on the basis of ability and the requirements of the post, detailed in the Person Specification."

The recruitment adverts also contain the Disability Confident Employer symbol.

The Human Resource team have, over the last 12 months, modified job adverts to encourage applications from people with disabilities.

The Human Resource team also advertise in specific literature where appropriate, for example ABLE magazine for disabled people.

Impact – As a result of these initiatives the Disability Confident Employer standard was successfully reassessed in August 2020.

New Staff

Staff continue to be introduced to the College ethos on EDI during their induction process. This is delivered by means of:

- An induction booklet, containing all key information required for new staff, is issued at their first day induction – it covers EDI at the College. The booklet also contains the fact that the College has the Disability Confident Employer accreditation for being positive about staff with disabilities and supports staff with disabilities through organisations like Access To Work.
- An online training session during their first 6 months. All offers of employment are conditional to staff undertaking the EDI training within their first 6 months.

Impact – As a result of these initiatives, staff are made aware of and understand the EDI agenda at the College and are signposted to further information.

Policies

The Equality policy in place at the College is regularly reviewed and updated, to highlight the College ethos and approach to the EDI agenda, as well as indicating the action that will be taken in the event that there is a complaint.

There are also other key policies and these include: Public Interest Disclosure (whistleblowing) policy, the College Code of Conduct, the Grievance policy, the Disciplinary policy and the Dignity at Work policy. The Dignity at Work policy is new and provides a means for staff to report, on a new form, incidents of harassment and/or bullying. These policies are reviewed regularly. They are also equality impact assessed, to ensure they do not directly or indirectly discriminate against groups of staff.

Impact – The College communicates and demonstrates a zero tolerance approach to any form of discrimination.

Active Management

The College Managers and Human Resource staff continue to work closely to monitor and address a raft of staff issues/concerns. The approach often begins (if appropriate) with informal action initially and then progresses, if required, to more formal proceedings.

The EDI Committee developed 2 specific action plans, based on staff feedback, during the last 12 months, one to support women going through the menopause and one to support mental health. The actions captured seek to proactively support these agendas and the work is ongoing.

Impact – There have been no bullying and/or harassment matters dealt with informally or formally within the last 12 months.

Training

There is a cycle of activities that are designed to train and educate staff about the agenda. EDI training is regarded as mandatory for all staff and the Human Resource team monitor and report on progress. Staff receive refresher training every 2 years.

Impact – As a result of this training, staff are made aware of and understand the EDI agenda at the College and are signposted to further information.

3.3 Action Plans

Appendix A contains the completed action plan for 2019/20 and appendix B contains an action plan for 2020/21.

4.0 **Conclusions and Recommendations**

Equality, diversity and inclusion is regarded as an intrinsic part of Human Resource management at the College. The College has:

Some good levels of declaration across the strands, with some work to undertake with sexual orientation and religion or belief;

A representative workforce in most areas, with work to do around disability;

Taken positive and appropriate actions;

Had a tangible impact with its approach to EDI;

An action plan that seeks to address the further improvements outlined in this report and any under representation.

Appendices

Appendix A – EDI Action Plan for 2019-20 for Staff

Appendix B – EDI Action Plan for 2020-21 for Staff

APPENDIX A

EDI Action Plan for 2018/19 for Staff

| Theme | Key Action | Person Responsible | Outcome |
|---|--|--|--|
| Staff declaration | To encourage staff to declare fully across the strands. | Director of HR & Organisational Development | 100% declaration level are achieved in all areas except sexual orientation (84.5%) and religion and belief (65%). |
| Increase the number of staff with disabilities employed at the College. | To target recruitment campaigns. To engage with staff currently employed with disabilities and seek their views and suggestions on a possible approach. | Head of HR | The % of staff with disabilities employed has not sufficiently increased, so this action will be a continued focus. |
| Targeted communication and training are used for EDI themes. | Utilise the EDI calendar to communicate throughout the year, by theme. Arrange EDI training by protected characteristic. | EDI committee member HR Administrator – Workforce Development | There has been some effective and timely communications and training around EDI by protected characteristic, but further training is required. |

APPENDIX B

EDI Action Plan for 2020/21 for Staff

| Theme | Key Action | Person Responsible | Start Date | Achievement Date | Desired Outcome |
|---|--|--|------------------------------------|----------------------------|--|
| Staff declaration | To continue to encourage staff to declare fully across the strands. | Director of HR & Organisational Development | November 2020 | Ongoing | 100% declaration level in all areas. |
| Increase the number of staff with disabilities employed at the College. | To continue to target recruitment campaigns. To engage with staff currently employed with disabilities and seek their views and suggestions on a possible approach. | Head of HR | November 2020 | July 2021 | The % of staff with disabilities employed increases above 6%. |
| Targeted communication and training are used for EDI themes. | Continue to utilise the EDI calendar to communicate throughout the year, by theme. Arrange EDI training by protected characteristic. | EDI committee member HR Administrator – Workforce Development | December 2020 December 2020 | July 2021 July 2021 | There are effective and timely communications and training around EDI by protected characteristic. |