Equality and diversity employee profile

August 2010 – July 2011

**Introduction**

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

For the most part the figures displayed in the report refer to a month by month or average therefore for the period 1st August 2010 to 31st July 2011. If any other figures have been used this will be clearly stated within the relevant section.

**Workforce summary**

As at 31st July 2011 the college employed 1067 people with an FTE of 787.

|  |  |
| --- | --- |
|  | July 2011 |
| BME | 5.4% |
| Disability | 3.9% |
| Gender split | 67:33 |

**Recruitment**

The following section looks at the breakdown of applicant data for 2010/11 compared to that of new starters for the same period.

**Disability**

The percentage of successful candidates declaring a disability has increased since the last report from 3.2% to 4.4% and is now above the percentage of disabled applicants. The number of candidates declaring a disability who have been shortlisted however is 3.3%. This is the first time we have this data and we will be able to monitor it from now on.

As part of the positive about disability commitment that Vision West Notts have made, all candidates who declare a disability and meet the shortlisting criteria are guaranteed an interview. This would therefore indicate a higher percentage of applicants declaring a disability are applying for posts which they are not qualified for and this is adversely affecting the figures.

LLUK reported the percentage of college employees with a disability to be 3.7% in 2009/10. The 4.4% of applicants who have reported a disability is a positive indication of our recruitment advertising and it is even more positive that this converts into 6.6% of successful candidates.

**Ethnicity**

LLUK reported the percentage of college employees from BME groups to be 11.0% in 2009/10. The 14.9% of applicants from BME backgrounds is a positive indication of our recruitment advertising and it is even more positive that this converts into 11.5% of successful candidates for the same period.

The percentage of prospective candidates from ethnic backgrounds who apply for vacancies is 14.9% compared to 9.5% of applicants last academic year and the percentage that are shortlisted is even higher at 15.7%. The percentage of successful candidates from ethnic backgrounds is 11.5%. This figure remains above that of the Colleges workforce which was 5.4% in 2010/11 and is 5.5% higher than 2009/10.

Human Resources are involved in the recruitment process for all vacancies and ensure that a fair a consistent scoring method is applied to all interviews and assessment centers.

This rate of recruitment from ethnic minorities is above the College’s targets for its staffing profile of 7.6% and is a positive step towards us reaching this figure.

**Age**

Applicants aged 21-35 have a reduced percentage of successful candidates when compared to the number who are shortlisted. This is in direct contrast with those aged 36-45. The previous academic years’ figures show almost 7% more applicants within the 21-35 age group were successful compared those who applied which illustrates a shift in this trend.

**Gender**

The table below indicates an increase in the number of female applicants who are shortlisted and successful compared to male applicants for the same period. 2009/10 also showed a similar trend with 9.3% more females being successful compared to the number who applied and just 0.3% more males being successful than applied.

**Workforce profile**

This section provides a breakdown of data relating to the College’s workforce between 2008 and 2011.

**Make up of staff**

The table below shows the permanent and sessional staff headcount comparison for the past 3 years.

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

The support staff headcount has increased over the past year with the FTE for the same staff remaining fairly constant suggesting an increase in the number of support staff on part time contracts.

The table also shows a slight reduction in the headcount and FTE of delivery staff during the end of the year.

The data within the following section has been calculated using an average of the figures for each year.

**Disability**

The number of staff declaring a disability has increased year on year for the past 3 years whilst the number of staff with an unknown disability status has decreased year on year for the same period.

**Ethnicity**

The college’s workforce who are from ethnic minority backgrounds increased at the end of 2010/11 to 5.2% from 4.8% at the end of 2009/10. Although this is a positive increase it remains below the college’s target of 7.6% to bring it in line with that of the student profile.

**Age**

The College’s age profile has remained fairly consistent for the past 3 years.

**Gender**

The College workforce has always had a large gender gap with this gap increasing in 2010/11 when compared to previous years’ figures. This is not surprising when looking at the recruitment data in the previous section.

LLUK reported the ratio of male:female split of college employees to be 36:64 in 2009/10. Which is identical to that at West Notts for the same period.

**Leavers**

This section compares employees leaving the college during this academic year with the College’s current workforce profile.

**Disability**

For the second year running there is in increased percentage of applicants with an unknown disability status leaving the College’s employment when compared to the current staffing profile. This together with no applicants with an unknown status is helping to improve this data for our current workforce.

A higher proportion of leavers are not registered disabled which is a positive indication of disabled staff being satisfied in their employment with the College.

**Ethnicity**

The higher percentage of unknowns leaving the college’s employment together with no applicants with an unknown status is helping to improve this data for our current workforce.

Although the percentage of BME staff leaving the college has increased the percentage of the workforce from ethnic minority backgrounds has not decreased over the year.

The average length of service for staff from BME background is less than that of White British employees, this could be attributed to the increase in BME over the past 3 years therefore the length of service will be less on average.

The number of leavers in total is 170 and 16 of these leavers are from a minority group and equates to a higher percentage than employed however after further analysis of these leavers there are only 8 permanent staff and there are no identified areas of concern from their exit surveys.

**Age**

The increased percentage of staff over 56 leaving the college employment is to be expected due to retirement. The number of employees leaving from the 16-20 age group is significantly higher than the % employed. However further analysis of this group of leavers identifies that out of the 9 leavers there are only 2 resignations and the other 7 have left as they are on fixed term contracts including student ambassadors.

**Gender**

There is a small increase in the percentage of male employees leaving the College’s employment compared to the current profile. The decreased percentage of successful male candidates together with this will lead to a further increase in the gender gap of the College’s workforce.

**Average salary comparison**

The figures within the section refer to salaries as at end of July 2011.

To ensure a fair comparison within each section the average salary used is the full time equivalent salary.

**Disability**

The table below shows that the average salary of employees declaring a disability is almost £1,800 lower than those who haven’t. The difference being 7%.

The college now operates the nationally agreed job evaluation scheme that provides a framework for fair pay.

**Ethnicity**

The average salary for staff who are not white British is £4,173 higher than staff who are white British.

**Age**

The increased average salary for each age group up to those above retirement age is to be expected as employees experience levels grow.

**Gender**

The difference between these two groups equates to £2,771 and is a reduction to the difference reported in 2009/10 of £2858.

When breaking this data down further into different types of jobs the difference reduces for all groups with those on delivery management contracts having the largest difference. All of these figures are below the national gender pay gap as reported by the Office for National Statistics (ONS) in 2010 of £2,558.92.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Female | Male | Overall | Difference |
| Business Support | £19,328.10 | £20,427.83 | £19,626.18 | £1,099.72 |
| Support managers | £42,961.88 | £42,993.18 | £42,980.00 | £31.31 |
| Delivery | £28,371.89 | £28,482.93 | £28,422.83 | £111.03 |
| Delivery managers | £41,579.80 | £39,495.35 | £40,736.10 | -£2,084.45 |

**Length of service**

The following information illustrates the average length of service (in years) of individuals employed at the end of July 2011.

**Disability**

For the second year running employees who have declared a disability have on average the longest service levels at the College. This is a very positive indicator.

**Ethnicity**

The gap in average service between employees from BME backgrounds and those who are White British has almost doubled when compared to the previous year, increasing to a gap of just over 1.5 years.

**Age**

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

**Gender**

The average length of service between genders is minimal and has remained consistent to the previous year.

**Grievance, disciplinary and capability**

The following graphs illustrate the equality and diversity indicators of those members of staff who have raised a grievance or been involved in a disciplinary procedure in the academic year.

During the year there have been 16 disciplinaries and 3 grievance and 2 capability cases. Grievances include anti-harassment and anti-bullying and dignity at work complaints. Because the figures relate to such small numbers differences do not necessarily indicate a problem.

**Disability**

**Ethnicity**

**Age**

**Gender**

**Current developments**

A process to collect sexual orientation data has commenced using the SIR return. To date there have been 423 (38.4%) returns from staff with 5 people declaring they are from a protected sexual characteristic group.

In 2010/11 there were 50 employees who took maternity leave. The college has a flexible working procedure that is impact assessed. An analysis of these requests shows that all have either been fully or partially accepted and therefore no areas of concern have been identified. This is an area that will continue to be monitored.