



Somerset College

EQUALITY AND DIVERSITY REPORT

STAFF REPORT 2013-14

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1. Executive Summary

This report focuses on College employed staff and 6 protected characteristics of the E&D agenda – gender, disability, ethnicity, age, sexual orientation and religion or belief.

The College positively encourages applications for employment at the College:

‘Somerset College is committed to promoting equality and diversity. We respect the dignity and worth of each individual.’

The College staff team profile can be seen below:

- Gender – the College almost matches the LSIS College profile.
- Disability – the College profile is higher than the LSIS comparator in the sector. However, it is 12% below the Taunton Deane profile.
- Ethnicity – the College is below both the LSIS comparator for the sector and the Taunton Deane profile for BME by 3.5%.
- Age – the College closely matches the South West profile.
- Sexual orientation – the College closely matches the Office for National Statistics data, although Stonewall believe 6% of the workforce are lesbian, gay or bisexual.
- Religion or Belief – the College closely matches the Office for National Statistics data.

The College has a very good declaration level, with most staff providing data across the strands for monitoring purposes.



2. Introduction

2.1 Terms of Reference

This report focuses on the period September 2013 to July 2014. The data provided is at 17 September 2013.

There were 342 (353 in academic year 2012/13) permanent and fixed term staff employed within the College. These staff work across the College in all disciplines.

Casual staff are not included in the statistics as not all data is captured about these individuals due to the nature of the tenure.

This report focuses on three aspects:

- 1) The College's statistics for the staff team 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 Administrator. 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. 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 E&D agenda.
- 3) The action plans to proactively manage equality and diversity at the College.



2.2 Method of Investigation

This report has been written using:

- The knowledge of the Director of Human Resources and Customer Services regarding the management of equality and diversity at the College (for staff);
- The data from the human resource database (Open HR);
- Data from:
 - The Taunton Deane Neighbourhood 2011 Census dataset;
 - The Learning and Skills Improvement Service (LSIS) 'Workforce Data for England 2011/12', with a particular focus on the South West;
 - An Office of National Statistics report on Measuring Sexual Identity dated September 2010;
 - Taunton Deane Borough Council Equalities Information Report 2013.

This report encompasses the following key equality and diversity 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 224 females (229 in academic year 2012/13) and 118 males (124 in academic year 2012/13).

Figure 1 illustrates the gender profile for the College staff team. The gender split is the same as the previous period 2012/13.

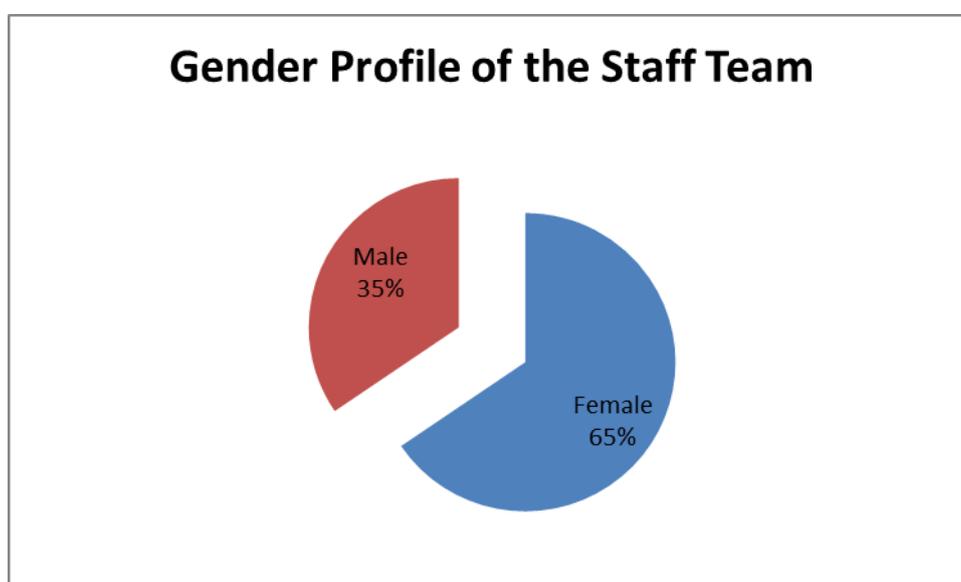


Fig.1

The Taunton Deane census dataset for 2011 shows the gender profile as: female 52% and male 48%.

The LSIS data from the 2011/12 dataset shows the gender profile for colleges in England as: female 64% and male 36%.

The College gender profile (65% female and 35% male) is closely aligned with the LSIS profile for Colleges in England.



Disability

There are currently 19 members of staff who have declared a disability (20 in academic year 2012/13), 316 have stated they do not have a disability (325 in academic year 2012/13) and 7 members of staff chose not to declare (8 in academic year 2012/13). Figure 2 illustrates the disability profile for the College staff team.

Of the 19 members of staff who declared a disability:

- 7 have learning difficulties; and
- 12 have a physical impairment.

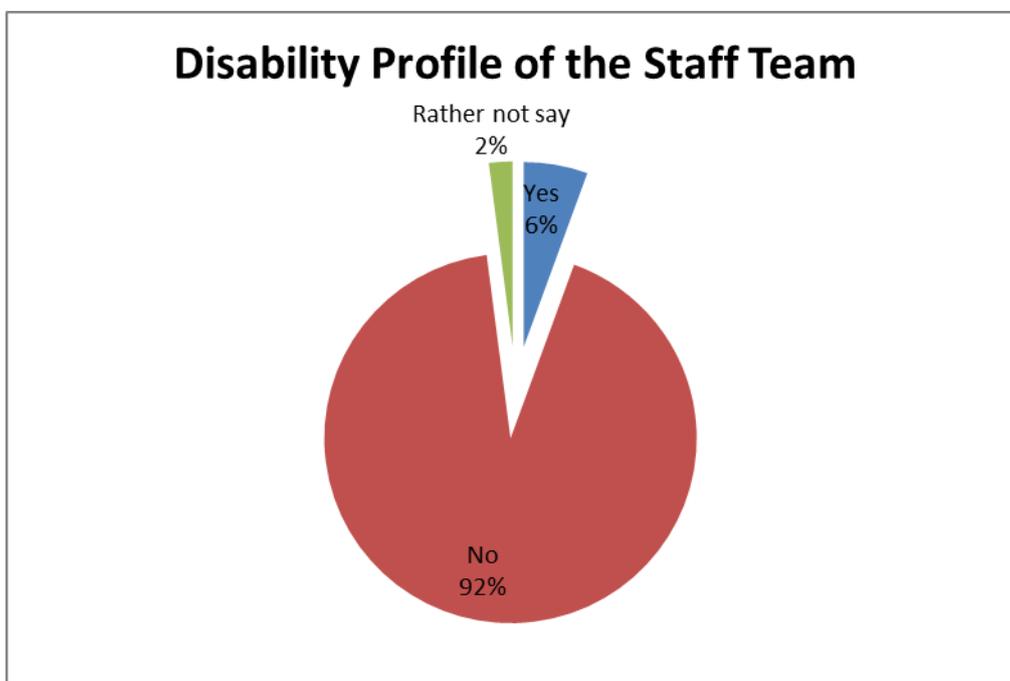


Fig.2

College staff with disabilities make up 6% of the workforce (6% in academic year 2012/13).

Taunton Deane data from the 2011 Census showed that 18% of the working population had a disability (either limiting their ability a lot or a little).

The LSIS data from the 2011/12 dataset shows the disability profile as: 3.7% for the UK. The South West profile was not provided.

The College profile is higher than the LSIS dataset. However, it is significantly lower than the dataset for Taunton Deane.



Ethnicity

Out of the 342 total - 319 (93%) members of staff declared that they were White-British. Figure 3 illustrates the ethnicity profile of the College staff team.

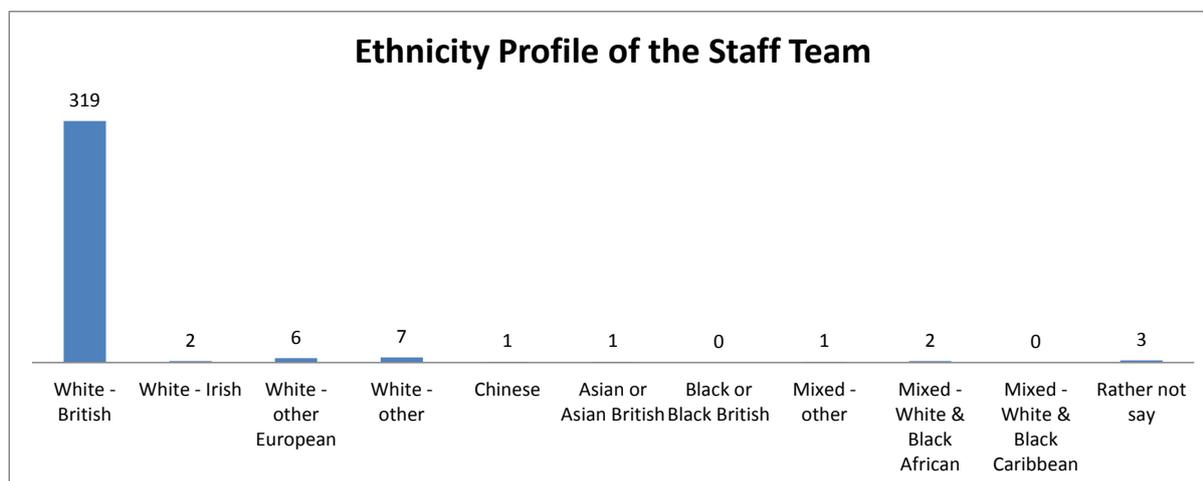


Fig. 3

The Taunton Deane census data for 2011 shows the ethnic profile as being 10.7% for black and ethnic minority (BME) working population.

The LSIS data from the 2011/12 dataset shows the BME ethnicity profile as: 12.1% for England. There is no South West data.

The College ethnic profile for black and ethnic minority (BME) is 7% (7% in academic year 2012/13). The College ethnic profile is lower than both datasets.



Age

The age profile for the staff team illustrates that 58% of the workforce are over 45 years of age (55% for the academic year 2012/13). Figure 4 illustrates the age profile of the College staff team.

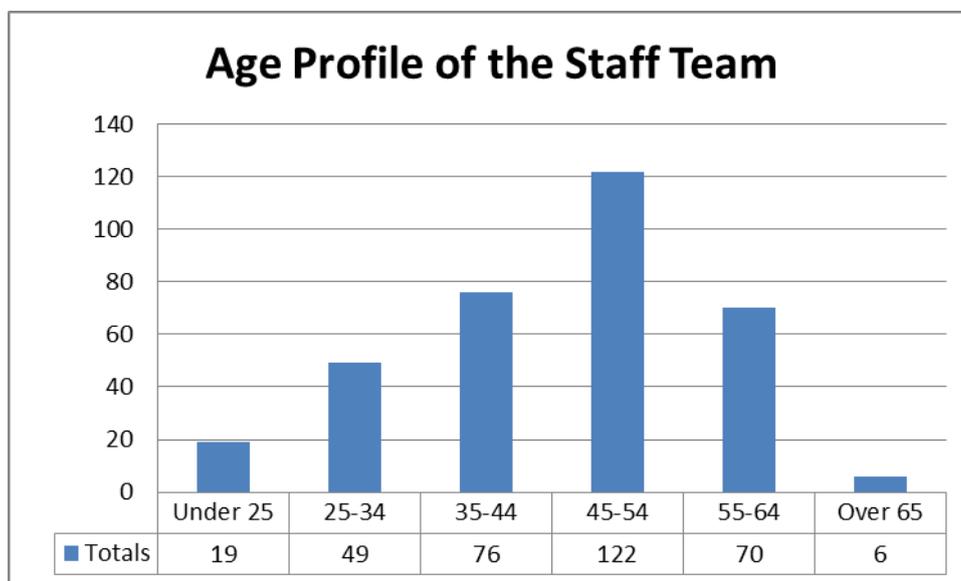


Fig.4

The LSIS dataset for 2011/12 on age shows the age profile as (Somerset College % in brackets):

Under 25	5.8%	(5.6%)
25 – 34	17.5%	(14.3%)
35 – 44	23.5%	(22.2%)
45 – 54	30%	(35.7%)
55 – 64	20.1%	(20.5%)
Over 65	2.9%	(1.8%)
Unknown	0.1%	

There is a close relationship and similarity between the datasets, although the College does have slightly more 45-54 year old staff.



Sexual Orientation

There are currently:

- 4 (1.2% of workforce) lesbian, gay or bisexual (LGB) members of staff,
- 301 (88% of workforce) heterosexual members of staff, and
- 37 (10.8% of workforce) members of staff chose not to declare.

These figures represent that 89% of the College workforce declared a sexual orientation. This was regarded as a good declaration level.

Figure 5 illustrates the sexual orientation of the College staff team.

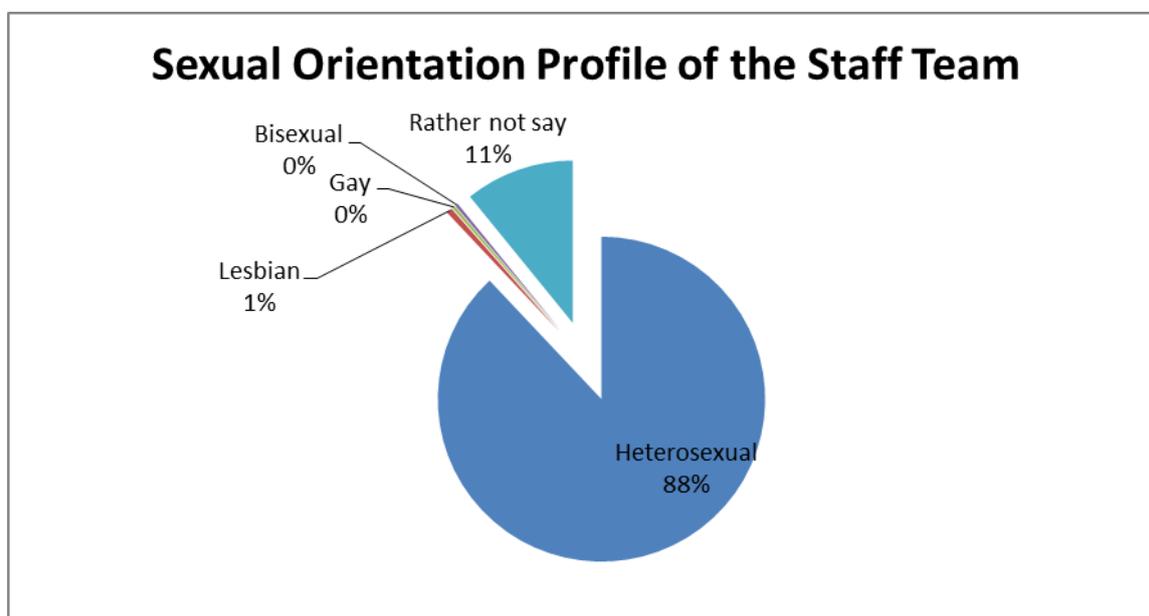


Fig. 5

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 Government suggest the population of LGB to be more around 6%, based on research carried out prior to the introduction of the Civil Partnership Act in 2005.



LSIS included sexual orientation again (for the second time) in 2011/12 return. However, 83% of records were returned as 'unknown', although this was an improvement on the previous year's figure of 92%.

The College sexual orientation profile closely matches the ONS data. However, if the Government's assessment on the numbers of LGB workers is correct the College is below the figure of 6%. Due to the levels of non-disclosure (10.8%), it is worth noting that the 1.2% 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.

"Most organisations already collect data on the ethnicity of their employees, as well as data relating to age, gender and disability. Monitoring staff enables employers to examine the make-up of their workforce. It highlights differences between groups, such as minority groups or staff from particular teams or grades, in terms of productivity, satisfaction and progression. Monitoring sexual orientation can help an organisation identify, tackle and prevent discrimination against LGB staff, which can undermine productivity."

[Stonewall 2011]

Therefore, the College will continue to record and monitor this protected characteristic, in the hope that comparison data will soon be available within the sector and in the South West in the coming years.



Religion or Belief

There are currently:

- 191 (55.8% of workforce) Christian members of staff,
- 3 (0.88% of workforce) Buddhist members of staff,
- 2 (0.58% of workforce) Jewish members of staff,
- 1 (0.29% of workforce) Humanist member of staff,
- 2 (0.58% of workforce) Pagan members of staff,
- 1 (0.29% of workforce) Roman Catholic member of staff,
- 3 (0.88% of workforce) members of staff declared an 'other' religion or belief,
- 102 (29.8% of workforce) members of staff declared no religion or belief,
- 37 (10.81% of workforce) members of staff chose not to declare.

These figures represent that 89% of the College workforce declared a religion or belief preference. This was regarded as a good declaration level.

Figure 6 illustrates the religion or belief of the College staff team.

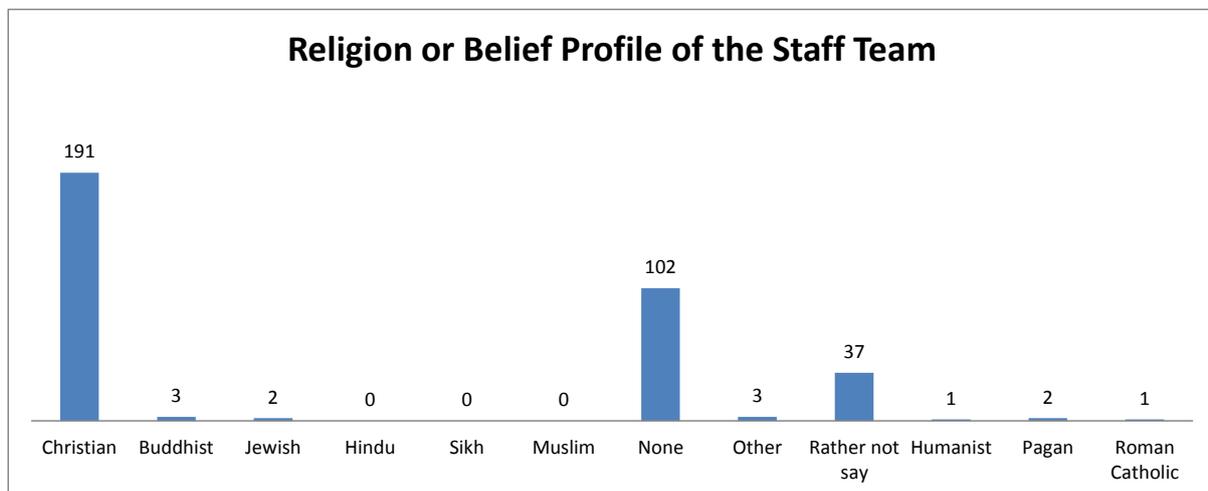


Fig. 6



The Taunton Deane Borough Council dataset on the 2011 census shows the religion or belief profile for the area as being (Somerset College % in brackets):

- 62.1% Christian (55.8%).
- 0.3% Buddhist (0.88%).
- 0.1% Jewish (0.58%).
- 0.2% Hindu (0%).
- 0% Sikh (0%).
- 0.4% Muslim (0%).
- 0.5% other religion (2.04%).
- 28.5% no religion (29.8%).
- 7.9% not stated (10.81%).

There is no LSIS data from the religion or belief for the UK or for the South West.

The College religion or belief profile has some correlation with the Taunton Deane Borough Council data.

The College will continue to record and monitor this strand, in the hope that comparison data will soon be available within the sector and in the South West.



3.2 Equality and Diversity – the College Positive Actions

The College continues to regard equality and diversity (E&D) 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 E&D – 'Somerset College is committed to promoting equality and diversity. We respect the dignity and worth of each individual.'

The recruitment adverts also contain the Positive about Disabled Two Ticks symbol and the College is annually assessed to ensure it still meets the Two Ticks standard. This standard was successfully reassessed in April 2013.

The recruitment adverts also contain the Stonewall logo, as a means of demonstrating that the College is an inclusive workplace for gay, lesbian and bisexual staff.

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

Further improvements include – Following on from some analysis of the diversity of new starters and internal promotions to the College, carried out in 2012/13, there were a number of actions identified and these have been specified in the 2013/14 equality and diversity action plan (at the back of this report).

New Staff

Staff continue to be introduced to the College ethos on E&D during their induction process. This is delivered by means of a training session during their first 6 months. All offers of employment are conditional to staff undertaking the E&D training within their first 6 months.



An Induction booklet containing all key information required for new staff is issued at their first day induction – it covers E&D at the College. Within the booklet there is also reference to the new LGB (lesbian, gay, bisexual) and straight allies support group in the College (for staff and students).

An e-learning module called Cylix is utilised as a tool for delivering E&D training in a flexible manner to new staff.

Further improvements include – Ensuring new staff are informed of the key contacts in the College for all the protected characteristics. This will be added to the staff induction booklet.

Policies

The Single Equality Scheme in place at the College is regularly reviewed and updated, to highlight the College ethos and approach to the E&D 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: Management of Bullying and Harassment in the Workplace policy (currently being consulted upon with staff and renamed as ‘Dignity at Work’ policy), Public Interest Disclosure (whistleblowing) policy, the College Code of Conduct, the Grievance policy and the Disciplinary policy. These policies are reviewed regularly. They are also impact assessed on review, to ensure they do not directly or indirectly discriminate against groups of staff.

Further improvements include – Continuing to ensure that policies use appropriate language within them.

Active Management

The management 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 HR team actively promotes events/activities to staff throughout the year. For example staff were sent the AoC calendar of events (showing all equality and diversity related events), staff were informed about World Mental Health Day, staff



received LGB specific communications through LGB History Month in February and links to additional information were provided, the LGB and straight allies support group was promoted at the College's Fresher's Fair in September 2013 by the Director of Human Resources and staff were invited to participate in surveys specific to strands.

Training

There is a cycle of activities that are designed to train and educate staff about the agenda. E&D training is regarded as mandatory for all staff and the Human Resource team monitor and report on progress. Staff receive refresher training every 3 years.

Legislation

All senior staff and decision-makers within Colleges are aware of the public sector Equality Duty, which still exists (at the moment), and the need to have due regard to it when making decisions about any of the College's functions, including financial and organisational decisions.

3.3 Action Plans

Appendix A contains the action plan for 2012/13. This illustrates which actions were completed.

Appendix B contains the action plan for 2013/14.



4.0 Conclusions and Recommendations

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

- Good levels of declaration across the strands;
- A representative workforce in most areas, with work to do around disability and ethnicity;
- Taken positive and appropriate actions;
- Action plans that continue the proactive work on the E&D agenda.

Appendices/Addendum

Appendix A – E&D Action Plan for 2012-13 for Staff (completed)

Appendix B – E&D Action Plan for 2013-14 for Staff

Distribution

Employment Committee

Senior Leadership Team

All staff



APPENDIX A

E&D Action Plan for 2012/13 for Staff

Theme	Key Action	Person Responsible	Start Date	Achievement Date	Success Measure
Staff declaration	To encourage staff to declare fully across the strands.	Sheena Murphy-Collett	November 2011	Ongoing	100% declaration level.
Harness the College Intranet 'Athena'	To provide staff with a useful and informative intranet covering all strands of the E&D agenda.	Kris Brown	November 2011	February 2013 – completed.	The College has an intranet page for E&D for staff.
Equality and Diversity kite mark	To explore the opportunity to obtain a kite mark in E&D.	Sheena Murphy-Collett	January 2012	July 2013	The organisation that offered the kite mark no longer exists.
Religion or belief training	To train managers in religion or belief issues.	Kris Brown	September 2012	Ongoing	Training delivered.

APPENDIX B

E&D Action Plan for 2013/14 for Staff

Theme	Key Action	Person Responsible	Start Date	Achievement Date	Success Measure
Staff declaration	To encourage staff to declare fully across the strands.	Sheena Murphy-Collett	November 2011	Ongoing	100% declaration level.
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.	Kris Brown	November 2013	July 2014	The % of staff with disabilities employed at the College has increased from 6%.
Increase the number of BME staff employed at the College.	To target recruitment campaigns. To engage with BME staff currently employed and seek their views and suggestions on a possible approach.	Kris Brown	January 2014	July 2014	The % of BME staff employed at the College has increased from 7%.
Religion or belief training	To continue to train managers in religion or belief issues.	Kris Brown	January 2014	July 2014	Training delivered.
Update the induction booklet.	Inform staff of who leads on what protected characteristic.	Sheena Murphy-Collett	November 2013	December 2013	Induction booklet updated with who leads on what protected characteristic.

Theme	Key Action	Person Responsible	Start Date	Achievement Date	Success Measure
Less males applying for vacant posts in the College.	To encourage male staff to apply for posts within the College.	Recruitment Coordinator (vacant post)	November 2013	Ongoing	More males have applied for vacant posts in the College.
Less staff with disabilities applying for vacant posts in the College.	To encourage staff with disabilities to apply for posts within the College.	Recruitment Coordinator (vacant post)	November 2013	Ongoing	More staff with disabilities have applied for vacant posts in the College.