



Equality and Diversity

Human Resources Compliance Report for the academic year ending 31.07.2014

Equality and Diversity Statement

Macclesfield College respects and values the social and cultural diversity of its learners and employees by seeking to ensure that all have the opportunity to participate fully and achieve their potential irrespective of any of the following Equality Act 2010 'protected characteristics'.

- Age
- Disability
- Gender reassignment
- Marriage and Civil Partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

In achieving this objective, Macclesfield College is committed to promoting the three aims of the Public Sector Duty and has in the performance of its corporate responsibilities due regard to the need to;

- Eliminate unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010
- Advance Equality of Opportunity between people who share a protected characteristic and people who do not share it; and
- Foster good relations between people who share a 'protected characteristic' and people who do not share it.

The College achieves the aims of the Public Sector Duty by:

- Providing a learning and work environment which is inclusive
- Ensuring all policies, procedures and the design and delivery of the College services are free from discrimination and are appropriately monitored to respond to the diverse needs of all learners, employees and the wider community
- Promoting awareness of each of the Equality Act 'protected characteristics'
- Investigating any staff and learner concerns
- Promoting a culture within the College that promotes 'positive' behaviours by staff and learners.



As part of its commitment to the attainment of the three aims of the Equality Act 2010 Public Sector Duty, Macclesfield College collates data in respect of the 'protected characteristics.

This report presents the findings from an analysis of employment data for the academic year ending 31.07.2014.

1. Introduction

1.1 The College actively promotes and embeds an inclusive culture where all staff, learners and service users feel supported valued and respected.

1.2 The collation of all staff equality and diversity information is sensitively handled by HR and is sourced in accordance with best practice recommendations informed by the Equality and Human Rights Commission and in accordance with the principles of the Data Protection Act. Data collated is presented in an anonymous format which does not allow an individual's personal equality and diversity information to be identified.

1.3 Throughout the academic year staff receive from HR a communication informing of the College's commitment to equality of opportunity. This seeks to encourage staff to provide their equality data within their CIPHR staff information record by informing how the anonymized data will be used by the College, namely to:

- Inform the structure of all College policies, practices and activities thereby ensuring that they all have due regard to the Equality Act 2010 Public Sector aims
- Inform and narrow any identified information gaps, through enabling appropriate reasonable steps to be implemented to support staff that have a 'protected characteristic.'
- Introduce new initiatives in response to changing staff and cultural needs through enabling appropriate reasonable steps to be implemented to support
- Promote an inclusive environment which provides equality of opportunity
- Facilitate and provide evidence of the Colleges commitment to advancing the three aims of the Equality Public Sector Duty
- Monitor compliance with sector best practice standards

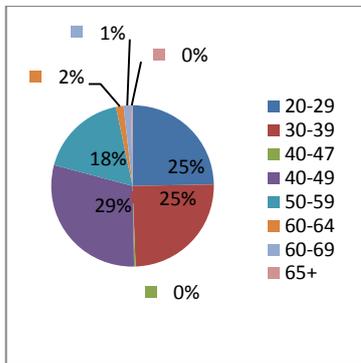
- 1.4 At the time of encouraging completion of the 'confidential staff information' the Stonewall Information Gathering Form, titled 'What's it got to do with you? 10 reasons why you should fill in those funny box things at the end of forms' is circulated. It should be noted however that staff are not under any legal obligation to provide such information.
- 1.6 Throughout the year all College employment policies and procedures are reviewed on a continuous basis to ensure they are compliant with current employment legislation and reflect the Equality Act 2010 and any subsequent amendments.
- 1.7 Upon a policy being reviewed/introduced an equality analysis form is completed to evidence that the College has given due regard to ensure fairness and equality for individuals who may be regarded as having a 'protected characteristic' under the Act.

2 Recruitment

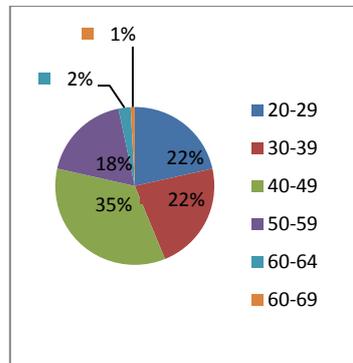
- 2.1 All vacancies are advertised using a variety of different media to promote the Colleges commitment as an equal opportunity employer and to attract applicants from a diverse background.
- 2.2 Candidates are informed at the time of application that the College is a 'Positive About Disabled People' employer and a member of the Diversity Stonewall Champion Programme. Furthermore, each advert advises that the College welcomes applications from all sections of the community particularly from minority ethnic groups.
- 2.3 On each occasion a review of all recruitment literature is undertaken by HR and the respective line management to ensure appropriateness of the documents to be used in the exercise and to check the selection criteria is appropriate and reflects current legislation and best practice.
- 2.4 The College's e-recruitment application form has been designed following consultation with 'Action for the Blind.' In circumstances when an applicant is unable to complete the form using this medium, other formats are available within the College and assistance as appropriate is provided.
- 2.5 All members of every College short-listing and interview panel and the staff involved in the wider selection process have an awareness of equality principles.

- 2.6 Shortlisted applicants are asked as appropriate by HR if they require any additional support or assistance in completing any aspect of the process and the appropriate arrangements are put in place to support these requests.
- 2.7 At induction the new employee is informed of the College's commitment to Equality and Diversity and provided with a copy of the Learner Equality and Diversity Wheel and the College's Strategic Overview of Equality and Diversity, the latter which advises how equality and diversity is the responsibility of all staff. They are further advised of the requirement to complete the ACAS e-learning Equality and Diversity module. Since its introduction in March 2014 30 staff have to-date completed the module.

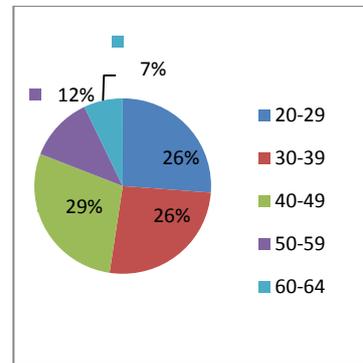
3 Age



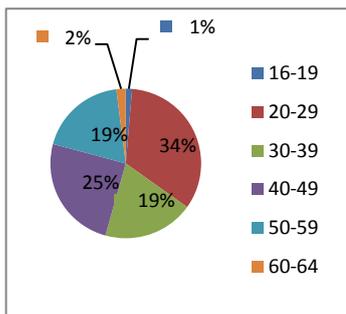
Total Academic Applications by Age (336) for the academic period ending – 31/07/14



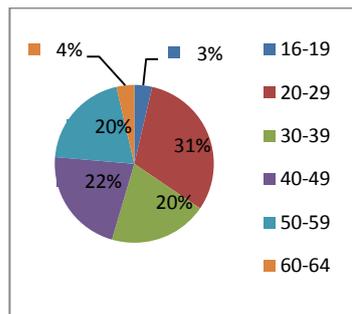
Total Academic Short-listed Applications by Age for the academic period ending – 31/07/14



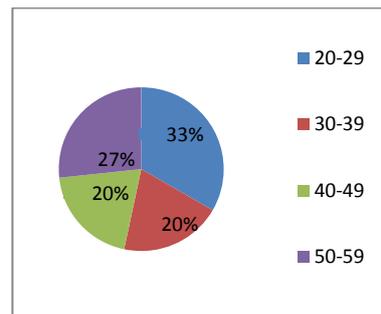
Total Academic Staff Appointed by Age for the academic period ending – 31/07/14



Total Business Support Applications by Age (149) for the academic period ending 31/07/2014



Total Business Support Short-listed Applications by Age for the academic period ending 31/07/14



Total Business Support Appointed Staff by Age for the academic period ending 31/07/14

4 Disability

- 4.1 The College has been re-accredited as a 'Positive about Disabled Employer' and has been commended for its approach in advancing the five commitments of the symbol, namely:



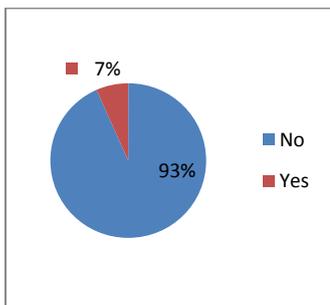
- to interview all disabled applicants who meet the minimum criteria for a job vacancy and consider them on their abilities
- to ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees what can be done to make sure they can develop and use their abilities
- to make every effort when employees become disabled to make sure they stay in employment
- to take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work
- each year to review the five commitments and what has been achieved, plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans.

4.2 The 'Positive about Disabled Employer' symbol is displayed on the College's web-site, and is promoted via all staff recruitment literature, staff policies and procedures and training material.

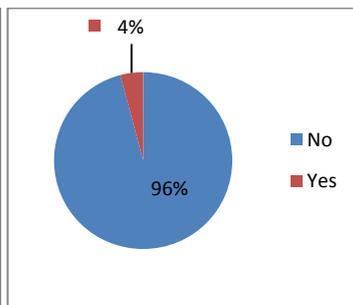
4.3 Upon applying for a vacancy with the College applicants are encouraged to disclose whether they have a disability thereby enabling the College to advance the commitments of the symbol and ensure as appropriate that at all stages of a recruitment exercise an individual is supported. Applicants are reassured that all information disclosed will be treated in the strictest of confidence.

Examples of support provided include:

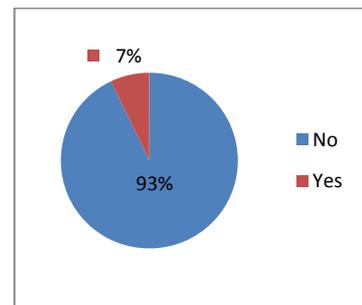
- Assistance with completing an application form,
- Providing additional support or assistance with regard to access when attending the College premises for interview
- And providing according to advised individual circumstance 'reasonable adjustments' to enable an applicant to complete all aspects of the selection process



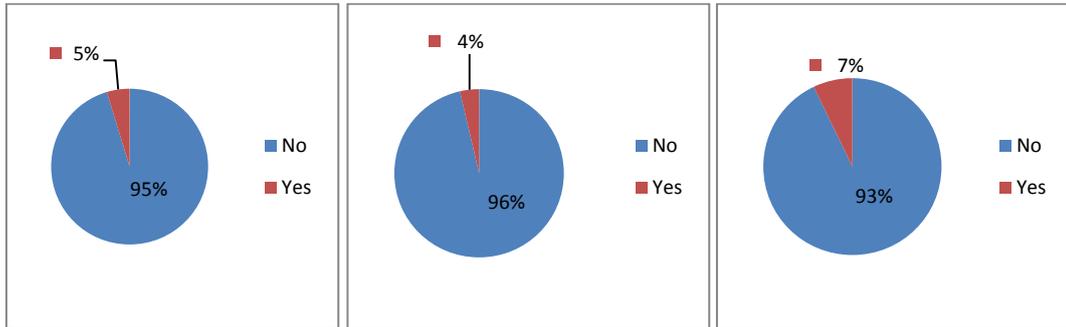
Total Academic Applications by Disability for the academic year ending 31/07/14



Total Academic Short-listed Applications by Disability for the academic year ending 31/07/14



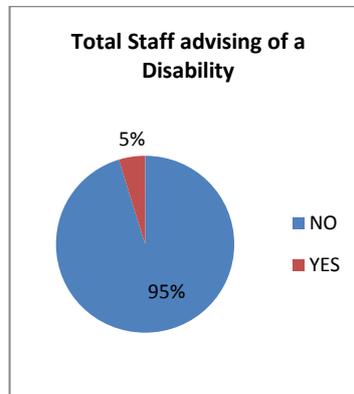
Total Academic Staff Appointed with a Disability for the academic year ending 31/07/14



Total Applications received for Business Support vacancies a disability year ending 31/07/14

Total Business Staff Short-listed Applications advising of a Disability year ending 31/07/14

Total Business Staff Appointed advising of a Disability year ending 31/07/14



- 4.4 Whilst the College proactively communicates its commitment to being a 'Positive about Disabled Employer' during the previous academic year, the percentage of applicants advising at the pre-employment stage was 5% for Business Support Staff and 7% for Academic Staff.
- 4.5 The partnership role of Occupational Health and the College is promoted via the attendance of OH at the Staff Health and Wellness events. These occasions enable staff to receive health check-ups, personal health and well-being guidance as well as gaining a wider understanding of the role and support provided by OH in the work environment, whilst also benefitting from further wellness guidance from other local community parties.
- 4.6 In such circumstances when either a new employee commences with the College and a 'reasonable adjustment' is advised, or alternatively an employee's health and wellbeing changes during their employment, HR proactively liaise with line management, the College's Health and Safety, the appointed Occupational Health provider and other advised specialist organisations to ensure that all recommended 'reasonable adjustments' in respect of resources and support are provided to the individual.

- 4.7 Thereafter, the employees' health and wellbeing continues to be monitored through regular reviews and liaison with OH as appropriate.

Examples of 'reasonable adjustments' which the College applies include:

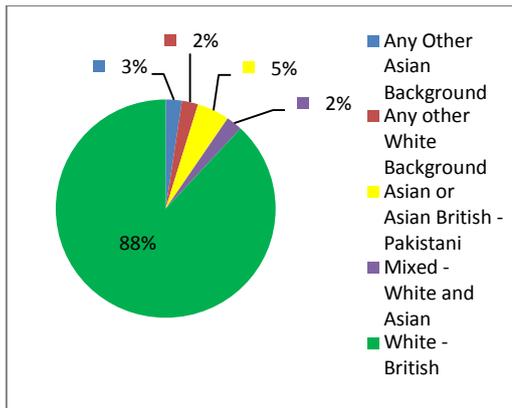
- Physical adjustments to the working environment
 - Provision of assistive technology
 - Phased return to work following long-term absence in accordance with OH guidelines
 - Reduced hours with variable work patterns
- 4.8 Currently the total staff who have advised of a disability is 14. However, this figure may be higher as there may be cases where an individual does not perceive/wish to declare a disability. This may only subsequently become known to the College when either there has been a change in the health of the employee resulting in a referral to OH or the individual has triggered the absence policy.

5 Pregnancy and Maternity and Paternity Leave

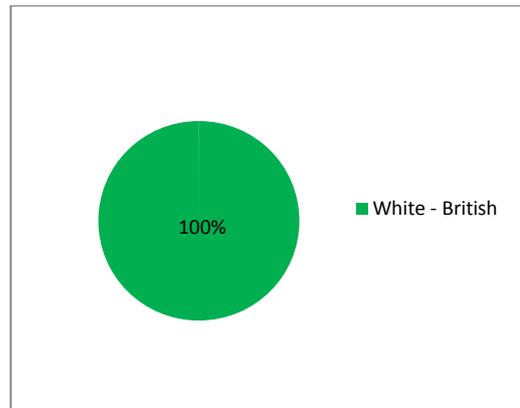
- 5.1 It is the policy of the College to provide a safe and healthy working environment for all employees, including particular measures to protect the health and safety of staff who are pregnant, have recently given birth or who are breastfeeding.
- 5.2 In accordance with The Management of Health and Safety at Work Regulations (1999) the College will undertake a risk assessment to discuss, assess and respond as applicable to work-related health and well-being concerns at this time. The risk assessment thereafter will be reviewed at regular intervals to ensure appropriateness to changes in health and work responsibilities. HR will also ensure the expectant mother is provided with OH guidance to support them in the workplace and following their return according to individual circumstance.
- 5.3 New and expectant parents are also provided by HR, their Line Manager and as appropriate Health and Safety with general guidance to assist and support them as they approach parenthood and afterwards.
- 5.4 Upon return to work details of the College Childcare Voucher Scheme are advised accordingly.
- 5.5 During the academic year 4 female staff have taken maternity leave, whilst 2 male members of staff has taken paternity leave.

5.6 Flexible working for staff with parental responsibilities is available. During the academic year 1 application was received from a female member of staff and approved; no applications were received from the Colleges male members of staff.

6 Ethnicity



Appointed Academic Staff 'Ethnicity' – for the period commencing 01.09.2013 – 31.07.2014

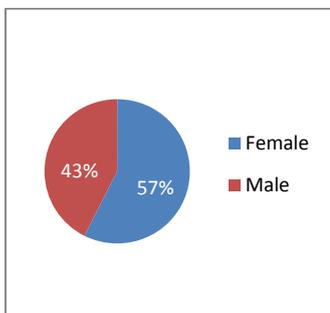


Appointed Business Support Staff 'Ethnicity' – for the period commencing 01.09.2013 – 31.07.2014

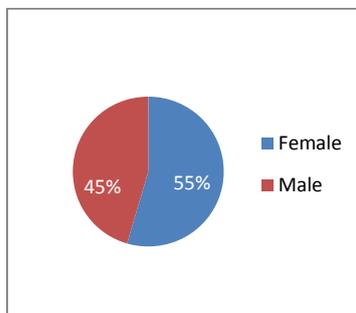
6.1 In Cheshire East 3.72% of the population are black or minority ethnic heritage (Source: Office of National Statistics)

6.2 Total Staff data to inform of trends in respect of this 'protected characteristic' and gender is too small at the time of reporting.

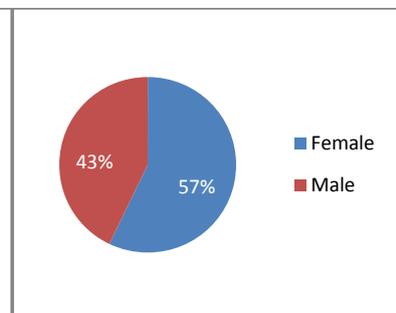
7 Gender



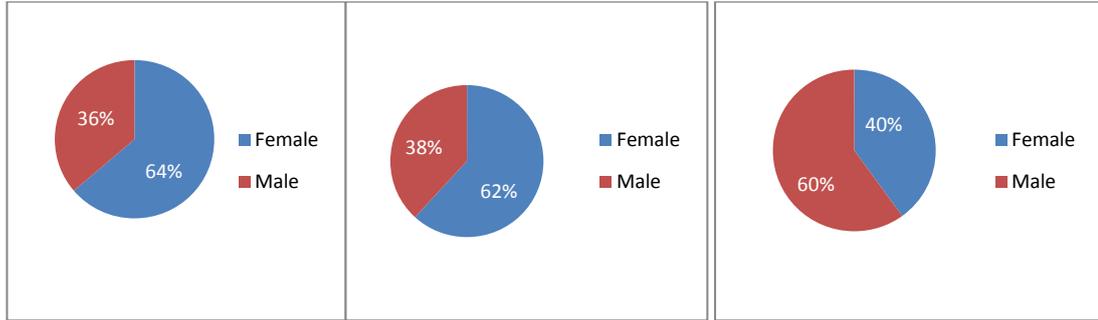
Gender of Academic Staff applications Period academic year ending 31.07.14



Gender of Academic Staff (shortlisted) academic year ending 31.07.14



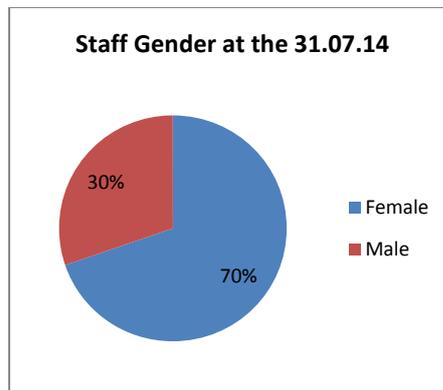
Gender of Academic Staff appointed – for the academic year ending 31.07.14



Gender of Business Support Staff applications for the academic year 31.07.2014

Gender of Business Support Staff shortlisted for the academic year ending 31.07.2014

Gender of Business Support Staff appointed for the academic year ending 31.07.14



- 7.1 Whilst the recruitment during the academic year for academic staff evidences a close parallel of applications between male and female staff received and staff appointed. It is interesting to note that for Business Staff whilst a higher number of applications have been received from female staff, during the last academic year at interview more male applicants have been successful.
- 7.2 At the end of the academic year 70% of the College staff comprised of female employees, whilst 30% were male. The higher percentage of female staff is in part attributable to part-time staff.

8 Sexual Orientation, Marriage and Civil Partnership

Data to inform of trends in respect of these 'protected characteristics' is too small at the time of reporting to inform.

8.1 Sexual orientation

- 8.1.1 The College recognises the harm that unlawful discrimination on the basis of sexual orientation has in terms of an individual's access to equality of opportunity and is pro-actively committed to engaging with internal and external stakeholders.

8.1.2 In recognising the difficulties in collecting and acting upon appropriate sexual orientation and gender re-assignment information the College has since the end of the academic year advanced its Public Sector objectives to:

- To develop and review new approaches to staff and student recruitment to ensure any barriers to individual progression are removed.
- To support members of the College community to ensure they feel comfortable, particularly those learners with a disability and members of the Lesbian, Gay, Black and Transgender community, by developing awareness and understanding of all community members of the Lesbian, Gay, Black and Transgender community

by becoming a Stonewall Diversity Champion Partner. Thereby, working proactively to remove potential barriers, which maybe preventing future employees, existing staff and learners from sharing this information with the College.

Membership facilities:

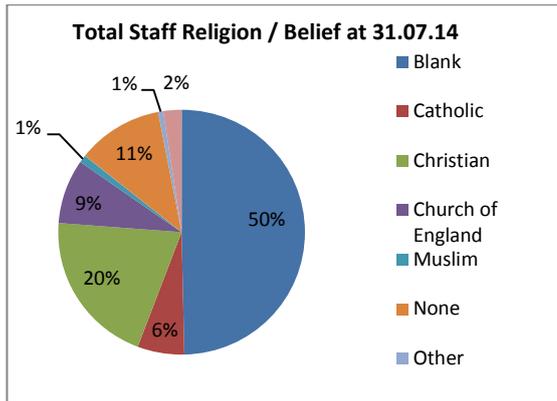
- Advertising on the Stonewall website – ‘PROUD’ employee
- Provision of generic and bespoke employer and learner resources
- Networking and sharing of best practice with other Diversity Champion members
- Advancement of best practice standards and guidance in respect of legislative change

8.3 Data to inform of trends in respect of this ‘protected characteristic’ is too small at the time of reporting, as currently 52% of staff have elected not to share this sensitive information. This is in line with other public bodies who also often report such a low response when collating information on this protected characteristic.

8.4 To encourage compliance the College now issues the ‘Stonewall Information Gathering Form’ titled ‘What’s it got to do with you? 10 reasons why you should fill in those funny box things at the end of forms.’

9 Religion/Belief

9.1 Data collated in respect of Religious mainstream and minority religious faiths and beliefs does not at this time enable the College to inform accurately on trends as 50% of staff have chosen not to provide at this time this information.



- 9.2 At the 'invite to interview stage' HR sensitively enquire of short-listed applicants if there are any arrangements required in respect of their interview arrangements i.e. diet, flexibility around interview times to avoid any significant religious times.
- 9.3 At interview applicants are also provided with a full overview of the requirements of the post to provide them with the opportunity to fully consider whether there is any aspect of the role which might conflict with either their 'religious or belief convictions' enabling them to make an informed decision regarding their application.
- 9.4 The College does have a quiet area for prayer or private contemplation and this is advised to staff during their induction.

10 Gender Reassignment

- 10.1 The College recognises that this is an extremely sensitive area and individuals who have or are transitioning may not wish to disclose.
- 10.2 For applicants applying to work at the College the College 'Safer Recruitment Policy' provides guidance of the approach to apply when applicants who have or are transitioning wish to apply to the DBS for a Disclosure Barring Check.

11 Flexible Working

- 11.1 The College Flexible Working Policy has been amended to reflect the new legislative changes introduced on 30 June 2014. This reflects the statutory right to request flexible working after 26 weeks employment. Prior to this date the right only applied to parents of children under the age of 17 years (or 18 years if the child was disabled) and certain carers.
- 11.2 During the last academic year 6 female staff submitted flexible working requests. Of the applications received all were approved. No applications were received from male staff.



11.3 Currently 4 staff have to-date advised the College that they undertake carer responsibilities Under the Equality Act. A 'carer' is defined as an individual who looks after someone who is elderly or who looks after someone who is disabled.

12 Internal promotion

12.1 In respect of advertised vacancies during the period 1 September 2013 to 31 July 2014 the college received 485 applications. Of these 15 staff were internally promoted, 5 male and 10 female.

13 Disciplinary and Grievances

13.1 During the last academic year there were no staff disciplinary and grievances connected to any of the 'protected characteristics.'