



EQUALITY & DIVERSITY
STAFF YEARLY REPORT
2016 -2017 Academic Year





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1. Introduction

- 1.1 This report provides an overview of the College's activities to promote equality and diversity during the 2016-2017 academic year and complies with the reporting requirements under the Public Sector Equality Duty, including a summary of key staff data.
- 1.2 The College's commitment to the pursuance of excellence and due regard for the three aims of the Public Sector General Duty, is overseen by the Equality and Diversity Committee who report termly to the Corporation.
- 1.3 Illustration of how the College considers the three aims of the duty when making decisions as an employer and education and service provider is evidenced when developing, evaluating and reviewing policies and designing and facilitating service delivery.

2. Cheshire East Profile

- 2.1 With a population of 375,400 residents, Cheshire East since 2012 has evidenced a sustained 6% increase in employment and now enjoys a 7% higher employment rate than elsewhere within the North West of England. Furthermore, it has since 2011 experienced a 38% fall in unemployment.
- 2.2 The borough unemployment at the time of report is 3.5%, which is significantly lower than the national comparator of 4.7%, or the North West comparator of 5.1% (*Source: Office of Statistics Labour Market Profile – Nomis*)
- 2.3 Macclesfield College as a leading local community employer has experienced significant difficulties in attracting new employees, due to the low level of unemployment and the preferred employment choice by residents to often seek employment in specialist fields outside of the FE/Public sector. Evidence of this trend was released by the Cheshire East Council Skills & Growth Company in July 2017 which informed that within the Borough the number of adults employed in the Private Sector within the Professional/Scientific & Manufacturing fields was significantly above national comparators.

3. Recruitment

- 3.1 To ensure the College continues to encourage applications from all members of the Community, the College has broadened its media platform, utilising a blend of social media, national/local media and on-line platforms for all vacancies. The outcomes of this new media, identified a wider geographical distribution of applications received from applicants from a more diverse background.
- 3.2 During the 2016-2017 academic year, 61 recruitment activities were facilitated by HR, resulting in 212 shortlisted applicants being invited for interview, of which 66 direct appointments were made and a further 5 volunteer teachers and 26 temporary agency staff appointed.
- 3.3 The College is unable to provide an equality analysis of new appointees during the period, due to the profile analysis which may identify individuals.

4. Gender

Staff Gender	Macclesfield College	FE Sector
Female	60.50%	Over 63%*
Male	39.50%	Less 36%

*Source: Frontier Economics, Further Education Workforce Data for England – June 2017

- 4.1 * The proportion of female staff in the FE sector is higher than in the general UK workforce, with female staff representing typically 63% of the workforce. Therefore, the gender ratios within the College aligns to national trends.
- 4.2 The UK workforce composition confirms just under 50% of the adult workforce are female.

5.2 Age composition

Age profile of staff	Macclesfield College 2016-2017	FE College Workforce
Under 25 years	5%	6%
25-29 years	4%	8%
30-34 years	9%	9%
35-39 years	9%	10%
40-44 years	16%	12%
45-49 years	12%	14%
50-54 years	15%	15%
55-59 years	20%	13%
60 and over	10%	12%

- 5.2i Within the FE sector the average age of staff is 45 years.

5.2ii Following the removal of the national default retirement age in October 2011, employees are now able to continue working past the traditional retirement age. The data indicates that this is impacting on the upper-end of the age profile.

5.2iii **The Cheshire East 'Age' composition is advised as:**

- 22.2% - 0 – 19 years,
- 21.1% - 20 – 39 years,
- 29.3% - 40 - 59 years,
- 27.3% - over 60 year

6. Disability

6.1 The Equality Act 2010, defines a disability as a 'physical, or mental impairment' that has a 'substantial' and 'long-term' effect on an individual's ability to do their normal activities for a period of at least twelve months.

6.2 The total number of staff advising of a disability at the time of reporting is (4.72%). This compliments the findings of the FE College Workforce Survey Data for England which reported that 4.7% of FE staff disclosed having a disability.

6.3 The College was proud to be accredited as a 'Disability Confident Employer' in August 2016 and is committed during the 2017-2018 academic year to gaining recognition as a 'Disability Confident Leader.'



6.4 **As a Disability Confident Employer, the College has committed to:**

- Providing a fully inclusive and accessible recruitment process which enables all disabled job applicants to have the best opportunity to demonstrate that they can perform the role
- Ensuring there are no barriers to the development and progression of disabled staff
- Ensuring managers are aware of how they can support staff who are sick, or absent from work
- Working closely with staff, managers, college and OH partners to make 'reasonable adjustments' to support an employee to remain in employment where there is a change of health circumstance

7 Ethnicity

- 7.1 Currently 94.0% of staff have advised their ethnicity as White British with the remaining 6.0% of staff recording their ethnicity as 1.6% Asian and 4.4% 'Other.' In respect of this last ethnic category the profile was too small to report without identifying.
- 7.2 The ethnicity ratios for Cheshire East in respect of White British and Asian ethnicity mirror the College's ratio's.
- 7.3 The FE sector comparators advises White British as 85% <9% lower than the College.

8 Religion, or belief

- 8.1 To-date there is no sector benchmark data for religion and belief. When compared to the local community profile from the 2011 Census, the College profile is similar with the highest percentage of staff advising they were Christian; other religious groups were too small to report without identifying.

9 Sexual Orientation

- 9.1 Aligned to earlier FE College Workforce data reports this protected characteristic continues to be largely unknown either because no information was provided, or staff members preferred not to disclose their sexual orientation. This pattern aligns with College statistics and therefore reporting on this protected characteristic continues not to be possible.

10 Maternity

- 10.1 At the time of reporting, 11 staff have taken maternity leave absence.
- Five staff have returned to their former role continuing at their own request their former pattern of work.
 - Four members of staff have submitted requests to change their role, each request has been approved by the College.
 - Two members of staff are currently on maternity leave
- 10.2 'Keeping in Touch' (KIT) days are being used to keep staff informed, undertake training and assist with their individual phased return to work programmes.
- 10.3 College statistics evidence that the return/retention rate for female staff following maternity leave remains at 100%. This is attributable to both new and expectant mothers being provided by HR, H & S, OH and College management with bespoke guidance, resources and equipment to support and assist both pre/post their maternity absence.
- 10.4 In contrast the Equality Human Rights Commission in a recent survey advised that currently 77% of women returning to work after maternity leave (equal to

390,000 mothers a year) reported at least one negative experience.

10.5 To evidence its commitment to making Macclesfield College a 'Beacon of excellence' for pregnant staff and new mothers, the College is to become a member of the new Equality and Human Rights Commission's nationwide campaign 'Working Forward.' This new government initiative introduced in June 2017 is supported by the UK's leading business and industry bodies including the CBI, CIPD, ACAS and CMI.

10.6 By committing to the 'Working Forward' pledge the College will proudly showcase on the Equality and Human Rights Commission website its commitment to:

- Diversity, inclusiveness and gender equality
- Helping remove barriers to career progression and pay equality for women
- Affirming that the College is family friendly
- Enjoying the benefits associated with a diverse, engaged and flexible workforce
- Getting access to a wider, more diverse talent pool
- Developing trust and better communication between management and employees.

11 **Fathers parental leave**

11.1 During the academic year no requests were received.

12 **Flexible Working Options**

12.1 The 'Top Employers for Working Families Benchmark 2014' reported that only 18% of the participating organisations identified in their external adverts that a role could be undertaken flexibly.

12.2 Within the College, all jobs are as appropriate are voluntarily advertised (see logo) as open to flexible working. This is promoted by displaying on all associated recruitment documentation the 'Happy to talk Flexible Working' icon.



12.3 Through promoting its commitment to Flexible working the College is ensuring it optimises its access to a wider talent pool of highly skilled staff who choose not to work presently in a full time capacity.

13 **Grievances and Disciplinarys**

13.1 At the time of report, there have been no grievances, or disciplinaries raised which are attributable to any of the protected characteristics.

14 **Equality and Diversity Training**

14.1 At Induction, all new employees are advised of the College Mission of 'Empowerment through Learning' and informed of the Strategic Equality Plan and how this aligns to the cyclical 'Learner Equality and Diversity Wheel.'

14.2 The College is also committed to ensuring that all employees, volunteers and third party contractors are compliant with equality, safeguarding and prevent legislation.

14.3 The College provides a diverse range of training opportunities and staff development, both e-learning and open sessions to enable staff to:

- Gain an understanding of equality legislation and the broader issues around equality and diversity
- Promote and reinforce an awareness of their responsibilities to all members of the College community and inform of the expected College standards

14.4 Equality and Diversity is embedded in all College programmes as appropriate, with focus provided during the recruitment process on making as advised 'reasonable adjustments' to support applicants through at all stages of the process.

14.5 Continuous Professional Development opportunities are offered by the College to all staff throughout the academic year, according to their personal operational development needs.

14.6 Separately, three themed 'Staff Development' days are held throughout the academic calendar.

15 **Safeguarding**

15.1 During the reporting year, the College's Designated Safeguarding Lead has facilitated the following training:

- Introduction to Safeguarding - mandatory half day programme for all new employees
- Recruiting Manager's Safeguarding Course
- Safeguarding Training for Governors
- Safeguarding Training for Exam Invigilators

- Safeguarding Training for Third Party Contractors

16 Equality and Diversity/Safeguarding mandatory training

16.1 All staff at induction are required to complete:

- the ACAS Equality and Diversity e-learning module, (certificated)
- Keeping Children Safe in Education – (current version September 2016)
- CHANNEL e-learning module (certificated)
- Prevent e-learning module (certificated)

Fig 1: provides detail of the College compliance for current and part time hourly paid staff. It details attainment of each mandatory Safeguarding and Equality & Diversity training element. The programmes are undertaken by all new employees, with refresher training completed across the College aligned to changes in statutory legislation and best practice.'

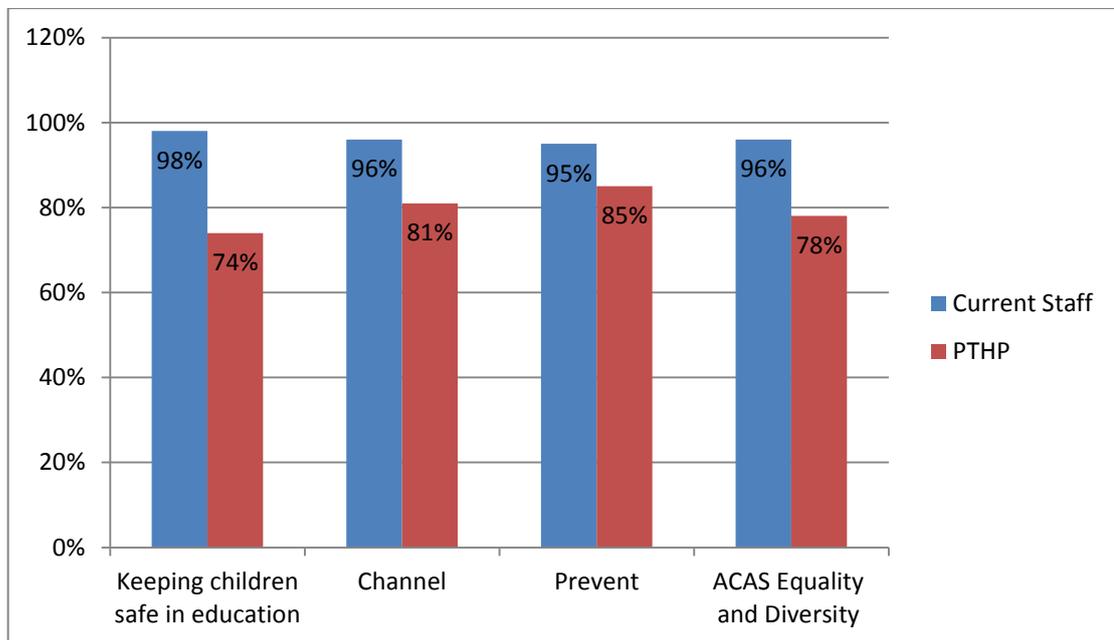


Fig 1: CPD Compliance Safeguarding and Equality and Diversity

17. **Mental Health Awareness Training**

17.1 Increasingly within society, mental health is an unreported but common issue. During the 2016-17 academic year the College has introduced the NCFE

Level 1 in Mental Health Awareness course with the aim of providing the attendee with an increased level of awareness and understanding of mental health issues

- 17.2 17 staff have each been awarded accreditation since its launch in the summer.

18 **Compliance**

- 18.1 The College continues to undertake a programme of Equality Analysis in reply to its legal commitments under the Equality Act 2010 and as a best practice measure.
- 18.2 All Equality Analysis Forms are considered by the College Senior Management Team and evidence the College's commitment to equality and diversity for all members of the College community.