



Macclesfield College

EQUALITY & DIVERSITY REPORT

STAFF REPORT
Academic Year
2017 - 2018



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EQUALITY, DIVERSITY & INCLUSION STAFF YEARLY REPORT

1 September 2017 – 31 August 2018

1. Introduction

- 1.1 Macclesfield College as an employer, education provider and public sector organisation is strongly committed to removing 'barriers' to equality through providing a fully inclusive working and learning environment which promotes and embeds a culture of 'respect and dignity' free from discrimination, harassment, or victimisation.
- 1.2 In recognising, embracing and valuing difference the College is committed to attracting and retaining the very best staff and learners and growing the College's reputation as an 'Employer of Choice' and 'Outstanding Learning Provider.'
- 1.3 This report presents the equality-related data collated during the academic year 01.09.17 - 31.08.18 and provides an evidence based approach to support the data profiled within the 'equality dashboard,' identifying any trends, and providing background to their origins.
- 1.4 For the purposes of this report all data collated, is presented by each of the 'protected characteristics.'

2. Cheshire East Borough Profile

- 2.1 Cheshire East as the third largest unitary authority in the North West and the sixteenth largest in the Country has a total population of 377,300 (source Office of National Statistics), comprising of 226,600 people who are aged 16 – 64 years, who possess a higher level of educational attainment than national trends.

Individual Level	Cheshire East Level	Cheshire East (%)	Great Britain (%)
NVQ 4 & above	102,100	45.7	38.6
NVQ 3 & above	141,300	63.2	57.2
NVQ 2 & above	181,500	81.3	74.7

Table 1 Source ONS: Table 1 Profile of Cheshire East residents – level of academic attainment

- 2.2 The data evidenced confirms the Cheshire East Council Skills & Growth Company statement that within the Borough there is access to a 'talent pool' of qualified applicants for various College roles
- 2.3 The Borough's unemployment at the time of report is 3.1%. This is a fall of 0.4% in year and is significantly lower than the national and the north-west regional comparators, which are both 4.4%. (Source: Office of Statistics Labour Market Profile Nomis)

3. New Staff Recruitment Profile

3.1 Whilst the College has witnessed an increase in recruitment activity in the current academic year, it is noticeable how the number of short-listed candidates has fallen, as evidenced:

- 2016/2017 61 staff recruitment activities (full year) 212 shortlisted applicants
- 2017/2018 82 “ “ “ (full year) 252 “ “

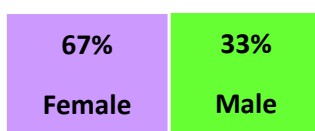
3.2 This suggests how the College, particularly since its OFSTED Inspection in November 2017 is attracting high quality talent pools of applicants, from which to select.

3.3 In the circumstances, where agency staff have been appointed to the ‘hard to fill vacancies’ this has been reflective of the industry skills shortages experienced across both the North West region and the wider FE Sector. Such examples are engineering lecturers and construction assessors. (Source: the AOC College Workforce Survey 2017, Summary of Findings May 2018.)

3.4 Of the 82 recruitment exercises undertaken:

- 11 staff were promoted
- 8 external appointees declined due to personal circumstances,
- 71 external appointments were made.

3.5 The gender profile of the ‘appointees’ in the reporting year were:



3.6 This gender profile is slightly higher than the advised gender ratio reported in the AOC College Workforce Survey 2017 Summary of Finding May 2018 Report which advises 63% female and 37% male.

3.7 During the reporting year six agency staff were used (para 3.3), five teaching volunteer staff and two Business Support volunteer placements have been provided.

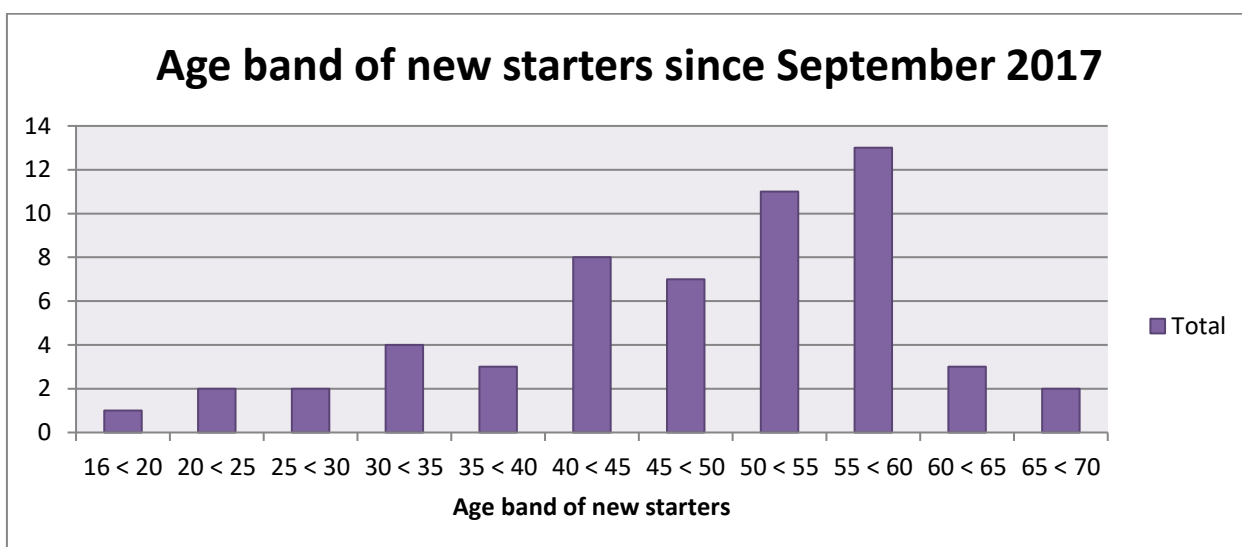


Table 2 Age Profile of new employees 01.09.17 – 31.08.18

3.8 Aligned to the employment trends reported in the Frontier Education Workforce Report – March 2018, a lower number of College appointees aged 20-30 years were appointed. The reasons suggested include in certain circumstances a lack of specialist skills, attraction of private sector

reward and benefit packages as well as the Borough's demographics and its associated rate of unemployment of 3.1%.

3.9 Conversely, certain of the appointees in the age range 40 – 60 years have elected to have a 'career change', moving from the private sector and bringing their industrial knowledge/specialisms to their new roles.

4. Age

4.1 At the time of report, the FE Sector average age of staff is 47 years, whilst within the College the average age of staff is 47.5 years.

4.2 The lower proportion of staff aged under 25 years is representative of the wider FE Sector trends, as evidenced in the Frontier Education Workforce Report – March 2018. Furthermore, staff employed within this age-range typically are staff appointed onto apprenticeships.

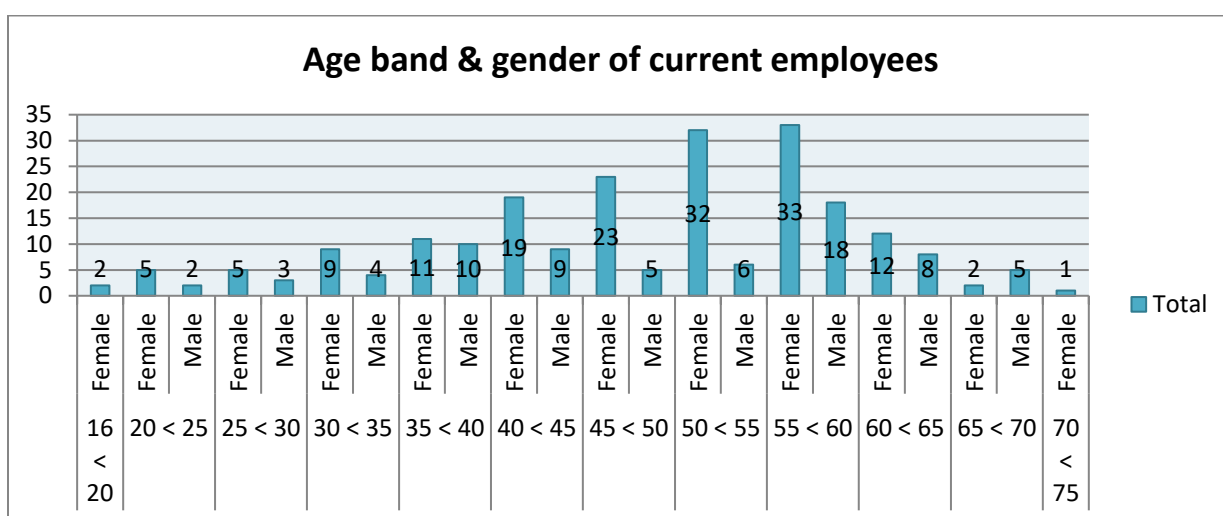


Table 3 Age profile and gender of current staff at 31.08.2018

Age Profile of Staff	Macclesfield College 2016-2017	FE College Workforce	Macclesfield College 2017-2018	FE College Workforce
Under 25	5%	6%	4%	4%
25-29	4%	8%	3.6%	7%
30-34	9%	9%	5.8%	10%
35-39	9%	10%	9.5%	11%
40-44	16%	12%	12.5%	11%
45-49	12%	14%	12.5%	14%
50-54	15%	15%	17%	16%
55-59	20%	13%	22.8%	15%
60 & Over	10%	12%	12.3%	13%

Table 4: College Staff & FE Sector Workforce Composition Academic Years 2016/17 & 2017/2018
External Data Source: Frontier Education Workforce Report – March 2018

5. Disability

5.1 The Staff 'Probationary Review' and 'Appraisal Review' procedures both require discussion with staff of any changes to their personal/physical well-being and consideration of any 'difficulties' which they may be facing.

5.2 In circumstances, where a member of staff has a change in health circumstance, the College as a 'Disability Confident' employer partners both with the employee, its Occupational Health Provider and with 'Access to Work' (as appropriate) to facilitate the application of 'reasonable adjustments' to help the employee remain in the College's employ.

5.3 **Reasonable adjustments can include:**

- A 'phased return to work' programme to support a period of long-term ill-health, complemented by a programme of any retraining to support the individual in undertaking the duties of their role.
- Flexible working patterns to accommodate a change in health to enable the individual to effectively manage their medical condition, whilst also enabling them to continue in employment and remain a valued member of staff
- Provision of the requisite type of equipment, training and support to enable the employee to perform the responsibilities of their role and continue to develop their contribution and grow their talent.
- Facilitation of new approaches to the completion of work/new software aligned to the actions arising from a dyslexia assessment, with the College's Dyslexia Assessment Provider.

5.4 During the academic year, 17 OH referrals have been made and 71 Pre-employment checks undertaken. Arising from these the following such 'reasonable adjustments' have been applied.

- 3 Flexible working patterns have been introduced to support individuals in their role
- 1 member of staff has received guidance re the application of 'reasonable adjustments' for the completion of their work/new software aligned to their Dyslexia requirements
- 1 employee has received an IT adaptation to their laptop to mirror their bespoke software
- 1 employee has received an 'Access to Work' visit to review the appropriateness of their work resources to their 'evolving health requirements,' thereby enabling them to continue to perform the duties of their role effectively and remain within the College's employ.
- 5 Risk assessments of the employees working environment, to provide guidance in respect of the appropriate of 'reasonable adjustments' to support the individual
- 2 Stress Risk Assessments have been undertaken in accordance with H & S guidance.

5.5 **Disabled Staff Profile**

5.5i At the time of reporting the proportion of employees identified as having a disability under the Equality Act is 12.5%.

5.5ii Within the FE Sector the current advised ratio of individuals recording with their employer that they are disabled is 4.4%

5.5iii The higher ratio of College staff identified as having a disability is partly attributable to the close health and well-being partnership with the employee, OH, HR and the College Management and a culture where employees feel confident of advising of a change of health circumstance.

6. Ethnicity

6.1 At the 31.08.18, 91.97% of the current College staff have advised of their ethnicity as 'White British', 5.80% have recorded their ethnicity as 'Asian & Other' and 2.23% have opted not to disclose. In respect of the 'other' ethnic categories, the profile was too small to report without identifying.

6.2 The ethnicity ratio for Cheshire East mirrors the College's ratios.

7. Gender

7.1 Aligned with the 2016-17 Academic Year the College gender ration continues to benchmark with the FE Sector metric.

Gender	Macclesfield College 2016-2017	FE Sector	Macclesfield College 2017-2018	FE Sector*
Female	60.50%	Over 63%	69%	63%
Male	39.50%	Less 36%	31%	37%

Table 5 Gender Profile comparators with FE Sector 2016 – 2018. Source of information: AOC College Workforce Survey 2017 Summary of findings – May 2018

8 Gender Equality Pay Reporting

8.1 The Equality Act 2010 (Specific Duties & Public Authorities) Regulations 2017 required institutions with 250, or more employees to publish their pay information as a public sector body by the 31 March 2018. The College has voluntarily complied with the new regulation.

8.2 The analysis of the College's first 'Pay Gap Data Report' is based on a 'snapshot' date of 31 March 2017 and has been published on the Gov.UK website and the College website.

8.3 Reporting compliance thereafter will occur annually.

9. Religion or belief

9.1 To-date there is no sector benchmark for religion and belief. The College continues to align with the local community profile from the 2011 Census, with the highest percentage of staff advising they are Christian. Other religious groups are too small to report without identifying.

10 Sexual Orientation

10.1 Monitoring of this 'protected characteristic' is a sensitive issue. Aligned to the current FE College Workforce data, the College is unable to undertake an analysis at this time, as the data provided is too low to provide an in-depth analysis, either due to applicants opting not to disclose at the pre-employment stage, or upon commencement, 'opting out' of disclosing certain of their equality data.

11 Length of Service

11.1 The highest percentage of length of service is between 5 and 15 years, closely followed by staff with less than two years' service.

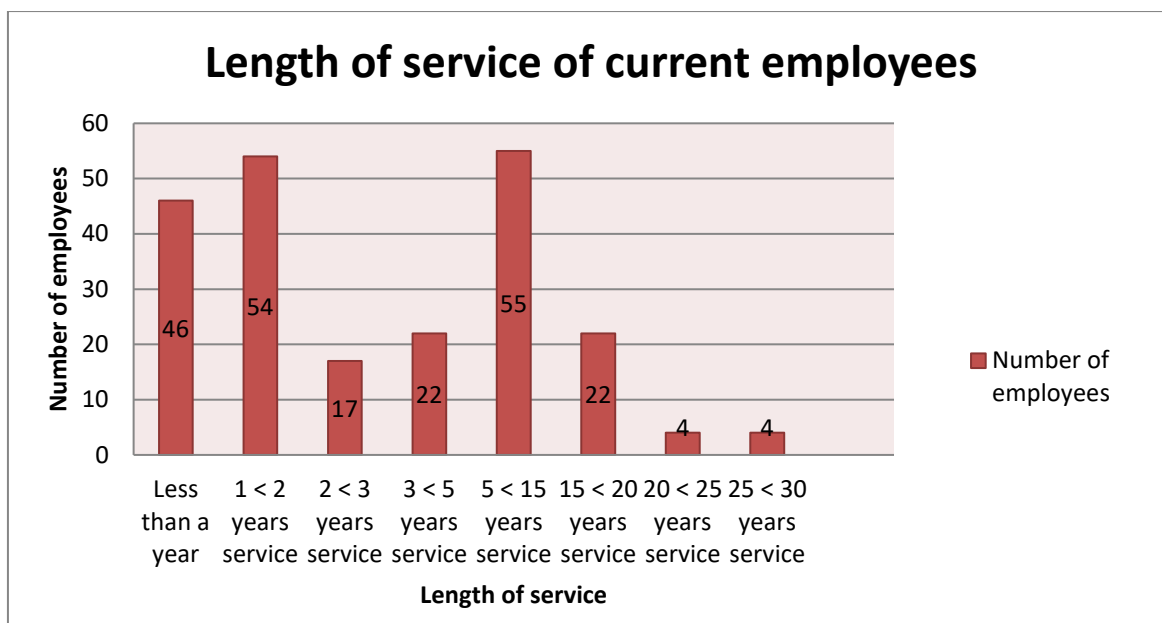


Table 6 Length of Service of current employees at 31.08.2018

12. Equality & Diversity Training /Safeguarding e-learning compliance

12.1 In advancing its commitment to equality of opportunity/safe-guarding and embedding an inclusive and safe ethos in everyday practice, the College has as a core component of the induction process a requirement for all College staff and volunteers to complete the certificated ACAS e-learning module 'Equality & Diversity,' CHANNEL e-learning module and Prevent e-learning module.

Corporate compliance is evidenced below.

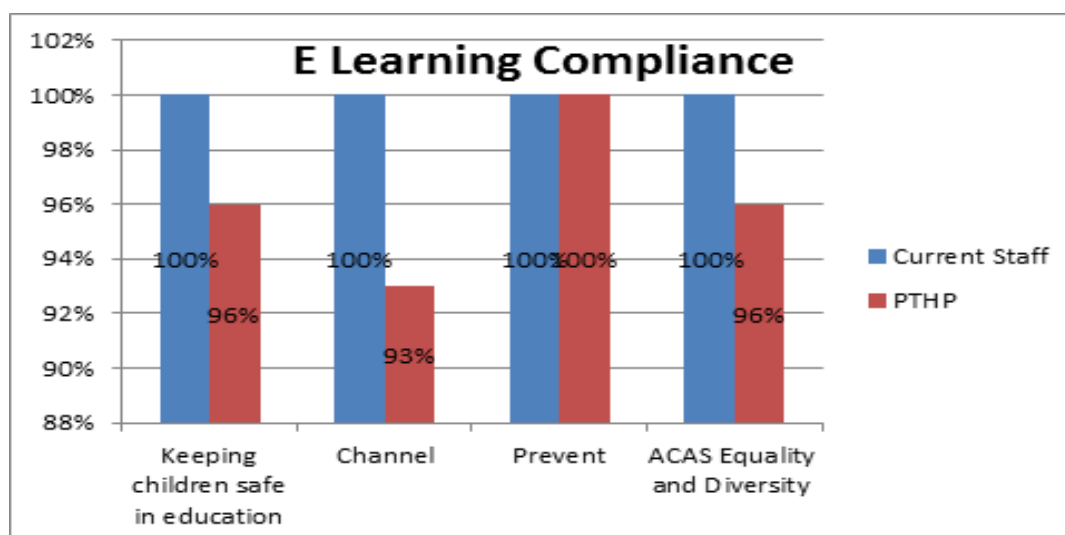


Table 7 Safeguarding and e-learning compliance at 31.08.2018

12.2 Complementary to the facilitation of the Equality & Diversity/Safeguarding e-learning training during the new appointee's induction process, staff also undertaken bespoke equality, diversity and inclusivity qualification and training.

Qualification/Training courses	Participants
NCFE Level 1 in Mental Health Awareness – College course*	25 staff

NCFE Level 2 in Mental Health Awareness - e-learning*	57 staff
NCFE Level 2 in Equality & Diversity – e-learning	27 staff
NCFE Level 2 in Prevent & Safeguarding - e-learning	12 staff

Table 8: Equality/Safeguarding & Prevent certificated courses

- 12.3 *The College has also aligned to its 'Equality & Diversity Action Plan' offered the opportunity to staff to voluntarily study the Level 1 & 2 'NCFE Mental Health Awareness' courses, both of which are designed to help eliminate the 'stigma' which is often associated with mental ill health.
- 12.4 Both of the courses have increased staff awareness of the early signs and symptoms of mental health conditions, enabling them to have an enhanced level of awareness and understanding of their own health and well-being and how they can be supportive to others through providing assistance or signposting others to individuals/organisations who could assist them.
- 12.5 The table also shows the number of staff who have participated in Equality & Diversity and Prevent & Safeguarding certificated e-learning courses.

13 **Flexible Working**

- 13.1 The College continues to 'attract, develop and retain talent' via the promotion of agile ways of working, supporting flexible working at different levels within the organisation namely:
- Flexible working patterns: variable start and finish times over the working week, job/part-time roles
 - Homeworking
 - TOIL banks – the ability to take time off in compensation for overtime
- 13.2 Currently, 122 staff undertake a pattern of flexible working contractually. The gender ratio of female / male staff undertaking flexible working is 80% female and 20% male.
- 13.3 This pattern is reflective of the 'Top Employers for Working Families Benchmark 2017' which recorded that 21% of employees who were employed in a flexible working capacity were male.
- 13.4 To optimise its access to a diverse 'talent pool' of highly skilled staff, all new College vacancies continue as appropriate, to be advertised applying the 'Working Families' logo.

14 **Maternity/Paternity/Adoption**

14i **Maternity**

In respect of staff who have taken the maternity leave in year the following applies:

Status	Number of staff
Returning from a period of maternity leave	5
Currently on maternity leave	1
Remaining part-time upon their return	4
Remaining full-time upon their return	1
Changing to part-time employment upon their return	0
Changing to full-time employment upon their return	0
Leaving the College's employ after maternity leave at employees request due to a change in their circumstances.	1

Table 9 Maternity Profile – 01.09.2017/31.08.2018

14ii The College was proud in November 2017 to be endorsed by the Equality & Human Right’s Commission as a ‘Working Forward’ employer. In so doing evidencing its commitment to making the College a ‘Beacon of excellence’ for pregnant staff and new mothers.

A new government initiative introduced in June 2017 endorsed by the UK’s leading business and industry bodies the initiative fosters:

- Diversity, inclusiveness and gender equality
- Helps remove barriers to career progression and pay equality for women
- Affirms that the College is ‘family friendly’
- Assists in promoting and enabling a diverse, engaged and flexible workforce
- Enabling access to a wider, more diverse talented pool of staff

14iii **Paternity**

Three members of staff have taken Paternity leave.

14iv **Shared Parental Leave**

At the time of reporting, no requests have been received.

14v **Adoption**

At the time of reporting, no requests for adoption leave have been received.

15. **Staff Leavers**

15.1 The age bracket for the highest percentage of staff leavers was between the ages of 45 – 55 years.

15.2 This pattern aligns with the last academic year and is reflective as evidenced within the ‘AOC College Workforce Survey 2017 Summary of Findings May 2018’ to a diverse range of factors, including changes in an employee’s health, a career change outside of the sector, relocation, new role, long-term carer responsibilities.

15.3 Of note, during the academic year the College has also recruited a significant number of new staff within this age bracket, resulting in no real change to the College workforce composition.

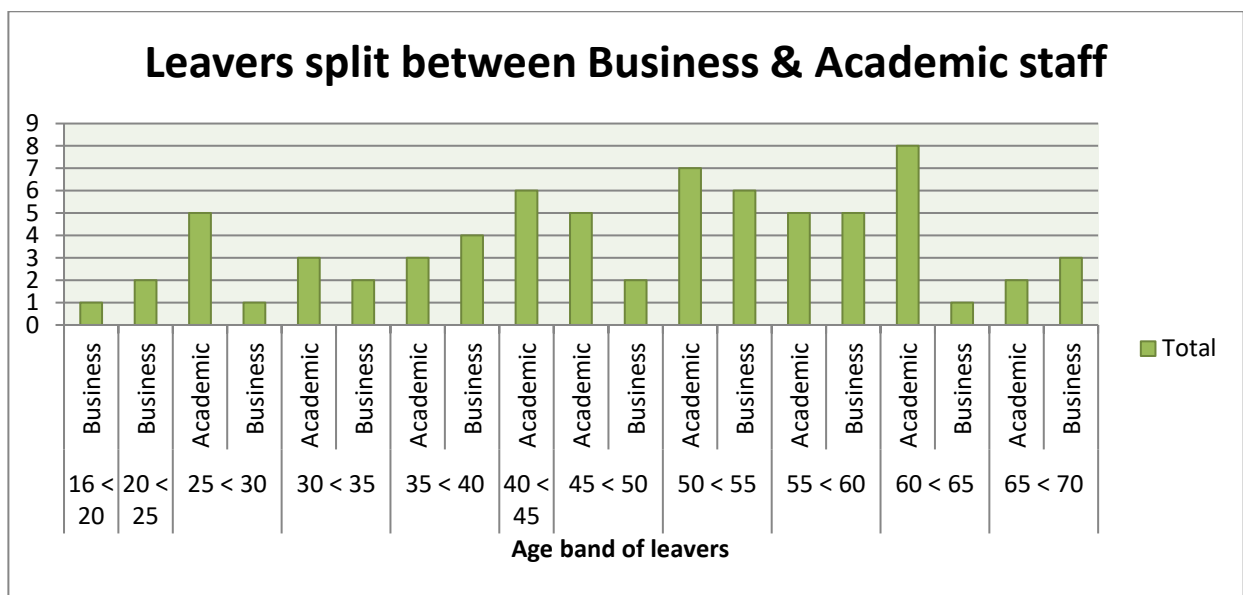


Table 10: Numbers of leavers and age profile 01.09.17 – 31.08.18

15.4 During the reporting year, a number of staff aged 60 and over retired.

16. Grievances & Disciplinarys

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

17. General Data Protection Regulation and Equality Act Public Sector Duty

17.1 College Privacy & Applicant Privacy Notice

17.i The Privacy Notice to all staff in accordance with the General Data Protection Regulation (GDPR) describes how the College collects and uses personal information about current and former employees, workers and contractors both during and after their working relationship with the College.

17.ii An Applicant Privacy Notice is advised to all applicants informing how the College will hold and process their personal data.

17.iii Both notices inform that there are 'special categories' of more sensitive personal data, which need to have further justification for collecting, storing and using the personal information and which require a high level of protection, these include:

- information about race or ethnicity, religious beliefs, sexual orientation, gender reassignment, disability and political opinions
- Information about health, including a medical condition, an individual's health and sickness records/occupational health

17.iv In the context of the Equality Act, the College has processed this information in line with its Data Protection Policy to comply with its legal obligations of demonstrating its compliance with the three aims of the Public Sector Duty, namely:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

18. Equality Assessment

18.1 The College is committed to demonstrating compliance to its duty under the Equality Act by undertaking equality analysis forms in respect of all corporate policies, procedures and activity.

19.2 All Equality Analysis Forms are reviewed by the College Senior Management Team to ensure compliance and application of best practice standards.

19. OFSTED

19i During the visit by Ofsted in November 2017, the College was proud to receive recognition for its commitment to embedding and promoting the three aims of the Equality Act Public Sector Duty. Comments received included.

- Governors, leaders and managers embed a culture of equality across the college.
- Leaders, managers and staff successfully promote the value of diversity, and learners demonstrate mutual respect and tolerance towards each other.
- Staff and learners demonstrate the college's values and expected level of behaviour very well.
- Activities and events promote a broad understanding by learners of their expected responsibilities and contributions to society.