![Macclesfield College logo]

EQUALITY & DIVERSITY REPORT
STAFF REPORT

01.09.2019 – 31.08.2020

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Equality, Diversity and Inclusion HR report - 01.09.2019 – 31.08.2020

1.   Introduction

1.1   Macclesfield College is committed to promoting and advancing equality of opportunity by:

> ➢ weaving inclusion into the fabric of the College at every level
> ➢ celebrating and valuing diversity,
> ➢ eliminating unlawful discrimination, harassment and victimisation,
> ➢ fostering a culture in which all members of the community are respected and have a real opportunity to participate and achieve their full potential

1.2   The Corporations Equality, Diversity and Inclusion framework is a continuous improvement model which provides clarity and focus on the corporate equality initiatives. The equality framework enables any future challenges to be identified, monitors the corporate progress and celebrates successful initiatives.

1.3   Through embedding, sustaining and promoting good practice in equality and diversity the College will nurture a confident, skilled and highly motivated workforce, contributing to high results for its learners and promoting the College as a learning provider/employer of choice. Fig 1: College equality cycle.
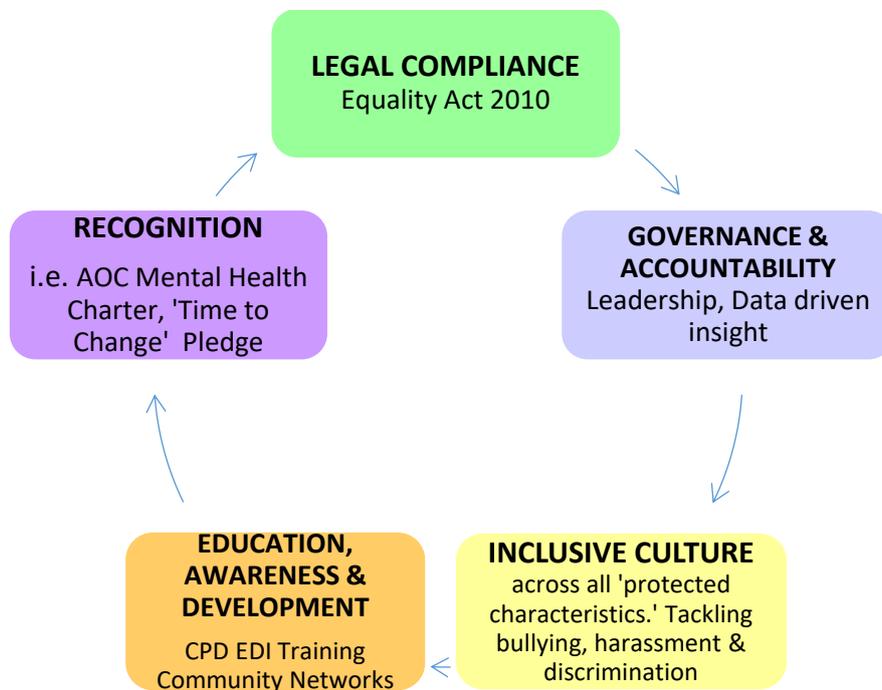

Fig 1 College Equality Cycle

2.   Public Sector Duty Compliance

2.1   To comply with legislative regulation and best practice standard the College is mindful of the importance of considering:

> - The demographic profile of the College employee profile aligned with that of the Cheshire East and North West profile
> - Ongoing analysis of new equality initiatives within the sector and nationally which the College can introduce to grow its commitment to fostering an inclusive and supportive environment for all of its employees and learners
> - Regular review of all Equality Diversity and Inclusion outcomes against those of the wider Further Education sector to measure appropriateness
> - Cycler review of all employment policies, procedures and practices to ensure compliance with legislative change and best practice standards, taking appropriate action as necessary to address any inequalities
> - Embedding systematically aligned to the Policy Management Framework Equality Analysis Assessments to determine legal compliance of a policy, procedure, project under the Equality Act 2010, to ensure that they do not unintentionally discriminate and or disadvantage any individuals who have a 'protected characteristic.'

3.   New Equality Legal Guidance

3.1   The Equality & Human Rights Commission published on the 15 January 2020, new technical guidance 'Preventing Sexual Harassment at Work: a Guide for Employers' which sets out an employers' responsibilities and the practical steps necessary to prevent and respond to harassment and victimisation in the workplace. The origins of this guidance stem from the Equality & Human Rights Commission, 2018, 'Turning the tables: ending sexual harassment at work.'

3.2   The new guidance explains the different forms that harassment and victimisation can take under the Equality Act, providing explanation of how certain types of behaviours, such as physical gestures, jokes, or pranks towards a person, or their property, can amount to harassment, or sexual harassment even if that is not how it is intended by the perpetrator.

3.3   The guidance provides seven clear steps as 'best practice' which employers can take to make sure that they are effectively 'preventing and responding' to sexual harassment.

> - Development of an effective anti-harassment policy
> - Engage staff with regular one-to-ones and have an open door policy
> - Assess and mitigate risks in the workplace
> - Consider using a reporting system that allows employees to raise an issue anonymously
> - Train staff on what 'sexual harassment in the workplace' looks like, what to do if they experience it and how to handle complaints
> - Act immediately when a harassment complaint is made
> - Treat harassment by a third-party just as seriously as that by a colleague

3.4   The new guidance is drawn from a wide range of noted experiences of harassment with expertise sourced from a diverse range of backgrounds, to develop effective solutions that can be applied in any workplace and against any form of harassment.

3.5   The guidance whilst providing direction to employers, also informs employees of their rights in law and the obligations on employers to prevent harassment, or victimisation.

3.6   The College is introducing into its governance and culture the recommended 'Seven Steps' to prevent and deal with 'sexual harassment in the workplace.'

4.   **Reporting compliance with the Equality Act Public Sector Duty**

4.1   This report presents a 'snapshot' of equality-related data in relation to the College's role as an employer and has been collated during the period 01.09.19 - 31.08.20.

4.2   The report provides an evidence based approach to support the data profiled within the 'equality dashboard,' identifying any trends, and providing background to their origins.

4.3   For the purposes of this report all data collated, is presented by each of the 'protected characteristics.'

5   Cheshire East Borough Demographic

5.1   The Cheshire East Council Borough Profile 2020 report, advises Cheshire East's total population at August 2020 as 384,200.
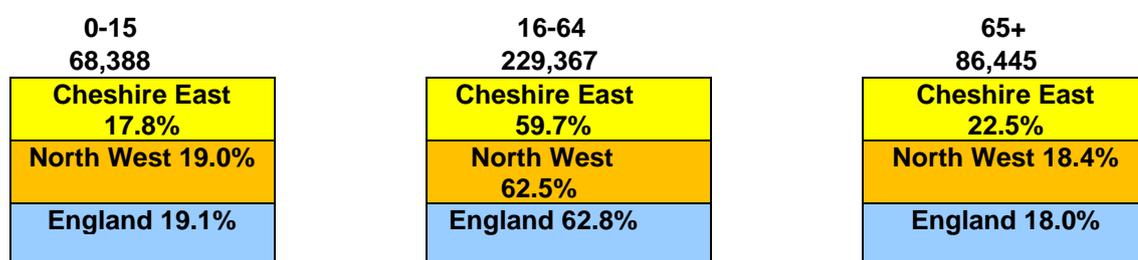
5.2   Whilst, the primary language in Cheshire East is English its diversity in recent years has significantly changed. The other top spoken languages are Polish, Portuguese, Romanian, Slovakian and Bulgarian with educational establishments providing resources in these five minority languages.

        (The borough is also home to other varied communities from, Eastern Europe, East Timor, Syria, India, and Bangladesh.)

5.3   The main minority settlements are located in Crewe, Macclesfield, Knutsford and Wilmslow.

5.4   Statistics (Healthwatch – Cheshire East, June 2020) report that there are currently 108 languages spoken across the borough.

5.5   Fig 2 below - Insight Cheshire East Borough Age Profile 2019-2020.

0-15 68,388	16-64 229,367	65+ 86,445
Cheshire East 17.8%	Cheshire East 59.7%	Cheshire East 22.5%
North West 19.0%	North West 62.5%	North West 18.4%
England 19.1%	England 62.8%	England 18.0%

5.6   The Borough's unemployment at the time of report is 2.9%. This is significantly lower than the regional comparator at 4.0% and the national at 3.9%. (*Source: Office of Statistics Labour Market Profile, Nomis*).

5.7   Of those employees working within Cheshire East at the time of report the Business Register & Employment Survey (BRES survey– published March 2020) ONS, NOMIS

informed that 69.0% were employed in a full-time capacity and 31.0% part-time. Of those in employment 7.0% were employed within Education.

6   Recruitment Overview

6.1   Applicant stage

6.2   In the reporting period, 67 direct recruitment activities were managed by the HR Department. (This was separate to the agency recruitment activity undertaken which is not reported upon due to the absence of all appropriate equality data.)
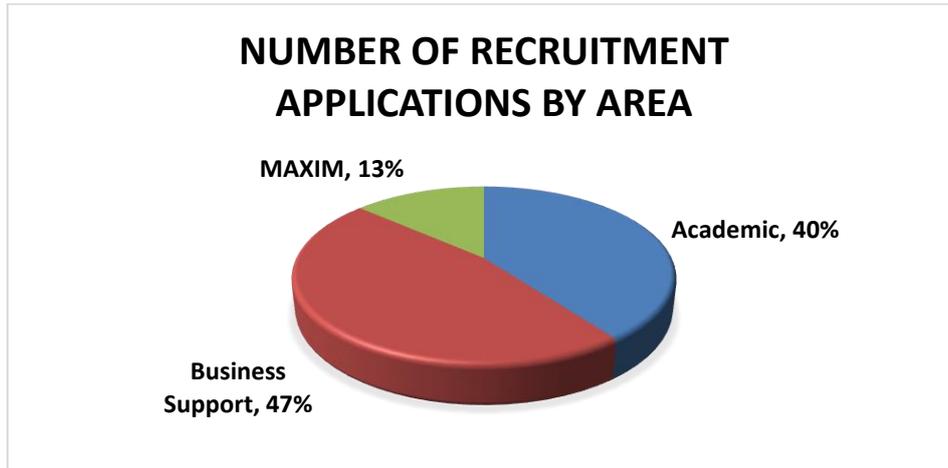

Fig 3 profiles the total applications received for each of the operational areas vacancies

6.3   In each circumstance where a recruitment activity is undertaken, HR review the appropriateness of all associated documentation to ensure it reflects the role and does not directly, or indirectly discriminate against candidates within any of the advised protected characteristics.

6.4   Vacancies are advertised on the College website, social media and various recruitment search engines to encourage diversity of application.

6.5   The College's website and staff application form promotes the 'Disability Confident' logo evidencing the College's commitment to the principals of this standard. Any applicant advising of a disability at the pre-employment stage are supported throughout the recruitment activity with reasonable adjustments applied as appropriate.

6.6   The total profile of applicants evidenced in Fig 3 is attributable to:

> ➢ the cycle of recruitment activity,
> ➢ the role outline in respect of niche skills/knowledge,
> ➢ the contractual hours and salary and other competing market forces

as all act as recruitment influencers in a competing market.

6.7   The gender ratio of applications received continues to complement the traditional sector norm with 60% received from female, 34% from male applications, (6% do not advise of their gender.)

7. **Shortlisting Stage**

7.1 Of the applications received 482 direct applicants were received and 196 were shortlisted for interview

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7.2 The age profile of shortlisted applicants has primarily been between the age ranges 30 – 59 years, which complements wider education sector trends. However, with the impending closure of the Government COVID-19 scheme a more diverse representation is beginning to be evidenced as high quality candidates seek new employment.

7.3 The gender profile of 'shortlisted' applicants does however continue to be representative of the ratio of applications received. Profile shown at Fig 4.
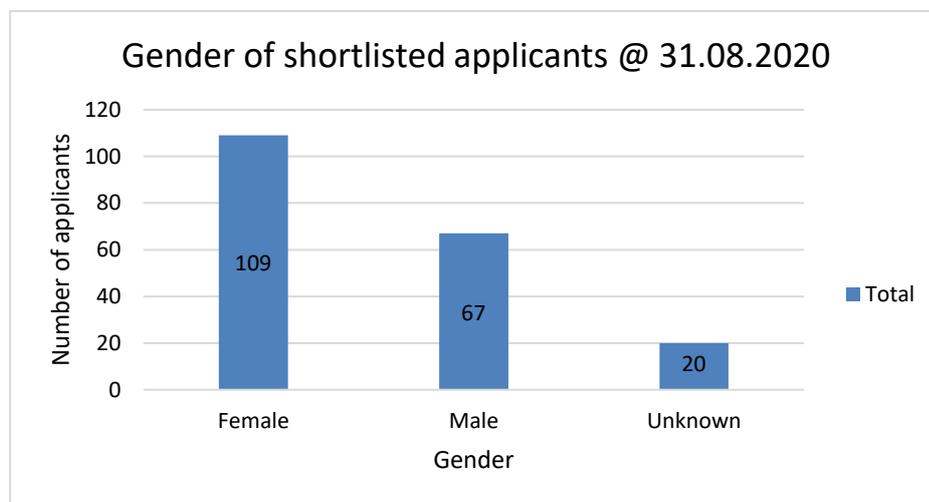
Fig 4 profiles the gender of shortlisted candidates – 01.09.2019 – 31.08.2020

7.4 The sexual orientation of 'shortlisted' applicants was too small to report upon.

8. **Appointees**

8.1 Appointments in each age band evidence the Colleges reputation as an age inclusive employer. However, a pattern of growth of appointees below 30 years who are applying and successfully securing roles with the College is also developing, this is partly informed by the appointment of College apprentices to established posts and young people who would have previously travelled to employment outside of the borough seeking employment in the new career fields available with the College.

Age profile of appointees @ 31.08.2020

Number of appointees (y-axis):
- 16-19: 1
- 20-29: 12
- 30-39: 14
- 40-49: 11
- 50-59: 12
- 60-65: 2
- Unknown: 15

Legend: Total

Fig 5 Age Profile of appointees 01.09.2019 – 31.08.2020

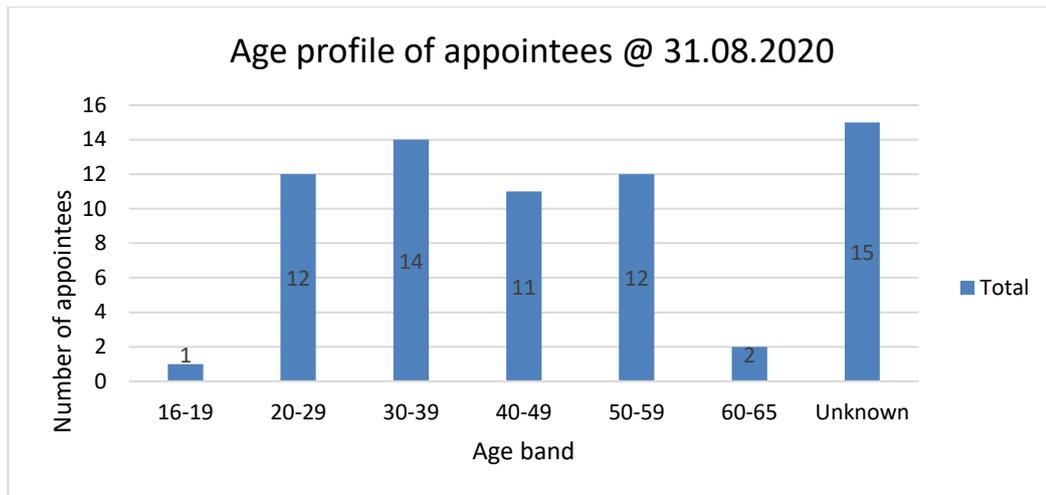8.2 Appointees in the age bands 35-49 continue to cite their reasons for seeking employment with the College as: the corporate reputation, career opportunities, or returning to employment after a maternity break capitalising on the College's employment commitment to offer diverse work patterns (dependent on operational needs)

8.3 Fig 6 profiles the gender distribution of new appointees.

Gender of appointees

- Male 29%
- Female 71%

Legend: Male, Female
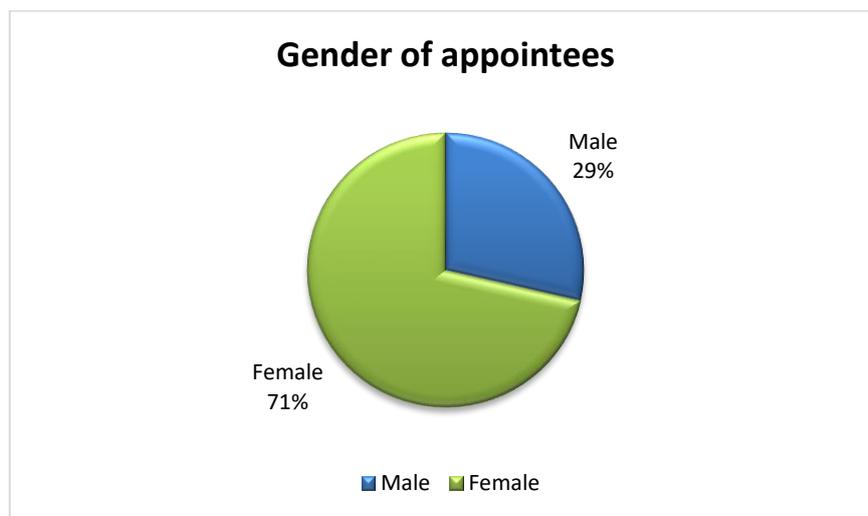
Fig 6 profiles the gender of new appointees for the reporting period (01.09.2019 – 31.08.2020)

8.3i The gender profile of applicants is similar to the wider College Gender representation which is 69% Female staff and 31% Male.

9. Ethnicity of candidates

9.1 92.6% of applicants for College vacancies advised their ethnicity as 'White British.' This aligns with the ethnicity profile for Cheshire East and also compares with the advised ethnicity of the wider FE Sector. The weighting of the College indicator however continues to be cautionary due to a percentage of shortlisted applicants not advising of their ethnicity.

10.   Corporate Profile

10.   **Age**

10.1   The College's age profile is particularly sustaining its growth in the age band 'under 25 years,' (Table 1), this may be attributable to the diverse opportunities provided by the College to develop careers in both new business growth areas and curriculum/professional areas.

10.2   The 'average age' of staff is 47 years 3 months. This closely aligns to the FE Sector 'average age' of staff of 46 years. *(Source: AOC College Key Facts 19).*

Age Profile of Staff	College 2016-2017	FE College Workforce 2016-2017	College 2017-2018	FE College Workforce 2017-2018	College 2018-2019	College @ 2019-2020
Under 25	5%	6%	5%	4%	5.86%	5.85%
25-29	4%	8%	4%	7%	4.95%	4.95%
30-34	9%	9%	5%	10%	4.50%	4.50%
35-39	9%	10%	11%	11%	11.25%	11.26%
40-44	16%	12%	12%	11%	13.97%	14.00%
45-49	12%	14%	14%	14%	10.82%	10.80%
50-54	15%	15%	17%	16%	15.32%	14.86%
55-59	20%	13%	22%	15%	21.17%	21.62%
60 & Over	10%	12%	12%	13%	12.16%	12.16%

Table 1: College Staff & FE Sector Workforce Composition for the period 31.08.16-31.08.20
External Data Source: Frontier Education Workforce Reports - April 2019

Fig 7 Age Band by Gender

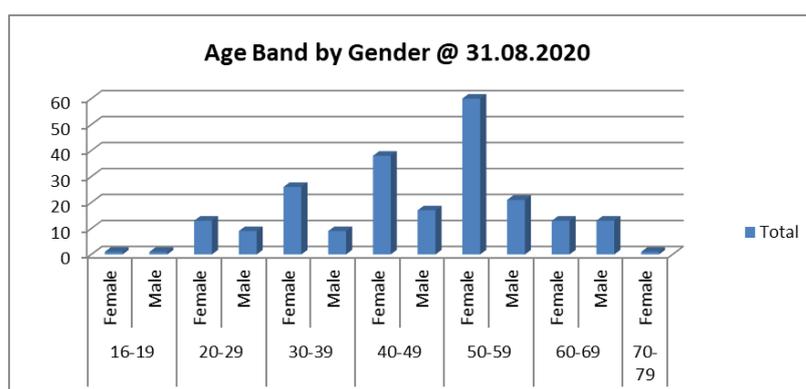### 11.   Disability

11.2   The proportion of employees identified as having a disability under the Equality Act is 14%. The increase in staff notifying of a disability is partly attributable to:

❖ HR communicating the importance both to the individual and corporately of advising of a change of health circumstance. This was last undertaken in March prior to the COVID-19 national lockdown.

- ❖ The increase is also reflective of staffing turnover and
- ❖ staff advising HR of a requirement to 'shield' or a pre-existing medical condition during COVID-19, which was not previously notified to the College.

11.2 Previously the level of staff advising of a learning difficulty/and or disability has been circa 6% which was similar to the wider FE Sector who in their last report *(Source: AoC College Key Facts 2019)* reported it as 5.0%

12. Ethnicity

12.1.1 Using the 'snapshot date' of 31.08.2020 for the reporting of ethnicity of employees in post, 96% of staff advised their ethnicity as 'White British' and 4% advised they were BAME (97% White British - & 3% BAME 2018/2019). This compares with 86% 'White British' for the College's student population and 14% BAME (87% White British & 13% BAME 2018/2019)

13. Gender Profile

13.1 The 'gender' ratio of College staff between the reporting period 2013 – 2020 and the advised FE Sector Trends is profiled below at Table 2:

Academic Year	College Female Staff	FE Sector	College Male Staff	FE Sector
2013	63.50%	63.50%	36.50%	36.50%
2015	66.00%	66.00%	34.00%	34.00%
2017	60.50%	63.00%	39.50%	37.00%
2019	67.25%	61.00%	32.75%	39.00%
2020	69.00%		31.00%	

Table 2 – College Gender Profile period at 31.08.2020. FE Sector ratios source: the 'Department of Education Report College Staff Survey Research Report'

13.2 The gender profile for College academic staff is: 61.36% Female and 38.64% Male

13.3 The gender profile for College business support staff is: 73.13% Female and 26.87% Male.

14 Maternity

14.1 A consultation process during early 2019, which arose from evidence from the Department for Business, Energy & Industrial Strategy (BEIS), the Equality & Human Rights Commission and the Taylor Report, as well as recommendations from the Women and Equalities Select Committee focussed around the Government extending discrimination protection during maternity for women and new parents has been confirmed as the latest workplace reform as a part of the 'Good Work Plan.'

14.2 The Government has also committed to extending the 'protected period' to redundancy to six months after the new mother returns to work – currently the special protections against redundancy finish when maternity leave ends, or two weeks after pregnancy ends for females not entitled to maternity leave.

14.3   Parents returning from adoption, or shared parental leave will also receive the same redundancy protection rights as those identified above.

14.4   Whilst the timeline for the new reforms to be introduced has not been advised, the College will apply this change in advance as best practice.

14.4   The status of staff taking/returning from maternity is shown at Table 3.

Maternity Status	Number of staff
Currently on maternity leave	1
Remaining part-time upon their return	1
Remaining full-time upon their return	1
Changing to part-time employment upon their return	2
Changing to full-time employment upon their return	0
Leaving the College's employ after maternity leave through personal choice	0

Table 3 Maternity Profile for the period ending 31.08.2020

15.   Parental Bereavement Leave

15.1   The Parental Bereavement Leave Regulations 2020 and the Statutory Parental Bereavement Pay (General) Regulations 2020 came into force on 6 April 2020.

15.2   Under this legislation, employed parents and primary carers (including adopters, foster parents and guardians as well as more informal groups such as close relatives and family friends who have taken responsibility for the child's care in the absence of parents are entitled to:

> ➢ a statutory minimum of two weeks' parental bereavement leave (known as Jack's law) following circumstances where there is the loss of a child under the age of 18, a stillbirth (from 24 weeks of pregnancy), irrespective of their length of service.
> ➢ Leave may be taken as a single block, or in two separate blocks of one week and may be taken at any time in the period of 56 weeks after the child's death to allow time for moments such as anniversaries, and notice requirements will be flexible so leave may in be able to be taken without prior notice.

15.4   Parents with at least 26 weeks continuous service who earn on average at least the minimum pay threshold per week (before tax) will receive Parental Bereavement Leave statutory pay.

16.   Religion,

16.1   Christianity remains the predominant religion of staff during the last three reporting years.

16.2   There are slight fluctuations in the data in relation to staff disclosing other religions however, these are too small upon which to report.

16.3   At present there continues to be no sector benchmarks for religion and belief, however the College continues to align with the community demographic profile.

16.4   The College seeks to accommodate the religious needs of staff wherever this is reasonably practical, usually through the use of flexible working practices.

17. Belief

17.1 A ruling on the 3 January 2020 found that ethical veganism (based on the desire to avoid all forms of animal exploitation) is protected under the Equality Act as a philosophical belief, as it was found it had the necessary characteristics of a cohesive approach to life and did not conflict with the rights of others.

17.2 Employment considerations, required by organisations are already adhered to by the College and therefore indirect discrimination should not apply, such examples are:

> ➤ College equality polices which refer to religion, or belief and therefore this will include ethical veganism
> ➤ College catering for vegans

18. Sexual Orientation

18.1 Monitoring of this 'protected characteristic' is a sensitive issue, the College is unable to report on this protected characteristic, as the data provided is too low to provide a meaningful analysis.

19. Partner leave

19.1 The College is to rename the 'Paternity Leave Policy' to 'Partner Leave Policy' to emphasise that it is inclusive of partners of all sexes. This practice is endorsed by Stonewall in their Workplace Equality Top 100 Employers index.

19.2 During the period of report, one employee exercised their right to take 'Partner Leave.'

20. Shared Parental Leave

20.1 No requests have been received during the reporting year.

21 Adoption Leave

21.1 No requests for adoption leave have been received during the reporting year.

22. Staff Development

22.1 During the first trimester all staff with the exception of those who have on-boarded during this period have been required to comply with the legislative requirement to read the Department for Education 'Keeping Children Safe in Education' – September 2019 guidance to ensure a safe environment in which children can learn.

22.2 Aligned with statutory compliance regulations safeguarding refresher courses for all staff has been held which has included focus on all new substantive changes.

22.3 Cheshire East facilitated a one day 'Safer Recruitment' programme to all personnel involved with corporate recruitment activity in February 2020.

22.4 To complement the above training activity, all staff have been required to refresh their knowledge of Prevent and Channel.
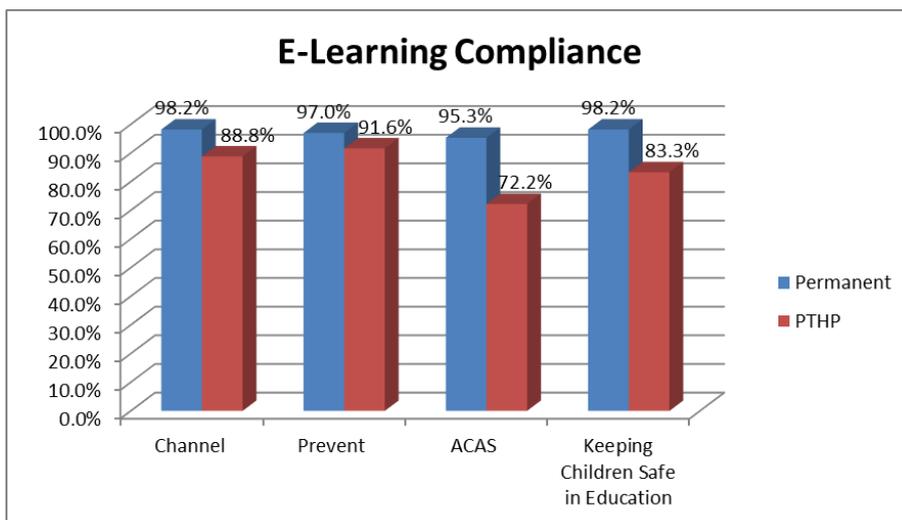
Corporate on-boarding training compliance

E-Learning Compliance

Fig 9 profiles E-learning compliance for all staff @ 31.08.2020

23.   **Employment - Grievances and Disciplinaries**

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