

# Annual Employee Information

**2016-2017**

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## Annual Employee Information 2013 – 2015

This report details the College's progress in gathering and using employee information to better meet the general equality duty.

The general equality duty requires the College to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010.
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

In April 2013, the College published its Equality Report and Mainstreaming Plan 2013-2017 to report on how the College planned to meet its general equality duty. The 2013 Report provided baseline staff information for the composition of the College's employees broken down by protected characteristics; and recruitment, development and retention of employees broken down by protected characteristics. This baseline information informed the equality outcomes that were set in the Mainstreaming Plan.

This report provides staff information for 2016 to 2017 for the College's staffing composition, recruitment, development and retention (leavers) by protected characteristics and a narrative on how the College has used this information to better perform the general equality duty. Staff information for 2013 to 2015 can be reviewed in the report Annual Employee Information 2013-2015. A fuller report on how the College has used its staff information to embed equality and meet the general equality duty is contained in the report Progress in achieving Equality Outcomes 2013-2017, and the Equality Mainstreaming 2017 Report. All of these reports can be found on the College's website.

The main focus for the College regarding staff information over the past 4 years has been staff training and raising awareness of equality and diversity matters to meet the general equality duty, and improving systems for gathering and reviewing staff information for the 9 protected characteristics. A comprehensive range of equality and diversity training has been delivered to staff, and leaflets for protected characteristics data gathering have been attached to staff payslips to explain why we gather this information, what it will be used for, and asking staff to update their personal information on the self-service HR Information System. Six monthly e-mails are sent to staff to ask them to review and update their protected characteristic information on the self-service HR Information System. The College has introduced a new on-line recruitment module which collects data on all 9 protected characteristics. The College has reviewed the recorded staff data to assist it to better meet the general equality duty.

The College is confident that progress is being made. The staff survey undertaken in 2016 demonstrated a general upward trend in a number of staff equality and diversity training and awareness indicators from the 2012 staff survey as follows:

Mean	2012	2013	2014	2016
I understand my personal responsibilities for ensuring and promoting equality at work:	4.2	4.3	4.3	4.3
I have received effective equality training:	4.1	Not asked	4.2	4.1
I am aware of Perth College's schemes in relation to equalities:	4.0	Not asked	4.1	4.1

A mean score of 3.5 and above is good and a mean score of 4.0 and above is very good – the maximum mean is 5.

The tables that follow will also demonstrate an increase in the number of staff engaging with the protected characteristics data gathering exercises undertaken by the College. An \* in a table means that the number stated is so small that it has been removed for data protection purposes.

### Composition of College Staff Broken Down by Protected Characteristics as at January 2017 and January 2016

The following tables provide a breakdown of the composition of the College's staff by protected characteristic as at January 2017 and January 2016.

2017			2016		
Age Band	No of Staff	% of Staff	Age Band	No of Staff	% of Staff
16 to 20	4	0.69	16 to 20	1	0.18
21 to 25	15	2.58	21 to 25	12	2.13
26 to 30	39	6.71	26 to 30	35	6.21
31 to 35	56	9.64	31 to 35	57	10.11
36 to 40	72	12.39	36 to 40	66	11.70
41 to 45	78	13.43	41 to 45	83	14.72
46 to 50	86	14.80	46 to 50	87	15.43
51 to 55	86	14.80	51 to 55	79	14.01
56 to 60	77	13.25	56 to 60	80	14.18
61 to 65	45	7.75	61 to 65	47	8.33
66 to 70	15	2.58	66 to 70	12	2.13
Over 70	8	1.38	Over 70	5	0.89
	581	100.00		564	100.00

**Age** – Staff aged between 41 and 60 continue to make up the majority of the College's staff at around 56% of overall staff, however, the percentage of staff in this age group has decreased by 2% between 2016 and 2017, and the percentage of younger people employed at the College has increased by 2%. The percentage of staff employed in the 60+ age group has remained constant at around 11% for the past 4 years. The College does not operate a mandatory retirement age and staff can continue to work beyond age 65. The College's recruitment procedures ensure there is no unlawful discrimination and robust shortlisting and interview scoring arrangements are in place. The recruitment procedures do not allow the stipulation of a specific number of years of experience as younger people may not meet such a requirement.

2017		
Disability Status	No of Staff	% of Staff
Disabled	30	5.16
Not Disabled	551	94.84
	581	100.00

2016		
Disability Status	No of Staff	% of Staff
Disabled	27	4.79
Not Disabled	537	95.21
	564	100.00

**Disability** – There has been a slight increase in the number of disabled people employed by the College from 2016 to 2017. In 2013 there were 21 staff who disclosed they had a disability, and this has increased to 30 in 2017.

2017		
Ethnic Origin	No of Staff	% of Staff
White UK	464	79.86
Other White	40	6.88
BME (Black and Minority Ethnic)	14	2.41
Blank	39	6.71
Unknown	23	3.96
Not Disclosed	1	0.17
	581	100.00

2016		
Ethnic Origin	No of Staff	% of Staff
White	468	82.98
Other White	41	7.27
BME (Black and Minority Ethnic)	13	2.30
Blank	15	2.66
Unknown	25	4.43
Not Disclosed	2	0.35
Unknown	64	12.01
	564	100.00

**Ethnic Origin** – There has been a slight increase in the number of black, minority and ethnic (BME) people employed by the College between 2016 and 2017. The College directly promotes vacancies to BME groups to encourage applicants from this community to apply. The number of White Other staff has remained steady at around 40 in 2017. The College aimed to reduce the number of staff choosing 'unknown/not disclosed' in the self-service HR Information System (HRIS) and although this number reduced between 2013 and 2016, it has increased in 2017. The College will continue to raise awareness of the importance of disclosing information on protected characteristics via a 6-monthly e-mail to staff to ask them to update their protected characteristic information in their personal HRIS account.

2017		
Sex	No of Staff	% of Staff
Female	353	60.76
Male	227	39.07
Other	*	0.17
	581	100.00

2016		
Sex	No of Staff	% of Staff
Female	352	62.41
Male	210	37.23
Unknown	*	0.35
	564	100.00

**Sex** – Females continue to make up the majority of the College's staff at just over 60% of total staff, although this a 1.65% decrease from 2016. There are 21% more women than men in the College workforce. The College has piloted paid Facebook recruitment advertising to target males to apply for College vacancies and this pilot will continue, evaluated and impact reported on in the 2019 Report.

<b>2017</b>		
<b>Sexual Orientation</b>	<b>No of Staff</b>	<b>% of Staff</b>
Bisexual	*	*
Heterosexual	292	50.26
Homosexual	5	0.86
Not Disclosed/Prefer Not to Say	53	9.12
Blank	229	39.41
	581	100.00

<b>2016</b>		
<b>Sexual Orientation</b>	<b>No of Staff</b>	<b>% of Staff</b>
Bisexual	*	*
Heterosexual	256	45.39
Homosexual	3	0.53
Not Disclosed	44	7.80
Prefer Not to Say	9	1.60
Blank	250	44.33
	564	100.00

**Sexual Orientation** – The College aimed to reduce the number of staff choosing 'unknown/not disclosed/blank' in the self-service HR information system and raised awareness of the importance of disclosing information on protected characteristics via an information leaflet attached to staff payslips and 6-monthly e-mail reminders. Also a statement encouraging staff to disclose protected characteristics was added to the log-in page of the self-service HR system with the aim of increasing disclosure. The number of staff choosing the 'unknown/not disclosed/blank' option for sexual orientation is on a downward trend and has decreased from 80% in 2013 to 48% in 2017.

<b>2017</b>		
<b>Marital Status</b>	<b>No of Staff</b>	<b>% of Staff</b>
Co-Habiting	39	6.71
Divorced	25	4.30
Married	250	43.03
Separated	9	1.55
Single	97	16.70
Widowed	7	1.20
Blank	27	4.65
Prefer Not to Say	7	1.20
Unknown	120	20.65
<b>Total</b>	581	100.00

<b>2016</b>		
<b>Marital Status</b>	<b>No of Staff</b>	<b>% of Staff</b>
Co-Habiting	34	6.03
Divorced	25	4.43
Married	242	42.91
Civil Partnership	0	0.00
Separated	9	1.60
Single	91	16.13
Widowed	5	0.89
Blank	6	1.06
Prefer Not to Say	5	0.89
Unknown	147	26.06
	564	100.00

**Marital Status** – The College aimed to reduce the number of staff choosing 'unknown/not disclosed/blank' in the self-service HR information system and raised awareness of the importance of disclosing information on protected characteristics via an information flyer attached to staff payslips and a statement on the log-in page of the self-service HR system. The number of staff choosing the 'unknown/not disclosed/blank' option has decreased from 42.9% in 2013 to 26.5% in 2017.

2017		
Gender Reassignment	No of Staff	% of Staff
Not Applicable	200	25.14
Blank	373	73.94
Prefer Not to Say	8	1.38
Trans-Female	0	0.00
Trans-Male	0	0.00
	581	100.00

2016		
Gender Reassignment	No of Staff	% of Staff
Not Applicable	174	30.85
Blank	384	68.09
Prefer Not to Say	6	1.06
Trans-Female	0	0.00
Trans-Male	0	0.00
	564	100.00

2017		
Do you Identify as being a Transgender or Trans Person?	No of Staff	% of Staff
No	235	40.45
Blank	338	58.18
Yes	0	0.00
Prefer Not to Say	8	1.38
	581	100.00

2016		
Do you Identify as being a Transgender or Trans Person?	No of Staff	% of Staff
No	188	33.33
Blank	368	65.25
Yes	0	0.00
Prefer Not to Say	8	1.42
	564	100.00

**Gender Reassignment and Transgender** – The College reviewed its monitoring categories for protected characteristics and identified a gap for gender re-assignment and transgender and added in this field to the HR Information System. Staff data for this category is now being monitored. The College aimed to reduce the number of staff choosing to leave this field blank or prefer not to say in the self-service HR information system and raised awareness of the importance of disclosing information on protected characteristics via an information flyer attached to staff payslips and a statement on the log-in page of the self-service HR system. The number of staff choosing to leave the gender reassignment field blank/prefer not to say is on a downward trend and has decreased from 88% in 2014 to 65.6% in 2017. The number of staff choosing to leave the transgender field blank/prefer not to say has decreased from 86.1% in 2014 to 59.5% in 2017.

2017		
Pregnancy and Maternity: Do you have a child under the age of 12 months?	No of Staff	% of Staff
No	244	42.00
Blank	325	55.94
Yes	6	1.03
Prefer Not to Say	6	1.03
	581	100.00

2016		
Pregnancy and Maternity: Do you have a child under the age of 12 months?	No of Staff	% of Staff
No	192	34.04
Blank	359	63.65
Yes	7	1.24
Prefer Not to Say	6	1.06
	564	100.00

**Pregnancy and Maternity** – The College reviewed its monitoring categories for protected characteristics and identified a gap for pregnancy and maternity and added in this field to the HR Information System. Staff data for this category is now being monitored. The College aimed to reduce the number of staff choosing to leave this field blank/prefer not to say in the self-service HR information system and raised awareness of the importance of

disclosing information on protected characteristics via an information flyer attached to staff payslips and a statement on the log-in page of the self-service HR system. The number of staff choosing to leave this field blank/prefer not to say has decreased from 85.9% in 2014 to 56.9% in 2017.

<b>2017</b>		
<b>Religion and Belief</b>	<b>No of Staff</b>	<b>% of Staff</b>
Agnostic	11	1.89
Atheist	16	2.75
Baptist	0	0.00
Blank	237	40.79
Buddhism	*	0.17
Catholic	12	2.07
Christian	60	10.33
Church of England	6	1.03
Church of Scotland	43	7.40
Episcopalian	*	0.52
Humanist	*	0.17
Jehovah's Witness	*	0.17
None	56	9.64
Not Applicable	51	8.78
Not Disclosed	57	9.81
Possibilian	*	0.17
Presbyterian	*	0.52
Protestant	10	1.72
Roman Catholic	7	1.20
Scottish Episcopalian	*	0.17
Spiritualist	*	0.34
Veganism	*	0.17
Vegetarianism	*	0.17
	581	100.00

<b>2016</b>		
<b>Religion and Belief</b>	<b>No of Staff</b>	<b>% of Staff</b>
Agnostic	8	1.42
Atheist	17	3.01
Baptist	*	0.18
Blank	249	44.15
Buddhism	*	0.18
Catholic	11	1.95
Christian	48	8.51
Church of England	6	1.06
Church of Scotland	35	6.21
Episcopalian	*	0.53
Humanist	*	0.18
Jehovah's Witness	*	0.18
None	52	9.22
Not Applicable	44	7.80
Not Disclosed	45	7.98
Orthodox	*	0.18
Prefer Not to Say	16	2.84
Presbyterian	*	0.53
Protestant	11	1.95
Roman Catholic	6	1.06
Scottish Episcopalian	*	0.18
Spiritualist	*	0.35
Veganism	*	0.18
Vegetarianism	1	0.18
	564	100.00

**Religion and Belief** – The College aimed to reduce the number of staff choosing to leave this field blank or not disclose in the self-service HR information system and raised awareness of the importance of disclosing information on protected characteristics via an information flyer attached to staff payslips and a statement on the log-in page of the self-service HR system. The number of staff choosing to leave this field blank is on a downward trend and has decreased from 68% in 2013 to 59% in 2017.



## Staff Recruitment Broken Down by Protected Characteristics as at January 2017 and January 2016

The following tables provide a breakdown of College recruitment by protected characteristic as at January 2017 and January 2016. The protected characteristic data for recruitment can vary from 'number of applicants' to 'appointed' because applicants may choose not to disclose their protected characteristic at submission of application but will do so on appointment.

2017						
Age Band	No of Applicants	% of Applicants	Interviewed	% Interviewed	Appointed	% Appointed
16 to 20	6	0.49	0	0.00	0	0.00
21 to 25	26	2.11	0	0.00	0	0.00
26 to 30	50	4.06	3	1.00	1	0.93
31 to 35	51	4.14	2	0.66	1	0.93
36 to 40	52	4.22	3	1.00	2	1.85
41 to 45	44	3.57	2	0.66	0	0.00
46 to 50	43	3.49	4	1.33	1	0.93
51 to 55	40	3.25	1	0.33	1	0.93
56 to 60	20	1.62	0	0.00	0	0.00
61 to 65	14	1.14	0	0.00	0	0.00
66 to 70	0	0.00	0	0.00	0	0.00
Over 70	2	0.16	0	0.00	0	0.00
Blank	884	71.75	286	95.02	102	94.44
	1232	100.00	301	100.00	108	

2016						
Age Band	No of Applicants	% of Applicants	Interviewed	% Interviewed	Appointed	% Appointed
16 to 20	17	1.63	3	1.02	1	1.11
21 to 25	111	10.66	19	6.44	6	6.67
26 to 30	163	15.66	38	12.88	11	12.22
31 to 35	147	14.12	38	12.88	15	16.67
36 to 40	118	11.34	36	12.20	10	11.11
41 to 45	109	10.47	34	11.53	10	11.11
46 to 50	122	11.72	36	12.20	12	13.33
51 to 55	93	8.93	34	11.53	10	11.11
56 to 60	77	7.40	30	10.17	11	12.22
61 to 65	16	1.54	7	2.37	1	1.11
66 to 70	4	0.38	0	0.00		0.00
Over 70	1	0.10	0	0.00		0.00
Blank	62	6.05	20	6.78	3	3.33
	1041	100.00	295		90	

**Age** – There has been a significant increase in the number of applicants leaving the age data field blank and it is therefore not possible to draw any meaningful trends from the 2017 data. This will be investigated and reported on in 2018.

<b>2017</b>						
<b>Disability Status</b>	<b>No of Applicants</b>	<b>% of Applicants</b>	<b>Interviewed</b>	<b>% Interviewed</b>	<b>Appointed</b>	<b>% Appointed</b>
Disabled	48	3.90	19	6.31	4	3.70
Not Disabled	1184	96.10	282	93.69	104	96.30
	1232	100.00	301	100.00	108	100.00

<b>2016</b>						
<b>Disability Status</b>	<b>No of Applicants</b>	<b>% of Applicants</b>	<b>Interviewed</b>	<b>% Interviewed</b>	<b>Appointed</b>	<b>% Appointed</b>
Disabled	34	3.27	13	4.41	4	4.44
Not Disabled	1007	96.73	282	95.59	86	95.56
	1041	100.00	295		90	

**Disability** – The percentage of disabled applicants interviewed has been on an upward trend from 3.57% in 2014 to 6.31% in 2017. The percentage of disabled people appointed is also on an upward trend from 2.8% in 2014 to 3.7% in 2017.

<b>2017</b>						
<b>Ethnic Origin</b>	<b>No of Applicants</b>	<b>% of Applicants</b>	<b>Interviewed</b>	<b>% Interviewed</b>	<b>Appointed</b>	<b>% Appointed</b>
White UK	773	62.74	202	67.11	66	61.11
Other White	207	16.80	33	10.96	13	12.04
BME (Black and Minority Ethnic)	98	7.95	9	2.99	1	0.93
Blank	125	10.15	49	16.28	25	23.15
Unknown	7	0.57	4	1.33	1	0.93
Not Disclosed	4	0.32	0	0.00	0	0.00
Prefer Not to Say	18	1.46	4	1.33	2	1.85
<b>Total</b>	1232	100.00%	301	100.00%	108	100.00%

<b>2016</b>						
<b>Ethnic Origin</b>	<b>No of Applicants</b>	<b>% of Applicants</b>	<b>Interviewed</b>	<b>% Interviewed</b>	<b>Appointed</b>	<b>% Appointed</b>
White	694	66.67	224	75.93	71	78.89
Other White	142	13.64	40	13.56	10	11.11
BME (Black and Minority Ethnic)	115	11.05	9	3.05	2	2.22
Blank	84	8.07	22	7.46	7	7.78
Unknown	3	0.29	0	0.00	0	0.00
Not Disclosed	3	0.29	0	0.00	0	0.00
	1041	100.00	295	100.00%	90	100.00%

**Ethnicity** – The College advertises vacancies to BME community groups and there has been a steady increase in the number of BME job applicants – 59 in 2014, 79 in 2015, 115 in 2016 and 98 in 2017. The percentage of BME applicants interviewed and appointed has been on a downward trend and this will be addressed under the 2017-2021 Equality Outcome – Equality for students and staff from minority ethnic backgrounds is ensured.

<b>2017</b>						
<b>Sex</b>	<b>No of Applicants</b>	<b>% of Applicants</b>	<b>Interviewed</b>	<b>% Interviewed</b>	<b>Appointed</b>	<b>% Appointed</b>
Female	202	16.40	76	25.25	39	36.11
Male	165	13.39	52	17.28	22	20.37
Blank	864	70.13	173	57.48	47	43.52
Unknown	1	0.08	0	0.00	0	0.00
	1232	100.00%	301	100.00	108	100.00

<b>2016</b>						
<b>Sex</b>	<b>No of Applicants</b>	<b>% of Applicants</b>	<b>Interviewed</b>	<b>% Interviewed</b>	<b>Appointed</b>	<b>% Appointed</b>
Female	595	57.16	179	60.68	55	61.11
Male	412	39.58	114	38.64	33	36.67
Blank	32	3.07	2	0.68	2	2.22
Unknown	2	0.19				
	1041	100.00	295		90	

**Sex** – From 2014, the majority of applicants, those interviewed and those appointed have been female and this is reflected in the current staff composition. The significant increase in applicants leaving this field blank will be investigated and addressed. The paid Facebook staff recruitment pilot targeting males to apply for vacancies will continue and be evaluated for impact.

<b>2017</b>						
<b>Sexual Orientation</b>	<b>No of Applicants</b>	<b>% of Applicants</b>	<b>Interviewed</b>	<b>% Interviewed</b>	<b>Appointed</b>	<b>% Appointed</b>
Asexual	0	0.00	0	0.00	0	0.00
Bisexual	21	1.70	1	0.33	0	0.00
Gay	1	0.08	1	0.33	1	0.93
Heterosexual	853	69.24	186	61.79	55	50.93
Homosexual	28	2.27	5	1.66	2	1.85
Lesbian	2	0.16	0	0.00	0	0.00
Not Applicable	0	0.00	0	0.00	0	0.00
Not Disclosed	7	0.57	2	0.66	0	0.00
Other	0	0.00	0	0.00	0	0.00
Pansexual	0	0.00	0	0.00	0	0.00
Prefer Not to Say	37	3.00	3	1.00	2	1.85
Blank	283	22.97	103	34.22	48	44.44
Unknown	0	0.00	0	0.00	0	0.00
	1232	100.00	301	100.00	108	100.00

<b>2016</b>						
<b>Sexual Orientation</b>	<b>No of Applicants</b>	<b>% of Applicants</b>	<b>Interviewed</b>	<b>% Interviewed</b>	<b>Appointed</b>	<b>% Appointed</b>
Asexual	0	0.00	0	0	0	0
Bisexual	3	0.29	1	0.34	0	0
Gay	2	0.19	1	0.34	1	1.11
Heterosexual	322	30.93	100	33.90	25	27.78
Homosexual	0		0	0	0	0
Lesbian	0		0	0	0	0
Not Applicable	1	0.10	1	0.34		0
Not Disclosed	2	0.19	1	0.34	0	0
Other	1	0.10	0	0	0	0
Pansexual	0		0	0	0	0
Prefer Not to Say	0		0	0	0	0
Blank	690	66.28	189	64.07	64	71.11
Unknown	20	1.92	2	0.68	0	0
	1041	100.00	295	0	90	0

**Sexual Orientation** – The percentage of applicants who chose not to disclose or left the field blank has decreased from 44.8% in 2014 to 26.5% in 2017. The large number of blank fields in 2016 has reduced in 2017.

<b>2017</b>						
<b>Marital Status</b>	<b>No of Applicants</b>	<b>% of Applicants</b>	<b>Interviewed</b>	<b>% Interviewed</b>	<b>Appointed</b>	<b>% Appointed</b>
Co-Habiting	146	11.85	40	13.29	15	13.89
Divorced	37	3.00	7	2.33	3	2.78
Married	418	33.93	102	33.89	30	27.78
Civil Partnership	18	1.46	3	1.00	3	2.78
Separated	19	1.54	7	2.33	2	1.85
Single	423	34.33	82	27.24	27	25.00
Widowed	10	0.81	3	1.00	1	0.93
Blank	127	10.31	44	14.62	22	20.37
Prefer Not to Say	15	1.22	4	1.33	2	1.85
Unknown	19	1.54	9	2.99	3	2.78
	1232	100.00	301	100.00	108	100.00

<b>2016</b>						
<b>Marital Status</b>	<b>No of Applicants</b>	<b>% of Applicants</b>	<b>Interviewed</b>	<b>% Interviewed</b>	<b>Appointed</b>	<b>% Appointed</b>
Co-Habiting	96	9.22	40	13.56	16	17.78
Divorced	46	4.42	19	6.44	7	7.78
Married	404	38.81	110	37.29	30	33.33
Civil Partnership	9	0.86				
Separated	21	2.02	6	2.03	2	2.22
Single	369	35.45	87	29.49	22	24.44
Widowed	7	0.67	4	1.36		
Blank	69	6.63	22	7.46	11	12.22
Prefer Not to Say	8	0.77	2	0.68	1	1.11
Unknown	12	1.15	5	1.69	1	1.11
	1041	100.00	295		90	

**Marital Status** – Married people form the biggest single grouping for applicants, those interviewed and those appointed and this trend has continued since 2014.

<b>2017</b>						
<b>Religion and Belief</b>	<b>No of Applicants</b>	<b>% of Applicants</b>	<b>Interviewed</b>	<b>% Interviewed</b>	<b>Appointed</b>	<b>% Appointed</b>
Agnostic	55	4.46	7	2.33	0	0
Anglian	0	0	0	0	0	0
Atheist	77	6.25	21	6.98	5	4.63
Bahai	0	0	0	0	0	0
Baptist	1	0.08	0	0	0	0
Bible Believing	0	0	0	0	0	0
Buddhism	5	0.41	1	0.33	0	0.00
Catholic	100	8.12	13	4.32	3	2.78
Catholic, Buddhist, Taoist	0	0	0	0	0	0
Christian	143	11.61	29	9.63	10	9.26
Christian – Seventh Day Adventist	0	0	0	0	0	0
Church of England	11	0.89	3	1.00	0	0
Church of England (Non-Practicing)	0	0	0	0	0	0
Church of Scotland	71	5.76	15	4.98	3	2.78
Episcopalian	2	0.16	1	0.33	0	0
Hindu	16	1.30	3	1.00	0	0
Humanism	11	0.89	2	0.66	1	0.93
Islam	0	0	0	0	0	0
Islam – Muslim	0	0	0	0	0	0
Jain, Hindu	0	0	0	0	0	0

<b>2017</b>						
<b>Religion and Belief</b>	<b>No of Applicants</b>	<b>% of Applicants</b>	<b>Interviewed</b>	<b>% Interviewed</b>	<b>Appointed</b>	<b>% Appointed</b>
Jehovah's Witness	1	0.08	0	0	0	0
Jewish	0	0	0	0	0	0
Lapsed Catholic	0	0	0	0	0	0
Lutheran	0	0	0	0	0	0
Methodist	0	0	0	0	0	0
Muslim	0	0	0	0	0	0
Not Applicable	49	3.98	9	2.99	0	0
Non Conformist	0	0	0	0	0	0
Non Denominational	0	0	0	0	0	0
None	291	23.62	64	21.26	26	24.07
Not Disclosed	15	1.22	5	1.66	1	0.93
Orthodox	7	0.57	1	0.33	0	0
Other	0	0	0	0	0	0
Pagan	2	0.16	1	0.33	0	0
Pantheist	1	0.08	0	0	0	0
Pentecostal	0	0	0	0	0	0
Prefer not to say	31	2.52	7	2.33	5	4.63
Presbyterian	1	0.08	0	0	0	0
Protestant	20	1.62	6	1.99	1	0.93
Protestant Christian	0	0	0	0	0	0
Quaker	0	0	0	0	0	0
Roman Catholic	23	1.87	8	2.66	2	1.85
Scottish Episcopal	0	0	0	0	0	0
Spiritualist	2	0.16	1	0.33	1	0.93
Veganism	1	0.08				
Vegetarianism	5	0.41	1	0.33	1	0.93
Zionist	0	0	0	0	0	0
Blank	291	23.62	103	34.22	49	45.37
	1232	100.00	301	100.00	108	100.00

<b>2016</b>						
<b>Religion and Belief</b>	<b>No of Applicants</b>	<b>% of Applicants</b>	<b>Interviewed</b>	<b>% Interviewed</b>	<b>Appointed</b>	<b>% Appointed</b>
Agnostic	10	0.96	4	1.36	1	1.11
Anglian						
Atheist	19	1.83	6	2.03	3	3.33
Bahai						
Baptist						
Bible Believing	1	0.10				
Buddhism	5	0.48	1	0.34	1	1.11
Catholic	16	1.54	8	2.71		
Catholic, Buddhist, Taoist						
Christian	77	7.40	27	9.15	6	6.67

<b>2016</b>						
<b>Religion and Belief</b>	<b>No of Applicants</b>	<b>% of Applicants</b>	<b>Interviewed</b>	<b>% Interviewed</b>	<b>Appointed</b>	<b>% Appointed</b>
Christian – Seventh Day Adventist						
Church of England	8	0.77	5	1.69	1	1.11
Church of England (Non-Practicing)						
Church of Scotland	15	1.44	3	1.02		
Hindu	11	1.06				
Humanism			1	0.34		
Islam	9	0.86	1	0.34		
Islam – Muslim						
Jain, Hindu	3	0.29				
Jehovah's Witness						
Jewish	1	0.10				
Lapsed Catholic						
Lutheran	2	0.19	2	0.68	2	2.22
Methodist	1	0.10				
Muslim	17	1.63				
Not Applicable	16	1.54	2	0.68	1	1.11
Non Conformist						
Non Denominational						
None	108	10.37	36	12.20	9	10.00
Not Disclosed	2	0.19	1	0.34		
Orthodox	1	0.10				
Other						
Pentecostal	1	0.10				
Prefer Not to Say	1	0.10				
Protestant	5	0.48	3	1.02		
Protestant Christian						
Quaker						
Roman Catholic	9	0.86	3	1.02	1	1.11
Scottish Episcopal	2	0.19				
Spiritualist	1	0.10				
Zionist						
Blank	700	67.24	192	65.08	65	72.22
	1041	100.00	295		90	

## Religion and Belief

The percentage of applicants who chose not to disclose their religion or belief is 50.9% in 2017. This is an improvement from 2015 when 68% chose not to disclose. For those who did disclose, the majority were of Christian faith.

2017		
Gender Reassignment	No of Applicants	% of Applicants
Not Applicable	681	55.28
Blank	527	42.78
Prefer Not to Say	11	0.89
Trans-Female	3	0.24
Trans-Male	10	0.81
	1232	100.00

2017		
Do you Identify as being a Transgender or Trans Person?	No of Applicants	% of Applicants
No	20	1.62
Blank	1212	98.38
Yes	0	0.00
Prefer Not to Say	0	0.00
	1232	100.00

**Transgender and Gender Reassignment** – The College invested in an upgraded on-line recruitment module that captures data on all 9 protected characteristics and the College can now report on recruitment data for the protected characteristic of Transgender/Gender Reassignment. The above table shows the data available at the time of publishing this report and this will be built on as the College works towards achieving our Equality Outcomes 2017-2021 and progress will be reported on in 2019.

2017		
Pregnancy and Maternity: Do you have a child under the age of 12 months?	No of Applicants	% of Applicants
No	793	64.37
Blank	403	32.71
Yes	29	2.35
Prefer Not to Say	7	0.57
	1232	100

**Pregnancy/Maternity** – The College invested in an upgraded on-line recruitment module that captures data on all 9 protected characteristics and the College can now report on recruitment data for the protected characteristic of Pregnancy/Maternity. The above table shows the data available at the time of publishing this report and this will be built on as the College works towards achieving our Equality Outcomes 2017-2021 and progress will be reported on in 2019.



## Staff Development Broken Down by Protected Characteristics as at January 2017 and January 2016

The following tables provide a breakdown of staff development by protected characteristic as at January 2017 and January 2016.

2017		
Age Band	No of Training Days	% of Total
16 to 20	6.36	0.22
21 to 25	27.31	0.94
26 to 30	260.82	9.01
31 to 35	283.82	9.80
36 to 40	378.09	13.06
41 to 45	345.67	11.94
46 to 50	582.9	20.13
51 to 55	438.84	15.15
56 to 60	398.37	13.76
61 to 65	161.63	5.58
66 to 70	11.5	0.40
Over 70	0.7	0.02
	2896.01	100.00

2016		
Age Band	No of Training Days	% of Total
16 to 20	0	0.00
21 to 25	16.8	0.58
26 to 30	150.5	5.21
31 to 35	179	6.20
36 to 40	324.5	11.23
41 to 45	760.9	26.34
46 to 50	452.6	15.67
51 to 55	459.6	15.91
56 to 60	360.4	12.47
61 to 65	170	5.88
66 to 70	12	0.42
Over 70	2.8	0.10
	2889.1	100.00

**Age** – In 2017, the majority of CPD is undertaken by staff aged between 41 and 60 years old – 61%, though this percentage is down from 70% in 2016, it does reflect the College's staffing composition which shows that the majority of staff – 56.2% – are aged between 41 and 60.

2017		
Disability Status	No of Training Days	% of Total
Not Disabled	2,642.05	91.23
Disabled	253.96	8.77
<b>Totals</b>	2,896.01	100

2016		
Disability Status	No of Training Days	% of Total
Not Disabled	2,711.10	94
Disabled	177.9	6
<b>Totals</b>	2,889.00	100

**Disability** – In 2017, just under 9% of CPD activity is undertaken by disabled staff. This is an increase from 2016 and a significant increase from 2014 when 1.13% of CPD activity was undertaken by disabled staff. Overall, 5.16% of staff have recorded that they have a disability therefore the percentage of CPD activity undertaken by disabled staff is a positive trend.

2017		
Ethnic Origin	No of Training Days	% of Total
White UK	2492.77	86.08
BME (Black and Minority Ethnic including other white)	270.2	9.33
Blank	68.39	2.36
Unknown	64.09	2.21
Not Disclosed	0.56	0.02
	2896.01	100.00

2016		
Ethnic Origin	No of Training Days	% of Total
White UK	2630.5	91.05
BME (Black and Minority Ethnic including other white)	143.6	4.97
Blank	23	0.80
Unknown	89.1	3.08
Not Disclosed	2.9	0.10
	2889	

**Ethnic Origin** – Over 9% of CPD activity is undertaken by BME staff in 2017, an increase from 4.97% in 2016, and this is reflective of the 2017 staffing composition as 9.29% of staff fall into the BME (including white other) category.

2017		
Sex	No of Training Days	% of total
Female	1831.8	63.25
Male	1062.86	36.70
Other	1.35	0.05
	2896.01	100.00

2016		
Sex	No of Training Days	% of Total
Female	1951.9	67.56
Male	937.2	32.44
Unknown	0	0.00
	2889	100.00

**Sex** – In 2017, the majority of CPD activity continues to be undertaken by women, and this reflects the composition of the workforce where the majority of staff are female.

2017		
Sexual Orientation	No of Training Days	% of Total
Bisexual	5.14	0.18
Heterosexual	1528.98	52.80
Homosexual	44.58	1.54
Not Disclosed/Prefer Not to Say	230.94	7.97
Blank	1086.37	37.51
	2896.01	100.00

2016		
Sexual Orientation	No of Training Days	% of Total
Bisexual	3.05	0.11
Heterosexual	1351.74	46.79
Homosexual	52.88	1.83
Not Disclosed	534.39	18.50
Prefer Not to Say	43.54	1.51
Blank	903.5	31.27
	2889	100.00

**Sexual Orientation** – The percentages reported for non-heterosexual staff remain low. Analysis of this protected characteristic is reliant on staff disclosing and the College will continue to address this via the Equality Outcome 2017-2021: LGBT people in the college and wider community are valued, included and supported.

2017		
Marital Status	No of Training Days	% of Total
Co-Habiting	207.62	7.17
Divorced	106.56	3.68
Married	1396	48.20
Separated	30.67	1.06
Single	587.13	20.27
Widowed	13.38	0.46
Blank	19.63	0.68
Prefer Not to Say	38.12	1.32
Unknown	495.9	17.12
Civil Partnership	1	0.03
	2896.01	100.00

2016		
Marital Status	No of Training Days	% of Total
Co-Habiting	158.6	5.49
Divorced	107.5	3.72
Married	1654.7	57.27
Civil Partnership	0	0.00
Separated	34.8	1.20
Single	404.5	14.00
Widowed	6.2	0.21
Blank	6.5	0.22
Prefer Not to Say	14.1	0.49
Unknown	502.1	17.38
	2889.1	100.00

**Marital Status** – In 2017 the majority of recorded CPD activity – 48.2% is undertaken by married staff. This has been the case since 2014. This reflects the composition of the College's staff, as married staff are the biggest group in this section.

2017		
Gender Reassignment	No of Training Days	% of Total
Not Applicable	1242.41	42.90
Blank	1592.86	55.00
Prefer Not to Say	60.74	2.10
Trans-Female	0	0.00
Trans-Male	0	0.00
	2896.01	100.00

2016		
Gender Reassignment	No of Training Days	% of Total
Not Applicable	1041.25	36.04
Blank	1821.81	63.06
Prefer Not to Say	26.04	0.90
Trans-Female	0	0.00
Trans-Male	0	0.00
	2889.1	100.00

2017		
Do you Identify as being a Transgender or Trans Person?	No of Training Days	% of Total
No	1338.16	46.21
Blank	1487.15	51.35
Yes	0	0.00
Prefer Not to Say	70.7	2.44
	2896.01	100

2016		
Do you Identify as being a Transgender or Trans Person?	No of Training Days	% of Total
No	1045.86	36.20
Blank	1814.17	62.79
Yes	0	0.00
Prefer Not to Say	29.07	1.01
	2889.1	100

**Transgender/Gender Reassignment** – The number of staff choosing to leave the gender reassignment/transgender fields blank is on a downward trend. Analysis of this protected characteristic is reliant on staff disclosing and the College will continue to address this via the Equality Outcome 2017-2021: LGBT people in the college and wider community are valued, included and supported.

<b>2017</b>		
<b>Pregnancy and Maternity: Do you have a child under the age of 12 months?</b>	<b>No of Training Days</b>	<b>% of Total</b>
No	1336.59	46.15
Blank	1470.72	50.78
Yes	25.08	0.87
Prefer Not to Say	63.62	2.20
	2896.01	100

<b>2016</b>		
<b>Pregnancy and Maternity: Do you have a child under the age of 12 months?</b>	<b>No of Training Days</b>	<b>% of Total</b>
No	1045.57	36.19
Blank	1800.08	62.31
Yes	15.49	0.54
Prefer Not to Say	27.96	0.97
	2889.1	100

**Pregnancy/Maternity** – The number of staff choosing to leave this field blank has reduced. The percentages reported are low and it is not possible to analyse trends overall, therefore this will be reviewed again in 2019 once work on the Equality Outcomes 2017-2021 has been progressed.

<b>2017</b>		
<b>Religion and Belief</b>	<b>No of Training Days</b>	<b>% of Total</b>
Agnostic	60.63	2.09
Anglian		
Atheist	100.20	3.46
Bahai		
Baptist		
Bible Believing		
Buddhism	7.33	0.25
Catholic		0.00
Catholic, Buddhist, Taoist		
Christian	69.98	2.42
Christian – Seventh Day Adventist		
Church of England		0.00
Church of England (Non-Practicing)		
Church of Scotland		0.00
Episcopalian		0.00
Hindu		
Humanism		0.00
Islam		
Islam – Muslim		
Jain, Hindu		

<b>2016</b>		
<b>Religion and Belief</b>	<b>No of Training Days</b>	<b>% of Total</b>
Agnostic	95.76	3.31
Anglian		
Atheist	100.17	3.47
Bahai		
Baptist		
Bible Believing		
Buddhism	1.28	0.04
Catholic	66.88	2.31
Catholic, Buddhist, Taoist		
Christian	228.48	7.91
Christian - Seventh Day Adventist		
Church of England	20.87	0.72
Church of England (Non-Practicing)		
Church of Scotland	273.03	9.45
Episcopalian	6.96	0.24
Hindu		
Humanism	4.80	0.17
Islam		
Islam – Muslim		
Jain, Hindu		

<b>2017</b>		
<b>Religion and Belief</b>	<b>No of Training Days</b>	<b>% of Total</b>
Jehovah's Witness		0.00
Jewish		
Lapsed Catholic		
Lutheran		
Methodist		
Muslim		
Not Applicable		0.00
Non Conformist		
Non Denominational		
None		0.00
Not Disclosed		0.00
Orthodox		
Other		
Pagan		
Pantheist		0.00
Pentecostal		
Prefer Not to Say		0.00
Presbyterian		0.00
Protestant		0.00
Protestant Christian		
Quaker		
Roman Catholic		0.00
Scottish Episcopal		0.00
Spiritualist		0.00
Veganism		0.00
Vegetarianism		0.00
Zionist		
Blank	1113.98	38.47
	2896.01	100.00

<b>2016</b>		
<b>Religion and Belief</b>	<b>No of Training Days</b>	<b>% of Total</b>
Jehovah's Witness	1.98	0.07
Jewish		
Lapsed Catholic		
Lutheran		
Methodist		
Muslim		
Not Applicable	99.54	3.45
Non Conformist		
Non Denominational		
None	370.40	12.82
Not Disclosed	518.30	17.94
Orthodox		
Other		
Pagan		
Pantheist		
Possibilian	4.22	0.15
Prefer Not to Say	60.79	2.10
Presbyterian	22.53	0.78
Protestant	55.71	1.93
Protestant Christian		
Quaker		
Roman Catholic	15.95	0.55
Scottish Episcopal	6.82	0.24
Spiritualist	10.33	0.36
Veganism	3.10	0.11
Vegetarianism	4.08	0.14
Zionist		
Blank	917.05	31.74
	2889.10	100.00

**Religion and Belief** – In 2017 the majority of CPD activity – around one quarter, is undertaken by staff identifying with a Christian belief. This reflects the composition of the College's staff.

## Staff Retention Broken Down by Protected Characteristics as at January 2017 and January 2016

The following tables provide a breakdown of College staff retention by protected characteristic as at January 2017 and January 2016.

2017		
Sex	No of Leavers	% of Leavers
Female	43	60.56
Male	28	39.44
	71	100.00

2016		
Sex	No of Leavers	% of Leavers
Female	48	57.83
Male	35	42.17
	83	100

**Sex** – Female turnover has remained slightly higher than male turnover since 2014 and this reflects the composition of the workforce.

2017		
Disability Status	No of Leavers	% of Leavers
Disabled	4	5.63
Not Disabled	67	94.37
	71	100

2016		
Disability Status	No of Leavers	% of Leavers
Disabled	5	6.02
Not Disabled	78	93.98
	83	100.00

**Disability** – In 2017, 5% of leavers were disabled employees. The College has retained 87% its disabled staff – up from 83% retention in 2015.

2017		
Sexual Orientation	No of Leavers	% of Leavers
Heterosexual	34	47.89
Homosexual	1	1.41
Not Disclosed	8	11.27
Prefer Not to Say	1	1.41
Blank	27	38.03
	71	100.00

2016		
Sexual Orientation	No of Leavers	% of Leavers
Heterosexual	44	53.01
Homosexual	0	0.00
Not Disclosed	7	8.43
Bisexual	1	1.20
Prefer Not to Say	6	7.23
Blank	25	30.12
	83	100

**Sexual Orientation** – The numbers are small and it is not possible to identify trends, however, this will be addressed in the 2017-2021 Equality Outcomes.

2017		
Age Band	No of Leavers	% of Leavers
16 to 20	0	0.00
21 to 25	4	5.63
26 to 30	2	2.82
31 to 35	10	14.08
36 to 40	15	21.13
41 to 45	5	7.04
46 to 50	4	5.63
51 to 55	5	7.04
56 to 60	6	8.45
61 to 65	14	19.72
66 to 70	4	5.63
Over 70	2	2.82
	71	100.00

2016		
Age Band	No of Leavers	% of Leavers
16 to 20	0	0.00
21 to 25	11	13.25
26 to 30	11	13.25
31 to 35	8	9.64
36 to 40	6	7.23
41 to 45	4	4.82
46 to 50	6	7.23
51 to 55	6	7.23
56 to 60	10	12.05
61 to 65	10	12.05
66 to 70	7	8.43
Over 70	4	4.82
	83	100.00

**Age** – The age profile of leavers is spread across age bands and there are no specific trends in the past 4 years.

2017		
Ethnic Origin	No of Leavers	% of Leavers
White UK	49	69.01
BME (Black and Minority Ethnic including other white)	10	14.08
Blank	8	11.27
Unknown	3	4.23
Not Disclosed	1	1.41
	71	100.00

2016		
Ethnic Origin	No of Leavers	% of Leavers
White UK	65	78.31
BME (Black and Minority Ethnic including other white)	7	8.43
Blank	4	4.82
Unknown	7	8.43
Not Disclosed	0	0.00
	83	100.00

**Ethnic Origin** – The percentage of BME leavers has fluctuated over the past 4 years – 12.5% in 2014, 3.3% in 2015, 8.43% in 2016 and 14.08% in 2017. This will be analysed and reviewed as the College works towards achieving the 2017-2021 Equality Outcomes.

<b>2017</b>		
<b>Marital Status</b>	<b>No of Leavers</b>	<b>% of Leavers</b>
Co-Habiting	5	7.04
Divorced	5	7.04
Married	27	38.03
Separated	3	4.23
Single	16	22.54
Widowed	0	0.00
Blank	4	5.63
Prefer Not to Say	1	1.41
Unknown	10	14.08
Civil Partnership	0	0.00
<b>Total</b>	<b>71</b>	<b>100.00</b>

<b>2016</b>		
<b>Marital Status</b>	<b>No of Leavers</b>	<b>% of Leavers</b>
Co-Habiting	6	7.23
Divorced	3	3.61
Married	29	34.94
Separated	1	1.20
Single	17	20.48
Widowed		0.00
Blank	1	1.20
Prefer Not to Say	0	0.00
Unknown	24	28.92
Civil Partnership	2	2.41
<b>Total</b>	<b>83</b>	<b>100.00</b>

**Marital Status** – The single biggest category of leavers for this protected characteristic is married staff and that reflects the composition of the workforce.

<b>2017</b>		
<b>Religion and Belief</b>	<b>No of Leavers</b>	<b>% of Leavers</b>
Agnostic	1	1.41
Anglian		
Atheist	1	1.41
Bahai		
Baptist		
Bible Believing		
Buddhism		
Catholic	3	4.23
Catholic, Buddhist, Taoist		
Christian	4	5.63
Christian – Seventh Day Adventist		
Church of England		
Church of England (Non-Practicing)		
Church of Scotland	3	4.23
Episcopalian		
Hindu		
Humanism		
Islam		
Islam – Muslim		

<b>2016</b>		
<b>Religion and Belief</b>	<b>No of Leavers</b>	<b>% of Leavers</b>
Agnostic	2	2.41
Anglian		
Atheist	3	3.61
Bahai		
Baptist		
Bible Believing		
Buddhism	1	1.20
Catholic	3	3.61
Catholic, Buddhist, Taoist		
Christian	4	4.82
Christian – Seventh Day Adventist		
Church of England	1	1.20
Church of England (Non-Practicing)		
Church of Scotland	3	3.61
Episcopalian		
Hindu		
Humanism		
Islam		
Islam – Muslim		



<b>2017</b>		
<b>Religion and Belief</b>	<b>No of Leavers</b>	<b>% of Leavers</b>
Jain, Hindu		
Jehovah's Witness	1	1.41
Jewish		
Lapsed Catholic		
Lutheran		
Methodist		
Muslim		
Not Applicable		
Non Conformist		
Non Denominational		
None	13	18.31
Not Disclosed	7	9.86
Orthodox	2	2.82
Other		
Pagan		
Pantheist		
Possibilian		
Prefer Not to Say	4	5.63
Presbyterian		
Protestant	1	1.41
Protestant Christian		
Quaker		
Roman Catholic	1	1.41
Scottish Episcopal		
Spiritualist		
Veganism		
Vegetarianism		
Zionist		
Blank	30	42.25
	71	100.00

<b>2016</b>		
<b>Religion and Belief</b>	<b>No of Leavers</b>	<b>% of Leavers</b>
Jain, Hindu		
Jehovah's Witness		0.00
Jewish		
Lapsed Catholic		
Lutheran		
Methodist		
Muslim		
Not Applicable		
Non Conformist		
Non Denominational		
None	7	8.43
Not Disclosed	26	31.33
Orthodox		
Other		
Pagan		
Pantheist		
Possibilian		
Prefer Not to Say	4	4.82
Presbyterian		
Protestant	2	2.41
Protestant Christian		
Quaker		
Roman Catholic	2	2.41
Scottish Episcopal		
Spiritualist	2	2.41
Veganism		
Vegetarianism		
Zionist		
Blank	23	27.71
	83	100.00

**Religion and Belief** – The religion and belief profile of leavers is spread across a number of different beliefs and there are no specific trends in the past four years.

2017		
Pregnancy and Maternity: Do you have a child under the age of 12 months?	No of Leavers	% of Total
No	34	47.89
Blank	37	52.11
Yes	0	0.00
Prefer Not to Say	0	0.00
	71	100

2016		
Pregnancy and Maternity: Do you have a child under the age of 12 months?	No of Leavers	% of Total
No	41	49.40
Blank	40	48.19
Yes	0	0.00
Prefer Not to Say	2	2.41
	83	100

**Pregnancy and Maternity** – There were no staff recorded as leavers who had a child under the age of 12 months, and the number of blank/prefer not to say fields had reduced slightly.

2017		
Gender Reassignment	No of Leavers	% of Leavers
Not Applicable	27	38.03
Blank	44	61.97
Prefer Not to Say	0	0.00
Trans-Female	0	0.00
Trans-Male	0	0.00
	71	100.00

2016		
Gender Reassignment	No of Leavers	% of Leavers
Not Applicable	33	39.76
Blank	47	56.63
Prefer Not to Say	3	3.61
Trans-Female	0	0.00
Trans-Male	0	0.00
	83	100.00

2017		
Do you Identify as being a Transgender or Trans-Person?	No of Leavers	% of Total
No	29	40.85
Blank	39	54.93
Yes	0	0.00
Prefer Not to Say	3	4.23
	71	100

2016		
Do you Identify as being a Transgender or Trans-Person?	No of Leavers	% of Total
No	35	42.17
Blank	43	51.81
Yes	0	0.00
Prefer Not to Say	5	6.02
	83	100

**Gender Reassignment/Transgender** – There were no staff recorded as leavers who disclosed as transgender/gender reassignment, and the number of blank/prefer not to say fields had reduced slightly.

## 2017 Update on Employee Information Action Plan 2015

- The HR Department will develop a more systematic approach to the review of employee information so that trends can be identified and actions taken at a number of points during the academic year – by October 2015.

**Update:** On-line recruitment software upgraded so that data fields for all 9 protected characteristics are included for jobs applicants to complete. The percentage of female staff and percentage of female job applicants were identified as areas for action and a pilot for paid Facebook staff recruitment advertising was initiated, encouraging more male applicants to apply for vacancies. This action will be continued and evaluated.

- The HR Department will implement the 'myjobscotland' on-line recruitment portal – by July 2015.

**Update:** A decision was made not to proceed with 'myjobscotland' on a cost basis. The recruitment on-line module of Ciph, the College's HR Information System was upgraded to improve the candidate's experience and capture all 9 protected characteristics for reporting.

- The HR Department will review how protected characteristics are categorised to ensure consistency in reporting – by October 2015.

**Update:** The Equality and Diversity Adviser, Vice Principal HR and Communications, and HR Manager met and reviewed, revised and updated a number of protected characteristic categories as appropriate.

- The Equality and Diversity Adviser will explore the following trends and report to the Senior Management Team – by December 2015:

- The low take-up of CPD by BME staff – **update:** this has improved. A survey recently distributed and results/responses to be reviewed for further action.
- The gender composition of the workforce and the increase in female job applicants and staff – **update:** paid Facebook staff recruitment targeting males piloted.
- The reasons for disabled staff leaving the College – **update:** no specific actions taken, however, retention of disabled staff has increased.
- The low level of age disclosure at recruitment – **update:** action outstanding and to be carried forward.

- The HR Department will review, revise and implement an improved exit interview/questionnaire process – by May 2015.

**Update:** A revised exit questionnaire was implemented. Return rates for exit questionnaires remain low.

## 2017 Next Steps

Data and evidence is one of the College's 2017-2021 Equality Outcomes:

**The most pressing equality challenges affecting those with protected characteristics are identified and addressed through the gathering and analysis of comprehensive, robust data.**

In line with this Equality Outcome, the Annual Employee Information Report 2017 will be reviewed and actions taken to address the most pressing equality challenges that are identified.

The staff information on gender, sexual orientation and race reported in the Annual Employee Information Report 2017 will be used to monitor progress of the 3 Equality Outcomes (2017 – 2021) relating to these particular protected characteristics.