



EQUALITY, DIVERSITY, AND INCLUSION



ANNUAL STAFF REPORT

SOUTH ESSEX COLLEGE

JANUARY 2022

FOREWORD



Foreword by Denise Brown,
Principal and Chief Executive.

WELCOME TO OUR COLLEGE'S STAFF DATA ANNUAL EQUALITY, DIVERSITY, AND INCLUSION REPORT.

Whilst the College has duties under the Equality Act 2010, we know that to enable our students to reach their full potential and to get the most from our staff we must strive to create a culture and environment where discrimination is challenged, and inequality is addressed.

At South Essex College, we recognise our responsibility for ensuring that our students and staff can effectively contribute as part of a multicultural society. To enable this, we want our students and staff to understand and celebrate diversity and equality; and to be partners in developing an organisation they are proud of and where students and staff achieve.

The College's aim is for students to understand diversity and why equality is essential, to foster inclusion, self-respect, and respect for others. We will help students develop inclusive and positive values, so they gain the knowledge and skills to effectively live and work in society.

This report publicises what our duties are, how we have worked to meet them with a specific focus on Human Resources. It provides the data and analysis to demonstrate actions taken and the impact in year and in comparison, to previous years. This informs the plans moving forward.

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South Essex College fully embraces the equality legislation, and our commitment is clearly articulated in our Strategic Plan, our Policies and Procedures and throughout College life.

We actively encourage an inclusive work and learning environment through promoting and challenging diversity.

This report provides an insight into the action the College has taken in 2021 specifically in relation to the College meeting our Public Sector Duty.

We continue to foster a culture of social cohesion and harmony, which challenges stereotypes, eradicates discrimination and bullying and respects difference and a range of cultures.

Headlines: Human Resources Data

This section summarises the key headline data relating to the staff equality data analysis in relation to the equality protected characteristics analysed 2021 and compared with data collated from previous years. The Gender Pay Gap is summarised in this report.

- The College employed on average 872 staff across the College which is a reduction of 50 from the previous year. This data relates to headcount rather than the total full-time equivalent which is calculated on full-time and part-time roles. It also excludes data relating to vacancies being recruited to but includes new staff joining.
- Of the 872 staff on average employed, the management team consist of 12.0%, Academic staff group 39.1%, Academic Support 22.9%, and Support staff 25.9%.
- Further Education Colleges nationally have a predominately female workforce, and South Essex College is no different, with female staff totalling 60.9% of the workforce and male staff 39.1% compared with 39.7% in 2020.

INCLUSIVE ENVIRONMENT

We actively encourage an inclusive work and learning environment through promoting and challenging diversity.

- The College Gender Pay Gap mean was 9.2% for 2021 which has remained the same as 2020. The College continues to remain lower than the national mean average of 15.4%. The median gender pay gain is 17.1% which is slightly higher than 16.7% reported in 2020. The College continues to remain lower than the national gender pay gap reported by ONS for the Education sector overall with the mean being 17.6% and the median reported as 25.4%.
- In 2021, the age profile slightly changed with most of the workforce being employed within the 55-64 age group which totalled 25.7% whereas for the past four years it has been within the 45-54 age group. We continued to employ staff from across all the age groups.
- We encourage staff to share information about any disability. We are proud of the work the College does to promote health & wellbeing and our approach to deal with challenging topics along with how we support staff experiencing difficulties. A total of 5.7% of staff have disclosed a disability which is an increase of 0.2% from 2020. Of the 5.7% of staff 2.5% are female and 3.1% are male.
- In 2021 we have an increase profile of staff disclosing they are from BAME ethnic group from 8.68% reported in 2020 to 8.94% in 2021, which is a 0.26% increase. Staff disclosing, they are from white ethnic groups has also increased from 75.81% reported in 2020 to 77.98%, an increase of 2.17%. Subsequently there has been a decrease of 2.44% in staff not providing this information which totals 13.07% in 2021.



- A total of 35.8% of staff have disclosed no religion or belief, whereas 32.0% have not provided this information. 27.8% of staff are Christian. The data shows there has been an increase in staff disclosing they are Buddhist, Hindu, Jewish and Muslim.
- The College has minimal data in relation to sexual orientation / gender reassignment. 63.9% have disclosed they are heterosexual / straight, and we recognise staff may perceive this information has no relevance to their employment. There has been a slight increase in staff disclosing they are bisexual to 1.5% in 2021 compared with 1.0% in 2020, and a slight increase in staff disclosing they are Homosexual / gay to 1.4% in compared with 1.2% for the previous 2 years.
- Regarding marital status / civil partnerships, 42.9% of staff have chosen not to disclose this information and there is slight increase in other groups compared with previous years, and due to small numbers affecting the data analysis.



Staff Recruitment by Applications

The College turnover for 2021 ended on **25.59%**. This is summarised by natural wastage which totalled **16.44%**, those who left through a management decision under a formal procedure **5.77%**, and **3.38%** of staff leaving following organisational change / restructuring departments. None of the turnover recorded is as a direct result of concerns raised due to a specific protected characteristic or claims of discrimination on any grounds.

- The College received a total of 1845 applications in 2021 compared with 1732 in 2020. There is an increase of 113, however it is recognised that we had a higher number of vacancies than in previous years.

- Applications were received broadly from across all the age bands, and this has remained like previous years. We continue to receive applications from the 15-24 age band and 55+ age bands and these translate into employment.
- 5.3% of applicants disclosed a disability of which 3.0% were female and 2.3% were male. This is like the previous year. 90.1% stated they have no disability.
- In 2021, 67% of applications received were from White British individuals which is a reduction from 71.7% of applicants in 2020. There have been slight increases in the applications received from the majority of the BAME ethnic groups.
- 46.5% of applicants stated they have no religion of belief. Applications from those disclosing they are Christian totalled 32.4% which is like 2020. There have been slight increases of applications from other religions or beliefs.
- Through analysis there is no evidence to indicate any information disclosed in relation to a protected characteristic has been a barrier to applicants progressing through the recruitment process to appointment.

Staff Continual Professional Development Opportunities

The College requires all new staff to complete compulsory professional training within their first three months of employment.

All staff employed are required to complete continual professional development as well as refresher training throughout academic years. The College allocates specific time within the working week and academic year for continual professional development opportunities and encourages all staff to identify any training requirements through regular meetings and professional development reviews. A middle management training programme was implemented in 2021.

In addition, all staff are given the opportunity, each year, to apply for funding to gain additional qualifications, and this data is summarised below:

- We received 105 applications in 2021 compared with 99 in 2020. Of the 105, 49.5% were received from female staff and 50.5% from male staff.
- Of the total applications received 1.0% of staff disclosed a disability whereas 83.3% disclosed they did not have a disability.
- Applications were received from staff across all age bands. It is encouraging that 1% of applicants were aged 65+, and 15.3% were from staff aged 55-64.
- 74.74% of staff applying for development were from White British ethnicity, 6.06% were staff from diverse cultural communities (BAME).
- Most staff development applications were received from staff who disclosed no religion or belief which is the same as previous years.

Our Main Aims

Whilst the diversity challenges faced by the College are like those that affect the Further Education sector, the work undertaken by the College on equality and diversity continues to be one of our strengths and something we are proud of.

- We will continue to build on our strength of embedding equality, diversity, and inclusion in the College culture, so that it continues to permeate throughout the working and the learning environment both within and beyond the classroom experience.
- Further, develop those areas for improvement such as the levels of staff disclosure and the monitoring of protected characteristics.
- Promote a culture of tolerance and respect across the organisation.
- Analyse data regularly leading to an annual equality, diversity, and inclusion report.
- Maintain a zero-tolerance approach to discrimination.
- Promote the work of our Equality, Diversity, and Inclusion Group and BAME staff Group and share information to educate and promote equality, diversity, and inclusion.
- Provide a supportive environment in which all staff can flourish and take pride.
- Further develop a more flexible employment base to help meet the changing needs of the organisation.

Our Mission and Core Values

Everything we do at the College is underpinned by our core values which are:



Equality and diversity is embedded throughout our Strategic Goals and detailed in the College plan for 2020-2023.

South Essex College is committed to the advancement and promotion of equality and diversity for all students, staff, and all other users of the College.

Our ethos is to create and maintain conditions whereby students and staff are treated solely on their own merits, abilities, and potential, regardless of age, disability, race, gender, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity, marriage, or civil partnership.

We strive to provide a safe and inclusive environment where everyone is strongly encouraged to achieve their full potential through having access to coaching, mentoring, training and development, advice and guidance and support. We aim to eliminate unfair discrimination through a zero-tolerance approach. We will monitor information available and respond to any issues arising promptly and with fairness, discretion, and integrity.

In line with the Equality Act 2010, the College has a general duty, when exercising our functions, to have due regard 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 protected characteristic and those who do not.
 - To use its endeavours to secure special education provision and to work in partnership with local authorities to identify and meet the needs of young people with SEN as required by the 0-25 SEN Code of Practice.
 - Foster inclusive relations between people who share a protected characteristic and those who do not.
- As part of our commitment to advancing equality, the College will endeavour to:**
- Remove or minimise disadvantage experienced by people due to their protected characteristics.
 - Take measures to fulfil the needs of individuals from protected groups where these are different from the needs of other persons.
 - Support and encourage individuals with protected characteristics to participate in the public life of the organisation, especially where participation is disproportionately lower.
 - Ensure teaching staff and assessors plan for and embed equality and diversity within their lessons to develop students understanding of equality and the needs of diverse groups in modern Britain.
 - Promote equality and inclusion, ensuring fairness and equity in everything we do.

SAFE AND INCLUSIVE

We strive to provide a safe and inclusive environment where everyone is strongly encouraged to achieve their full potential.



Staff Pay

The College believes our staff should receive equal pay for the same or similar work or work of equal value. Equal pay incorporates contractual remuneration, terms and conditions, pay, holiday, pension benefits (as determined by the schemes), and other non-cash benefits as may be offered from time to time.

The College data in relation to Gender Pay Gap reporting regulations is summarised herein. The full report will be published on the College intranet, website, and Government Equalities website by **31 March 2022**.

We work proactively to ensure that through role and person specifications we evidence a clear rationale for pay relativity throughout the hierarchy of the College. Appropriate differentials have been created recognising accountability and job responsibility along with the College's need to recruit and retain skilled, qualified, and experienced staff.

Management Team are allocated 'spot salaries' in accordance with the market rate for the role. The College currently utilises the principles of the Association of Colleges (AoC) pay scale structure recommended for academic, academic support and support roles. We have a minimum hourly rate of **£8.96** and will ensure full compliance with the planned changes to the National Minimum Living Wage from April 2022.

We continue to review staff salaries and compare market data available along with the affordability of the College and fund available.

Employment Legislation

The College regularly reviews its policies & procedures to ensure they accurately reflect employment legislation generally, and specifically in relation to the Equality Act 2010. In addition to best practice, guidance such as ACAS (Advisory, Conciliation and Arbitration Services) and the Chartered Institute of Personnel and Development, the College utilises various official regulations and guidance documentation.

STAFF PAY

The College believes our staff should receive equal pay for the same or similar work or work of equal value.

Staff Terms and Conditions

The terms and conditions for all staff are standardised in the contract of employment for their role and within each subsidiary company. There are separate clauses in the academic management and academic staff contract relating to the requirement for a recognised teaching qualification and teaching contact hours for academic staff.

We offer a variety of different contracts, including, full-time, part-time, term-time and hourly paid with flexibility, to enable us to meet our business operational needs and contribute to staff managing their work life, health, and wellbeing balance.

The College has fully complied with the government regulations and guidelines in relation to the COVID-19 pandemic and working arrangements. This has subsequently resulted in periods where staff worked remotely and other times where agile working arrangements have been implemented to enable a more flexible approach and limit the number of staff working on premises to reduce potential spread of the virus.

It remains essential for teaching to be delivered face to face on site to ensure our students have the best learning experience. Moving forward we will continue to be more flexible in working arrangements where possible and practicable for the benefit of students, staff, and business operational needs.



Staff Complaints

Any staff complaints received are thoroughly investigated and appropriate action is taken to minimise or eradicate the risk of similar situations arising in the future. The appropriate policy will be applied if serious concerns are identified in relation to individuals, and appropriate support and advice is offered to anyone who may be adversely affected.

Maternity and Parental Matters

The College provides an Adoption, Maternity, Paternity and Parental Leave Policy along with a Flexible Working Policy. All staff have the right to request flexible and agile working and manage their work life balance. All applications are carefully considered on a case-by-case basis in line with the legislation and College policy.



Probation Review, Grievance, Capability, Disciplinary, ACAS Conciliation and Employment Tribunals

In the monitoring period September 2020 to 31 December 2021, the College dealt with 23 cases compared with 61 the previous year. Most cases were resolved with management intervention through an informal process, which may have included training, coaching, and setting SMART targets to educate and improve individual performance.

A few cases were dealt with through the formal policy procedures and appropriate action taken. There were 3 cases resolved through ACAS Conciliation and no Employment Tribunal cases. There were no concerns relating to any of the protected characteristics detailed within the Equality Act 2010 legislation.

Action is taken to ensure fairness and equity in the implementation of college formal policies. The Head of Human Resources in conjunction with team members review cases to ensure equity and fairness across the College and identify any learning points to make improvements. There were no Employment Tribunals Hearings in the reporting period.



Most cases were resolved with management intervention through an informal process, which may have included training, coaching, and setting SMART targets to educate and improve individual performance.



FAIRNESS AND EQUITY

Action is taken to ensure fairness and equity in the implementation of college formal policies.

Equality, Diversity, and Inclusion Group

The College has an Equality and Diversity Inclusion Group, chaired by our Vice Principal Curriculum (Growth & Performance). The Group has an established term of reference and considers all matters relating to equality, diversity, and inclusion throughout college life. The group works to ensure we are proactive, and each member has a direct focus on improving equality aspects of college work, life, and learning.

The Group comprises of staff from across all College staff groups including management, academic, academic support, and support staff, some of whom have a responsibility as part of their role at the College and some who have a keen interest in equality, diversity and contributing to an inclusive culture at the College. In addition, several students also contribute to the group and discussion as part of our inclusion commitments.

BAME (Sub-Group)

In 2020 the College established a subgroup for staff from within the BAME community (Black, Asian, and Minority Ethnic) this has continued throughout 2021. BAME acronym has been used to describe anyone who is not white British, however this does not cover all groups from diverse community groups.

All BAME staff have been invited to attend the group meetings.



Other Sub-Groups

The College is planning to establish further sub-groups, such as for LGBTQi+ and disability.



The group works to ensure we are proactive, and each member has a direct focus on improving equality aspects of college work, life, and learning.

STAFF EQUALITY ANALYSIS



The Head of Human Resources has a responsibility to monitor the workforce data in relation to staff employed by the College and subsidiary companies.

This section looks at the protected characteristic for staff, staff groups and identifies any changes or trends within our data and provides some analysis as to the reasons.

In 2021 the College employed on average **872** staff across the College which is slightly less than the **922** average staff in 2020, and **973** in 2019. This relates to headcount rather than the total full time equivalent calculated on full-time and fractional / part-time roles.

The data utilised for this report includes all staff employed by the College and wholly owned subsidiaries, excluding contractors, volunteers, agency staff and any vacancies (which totalled 100, in various stages of the recruitment process when the data was reported). Due to the small numbers of staff within the subsidiary companies, the staff data has been included in the main data to manage anonymity.

TABLE DATA

The workforce group profile is summarised into four main groups as shown in the Table below as a percentage of the total workforce in comparison to the previous three years.

Workforce Profile (%)	2021	2020	2019	2018
Academic	39.1	37.6	36.2	35.2
Academic Support	22.9	25.1	26.3	29.7
Management	12.0	11.8	11.9	10.2
Support	25.9	25.5	25.6	25.0
Total	100	100.0	100.0	100.0



TABLE DATA

The Table below shows the summary of the workforce profile across the separate companies that make up the College Group shown as a percentage of the overall total above in the table above. The data excludes Essex Shared Services Limited which is a partnership company with Chelmsford College.



Staff Category (%)	Prospects Learning Foundation Limited	South Essex College	The Backstage Centre Limited	Grand Total
Academic	0.11	38.88	0.11	39.11
Academic Support	0.23	22.59	0.11	22.94
Manager	0.23	11.58	0.23	12.04
Support	1.61	23.51	0.80	25.92
Grand Total	2.18	96.56	1.26	100.00



The data utilised for this report includes all staff employed by the College and wholly owned subsidiaries, excluding contractors, volunteers, agency staff and any vacancies.

STAFF EQUALITY ANALYSIS



Staff Data by Gender



TABLE DATA

The Table below shows the staff data by staff group and gender for 2021 compared with the previous three years data. The data is quite similar with slight fluctuations between the number of female and male staff employed within the group profiles.

Workforce Profile by Gender	2021		2020		2019		2018	
	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)	Male (%)
Academic	19.5	19.6	18.8	18.9	19.3	16.9	19.2	16.0
Academic Support	17.4	5.5	18.1	6.9	19.7	6.6	21.0	8.7
Management	7.5	4.6	7.6	4.2	6.9	5.0	5.3	4.9
Support	16.5	9.4	15.8	9.7	15.8	9.8	15.9	9.1
Total	60.9	39.1	60.3	39.7	61.8	38.2	61.3	38.7

We have a higher proportion of females employed at the College than male staff, which is generally normal within the Further Education sector.


In 2021, the College employed 60.9% female and 39.1% male staff. There has been a slight increase of 0.06% of female staff employed and subsequently a slight decrease of 0.6% male staff employed overall within the workforce.

Within the academic staff group there has been an increase of 1.4% within the academic workforce with 0.7% increase for both female and male staff. There has been a 2.1% decrease within the academic support staff group overall, and a decrease in both female and male staff. Within the management staff group there has been a slight increase of 0.3% of staff, split between 0.1% of female staff and 0.4% male staff. Within the support staff group again there has been a slight increase of staff across both female and male staff.

The staff data for management team includes the senior leadership team along with academic and support staff managers. All lecturers along with teaching and learning specialists, tutors and tutor assessors are included in the academic staff group.

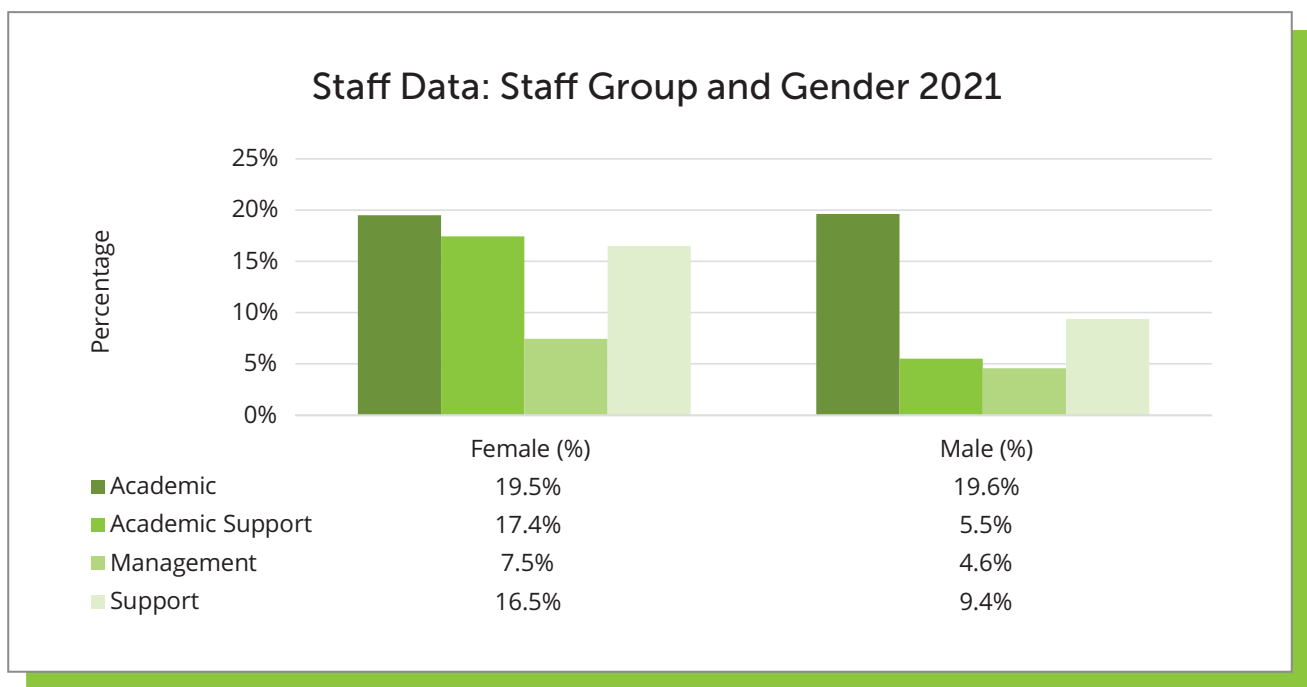
Within the academic support staff group we have included staff who work with students on Educational Health Care Plans who require support with their learning and to attend College, and these include Student Learning Coaches and Educational Communicators, Welfare and Safeguarding, Careers, Advice & Guidance, Funding & Enrichment.

The remaining support staff group includes departments such as Human Resources, Staff Development, Computing Services, Estate Services, Commercial Catering and College Information Systems.



GRAPH DATA

The Graph below shows the workforce data by staff group and gender during 2021.



Annual Gender Pay Gap Analysis

Gender Pay Gap versus Equal Pay

The Equality and Human Rights Commission outlines the differences as follows:

‘Whilst both equal pay and the gender pay gap deal with the disparity of pay women receive in the workplace, they are two different issues:

1. **Equal Pay** means that men and women in the same or similar employment are entitled to equal pay, as set out in the Equality Act Legislation 2020.
2. The **Gender Pay Gap** is a calculation of the difference between average hourly earnings (excluding overtime) of men and women as a proportion of average hourly earnings, (excluding overtime) of men.

If inequality is identified between male and female staff pay where evidence shows they are carrying out the same or similar role, this could be deemed as unlawful, whereas the gender pay gap is not. This is because there are a number of contributory factors to determining the gender pay gap which are not within the control of the employer.



Our overall gender pay gap mean average is 9.2% for 2021.

Gender Pay Gap

Our overall gender pay gap mean average is **9.2%** for 2021 which is unchanged from the mean gender pay gap reported in 2020 and remains slightly higher than **7.5%** reported in 2019. This highlights the difference between the average pay of females and the average pay of males in our total workforce. Our gender pay gap median has risen slightly again to **17.1%**, from **16.7%** reported in 2020 and **16.2%** reported in 2019.

Definitions:

Mean:

Is the measure of the average which is derived by summing the values for a given sample, and then dividing by the sum of the number of roles / people within the sample.

Median:

Is the value below which 50% of the roles / people fall within the data set. It is the Home Office of National Statistics (ONS) preferred measure of average earnings as it is less affected by a relatively small number of high earners within a typical data sample.

For the data analysis the ONS consider a full-time employee works more than 30 hours per week or 25 hours or more for teaching staff.



TABLE DATA

The Table below shows the College gender pay gap data for 2020 in comparison with our data since 2017, when our public sector duty expanded to report this information.



Gender Pay Gap	2021 (%)	2020 (%)	2019 (%)	2018 (%)
Mean	9.2	9.2	7.5	8.4
Median	17.1	16.7	16.0	11.1

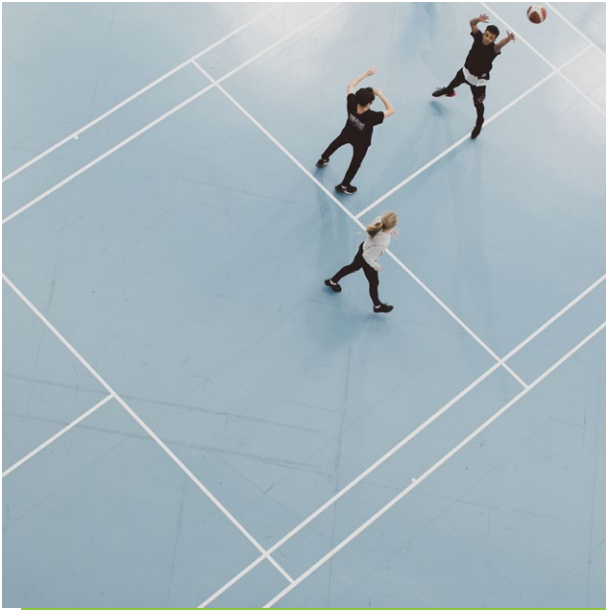


There are a significant number of variables within the data used to calculate this information which is not within the College control or influence.

There are a significant number of variables within the data used to calculate this information which is not within the College control or influence. Examples of variances that impact on this data include the number of staff we employ overall, salaries allocated, number of roles within pay bands or staff groups and within the hierarchy of the College, along with the number of male and female staff employed.

The data analysis shows the mean salary for male staff was **£15.31** per hour compared with **£13.90** per hour for female staff, which is a **£1.41** difference. The median hourly rate of pay was **£15.26** per hour for male staff compared with **£12.73** per hour for female staff, a difference of **£2.63** per hour.

STAFF EQUALITY ANALYSIS



We have analysed the data further to consider the mean salary difference between the four staff groups.



TABLE DATA

The table below shows the differences in the hourly rate of pay for male and female staff by gender and staff group and the percentage gap.

Staff Groups	Female	Male	Difference	Gap
Academic	£16.34	£16.86	£0.51	3.0%
Academic Support	£10.79	£11.11	£0.32	2.9%
Manager	£23.41	£24.16	£0.75	3.1%
Support	£10.11	£10.76	£0.65	6.0%
Grand Total	£13.90	£15.31	£1.41	9.2%



Currently the ONS data indicates the overall mean gender pay gap increased from 14.6% in 2020 to 15.4% in 2021, however this is still down from the 17.4% reported in 2019.

National Benchmark Gender Pay Gap

The College normally compares our Gender Pay Gap data against the national data published and in comparison, with the public and private sector, further education, and higher education data.

The Home Office for National Statistics (ONS) data published has been estimated as at the time of writing this report and will be reviewed and updated in the full annual Gender Pay Gap report which is normally published in April each year.

Currently the ONS data indicates the overall mean gender pay gap increased from **14.6%** in 2020 to **15.4%** in 2021, however this is still down from the **17.4%** reported in 2019.

This is nearly double the College mean gap, and a median gender pay gap of **15.5%** which is slightly lower than the College median gap.



TABLE DATA

The table below provides relevant comparison data for the College to consider in relation to our Gender Pay Gap data (ONS Data Source October 2021 (estimated and not finalised)).

Gender Pay Gap	Mean 2021%	Mean 2020%	Mean 2019%	Mean 2018%	Median 2021%	Median 2020%	Median 2019%	Median 2018%
Public Sector	14.8	11.4	15.7	17.5	18.00	11.2	16.8	19.0
Private Sector	17.8	14.3	19.9	20.3	19.6	14.1	23.6	23.8
Education	17.6	17.1	17.0	17.3	25.4	24.6	25.4	25.9
Higher Education	18.3	18.2	15.9	16.1	16.2	9.9	15.5	15.0

STAFF EQUALITY ANALYSIS

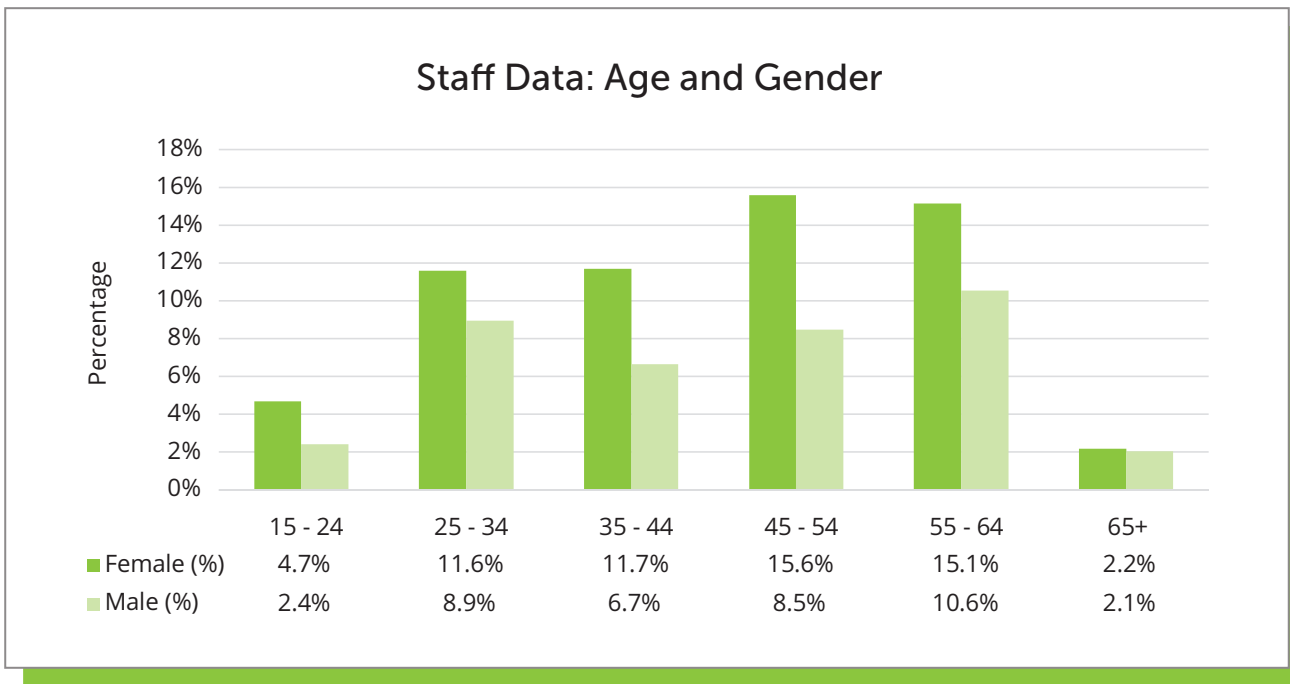


Staff Data by Age



GRAPH DATA

The Graph below shows a summary of the workforce by age-band and gender for 2021.



Most staff are employed within the 55-64 age range which totals 25.7% of which 15.1% are female and 10.6% are male.

This is a change from the previous year where most of the workforce were employed within the 45-54 age range which totalled 26.1%.

There is a fair spread across the middle age ranges, with 24.1% employed within the 45-54 age range, 20.5% in the 25-34 age range and closely followed by 18.3% in the 35-44 age range. There is 7.1% of staff employed in the 15-24 age range and 4.3% in the 65+ age range.

We are continuing to encourage staff from within the lower age bands to Apprenticeship programmes. In addition, in 2021 we implemented the government Kick Start Scheme to encourage younger people into employment and offer induction and training programmes for part time employment.

The College continues to review the demographics of the College. We are mindful of the potential impact of an ageing workforce and work to ensure that staff skills and expertise are shared through continual professional development of all staff employed to ensure knowledge remains within the College and staff are developed.

Staff Data by Disability

We encourage staff and applicants to share information with their line managers and the Human Resources Department about their health and wellbeing along with any health conditions, difficulty or disability which may affect them or their ability to deliver in their roles.

All staff have secure and confidential access to the data held on them, in line with General Data Protection Act Regulations (GDPR), via the Human Resources Management Information System.



During 2020 a staff survey was carried out to find out more information about staff health and any medical conditions or disabilities they may not have previously disclosed. This was of specific importance due to the COVID-19 pandemic and working to manage staff health and wellbeing, the lockdown and implementation of shielding regulations. Nearly 80% of the workforce responded and took the opportunity to disclose medical conditions or disabilities that they may not have previously.



All staff have secure and confidential access to the data held on them.

STAFF EQUALITY ANALYSIS

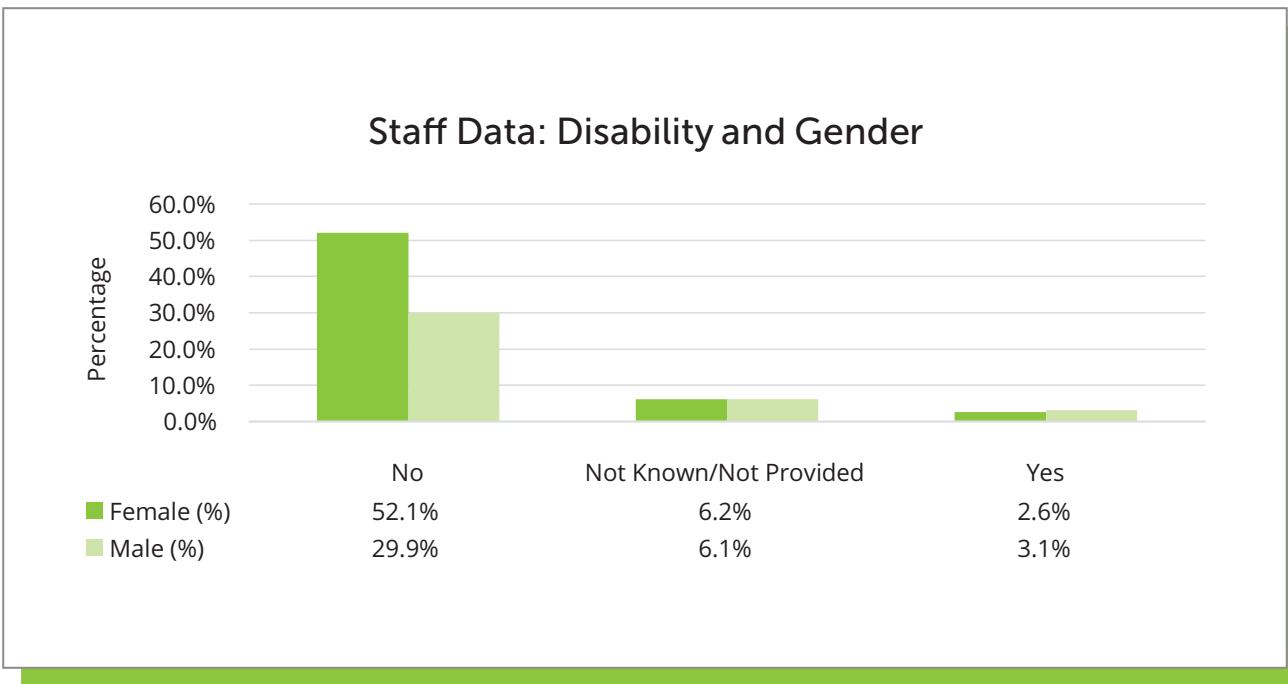


Staff Data by Disability



GRAPH DATA

The graph below shows the staff employed 2021 by disability and gender.



The data shows an increase in staff disclosing a disability from 5.4% in 2019, to 5.5% in 2020 to 5.7% in 2021. Of the 5.7% of staff who disclosed a disability in 2021, 2.6% were female and 3.1% were male staff.

Staff who have disclosed they do not have a disability increased from 78.7% in 2019 to 80.5% in 2020 and then 82.0% in 2021 academic year.

There has been a reduction from 14% of staff choosing not to provide this information in 2020 to 12.3% in 2021. Some staff may not consider themselves to be categorised as disabled. For the College, it is extremely encouraging that staff feel confident that they can disclose relevant information and be assured they will be supported within the workplace.

The College works with external agencies such as the Government Access to Work to provide reasonable adjustments and equipment to enable staff to remain at work.

Within Human Resources we have two mental health first aid staff trained to provide advice and guidance to staff who may feel they are in crisis situations. The College has a number of academic staff and managers also mental health first aid trained to support our students.

The College prioritises the health and wellbeing of our staff which has seen an increased focus due to anxieties and ill health due to the COVID-19 pandemic. The College has implemented health & wellbeing focus weeks, access to counselling, bereavement information, healthy living, exercising and with a strong focus on mental health, building resilience and encourage staff to speak to us about any concerns or anxieties they may have.

In addition, we have established a HR Health & Wellbeing MSTEAMS channel where staff can directly find helpful information on health topics. We have shared information on some difficult and challenging concerns, such as suicide, mental and mind health and wellbeing and bereavement to support our staff to deal with such serious concerns.



We have further developed this with cooking and reading groups as well as movie groups so staff can communicate with colleagues, whom they may not normally work with and develop further working relationships for the benefit of themselves and our students.

It has been a particularly demanding 18 months for the college and our staff more so due to the pandemic, which has exacerbated anxieties due to risk of infection. We will continue to provide advice, guidance and support moving forward as staff mental health and wellbeing is of the utmost importance to the College.



We will continue to provide advice, guidance and support moving forward.

STAFF EQUALITY ANALYSIS



Staff Data: By Ethnicity



TABLE DATA

The table below shows the staff information analysed by ethnicity and staff group for 2021 shown as a percentage of the total compared to the data reported in 2020.

Role Category	2021				2020			
	*BAME %	Not Known / Not Provided %	*WB, WI, WOE, WAO %	Total %	*BAME %	Not Known / Not Provided %	*WB, WI, WOE, WAO %	Total %
Academic	4.01	6.31	28.78	39.11	3.80	7.81	26.03	37.64
Academic Support	1.83	3.10	18.00	22.94	2.06	3.15	19.85	25.05
Manager	1.15	1.38	9.52	12.04	1.30	1.52	9.00	11.82
Support	1.95	2.29	21.67	25.92	1.52	3.04	20.93	25.49
Total	8.94	13.07	77.98	100.00	8.68	15.51	75.81	100.00

*Important notes.

- BAME = Black, Asian and minority ethnic group. This is a term commonly used to describe anyone who is a non-white person or group. We respect this does not necessarily cover all ethnic and cultural

complexities and there is momentum to refer to diverse ethnic communities rather than BAME moving forward.

- WB = White British; WI = White Irish; WOE = White Other English; WAO = White African Other.

STAFF EQUALITY ANALYSIS

The ethnic profile across the whole College regarding ethnicity has changed slightly in 2021, whereas it has remained static in the previously two years reported. In 2021 there was 8.94% of staff who have disclosed they are BAME compared with 8.68% reported in 2020, which is an increase of 0.26%. In addition, the staff from white ethnic groups has also increased from 75.81% reported in 2020 to 77.98% in 2021, which is an increase of 2.17%.

This has subsequently resulted in a decrease from 15.51% of staff not providing this information or our not knowing the details reported in 2020 to 13.07% of staff in 2021. Within the 8.94% BAME staff employed at the College, 4.01% are employed within

the academic staff group, 1.15% within the management group, 1.83% within the academic support staff and 1.95% within the support staff group. It is also encouraging that staff are disclosing personal information regarding their ethnicity and our BAME community within the College has slightly increased.



TABLE DATA

The table below shows the staff information analysed by ethnicity, staff group and gender for 2020, shown as a percentage of the total.

Role Category	BAME %		Not Known / Not Provided %		WB, WI, WOE, WAO %		Total %
	Female	Male	Female	Male	Female	Male	
Academic	1.95	2.06	2.06	4.24	15.48	13.30	39.11
Academic Support	1.26	0.57	2.29	0.80	13.88	4.13	22.94
Manager	0.57	0.57	0.80	0.57	6.08	3.44	12.04
Support	1.03	0.92	1.38	0.92	14.11	7.57	25.92
Grand Total	4.82	4.13	6.54	6.54	49.54	28.44	100.00

The data shows that of the 8.94% of staff who have disclosed diverse ethnic communities, there are 4.82% female and 4.13% male staff employed.

Within the White British or Other ethnic group, we have 49.54% of staff who are female and 28.44% male staff employed of the 77.98% of staff.

STAFF EQUALITY ANALYSIS



Staff Data by Religion or Belief



TABLE DATA

The table below shows the staff profile for 2021 by religion or belief and gender compared with 2020 and 2019 data reported.

Religion or Belief	2021			2020			2019		
	Female %	Male %	Total %	Female %	Male %	Total %	Female %	Male %	Total %
Buddhist	0.5	0.1	0.6	0.7	0.1	0.8	0.5	0.1	0.6
Christian	18.1	9.6	27.8	18.8	9.5	28.3	19.0	9.1	28.2
Hindu	0.2	0.5	0.7	0.3	0.4	0.8	0.4	0.4	0.8
Jewish	0.1	0.0	0.1	0.1	0.0	0.1	0.3	0.0	0.3
Muslim	0.6	0.3	0.9	0.3	0.3	0.7	0.6	0.3	0.9
No Religion or Belief	19.7	16.1	35.8	17.2	14.4	31.7	16.1	13.5	29.6
Not Known / Not Provided	20.2	11.8	32.0	21.6	14.1	35.7	23.5	14.2	37.7
Other Religion or Belief	1.1	0.5	1.6	1.0	0.5	1.5	0.9	0.4	1.3
Sikh	0.3	0.2	0.6	0.3	0.2	0.5	0.3	0.2	0.5
TOTAL	60.9	39.1	100.00	60.3	39.7	100.00	61.8	38.2	100.00

Most of the workforce totalling 67.8% have stated that they either have no religion or belief (35.8%) or they have not provided this information (32.0%). This is an increase of 0.4% to the total of 67.4% reported in 2020.

Staff who have disclosed they are Christian totalled 27.8% which is a slight decrease from 28.3% reporting in 2020. The Christian workforce comprises 18.1% female and 9.6% male staff. When comparing the data for 2020 against 2019 data reported, there is some slight fluctuations between staff disclosing information in relation to other religions such as Buddhist, Hindu, Muslim, and Sikh. There has been no change in staff reporting they are Jewish. There has been a slight increase of 0.1% in staff disclosing other religion or belief.

We take appropriate action as part of the recruitment process and during employment to encourage staff to disclose information however this is considered personal and sensitive.

Staff Data: by Sexual Orientation / Gender Re-Assignment

We recognise the importance of having a diverse workforce including people from the Lesbian, Gay, Bisexual and Transgender or Questioning and intersex (LGBTQI+) community. It is recognised that these personals can face specific obstacles when it comes to accessing many of their rights, including their right to social protection.

The terms lesbian, gay, bisexual, and pansexual refer to people's sexual orientation, that is, who they experience sexual attraction towards; while transgender refers to gender identity, that is someone whose gender differs from the one they were born with. Terms like genderqueer and non-binary refer to people who fall outside the construction of gender as male or female. Intersex people are born with physical or biological sex characteristics such as reproductive or sexual anatomy, hormones or chromosomes that do not seem to fit the typical definitions of male or female.

The list is not exhaustive. Different cultures, both historically as well as today, have used diverse language which express the wide range of sexual orientations and gender expressions.

LGBTQI people are entitled to the enjoyment of all the rights outlined in international, regional, and domestic human rights law. Yet, due to strongly held cultural and social norms surrounding gender expression and sexuality they can sometimes be excluded or face barriers or in some cases discrimination.

We acknowledge this is still an area of high sensitivity and a very personal decision as to disclosing such information. As a college we work to ensure staff and students rights, regardless of their sexual orientation or gender are applied and help make our society inclusive where everyone can fully participate and in which no one is excluded or made to feel unwanted.

STAFF EQUALITY ANALYSIS



Staff Data: by Sexual Orientation / Gender Re-Assignment



TABLE DATA


The table below shows the staff data 2021 by sexual orientation and gender compared with the data reported in 2020 and 2019.

Sexual Orientation by Gender	2021			2020			2019		
	Female %	Male %	Total %	Female %	Male %	Total %	Female %	Male %	Total %
Bisexual	1.1	0.3	1.5	0.7	0.3	1.0	0.4	0.3	0.7
Heterosexual / Straight	38.9	25.0	63.9	37.1	23.6	60.7	36.6	21.7	58.3
Homosexual / Gay	0.2	1.1	1.4	0.1	1.1	1.2	0.1	1.1	1.2
Homosexual / Lesbian	0.6	0.0	0.6	0.3	0.0	0.3	0.2	0.0	0.2
Not Known / Not Provided	20.1	12.6	32.7	22.1	14.6	36.8	24.5	15.1	39.6
TOTAL	60.9	39.1	100.0	60.3	39.7	100.0	61.8	38.2	100.0

The College profile regarding staff disclosing their sexual orientation fluctuates slightly year on year and can change due to one or two people affecting the data. In 2021, 63.9% of staff disclosed they were Heterosexual / Straight compared with 60.7% in 2020 and 58.3% in 2019.

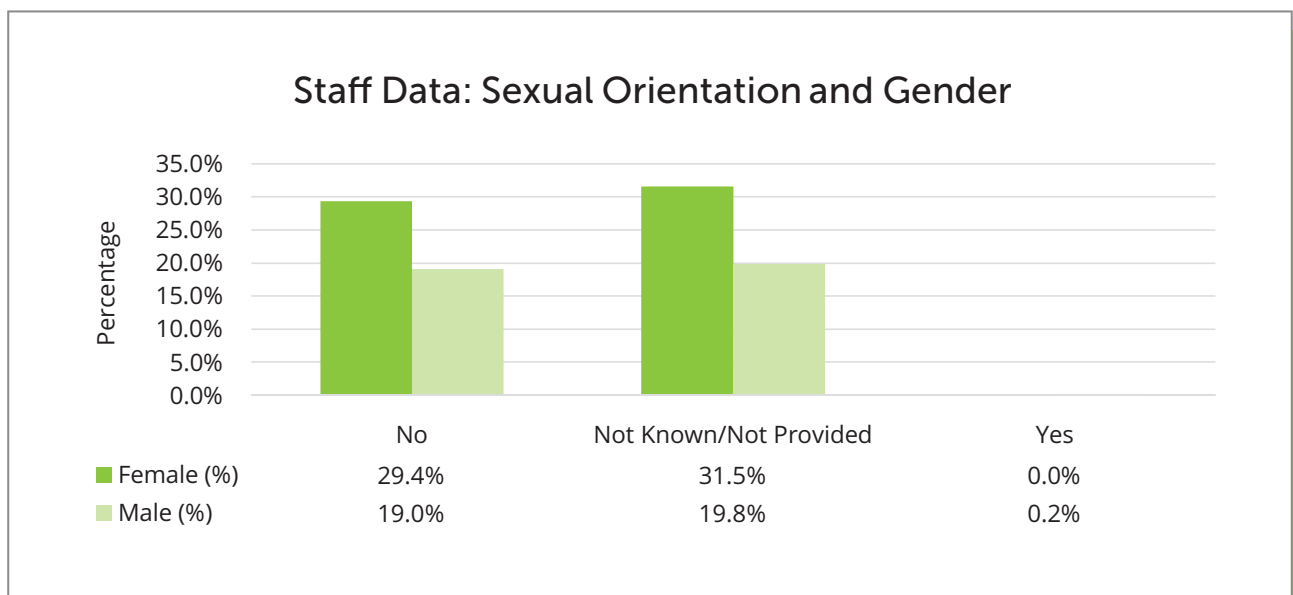
There has also been an increase of 0.3% of staff disclosing they are Homosexual / Lesbian to 0.6% compared with 0.3% in 2020. As a result, there has been a reduction of staff either not providing or leaving information blank to 32.7% compared with 36.8% in 2020 and 39.6% in 2019.

Staff disclosing, they are bisexual has increased to 1.5% from 1.0% in 2020 and 0.7% in 2019. In addition, there has been a slight increase in staff disclosing they are Homosexual / Gay to 1.4% compared with 1.2% disclosed in both 2020 and 2019.



GRAPH DATA

The graph below shows the data analysis of staff by gender and sexual orientation.



The graph shows that 51.3% of staff have not provided this information to the College and 48.4% of staff have stated they have not changed their sexual orientation. There is 0.2% of male staff who have stated they are undergoing or have undergone gender reassignment, and due to the low number levels, this relates to 1 or 2 specific individuals.

It is encouraging that staff have been more willing to disclose such personal and sensitive information and an indication that the College is inclusive, and we are removing or minimising any potential barriers.

STAFF EQUALITY ANALYSIS

Marriage and Civil Partnership

In the last three years there has been slight fluctuations in the data analysis of staff and their marital or civil partnership status. There has been a slight decrease in staff choosing not to disclose information or not providing details from 52.1% in 2020 to 42.9% in 2021. As a result, there has been slight increases in the other categories in comparison to previous years.



TABLE DATA

The table below shows the College workforce profile for 2021 compared with 2020 and 2019 in relation to marriage and civil partnership data by gender.

Marital Status / Civil Partnership by Gender	2021			2020			2019		
	Female %	Male %	Total %	Female %	Male %	Total %	Female %	Male %	Total %
Civil Partnership	0.2	0.0	0.2	0.2	0.0	0.2	0.1	0.0	0.1
Divorced	4.7	0.7	5.4	4.0	0.7	4.7	3.3	1.1	4.4
Married	18.0	11.7	29.7	16.8	10.4	27.2	16.9	8.1	25.0
Not Known / Not Provided	24.8	18.1	42.9	29.9	22.1	52.1	31.4	22.6	54.1
Partner (cohabiting)	4.8	3.0	7.8	3.4	2.0	5.3	3.4	1.6	5.0
Partner (not cohabiting)	0.6	0.1	0.7	0.3	0.2	0.5	0.3	0.2	0.5
Separated	0.5	0.2	0.7	0.7	0.2	0.9	1.1	0.2	1.3
Single	6.9	5.3	12.2	4.7	4.1	8.8	4.9	4.3	9.2
Widowed	0.5	0.0	0.5	0.3	0.0	0.3	0.3	0.0	0.3
Total	60.9	39.1	100.0	60.3	39.7	100	61.8	38.2	100

We continue to monitor the recruitment process and take appropriate action to ensure there are no barriers in the recruitment and selection process for any of our applicants.

Throughout 2021 the Human Resources Department continued to explore new and alternative methods to widen our recruitment and advertising to attract skilled and experienced talent to the College. This included targeted recruitment campaigns, increased use of social media methods, LinkedIn, specific recruitment agencies, approaching specific companies, along with attending remote job fairs.

We have changed the way we compose adverts to ensure they are more competitive and attractive to applicants, especially when faced with many job vacancies on Job Boards. In addition, as with other education establishments we have several curriculum areas and support areas which are more challenging to recruit to specialist or trade positions, so we always explore alternative recruitment methods to encourage all applicants.

In addition, as part of the Taking Teaching Further initiative we focussed on attracting individuals from industry who have not taught or considered teaching and utilising their skills and knowledge in a different way to enrich the learning experience of our students.

The aim was to raise the College profile as an employer of choice, encourage applicants into teaching from people who may not have considered this as a career opportunity, and work continuously to improve the workforce diversity profile.



College Turnover

The College turnover for 2019/20 academic year ended on **25.59%** in total. The Human Resources Department report the turnover data showing natural wastage which totalled **16.44%**, and those who left through a management decision under a formal procedure of **5.77%** and organisational change / restructuring which totalled **3.38%**. During 2020 and 2021 because of the COVID-19 pandemic and national lockdown, there was an initial reduction in staff leaving the College, however this has since changed slightly as the economic market re-opens.



We continue to monitor the recruitment process.



Recruitment Analysis

In 2021 the College received **1845** applications for positions at the College compared with 1732 applications during the previous year. Whilst we had an increase in the number of vacancies, we also experienced less applicants submitting applications, mainly due to the COVID-19 pandemic and individuals choosing not to change their employer.

The Human Resources Department adapted recruitment processes, with most recruitment since July 2021 taking advantage of new and emerging technologies wherever possible.

The data provided in this section only includes the applications made electronically on the HR Management Information System. The data excludes the applications we receive via CV either independently or via a recruitment agency, which can, on average, be approximately 150-200 in any year. These are normally for specialist positions and applicants do not provide Equality & Diversity personal information on application.

Shortlisting is completed only using the CV information where a reference number is provided. The HR Department are only provided with a name and contact details once shortlisting is completed to arrange the interview.



Whilst we had an increase in the number of vacancies, we also experienced, less applicants submitting applications, mainly due to the COVID-19 pandemic and individuals choosing not to change their employer.

Applications by Age and Gender



TABLE DATA

The table below shows a summary of the **1845** applications received by age and gender as a percentage of the total.

Age Band (%)

Gender	15-24	25-34	35-44	45-54	55-64	65+	Not Known / Not Provided	Grand Total
Female	18.43	15.01	12.85	11.00	4.82	0.22	0.65	62.98
Male	7.15	9.32	6.34	5.7	4.82	1.41	0.33	35.12
Not Known or Provided	0.00	0.00	0.00	0.00	0.00	0.00	1.90	1.90
Total 2021	25.58	24.34	19.19	16.75	9.65	1.63	2.87	100.00

The College received 62.98% of applications from females compared with 61.7% of applications in academic year 2019/20. Applications from males have decreased slightly from 37.1%, in 2020 to 35.12% in 2021. It is recognised that Further Education has predominantly female staff employed, however this is the first reduction in a three-year period of reporting.

The data shows that most applicants received are within the 15 -24 age band and 25-34 age bands, so we continue to attract applicants of a younger age, however it is also positive that we receive applications from across the age bands and continue to receive applications from within the 55-64 and 65+ age band groups. Only 2.87% of applicants chose not to provide this information which is a slight increase from 2020 data analysis of 1.2% reported.



Applications by Disability and Gender

The College encourages applicants to disclose any disability or health condition when applying for vacancies to enable us to support them in future employment.



TABLE DATA

The table below shows applications received by disability and gender 2021.

Disability by Gender

Gender	No	Not Known / Not Provided	Yes	Grand Total
Female	57.5%	2.5%	3.0%	63.0%
Male	31.5%	1.3%	2.3%	35.1%
Not Known or Provided	0.0%	1.9%	0.0%	1.9%
Total	89.1%	5.7%	5.3%	100.0%



The College encourages applicants to disclose any disability or health condition when applying.

The data analysis for 2021 shows that 5.3% of applicants disclosed they had a disability of which 3.0% were female and 2.3% were male. The total overall is the same percentage as reported in 2021. Only 5.7% of applicants chose not to provide this information which is like the data reported in the previous year.

The data gives some assurance that applicants feel able to disclose this information which is often considered extremely personal and sensitive. We also recognise that some individuals do not consider their health conditions a disability or choose not to disclose they have a disability on application. All applicants who disclose a disability are contacted prior to the recruitment and selection process and we work in partnership to ensure that any potential barriers are removed, and applicants have every opportunity to demonstrate their suitability for the role.

All successful applicants, regardless of whether they have disclosed a disability or not, are offered the opportunity again as part of the recruitment checking process. Successful applicants who disclose a disability are contacted and met with prior to employment commencing as part of the pre-employment procedure.

A member of the Human Resources Department will discuss the information they disclose and identify and agree any reasonable adjustments with them and their line manager. Appropriate action is taken to ensure that any reasonable adjustments are implemented prior to their first day at work to support them, wherever possible.

APPROPRIATE ACTION

Appropriate action is taken to ensure that any reasonable adjustments are implemented prior to their first day.



All applicants who disclose a disability are contacted prior to the recruitment and selection process and we work in partnership to ensure that any potential barriers are removed, and applicants have every opportunity to demonstrate their suitability for the role.



Applications by Sexual Orientation and Gender

Our data shows 83.4% of applicants have disclosed being homosexual / straight in 2021. There has been a slight increase of applicants disclosing other sexual orientation, with 3.9% of applicants disclosing they are bisexual compared to 3.4% of applicants in 2020 and 2.4% in 2019. In addition, 1.2% disclosed they are homosexual / gay compared with 1.7% the previous year and 0.8% disclosing they are homosexual / lesbian compared with 1.3% in 2020.

Only 10.7% of applicants chose not to provide this information in 2021 which is a slight decrease from 13.7% in 2020.



There has been a slight increase in applicants disclosing other sexual orientation, with 3.9% of applicants disclosing they are bisexual compared to 3.4% of applicants in 2020 and 2.4% in 2019.

Applications received by Ethnicity and Gender

TABLE DATA

The table on the next page shows the applications received by individual's ethnicity and gender for 2021 compared with 2020. This is shown as a table due to the small numbers and percentages.

STAFF RECRUITMENT BY APPLICATIONS ANALYSIS

Ethnicity	2021 (%)				2020 (%)			
	Female	Male	Not Known or provided	Total	Female	Male	Not Known or Provided	Total
Any Other	0.5	0.3	0.0	1.8	0.7	0.5	0.0	1.2
Asian or British-Any Other	0.7	0.8	0.0	1.5	0.5	0.8	0.0	1.3
Asian or British-Bangladeshi	0.5	0.9	0.0	1.4	0.3	0.5	0.0	0.8
Asian or British-Indian	1.2	1.5	0.0	2.7	1.3	1.4	0.0	2.7
Asian or British-Pakistani	1.1	0.9	0.0	2.0	0.3	0.3	0.0	0.6
Black or British-Any Other	0.2	0.3	0.0	0.4	0.0	0.2	0.0	0.2
Black or British-African	2.8	2.3	0.0	5.1	2.9	2.5	0.0	5.4
Black or British-Caribbean	0.5	0.9	0.0	1.5	0.2	0.8	0.0	1.0
Chinese	0.4	0.4	0.0	0.8	0.1	0.0	0.0	0.1
Mixed-Any Other	0.8	0.4	0.0	1.1	1.0	0.6	0.0	1.7
Mixed-Asian and White	0.2	0.2	0.0	0.4	0.6	0.1	0.0	0.6
Mixed-Black African and White	0.2	0.1	0.0	0.3	0.1	0.2	0.0	0.3
Mixed-Black Caribbean and White	0.7	0.3	0.0	1.0	0.6	0.5	0.0	1.1
Not Known / Not Provided	2.1	1.2	1.9	5.2	1.6	1.3	1.2	4.2
White-Any Other	3.5	2.2	0.0	5.7	1.6	0.8	0.0	2.4
White-British	45.5	21.5	0.00	67.0	47.2	24.5	0.0	71.7
White-Irish	0.05	0.16	0.0	0.2	0.2	0.6	0.0	0.8
White-Other European	2.2	0.7	0	2.9	2.4	1.6	0.0	4.0
Grand Total	63.0	35.1	1.9	100.0	61.7	37.1	1.2	100.0



Applications from white British individuals totalled 67% which is a reduction from 71.7% reported in 2020. There was 5.2% of applicants who chose not to provide this information compared with 4.1% in the previous year.

It is positive that we continue to receive applications from across the diverse communities and ethnic groups. In 2021 applicants from any other ethnicity increase from 1.2% in 2020 to 1.8% in 2021, in addition there were increases in the majority of the BAME ethnic groups. In addition, there was a reduction from 4% in 2020 to 2.9% in 2021 for the ethnic group White – Other European.



It is positive that we continue to receive applications from across the diverse communities and ethnic groups. In 2021 applicants from any other ethnicity increase from 1.2% in 2020 to 1.8% in 2021, in addition there were increases in the majority of the BAME ethnic groups.

Applications by Religion or Belief and Gender

In 2021 a total of 46.5% stated they had no religion or belief, which is a slight decrease from the 48.3% reported in 2020. Christians total 32.4% of the workforce which is like the previous year. Muslim's total 4.8% in 2021, which is an increase on the 2.7% of applicants reported in 2020.

The data analysis shows slight increases in applicants with other religions or belief. Applications continue to be received from individuals disclosing other religions or beliefs which will contribute to a diverse workforce.

In line with the Equality Act, HR will continue to monitor these figures and to support staff and applicants to the College to understand how such data can help the College to create an inclusive environment.

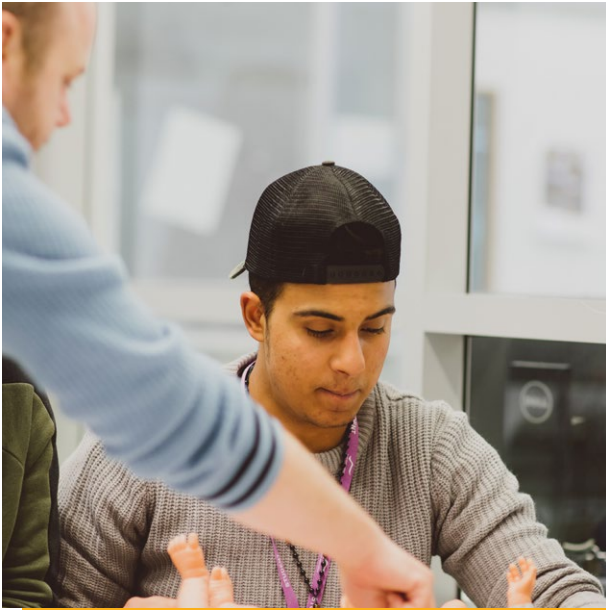
STAFF RECRUITMENT BY APPLICATIONS ANALYSIS

TABLE DATA

The table below shows applications summarised by religion or belief and gender 2021 compared with 2020 data analysis.



Religion or Belief	2021 (%)				2020 (%)			
	Female	Male	Not Known or Provided	Total	Female	Male	Not Known or Provided	Total
Buddhist	0.2	0.7	0.0	0.9	0.6	0.3	0.0	0.9
Christian	20.9	11.5	0.0	32.4	20.8	11.9	0.0	32.7
Hindu	0.9	0.7	0.0	1.6	0.8	0.9	0.0	1.6
Jewish	0.2	0.2	0.0	0.4	0.5	0.2	0.0	0.8
Muslim	2.2	2.6	0.0	4.8	1.2	1.4	0.0	2.7
No Religion or Belief	31.6	14.9	0.0	46.5	30.5	17.7	0.0	48.3
Not Known or Provided	5.0	4.0	1.9	10.9	5.7	3.2	1.2	10.1
Other Religion or Belief	1.8	0.5	0.0	2.3	1.2	1.2	0.0	2.4
Sikh	0.2	0.1	0.0	0.2	0.4	0.2	0.0	0.6
Grand Total	63.0	35.1	1.9	100.0	61.7	37.1	1.2	100.0



This section provides a summary of all the training and development across the College in relation to pre-employment, employment and through the professional development approved in relation to the Equality Act 2010 protected characteristics.

Compulsory Professional Training

All new staff are required to complete compulsory professional training within the first few months of employment and for the role which they are employed in, which consists of:

- Bullying & Harassment
- College Induction
- Computer Security
- COVID-19 Safety Training (Management and Employee courses)
- Display Screen Equipment
- Equality & Diversity
- Fire Safety
- General Data Protection Regulations (GDPR)
- Health & Safety
- HR Moodle Induction Course (Completed prior to commencing. This includes a Welcome to the College and key information and policies relevant for early in employment)



All new staff are required to complete compulsory professional training within the first few months of employment and for the role which they are employed in.

STAFF CONTINUAL PROFESSIONAL DEVELOPMENT ANALYSIS

- Manual Handling
- PREVENT (Preventing Radicalisation and Extremism in Education)
- Remote Working Safety Training
- Safeguarding & Child Protection
- Safer Recruitment Training (all staff with responsibility for recruitment of staff)
- SEND (Special Educational Needs and Disability) Code of Practice
- Remote Working Training



The above list is not exclusive and other training may be implemented as may be appropriate from time to time to ensure that staff have the relevant skills and knowledge to support them in their roles and employment. In addition, all current staff are required to complete the above training at regular intervals as a refresher and reminder of their responsibilities every 12 months.

This contributes to ensuring all staff are aware of relevant information to support them in their roles, including any changes in legislation or regulations to enable all staff have the most up to date information and to ensure compliance, as well as supporting health & wellbeing.



Other training may be implemented as may be appropriate from time to time to ensure that staff have the relevant skills and knowledge to support them in their roles and employment.

Training and Development

All staff are entitled to apply for training and development opportunities and are encouraged through annual and six-month performance and development review meetings, 121 meetings and other opportunities to consider development opportunities.

The College has allocated specific time during the working week for all staff to have focussed time for continual professional development sessions. These sessions can be set by the College overall or by the Head of Department. In addition, the College has two specific staff development days allocated and three leadership and management conferences during each academic year.

The management team are encouraged to work with their teams and provide development opportunities. The College utilises the expertise of staff employed to deliver training within their field of knowledge and expertise and increased sharing of good practice and reliance on skilled and experienced staff rather than use external resources and incur costs.

In 2021, the College implemented monthly middle management training for all Managers within the Academic Departments and Support Managers as appropriate. The training covered several topics including professional standards (bullying & harassment) and expectations, safeguarding, performance management, sickness management, recruitment & selection, finance management. We will continue to develop the management training programme moving forward.

Staff Applications for New Qualifications

Information is promoted to all staff regarding opportunities to apply to Staff Development to gain a new qualification, continual professional development related to their role or attendance at seminars or conferences.

Analysis shows that the application and approval process for training across all areas of the College from applications received is fair and equitable for all staff. We received 105 applications in 2021 compared with 99 applications in 2020, and 51 in 2019. This shows that staff applications to gain new qualifications and further develop their skills and knowledge has increased. Of the 105 applications 49.5% (42) were received from females and 50.5% (53) from male staff employed. All applications were approved.



The College has allocated specific time during the working week for all staff to have focussed time for continual professional development sessions.

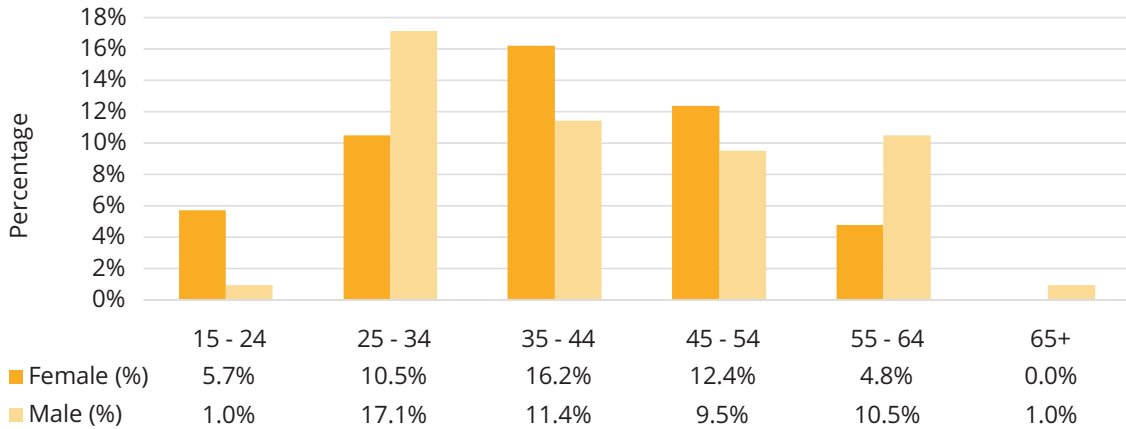
Staff Development Applications by Age and Gender



GRAPH DATA

The graph below shows the applications received by gender and age band 2021.

Staff Development Applications by: Age and Gender





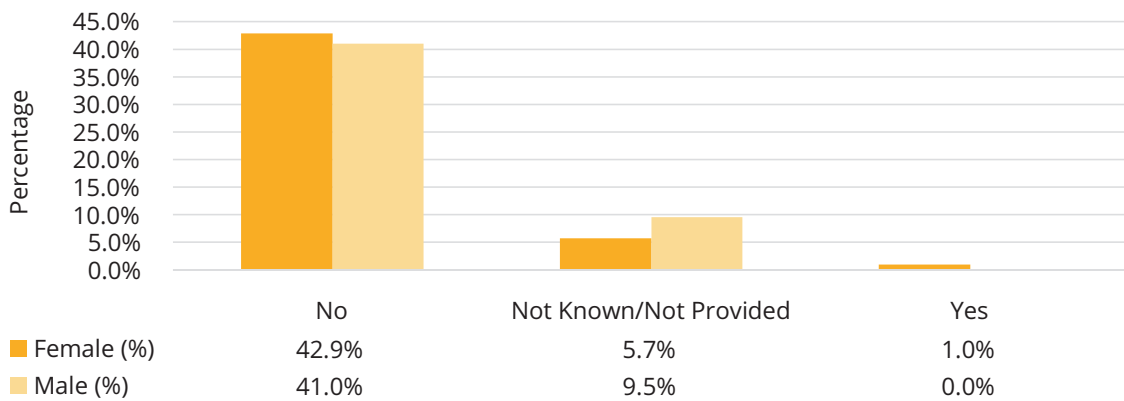
Staff Development by: Disability and Gender



GRAPH DATA

The graph below shows that 1% of staff development applications received were from staff who had disclosed a disability at the College for 2021.

Staff Development Applications by: Disability and Gender



There were 83.9% of staff who disclosed they did not have a disability or health conditions whereas 15.2% of applicants chose not to provide this information. The data is reflective of the overall workforce profile analysis.

Staff Development by Sexual Orientation and Gender Reassignment

There is minimal information provided to the College in relation to staff employed and hence we have not summarised this information further here as individuals could be identified from the information available and this is personal and sensitive to them.



Staff Development by Ethnicity and Gender




TABLE DATA

The table below shows the summary of staff applications for development by Ethnicity and Gender for 2021.

*Important notes.

- BAME = Black, Asian and minority ethnic group. This is a term commonly used to describe anyone who is a non-white person or group. We respect this does not necessarily cover all ethnic and cultural complexities and there is momentum to refer to diverse ethnic communities rather than BAME moving forward.
- WB = White British; WI = White Irish; WOE = White Other English; WAO = White African Other.

Ethnicity	BME		Not Known or Provided	Not Known or Provided		WB, WI, WOE, WAO		Grand Total
	Female	Male		Female	Male	Female	Male	
Grand Total	3.8%	1.9%	3.8%	9.5%	41.9%	39.0%	100.0%	

STAFF CONTINUAL PROFESSIONAL DEVELOPMENT ANALYSIS

Staff Development by: Religion or Belief and Gender

In 2021 most staff development applications were received from staff who disclosed no religion of belief, which mirrors the staff data.

29.5% of Staff development applications were received from staff who are Christian, and 26.7% from those who are not known or did not provide the information. Applications from other religions or beliefs.



TABLE DATA

The table below shows the percentage of staff development applications received by Religion or Belief and Gender for 2021.

Religion or Belief	2021			2020		
	Female (%)	Male (%)	Total (%)	Female (%)	Male (%)	Total (%)
Buddhist	0.0	0.0	0.0	0.0	0.0	0.0
Christian	15.2	14.3	29.5	13.1	12.1	25.3
Hindu	1.0	1.0	1.9	1.0	1.0	2.0
Jewish	0.0	0.0	0.0	0.0	0.0	0.0
Muslim	0.0	0.0	0.0	0.0	0.0	0.0
No Religion or Belief	20.0	20.0	40.0	18.2	18.2	36.4
Not Known or Provided	12.4	14.3	26.7	15.2	19.2	34.3
Other Religion or Belief	1.0	1.0	1.9	0.0	2.0	2.0
Sikh	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL	49.5	50.5	100.0	47.	52.5	100.0

Staff Development by: Marital Status and Gender



TABLE DATA

The table below shows the applications for Staff Development received by Marital Status and Gender for 2021.

Marital Status	2021			2020		
	Female (%)	Male (%)	Total (%)	Female (%)	Male (%)	Total (%)
Civil Partnership	1.0	0.0	1.0	0.0	0.0	0.0
Divorced	2.9	0.0	2.9	2.5	0.0	2.5
Married	9.5	9.5	19.0	7.4	17.2	24.5
Not Known or Provided	26.7	36.2	62.9	14.1	45.4	59.5
Partner (cohabiting)	0.0	1.9	1.9	0.6	3.1	3.7
Partner (not cohabiting)	2.9	0.0	2.9	0.0	0.0	0.0
Separated	0.0	1.0	1.0	0.0	0.0	0.0
Single	6.7	1.9	8.6	3.7	5.5	9.2
Widowed	0.0	0.0	0.0	0.6	0.0	0.6
Total	49.5	50.5	100.0	28.8	71.2	100.0

OUR MAIN AIMS



We will continue to build on our strength of embedding equality, diversity, and inclusion in the College culture, so that it continues to permeate throughout the working and the learning environment both within and beyond the classroom experience.

Whilst the diversity challenges faced by the College are like those that affect the Further Education sector and our local communities, the work undertaken by the College on equality, diversity and inclusion continues to be one of our strengths and something we are extremely proud of.

- We will continue to build on our strength of embedding equality, diversity, and inclusion in the College culture, so that it continues to permeate throughout the working and the learning environment both within and beyond the classroom experience.
- Further, develop those areas for improvement such as the levels of staff disclosure and the monitoring of protected characteristics.
- Promote a culture of tolerance and respect across the organisation.
- Analyse data regularly leading to an annual equality, diversity, and inclusion report.
- Maintain a zero-tolerance approach to discrimination.
- Promote the work of our Equality, Diversity, and Inclusion Group and BAME staff Group and share information to educate and promote equality, diversity, and inclusion.
- Provide a supportive environment in which all staff can flourish and take pride.
- Further develop a more flexible employment base to help meet the changing needs of the organisation.

Modern Slavery Act Statement for 2022

Introduction

- This statement is made pursuant to Section 54 part 6 of the Modern Slavery Act 2015 and sets out the steps that South Essex College has taken to ensure that slavery and human trafficking are not taking place in our supply chains or in any part of our business.
- South Essex College is a Further Education College established under the Further and Higher Education Act 1992. It is an exempt charity for the purposes of the Charities Act 2011. Some of our primary purpose trading is undertaken through a wholly owned subsidiary company, Training for Bradford Limited, which is also covered by this statement.
- The College's main business is to deliver education and training to students from the age of 16. This covers a wide range of vocational and academic programs covering, further education, apprenticeships, adult, and higher education.
- The College also delivers teacher training to a large cohort of post 18 students.
- For more information about South Essex College see our college website www.southessex.ac.uk
- 'Individual liberty', 'respect for the rule of law' 'equality' and 'mutual respect' are among our PROUD Values. Slavery and human trafficking are very plainly incompatible with these values.
- We expect the same high standards from our suppliers, all partner organisations, and external stakeholders we work with.
- Our Procurement Policy helps us to consider issues around modern slavery and human trafficking with our supply chain.
- We have policies and procedures in place to encourage and respond to public interest disclosures and to protect whistle blowers.
- It is a fundamental part of our procurement process to ensure that our suppliers are taking steps to ensure that slavery and human trafficking is not taking place within their businesses and within their supply chains. We also request copies of any relevant policy documents dealing with this issue. We receive and log their responses to ensure their approach is consistent with ours.
- We will work with our principal suppliers to ensure that our approach to slavery and human trafficking is reflected in all our purchases of goods and services, and, so far as reasonably practicable, that neither we nor they are involved in any way, either directly or indirectly, in slavery and human trafficking.

Slavery and Human Trafficking Statement

- South Essex College's core values are at the heart of everything we do. We are committed to running our business responsibly and in accordance with the high standards embedded in our core values.



If you require this booklet in an alternative format e.g. Braille, large print or audio, please call us on 0345 52 12345.