

Equality & Diversity Workforce Profile Report

January 2012

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Policy Statement

Bournemouth and Poole College are a diverse college that respects and celebrates differences in race, disability, gender, age, gender identity, sexual orientation, faith and religious beliefs, background or personal circumstance. We want everyone to feel valued and included in the college community and to achieve their full potential.

All forms of prejudice and discrimination are unacceptable, and we expect anyone who is upset by thoughtless comments or jokes, or experiences any form of discrimination or harassment to tell us.

This means the College is a place where **ALL** students and staff, whatever their circumstances or background-:

- are fully respected
- feel welcomed
- are treated in a friendly way
- have equality of opportunity
- have appropriate support

The purpose of this report is to show how the current workforce represents the different equality strands and highlights the areas that we feel we have improvements to make in order for our workforce to be a true representation of the community we operate in. It also gives insight into the diversity of applicants for roles within the college and how we can best target recruitment strategies to attract all strands of the community.

All members of staff are required to complete Equality & Diversity Training. At present 97.21% of employees have completed this, improving on the 90% completion rate this time last year. This can be broken down further to 96.12% of teaching staff, 97.97% of support staff and 100% of management. Completion of this is reported to the executive at the quarterly performance reviews.

This report should be read in conjunction with the Workforce Monitoring Spreadsheet and the Bournemouth & Poole College Single Equality Scheme.

The Wider Community

As an employer that is committed to diversity we are keen to represent, in our current workforce, the community in which we operate.

According to Office for National Statistics (ONS) data, in 2009 the population for Poole and Bournemouth stood at 306,100. 71.9% of this population were in employment, higher than the national average of 70.7%. The most striking characteristic of the community that The College serve is that it is much less ethnically diverse than England as a whole. In 2001, 3.2% of Dorset's population classed themselves as not White British as compared to 13% for England. The largest minority ethnic group is White Other (43.2%) followed by White Irish (18%). Dorset has a large Gypsy and Traveller community, though exact numbers are not known. Dorset and in particular Bournemouth & Poole have seen a large influx of migrants in recent years, though local authority estimates suggest that they remain for less than a year. Dorset's gender profile however, is similar to the national profile with females outnumbering males, though the gender gap is greater in Poole (4.2%) than it is for Bournemouth (2.7%).

Poole is a working town with a major port, internationally renowned business and a diverse economic base made up of manufacturing, engineering and service industries. Poole has a consistently low level of unemployment however faces challenge for the future in the form of a decline nationally in manufacturing, 16.5% of the workforce in Poole are employed in manufacturing and the loss of graduates due to unavailability of employment they are skilled in.

Dorset's proportion of the population under working age is below the national and regional average and under 16's appear as the most under represented. The expected increase in population of those aged 50+ and the decrease in those aged 20-49 coupled with the removal of the default retirement age in October 2011 could have vital implications for the labour force with fewer younger workers and more aged 50+.

Removal of the Default Retirement Age

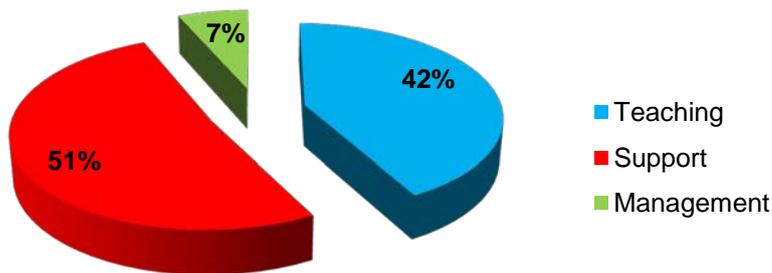
The default retirement age was removed by the government in October 2011. This means that employees are no longer allowed to give notice of retirement to employees. The primary concern of employers is that the removal of the default retirement age could impact negatively on the current and future provision of group insured benefits: life assurance; medical cover; income protection schemes and critical illness cover. Concerns have also been raised that if the DRA is removed altogether, it will be much more difficult to distinguish between employees who are retiring and those who are voluntary leavers.

Considerations that have been suggested for organisations working without the default retirement age include having regular conversations with all employees about expectations of them, their performance and future plans. It is recognised that such conversations should not be limited to younger or older employees but had with all employees to ensure fairness and consistency. The annual appraisal meeting could provide a forum for this conversation (ACAS, 2011).

Our Current Workforce

As of January 2012 we had 855 employees. This is 1 less than at this time in 2011. Figure 1 shows how the current workforce can be broken down into Teaching, Support and Management:

Figure 1: Number of Employees



From this it can be seen the largest proportion of employees is support staff with management accounting for the smallest amount.

Figure 2: Number of Employees - Full & Part Time

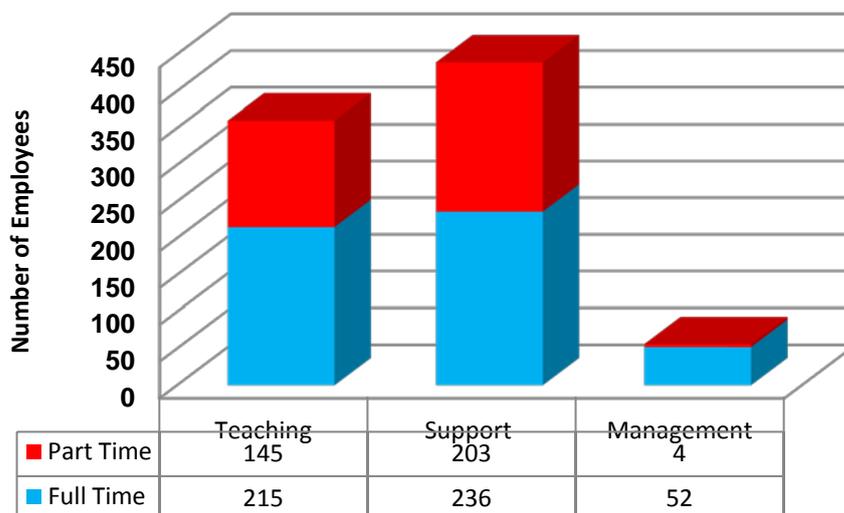
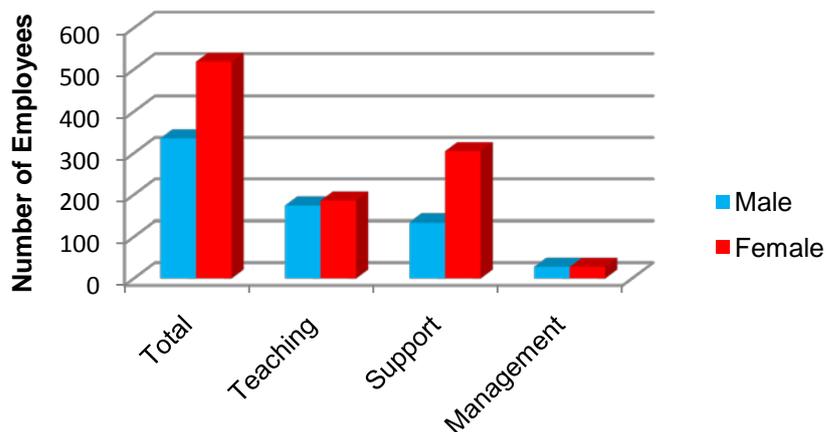


Figure 2 shows that the majority of teaching staff are full time, support staff are more evenly split with more full time and the majority of management are full time.

Gender

Figure 3 shows that overall there are more female employees than males. The same pattern is present within the support staff whereas the teaching staff has a more even make up with only a small proportion of more females than males. Within the management there is an even mix of both male and female employees.

Figure 3: Gender of Employees



Across the whole college there are more female employees working part time than full time. With the male employees there are more working full time than part time. The college's procedure on flexible working is available to both male and female employees.

Disability

A new Equality & Diversity Monitoring form was sent to all employees towards the end of 2011, the results of this have improved the disclosure rate for disability considerably from last year. This year shows an 82% disclosure rate compared with a 60% rate in 2010.

Each of the areas of support, teaching and management has 70% or more of the workforce who have disclosed if they are disabled or not. This is a big improvement on last year where each area had fewer than 10% disclosure rate. The majority of staff in each area have declared they are not disabled.

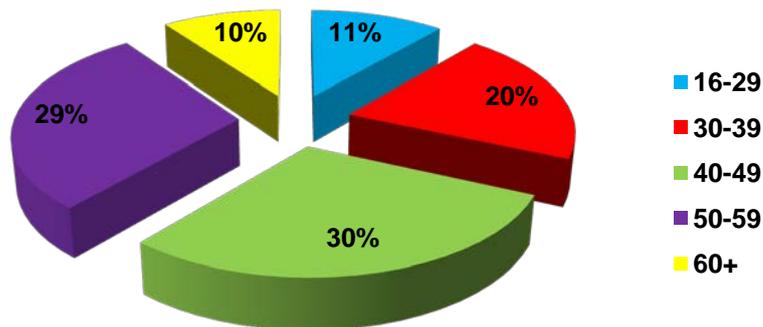
As an approved user of the two ticks disability symbol we are committed to employing disabled people and will interview all applicants with a disability, recognised within the definition of the Equality Act, who meet the minimum criteria for a job vacancy and consider them on their abilities. This was successfully renewed in April 2011.

When required we are able to provide signers, large print or Braille documentation. Our Occupational Health Team is on site to assist and advise any member of staff with any

issues or concerns they have regarding their disability, health and working environment. We encourage the member of staff to develop and progress in their role and monitor this through annual staff appraisals.

Age

Figure 4: Age Ranges of the Current Workforce:



The chart above shows the majority of our employees fall within the 40 -49 and 50 – 59 age bracket. The fewest number fall in the 60+ bracket. These figures are very similar to last year which shows that the full impact of removing the default retirement age is yet to show.

The largest proportion of teaching staff falls within the 50-59 with the fewest in the 16-29 brackets. Again within management the largest proportion fall within 50-59 with one in the 16-29 brackets. Within support staff there is a more even split across both the 40-49 age bracket and 50-59 bracket with the fewest in the 60+ bracket.

As of January 2012 we employ 10 modern apprentices all within the 16-29 age bracket. This is 60% more than last year.

Ethnicity

The categories listed below are used to record the ethnicity of the current workforce:

Ethnicity	Total Workforce	
	No.	%
Asian/Asian British- Indian	3	0.35%
Asian/Asian British - Pakistani	0	0.00%
Asian/Asian British - Bangladeshi	2	0.23%
Asian/Asian British - Any Other	4	0.47%
Black/Black British - Caribbean	4	0.47%
Black/Black British - African	1	0.12%
Black/Black British - Any Other	2	0.23%
Chinese/Other Ethnic Group - Chinese	4	0.47%
Chinese/Other Ethnic Group - Any Other	0	0.00%
Dual Heritage - White & Black Caribbean	2	0.23%
Dual Heritage - White & Black African	0	0.00%
Dual Heritage - White & Asian	2	0.23%
Dual Heritage - Any Other	4	0.47%
Traveller/Gypsy - Gypsy	0	0.00%
Traveller/Gypsy - Traveller	0	0.00%
Traveller/Gypsy - Any Other	1	0.12%
White - British (Incl Scottish & Welsh)	711	83.16%
White - Irish	8	0.94%
White - Any Other	34	3.98%
Not Disclosed	73	8.54%

This will have either been indicated at the time of employment or as a result of the new Equality & Diversity Monitoring form that was sent to all employees towards the end of 2011. The above data, representing the total workforce, indicates that the largest proportion of the workforce is White British.

Interestingly, the disclosure rate has only gone up by 1% since last year which suggests employees are still comfortable disclosing this information to the college. Whilst this is positive we will continue to request this information on an annual basis and explain the importance of this monitoring to our employees.

Sexual Orientation

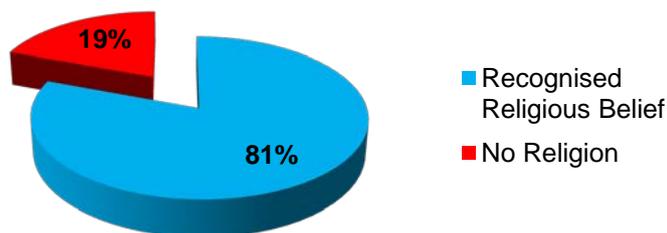
Due to the implementation of a new system we are now able to record and report on the sexual orientation of our workforce. Employees were asked to disclose this information on the Employee Information Form that was sent out late 2011. As this was the first time we had asked for this data we were anticipating a low disclosure rate. However, across the whole college there was a disclosure rate of 53.10% which is positive. Of those who disclosed 98.68% declared that they were heterosexual. The area with the largest proportion of employees choosing not to declare was teaching at 54.44%. It is hoped that the declaration rate for sexual orientation will increase over the next 5 years.

In 2011 the college set up the LGBT network for those employees who wish to identify themselves as lesbian, gay, bisexual or transgender. The network recognises that not everyone feels comfortable attending meetings therefore, to ensure that all voices from within the entire college LGBT community are heard, a dedicated email address for any questions, suggestions or comments has been set up. Information on the LGBT network is sent out in the form of a newsletter to all new starters at the college and events are advertised via the college's intranet and weekly college community newsletter that is emailed to all employees.

Religion

As with sexual orientation, following the implementation of the new system, we are now able to record and report on the religion of our workforce. The disclosure rate for the total workforce was 53.80%. A further breakdown of those who disclosed can be viewed in Figure 5.

Figure 5: Religious Belief



From these results of the whole college it can be seen that the largest proportion of employees hold a recognised religious belief with 19% declaring that they hold no religion.

The college opened 2 multi-faith prayer rooms at both the Lansdowne and North Road sites in 2011. Called the 'Haven' these offer a quiet space for reflection and prayer away from the busy College environment. They are open to all College learners, staff and visitors of all faiths and none. The spaces also aim to provide a resource for groups of students and staff to meet for spiritual support. Chaplaincy Support (of any Faith), can be obtained by contacting the college's Equality, Diversity & Community Engagement Manager.

Recruitment

Recruitment for The College is looked after by Human Resources (HR). All external roles are advertised through FE Jobs and when required specific, targeted publications and websites are used. Temporary agencies are used and we have a full time coordinator based in HR from Protocol National. The college is aware of the Agency Worker Regulations, 2011 and have taken the necessary steps to address and implement these, as required.

The supporting information that is sent out to applicants includes an equality statement:

'We welcome applications from all sections of the community, particularly from disabled people and members of minority ethnic groups as these groups are under-represented in our workforce.'

Information is also given about the two tick's disability scheme as mentioned on page 4. Support is offered to applicants who may require help with completing the application form or who may need reasonable adjustments to be made for interview. All documentation can be requested in another format or language, as required.

In the period between 1st January 2011 and 31st December 2011 we advertised 100 posts. 71 of these were support, 23 were teaching and 6 were management. 348 people applied for these posts, of these people 250 were short listed and 104 were successfully appointed. Of those appointed 5 were to management roles, 73 were to support roles and 26 were to teaching roles.

Gender

Of those who applied, in total, 70% were female and 30% male. Of those who applied for management roles 83% were female and 17% male. For support roles 72% of those who applied were female and 28% male and for teaching roles 63% were female and 37% male. Of those that were appointed to positions 70% were female and 30% male.

Disability

Applicants are given the opportunity to declare if they have a disability at the time of application but only so that any reasonable adjustments for interviews need to be made. Only 6 of the total applicants declared that they had a disability. Of these 3 were short listed with 1 person who was appointed stating that they had a disability.

Age

Figure 6: Age range of Applicants:

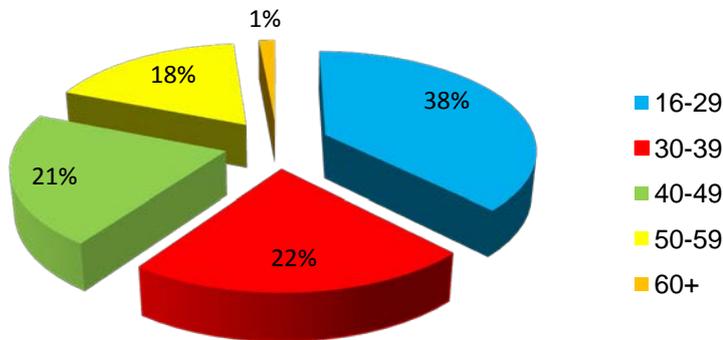


Figure 6 shows that of all the applicants who applied for roles, across all designations, the highest percentage fell within the 16-29 brackets. The lowest numbers of applicants were aged 60+. This is the same as last year and indicates that

Across all designations the majority of those who applied and were short listed fell within the 16-29 brackets. Within the teaching category the majority of those shortlisted fell within the 40-49 brackets. Within support the majority of those shortlisted fell within the 16-29 brackets and within management they fell in the 50-59 brackets. Of those who were appointed the majority overall fell within the 16-29 category. This was mirrored within the support posts whilst within teaching the majority of those appointed fell within the 40-49 bracket and within management they were aged between 50-59.

Ethnicity

As part of the application form that all applicants are required to complete there is an optional ethnicity form. This uses the same ethnicity categories as the monitoring form that was sent out to all employees.

Ethnicity	Number of Applicants
Asian/Asian British- Indian	3
Asian/Asian British - Pakistani	4
Asian/Asian British - Bangladeshi	0
Asian/Asian British - Any Other	5
Black/Black British - Caribbean	3
Black/Black British - African	2
Black/Black British - Any Other	1
Chinese/Other Ethnic Group - Chinese	0
Chinese/Other Ethnic Group - Any Other	0
Dual Heritage - White & Black Caribbean	2
Dual Heritage - White & Black African	0
Dual Heritage - White & Asian	0
Dual Heritage - Any Other	3
Traveller/Gypsy - Gypsy	0
Traveller/Gypsy - Traveller	0
Traveller/Gypsy - Any Other	0
White - British (Incl Scottish & Welsh)	296
White - Irish	3
White - Any Other	26
Not Know/Provided	0

The majority of applicants applying for posts across all of the designations were White British, followed by White – Any Other and then Asian/Asian British. This is the same pattern as last year. For Support posts the highest numbers were White British, followed by White – any other. For teaching posts, after White British the second largest amount of applicants were White – Any Other. For Management all applicants were White British.

Of those who were short listed the majority were White British, followed by White – Any Other. This was the same for Support and Teaching staff. Of those appointed to roles the majority were White British, across all of the designations followed by White – Any Other and Black/ Black British – African.

Sexual Orientation & Religion

Due to the implementation of a new system towards the end of the year this was not previously recorded and therefore, there is limited data for recruitment on these characteristics. As these are now able to be recorded they will be reported on in the workforce monitoring report compiled in 2013.

Reflection on Areas for Development - 2010/11

In last years report the Equality and Diversity working group identified a number of points of interest and areas for development for the year ahead. The progress made on some of these items can be viewed below:

- **Census data:** The group committed to look at the new data for 2011 to help us to see if our workforce is reflective of our community. According to the ONS statistics (2012) headline population estimates will be available mid 2012 with more detailed estimates to follow in 2013.
- **Analysis of the disclosure rates in departments and faculties:** The Employee information form that was sent out to all employees had a response rate of 78.83%. This is an improvement on the previous years response rate of 57%.

Analysis is currently being carried out on the disclosure rates by departments and curriculum areas to see where there may be potential barriers in employees disclosing.

- **Snapshot surveys carried out across the workforce:** This has been actioned in the form of the Employee Information Form that was sent to all employees late 2011. A monthly workforce monitoring report is produced and the form will be sent out again at the end of 2012.

Areas for Development - 2012

From the data that has been analysed and through discussion with the Equality and Diversity working group a number of points of interest and areas for development for 2012 have been identified. Some of these actions have been carried over from last year's plan due to time constraints and their on-going nature.

These actions will feed into the Single Equality Scheme action plan which is monitored at each E&D meeting and reviewed in full annually:

- Looking at the age of our workforce currently it is evident that the college is attracting applications from those in the 16-29 age bracket however, the workforce is still largely made up of those aged 40-49. This coupled with the removal of the default retirement age means the average age of the workforce may continue to increase each year and the opportunities for younger workers may decrease. It is important that we are aware of the potential for Stereotypes to form. As part of our commitment to Equality and Diversity we will undertake training and challenge the existing perceptions that may be present within the workforce. This will include training on recruitment & selection to ensure that the candidates who best fit our requirements are recruited.

This was an action carried over from 2011, it has been recognised that in order to avoid us mirroring our current workforce when recruiting to new posts that training is required for all managers across the college. It is anticipated that this will form part of a new leadership training programme currently in development.

- Following the increase in the disclosure of disabilities from the employee information form sent out late 2011 a reminder is to be sent out to all employees about the support that is offered to staff at the college who are disabled.

This will be highlighted to all employees using the college intranet and via the weekly college community newsletter. Continued support will be made available to all employees through occupational health and we will again be applying for two tick status.