



Equality, Diversity and Inclusion

1.0 Foreword



Foreword by Angela O'Donoghue CBE,
Principal and Chief Executive.



At South Essex College, we recognise our responsibility for ensuring that our students and staff can effectively contribute as part of a multicultural society.

THIS REPORT

This report publicises what our duties are, how we have worked to meet them with a specific focus on Human Resources.

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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2.0 Executive summary



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 2020 specifically in relation to Human Resources and meeting our public sector duty. The college continues 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 protected characteristics analysed 2020 and compared with data collated from previous academic years. The gender pay gap is summarised in this report.

- The college employed on average 922 staff across the organisation during 2020. This is a reduction of 51 staff compared to the previous year. Average staff numbers are reducing as we restructure to ensure we continue to meet our customer needs.
- Of the 922 staff on average employed, the management team consist of 11.8%, Academic staff group 37.6%, Academic Support 25.1% and Support staff 25.5%.
- Further Education colleges nationally have a predominately female workforce, and the college is no different, with female staff totalling 60.3% of the workforce and male staff 39.7% compared with 38.2% in 2018/19.
- The college gender pay gap mean was 9.2% in 2020 which is slightly higher than the 7.5% mean in 2019. The college continues to remain lower than the national mean average of 14.6%. The median has increased from 16.0% in 2019 to 16.7% in 2020.
- The age profile of the college workforce has remained similar for the last 5 years. The majority of the workforce are within the 45-54 age band totalling 26.1%, of which 15.9% are female and 10.2% male staff.

2.0 Executive summary

- The college encourages staff to disclose disabilities or health conditions. A total of 5.5% of staff disclosed a disability of which 2.6% were female and 2.9% were male.
- 29.6% of staff have disclosed no religion or belief, whereas 37.7% have not provided this information. 28.3% of staff disclosed they are Christian with smaller number disclosing other religions including Buddhist, Hindu, Jewish and Muslim.
- The college has minimal data in relation to sexual orientation / gender reassignment. 60.7% have disclosed they are heterosexual / straight, and we recognise staff may perceive this information has no relevance to their employment.
- The profile across the ethnic groups has remained fairly static with minimal changes in data. 75.81% of the workforce have disclosed white British, and 8.68% of the workforce disclosed they are BAME, which is a term commonly used to describe anyone who is a non-white person or group, however we respect this does not cover all ethnic and culturally diverse communities. 15.51% of staff chose not to disclose their ethnicity.
- With regard to marital status / civil partnerships, 52.1% of staff have chosen not to disclose this information, whereas 8.8% have disclosed they are single, 4.7% have state they are divorced and 27.2% married. Again, they may feel this is not relevant to their employment.



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

EQUALITY LEGISLATION

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.



2.0 Executive summary



Staff recruitment by applications

The college turnover for 2019/20 ended at **17.65%** compared with **20.36%** in 2018/19.

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 1732 applications in 2020, which is a reduction of 603 from 2336 applications for positions advertised the previous year.
- Applications were received broadly from across all the age bands and this has remained similar to 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 2.5% were female and 2.4% were male. The total is an increase of 0.4% overall from the previous year.
- 71.7% of applications received were from White British individuals. Although small percentages, the college continues to receive applicants from across other diverse ethnic communities (BAME).
- 32.7% of applications were received from applicants disclosing they were Christian, whilst 1.6% were of Hindu religion, 2.7% Muslim, 0.8% Jewish, 0.6% Sikh. There were 48.3% who stated they had no religion or belief.

- 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 development

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.

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



The college allocates specific time for continual professional development opportunities.

2.0 Executive summary

- We received 99 applications in 2019/20 compared with 51 in 2018/19. Of the 99, 47.5% were received from female staff and 52.5% from male staff employed.
- Of the total applications received 5.1% of staff disclosed a disability, 36.4% stated they did not and 17.2% did not disclose this information or it was not provided.
- Applications were received from staff across all age bands. It is encouraging that 3% of applicants were aged 65+, and 18.2% 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).
- Staff applications in relation to religion or belief and gender mirrors the college overall data in the sense that 25.3% of staff disclosed they were Christian in 2020 compared with 35.3% in the previous year. We received small numbers of applications for training from staff within other religions. However, 36.4% stated they had no religion or belief and 34.3% of the total staff applying for training chose not to disclose this information.
- 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 next steps

Whilst the diversity challenges faced by the college are similar to 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.

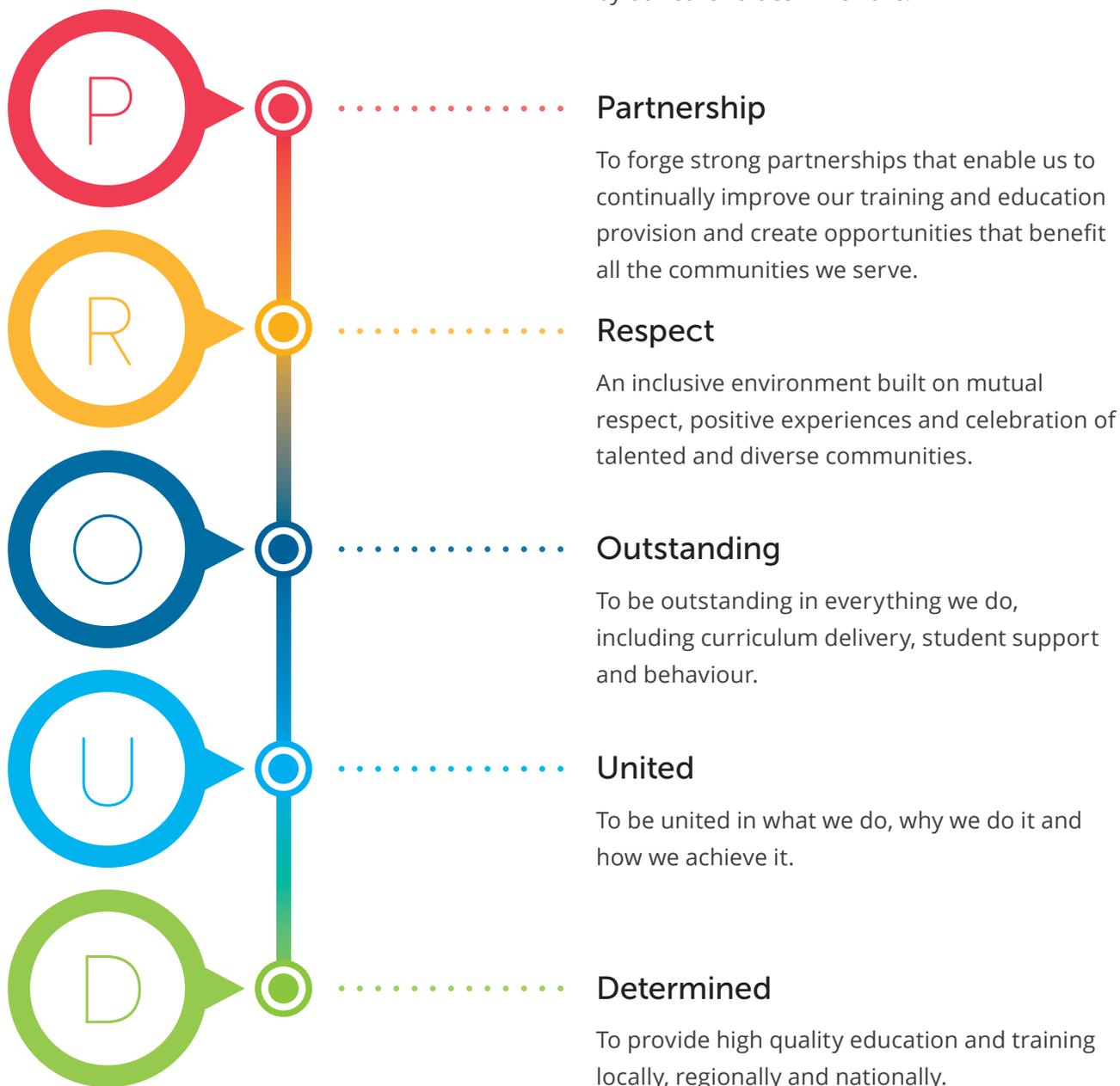


3.0 About the college



Our mission and core values

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



EQUALITY AND DIVERSITY

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

4.0 How we manage equality and diversity

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, regular target setting and monitoring and the development of positive actions.

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.

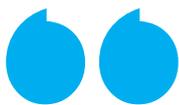


We strive to provide a safe and inclusive environment.

- 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.



4.0 How we manage equality and diversity



Promote equality and inclusion, ensuring fairness and equity in everything we do.

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.



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.

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 regulations and official guidance documentation.

4.0 How we manage equality and diversity

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 2021**.

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 £8.29 and will ensure full compliance with the planned changes to the National Minimum Living Wage from April 2021.



Appropriate differentials have been created recognising accountability and job responsibility.

WORKING PROACTIVELY

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.



4.0 How we Manage Equality and Diversity



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.

Staff terms and conditions

The terms and conditions for all staff are standardised in the contract of employment for their role. 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.

Staff complaints

Any staff complaints received are thoroughly investigated and appropriate action is taken should any concerns be identified to minimise or eradicate the risk of similar situations arising in the future.

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 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.

4.0 How we manage equality and diversity

Probation review, grievance, capability, disciplinary and employment tribunals

In the monitoring period September 2019 to 31 December 2020, the college dealt with 61 cases compared with 117 the previous year. The majority of 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 number of cases, were dealt with through the formal policy procedures and appropriate action taken. 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. In addition, 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.

Equality and Diversity group

The college has an Equality and Diversity group, chaired by our Assistant Principal, Student Experience. The group has an established term of reference and considers all matters relating to equality, diversity and inclusion throughout the college. 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, diversion and inclusion.

BAME (subgroup)

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

The group is newly established, and all staff are invited to attend the group meetings.

Other subgroups

The college is planning to establish further subgroups, such as for LGBTQ+ and disability, and we hope to share more information in the next report.



BAME (SUBGROUP)

In 2020 the college established a subgroup for staff from within the BAME community (Black, Asian and Minority Ethnic).



5.0 Staff equality analysis



The Head of Human Resources monitors the workforce data of our staff. This section looks at the protected characteristic for staff, staff groups and identifies any changes or trends within our data.

In 2020 the college employed on average 922 staff across the organisation, compared with 973 in 2019 and 876 in 2018. The data utilised for this report includes all staff employed by the college and excludes contractors, volunteers, agency staff and any vacancies.

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

The workforce group profile is summarised into four main groups as shown in the table above. This shows staff data by staff group for 2020 and compared with the previous two years as a percentage of the total. As you can see regardless of the number of staff employed, the staff groups have not significantly altered.

The data includes all staff employed within the college subsidiary companies. Due to the small numbers of staff within these companies, the staff data has been included in the main data to manage anonymity.

5.0 Staff equality analysis

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.



In 2020 the college employed on average 922 staff across the organisation.



Staff Category (%)	Prospects Learning Foundation Limited	Prospects Training Limited	South Essex College	The Backstage Centre Limited	Grand Total
Academic	0.33	0.11	37.09	0.11	37.64
Academic Support	0.33	0.00	24.62	0.11	25.05
Manager	0.22	0.00	11.39	0.22	11.82
Support	1.74	0.00	23.10	0.65	25.49
Grand Total	2.60	0.11	96.20	1.08	100.00

SUBSIDIARY COMPANIES

The data includes all staff employed within the college subsidiary companies.



5.0 Staff equality analysis



Staff data by gender

We have a higher proportion of females employed at the college than male staff, which is generally normal within the Further Education sector. It is recognised that females and individuals who prefer to work part time or more flexibly gravitate to public sector organisations, as we are able to offer a variety of contractual options.

The table below shows the staff data by staff group and gender for 2020 compared with the previous two years data. The data is quite similar with slight fluctuations between the number of female and male staff employed within the group profiles.

In 2020, the college employed 60.3% female and 39.7% male staff. There has been a slight increase of 1.5% of male staff employed overall than in the previous year, with a 0.8% increase in the management team and a 2% increase of male staff within the academic staff group.



We are able to offer a variety of contractual options.

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

5.0 Staff equality analysis

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 coaches and tutor assessors are included in the academic staff group. Within the academic support staff group we have included all staff who provide students on Educational Health Care Plans and require support with their learning and to attend college, and these include Student Learning Coaches and Educational Communicators.

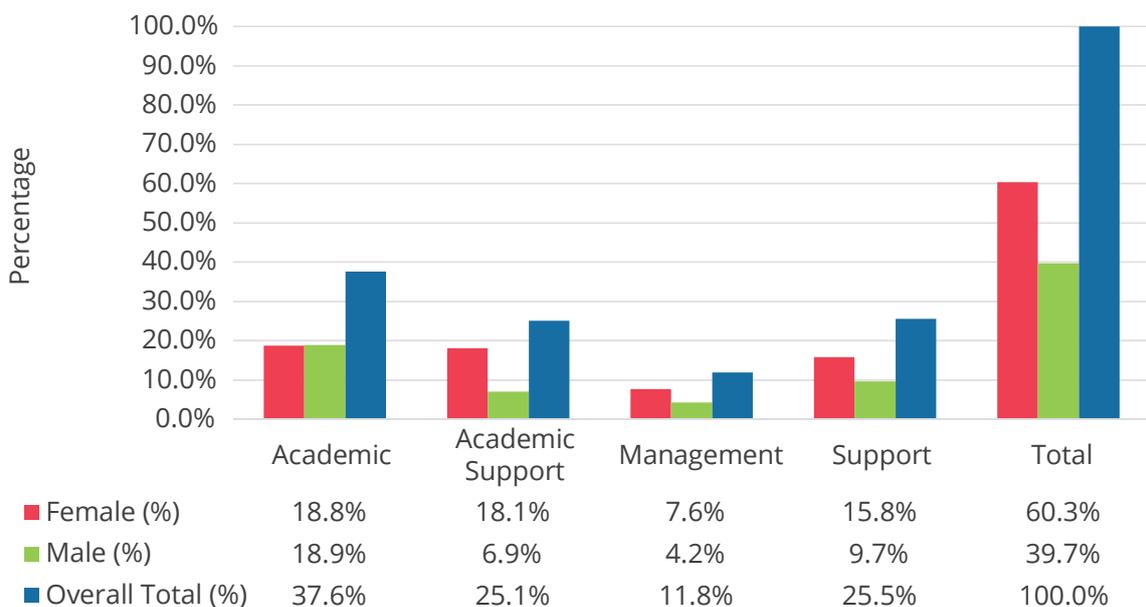
The remaining support staff group includes departments such as Human Resources, Computing Services, Estate Services, Commercial Catering and College Information Systems.

The graph below shows that the management team total 11.8% of the workforce, academic staff 37.6%, academic support 25.1% and support staff 25.5%.



We have a higher proportion of females employed at the college than male staff.

Staff Data: Staff Group and Gender 2020



5.0 Staff equality analysis

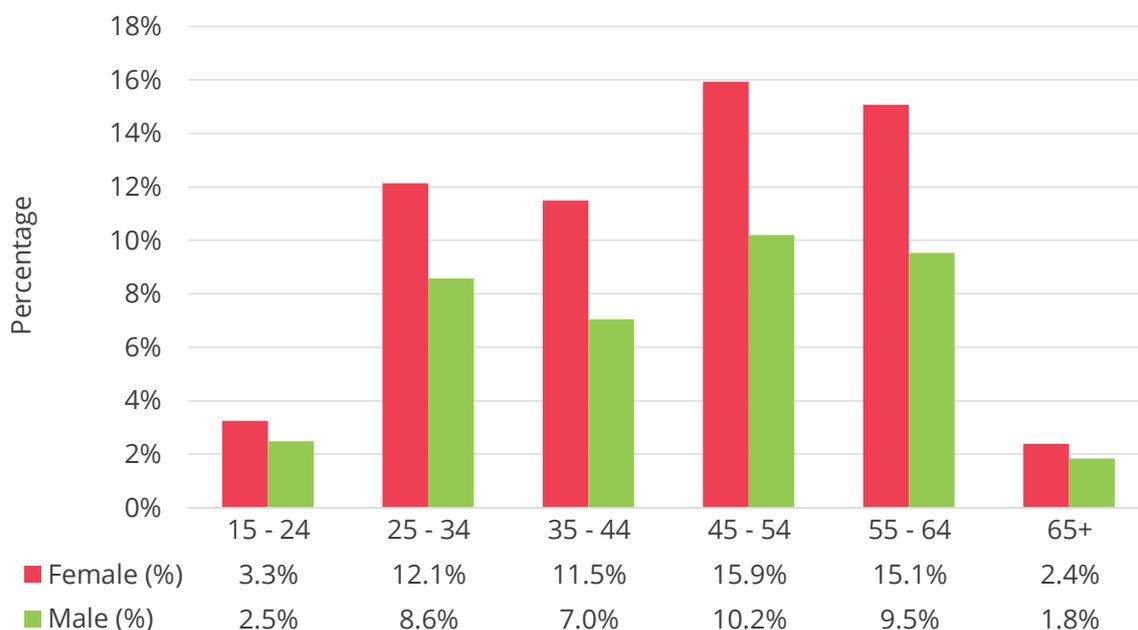


Staff data by age

The college takes appropriate action to ensure that staff are not discriminated against on the grounds of age.

The graph below shows a summary of the workforce by age-band and gender for 2020.

Staff Data: Age and Gender



The age profile of the college workforce has remained similar for the last 3 years. The majority of staff are employed within the 45-54 age band which totals 26.1% in 2020 compared with 28.5% in 2019. Within this group there are 15.9% female staff and 10.2% male staff.

The college has 24.6% staff employed within the 55-65 age band group in 2020 compared with 22.4% in the previous year. Within this group there are 15.1% female staff and 9.5% male staff.

We are continuing to encourage staff from within the lower age bands to work at the college and are offering Apprenticeship programmes to develop our workforce and this increase can be seen in the analysis of the applications received for jobs available in the staff recruitment by application analysis, Section 6.0 below.

The college continues to review the demographics of the college. We are mindful of the potential impact of developing a more ageing workforce as staff choose to remain in work longer with the removal of the default retirement age.

5.0 Staff equality analysis

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 due to the fact that there are a number of contributory factors to determining the gender pay gap which are not within the control of the employer.



We are continuing to encourage staff from within the lower age bands to work at the college and are offering Apprenticeship programmes to develop our workforce and this increase can be seen in the analysis of the applications received for jobs available in the staff recruitment by application analysis.



AGE PROFILE

The age profile of the college workforce has remained similar for the last 3 years.



5.0 Staff equality analysis



Gender pay gap

Our overall gender pay gap mean average is **9.2%** for 2020 compared with **7.5%** 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 from **16.0%** to **16.7%** in 2020.

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 purpose of 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.

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.

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 male / female staff split.

The data shows the mean salary for male staff was £15.43 per hour compared with £14.01 per hour for female staff which is a £1.43 difference. The median hourly rate of pay was £15.38 per hour compared with £12.80 per hour for female staff, a difference of £2.57 per hour.

Gender Pay Gap	2020 (%)	2019 (%)	2018 (%)	2017 (%)
Mean	9.2	7.5	8.4	6.9
Median	16.7	16.0	11.1	11.3

5.0 Staff equality analysis

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 an overall mean gender pay gap of **14.6%** which 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.

The table below provides relevant comparison data for the college to consider in relation to our gender pay gap data (ONS Data Source October 2020 (estimated and not finalised).



The college normally compares our gender pay gap data against the national data published.

Gender Pay Gap	Mean 2020 (%)	Mean 2019 (%)	Mean 2018 (%)	Median 2020 (%)	Median 2019 (%)	Median 2018 (%)
Public Sector	11.4	15.7	17.5	11.2	16.8	19.0
Private Sector	14.3	19.9	20.3	14.1	23.6	23.8
Education	17.1	17.0	17.3	24.6	25.4	25.9
Higher Education	18.2	15.9	16.1	9.9	15.5	15.0



5.0 Staff equality analysis

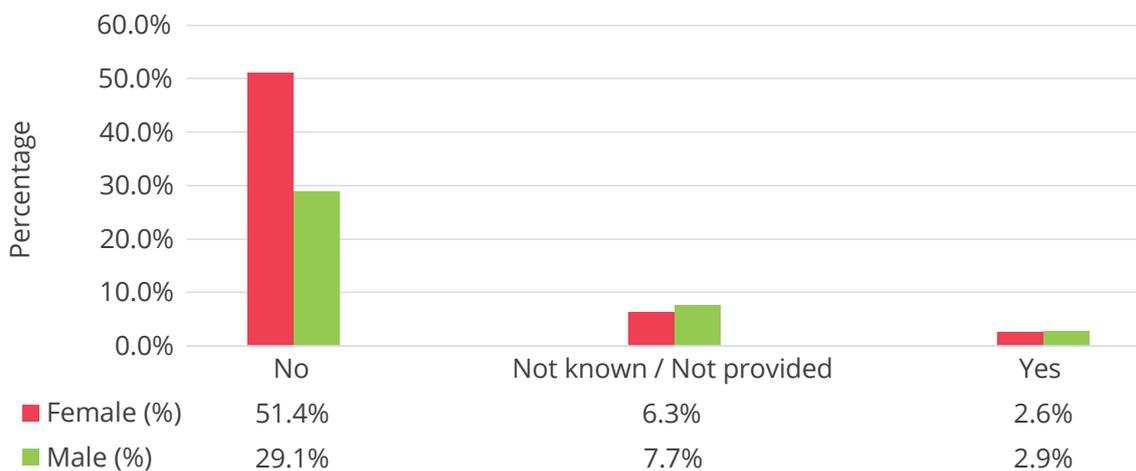


Staff data by disability

The college provides all staff with the opportunity, and encourages them, to disclose information relating to their disability, difficulty or health conditions. 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.

Human Resources and the management team work proactively with staff to implement appropriate reasonable adjustments to enable staff to remain in work. The graph below shows the staff employed in 2020 by disability and gender.

Staff Data: Disability and Gender



There is a slight increase of staff employed disclosing they have a disability or health conditions from 5.4% in 2019 to 5.5% in 2020. Of the 5.5%, 2.6% were female and 2.9% were male.

Staff who have disclosed they do not have a disability increased from 78.7% in 2019 to 80.5% in 2020 academic year, with 14% of staff choosing not to provide this information.

5.0 Staff equality analysis

During 2019/20 academic year the college carried out a staff survey which included questions relating to staff health and medical conditions. We received 792 responses, and staff took the opportunity to update the information the college held on them, especially if there were any changes to known medical conditions or new ones diagnosed.

It is important to note that staff may have a disability or health condition, 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 has focused on the health and wellbeing of our workforce due to the additional anxieties with the COVID-19 pandemic, and implemented health and wellbeing weeks, access to counselling, bereavement information, healthy living, exercising and with a strong focus on mental health.



The college has focused on the health and wellbeing of our workforce due to the additional anxieties with the COVID-19 pandemic.

EXTERNAL AGENCIES

The college works with external agencies to provide reasonable adjustments and equipment to enable staff to remain at work.



5.0 Staff equality analysis



Staff data by religion or belief

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

Religion or Belief	2020			2019		
	Female (%)	Male (%)	Overall Total (%)	Female (%)	Male (%)	Overall Total (%)
Buddhist	0.7	0.1	0.8	0.5	0.1	0.6
Christian	18.8	9.5	28.3	19.0	9.1	28.2
Hindu	0.3	0.4	0.8	0.4	0.4	0.8
Jewish	0.1	0.0	0.1	0.3	0.0	0.3
Muslim	0.3	0.3	0.7	0.6	0.3	0.9
No Religion or Belief	17.2	14.4	31.7	16.1	13.5	29.6
Not Known/Not Provided	21.6	14.1	35.7	23.5	14.2	37.7
Other Religion or Belief	1.0	0.5	1.5	0.9	0.4	1.3
Sikh	0.3	0.2	0.5	0.3	0.2	0.5
TOTAL	60.3	39.7	100.00	61.8	38.2	100.00

The majority of the workforce totalling 67.4% have stated that they either have no religion or belief (31.7%) or they have not provided this information (35.7%). Staff who have disclosed they are Christian totalled 28.3% of the workforce, comprising 18.8% female and 9.5% 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, Jewish, Muslim and Sikh.

5.0 Staff equality analysis

Staff data: by sexual orientation / gender reassignment

We recognise the importance of having a diverse workforce including people from the Lesbian, Gay, Bisexual and Transgender or Questioning (LGBTQ+) community.

We acknowledge this is still an area of high sensitivity and personal decision to disclose such information.

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

Sexual Orientation by Gender	2020			2019		
	Female (%)	Male (%)	Total (%)	Female (%)	Male (%)	Total (%)
Bisexual	0.7	0.3	1.0	0.4	0.3	0.7
Heterosexual / Straight	37.1	23.6	60.7	36.6	21.7	58.3
Homosexual / Gay	0.1	1.1	1.2	0.1	1.1	1.2
Homosexual / Lesbian	0.3	0.0	0.3	0.2	0.0	0.2
Not Known/Not Provided	22.1	14.6	36.8	24.5	15.1	39.6
TOTAL	60.3	39.7	100.00	61.8	38.2	100.0

The college profile with regard to staff disclosing their sexual orientation fluctuates slightly year on year and can change due to one or two people affecting the data. In 2020 there were 60.7% members of staff who disclosed they were Heterosexual / Straight compared with 58.3% in the previous year. There has been a slight increase from 0.7% in 2019 to 1.0% of staff disclosing they are Bisexual in 2020.

There has not been much change over the previous years in relation to the staff disclosing information relating to gender-reassignment as they normally align with the gender they would prefer to be recognised as, whether male or female.



5.0 Staff equality analysis



The profile across the whole college with regard to ethnicity has remained fairly static.

Staff data: by ethnicity

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

*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.

Role Category	*BAME	Not Known / Not Provided	*WB, WI, WOE, WAO	Grand Total
Academic	3.80	7.81	26.03	37.64
Academic Support	2.06	3.15	19.85	25.05
Manager	1.30	1.52	9.00	11.82
Support	1.52	3.04	20.93	25.49
Grand Total	8.68	15.51	75.81	100.00

5.0 Staff equality analysis

The profile across the whole college with regard to ethnicity has remained fairly static this academic year compared to previous years. The table above shows that the majority of staff employed are within the white British or other ethnic group.

The college has 8.68% of staff employed within the diverse ethnic communities, 3.8% employed within the academic staff group, 1.3% within the management group, 2.06% within the academic support staff and 1.52% within the support staff group.

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

The data shows that of the 8.68% of staff who have disclosed diverse ethnic communities, there are 4.77% female and 3.9% male staff employed. This is reflective of the fact there are more female staff employed than male staff. Within the White British or Other ethnic group, we have 48.26% of staff who are female and 27.55% male staff employed.



The college has 8.68% of staff employed within the diverse ethnic communities.

Role Category	BAME		Not Know / Not Provided		WB, WI, WOE, WAO		Grand Total
	Female	Male	Female	Male	Female	Male	
Academic	1.95	1.84	2.49	5.31	14.32	11.71	37.64
Academic Support	1.41	0.65	1.84	1.30	14.86	4.99	25.05
Manager	0.65	0.65	1.08	0.43	5.86	3.15	11.82
Support	0.76	0.76	1.84	1.19	13.23	7.70	25.49
Grand Total	4.77%	3.90	7.27	8.24	48.26	27.55	100.00



5.0 Staff equality analysis



Marriage and civil partnership

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

Marital Status / Civil Partnership by Gender	2020			2019		
	Female (%)	Male (%)	Total (%)	Female (%)	Male (%)	Total (%)
Civil Partnership	0.2	0.0	0.2	0.1	0.0	0.1
Divorced	4.0	0.7	4.7	3.3	1.1	4.4
Married	16.8	10.4	27.2	16.9	8.1	25.0
Not Known / Not Provided	29.9	22.1	52.1	31.4	22.6	54.1
Partner (cohabiting)	3.4	2.0	5.3	3.4	1.6	5.0
Partner (not cohabiting)	0.3	0.2	0.5	0.3	0.2	0.5
Separated	0.7	0.2	0.9	1.1	0.2	1.3
Single	4.7	4.1	8.8	4.9	4.3	9.2
Widowed	0.3	0.0	0.3	0.3	0.0	0.3
Total	60.3	39.7	100	61.8	38.2	100

In 2020, 8.8% of staff disclosed they were single compared with 9.2% in the previous year, whereas 27.2% disclosed they were married compared with 25.0% the previous year. In addition, the majority of staff chose not to disclose this information which totalled 52.1 % in 2020 compared with 54.1% in 2019.

Again, the workforce data analysis across the profile has remained pretty static in comparison with the previous year's data and is an area which the College has no influence on.

6.0 Staff recruitment by applications analysis

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.

In 2020 the college implemented a number of different recruitment strategies, from targeting applicants who are in employment within a profession to change and become teachers, to widening our advertising campaigns, attending job fairs and holding specific job fairs on our sites.

The aim was to raise the college profile as an employer of choice within our local communities, encourage applicants of people into teaching who may not have considered this career opportunity and work to continue to improve the workforce diversity profile.

College turnover

The college turnover for 2019/20 academic year ended on 17.65% which has reduced from 20.36% reported in 2018/19, and 20.80% reported in 2017/18 data analysis. During 2020 as a result of the COVID-19 pandemic and national lockdown there was a reduction of staff leaving the college and moving to other organisations.



In 2020 the college implemented a number of different recruitment strategies.

Recruitment analysis

In 2019/20 academic year the college received **1732** applications for the positions approved for recruitment. Due to the COVID-19 pandemic, recruitment was placed on hold between March and July 2020 whilst we reviewed our position. The Human Resources department adapted their recruitment processes and the majority of recruitment since July 2020 has been completed using technology available wherever possible.



6.0 Staff recruitment by applications analysis



Applications by age and gender

The table below shows a summary of the 1732 applications received by age and gender as a percentage of the total.

Age Band by Gender (%)

Gender	15-24	25-34	35-44	45-54	55-64	65+	Not Known / Not Provided	Grand Total
Female	18.8	17.3	10.0	9.2	5.4	0.4	0.6	61.7
Male	7.2	11.2	6.0	7.2	4.4	0.8	0.4	37.1
Not Known / Not Provided	0.0	0.0	0.0	0.0	0.0	0.0	1.2	1.2
Grand Total	25.9	28.5%	16.0	16.4	9.8	1.2	2.3%	100.0

The college received 61.7% of applications from females compared with 63.5% of applications in academic year 2018/19. Applications from males increase for the third year in a row to 37.1%, compared with 33.5% in 2018/19 and 31.6% in 2017/18. This is positive as generally Further

Education has predominantly female staff employed due to the nature of the roles or the offer of flexible contractual terms.

The data shows that the majority of applicants received are within the 25-24 age band and also 15-24 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 bands.

Only 1.2% of applicants chose not to disclose their gender.

APPLICATIONS

It is also positive that we receive applications from across the age bands.

6.0 Staff recruitment by applications analysis

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.

The table below shows applications received by disability and gender 2019/20.

Gender	No	Not Known / Not Provided	Yes	Grand Total
Female	54.4	4.0	3.3	61.7
Male	32.7	2.5	2.0	37.1
Not Known or Not Provided	0.0	1.2	0.0	1.2
Total	87.1	7.7	5.3	100.0

In 2019/20 academic year a total of 5.3% of applicants disclosed they had a disability of which 2.5% were female and 2.4% were male. The total is an increase of 0.4% from the previous year of 4.9% of applicants disclosing a disability. In addition, only 7.7% of applicants chose not to provide the information or did not know compared with 9.6% in the previous academic 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, and choose not to disclose they have a disability.

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 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.



6.0 Staff recruitment by applications analysis



This is still an area where individuals do not always share such personal and sensitive information and it is encouraging that there are positive increases in data disclosed.

Applications by sexual orientation and gender

Our data shows 80.0% of applicants have disclosed being homosexual / straight in 2019/20. There has been a slight increase of applicants disclosing other sexual orientation, with 3.4% of applicants disclosing they are bisexual compared with 2.4% in 2018/19, 1.7% disclosing they are homosexual / gay compared with 1.0% the previous year and 1.3% disclosing they are homosexual / lesbian compared with 0.6% in 2018.19.

This is still an area where individuals do not always share such personal and sensitive information and it is encouraging that there are positive increases in data disclosed. There was only 13.7% of applicants choosing not to disclose this information.

Applications received by ethnicity and gender

The table below shows the applications received by individual's ethnicity and gender for 2019/20. This is shown as a table due to the small numbers and percentages.

Applications from white British individuals totalled 71.7% compared with 64.5% the previous years. Only 1.2% of applicants chose not to disclose their ethnicity in 2019/20 academic year compared with 6.9% of applicants in 2018/19. It is positive that we continue to receive applications from across the diverse communities and ethnic groups and we will continue to review and explore applications received through to employment moving forward.

6.0 Staff recruitment by applications analysis

Ethnicity and Gender (%)

Applicants 2019/20	Female	Male	Not Known / Not Provided	Grand Total
Any Other	0.7	0.5	0.0	1.2
Asian or British-Any Other	0.5	0.8	0.0	1.3
Asian or British-Bangladeshi	0.3	0.5	0.0	0.8
Asian or British-Indian	1.3	1.4	0.0	2.7
Asian or British-Pakistani	0.3	0.3	0.0	0.6
Black or British - Any Other	0.0	0.2	0.0	0.2
Black or British-African	2.9	2.5	0.0	5.4
Black or British-Caribbean	0.2	0.8	0.0	1.0
Chinese	0.1	0.0	0.0	0.1
Mixed- Any Other	1.0	0.6	0.0	1.7
Mixed-Asian and White	0.6	0.1	0.0	0.6
Mixed-Black African and White	0.1	0.2	0.0	0.3
Mixed-Black Caribbean and White	0.6	0.5	0.0	1.1
Not Known/Not Provided	1.6	1.3	1.2	4.2
White - Any Other	1.6	0.8	0.0	2.4
White-British	47.2	24.5	0.0	71.7
White-Irish	0.2	0.6	0.0	0.8
White-Other European	2.4	1.6	0.0	4.0
Grand Total	61.7	37.1	1.2	100.0



6.0 Staff recruitment by applications analysis



Applications by religion or belief and gender

Applications from individuals who disclosed they are Christian total 32.7%. Applications from individuals disclosing other religions or beliefs are smaller percentages and do not fluctuate much year on year. There is however, quite a large margin of applicants choosing not to disclose their religion which totals 48.3%, which compared with 43.2% who disclosed this information in the 2018/19 academic year.

The table below shows applications summarised by religion or belief and gender 2019/20.

In line with the Equality Act, Human Resources 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.

HUMAN RESOURCES

Human Resources will continue to monitor these figures and to support staff and applicants to the college.

Religion and Gender (%)

Religion	Female	Male	Not Known / Not Provided	Grand Total
Buddhist	0.6	0.3	0.0	0.9
Christian	20.8	11.9	0.0	32.7
Hindu	0.8	0.9	0.0	1.6
Jewish	0.5	0.2	0.0	0.8
Muslim	1.2	1.4	0.0	2.7
No Religion or Belief	30.5	17.7	0.0	48.3
Not Known/Not Provided	5.7	3.2	1.2	10.1
Other Religion or Belief	1.2	1.2	0.0	2.4
Sikh	0.4	0.2	0.0	0.6
Grand Total	61.7	37.1	1.2	100.0

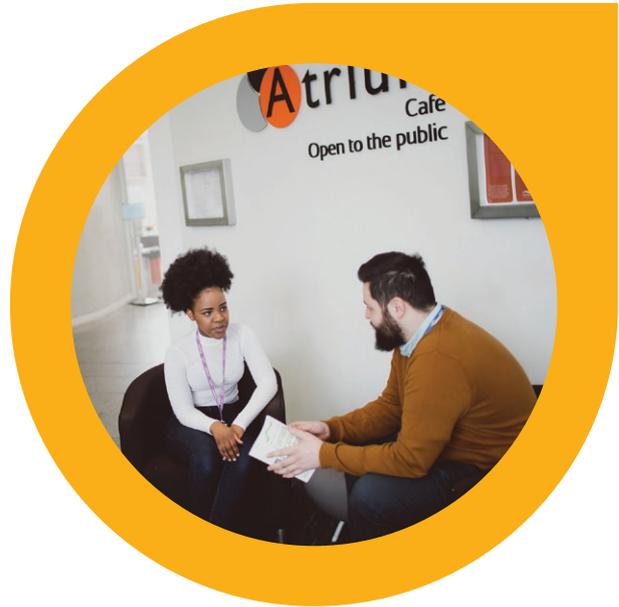
7.0 Staff Development analysis

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 mandatory training within the first few months of employment which consists of:

- General Data Protection Regulations (GDPR)
- Equality & Diversity
- Safeguarding & Child Protection
- PREVENT
- SEND (Special Educational Needs and Disability) Code of Practice
- Health and Safety
- Display Screen Equipment
- Fire Safety and Manual Handling
- Computer Security
- COVID-19 Safety Training
- Remote Working Training



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 and to ensure their health, safety and welfare is managed whilst at work.

This also includes where there are key changes in legislation or regulations to enable all staff to have the most up to date information and to ensure compliance.



All new staff are required to complete mandatory training.

7.0 Staff Development analysis



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.

The college has 2 mental health first aid staff trained for staff within the Human Resources department and approximately 100 staff trained in mental health first aid to support the health and wellbeing of our students.

During 2020 academic year, the college developed and implemented an extensive range of online training to enable staff to develop their remote teaching and working skills using new technology available.

In addition, the college held our first all staff development training day on line and our first leadership and management conference online. This has proved extremely successful and we are exploring how technology can contribute further to continual professional development opportunities moving forward.

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.

Staff are encouraged 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 99 applications in 2019/2020 compared with 51 in 2018/19 academic year. Of the 99 applications 47.5% were received from females and 52.5% from male staff employed. All applications were approved.

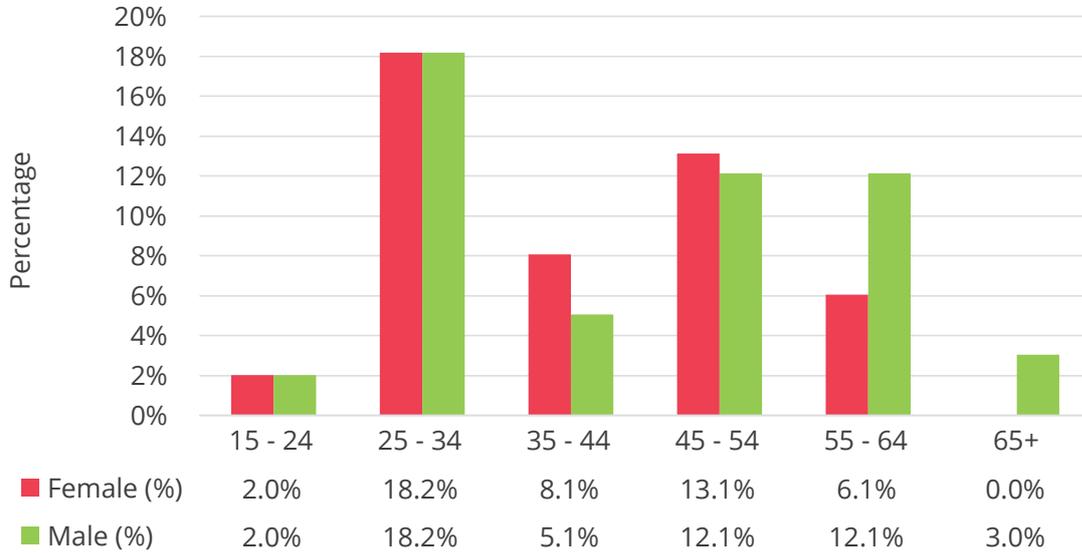
Staff Development by age and gender

The graph below shows the applications received by gender and age band 2019/20.

The graph shows that applications were received from staff across all age bands for both male and female staff.

7.0 Staff Development analysis

Staff Data: Age and Gender



Staff Development by disability and gender

The table below shows that 5.1% of staff development applications received were from staff who had disclosed a disability at the college for 2019/20.

APPLICATIONS

The graph shows that applications were received from staff across all age bands for both male and female staff.

Disability by Gender	2019/20			2018/2019		
	Female (%)	Male (%)	Overall Total (%)	Female (%)	Male (%)	Overall Total (%)
No	41.4	36.4	77.8	49.0	31.4	80.4
Not Known / Not Provided	3.0	14.1	17.2	5.9	7.8	13.7
Yes	3.0	2.0	5.1	3.9	2.0	5.9%
Total	47.5	52.5	100.00	58.8	41.2	100.0



7.0 Staff Development analysis



Staff with a disability feel encouraged to apply for training.

There were 17.2% of staff who had not provided this information, 77.8% were from staff who disclosed that they did not have a disability and 5.1% from those who disclosed a disability. This demonstrates that staff with a disability feel encouraged to apply for training and development opportunities and progress their careers within the college. 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 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

The table below shows the summary of staff applications for development by ethnicity and gender for 2019/20.

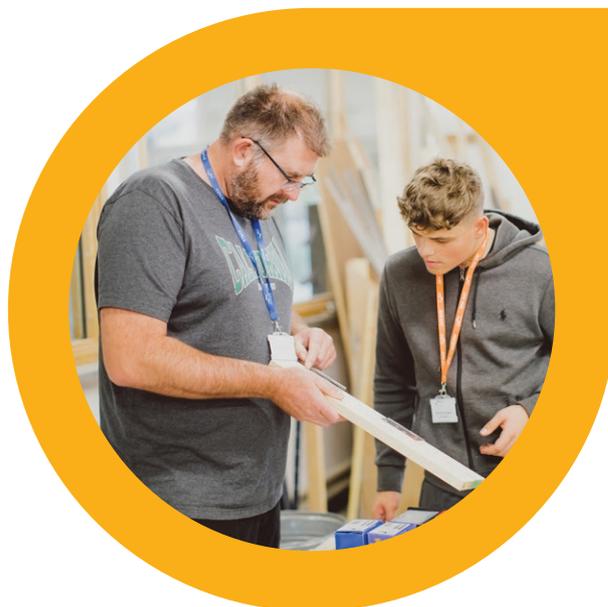
Ethnicity (%)	*BAME		Not Know / Not Provided	Not Know / Not Provided	*WB, WI, WOE, WAO	*WB, WI, WOE, WAO	Grand Total
	Female	Male	Female	Male	Female	Male	
All	4.04	2.02	5.05	14.14	38.38	36.36	100.00
Grand Total	4.04	2.02	5.05	14.14	38.38	36.36	100.00

*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.

7.0 Staff Development analysis

The percentage of approved applications from each ethnic group has remained similar to previous years with applications being predominantly from White British staff totalling 38.36%, which reflects the overall staff population ethnic groups. Actions are taken to publicise opportunities so that all staff have the opportunity to apply.



Staff Development by religion or belief and gender

The table below shows the percentage of staff development applications received by religion or belief and gender for 2019/20.

Religion or Belief	Female (%)	Male (%)	Overall Total (%)
Buddhist	0.0	0.0	0.0
Christian	13.1	12.1	25.3
Hindu	1.0	1.0	2.0
Jewish	0.0	0.0	0.0
Muslim	0.0	0.0	0.0
No Religion or Belief	18.2	18.2	36.4
Not Known / Not Provided	15.2	19.2	34.3
Other Religion or Belief	0.0	2.0	2.0
Sikh	0.0	0.0	0.0
TOTAL	47.5	52.5	100.0%



7.0 Staff Development analysis



Staff Development by marital status and gender

The table below shows the applications for Staff Development received by marital status and gender for 2019/20.

The majority of staff who applied for additional training have chosen not to disclose this information equating to 59.5% of applicants this is similar to the previous two years of data, analysed possibly as applicants feel this information is not important for the college to know nor does it bare any impact on decisions relating to their employment.

Marital status	Female (%)	Male (%)	Overall Total (%)
Civil Partnership	0.0	0.0	0.0
Divorced	2.5	0.0	2.5
Married	7.4	17.2	24.5
Not Known / Not Provided	14.1	45.4	59.5
Partner (cohabiting)	0.6	3.1	3.7
Partner (not cohabiting)	0.0	0.0	0.0
Separated	0.0	0.0	0.0
Single	3.7	5.5	9.2
Widowed	0.6	0.0	0.6
Total	28.8	71.2	100.0

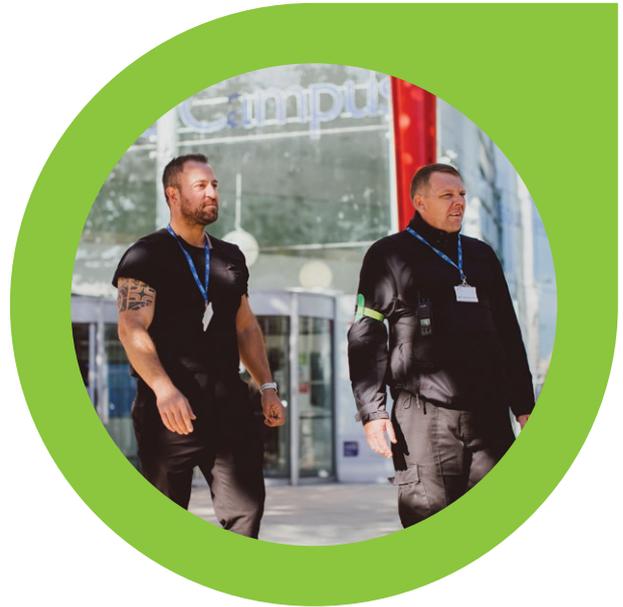
8.0 Our next steps



We will continue to build on our strength of embedding equality, diversity and inclusion in the college culture.

Whilst the diversity challenges faced by the college are similar to those that affect the Further Education sector, the work undertaken by the college on equality, diversity and inclusion 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.



WORK UNDERTAKEN

The work undertaken by the college on equality, diversity and inclusion continues to be one of our strengths and something we are proud of.

- 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.



Appendix 1: Modern Slavery Act Statement 2020



The college's main business is to deliver education and training to students from the age of 16.

TEACHER TRAINING

The college also delivers teacher training to a large cohort of post 18 students.



Modern Slavery Act Statement for 2020

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, please visit our website <https://www.southessex.ac.uk>

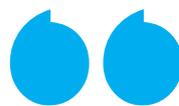
Appendix 1: Modern Slavery Act Statement 2020

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.
- '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.



We are committed to running our business responsibly and in accordance with the high standards embedded in our core values.





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www.southessex.ac.uk

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