

Title Page

**South Essex College of Further and
Higher Education**

**Equality and Diversity
Staff Data Annual Report
January 2020**

Draft: SEC Annual Report

Equality and Diversity: Annual Report

January 2020

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

Welcome to our college's staff data annual equality and diversity 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 to ensure 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 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 and 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.



Pages to be added once finalised.

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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 to the action the college has taken in 2019 specifically in relation to Human Resources and meeting our Public Sector Duty. The college continues to foster a culture of social cohesion and harmony through an approach that 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 2019 and compared with data collated from previous academic years. The Gender Pay Gap is summarised in this report.

- Of the 973 staff employed in 2019, the leadership and management team members total 11.9% of the workforce with 36.2% academic staff, 26.3% academic support and 25.6% support staff groups
- Whilst we have been able demonstrate a five-year trend in increasing male staff within the College, the data shows this has remained similar during 2019, with 38.2% of male staff employed and 61.8% female staff. It is recognised that FE attracts female staff due to the variety of family friendly contractual terms
- The College Gender Pay Gap is 7.5% mean which has slightly reduced from the 8.4% mean in 2017/18. The median has increased from 11.1% in 2017/18 to 16.0% in 2019. The College continues to remain lower than the national mean average of 17.1% and lower in comparison to public sector mean of 15.7% and education overall of 17.0% (ONS Data Oct 2019)
- The age profile of the college workforce has remained similar for the last five years. The majority of the workforce are employed within the 45-54 age band totalling 28.5% of which 18% are female and 10.5% male staff
- The college has 5.4% of staff who have disclosed having a disability or health condition compared to 6.3% of staff in 2018, and 5.7% in 2017 profile in previous years. Staff who have disclosed they do not have a disability totals 78.7% which is a 7.87% decrease from 86.6% of staff in 2018
- The majority of the workforce totalling 37.7% have chosen not to share information relating to their religion or belief and 29.6% have recorded that they do not have a religion or belief. There is 28.2% of the workforce disclosed they are Christian of which 19% female and 9.1% male staff
- The profile across the ethnic groups has remained fairly static with minimal changes this academic year. The college is predominantly white British with 69% of the workforce, of which 43.5% are female and 25.5% male staff. This number of white British staff has slightly decreased by 3% compared with the 2018 workforce profile

Staff Recruitment by Applications

The college turnover for 2018/19 ended at 20.36% compared with 20.80% in 2017/18 in total. In 2019 the college progressed through a merger and this has naturally resulted in some turnover as we work collaboratively to bring two cultures together and review working practices etc. It is important to note that there is no turnover recorded which relates to anyone leaving due to a specific protected characteristic or claims of discrimination on any grounds.

- The college received a total of 2336 applications for positions advertised of which 63.5% were from females and 33.5% were from male applicants, only 3.0% chose not to disclose their gender
- 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
- 4.9% of applicants disclosed a disability compared with 5.2% of applicants in the previous year
- 64.5% of applications received were from white British individuals which is a slight decrease of 8.6% from 73.1% in the previous year. Applications were received from across all ethnic groups
- 33.4% of applications were received from applicants disclosing they were Christian, whilst 2.1% were of Hindu religion and 43.2% of applicants disclosed they had no religion or belief. 12.3% of applicants chose not to disclose this information
- 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 mandatory training within their first three months of employment and all current staff employed to undergo refresher and update training annually on the mandatory training elements. In addition, all staff are entitled to apply for training and development opportunities and are provided with every opportunity for development.

- We received 51 applications in 2018/19 of which 58.8% were from female staff and 41.2% were from male staff
- Applications were received from staff across all age bands. It is encouraging that 37.3% of applications for training were received from those aged 25-34. Along with staff aged 64+
- 5.9% of staff who applied for development disclosed they had a disability compared to 80.4% who stated they had no disability
- 70.6% of staff applying for development were from white British ethnicity, only 17.6% did not provide the information and the remainder of applications were from staff from other ethnic backgrounds
- Staff applications in relation to religion or belief and gender mirrors the college overall data in the sense that 35.3% of staff have disclosed they are Christian compared with 37.3% who have stated they have no religion or belief and 25.2% who decided not to provide this information

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.

- We will continue to build on our strength of embedding equality and diversity in the college culture so that it continues to permeate throughout the working and 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
- Embed British values and equality and diversity in classroom delivery
- Promote a culture of tolerance and respect across the organisation
- Analyse data regularly leading to an Annual Equality and Diversity Report
- Maintain a zero-tolerance approach to discrimination
- Provide a supportive environment in which all staff can flourish and take pride
- Develop a more flexible employment base to help meet the changing needs of the organisation

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3.0 About the College

Our Mission and Core Values

(Strategic plan PROUD Page)

South Essex College is the largest provider of technical and vocational education and training for 16-18-year olds, adults and Apprenticeships provision within Greater Essex.

We want all our students to achieve above and beyond their expectations and experience motivational learning which will shape and change their lives, making us the first-choice organisation in the region. We believe our programmes will contribute significantly to personal development and provide our students with relevant employability skills, alongside gaining relevant professional and technical skills. We believe this will enhance their opportunities and contribute to the region and local communities.

Our core values encapsulate the ambitions of the college as a first-choice provider.

The values incorporate our Equality and Diversity focus for staff and students, focusing on respect and courtesy irrespective of protected characteristics or individual's social background.

Proud - We aim for our whole college community to be proud of our record on equality and diversity and strive to embed good practice throughout the organisation.

Our Context (Strategic Plan Page ?)

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
- To endeavour 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 its commitment to advancing equality, the college will endeavour to:

- Remove or minimise any 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 diversity and ensure fairness and equity in everything we do

Strategic Aims

Our equality and diversity legal duty and moral responsibility has been embedded throughout college life; in our actions and decisions along with our policies and procedures. This commitment is demonstrated in the College Strategic Aim 4 where we have a direct focus on equality and diversity and managing the staff workforce.

Strategic Aim 3	Strategic Aim 4
Attract, develop and maintain a highly skilled, innovative flexible workforce	Respect, promote and celebrate diversity
We Will:	We Will:
<p>3.1 Work in partnership with our staff to provide a supportive environment in which they can flourish and take pride</p> <p>3.2 Make use of digital technologies to establish integrated systems to reduce workload, and support curriculum delivery</p> <p>3.3 Improve the professional practice of our staff through structured professional development</p>	<p>4.1 Actively challenge discrimination to foster a culture of social cohesion</p> <p>4.2 Foster relationships between individuals who share protected characteristics and those who do not</p> <p>4.3 Embed diversity and British Values in our teaching, learning and training and foster tolerance and understanding</p>

Employment Legislation

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

Staff Pay

The college believes our staff should receive equal pay for the same or similar work or work of equal value. Equal pay means all forms of contractual remuneration including terms and conditions, pay, annual leave, 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 with the full report published on the college intranet and website and Government Equalities website by 31 March 2020.

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 staff.

The Management Team are allocated 'spot salaries' in accordance with the market rate for the role. The College currently uses the principles of the Association of Colleges (AoC) pay scale structure recommended for academic and support roles. We currently 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 2020.

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 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.

Probation Review, Grievance, Capability, Disciplinary and Employment Tribunals

In the monitoring period 1 September 2018 to 31 August 2019, the college dealt with 72 cases, compared with 117 in 2017/18 and 92 cases in 2016/17. The majority of cases were resolved with management intervention through informal process, which may have included training, coaching and setting SMART targets to affect improvements in 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 application of college formal policies. In addition, the Head of HR (in conjunction with team members), reviews cases to ensure equity in application across the college wherever possible and practicable and identifies any learning points to make appropriate improvements. There were no Employment Tribunals Hearings in the reporting period.

5.0 Staff Equality Analysis

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

In 2019 the college on average, employed 973 staff compared with 876 in 2018 and 889 in 2017. The data includes staff employed and excludes contractors, volunteers, agency staff, subsidiary company workforce data and any vacancies.

The workforce group profile is summarised into four main groups as shown below for 2019 compared with 2018 profile data.

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

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 generally recognised that more 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 contract options to suit individual needs.

The table below shows the staff data by workforce profile and gender for 2019 and compared with 2018 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	2019		2018	
	Female (%)	Male (%)	Female (%)	Male (%)
Academic	19.3	16.9	19.2	16.0
Academic Support	19.7	6.6	21.0	8.7
Management	6.9	5.0	5.3	4.9
Support	15.8	9.8	15.9	9.1
Total	61.8	38.2	61.3	38.7

The Academic group totalling 36.2% of the workforce comprises our Teaching and Learning Coaches, Lecturers and Tutor / Assessors. Our Academic Support staff group totalling 26.3% includes roles which work directly with our students who require additional learning support such as Educational Communicators, Learning Support Staff and other roles which enables many learners with Educational Health Care Plans to attend college and receive support with their learning.

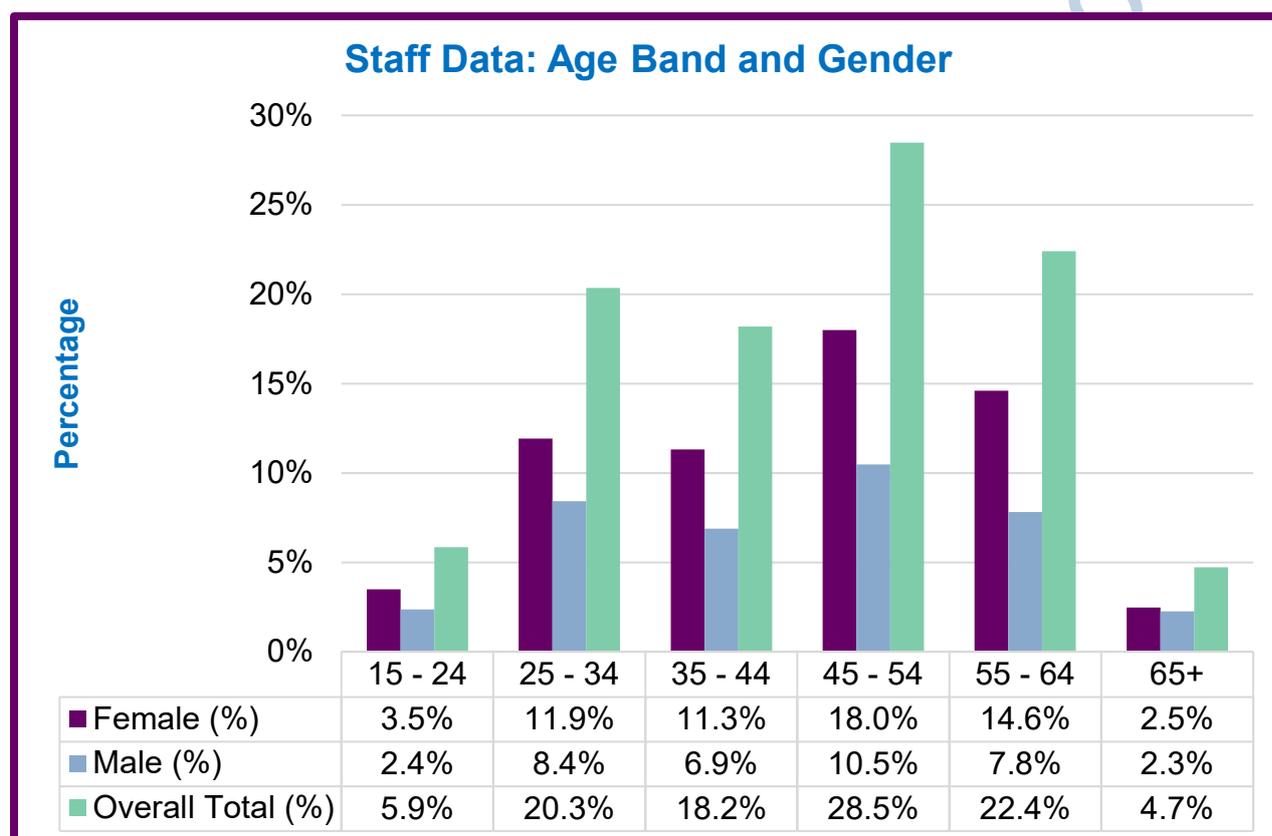
The remaining support staff group incorporates departments such as Human Resources, Computing Services, Estate Services, Commercial Catering and College Information Systems makes up 25.6% of our total workforce group.

The percentages across the four staff groups have not changed significantly in this Academic year. The college does not monitor or measure the performance of male and female staff in the same roles, nor is there data available to analyse further.

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 2019.



The age profile of the college workforce has remained similar for the last three years. The majority of the workforce are employed within the 45-54 age band totalling 28.5% of which 18% are female and 10.5% male staff. The next age band is 55-64 which totals 22.4% of the workforce of which 14.6% are female and 7.8% are male.

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 Recruitment Section 6.0 below.

The college continues to review its demographic. 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.

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 measure of the difference between men and women's average earnings across an organisation or the labour market. It is expressed as a percentage of men's earnings

Failure to apply equal pay in relation to staff salaries packages could be deemed as unlawful, whereas the gender pay gap is not. This is because there are a number of contributory factors that determine the gender pay gap which are out of the direct control of the employer.

Gender Pay Gap

Our overall gender pay gap mean average is **7.5%**. 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 rises to **16.0%**.

Definitions:

Mean: is the average
Median: is the middle value of a range of data.

The table below shows the college gender pay gap data for 2019 in comparison with 2018 and 2017 data.

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

There are a number of variables within the data which will impact on the mean and median data which is not within the college control or influence.

National Benchmark Gender Pay Gap

The college gender pay gap is considerably lower than the national average. According to ONS data the national gender pay gap was 8.9% for full time staff in 2019 compared with 8.7% in 2018. The gender pay gap among all employees fell from 17.8% in 2018 to 17.3% in 2019 and hopefully will continue to decline,

(including part-time workers). The National Mean gender pay gap was **17.1%** in 2019 (ONS data source October 2019).

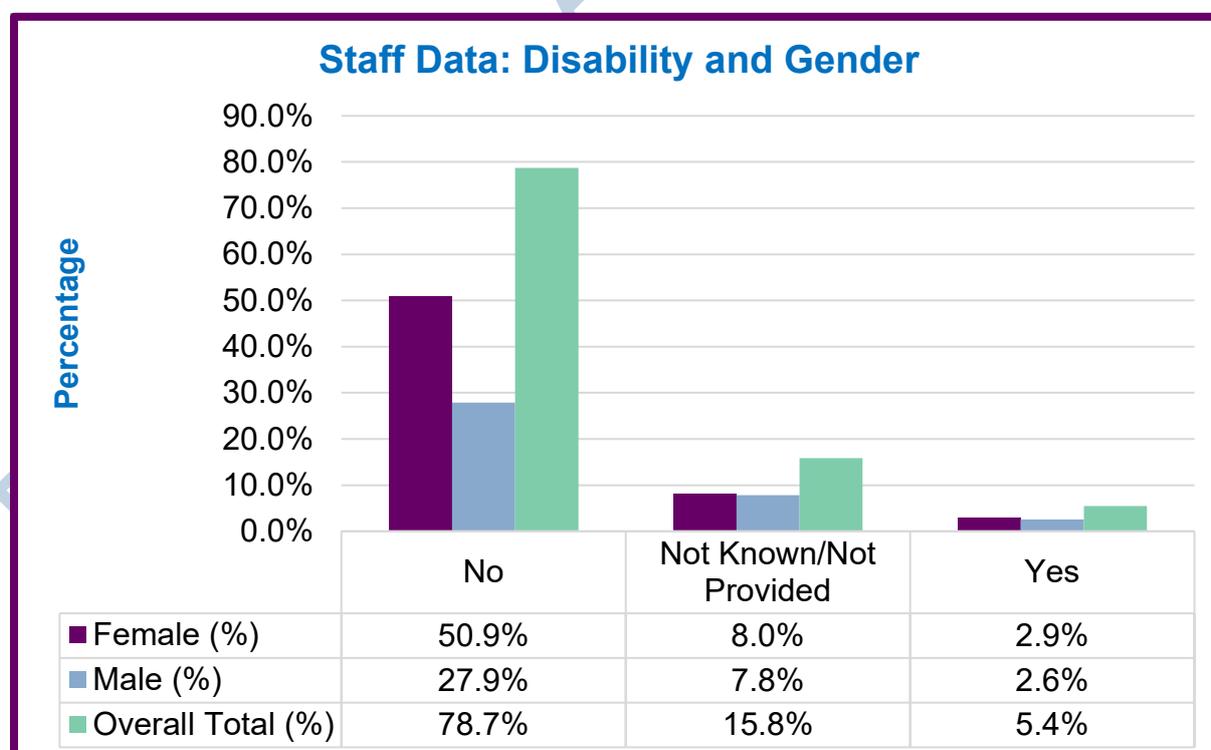
The table below provides relevant comparison data for the college to consider in relation to our gender pay gap data (ONS Data Source October 2018 and 2019).

Gender Pay Gap	Mean 2019 %	Mean 2018%	Median 2019%	Median 2018%
Public Sector	15.7	17.5	16.8	19.0
Private Sector	19.9	20.3	23.6	23.8
Education	17.0	17.3	25.4	25.9
Tertiary Education	15.5	15.9	15.5	15.7
Higher Education	15.9	16.1	15.5	15.0

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 personal data held on them via the Human Resources Management Information System and both HR and the management team work proactively with staff to implement appropriate reasonable adjustments to enable staff to continue and remain in work.

The graph below shows the staff employed 2019 by disability and gender:



The college has 5.4% of staff who have disclosed having a disability or health condition compared to 6.3% of staff in 2018, and 5.7% in 2017. Of the 5.4%, 2.9%

are female and 2.6% male which is consistent with the gender profile in previous years.

Staff who have disclosed they do not have a disability totals 78.7% which is a 7.87% decrease from 86.6% of staff in 2018. In 2019 there was an 8.73% increase of staff choosing not to provide the information or stating not known to 15.8%.

The college encourages existing staff and new staff to disclose information relating to their health and or disabilities so we can support them within the workplace. We also work with external agencies such as the government and Access to Work to provide reasonable adjustments and equipment to enable staff to remain at work.

It is recognised that some staff choose not to disclose this information as it is considered personal and sensitive and others may not consider that they have a disability or any health condition that would be registered as a disability.

Staff Data by Religion or Belief

The table below shows the staff profile for 2019 by religion or belief and gender.

Religion or Belief by Gender	Female (%)	Male (%)	Overall Total (%)
Buddhist	0.5	0.1	0.6
Christian	19.0	9.1	28.2
Hindu	0.4	0.4	0.8
Jewish	0.3	0.0	0.3
Muslim	0.6	0.3	0.9
No Religion or Belief	16.1	13.5	29.6
Not Known/Not Provided	23.5	14.2	37.7
Other Religion or Belief	0.9	0.4	1.3
Sikh	0.3	0.2	0.5
TOTAL	61.8	38.2	100.0

The majority of the workforce totalling 37.7% have chosen not to provide this information to the college and 29.6% have disclosed not having a religion or belief. 28.2% of the workforce disclosed they are Christian of which 19% is female and 9.1% male staff.

When comparing the data for over the previous two academic years, there are some slight fluctuations between the religions or beliefs in relation to staff disclosing other religions such as Buddhist, Hindu, Jewish, Muslim and Sikh. Staff who have disclosed they have another religion or belief total 1.3% compared with 1.6% in the previous year.

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 (LGBT) 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 2019 by sexual orientation and gender compared with the 2018 workforce profile.

Sexual Orientation by Gender	2019			2018		
	Female (%)	Male (%)	Total (%)	Female (%)	Male (%)	Total (%)
Bisexual	0.4	0.3	0.7	0.0	0.2	0.2
Heterosexual / Straight	36.6	21.7	58.3	36.5	25.0	61.5
Homosexual / Gay	0.1	1.1	1.2	0.2	0.7	0.9
Homosexual / Lesbian	0.2	0.0	0.2	0.1	0.0	0.1
Not Known/Not Provided	24.5	15.1	39.6	24.4	12.8	37.2
TOTAL	61.8	38.2	100.0	61.3	38.7	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 2019 there were 58.3% members of staff disclosing they were heterosexual / straight compared with 61.5% in the previous year. There has been a slight increase from 0.2% in 2018 to 0.7% of staff disclosing they are bisexual in 2019. There has been a slight increase of 2.4% of staff choosing not to provide the information from 37.2% in 2018 to 29.6% in 2019.

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.

Staff Data: by Ethnicity

The table below shows the staff information analysed by ethnicity and gender 2019 compared to the 2018 data.

Ethnicity and Gender	2019			2018		
	Female (%)	Male (%)	Total (%)	Female (%)	Male (%)	Total (%)
Any Other	0.3	0.1	0.4	0.5	0.1	0.6
Asian or British-Any Other	0.4	0.1	0.5	0.6	0.2	0.8
Asian or British-Bangladeshi	0.1	0.1	0.2	0.1	0.1	0.2
Asian or British-Indian	0.9	0.8	1.7	1.1	1.4	2.5
Asian or British-Pakistani	0.3	0.1	0.4	0.2	0.2	0.5
Black or British - Any Other	0.3	0.2	0.5	0.1	0.2	0.3

Black or British-African	1.0	1.0	2.1	1.0	1.3	2.3
Black or British-Caribbean	0.3	0.5	0.8	0.3	0.6	0.9
Chinese	0.2	0.1	0.3	0.2	0.2	0.3
Mixed- Any Other	0.2	0.2	0.4	0.2	0.3	0.6
Mixed-Asian and White	0.2	0.2	0.4	0.2	0.3	0.6
Mixed-Black African and White	0.1	0.1	0.2	0.1	0.0	0.1
Mixed-Black Caribbean and White	0.6	0.1	0.7	0.6	0.2	0.8
Not Known/Not Provided	7.8	7.7	15.5	4.9	4.2	9.1
White - Any Other	2.9	0.8	3.7	3.0	0.9	3.9
White-British	43.5	25.5	69.0	45.4	27.5	72.9
White-Irish	0.4	0.3	0.7	0.2	0.5	0.7
White-Other European	2.2	0.2	2.4	2.4	0.5	2.9
Total	61.8	38.2	100.0	61.3	38.7	100

The profile across the ethnic groups has remained fairly static with minimal changes this academic year compared to previous years. The college is predominantly white British with 69.0% of the workforce, of which 43.5% are female and 25.5% male staff. This number of white British staff has slightly decreased by 3.0% compared with the 2018 workforce profile. As you can see from the table above there remains a similar distribution of staff across the ethnic groups in comparison to the previous year.

The Guardian carried out research on the ethnic population of England and Wales broken down by the local authority in 2011 and the data is shown below, with the exception of Thurrock where the data source is the Thurrock Council survey 2015. There has been no further census data completed since.

	White - British %	Mixed %	Asian / British Asian %	Black / Black British %	Chinese %
Essex	87.56	1.52	3.19	1.93	1.03
Southend	85.75	1.77	3.35	2.38	1.71
Basildon	86.62	1.55	3.39	1.90	2.18
Thurrock (Thurrock Council 2015)	80.91	23.36	3.77	7.82	0.00

Marriage and Civil Partnership

The table below shows the college workforce profile for 2019 compared with 2018 in relation to marriage and civil partnership data by gender.

Marital Status / Civil Partnership by Gender	2019			2018		
	Female (%)	Male (%)	Total (%)	Female (%)	Male (%)	Total (%)
Civil Partnership	0.1	0.0	0.1	0.2	0.0	0.2
Divorced	3.3	1.1	4.4	3.9	1.1	5.0
Married	16.9	8.1	25.0	17.4	8.4	25.8
Not Known/Not Provided	31.4	22.6	54.1	29.9	21.7	51.6
Partner (cohabiting)	3.4	1.6	5.0	3.3	1.4	4.7
Partner (not cohabiting)	0.3	0.2	0.5	0.3	0.1	0.5
Separated	1.1	0.2	1.3	0.9	0.2	1.1
Single	4.9	4.3	9.2	5.0	5.7	10.7
Widowed	0.3	0.0	0.3	0.3	0.0	0.3
Total	61.8	38.2	100	61.3	38.7	100.0

In 2019, 25.0% of the college workforce disclosed they were married compared with 25.8% the previous year. There has been a 2.5% increase in 2019 in relation to staff deciding not to provide information on their marital status or civil partnership. Staff have disclosed if they are cohabiting with a partner and this equates to 5.0% compared with 4.7% the previous year whereas the percentage of staff with partners not cohabiting remained the same at 0.5%.

We have 9.2% of the workforce who have disclosed they are single and 19.2% who have separated, with 4.4% disclosing they are divorced.

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 in.



6.0 Staff Recruitment by Applications

The data on college recruitment continues to show an encouraging position. We continue to monitor and take appropriate action to ensure there are no barriers in the recruitment and selection process.

In 2019 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 applications from people wishing to teach who may not have considered this career opportunity, and work to continue to improve the workforce diversity profile.

The college turnover for 2018/19 ended at 20.36% compared with 20.80% in 2017/18 in total. In 2019 the college progressed through a merger with a private training provider and this has naturally resulted in some turnover as we work collaboratively to bring two cultures together and review working practices etc, within some difficult-to-recruit-to areas, such as engineering, construction and building services.

We continue to review our recruitment and selection processes to ensure that every applicant has the full opportunity to demonstrate their suitability and capability to deliver in the role applied for. We have received no complaints in relation to concerns about the recruitment process.

In 2018/19 the college received **2336** applications compared with **2118** in 2017/18 the previous year and **1477** in 2016/17, so it is encouraging that applications for positions are increasing.

Applications by Age and Gender

The table below shows a summary of the 2336 applications received by age band and gender for 2018/19.

2018/19	Age Band by Gender (%)						Not Known / Not Provided	Grand Total
	15-24	25-34	35-44	45-54	55-64	65+		
Female	18.0	16.5	12.6	10.4	5.1	0.2	0.7	63.5
Male	7.7	10.0	5.7	5.2	4.2	0.5	0.2	33.5
Not Known / Not Provided	0.0	0.0	0.	0.0	0.0	0.0	3.0	3.0
Grand Total	25.7	26.5	18.3%	15.6	9.3	0.7	3.9	100.0

The college received 63.5% of applications from females which is a slight reduction of 3.4% compared with 2017/18 of 69.9%. Applications from males have increased from 31.6% in 2017/18 to 33.5% in 2018/19.

The data shows that the majority of the applications received by the college were within the 15-24 and 25-34 age bands. This is closely followed by the 35-44 age bands. There were fewer applications received from applicants aged 55-64 and 65+. Only 3.0% of applicants chose not to disclose their gender.

The majority of female applicants were within the 15-24 and 25-34 age bands. The majority of male applicants were within the 25-34 age band and then the 15-24 age band.

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 2018/19.

Disability by Gender				
Gender	No (%)	Not Known / Not Provided (%)	Yes (%)	Grand Total (%)
Female	56.8	4.2	2.5	63.5
Male	28.6	2.5	2.4	33.5
Not Known or Not Provided	0.0	3.0	0.0	3.0
Total	85.4	9.6	4.9	100.0

A total of 4.9% of applicants disclosed a disability compared with 5.2% of applicants in the previous year. Of the 4.9%, we received 2.5% from female applicants and 2.4% from male applicants. Only 3.0% of the total number of applicants chose not to disclose whether they had a disability or health concern.

We continue to ensure that applicants are able to disclose information. Reasonable adjustments that may be required are discussed with applicants as part of the recruitment process to ensure they are fully enabled to demonstrate their capability.

Applications by Sexual Orientation and Gender

Our data shows 80.0% of applicants have disclosed being homosexual / straight in 2018/2019. 2.4% of applicants have disclosed they are bisexual, 1.0% of applicants are homosexual / gay and 0.6% are homosexual / lesbian.

This is still an area where individuals do not share personal and sensitive information and 15.8% of applicants have chosen not to disclose this information compared with 12.9% the previous year.

Applications received by Ethnicity and Gender

The table below shows the applications received by individual's ethnicity and gender for 2018/19. This is shown as a table due to the small numbers and percentages.

Applications 2018/19	Ethnicity and Gender			Grand Total
	Female	Male	Not Known / Not Provided	
Any Other	0.7	0.5	0.0	1.2
Asian or British-Any Other	0.8	0.8	0.0	1.5
Asian or British-Bangladeshi	0.6	1.2	0.0	1.8
Asian or British-Indian	2.4	1.5	0.0	3.9
Asian or British-Pakistani	0.6	0.5	0.0	1.1
Black or British - Any Other	0.3	0.1	0.0	0.4
Black or British-African	2.7	2.4	0.0	5.2
Black or British-Caribbean	0.8	0.8	0.0	1.5
Chinese	0.6	0.0	0.0	0.6
Mixed- Any Other	0.5	0.9	0.0	1.4
Mixed-Asian and White	0.1	0.1	0.0	0.2
Mixed-Black African and White	0.2	0.2	0.0	0.4
Mixed-Black Caribbean and White	0.9	0.3	0.0	1.2
Not Known/Not Provided	2.0	2.0	3.0	6.9
White - Any Other	1.9	1.5	0.0	3.5
White-British	45.3	19.1	0.0	64.5
White-Irish	0.6	0.4	0.0	1.0
White-Other European	2.6	1.0	0.0	3.6
Grand Total	63.5	33.5	3.0	100.0

Applications from white British individuals totalled 64.5% which is a slight decrease of 8.6% from 73.1% in the previous year. 6.9% of applicants chose not to disclose their ethnicity compared with 4.0% in 2017/18. The college continues to receive applications from all ethnic groups.

Applications by Religion or Belief and Gender

The majority of applications received are from Christian backgrounds totalling 33.4%. 43.2% stated they have no religion or belief and 12.3% did not provide this information. Applications continue to be received from other religious groups.

The table below shows applications summarised by religion or belief and gender 2018/19.

Religion or Belief and Gender				
	Female	Male	Not Known / Not Provided	Grand Total
Buddhist	0.2	0.3	0.0	0.5
Christian	23.2	10.1	0.0	33.4
Hindu	1.2	0.9	0.0	2.1
Jewish	0.3	0.1	0.0	0.5
Muslim	2.3	2.4	0.0	4.7
No Religion or Belief	29.1	14.1	0.0	43.2
Not Known/Not Provided	5.0	4.3	3.0	12.3
Other Religion or Belief	1.8	0.9	0.0	2.7
Sikh	0.4	0.3	0.0	0.7
Grand Total	63.5	33.5	3.0	100.0%

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

7.0 Staff Development Opportunities

This section provides a summary of all the training and development across the college and detailed summary of the requests received and approved in relation to the Equality Act 2010 protected characteristics.

Mandatory Training

All new staff are required to complete mandatory training within the first month of employment.

The mandatory training 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

All current staff are required to complete the above training as a refresher and reminder of their responsibilities every 12 months which ensures that their health, safety and welfare is managed whilst at work.

We have also had 42 members of staff complete the First at Work Level 3 and/or Emergency First Aid at Work training as part of their roles as designated first aid representatives to contact in case of emergency. The college has also invested in mental health first aid training for the management team and HR Team members.

Training and Development

All staff are entitled to apply for training and development opportunities and are encouraged through annual and six-monthly performance and development review meetings, 1-2-1 meetings and other opportunities to consider development opportunities.

The college has allocated specific time every Friday for academic staff to receive continual professional development sessions. These sessions can be set by the college overall or by the Head of Department. We also hold three specific staff development days each academic year and three separate development days for the leadership and management team.

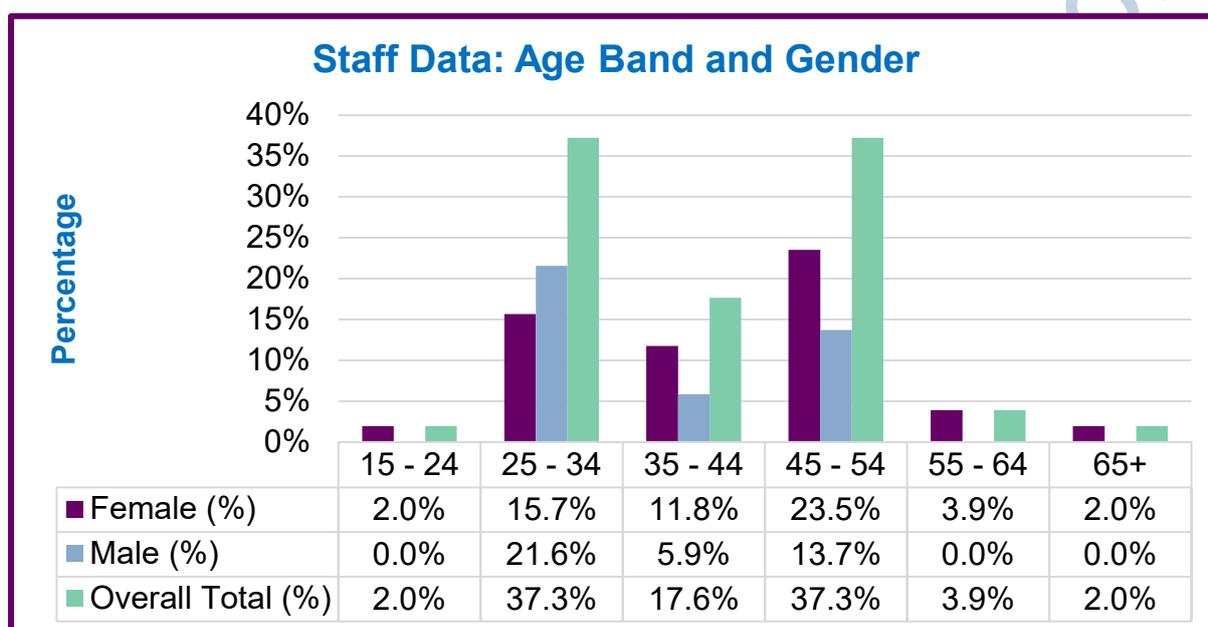
The management team are encouraged to work with their teams and provide development opportunities. The college uses the expertise of staff to deliver training within their field of knowledge. This increases the sharing of good practice and decreases the use of external resources and reduces costs.

Staff are encouraged to apply to Staff Development to gain a new qualification, continue professional development related to their role or to attend 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 51 applications in the 2018/19 academic year of which 58.8% were from female staff and 41.2% from male staff.

Staff Development by Age and Gender

The graph below shows the applications received by gender and age band 2018/19.



The graph above shows that applications were received from staff across all age bands for both male and female staff. We will review the college staff demographic further to ensure that there are no barriers to staff from any of the age groups applying for Staff Development opportunities.

Staff Development by: Disability and Gender

The table below shows that 5.9% of staff development applications received were from staff who had disclosed a disability at the college for 2018/19.

Disability by Gender	Female (%)	Male (%)	Overall Total (%)
No	49.0	31.4	80.4
Not Known/Not Provided	5.9	7.8	13.7
Yes	3.9	2.0	5.9%
Total	58.8	41.2	100.0

13.7% were from staff who had not provided this information, 80.4% were from staff who disclosed that they did not have a disability and 5.9% 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. Therefore we have not summarised this information further as it could lead to the identification of individuals and contains information that is personal and sensitive.

Staff Development by Ethnicity and Gender:

The table below shows the summary of staff applications for development by Ethnicity and Gender for 2018/19.

Ethnicity by Gender	Female (%)	Male (%)	Overall Total (%)
Any Other	0.0	0.0	0.0
Asian or British-Any Other	2.0	0.0	2.0
Black or British-Caribbean	2.0	0.0	2.0
Not Known/Not Provided	9.8	7.8	17.6
White - Any Other	3.9	0.0	3.9
White-British	39.2	31.4	70.6
White-Irish	2.0	2.0	3.9
Total	58.8	41.2	100.0

The percentage of approved applications from each ethnic group has remained similar to previous years with applications being predominantly from white British staff totalling 70.6%, 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, belief and gender for 2018/19.

Religion or Belief by Gender	Female (%)	Male (%)	Overall Total (%)
Christian	29.4	5.9	35.3
Hindu	2.0	0.0	2.0
No Religion or Belief	15.7	21.6	37.3
Not Known/Not Provided	11.8	13.7	25.5
TOTAL	58.8	41.2	100.0

The above data mirrors the main college staff data in the sense that 35.3% of staff who have applied for staff development have disclosed they are Christian. 2.0% are Hindu, 37.3% have disclosed not having a religion or belief and 2.5% have decided not to provide this information.

Staff Development by: Marital Status and Gender

The table below shows the applications for staff development received by Marital Status and Gender for 2018/19.

Marital Status by Gender	Female (%)	Male (%)	Overall Total (%)
Civil Partnership	0.0	0.0	0.0
Divorced	2.0	0.0	2.0
Married	19.6	7.8	27.5
Not Known/Not Provided	27.5	29.4	56.9
Partner (cohabiting)	3.9	0.0	3.9
Partner (not cohabiting)	0.0	0.0	0.0
Separated	0.0	0.0	0.0
Single	3.9	3.9	7.8
Widowed	2.0	0.0	2.0
Total	58.8	41.2	100.0

The majority of staff who applied have chosen not to disclose this information equating to 56.9% of applicants. 2.5% are divorced, 27.5% married and 3.9% have a partner and are cohabiting. 7.8% are single and 2.0% are widowed.

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.

- We will continue to build on our strength of embedding equality and diversity in the college culture, so that it continues to permeate throughout the working and 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
- Embed British Values and equality and diversity in classroom delivery
- Promote a culture of tolerance and respect across the organisation
- Analyse data regularly leading to an Annual Equality and Diversity Report
- Maintain a zero-tolerance approach to discrimination
- Provide a supportive environment in which all staff can flourish and take pride
- Develop a more flexible employment base to help meet the changing needs of the organisation

Draft: SEC Annual Report

Appendix 1: Modern Slavery Act Statement for 2019

Modern Slavery Act Statement for 2019

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 [\(insert link\)](#)

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 is 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