



Brockenhurst College

EQUALITY AND DIVERSITY WORKFORCE PROFILE REPORT

JANUARY 2019

Equality

Respect

Individuality

Equality and Diversity Workforce Report

January 2019

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Policy Statement

Brockenhurst College is committed to improving equality, eliminating all forms of discrimination, proactively promoting equality and creating an inclusive environment for all who learn and work in our organisation. This commitment is embedded within the Vision, Core Purpose and Key Priorities of the College.

Brockenhurst College aims to be recognised as a leader of equality and diversity in its work and held as an example of good practice. The policy will set out the framework which will promote equality for and prevent discrimination against our college community. We respect and celebrate the diversity of our provision, students and staff. As a college we seek to eliminate direct discrimination, indirect discrimination, victimisation and harassment.

Brockenhurst College is committed to equality and prides itself on its reputation of inclusion for staff and learners. Brockenhurst College's mission is "to help people make the most of their lives through learning" and as such we aim to ensure that learners, their parents/guardians, staff, visitors, corporation members and suppliers are treated with dignity, respect and equity, regardless of their individual protected characteristics namely age, disability, gender re-assignment, marriage and civil partnerships, pregnancy and maternity, race, religious or belief, sex and sexual orientation.

As a College we aim to create a culture of inclusion and to challenge discrimination in order to remove barriers to ensure everyone achieves their potential.

The policy is intended to meet our general and specific duties under the Equality Act 2010. The general duty, which applies to all functions of the organisation, requires the College to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations.
- Publish equality information on an annual basis
- Publish equality objectives every four years

From March 2018 the College are legally required to publish their Gender Pay Gap.

We will not only ensure that we meet our obligations under the Equality Act but will also seek to implement good practice in addressing Equality and Diversity issues. In order to achieve this we will benchmark our practices against other public sector institutions and ensure that our committees and structures work effectively and actively to consider Equality and Diversity matters. This will require significant development of staff and structures to ensure appropriate

awareness of issues and that there are systems in place to monitor impact and engender change where appropriate.

All members of staff are required to complete Equality & Diversity online training; new starters within a week of commencing employment. At present 4 employees appointed between 1st January and 31st December 2018 have not completed the training. Employees are frequently reminded to complete the training and disciplinary action for non-compliance will be taken if appropriate.

The recruitment of staff as well as embedding E&D in the College culture are important areas in achieving our ambitions and we will review and monitor our procedures to ensure they embody our commitment to equality of opportunity. To achieve our aims we will engage the whole College community, staff and students, in addressing Equality and Diversity issues.

The Wider Community

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

The New Forest district is well known as an area of outstanding ecological interest and also as a popular visitor destination. Its merits as a business location are less well known. It enjoys the degree of accessibility which one would expect from a location in central southern England:

- Bournemouth and Southampton International Airports are easily accessible;
- Heathrow and Gatwick are one hour away by the M27 and M3 motorways;
- Journeys by rail to Waterloo take less than 90 minutes;
- The port of Southampton lies adjacent to the District boundary.

The area is situated in south west Hampshire between Southampton City to the east and the Bournemouth/Poole conurbation to the west. It covers 290 square miles, and some two thirds of this comprises the world famous New Forest National Park, an area of ancient woodland, heaths and lawns. There are also two other Areas of Outstanding Natural Beauty in the District.

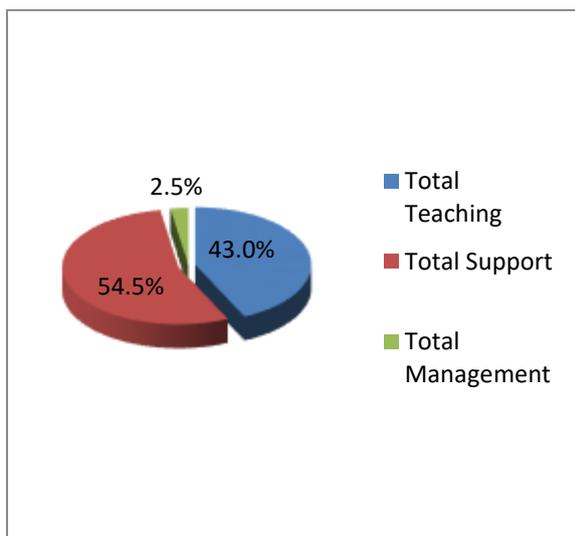
But there is more to the district than its outstanding environment. There are almost 8,000 registered businesses providing employment for over 64,000 people, ranging in size from the major petro-chemical complex at Fawley to small businesses in converted farm buildings. Unemployment is consistently below that of both Hampshire and Great Britain.

According to Office for National Statistics (ONS) data, in the 2011 census the population for the New Forest District Council area stood at 176,462 most of who live in the six towns around the edge of the District. 64.3% of this population were in employment (including self-employed), slightly higher than the England average of 62.1% with 19.7% describing themselves as retired (13.7% in England). The most striking characteristic of the community that the College serves is that it is much less ethnically diverse than England as a whole. In 2011, 94.9% of the New Forest District area classed themselves as White British as compared to 79.8% for England. The largest minority ethnic group is White Other (2%). The area's gender profile however, is similar to the national profile with females outnumbering males by 7.5%. In the New Forest District Council area 25% of the population are over the age of 65. This is considerably higher than the same age population for England which is 16.4%. The percentage for under 18's is 21% so there is a higher proportion of older people living in the area than those of compulsory school age.

Our Current Workforce

As of January 2019 we have 629 employees (642 in January 2018). This is a drop from 2018 which is partly due to a restructure in the summer term of 2018 and also due to the College's decision to freeze recruitment due to budgetary challenges which are being experienced across the FE sector. Figure 1 shows how the current workforce can be broken down into Teaching, Support and Management:

Figure 1: Number of Employees



From this it can be seen that the College employs more support staff than teaching staff. Management employees accounting for the smallest proportion.

Figure 2: Number of Employees - Full & Part Time

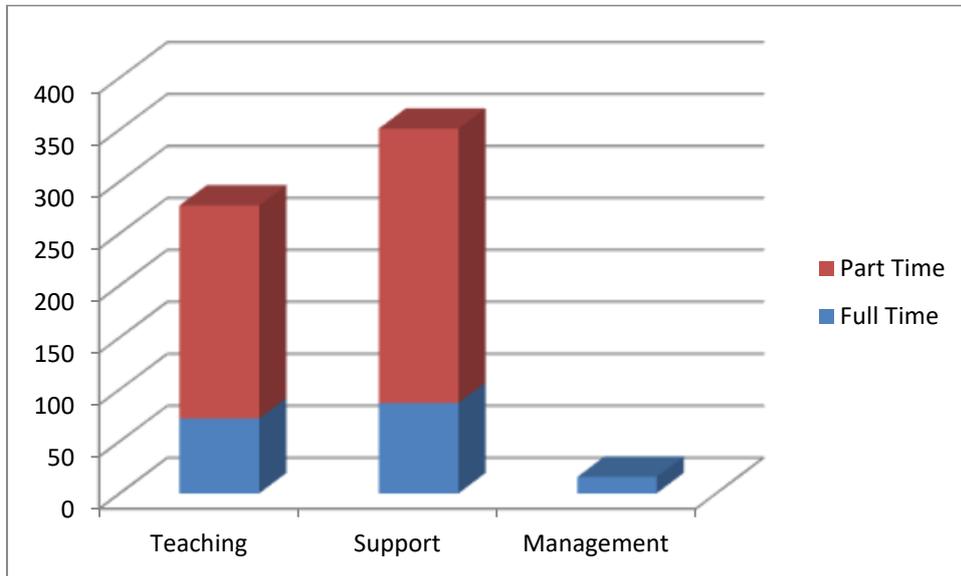
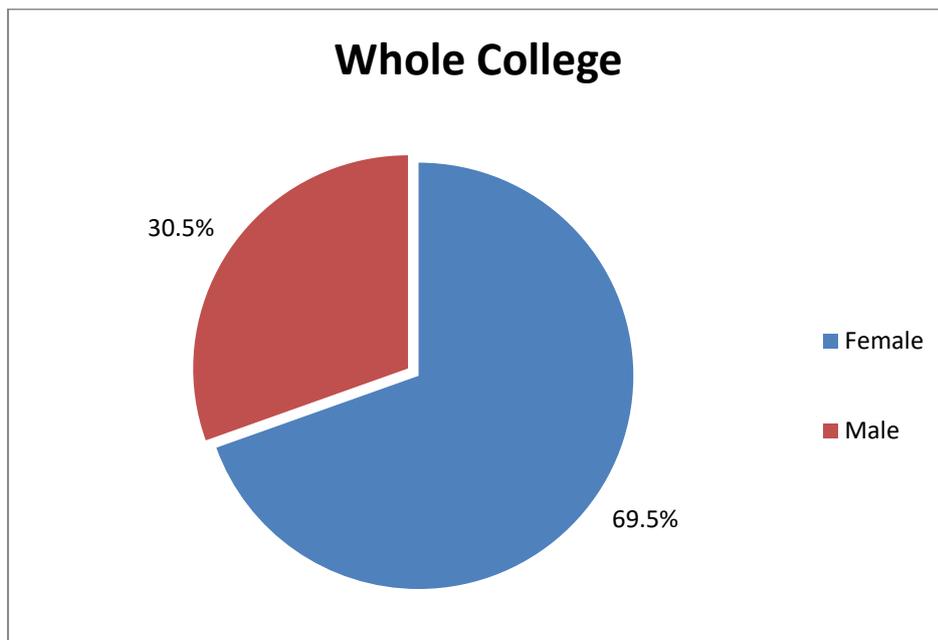
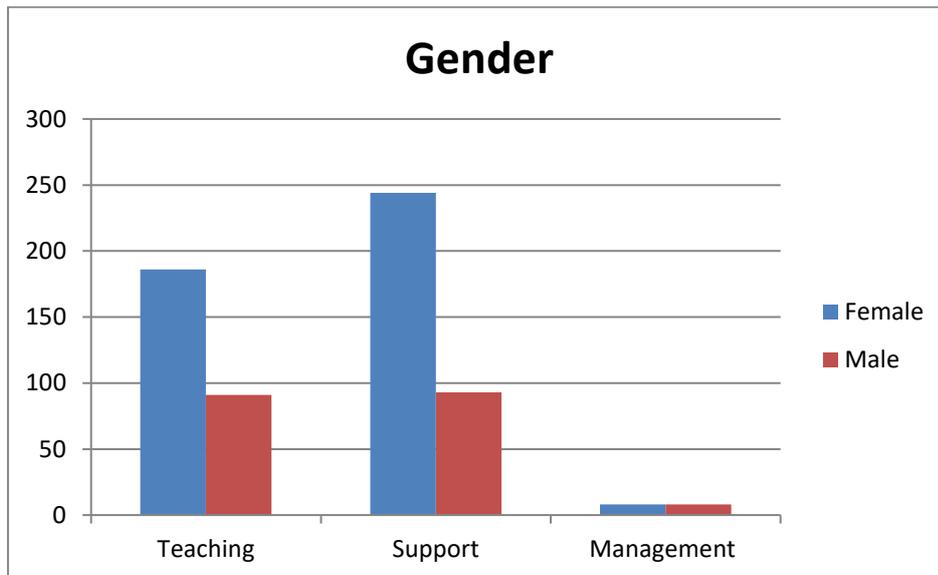


Figure 2 shows that the majority of teaching and support staff are part time, and all management staff are full time.

Gender

Figure 3 shows that overall the number of female employees (teaching and support) far outweighs the number of males. Within management there is an even mix of both male and female employees.

Figure 3: Gender of Employees



Across the whole college there are more employees working part time than full time. The College's policy on flexible working is available to all employees and each request is dealt with fairly with a need to balance the needs of the College with the individual's request to work flexibly.

Disability

This year shows a 91.6% disclosure rate compared with 92.6% in 2018. We need to continue to ensure the information is documented so that we can produce accurate statistics. In total 6.4% of staff declared they have a disability.

When required we are able to provide signers, large print or Braille documentation. We have an Occupational Health provider who can assist and advise a member of staff with any issues or concerns they have regarding their disability, health and working environment. We encourage the member of staff to develop and progress in their role and monitor this through annual staff appraisals.

The College gained Disability Confident Employer status in August 2017 and we are committed to employing disabled people and will interview all applicants with a disability, recognised within the definition of the Equality Act, who meet the minimum criteria for a job vacancy and consider them on their abilities.

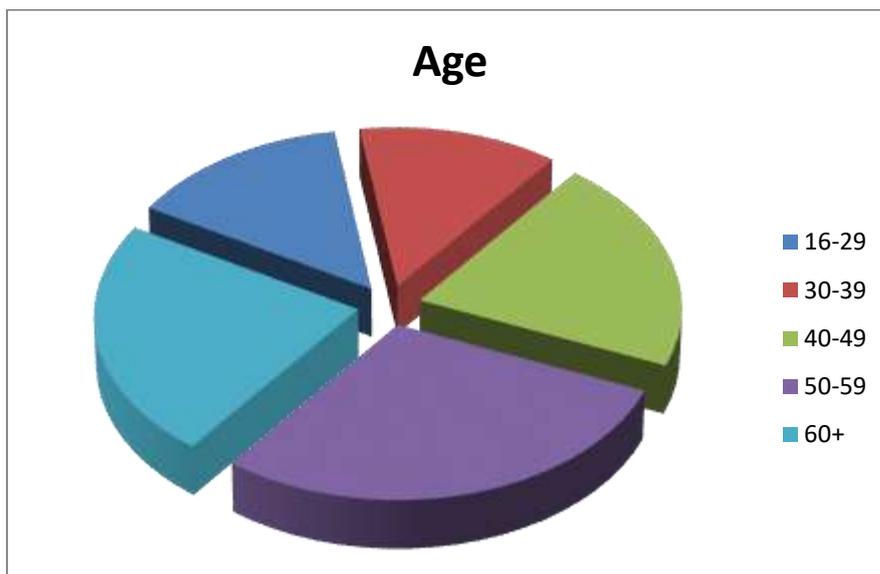


As a Disability Confident Employer we:

- have undertaken and successfully completed the Disability Confident self-assessment
- are taking all of the core actions to be a Disability Confident employer
- are offering at least one activity to get the right people for our business and at least one activity to keep and develop our people

Age

Figure 4: Age Ranges of the Current Workforce:



The chart above shows the majority of our employees fall within the 50-59 age bracket with 40-49 not far behind. This hasn't changed from last year. The fewest number fall in the 16-29 age bracket closely followed by the 30-39 age bracket which shows the College has a majority staffing population that is 40+. The numbers across the age ranges are very similar to last year although the number in the 16-29 range has risen slightly. The College needs to continue to look to recruit across all age ranges in the future but there is a tendency for older staff choosing to remain working at the College hence why this age range represents the highest number of employees.

As of January 2019 we employ 10 modern apprentices all within the 16-29 age bracket, 1 less than in 2018.

Ethnicity

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

Ethnicity	Total Workforce	
	No.	%
White British	525	83.46
BME	24	3.81
Other	31	4.93
Undisclosed	49	7.8

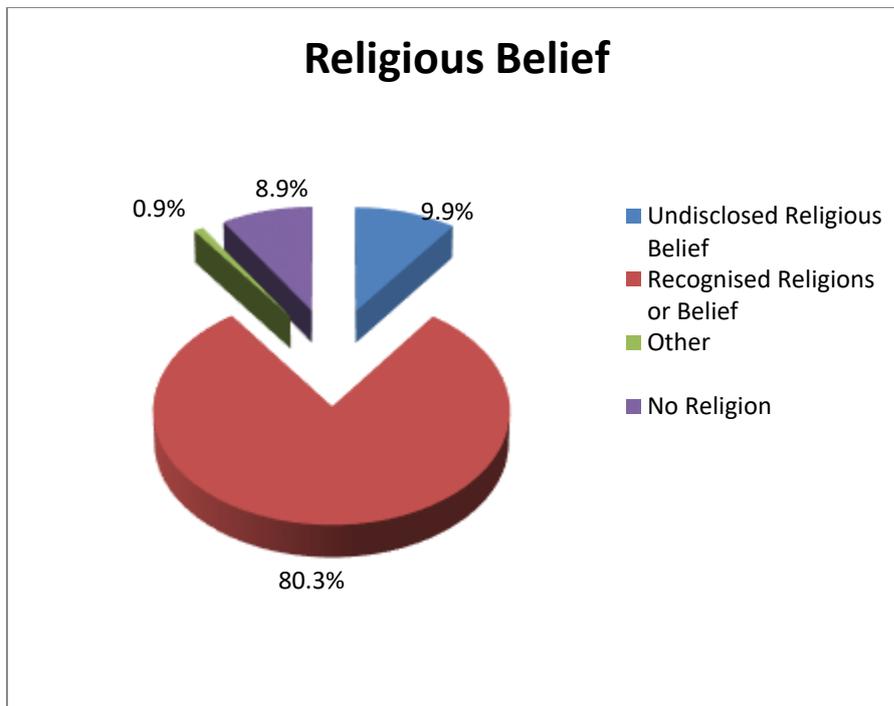
The above data, representing the total workforce, indicates that the largest proportion of the workforce is White British. The disclosure rate is 92.2% (91.6% in 2018) which is a very slight increase from last year and we need to continue to investigate whether employees are choosing not to disclose their ethnicity or whether the data on application forms is not being logged. The College continues to have a less diverse workforce that it would like but it does reflect the ethnicity of the local community.

Sexual Orientation

The non-disclosure rate for sexual orientation is 69.4% (72% in 2018) which is encouraging although this is still very high. We need to look at why the disclosure rate is so low. Existing members of staff need to be encouraged to update their records using the self-service HR21 system to include sexual orientation and religion. This will be raised again at the Equality and Diversity Committee so that the College can work with staff to encourage them to keep their records up to date.

Religion

Figure 5: Religious Belief



Last year there was a 9% non-disclosure rate whilst this year it is 9.9% which is a slight increase. The slight drop is a disappointment and the College will continue to ensure information is logged correctly and also encourage staff to update their own personal records on HR21.

Recruitment

Recruitment for the College is managed by Human Resources at Wessex Education Shared Services who are based in Bournemouth. All external roles are advertised through a company called Staff Finda. Recruitment agencies are used for “hard to fill” posts. The College is aware of the Agency Worker Regulations, 2011 and have taken the necessary steps to address and implement these, as required.

During 2018 the College employed 93 new starters (99 in 2017) on a mixture of permanent, fixed term and casual contracts. These are broken down as follows:

- 70 were female and 23 were male;
- 24 were teaching staff and 69 support staff;
- 56 declared themselves White British and 3 declared themselves BME;
- 5 new employees declared they had a disability;

- 24 were aged between 16 and 29 years old, 13 were aged between 30 and 39, 22 were aged between 40 and 49, 20 were aged between 50 and 59 and 14 were over 60;
- 28 declared they had a recognised religion or belief and 37 did not disclose this information;
- 61 declared they were heterosexual and 30 did not disclose this information.

The following statement on the “vacancies” page on the College’s website:

We aim to ensure that no job applicant or worker receives less favourable treatment on the grounds of race, colour, gender orientation, nationality, religion or belief, ethnic or national origin, age, gender, gender reassignment or marital status, sexual orientation or disability.

We also have an Equality & Diversity scheme that all members of the College must adhere to and this is made clear to our learners as well as staff from day one.

Support is offered to applicants who may require help with completing the application form or who may need reasonable adjustments to be made for interview. Applicants who identify as disabled and meet the essential criteria will be guaranteed an interview.

Reflection on Areas for Development – 2018

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

Area for Development	Outcome
Publish the Gender Pay Gap report by March 2018	This was achieved and the 2019 report will be available on the website shortly
Produce more detailed recruitment statistics for the report in 2019	New system launch in February 2019 which should provide more detailed data
Continue to encourage staff to update their personal details on HR21	Ongoing

Areas for Development – 2019

Some of these actions have been carried over from last year's plan due to time constraints and their on-going nature. The main areas for development are as follows:

- Recruitment statistics to be available for 2020 report due to launch of new Hireserve system
- Continue to encourage staff to update their personal details on HR21. A new version of HR21 is due to be launched shortly and as part of this, the College will highlight the importance of employees keeping their personal details up to date.
- Disability Confident Employer status due for renewal in July 2019