Equal Opportunities Monitoring Report 2018

Introduction and Background

The Royal Veterinary College (the College) is committed to the promotion of equal opportunity and inclusion for all staff and students. Our commitment is that staff and students are to be treated equally regardless of age, disability, ethnic origin, gender, gender reassignment, marriage or civil partnership status, pregnancy or maternity, religion or belief or sexual orientation.

This report provides a summary of the work carried out by the Equality and Diversity Committee (EDC) and the progress made against the Athena SWAN Action Plan (2017-2021) and the Equality Objectives and Action Plan (2015-2019). As part of our obligations under the Equality Act 2010 and public sector equality duty, we are committed to publishing annual equality monitoring information, in order to demonstrate transparency in having due regard to;

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it
- Foster good relations between people from different groups.

The report also provides equality monitoring statistics for current staff as well as equality monitoring statistics for the recruitment of staff (during the period 1 August 2017 to 31 July 2018). The report further provides a data benchmark covering a three year period. The report will be published on the College internet and intranet in line with legislative requirements set out in the Equality Act 2010.

Remit of monitoring

The report provides monitoring information on staff within the College covering age, disability, ethnicity and gender. This report will monitor:

- Staff recruitment data
- Current staff profile
- Reporting on formal disciplinary and grievance

- Data on Flexible Working Requests

The following report has been produced using data collected and held on the College database. The ethnicity categories currently used are in line with current best practice. The College will, in addition to its current monitoring categories, now require staff to provide details relating to the following protected characteristics: Religion & Belief and Sexual Orientation from January 2019.

Update of Equality and Diversity Activities in 2018

The College continues to work towards progressing the actions identified in the Athena SWAN Action Plan, Equality Objectives and Action Plan and the recommendations set out in the Gender Pay Gap Report 2017, which reflects its commitment to progressing equality and diversity throughout the institution. The Equality and Diversity Committee (EDC) oversees the delivery of these action plans including the recommendations set out in the Gender Pay Gap Report 2017. These action plans set out initiatives and actions aimed at developing and retaining a diverse workforce. In addition, the action plans include a series of approaches to recruit, support and develop under-represented staff into senior grades within the College:

- Departments continue to work and report progress made against their equality and diversity action plans via the EDC. These action plans include specific and measurable actions on recruitment, development and promotion of under-represented groups such as BAME (Black, Asian and Minority Ethnic) and females;

- Probation processes has been reviewed and now include a question on mandatory E&D training completion, progress is reported to CEC;

- Unconscious bias now forms part of recruitment, absence management and appraisal training and is a major focus of recruitment refresher training which all recruiters are required to attend. There is a requirement that from April 2019 staff who have not attended the recruitment training will not be able to sit on a recruitment panel;

- Online E&D training has been reviewed and now has a greater focus on unconscious bias and harassment and bullying;

- Equality analysis guidance was approved in Jan 2018, this was followed by a series of Equality Analysis training sessions delivered to staff who are responsible for policy or service review/development;

- New staff monitoring forms have been revised and now include monitoring categories to capture data on religion and belief/non belief and sexual orientation;

- The new criterion-based Senior Academic Promotion process is currently being implemented at Grade 9. There are 4 career bands against which a new equal & inclusive pay structure is being approved. Once banded, senior academics will be aligned to the new structure and a review will take place to ensure any pay/gender anomalies are addressed;

- Eight women have been selected by objectively measured criteria, to take part in the Aurora Women's Leadership programme, delivered by Advance HE. We are currently offering another programme 'Developing the Confidence to Lead' where we expect several other women to be supported from various levels of experience/grades;

- The Harassment Advisor Network has been renamed as "Dignity at Work Advisor Network" which will include a wider staff representation;

- Harmonisation of annual leave across all grades will be phased in over a two year period, the first phase commenced in February 2019 which give an increase of three days annual leave for grades 1-5 and a further two days from 1 February 2020;

- The launch of informal staff networks covering the LGBT+ allies, BAME and Carers groups. These networks provide the opportunity for staff to feedback and inform the equality and diversity agenda, particularly around these specialist groups.

Activities for 2019

- To relaunch the Harassment Advisor Network as Dignity at Work Advisor Network, this will include providing training to the Dignity at Work Advisors on their role and responsibility. This will include raising awareness of the informal support offered to staff who may feel they have been subjected to bullying or harassment;
- A project led by the CEC is underway with the aim to explore and assess the practicalities of flexible working within senior grades across the College with the aim to promote flexible working arrangements at this level;
- Further sessions on how to conduct an equality analysis will be delivered to staff who have a responsibility for policy/service review or development;
- A recruitment project will be established to explore the under-representation of applications received from BAME and disabled applicants at short-listing stage when compared to 'white' applications ;

- Continue to deliver recruitment refresher training courses to staff who are involved in the recruitment and selection process and who have not attended a training session over the last three years;
- Workshops will be planned to raise awareness of the Individual Career Profiles (ICP) and how it can support individuals in their career development;
- Develop a revised Equality Objectives and Action Plan for (2020-2024);
- Continue to review and report progress made towards the recommendations of the Athena SWAN Action Plan and the Equality Objectives and Action Plan (2015-2019);
- A staff audit will be conducted which will require staff to verify their personal and sensitive data. This will include information on protected characteristics and will now include religion/belief and sexual orientation;
- Develop a 'Code of Practice' on inclusive practice for the REF 2021 submission;
- Equal Pay Audit will be carried out.

Key Findings from the Equal Opportunities Monitoring Report 2018

The data presented covers the period of 1 August 2017 to 31 July 2018. The data in this report only includes applicants who are eligible to work in the UK or who would satisfy the criteria for the College to apply for a certificate for sponsorship. The categories included for this report are: Academic (including staff clinician), Non-Academic and Research. When reviewing the data the main observations are listed below.

Recruitment by Age

- 7% decrease in Academic applications for those aged 40 and under, down from 71.7% in 2017 to 64.7% in 2018, which is also 18.3% lower than the 2016 figure at 83%
- In 2018, majority of Non-Academic applications were received from those aged 40 and under, in line with trends seen during the last three years
- Applications received for Non-Academic positions from the 18-30 age category showed a higher proportion of applicants shortlisted 50.3% in 2018 compared to 40.8% in 2017 and 42.9% in 2016.
- Number of applications received for Non-Academic positions from the 61+ age category in 2018 has doubled since 2017 and 2016 figures, 24,13 and 10 respectively.

Recruitment by Disability

- A gradual increase in the percentage of disabled applicants over the last three years from 4.3% in 2016 to 5.5% in 2018
- Proportion of offers made to disabled applicants has increased in 2018 at 26.2% compared to 12.3% in 2017 but comparable to 2016 at 26.6 %
- During 2018 an increase in the percentage of disabled applicants for Academic posts at 4.7% compared to 3% in 2017 and 2.5% in 2016
- An increase in the percentage of disabled applicants for Non-Academic posts from 3.1% in 2015 to 5.5% in 2018.

Recruitment by Ethnicity

- A slight increase in the overall BAME applications received during the last three years (2018 at 11.7%, 2017 at 11.2% and 9.6% in 2016)
- A continued increase in the overall BAME offers from 6.95% in 2016, 9.6% in 2017 to 12.3% in 2018

- BAME applications for Non-Academic positions accounted for 14.6%, a decrease from 17.1% in 2017 but higher than the 13.5% in 2016
- In 2017 25% of BAME shortlisted applications for academic positions were converted into an offer, this has increased to 44.4% in 2018 (only 4 offers made)
- Proportion of BAME applicants shortlisted for Academic and Non-Academic roles was significantly lower compared to 'white' applicants, this is a continuation of the trend seen over the last three years
- Higher proportion of BAME offers were made for Research positions when compared to 'white' applicants in line with past trends.

Recruitment by Gender

- During 2018 a higher proportion of female applicants were shortlisted compared to the proportion of male applicants shortlisted, in line with trends seen over the last three years, (52.7% female applicants shortlisted vs 39.8% male applicants). In 2017 proportionately 56.4% female vs 50% male applicants shortlisted and in 2016 female applicants shortlisted, 42.5% vs 30.1% male applicants shortlisted
- During 2018 and 2017, offer rate for both male and female applicants has remained comparable however during 2016 female offer rate was considerably lower at 16.3% compared to male offer rate at 25%
- During 2018, offer rates for academic and non-academic positions has been comparable for both male and female applicants. During 2017 the offer rate for female academic applicants was slightly higher at 45.3% compared to male offer rate at 42.9%, in 2016 offer rate for female academic applicants was noticeably lower at 31% compare to male offers at 56.3%

Staff Profile

- Gradual increase in the total staff numbers of 19%, from 814 in 2014 to 971 staff in 2018
- There has been an overall increase in the disability staff disclosure rate over the last three years, 3.6% in 2018 compared to 3.4% in 2017 and 2.4% 2016
- During 2018, the data shows that a higher proportion of disabled staff are in fixed term positions at 20% compared to non-disabled staff at 14.1%, which is in line with previous years trends.
- Overall representation of BAME staff during 2018 was at 11.7%, comparable to 2017 figure of 11.2%, however an increase from 9.4% in 2016
- Proportionately a lower representation of BAME staff in part time and permanent positions compared to white staff
- Proportionately a higher representation of BAME staff in fixed term positions compared to 'white' staff

- A higher proportion of BAME staff are represented in grades 1,2,7 and 8 compared to white staff, however a noticeable decline within grade 9 (2018, BAME staff 4.4% vs 'white' staff 8.3% and 2017 BAME staff 3.8% vs 'white' staff 8.3%)
- 68.2% of workforce are female and 31.3% are male, in line with past trends
- A higher proportion of male staff are Academics compared to female staff in line with past trends
- A higher proportion of female staff are represented across part-time positions compared to male staff 32.4%, 7.4% respectively, again in line with past trends.

Overall Staff Recruitment Data for 2017/18

How the data are presented

The data on pages 9-25 show the breakdown of the number of applications received, shortlisted candidates, and offers made to candidates by reference to age, disability, gender and ethnicity. The recruitment data are presented firstly by a table with raw numbers; this is followed by a table which presents the data as proportions. In the figures, the first column shows the percentage of total applicants; the second column shows the percentage of applicants that were shortlisted, e.g. Table 1a shows that 10.5% of all applicants were Academic applicants and in this group, 57.9% were shortlisted. The third column shows the percentage of shortlisted candidates that were made offers. For example Table 1a shows of the 57.9% of the applicants shortlisted for Academic posts, 40.9% were made offers.

For recruitment, Fisher's exact tests were used to compare proportions of shortlisting or the proportions of offering between category (academic, non-academic and research), disability (disabled vs not disabled), ethnicity (white vs BAME) and gender (male vs female); Chi-squared test for trend was used to evaluate the association with age. A p value less than 0.05 is statistically significant. Information on Chi- squared and Fisher's exact tests can be found on the links provided https://en.wikipedia.org/wiki/Chi-squared_test and https://en.wikipedia.org/wiki/Fisher%27s_exact_test.

For staff profile, Fisher's exact test was used to assess the association between category (academic, non-academic and research), disability (disabled vs. not disabled), ethnicity (white vs. BAME), gender (male vs. female) and contract type (fixed vs. permanent or full time vs part time); Chi-squared test for trend was used to evaluate the association with age or with grade. Unknown was excluded from all comparisons.

Overall Recruitment

Category	Applied	Shortlisted	Offered
Academic	190	110	45
Non-Academic	1465	708	238
Research	158	81	52
Grand Total	1813	899	335

Table 1

Category	% of total Applicants	% of applicants shortlisted	% of shortlisted applicants who received an offer
Academic	10.5	57.9	40.9
Non-Academic	80.8	48.3	33.6
Research	8.7	51.3	64.2
Grand Total	100	49.6	37.3

Table 1a

The staff recruitment process has been monitored (via the online recruitment system) from 1 August 2017 to 31 July 2018. For the purpose of this report, a bench-marking exercise was carried out over a period of three years. During 2018, 1813 applications were received representing a decrease of 18.5% from the 2,224 applications received in 2017 and a 31.1% increase over the 1,695 applications received in 2016. These figures are reflected in the number of jobs advertised during 2018, which was 271 compared to 293 in 2017 and 182 in 2016.

Table 1a shows that Academic applications account for 10.5% of total applications. There has been a steady increase in this proportion from the previous years – 7.5% in 2017, and 7% for 2016. During 2018, the highest number of applications received were within the Non- Academic staff category. Table 1a shows that the highest proportion of applicants shortlisted was within the Academic category – the difference is statistically significant (p value= 0.04) and is in line with similar trends seen over the previous three years.

Staff Recruitment by Age

Overall Recruitment by Age 2017-18			
Age range	**Applied**	**Shortlisted**	**Offered**
<18	2	0	0
18-30	829	416	165
31-40	466	234	90
41-50	271	129	43
51-60	151	76	22
61+	26	15	8
Unknown	68	29	7
Grand Total	1813	899	335

Table 2

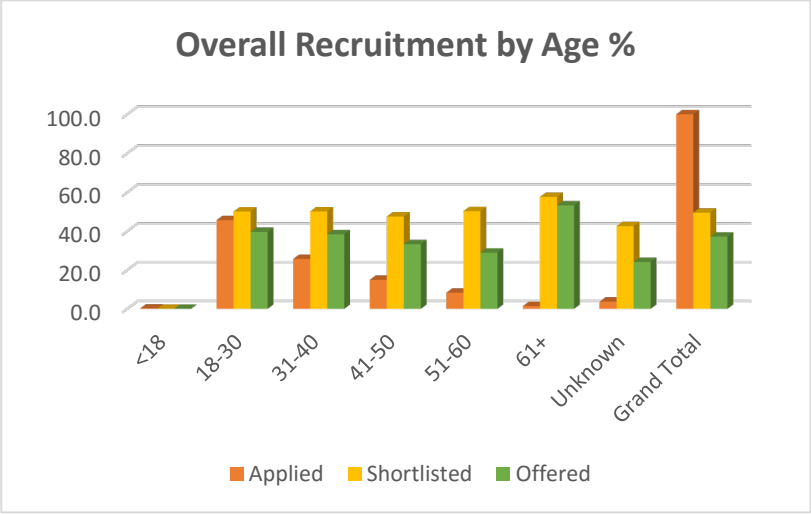

Figure 1

During 2018, the majority of applications received were from those aged 30 and under, this is in line with past trends. The highest proportion of applicants shortlisted and offers made were from the 61+ age category, however it should be noted that the number of applicants within this age category are very small representing <1.5% of the total applicants and 2.4% of those receiving offers.

Academic Recruitment by Age 2017-18			
Age range	Applied	Shortlisted	Offered
<18	0	0	0
18-30	27	13	8
31-40	96	60	26
41-50	44	25	9
51-60	18	9	1
61+	1	0	0
Unknown	4	3	1
Grand Total	190	110	45

Table 3

Academic Recruitment by Age 2017-18 (%)			
Age range	% of total Applicants	% of applicants Shortlisted	% of shortlisted applicants who received an offer
<18	0.0	0.0	0.0
18-30	14.2	48.1	61.5
31-40	50.5	62.5	43.3
41-50	23.2	56.8	36.0
51-60	9.5	50.0	11.1
61+	0.5	0.0	0.0
Unknown	2.1	75.0	33.3

Table 3a

In 2018, the majority of applications received for Academic positions were from those aged 40 or under (64.7%), a decrease of 7% from 2017 (71.7%) and a further decrease of 11.3% from 2016 (83%). Data from table 3 and 3a shows the highest proportion of applicants shortlisted for an Academic post across the College were from the 31-40 age category. This is in line with trends over the three year period. During 2018 the 18-30 age category saw the highest proportion of offers made which differs from previous years. The proportion of offers made reduces as age increases, (p value=0.02). This is in line with the trends seen over the three year period.

Non-Academic Recruitment by Age 2017-18			
Age range	Applied	Shortlisted	Offered
<18	2	0	0
18-30	729	367	130
31-40	312	143	50
41-50	215	98	29
51-60	125	61	16
61+	24	15	8
Unknown	58	24	5
Grand Total	1465	708	238

Table 4

Non-Academic Recruitment by Age 2017-18 (%)			
Age range	% of total Applicants	% of applicants Shortlisted	% of shortlisted applicants who received an offer
<18	0.14	0.0	0.0
18-30	49.8	50.3	35.4
31-40	21.3	45.8	35.0
41-50	14.7	45.6	29.6
51-60	8.5	48.8	26.2
61+	1.6	62.5	53.3
Unknown	4.0	41.4	20.8

Table 4a

The majority of Non-Academic applicants were received from those aged 30 and under. This follows similar trends from the previous three years. Although the 61+ age group shows the highest offers made the numbers are low, this is followed by the 18-30 age category.

Research Recruitment by Age 2017-18			
Age range	Applied	Shortlisted	Offered
<18	0	0	0
18-30	73	36	27
31-40	58	31	14
41-50	12	6	5
51-60	8	6	5
61+	1	0	0
Unknown	6	2	1
Grand Total	158	81	52

Table 5

Research Recruitment by Age 2017-18 (%)			
Age range	% of total Applicants	% of applicants Shortlisted	% of shortlisted applicants who received an offer
<18	0.0	0.0	0.0
18-30	46.2	49.3	75.0
31-40	36.7	53.5	45.2
41-50	7.6	50.0	83.3
51-60	5.1	75.0	83.3
61+	0.6	0.0	0.0
Unknown	3.8	33.3	50.0

Table 5a

The figures in Tables 5 and 5a show that during 2018 it was those aged 30 and under which accounted for the highest proportion of applications for Research positions. This is in line with similar trends seen in previous years. Tables 5 and 5a show the highest proportions of applicants shortlisted were within the 51-60 age group, (note the low numbers in this age group). Interestingly the 41-60 age categories have a high conversion rate of offers (note the low numbers in this age categories).

Staff Recruitment by Disability

Overall Recruitment by Disability 2017-18			
Disability	**Applied**	**Shortlisted**	**Offered**
Disabled	100	65	17
Not disabled	1649	810	309
Unknown	64	24	9
Grand Total	1813	899	335

Table 6

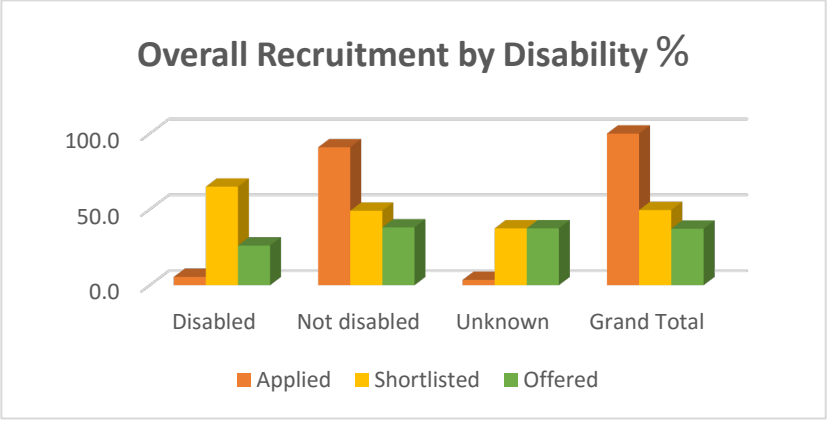

Figure 2

Overall, during 2018 applicants with a disability accounted for 5.5% of total applications across the College, (comparable to the 2017 figure of 5%, and an increase from 2016 at 4.3%). The data in Figure 2 illustrate that a higher proportion of disabled applicants have been shortlisted compared to non-disabled applicants, which is statistically significant at a p value = 0.002 though non-disabled applicants are more likely to receive an offer of employment, this is in line with similar trends from previous years. A contributory factor is that the College is a Disability Confident Employer thus one of the requirements is to shortlist all disabled applicants who meet the essential criteria. This criterion does not apply to non-disabled applicants. The gap has narrowed for the proportion of offers made during 2018 which was non-disabled 38.1% vs disabled 26.2% compared to 2017 which was non-disabled 28.5% vs disabled 12.3%. During 2018 the College has run a series of recruitment and selection/ unconscious bias training sessions which specifically include discussion of biases for under-represented groups such as disabled applicants, it is hoped that this will further decrease the gap between disabled and non-disabled offers.

Academic Recruitment by Disability 2017-18			
Disability	**Applied**	**Shortlisted**	**Offered**
Disabled	9	7	1
Not disabled	177	102	44
Unknown	4	1	0
Grand Total	190	110	45

Table 7

Academic Recruitment by Disability 2017-18 (%)			
Disability	**% of total Applicants**	**% of applicants Shortlisted**	**% of shortlisted applicants who received an offer**
Disabled	4.7	77.8	14.3
Not disabled	93.2	57.6	43.1
Unknown	2.1	25.0	0.0

Table 7a

The figures from Tables 7 and 7a show that for Academic positions across the College, disabled applicants accounted for 4.7% of the total applicants in 2018, an increase from previous years, 2017 at 3% and 2016 at 2.5%. The figures from Tables 7a identify that during 2018 a higher proportion of disabled applicants were shortlisted when compared to non-disabled applicants which is in line with past trends. During 2016 and 2017 there had been no offers made to disabled applicants however during 2018 there was one offer made. It should be noted that due to the small number of disabled applicants this difference is statistically insignificant.

Non-Academic Recruitment by Disability 2017-18			
Disability	**Applied**	**Shortlisted**	**Offered**
Disabled	84	52	14
Not disabled	1330	637	218
Unknown	51	19	6
Grand Total	1465	708	238

Table 8

Non-Academic Recruitment by Disability 2017-18 (%)			
Disability	**% of total Applicants**	**% of applicants Shortlisted**	**% of shortlisted applicants who received an offer**
Disabled	5.7	61.9	26.9
Not disabled	90.8	47.9	34.2
Unknown	3.5	37.3	31.6

Table 8a

During 2018, the number of disabled applicants for Non-Academic positions represented 5.7% of the total applicants for Non-Academic posts; an increase from the previous years (5.1% in 2017 and 4.1% in 2016). The data in Table 8a shows a higher proportion of disabled applicants being shortlisted for Non-Academic positions which is statistically significant (p value=0.013). The proportion of offers made to disabled applicants for Non- Academic positions is also lower in comparison to non-disabled applicants.

Research Recruitment by Disability 2017-18			
Disability	**Applied**	**Shortlisted**	**Offered**
Disabled	7	6	2
Not disabled	142	71	47
Unknown	9	4	3
Grand Total	158	81	52

Table 9

Research Recruitment by Disability (%) 2017-18			
Disability	**% of total Applicants**	**% of applicants Shortlisted**	**% of shortlisted applicants who received an offer**
Disabled	4.4	85.7	33.3
Not disabled	89.9	50.0	66.2
Unknown	5.7	44.4	75.0

Table 9a

The figures in Tables 9 and 9a show that in 2018, for overall Research positions, disabled applicants accounted for 4.4% of the total applications, a decrease from 2017 which represented 5.1% and a further decrease from 2016 which represented 6.3%. The figures in Table 9a show that a higher proportion of offers were made to non- disabled applicants compared to disabled applicants.

Staff Recruitment by Ethnicity

Overall Recruitment by Ethnicity 2017-18			
Ethnicity	**Applied**	**Shortlisted**	**Offered**
White	1494	791	289
BAME	281	91	41
Unknown	38	17	5
Grand Total	1813	899	335

Table 10

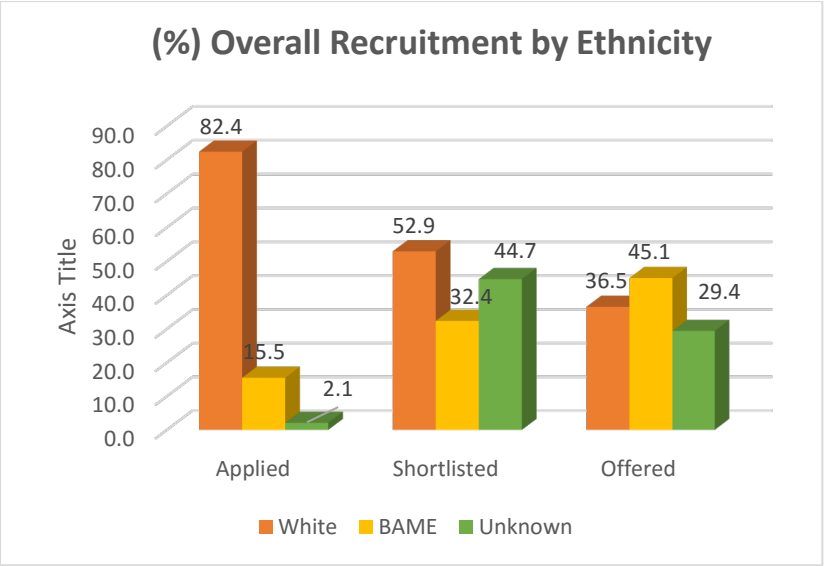

Figure 3

Tables 10 and Figure 3 show that applicants from BAME (Black, Asian and Minority Ethnic) accounted for 15.5% of the total applications received in 2018 - a decrease of 1.6% when compared against 17.1% in 2017 and a further decrease from 20.5% in 2016.

In 2018, Figure 3 shows that a significantly lower proportion of BAME applicants were shortlisted compared to 'white' applicants which is statistically significant (p value= 0.001). However, trends over the previous years highlight that there has been a gradual increase in the proportion of BAME applicants shortlisted across the College (25% in 2016, 29.7% in 2017 and 32.4% in 2018).

Data from Figure 3 show that a higher proportion of offers made to 'BAME' applicants when compared to offers made to 'white' applicants. This is the reverse from 2017 figures which showed that higher proportion of offers were made to 'white' applicants in comparison to 'BAME' applicants (46.5% vs 29.7%).

Academic Recruitment by Ethnicity 2017-18			
Ethnicity	Applied	Shortlisted	Offered
White	162	100	41
BAME	27	9	4
Unknown	1	1	0
Grand Total	190	110	45

Table 11

(%) Academic Recruitment by Ethnicity 2017-18			
Ethnicity	% of total Applicants	% of applicants Shortlisted	% of shortlisted applicants who received an offer
White	85.3	61.7	41.0
BAME	14.2	33.3	44.4
Unknown	0.5	100.0	0.0

Table 11a

In 2018, BAME applicants for Academic positions accounted for 14.2% of applicants, an increase from 12.6% in 2017 and 5.9% in 2016. Data from Table 11a shows the proportion of BAME applicants shortlisted for academic posts is lower compared to 'white' applicants and this difference is statistically significant (p=0.006). However the overall offer rate BAME and 'white' applicants is comparable, which is in line with past trends (note the low numbers).

Non-Academic Recruitment by Ethnicity 2017-18			
Ethnicity	Applied	Shortlisted	Offered
White	1217	625	209
BAME	214	68	24
Unknown	34	15	5
Grand Total	1465	708	238

Table 12

(%) Non-Academic Recruitment by Ethnicity 2017-18			
Ethnicity	% of total Applicants	% of applicants Shortlisted	% of shortlisted applicants who received an offer
White	83.1	51.4	33.4
BAME	14.6	31.8	35.3
Unknown	2.3	44.1	33.3

Table 12a

Figures from Table 12a highlights that during 2018, BAME applications for Non-Academic positions accounted for 14.6% of the total applications. This is a decrease from 17.7% in 2017, but higher than the 13.5% in 2016. The proportion of BAME applicants shortlisted across the College was significantly lower in comparison to 'white' applicants, which is statistically significant ($p<0.0001$). However over the past three years the proportion of offers made to BAME applicants when compared to 'white' applicants has narrowed. During 2018 the proportion of offers made to BAME applicants was marginally higher when compared to 'white' applicants, which shows an increase from previous years offers (2018 figures; BAME 35.3% vs 'white' 33.4%, 2017; 19.8% BAME vs 25% 'white', 2016;17.4% BAME vs 'white' 24.9%).

Research Recruitment by Ethnicity 2017-18			
Ethnicity	**Applied**	**Shortlisted**	**Offered**
White	115	66	39
BAME	40	14	13
Unknown	3	1	0
Grand Total	158	81	52

Table 13

(%) Research Recruitment by Ethnicity 2017-18			
Ethnicity	**% of total Applicants**	**% of applicants Shortlisted**	**% of shortlisted applicants who received an offer**
White	72.8	57.4	59.1
BAME	25.3	35.0	92.9
Unknown	1.9	33.3	0.0

Table 13a

In 2018, Research positions attracted 25.3% of BAME applicants, which is an increase from 14.8% in 2017 and 20.5% in 2016. Figures from Table 13a indicate that a lower of proportion of BAME applicants were shortlisted compared to 'white' applicants which is statistically significant (p= 0.015). However a higher proportion of BAME offers were made in comparison to 'white' applicants (p= 0.016), however it should be noted that the data sample is very small.

Further analysis will be carried out during 2019 to identify and address the issue of the lower proportion of BAME applicants shortlisted compared to 'white' applicants.

Staff Recruitment by Gender

Overall Recruitment by Gender 2017-18			
Gender	Applied	Shortlisted	Offered
Male	437	174	64
Female	1360	717	268
Unknown	16	8	3
Grand Total	1813	899	335

Table 14

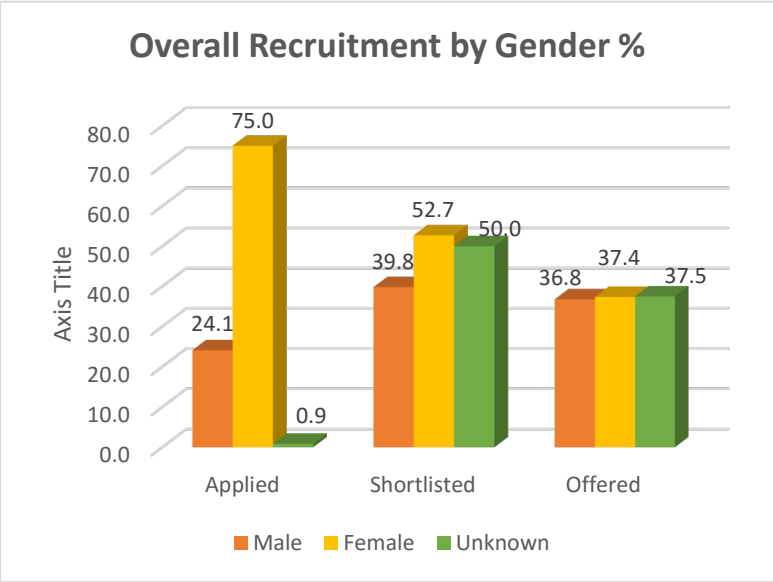

Figure 4

The 2018 overall recruitment data in Table 14 and Figure 4 shows that the College received a higher proportion of female applications at 75% compared to 24.1% male applicants, which is in line with past trends. The College has a higher female profile in administrative and nursing roles therefore influencing the gender balance. Data from Figure 4 shows that a higher proportion of females have been shortlisted when compared to males, (female 52.7% vs male 39.8%) which is statistically significant ($p<0.0001$) which again is in line with past trends; (2017 female 45.8% vs male 35.5%) and (2016 female 41.9% vs male 30.1%). However, the proportion of offers made has been comparable over the last three years.

Academic Recruitment by Gender 2017-18			
Gender	Applied	Shortlisted	Offered
Male	71	34	14
Female	118	76	31
Unknown	1	0	0
Grand Total	190	110	45

Table 15

(%) Academic Recruitment by Gender 2017-18			
Gender	% of total Applicants	% of applicants Shortlisted	% of shortlisted applicants who received an offer
Male	37.4	47.9	41.2
Female	62.1	64.4	40.8
Unknown	0.5	0	0.0

Table 15a

Data in Table 15a show that for overall Academic positions proportionately, female applicants were more successful in being shortlisted which was statistically significant (female 64.% vs male 47.9% p=0.03). This gap has widened since 2017 (female 57.4% vs male 50%). However, in 2016 for academic positions, proportionately more male applicants were shortlisted compared to female applicants; (male 57.1% vs female 46.2%). During 2018 the offer rate for both male and female applicants was comparable and is in line with past trends.

Non-Academic Recruitment by Gender 2017-18			
Gender	Applied	Shortlisted	Offered
Male	320	121	39
Female	1134	581	197
Unknown	11	6	2
Grand Total	1465	708	238

Table 16

(%) Non- Academic Recruitment by Gender 2017-18			
Gender	% of total Applicants	% of applicants Shortlisted	% of shortlisted applicants who received an offer
Male	21.8	37.8	32.2
Female	77.4	51.2	33.9
Unknown	0.8	54.5	33.3

Table 16a

The figures in Tables 16 and 16a show that applicants for Non–Academic positions were 77.4% female vs 21.8% male. These figures demonstrate an increase in the proportion of female applicants applying for Non-Academic positions when compared to 2017 when the College received 72.8% female applications vs 26.3% male applications. The proportion of female and male applicants received during 2016 was comparable to 2018 figures.

Data from Tables 16 and 16a highlight that for Non-Academic positions a significantly higher proportion of female applicants were shortlisted (51.2%) compared to male applicants 37.8%; ($p < 0.0001$) which is statistically significant. The data in Table 16a relates to the proportion of offers made, which are comparable for both male and female applicants. This is a continuation of the trends seen over the three year period.

Research Recruitment by Gender 2017-18			
Gender	Applied	Shortlisted	Offered
Male	46	19	11
Female	108	60	40
Unknown	4	2	1
Grand Total	158	81	52

Table 17

(%) Research Recruitment by Gender 2017-18			
Gender	% of total Applicants	% of applicants Shortlisted	% of shortlisted applicants who received an offer
Male	29.1	41.3	57.9
Female	68.4	55.6	66.7
Unknown	2.5	50.0	50.0

Table 17a

Data from Tables 18 and 18a show that during 2018 within the Research category there was a significantly higher proportion of female applicants. This is in line with trends seen over the last three years. A higher proportion of female applicants are shortlisted compared to male applicants, this is in line with data from previous years. The proportion of offers made is in line with past trends.

Staff Profile 2017-2018

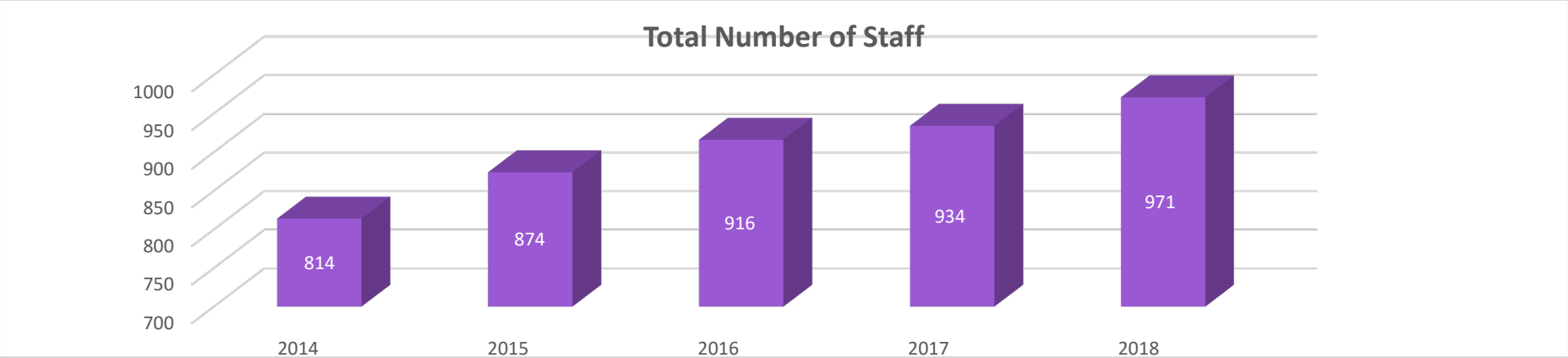

Figure 5

Headcount by Year	Count
2014	814
2015	874
2016	916
2017	934
2018	971

Table 18

Figure 5 and Table 18 shows a gradual increase in the overall staff profile since 2014. Comparisons over the five-year trend show that there has been a 4% staff increase from 2018 to 2017, 1.9% staff increase from 2016 to 2017, a 4.8% increase from 2015 to 2016 and compared to 1 August 2014 - 2018 a 19% staff increase.

Staff Profile by Age

Category	Academic	Non-Academic	Research	Row Total
18-30	5	176	26	207
31-40	54	201	41	296
41-50	65	155	10	230
51-60	44	133	8	185
61+	14	37	2	53
Column Total	**182**	**702**	**87**	**971**
Grand Total		**971**		

Table 19

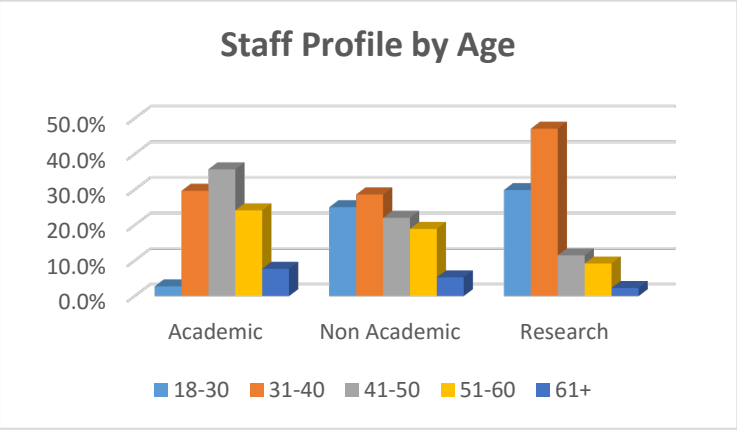

Figure 6

The data in Table 20 and Figure 6 shows that it is those aged 40 and under that represent the highest number of staff. This trend has remained consistent over the last three years. During 2018, those aged 30 and under represent 2.7% of Academic staff, which is an increase from previous years, 2017 at 0.6%, and 2016 at 1.6%. However the 30 and under, age category represent 25.1% of all staff categorised as Non-Academic, which is comparable to 2017 and 2016 figures at 25.4% and 25.6%, respectively.

Grade	1	2	3	4	5	6	7	8	9	Row Total
18-30	21	22	50	50	27	29	7	1	0	207
31-40	14	6	29	37	36	69	81	22	2	296
41-50	13	3	20	23	24	31	45	46	25	230
51-60	14	11	16	14	24	27	30	21	28	185
61+	9	2	8	3	5	3	10	2	11	53
Column Total	**71**	**44**	**123**	**127**	**116**	**159**	**173**	**92**	**66**	**971**
Grand Total	**971**									

Table 20

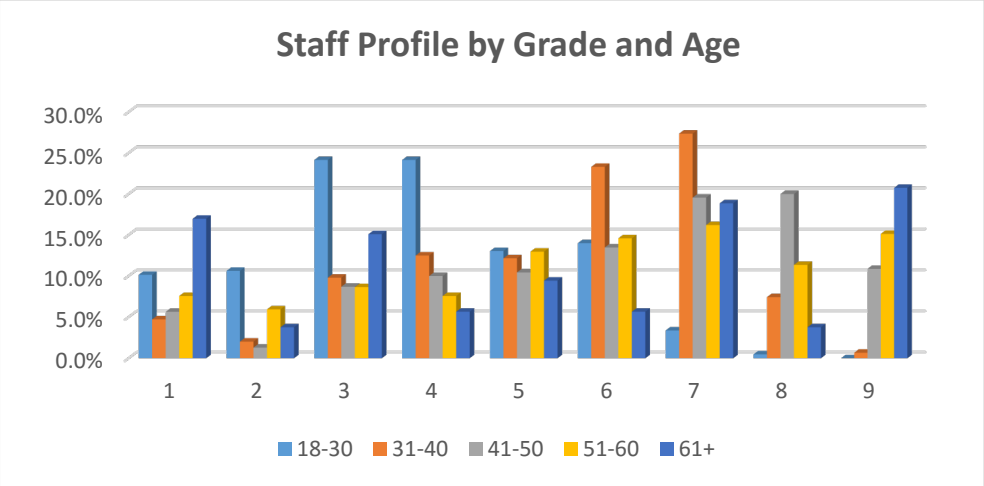

Figure 7

The data from Tables 20 and Figure 7 show that there is a trend of the older age categories having the highest proportion of staff represented in senior grades. However it is interesting to see that the highest profile of staff within grade one is the 61+ age category.

Basis	Full-time	Part-time
18-30	175	32
31-40	238	58
41-50	155	75
51-60	143	42
61+	32	21
Total	**743**	**228**

Table 21

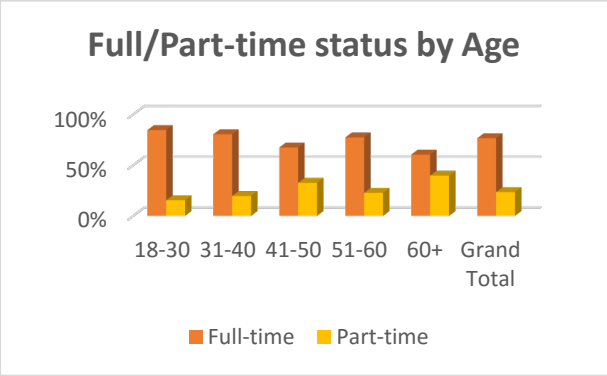

Figure 8

Data from Table 21 and Figure 8 highlights a recurring trend over the last three years of the 61+ age category representing proportionately the highest number of part-time contracts though this has declined from the previous years (42% in 2017 and 50% in 2016). The data indicating that part-time staff are older is statistically significant at (p>0.0001). The 18-30 age category has the lowest representation of staff who work on a part-time contract.

Status	Permanent	Fixed Term
18-30	170	37
31-40	235	63
41-50	211	19
51-60	171	14
61+	48	5
Total	**833**	**138**

Table 22

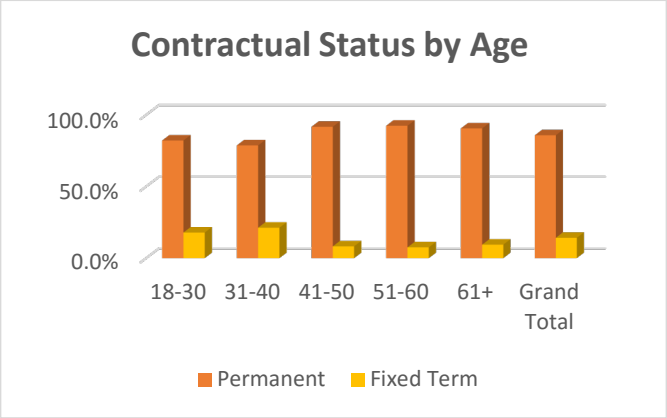

Figure 9

Data from Table 22 and Figure 9 show that a high proportion of fixed term staff are represented in those aged 40 and under. This is similar to data over the last three years. This trend is statistically significant ($p<0.0001$).

Staff Profile by Disability

Disabled	Academic	Non-Academic	Research	Row Total
Yes	5	23	7	35
No	173	653	77	903
Unknown	4	26	3	33
Column Total	**182**	**702**	**87**	**971**
Grand Total		**971**		

Table 23

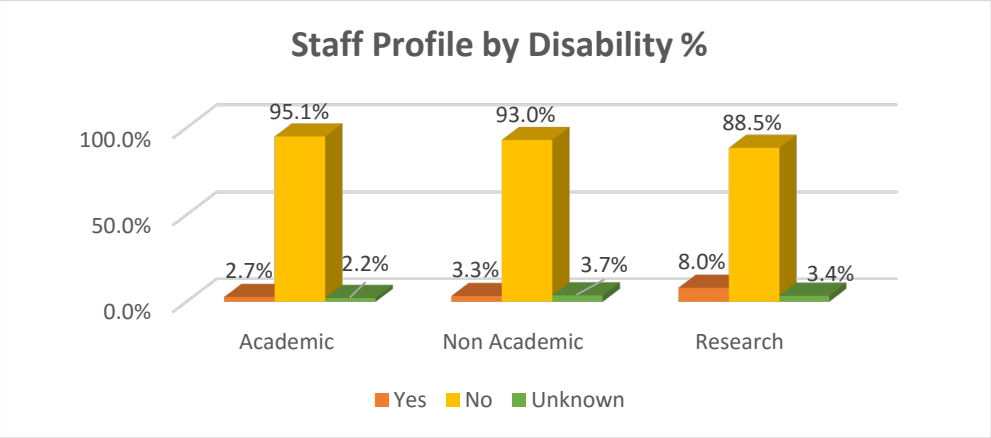

Figure 10

The overall staff disclosure rate for disability was 3.6%, (HEI disclosure rate 4.7%; Advance HE 2016/17 report) which is comparable to 2017 rate at 3.4% and an increase compared to previous years (2.4% both in 2016 and 2015). Research positions account for the highest proportion of disabled staff followed by Non-Academic which has remained constant over the three year period.

Grade	1	2	3	4	5	6	7	8	9	Total
Disabled	5	0	7	3	6	7	2	2	3	35
Non-Disabled	59	42	112	120	108	146	169	85	62	903
Unknown	7	2	4	4	2	6	2	5	1	33
Column total	**71**	**44**	**123**	**127**	**116**	**159**	**173**	**92**	**66**	**971**
Grand Total	**971**									

Table 24

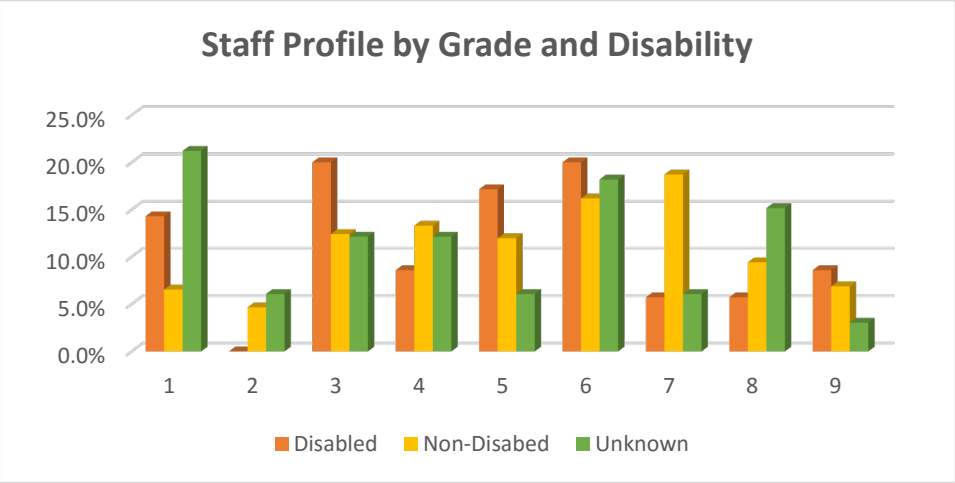

Figure 11

Data from Figure 11 show that the highest proportion of disabled staff are within grades 3, 5, and 6. However, these numbers are very small and the data cannot be analysed statistically.

Disabled	Permanent	Fixed Term
Yes	28	7
No	776	127
Unknown	29	4
Column Total	**833**	**138**
Grand Total	**971**	

Table 25

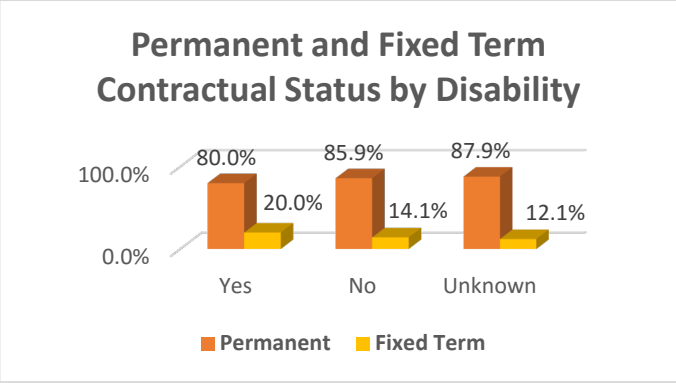

Figure 12

Data from Figure 12 shows that a higher proportion of disabled staff are employed on fixed term contracts compared to non-disabled staff (note the low numbers) which has remained stable over the past three years. However, over the last three years there has been a decline in the proportion of disabled staff employed on fixed term contracts - 2018 at 20%, 2017 at 31.2% and 2016 at 37.5%.

Disabled	Full time	Part time
Yes	28	7
No	691	212
Unknown	24	9
Column Total	**743**	**228**
Grand Total	**971**	

Table 26

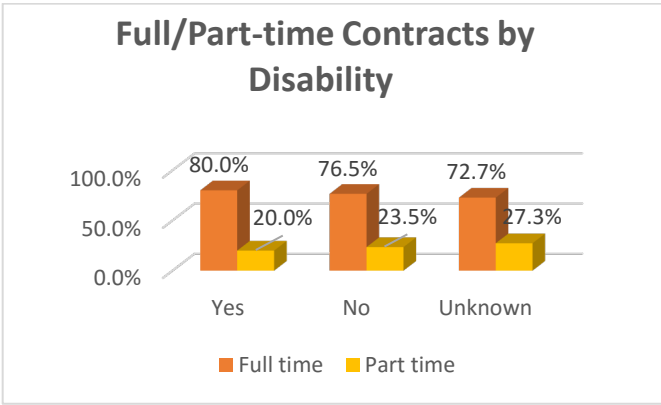

Figure 13

The data in Table 26 and Figure 13 show that during 2018, a lower proportion of disabled staff account for part time positions when compared to non-disabled staff (disabled 20% vs non-disabled 23.5%). This follows a similar pattern seen in 2017 (disabled 21.9% vs 23.9%). However, in 2016, a higher proportion of disabled staff account for part-time positions when compared to non- disabled staff at 31.8%, 23.8% respectively. Trends over the three year period highlight that the proportion of disabled staff employed in part-time positions has decreased.

Staff Profile by Ethnicity

Category	Academic	Non-Academic	Research	Total
BAME	19	77	18	114
White	161	605	68	834
Unknown	2	20	1	23
Column Total	**182**	**702**	**87**	**971**
Grand Total	**971**			

Table 27

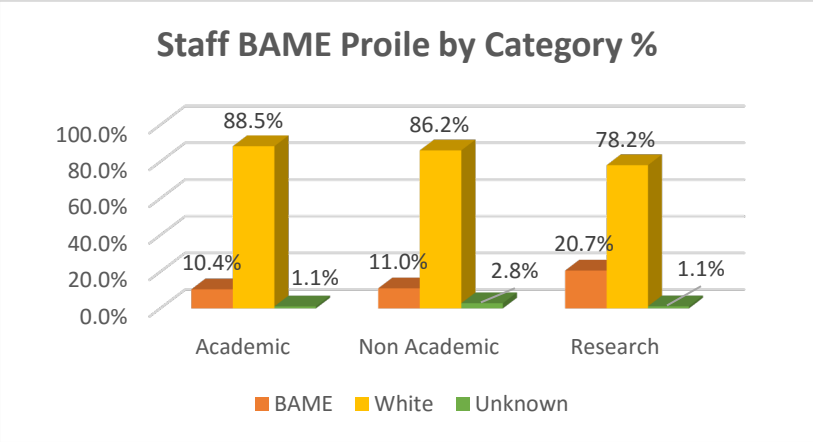

Figure 14

Staff that have identified themselves as BAME account for 11.7% of our total workforce for 2018. This is comparable to the 2017 figure which was 11.2%, however a slight increase from 2016 which was 9.8%. Figure 14 shows that Academic and Non-Academic BAME groups have similar representation at 10.4% and 11% respectively, which has remained similar over the three year period. During 2018 the Research category had the highest proportion of BAME staff at 20.7%, an increase from 2017 at 18.2% and 2016 at 12.9%.

BAME Profile by Grade

Grade	1	2	3	4	5	6	7	8	9	Total
BAME	10	9	6	11	10	29	23	11	5	114
White	54	35	115	115	104	127	145	78	61	834
Unknown	7	0	2	1	2	3	5	3	0	23
Column total	**71**	**44**	**123**	**127**	**116**	**159**	**173**	**92**	**66**	**971**
Grand Total	**971**									

Table 28

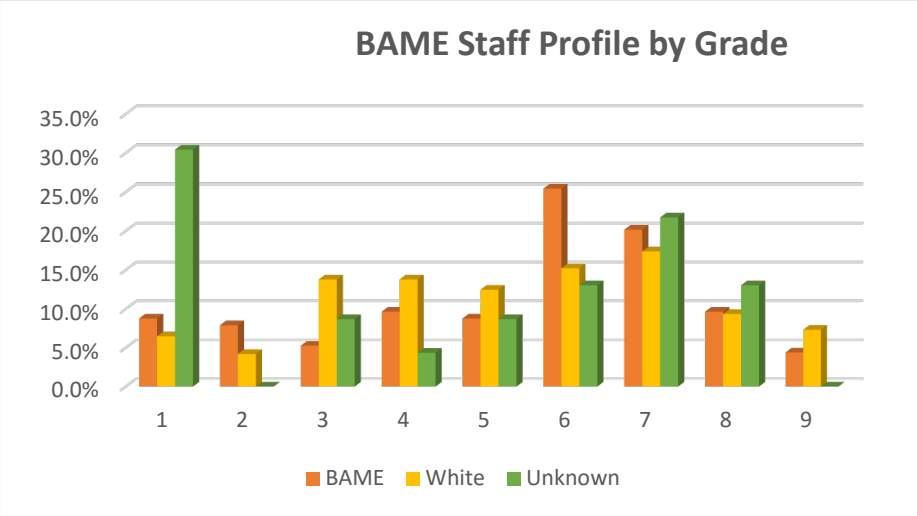

Figure 15

Data from the Table 28 and Figure 15 show that during 2018, BAME staff representation is proportionally higher within Grades 1 and 2 and Grades 6 and 7 in comparison to 'white' staff. There is a noticeable decline of BAME staff proportionately represented at Grade 9 (2018 BAME 4.4% vs 7.3% 'white' staff) vs 3.8% vs 8.2% in 2017.

Status	Permanent	Fixed Term
BAME	91	23
White	722	112
Unknown	20	3
Column Total	**833**	**138**
Grand Total	**971**	

Table 29

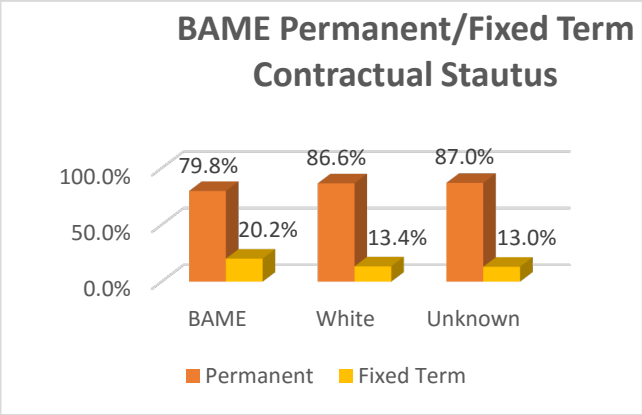

Figure 16

The BAME staff profile in Figure 16 shows that, during 2018, there was a higher representation proportionately of BAME staff in fixed term positions compared to 'white' staff. This is in line with similar trends over the past three years but the difference is not statistically significant (p=0.06).

Status	Full time	Part time
BAME	92	22
White	631	203
Unknown	20	3
Column Total	743	228
Grand Total	971	

Table 30

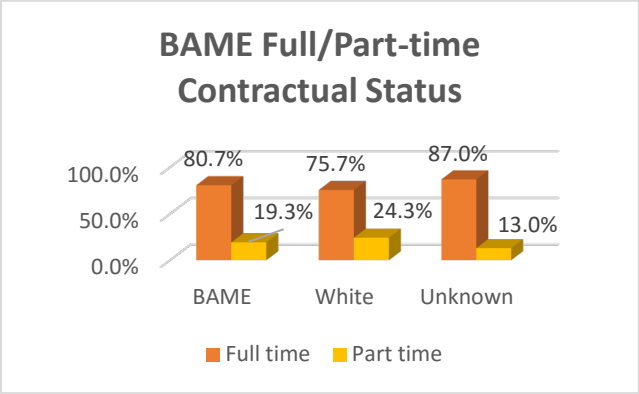

Figure 18

The BAME staff profile detailed in Table 30 and Figure 18 shows that proportionately, there is higher representation of BAME staff within full-time positions compared to 'white' staff. This is in line with trends from previous years.

Staff Profile by Gender

Overall Gender Profile

Category	*Count*
Male	309
Female	662
Column total	**971**

Table 31

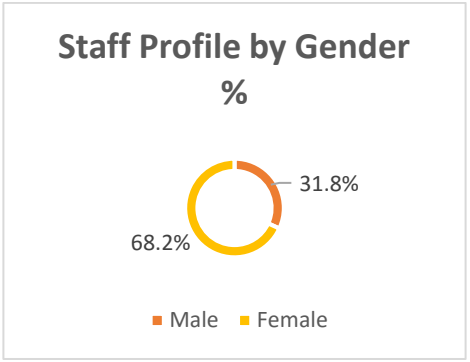

Figure 19

Category	Academic	Non-Academic	Research
Male	87	77	18
Female	95	606	68
Column Total	**182**	**702**	**87**
Grand Total	**971**		

Table 32

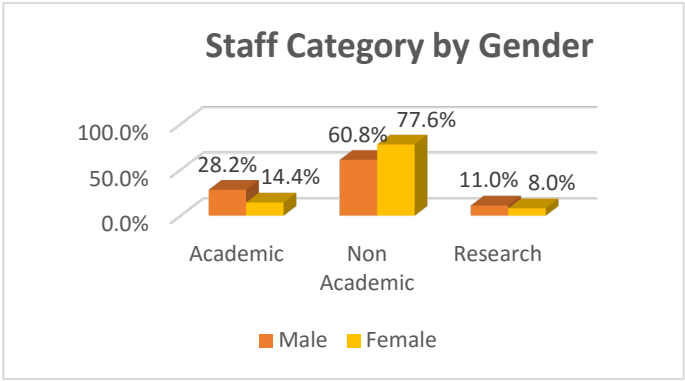

Figure 20

Table 32 and Figure 20 show that during 2018 a higher proportion of female staff were employed within the Non- Academic staff category which is statistically significant ($p < 0.0001$). There is a higher proportion of male staff employed within the Academic staff category compared to female staff, which is in line with findings in the previous two years. The Research category shows that proportionately there is a slightly higher male presence within Research positions, this is in line with trends seen over the previous years.

Grade	1	2	3	4	5	6	7	8	9	Total
Male	23	9	13	24	27	55	69	48	41	309
Female	48	35	110	103	89	104	104	44	25	662
Column total	**71**	**44**	**123**	**127**	**116**	**159**	**173**	**92**	**66**	**971**
Grand Total	**971**									

Table 33

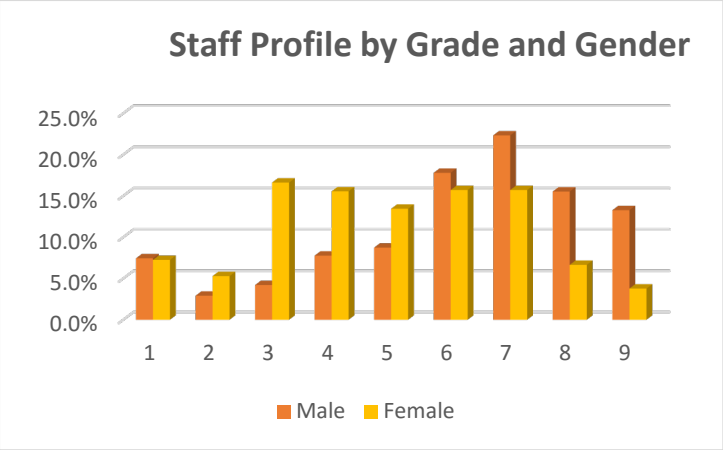

Figure 21

The above data indicates that there is a higher proportion of female staff across the lower grades and a lower representation of female staff in senior positions. This data follow the same pattern seen over the previous three years.

Status	Permanent	Fixed Term
Male	264	49
Female	525	96
Column Total	**789**	**145**
Grand Total	**971**	

Table 34

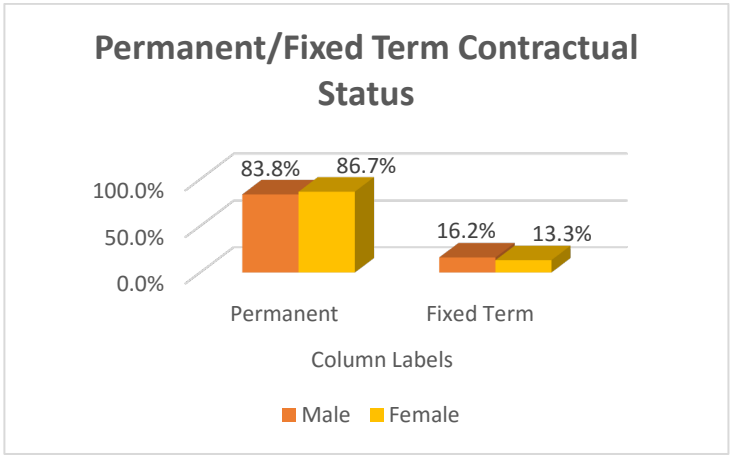

Figure 22

As Tables 34 and Figure 22 illustrate, when comparing proportion of male and female staff there is no difference in the proportion that are employed on permanent or fixed term contracts. These figures follow the similar pattern seen over the last three years.

Status	Full time	Part time
Male	284	25
Female	459	203
Column Total	**743**	**228**
Grand Total	**971**	

Table 35

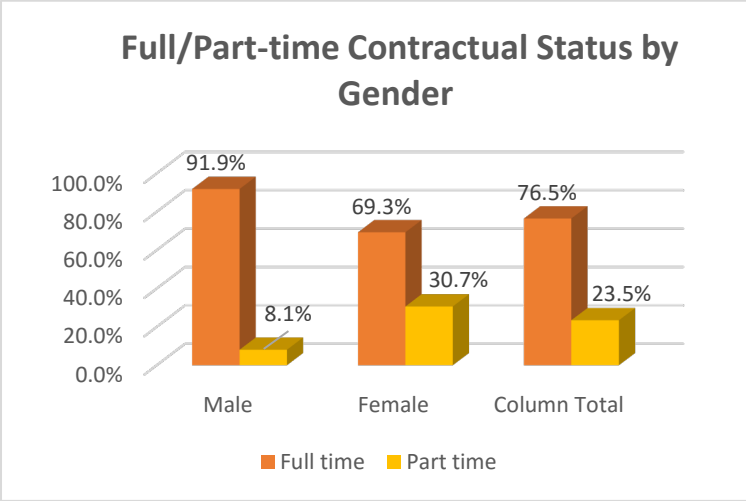

Figure 23

Table 35 and Figure 23 show that during 2018, a higher proportion of male staff were in full time positions compared to female staff. Part-time positions accounted for a higher proportion of female staff, showing similar pattern seen in previous years (2017, female 92.7% vs male 7.4% and, female 89.9% vs male10.1% in 2016).

Reporting on Formal Disciplinary and Grievances

Table 37 provides information on all formal disciplinary and grievances conducted covering the period of 1st August 2017 to 31st July 2018.

Formal Procedure	Age Range	Disability	Ethnicity	Gender
Disciplinary	41-50	No	British English	Female
Disciplinary	18-30	Yes	British English	Male
Disciplinary	41-50	No	British English	Female
Disciplinary	41-50	Not stated	Not stated	Female
Grievance	31-40	No	British English	Female
Grievance	31-40	Not stated	Not stated	Female

Table 36

Flexible Working

This is the first year (2017/18) of recording formal flexible working requests, there was a total of 31 requests made for flexible working - none were refused. Eight of these requests were made by male staff and 23 were made by female staff. Thirty-eight members of staff have attended the Flexible Working training session.

Gender	Disability	Ethnicity
Female (23)	Non-disabled (28)	BAME (3)
Male (8)	Disabled (2)	White (28)

Table 37

Age Range	Staff
18-30	2
31-40	14
41-50	9
51-60	4
61+	2

Table 38

Tables 37 and 38 show the breakdown by reference to our monitoring categories, female staff amount to 74.1% of the formal flexible working requests which is slightly above our female profile at 68.2%. Proportion of disabled staff requesting flexible working is 6.6% again above the College disabled staff profile at 3.6% and BAME staff requesting flexible working at 9.7% which is lower than our BAME profile of 15.5%.