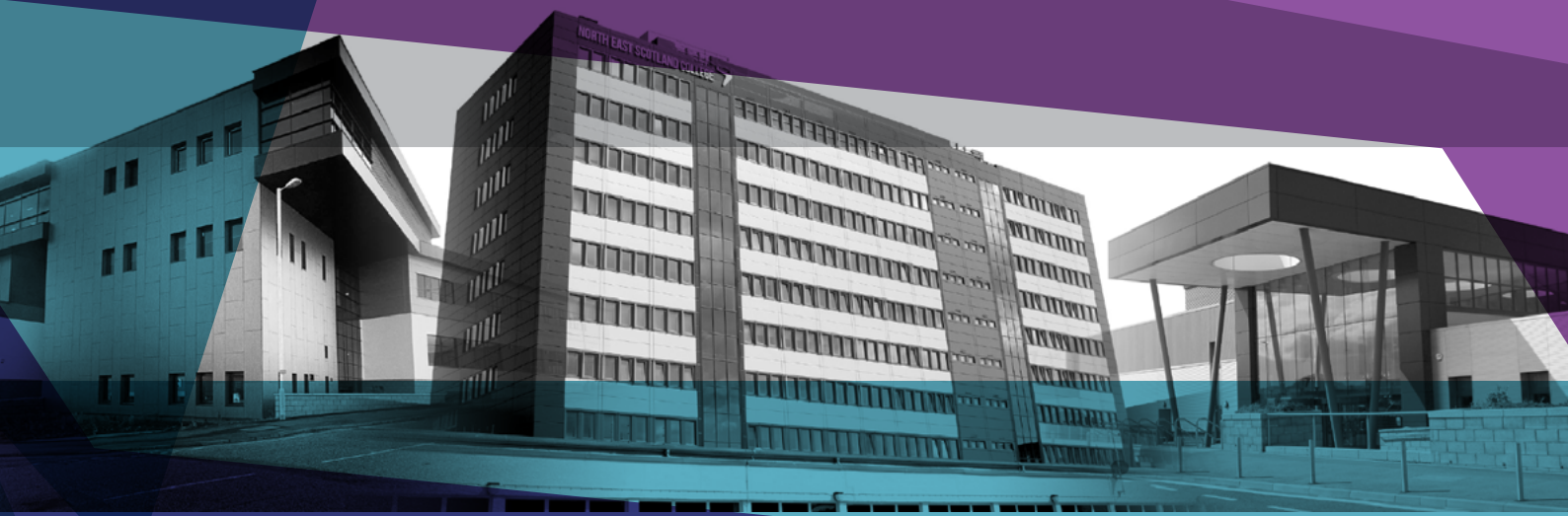


**NORTH EAST
SCOTLAND
COLLEGE**



APPENDIX 2: STAFF EQUALITY PROFILE

**THE EQUALITY MAINSTREAMING AND OUTCOMES
OF NORTH EAST SCOTLAND COLLEGE**

APPENDIX 2: STAFF EQUALITY PROFILE

North East Scotland College Staff Equality Profile: 2020 compared with 2019

Executive Summary

The Equality Act 2010 has a Public Sector Equality Duty (PSED), which is underpinned by Specific Duties for Scotland. The Specific Duties require the College to gather, use and publish employee information. This information needs to be *published* every 2 years (covering annual information).

This report covers employee information (including recruitment and retention) by protected characteristics for the years 2020 and 2019.

Staff development is covered in a separate report.

As at 31 December 2020, the College had a headcount of 579, compared with a headcount of 583 at 31 December 2019.

The College continues to employ more women (323; 55.8% of overall headcount in 2020; 323; 55.4% of headcount in 2019) than men (256; 44.2% of overall headcount in 2020; 260; 44.6% of headcount in 2019).

In terms of wider gender figures, according to National Records for Scotland council area data sheets, in 2018, 50.2% of the total population for both Aberdeen and Aberdeenshire (although these figures include children and those who are not of working age) were female and 49.8% were male.

The College also continues to employ considerably more part-time female staff (158; 27.3% of overall headcount in 2020; 130; 22.3% of overall headcount in 2019) than male staff (35; 6.0% of overall headcount in 2020; 29; 5.0% of overall headcount in 2019).

Of the 323 female staff employed in the College at 31 December 2020, 165 (51.1%) work full-time whereas 158 (48.9%) work part-time. This compares with 193 (59.8%) of the 323 women working full-time as at December 2019 and 130 (40.2%) working part-time in 2019.

Of the 256 male staff employed at the College at 31 December 2020, 221 (86.3%) work on a full-time basis and 35 (13.7%) work on a part-time basis. This compares with 231 (88.8%) of the 260 male staff in 2019 working full-time and 29 (11.2%) working part-time.

These figures clearly illustrate that part-time employment in the College is considerably in favour of women.

In terms of a wider comparison, according to the House of Commons Library Briefing Paper Number 7950, with regards to part-time work, in the UK 40.6% (41.1% in Scotland) of women in employment were working part-time compared to 13.1% of men, in the period October 2018-September 2019.

With regards to other protected characteristics, the majority of College staff continue to be: in the age range 45-59 (277; 47.8% of headcount in 2020; 273; 46.8% of headcount in 2019); in a "White: Scottish" category (388; 67.0% of headcount in 2020; 385; 66.0% of headcount in 2019; 359); in a "no religion/belief" category (231; 39.9% of headcount in 2020; 225; 38.6% of headcount in 2019), followed closely by the "Christian" category (215; 37.1% of headcount in 2020; 223; 38.3% of headcount in 2019); and are in a "heterosexual" category (473; 81.7% of headcount in 2020; 476; 80.1% of headcount in 2019).

There are, however, still some protected characteristics where there are a number of staff in a "prefer not to say/not indicated" category. There is also an issue with the HR/Payroll system around the reporting of the disability protected characteristic and around the system's current reporting of gender as binary, which the College will be addressing with its HR/payroll system provider.

In general, although the figures are not directly comparable, the College is broadly reflective of wider statistics. The largest ethnic group in Scotland (2018), according to the Scottish government, was White: Scottish (76.7%), with 95.4% being of a white ethnicity. Figures for the "religion/belief" protected characteristic come from the 2011 census for Scotland (and as such are not recent), with 37% having no religion/belief and 32% being Church of Scotland. The College's age categories are different to those for Aberdeen and Aberdeenshire. In 2018, according to National Records for Scotland council area data sheets, the 25-44 age group was the largest in Aberdeen, whereas in Aberdeenshire, 45-64 years was the largest age group.

Given that the College (which covers both Aberdeen and Aberdeenshire) has the greatest number of staff in the age range 45-59, which would be more in line with Aberdeenshire than Aberdeen figures, this would indicate that the College has an ageing workforce. The College is looking to address this via workforce and succession planning.

However, broadly speaking, the College staff profile largely reflects its wider geography.

As regards the *retention* of staff, the leaver profile is largely consistent with the wider staff profile, with the exception, in 2020, of the age and religion/belief protected characteristics.

In 2020, the greatest number of leavers (10 out of a total of 32 leavers) was in the age range 30-44, whereas the greatest number of staff is in the 45-59 age bracket. The College should examine the reasons for leaving in this age category, to identify if there is a retention issue that needs to be addressed.

However, the next largest age categories of leavers were in the 45-59 age range (9 leavers in 2020) and 60+ age range (9 leavers). It is, therefore, of note that 18 out of the College's total leavers (32) in 2020 were 45 years plus.

In 2019, the leaver profile was more in line with the staff profile in that the largest number of leavers (19 out of 52 leavers) was in the age range 45-59 years. There were also 9 leavers who were 60 years plus, meaning that 28 out of 52 leavers were aged 45 years plus.

Given that the College has an older workforce profile and that 18 of its 32 leavers were 45 years plus, these figures would indicate that the College should be looking at workforce and succession planning.

In 2020, the greatest number of leavers was in the "Christian" category (15), followed by "no religion/belief" (11). This would indicate that the leaver profile is different to the wider staff profile, where the greatest number of staff are in the "no religion/belief" category, followed closely by the "Christian" category. Given that the College staff profile illustrates a decreasing percentage of staff in "Christian" category and an increase in the "no religion/belief" category, the College should examine the reasons for these staff leaving.

In terms of *recruitment*, it should be noted that there was less recruitment during 2020 than in previous years (as a consequence of COVID-19), so care should be taken when making inferences from small numbers, in particular with appointments (as there were only 25 appointments in 2020).

Figures show that both in 2020 and 2019, the College continues to receive more applications from women (70.4% in 2020; 57.7% in 2019) than men (26.1% in 2020; 38.4% in 2019) and also appoints more women (68.0% of those appointed in 2020; 48.2% in 2019) than men (32.0% of appointments in 2020; 39.8% in 2019).

However, given that College has a gender balance in favour of women and continues to recruit more women than men, it is recommended that its recruitment practices are examined in more detail.

Some 7.0% of applications in 2020 were from people of a Black/Asian/Ethnic Minority ethnicity. 4.6% of the people shortlisted were from this ethnic background, but 0.0% of those appointed were of this ethnicity. There was a similar picture in 2019, where 8.7% of applicants were from this ethnic background, 4.7% of those shortlisted were of this ethnicity, but 0.0% of those appointed were of a Black/Asian/Ethnic Minority ethnicity. This would suggest that the College should examine its recruitment processes with regards to this protected characteristic.

In 2020, 55.0% of people who applied for a vacancy were in a "no religion/belief" category (52.3% in 2019). This resulted in 84.0% of those appointed being in a "no religion/belief" category (49.4% in 2019). The next largest category was Christian with 31.4% of those applying being in this category (34.6% in 2019). This resulted in 12.0% of those appointed being in a "Christian" category (36.1% in 2019). Although there were only 25 appointments in 2020 and care should be exercised when interpreting small numbers, nevertheless, it is recommended that the College should examine this as part of a wider review of its recruitment practices.

Generally, it would appear that College is largely recruiting in the image of its current staff profile, although it should be noted that the staff protected characteristic profile is largely in line with its wider geography. However, it is recommended that the College examines all its recruitment practices in more detail, in particular around the ethnicity protected characteristic.

Based on these analyses, the report then identifies actions and next steps, which will be used to advance equality of opportunity, in particular around:

- **The concentration of women in part-time work**
- **Addressing non-declaration rates**
- **Disability and gender reporting in the HR/Payroll system**
- **Examining reasons for leaving for those in the 30-44 age group and in the "Christian" religion/belief category**
- **Examining recruitment practices, in particular with regards to ethnicity**

It should be noted that the College has made some progress with regard to improving equality of opportunity in recruitment. In 2019 the College took steps to eliminate gendered vocabulary in its recruitment, as it has been shown that job adverts and job descriptions carry unconscious gender bias and that this deters people of the opposite gender from applying for those posts. As a consequence of this, the College now uses a gender bias decoder before posting any job adverts. The impact of this cannot yet be fully measured, due to the limited recruitment in 2020, as a consequence of COVID-19.

The College has also recently introduced an Employee Assistance Programme, which gives staff free access to counselling. This is in addition to support from Occupational Health.

Background

The Equality Act 2010 has a Public Sector Equality Duty (PSED) under section 149. This includes a general equality duty which requires listed authorities, including the College, to have due regard to the need to:

- **eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010**
- **advance equality of opportunity between people from different protected characteristic groups, considering the need to:**
- **remove or minimise disadvantages suffered by people due to their protected characteristics.**
- **meet the needs of people with protected characteristics.**
- **encourage people with protected characteristics to participate in public life or in other activities where their participation is low.**
- **foster good relations between people from different protected characteristic groups, tackling prejudice and promoting understanding between people from different groups.**

The Equality Act 2010 (Specific Duties) (Scotland) regulations 2012 (as amended), requires listed authorities to gather, use and publish employee information. The purpose of the specific duties is to assist public bodies, including the College, to meet the general equality duty.

The Specific Duties require the College to gather information on the composition of its employees and information on the recruitment, development and retention of employees with respect to, in each year, the number and relevant protected characteristics of such people. This information must be published every two years.

The information gathered must be used to improve the College's performance in terms of the general equality duty.

Sources:

Equality and Human Rights Commission, "Employee Information and the Public Sector Equality Duty: A guide for public authorities in Scotland", July 2016, available online at:

www.equalityhumanrights.com/en/publication-download/employee-information-and-public-sector-equality-duty-guide-public-authorities

Accessed: 07 January 2021

Equality Challenge Unit (now called Advance HE), "The public sector equality duty: specific duties for Scotland (revised), February 2017, available online at:

www.ecu.ac.uk/publications/the-public-sector-equality-duty-specific-duties-for-scotland-revised/

Accessed: 07 January 2021

The public sector equality duty: specific duties for Scotland 2019 interim reporting, Advance HE, 2019.

Equality Act 2010 Public Sector Equality Duty (Section 149), available online at:

www.legislation.gov.uk/ukpga/2010/15/section/149

Accessed 16 February 2021

Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, available online at:

www.legislation.gov.uk/ssi/2012/162/contents/made

Accessed: 16 February 2021

Introduction

The College is required to publish protected characteristics data for its staff every 2 years (covering annual information) and use this data to meet the general equality duty.

This report provides staff data for 2020 compared with 2019.

In terms of the data, it should be noted that the College is still in the process of fully implementing its new HR/Payroll system. When this has been fully implemented, the College plans to introduce a revised Equal Opportunities Monitoring questionnaire, in line with standardised equality monitoring questions, as per the guidance from Advance HE, March 2018, available online at: www.ecu.ac.uk/publications/guidance-gathering-staff-equality-data-colleges/

Accessed: 07 January 2021

The revised equal opportunities questionnaire (where staff will be able to directly input the information themselves) will be accompanied by further information on the reasons for collecting this information. It is anticipated that this will enable the College to reduce its non-declaration rates, thus providing the College with more complete and accurate data, which will enable the College to better use its information to advance equality of opportunity between people from different protected characteristics groups.

It had originally been planned to introduce this revised monitoring questionnaire earlier, but due to some issues with the new HR/Payroll system, this has not yet happened and remains as an outstanding action.

Notes regarding the analysis

It should be noted that, for the purposes of this document, student interns on zero-hours contracts have not been included. This is due to the short-term, College course-related nature of the internship, and the inclusion of their numbers would not give a representative staff picture.

As this report looks at the number of employees by protected characteristic, staff who have 2 posts have only been counted once, under the category of their main post.

The College's new HR/Payroll system only allows for gender to be reported as male or female in line with HMRC requirements, so all gender analysis has been done on the basis of gender defined as male/female. The College is currently working with its provider to address this for gender reporting.

It should be noted that throughout this report, Nescol figures are rounded to one decimal place, so percentage figures may not total 100, due to rounding.

Where there are fewer than 5 staff in any particular protected characteristic category, the actual number is not reported as individual staff may otherwise be identifiable.

Staff Equality Overview by Protected Characteristics: 2020 and 2019

All figures relate to 31 December 2020 and are compared with figures as at 31 December 2019.

As at 31 December 2020, the College had a headcount of 579, compared with a headcount of 583 at 31 December 2019.

Gender

The College's Equal Opportunities Form, under the heading of gender, includes the options of: male; female; other; prefer not to say, but the new HR system only allows for "male" or "female", in line with HMRC requirements, but not in line with HR equalities reporting requirements. HR is addressing this with its system provider.

As at 31 December 2020, the gender profile for the College was:

Position status	Headcount			% of total headcount		
	Female	Male	Total	Female	Male	Total
Full-time	165	221	386	28.5	38.2	66.7
Part-time	158	35	193	27.3	6.0	33.3
Total	323	256	579	55.8	44.2	100.0

Note: % figures rounded to one decimal place

As at 31 December 2019, the gender profile for the College was:

Position status	Headcount			% of total headcount		
	Female	Male	Total	Female	Male	Total
Full-time	193	231	424	33.1	39.6	72.7
Part-time	130	29	159	22.3	5.0	27.3
Total	323	260	583	55.4	44.6	100.0

Note: % figures rounded to one decimal place

These figures illustrate that the College continues to employ more female than male staff, with the percentage of female staff increasing slightly from 55.4% of overall headcount in 2019 to 55.8% in 2020. It is notable that the percentage of women working part-time increased from 22.3% of total headcount in 2019 to 27.3% in 2020, whereas the number of male staff working part-time increased from 5.0% in 2019 to 6.0% in 2020.

With regards to wider figures, in 2018, there were more females (50.2%) than males (49.8%) living in Aberdeen City, with the figures being the same for Aberdeenshire (although these figures include children and those who are not of working age). There were also more females (51.3%) than males (48.7%) living in Scotland overall.

Sources: www.nrscotland.gov.uk/files/statistics/council-area-data-sheets/aberdeen-city-council-profile.html
Accessed: 8 January 2021

www.nrscotland.gov.uk/files/statistics/council-area-data-sheets/aberdeenshire-council-profile.html
Accessed: 8 January 2021

Of the 323 female staff employed in the College at 31 December 2020, 165 (51.1%) work full-time whereas 158 (48.9%) work part-time. This compares with 193 (59.8%) of the 323 women working full-time as at December 2019 and 130 (40.2%) working part-time in 2019.

Of the 256 male staff employed at the College at 31 December 2020, 221 (86.3%) work on a full-time basis and 35 (13.7%) work on a part-time basis. This compares with 231 (88.8%) of the 260 male staff in 2019 working full-time and 29 (11.2%) working part-time.

These figures illustrate the concentration of female staff working part-time, when compared with male staff. The implications of this are detailed in the College's Gender Pay Gap Report: 2020 and Occupational Segregation Report 2020: Gender.

In terms of a wider comparison, with regards to part-time work, in the UK 40.6% (41.1% in Scotland) of women in employment were working part-time compared to 13.1% of men.

Source: Labour Market Statistics: UK Regions and Countries, 9 March 2020, House Commons Library Briefing Paper Number, 7950, available online at:

<https://researchbriefings.files.parliament.uk/documents/CBP-7950/CBP-7950.pdf>
Accessed: 8 January 2021

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Age

The age profile for the College as at 31 December 2020 was:

Age Band	Headcount			% of total headcount		
	Female	Male	Total	Female	Male	Total
16-29	28	13	41	4.8	2.2	7.1
30-44	104	80	184	18.0	13.8	31.8
45-59	160	117	277	27.6	20.2	47.8
60-75+	31	46	77	5.4	7.9	13.3
Total	323	256	579	55.8	44.2	100.0

Note: % figures rounded to one decimal place

The age profile for the College as at 31 December 2019 was:

Age Band	Headcount			% of total headcount		
	Female	Male	Total	Female	Male	Total
16-29	31	15	46	5.3	2.6	7.9
30-44	106	84	190	18.2	14.4	32.6
45-59	158	115	273	27.1	19.7	46.8
60-75+	28	46	74	4.8	7.9	12.7
Total	323	260	583	55.4	44.6	100.0

Note: % figures rounded to one decimal place

These figures clearly illustrate that the greatest concentration of staff continues to be in the 45-59 age bracket (47.8% of total headcount in 2020 and 46.8% in 2019).

This compares with the age population for Aberdeen City and Aberdeenshire, with the College being more in line with Aberdeenshire:

Population by age group by sex, Aberdeen City, 2018

Age group	Male	Female	All people	% of population	Scotland % of population
All people	113,252	114,308	227,560	100.0	100.0
0 to 15	17,793	17,040	34,833	15.3	16.9
16 to 24	12,870	14,487	27,357	12.0	10.7
25 to 44	39,476	35,625	75,101	33.0	25.9
45 to 64	27,334	27,403	54,737	24.1	27.6
65 to 74	9,358	9,939	19,297	8.5	10.5
75 and over	6,421	9,814	16,235	7.1	8.4

Source: Population Estimates Time Series Data

Available online at: www.nrscotland.gov.uk/files/statistics/council-area-data-sheets/aberdeen-city-council-profile.html#table_pop_est_sex_age

Accessed: 8 January 2021

In terms of overall size, the 25 to 44 age group was the largest in 2018 in Aberdeen, with a population of 75,101.

Population by age group by sex, Aberdeenshire, 2018

Age group	Male	Female	All people	% of population	Scotland % of population
All people	130,179	131,291	261,470	100.0	100.0
0 to 15	25,184	23,849	49,033	18.8	16.9
16 to 24	12,786	10,774	23,560	9.0	10.7
25 to 44	31,147	31,536	62,683	24.0	25.9
45 to 64	37,774	38,621	76,395	29.2	27.6
65 to 74	14,210	14,596	28,806	11.0	10.5
75 and over	9,078	11,915	20,993	8.0	8.4

Source: Population Estimates Time Series Data

Available online at: www.nrscotland.gov.uk/files/statistics/council-area-data-sheets/aberdeenshire-council-profile.html#table_pop_est_sex_age

Accessed: 8 January 2021

In terms of overall size, the 45 to 64 age group was the largest in 2018 in Aberdeenshire, with a population of 76,395.

Ethnicity

The following table outlines the ethnicity profile for the College, as at 31 December 2020 compared with 31 December 2019.

Note that where there are fewer than 5 staff in any category, the figures are not published as staff could otherwise be identified.

Ethnicity	Total Number 2020	Total % of overall headcount 2020 (headcount = 579)	Total Number 2019	Total % of overall headcount 2019 (headcount = 583)
White: Scottish	388	67.0	385	66.0
White: British (used from 2018)	54	9.3	53	9.1
White: English	34	5.9	36	6.2
White: Welsh	N/P	N/P	N/P	N/P
White: Irish	N/P	N/P	N/P	N/P
White: Other	40	6.9	43	7.4
Mixed	N/P	N/P	N/P	N/P
Asian/ Asian British	9	1.6	11	1.9
Black/African/Caribbean/British-African	N/P	N/P	N/P	N/P
Other	N/P	N/P	N/P	N/P
Prefer not to say/Not indicated	43	7.4	44	7.5

Note: % figures are rounded to one decimal place; N/P = not published

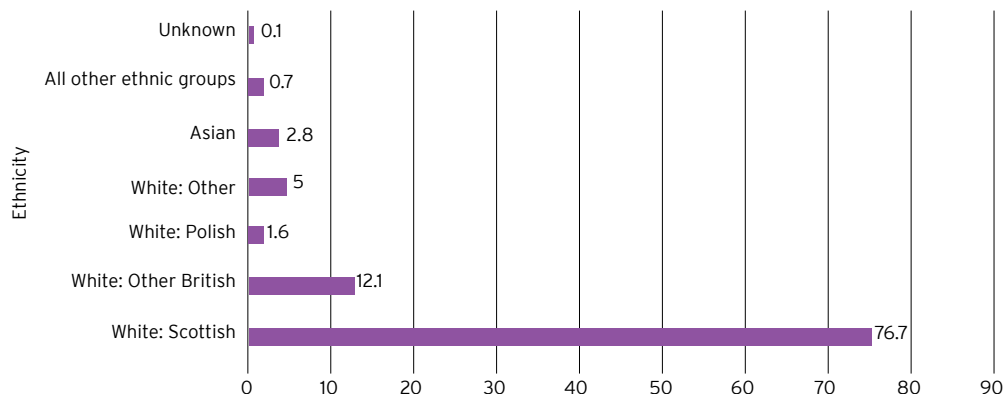
This table shows that the College staff continue to be overwhelmingly in a “white” ethnicity category, with the greatest percentage being “White - Scottish” (67.0% in 2020 and 66.0% in 2019). It should be noted that 7.4% of staff in 2020 and 7.5% in 2019 did not declare their ethnicity. In 2020, 1.6% of staff were in an “Asian/Asian British” category, compared with 1.9% in 2019.

In 2018, the largest ethnic group (as a percentage of the adult population) in Scotland was ‘White Scottish’ at 76.7%, and minority ethnic adults represented 4.6%. The following chart indicates that 95.4% were of a White ethnicity.

Source: Scottish Government Equality Evidence Finder: Demographics - Ethnicity - Population Estimates
<https://scotland.shinyapps.io/sg-equality-evidence-finder/>
 Accessed: 8 October 2020

According to the last census, in 2011, 84% of Scotland's population reported their ethnicity as ‘White: Scottish’ and a further 8% as ‘White: Other British’. Together, minority ethnic groups and white non-British groups (which include ‘White: Irish’, ‘White: Polish’, ‘White: Gypsy/Traveller’ and ‘White: Other white’) made up 8% of the total population.

Ethnicity in Scotland 2018



The Asian population is the largest minority ethnic group (3% of the population or 141,000 people), representing an increase of one percentage point (69,000) since 2001. Within this, Pakistani is the largest individual category, accounting for 1% of the total population. The African, Caribbean or Black groups made up 1% of the population of Scotland in 2011, an increase of 28,000 people since 2001. Mixed or multiple ethnic groups represented 0.4% (20,000) and other ethnic groups 0.3% (14,000) of the total population.

The proportion of the population reported as belonging to a minority ethnic group varied by council area. The highest figures were in the four council areas containing the large cities: in Glasgow City it was 12%, in the City of Edinburgh and in Aberdeen City it was 8%, and in Dundee City it was 6%.

Source available online at: www.scotlandscensus.gov.uk/ethnicity-identity-language-and-religion

Accessed: 8 January 2021

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The College's report on Occupational Segregation: Race/Ethnicity: 2020 also contains further information regarding this protected characteristic.

Disability

The disability profile for the College as at 31 December 2020 was:

	Total Number	Total % of overall headcount	Male (Number)	Female (Number)
Disability	37	6.4	15	22
No disability	88	15.2	45	43
Prefer not to say/ Not indicated	454	78.4	196	258
Total	579	100.0	256	323

Note: % Figures have been rounded to one decimal place

The College disability profile as at 31 December 2019 was:

	Total Number	Total % of overall headcount	Male (Number)	Female (Number)
Disability	40	6.9	17	23
No disability	66	11.3	34	32
Prefer not to say/ Not indicated	477	81.8	209	268
Total	583	100.0	260	323

Note: % Figures have been rounded to one decimal place

It should be noted that there is a high percentage of staff who are in the "prefer not to say/not indicated category" in both 2020 (78.4%) and 2019 (81.8%) and consequently it is difficult to infer any significance from these figures.

When the protected characteristics data were migrated from the College's previous HR/Payroll system, there was an issue with the data for this protected characteristic, due to it being recorded in a different way. This issue - and the non-declaration rates - will be resolved once the new Equal Opportunities Monitoring questionnaire is rolled out and a subsequent data cleanse exercise is carried out.

It should be noted the College continues to work closely with occupational health to provide support for any member of staff who has or who develops a health condition/disability which may impact on their ability to do their job and also provides support to staff via the College's newly introduced Employee Assistance Programme.

Please also refer to the College's report on Occupational Segregation: Disability: 2020, which contains wider figures for disability in Scotland and the UK.

Religion or belief (including no belief)

The following table outlines the religion or belief (including no belief) profile for the College at 31 December 2020 and 31 December 2019.

Where there are fewer than 5 staff in a category, the actual number of staff is not published.

Religion	Total Number 2020	Total % of overall headcount 2020 (headcount = 579)	Total Number 2019	Total % of overall headcount 2019 (headcount = 583)
Christian	215	37.1	223	38.3
Buddhist	N/P	N/P	N/P	N/P
Hindu	N/P	N/P	5	0.9
Jewish	N/P	N/P	N/P	N/P
Muslim	N/P	N/P	N/P	N/P
Atheist	N/P	N/P	N/P	N/P
Other	N/P	N/P	N/P	N/P
No Religion/Belief	231	39.9	225	38.6
Prefer not to say/Not indicated	115	19.9	116	19.9

Note: % figures are rounded to one decimal place; N/P = Not published

This table illustrates that in both 2020 (39.9% of headcount) and 2019 (38.6% of headcount), the greatest percentage of staff who declared this protected characteristic were in the "No Religion/Belief" category. This was closely followed by the "Christian" category (37.1% in 2020 and 38.3% in 2019).

It should also be noted that in both 2020 and 2019, 19.9% of staff were in the "Prefer not to say/Not indicated" category.

According to the 2011 census for Scotland:

32% of people identified with the Church of Scotland, which had fallen from 42% in 2001.

37% of people said they had no religion which had increased from 28% in 2001.

1.4% of people (77,000 people) reported that they were Muslim, an increase of 0.6 percentage points since 2001.

The numbers of Buddhists, Hindus and Sikhs accounted for 0.7 % of the population, and all had increased between 2001 and 2011.

The number of Jewish people has declined slightly to just under 6,000.

Source: www.scotlandscensus.gov.uk/ethnicity-identity-language-and-religion

Accessed: 8 January 2021

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Marital Status

The following table details the marital status profile for the College at 31 December 2020 and 31 December 2019:

Marital Status	Total Number of Staff 2020	Total % of overall headcount 2020 (headcount = 579)	Total Number of Staff 2019	Total % of overall headcount 2019 (headcount = 583)
Married/ Civil Partnership	324	56.0	334	57.3
Single/Cohabiting	173	29.9	178	30.5
Separated/Divorced	38	6.6	36	6.2
Widow/er	8	1.4	8	1.4
Prefer not to say/Not indicated	36	6.2	27	4.6

Note: % figures are rounded to one decimal place and may not total to 100%

This table illustrates that the greatest percentage of staff continues to be in the "Married/Civil Partnership" category (56.0% in 2020; 57.3% in 2019), with the next largest category being "Single/Co-Habiting" (29.9% in 2020; 30.5% in 2019).

According to the census in Scotland in 2011:

Marital Status

The proportion of adults (people aged 16 and over) in Scotland who are married is 45 per cent, a five percentage point decrease since 2001. The proportion of adults who are single (never married or never registered a same-sex civil partnership) rose to 35 per cent in 2011, an increase of 5 percentage points from 2001.

Civil partnerships

There were 7,000 people (0.2 per cent of adults) who reported that they were in registered same-sex civil partnerships.

Living alone

One person households are now the most common household type - accounting for 35 per cent of all households.

Source available online at: www.scotlandscensus.gov.uk/population-households

Accessed: 8 January 2021

Pregnancy and Maternity

This section details the number of pregnancies/maternity leaves for 2020 and 2019. However, where there are fewer than 5 staff, information is not published as staff could otherwise be identified.

It should be noted that the timing of maternity leave has an impact on when the member of staff returns to work, eg, if a member of staff's maternity leave *begins* in October 2020, they would be less likely to return to work before the end of 2020. The figures below should, therefore, be interpreted in this light.

There were 7 pregnancies/maternity leaves at various points during 2020. Ten members of staff came back to work during 2020. The number of staff not returning to work was less than 5, so no details are published. There were fewer than 5 flexible working requests, so no further details are published.

There were 9 pregnancies/maternity leaves at various points during 2019. Five members of staff came back to work during 2019. The number of staff not returning to work was less than 5, so no details are published. There were fewer than 5 flexible working requests, so no further details are published.

Sexual orientation

The sexual orientation profile of the College as at 31 December 2020 and 2019 is detailed in the following table:

Where there are fewer than 5 staff in a category, the number of staff is not published. Given the small numbers in some categories, no further breakout is given of this protected characteristic, as individual staff could otherwise be identified.

Sexual Orientation	Total number of staff 2020	Total % of overall headcount 2020 (headcount = 579)	Total number of staff 2019	Total % of overall headcount 2019 (headcount = 583)
Heterosexual	473	81.7	467	80.1
Bisexual	N/P	N/P	N/P	N/P
Lesbian	N/P	N/P	N/P	N/P
Gay	6	1.0	6	1.0
Other	N/P	N/P	N/P	N/P
Prefer not to say/Not Indicated	93	16.0	103	17.7

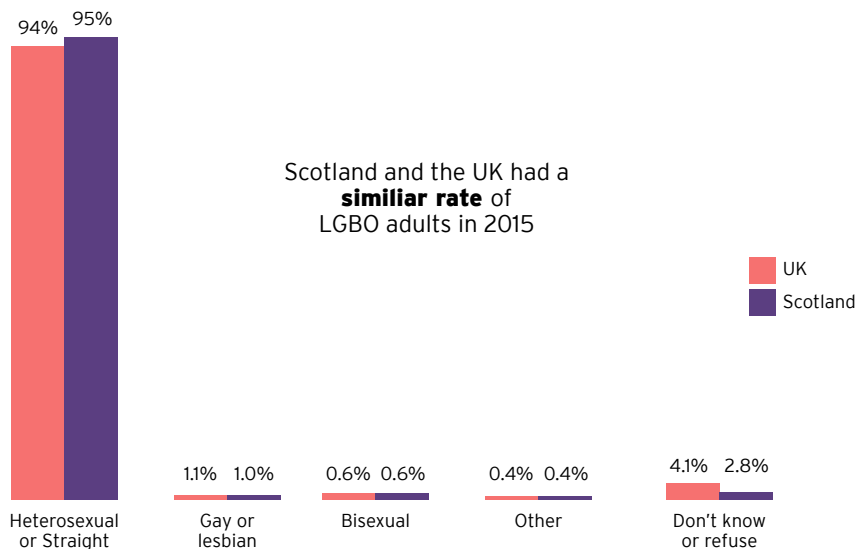
Note: % figures are rounded; N/P = not published

This table shows that the greatest number of staff continue to be in the “heterosexual” category. This would be consistent with wider Scottish and UK figures.

It should also be noted that 16.0% of staff in 2020 (17.7% in 2019) were in a “preferred not to say/not indicated” category.

In terms of wider statistics, according to the Scottish Government’s “Sexual Orientation in Scotland 2017” report, p12:

Sexual Identity in the UK Compared with Scotland - 2015



Source: ONS

Available online at: www.gov.scot/publications/sexual-orientation-scotland-2017-summary-evidence-base/pages/3/

Accessed: 11 January 2021

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According to The Office for National Statistics “Sexual Orientation: UK: 2018” release date 6 March 2020, p2-3:

In 2018, an estimated 94.6% of the UK population aged 16 years and over (53.0 million people) identified as heterosexual or straight. This represents a continuation of the decrease seen since 2014, when 95.3% of the population identified themselves as heterosexual or straight.

Sexual orientation	2014	2015	2016	2017	2018
Heterosexual or straight	95.3	95.2	95.0	95.0	94.6
Gay or lesbian	1.1	1.2	1.2	1.3	1.4
Bisexual	0.5	0.7	0.8	0.8	0.9
Other	0.3	0.4	0.5	0.6	0.6
Do not know or refuse	2.8	2.6	2.5	2.3	2.5

Source: Office for National Statistics - Annual Population Survey

The report also details (p6) that in 2018, the percentage of people who identified as lesbian, gay
Source: Office for National Statistics - Annual Population Survey.

The report also details (p6) that in 2018, the percentage of people who identified as lesbian, gay or bisexual (LGB) was similar for England (2.3%), Wales (2.4%) and Scotland (2.0%).

Available online at:

www.ons.gov.uk/peoplepopulationandcommunity/culturalidentity/sexuality/bulletins/sexualidentityuk/2018

Accessed: 11 January 2021

Transgender/Gender reassignment

In 2020 fewer than 5 staff were in the transgender category, so actual numbers are not reported, as individual staff could otherwise be identified.

In 2020, 499 staff (86.2%) were in the "did not indicate/prefer not to say" categories.

In 2019 fewer than 5 staff were in the transgender category, so actual numbers are not reported, as individual staff could otherwise be identified.

In 2019, 513 staff (98.3%) were in the "did not indicate/prefer not to say" categories.

The College will address the non-declaration category in its new HR system as well as non-declaration rates when it revises its Equal Opportunities Monitoring questionnaire in line with the guidance from Advance HE.

In terms of wider statistics, according to the Scottish Public Health Observatory, there are no reliable data on the number of transgender people living in Scotland.

Source available online at:

www.scotpho.org.uk/population-groups/lesbian-gay-bisexual-and-transgender-lgbt-people/data/number-in-scotland/

Accessed: 12 January 2021

According to Scottish Public Health Research "Healthcare Needs Assessment of Gender Identity Services, R. Thomson, J. Baker and J. Arnot, May 2018, p100:



In relation to Scotland, no single figure for the prevalence of people with trans identities exists. However, there is some literature that can be used to provide crude estimates of the number of trans people in Scotland. Given an estimated 2016 Scottish population of 5,404,700 people (918,799 under 16 years old, 4,485,901 aged 16 years and over) the following estimates could be derived:

Estimates of the size of the trans population in Scotland derived from literature	Prevalence estimate	Estimated size of trans population in Scotland
Source		
Reed et al* (32)	20 per 100,000	Approx 900 adults
Collin et al (33)	9.2 per 100,000	Approx 400 adults
US estimates (Crissman et al and Flores et al (28, 35))	0.53% of adults (95% CI 0.46, 0.61)	Approx 23,775 adults (95% CI 20,635-27,364 adults)
Clark et al (29)	1.2% of young people	Approx 11,000 young people

*This paper also provided higher estimates of prevalence.

The report goes on to say, p101: Given that over 1,800 adults have been referred to Scottish GICs (gender identity clinics) between 2014 and 2017 (41 per 100,000 adults in 4 years) the former two estimates appear extremely low, and can probably be disregarded. True prevalence may be more in line with the findings from the US, which was calculated from self-reported gender identity and is the most often quoted likely prevalence i.e. 0.5% of the population, but this is considerably higher than the numbers referred to services."

Available online at: www.scotphn.net/wp-content/uploads/2017/04/2018_05_16-HCNA-of-Gender-Identity-Services-1.pdf
Accessed: 12 January 2021

Retention of Staff

This section includes data on leavers, by protected characteristic, as well as information that can have an impact on retention, such as flexible working requests.

During 2020, 32 staff left the College in 2020, compared with 52 staff leaving the College in 2019.

Gender profile:

In 2020, the gender profile of leavers was:

Female	18
Male	14

In 2019, the gender profile of leavers was:

Female	27
Male	25

The gender profile of leavers is consistent with the wider staff profile in that the College has more female than male staff and also has more female than male leavers.

Age profile:

The table below details the age profile of staff, compared with age profile of staff who left the College during 2020 and is compared with 2019.

The age profile for the College in 2020 was:

Age group	Number of staff (at Dec 2020)	Number of leavers during 2020
16-29	41	4
30-44	184	10
45-59	277	9
60-75+	46	9

This shows that the leavers' pattern is different to staff profile pattern, in that the greatest number of leavers (10) is in the 30-44 age range, whereas the greatest number of staff is in the 45-59 age bracket.

The age profile for 2019 was:

Age group	Number of staff (at Dec 2019)	Number of leavers during 2019
16-29	46	10
30-44	190	14
45-59	273	19
60-75+	74	9

In 2019, the leaver profile was more consistent with the staff profile, although there were 10 leavers in the 16-29 age range, compared with there being only 46 staff.

Marital status:

In 2020, the marital status of leavers was consistent with the wider staff profile in that the greatest number of leavers were in the “married/civil partnership” category (15 leavers), followed by “single/cohabiting” (11 leavers).

Other categories have fewer than 5 staff.

In 2019, the marital status of leavers was consistent with the wider staff profile in that the greatest number of leavers were in the “married/civil partnership” category (28 leavers), followed by “single/cohabiting” (19 leavers).

Sexual Orientation:

In 2020, the sexual orientation profile of leavers was consistent with the wider staff profile in that the majority were in the “heterosexual” category (24 leavers). The next largest category was “prefer not to say” (6 leavers).

In 2019, the sexual orientation profile of leavers was consistent with the wider staff profile in that the majority were in the “heterosexual” category (40 leavers). The next largest category was “prefer not to say” (8 leavers).

Other categories are not reported due to small numbers.

Transgender:

In 2020, the greatest number of leavers was in the “did not indicate/prefer not to say” category (24). Fewer than 5 leavers were in the transgender category, so actual numbers are not reported. These figures would be consistent with the wider staff profile.

In 2019, the majority of leavers were in the “not indicated/blank” category (49 leavers). This would be consistent with the wider staff profile (513 staff were in the “did not indicate/prefer not to say” category).

Ethnicity:

In 2020, the ethnicity profile of leavers was in line with the wider staff profile in that majority were in a White: Scottish category (13). The next largest categories of leavers were White: British (6) and White: Other (6). Other categories are not reported due to small numbers.

In 2019, the ethnicity profile of leavers was in line with the wider staff profile, in that the majority were in a white ethnicity category (41 leavers). The next largest category of leavers was “undisclosed/not indicated” (7 leavers).

Religion/Belief (including no belief):

In 2020, the greatest number of leavers was in the “Christian” category (15), followed by “no religion/belief” (11) and “prefer not to say/not indicated” (5). This would indicate that the leaver profile is different to the wider staff profile, where the greatest number of staff are in the “no religion/belief” category, followed closely by the “Christian” category.

In 2019, the religion/belief of leavers was in line with the wider staff profile, in that the greatest number of leavers were in the “no religion/belief” category (31 leavers), followed by the “Christian” category (12 leavers) and “not indicated” category (7 leavers).

Disability:

In 2020, 5 leavers had a disability, 9 leavers had no disability and 18 leavers did not indicate their disability status.

Of the leavers in 2019, 44 did not indicate their disability status. There were fewer than 5 people in the other categories, so the numbers are not reported.

Reasons for leaving

In 2020, the main reasons for staff leaving, where there are 5 or more leavers in a category, are as follows:

Reason for Leaving	Total
Resigned	16
Retired	7
Contract Ended	6

In 2019, the main reasons for staff leaving, where there are 5 or more leavers in a category, are as follows:

Reason for leaving	Total
Resignation	23
Retirement	13
Personal reasons	6

Flexible Working Requests

In 2020, there were 23 formal flexible working requests and all requests were approved.

In 2019, there were 25 formal flexible working requests. There were fewer than 5 refusals so the actual number is not published, in case staff could be identified.

Shared Parental leave

The College had no requests for shared parental leave in 2020, nor in 2019.

Recruitment

In 2020, the College received a total of 398 applications for its job vacancies, with 153 being shortlisted, resulting in 25 appointments.

In 2019, the College received 700 applications for its job vacancies, with 343 of those being shortlisted, resulting in 83 appointments.

It should be noted that there was considerably less recruitment during 2020 than in previous years, as a consequence of COVID-19. This explains why there were fewer applicants, fewer people shortlisted and fewer appointments. Given the small number of, in particular, appointments in 2020, care should be taken when interpreting the numbers.

Unlike for staff data where, if there were fewer than 5 members of staff in a category, numbers were not published as staff could otherwise be identified, at the recruitment stage, all numbers are reported so that the data can highlight any potential - and otherwise unseen - bias within the recruitment process. The one exception to this is for transgender/gender reassignment figures, where due to very small reported numbers in the "different gender to the one assigned at birth" category, numbers are only reported at the application stage.

The tables in the following pages detail the applications, shortlisting and appointment numbers and percentages by protected characteristic category.

This should enable trends to be identified, eg, if 30% of applications are in a given category, proportionately, one would expect around 30% of those shortlisted and around 30% of those appointed also to be in that category.

It should be noted that pregnancy/maternity data are not collected during the recruitment process. These data are only collected for staff and are reported in the staff section of this report.

Recruitment: Gender 2020

There were a total of 398 applications; 153 shortlisted; 25 appointments

Gender category	Number of applications	% of applications	Number shortlisted	% of shortlisted	Number appointed	% of appointments
Male	104	26.1	47	30.7	8	32.0
Female	280	70.4	101	66.0	17	68.0
Other	1	0.3	1	0.7	0	0.0
Prefer not say	4	1.0	2	1.3	0	0.0
Blank / Not indicated	9	2.3	2	1.3	0	0.0

Note: % figures are rounded and so may not total 100%

2019

There were a total of 700 applications; 343 shortlisted; 83 appointments

Gender category	Number of applications	% of applications	Number shortlisted	% of shortlisted	Number appointed	% of appointments
Male	269	38.4	132	38.5	33	39.8
Female	404	57.7	192	56.0	40	48.2
Other	1	0.1	1	0.3	1	1.2
Prefer not say	5	0.7	2	0.6	1	1.2
Blank / Not indicated	21	3.0	16	4.7	8	9.6

Note: % figures are rounded and so may not total 100%

Recruitment: Ethnicity 2020

There were a total of 398 applications; 153 shortlisted; 25 appointments

Ethnicity category	Number of applications	% of applications	Number shortlisted	% shortlisted	Number appointed	% appointed
White	343	86.2	137	89.5	24	96.0
Black, Asian & Ethnic Minority	28	7.0	7	4.6	0	0.0
Mixed	8	2.0	4	2.6	1	4.0
Other	7	1.8	3	2.0	0	0.0
Prefer not say	0	0.0	0	0.0	0	0.0
Blank / Not indicated	12	3.0	2	1.3	0	0.0

Note: % figures are rounded and so may not total 100%



2019

There were a total of 700 applications; 343 shortlisted; 83 appointments

Ethnicity category	Number of applications	% of applications	Number shortlisted	% shortlisted	Number appointed	% appointed
White	597	85.3	306	89.2	75	90.4
Black, Asian & Ethnic Minority	61	8.7	16	4.7	0	0.0
Mixed	11	1.6	4	1.2	0	0.0
Other	14	2.0	4	1.2	1	1.2
Prefer not say	0	0.0	0	0.0	0	0.0
Blank / Not indicated	17	2.4	13	3.8	7	8.4

Note: % figures are rounded and so may not total 100%

Recruitment: Disability 2020

There were a total of 398 applications; 153 shortlisted; 25 appointments

Disability category	Number of applications	% applications	Number shortlisted	% shortlisted	Number appointed	% appointed
No disability	335	84.2	129	84.3	24	96.0
Disability	28	7.0	14	9.2	1	4.0
Prefer not to say	6	1.5	2	1.3	0	0.0
Blank / Not indicated	29	7.3	8	5.2	0	0.0

Note: % figures are rounded and so may not total 100%

2019

There were a total of 700 applications; 343 shortlisted; 83 appointments

Disability category	Number of applications	% applications	Number shortlisted	% shortlisted	Number appointed	% appointed
No disability	566	80.9	279	81.3	66	79.5
Disability	79	11.3	35	10.2	9	10.8
Prefer not to say	12	1.7	3	0.9	0	0.0
Blank/Not indicated	43	6.1	26	7.6	8	9.6

Note: % figures are rounded and so may not total 100%

Recruitment: Sexual Orientation 2020

There were a total of 398 applications; 153 shortlisted; 25 appointments

Sexual orientation category	Number of applications	% of applications	Number shortlisted	% shortlisted	Number appointed	% appointed
Heterosexual/straight	337	84.7	127	83.0	24	96.0
Lesbian / Gay female	7	1.8	2	1.3	0	0.0
Gay male	10	2.5	5	3.3	0	0.0
Bisexual	5	1.3	2	1.3	0	0.0
Other	4	1.0	2	1.3	0	0.0
Prefer Not to say	19	4.8	10	6.5	1	4.0
Blank / Not indicated	16	4.0	5	3.3	0	0.0

Note: % figures are rounded and so may not total 100%

2019

There were a total of 700 applications; 343 shortlisted; 83 appointments

Sexual orientation category	Number of applications	% of applications	Number shortlisted	% shortlisted	Number appointed	% appointed
Heterosexual/straight	595	85.0	294	85.7	68	81.9
Lesbian/Gay female	11	1.6	8	2.3	0	0.0
Gay male	20	2.9	8	2.3	1	1.2
Bisexual	17	2.4	9	2.6	2	2.4
Other	2	0.3	0	0.0	0	0.0
Prefer Not to say	32	4.6	9	2.6	4	4.8
Blank/Not indicated	23	3.3	15	4.4	8	9.6

Note: % figures are rounded and so may not total 100%

Recruitment: Transgender

Due to small numbers in the "different gender to the one assigned at birth" category, transgender/gender reassignment figures are only reported at the application stage, to ensure anonymity.

2020

	Number	% (of applications)
Same gender assigned at birth	369	92.7
Different gender to the one assigned at birth	1	0.3
Prefer not to say	6	1.5
Blank / Not indicated	22	5.5

2019

Same gender assigned at birth	667	95.3
Different gender to the one assigned at birth	4	0.6
Prefer not to say	9	1.3
Blank / Not indicated	20	2.9

Recruitment: Religion or belief (including no belief) 2020

There were a total of 398 applications; 153 shortlisted; 25 appointments

Religion/ belief category	Number of applications	% of applications	Number shortlisted	% shortlisted	Number appointed	% appointed
Christian	125	31.4	48	31.4	3	12.0
Muslim	9	2.3	3	2.0	0	0.0
Hindu	3	0.8	0	0.0	0	0.0
No religion/belief	219	55.0	91	59.5	21	84.0
Other	3	0.8	1	0.7	0	0.0
Prefer Not to Say	24	6.0	6	3.9	1	4.0
Blank/ Not indicated	15	3.8	4	2.6	0	0.0

Note: % figures are rounded and so may not total 100%

2019

There were a total of 700 applications; 343 shortlisted; 83 appointments

Religion/ belief category	Number of applications	% of applications	Number shortlisted	% shortlisted	Number appointed	% appointed
Christian	242	34.6	124	36.2	30	36.1
Muslim	13	1.9	4	1.2	0	0.0
Hindu	9	1.3	2	0.6	0	0.0
No religion/belief	368	52.3	181	52.8	41	49.4
Other	3	0.4	3	0.9	0	0.0
Prefer Not to Say	44	6.3	16	4.7	5	6.0
Blank/Not indicated	21	3.0	13	3.8	7	8.4

Note: % figures are rounded and so may not total 100

Recruitment: Marital status 2020

There were a total of 398 applications; 153 shortlisted; 25 appointments

Marital status category	Number of applications	% of applications	Number shortlisted	% shortlisted	Number appointed	% appointed
Married/ Civil Partnership	170	42.7	73	47.7	13	52.0
Single	147	36.9	45	29.4	8	32.0
Divorced	22	5.5	12	7.8	2	8.0
Separated	12	3.0	6	3.9	1	4.0
Widow/er	4	1.0	4	2.6	0	0.0
Prefer Not to Say	24	6.0	8	5.2	1	4.0
Blank/Not indicated	19	4.8	5	3.3	0	0.0

Note: % figures are rounded and so may not total 100%

2019

There were a total of 700 applications; 343 shortlisted; 83 appointments

Marital status category	Number of applications	% of applications	Number shortlisted	% shortlisted	Number appointed	% appointed
Married/ Civil Partnership	301	43.0	157	45.8	32	38.6
Single	261	37.3	116	33.8	32	38.6
Divorced	34	4.9	21	6.1	4	4.8
Separated	18	2.6	7	2.0	1	1.2
Widow/er	2	0.3	1	0.3	0	0.0
Prefer Not to Say	45	6.4	19	5.5	4	4.8
Blank/Not indicated	39	5.6	22	6.4	10	12.0

Note: % figures are rounded and so may not total 100%

Recruitment: Age 2020

There were a total of 398 applications; 153 shortlisted; 25 appointments

Age category	Number of applications	% of applications	Number shortlisted	% shortlisted	Number appointed	% appointed
16-24	28	7.0	1	0.7	0	0.0
25-34	120	30.2	35	22.9	9	36.0
35-44	102	25.6	44	28.8	4	16.0
45-54	94	23.6	50	32.7	7	28.0
55-64	41	10.3	20	13.1	5	20.0
65+	1	0.3	0	0.0	0	0.0
Prefer not to say	0	0.0	0	0	0.0	0.0
Blank/ Not indicated	12	3.0	3	2.0	0	0.0

Note: % figures are rounded and so may not total 100%

2019

There were a total of 700 applications; 343 shortlisted; 83 appointments

Age category	Number of applications	% of applications	Number shortlisted	% shortlisted	Number appointed	% appointed
16-24	89	12.7	23	6.7	5	6.0
25-34	203	29.0	96	28.0	24	28.9
35-44	187	26.7	93	27.1	20	24.1
45-54	130	18.6	80	23.3	20	24.1
55-64	43	6.1	29	8.5	4	4.8
65+	0	0.0	0	0.0	0	0
Blank/Not indicated	48	6.9	22	6.4	10	12.0

Note: % figures are rounded and so may not total 100%

Commentary on Staff Equality Profile data

This Staff Equality Report shows that there has been little change in the protected characteristic profile of College staff.

The College continues to employ more women (323; 55.8% of overall headcount in 2020; 323; 55.4% of headcount in 2019) than men (256; 44.2% of overall headcount in 2020; 260; 44.6% of headcount in 2019). It should be noted that gender reporting in the HR/Payroll system is currently binary, although the College is taking steps to address this via its HR/Payroll provider.

Wider figures from 2018 indicate that 50.2% of the total population for both Aberdeen and Aberdeenshire (including children and those who are not of working age) are female and 49.8% are male.

Sources: www.nrscotland.gov.uk/files/statistics/council-area-data-sheets/aberdeen-city-council-profile.html
Accessed: 8 January 2021

www.nrscotland.gov.uk/files/statistics/council-area-data-sheets/aberdeenshire-council-profile.html
Accessed: 8 January 2021

The College also continues to employ considerably more part-time female staff (158; 27.3% of overall headcount in 2020; 130; 22.3% of overall headcount in 2019) than male staff (35; 6.0% of overall headcount in 2020; 29; 5.0% of overall headcount in 2019).

Of the 323 female staff employed in the College at 31 December 2020, 165 (51.1%) work full-time whereas 158 (48.9%) work part-time. This compares with 193 (59.8%) of the 323 women working full-time as at December 2019 and 130 (40.2%) working part-time in 2019.

Of the 256 male staff employed at the College at 31 December 2020, 221 (86.3%) work on a full-time basis and 35 (13.7%) work on a part-time basis. This compares with 231 (88.8%) of the 260 male staff in 2019 working full-time and 29 (11.2%) working part-time.

These figures illustrate the concentration of female staff working part-time, when compared with male staff. Further details are in the College's Gender Pay Gap Report: 2020 and Occupational Segregation Report 2020: Gender.

In terms of a wider comparison, with regards to part-time work, in the UK 40.6% (41.1% in Scotland) of women in employment were working part-time compared to 13.1% of men, in the period October 2018-September 2019.

Source: Labour Market Statistics: UK Regions and Countries, 9 March 2020, House Commons Library Briefing Paper Number, 7950, available online at:

<https://researchbriefings.files.parliament.uk/documents/CBP-7950/CBP-7950.pdf>

Accessed: 8 January 2021

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Although the time periods are not directly comparable, this would indicate that, in 2020, the College has a greater percentage of women in employment working part time (48.9%) than in either the UK (40.6%) or in Scotland (41.1%).

People Services will be taking a 2-pronged approach to looking at this matter: firstly, there will be an all-staff equality, diversity and inclusion survey; and secondly, the information from this will be used to structure focus groups to understand why there is such a predominance of women working part-time, to identify if there are any barriers to progression and to determine if there are any actions the College should be taking. These actions were delayed due to COVID-19, but will be picked up. The face-to-face meetings required for the focus groups will be arranged when it is safe to do so.

In terms of other protected characteristics, the majority of College staff continue to be: in the age range 45-59 (277; 47.8% of headcount in 2020; 273; 46.8% of headcount in 2019); in a "White: Scottish" category (388; 67.0% of headcount in 2020; 385; 66.0% of headcount in 2019; 359); in a "no religion/belief" category (231; 39.9% of headcount in 2020; 225; 38.6% of headcount in 2019), followed closely by the "Christian" category (215; 37.1% of headcount in 2020; 223; 38.3% of headcount in 2019); and are in a "heterosexual" category (473; 81.7% of headcount in 2020; 476; 80.1% of headcount in 2019).

In general, although the figures are not directly comparable, the College is broadly reflective of wider statistics. The largest ethnic group in Scotland (2018), according to the Scottish government, was White: Scottish (76.7%), with 95.4% being of a white ethnicity. Figures for the "religion/belief" protected characteristic come from the 2011 census for Scotland (and as such are not recent), with 37% having no religion/belief and 32% being Church of Scotland. The College's age categories are different to those for Aberdeen and Aberdeenshire. In 2018, according to National Records for Scotland council area data sheets, the 25-44 age group was the largest in Aberdeen, whereas in Aberdeenshire, 45-64 years was the largest age group.

Given that the College (which covers both Aberdeen and Aberdeenshire) has the greatest number of staff in the age range 45-59, which would be more in line with Aberdeenshire than Aberdeen figures, this would indicate that the College has an ageing workforce. The College is looking to address this via workforce and succession planning.

However, broadly speaking, the College staff profile largely reflects its wider geography.

The College figures still show there are a number of staff who either "do not declare/prefer not to say". The Staff Equality Profile published as part of the Mainstreaming Report in April 2019 identified that the College was taking action to increase the declaration rates of employee protected characteristics, by revising its equality monitoring questions, as per Advance HE's guidance. The revised equal opportunities questions (where staff will be able to check and input their own data themselves) will be accompanied by further information on the reasons for - and importance of - collecting this information, to enable staff to feel more comfortable with declaring their protected characteristics. These actions should help to reduce non-declaration rates further. This is still being addressed through the implementation of the HR/payroll system.

It should also be noted that there is an issue with the figures for the "disability" protected characteristic. This is due to the way in which the data were migrated from the College's previous HR/Payroll system. This issue - and the non-declaration rates - will be resolved once the new Equal Opportunities Monitoring questionnaire is rolled out and a subsequent data cleanse exercise is carried out.

However, the College has taken action and has recently implemented an Employee Assistance Programme, which gives staff free access to counselling. This is in addition to support from Occupational Health. It should also be noted that reasonable adjustments are accommodated wherever possible.

As regards the *retention* of staff, the leaver profile is largely consistent with the wider staff profile, with the exception, in 2020, of the age and religion/belief protected characteristics.

In 2020, the greatest number of leavers (10 out of a total of 32 leavers) was in the age range 30-44, whereas the greatest number of staff is in the 45-59 age bracket. The College should examine the reasons for leaving for this age category to determine if any further actions needs to be taken.

However, the next largest age categories of leavers were in the 45-59 age range (9 leavers in 2020) and 60+ age range (9 leavers). It is, therefore, of note that 18 out the College's total leavers (32) in 2020 were 45 years plus.

In 2019, the leaver profile was more in line with the staff profile in that the largest number of leavers (19 out 52 leavers) was in the age range 45-59 years. There were also 9 leavers who were 60 years plus, meaning that 28 out 52 leavers were aged 45 years plus.

All of these figures indicate that the College should be looking at workforce and succession planning.

In 2020, the greatest number of leavers was in the "Christian" category (15), followed by "no religion/belief" (11). This would indicate that the leaver profile is different to the wider staff profile, where the greatest number of staff are in the "no religion/belief" category, followed closely by the "Christian" category. Given that the College staff profile illustrates a decreasing percentage of staff in "Christian" category and an increase in the "no religion/belief" category, the College should examine the reasons for these staff leaving.

In terms of *recruitment*, it should be noted that there was less recruitment during 2020 than in previous years (as a consequence of COVID-19), so care should be taken when making inferences from small numbers, in particular as there were only 25 appointments in 2020.

Figures show that both in 2020 and 2019, the College continues to receive more applications from women (70.4% in 2020; 57.7% in 2019) than men (26.1% in 2020; 38.4% in 2019) and also appoints more women (68.0% of those appointed in 2020; 48.2% in 2019) than men (32.0% of appointments in 2020; 39.8% in 2019).

However, the College has taken steps to ensure that the College's recruitment is gender-neutral, as it has been shown that job adverts and job descriptions carry unconscious gender bias and that this deters people of the opposite gender from applying for those posts.

Following training that was implemented for People Services in 2019, all job adverts are now checked via a gendered vocabulary decoder, prior to being advertised. The full impact of this cannot be fully measured (particularly at the application stage), due to the more limited recruitment activity during 2020, as a consequence of COVID-19.

However, given that College has a gender balance in favour of women and continues to recruit more women than men, it is recommended that its recruitment practices are examined in more detail.

The College also continues to receive the most applications from people of a white ethnicity (86.2% of applicants in 2020; 85.3% in 2019) and most people appointed are of a white ethnicity (90.0% of those appointed in 2020; 90.4% in 2019).

Some 7.0% of applications in 2020 were from people of a Black/Asian/Ethnic Minority ethnicity. 4.6% of the people shortlisted were from this ethnic background, but 0.0% of those appointed were of this ethnicity. There was a similar picture in 2019, where 8.7% of applicants were from this ethnic background, 4.7% of those shortlisted were of this ethnicity, but 0.0% of those appointed were of a Black/Asian/Ethnic Minority ethnicity. This would suggest that the College should examine its recruitment processes with regards to this protected characteristic. The College should also examine how it could use the Scottish Government's minority ethnic recruitment toolkit, available online at: www.gov.scot/publications/minority-ethnic-recruitment-toolkit/

Further information on race/ethnicity is contained in the College's Occupational Segregation Report: Race/Ethnicity: 2020.

With regards to disability, in 2020, 84.2% of applicants had no disability (80.9% in 2019) and 96.0% of those appointed had no disability (79.5% in 2019). In 2020, 7.0% of applicants declared they had a disability (11.3% in 2019), 9.2% of those shortlisted declared a disability (10.2% in 2019) and 4.0% of those appointed declared a disability (10.8% in 2019).

It should be noted that the College is a disability confident employer. In this capacity, NESCOL guarantees, for all vacancies, to interview all disabled applicants who meet the minimum criteria and will make appropriate adjustments to assist with the application process.

In 2020, 84.7% of the people who applied for a vacancy were heterosexual (85.0% in 2019), 83.0% of those shortlisted were heterosexual (85.7% in 2019) and 96.0% of those appointed were heterosexual (81.9% in 2019).

The College receives very few applications from people in a transgender/gender reassignment category. As outlined earlier in this report, there are no reliable figures in relation to this protected characteristic, but the most often quoted likely prevalence i.e. 0.5% of the population.

Sources available online at:

www.scotphn.net/wp-content/uploads/2017/04/2018_05_16-HCNA-of-Gender-Identity-Services-1.pdf

Accessed: 12 January 2021

Scottish Public Health Observatory source available online at:

www.scotpho.org.uk/population-groups/lesbian-gay-bisexual-and-transgender-lgbt-people/data/number-in-scotland/

Accessed: 12 January 2021

In 2020, 55.0% of people who applied for a vacancy were in a “no religion/belief” category (52.3% in 2019). This resulted in 84.0% of those appointed being in a “no religion/belief” category (49.4% in 2019). The next largest category was Christian with 31.4% of those applying being in this category (34.6% in 2019). This resulted in 12.0% of those appointed being in a “Christian” category (36.1% in 2019). Although there were only 25 appointments in 2020 and care should be exercised when interpreting small numbers, nevertheless, it is recommended that the College should examine this as part of a wider review of its recruitment practices.

With regards to marital status, in 2020, 42.7% of those that applied to the College were in a “married” category (43.0% in 2019). 52.0% of those appointed were in this category in 2020 (38.6% in 2019). This was followed by “single” with 36.9% of applicants being in this category in 2020 (37.3% in 2019).

In terms of age, the category with the greatest numbers was 25-34 years, where 30.2% of applicants were in this age range in 2020 (29.0% in 2019). 36.0% of those that were appointed were in this age range in 2020 (28.9% in 2019).

From this analysis, with the exception of the age protected characteristic, it would appear that College is largely recruiting in the image of its current staff profile, although it should be noted that the staff protected characteristic profile is largely in line with its wider geography. However, it is recommended that the College examines its recruitment practices in more detail, in particular around the ethnicity protected characteristic.

Next steps

This report has identified areas that should be addressed and which will be taken forward via a People Services Equalities Action Plan. These areas are:

Concentration of women in part-time work

Of the 323 female staff employed in the College at 31 December 2020, 165 (51.1%) work full-time whereas 158 (48.9%) work part-time. This compares with 193 (59.8%) of the 323 women working full-time as at December 2019 and 130 (40.2%) working part-time in 2019.

Of the 256 male staff employed at the College at 31 December 2020, 221 (86.3%) work on a full-time basis and 35 (13.7%) work on a part-time basis. This compares with 231 (88.8%) of the 260 male staff in 2019 working full-time and 29 (11.2%) working part-time.

These figures illustrate the concentration of female staff working part-time, when compared with male staff and indicate that the College has a greater percentage of the women in employment working part time (48.9%) than in either the UK (40.6%) or in Scotland (41.1%).

These factors tie in with the College’s Occupational Segregation: Gender: 2020 Report and contribute to the College’s Gender Pay Gap (see Pay Gap Report: Gender: 2020).

People Services will be taking a 2-pronged approach to looking at this matter: firstly, there will be an all-staff equality, diversity and inclusion survey; and secondly, the information from this will be used to structure focus groups to understand why there is such a predominance of women working part-time, if there are any barriers to progression and to determine if there are any actions the College should be taking. These actions were delayed due to COVID-19, but will be picked up. The face-to-face meetings required for the focus groups will be arranged when it is safe to do so.

Address non-declaration rates

There are still several protected characteristics where a considerable number of staff have either “not indicated” their protected characteristic or have stated they “prefer not to say”.

The Staff Equality Profile published as part of the Mainstreaming Report in April 2019 identified that the College was taking action to increase the declaration rates of employee protected characteristics, by revising its equality monitoring questions, as per Advance HE’s guidance. The revised equal opportunities questions (where staff will be able to check and input their own data themselves) will be accompanied by further information on the reasons for - and importance of - collecting this information, to enable staff to feel more comfortable with declaring their protected characteristics. These actions should help to reduce non-declaration rates further. This is still being addressed through the implementation of the HR/Payroll system.

Having more accurate information than it currently has, will enable the College to determine if there are any actions it should be taking to advance equality of opportunity.

Disability and gender reporting in the HR/Payroll system

When the protected characteristics data were migrated from the College’s previous HR/payroll system, there was an issue with the data for the disability protected characteristic, due to it being recorded in a different way. This has resulted in most staff now being in a “not indicated/prefer not to say category” which means that nothing can be inferred from the data.

This will be resolved once the new Equal Opportunities Monitoring questionnaire is rolled out and a subsequent data cleanse exercise is carried out.

The gender reporting issue - which is currently limited to “male” or “female” in line with HMRC reporting requirements - should continue to be looked at with the HR/payroll provider, to ensure that it meets with equalities reporting requirements.

Examine recruitment practices, in particular around ethnicity

With the exception of the age protected characteristic, it would appear that College is largely recruiting in the image of its current staff profile, although it should be noted that the staff protected characteristic profile is largely in line with its wider geography.

However, it is recommended that the College examines its recruitment practices in more detail, in particular around the ethnicity protected characteristic. This is because some 7.0% of applications in 2020 were from people of a Black/Asian/Ethnic Minority ethnicity. 4.6% of the people shortlisted were from this ethnic background, but 0.0% of those appointed were of this ethnicity. There was a similar picture in 2019, where 8.7% of applicants were from this ethnic background, 4.7% of those shortlisted were of this ethnicity, but 0.0% of those appointed were of a Black/Asian/Ethnic Minority ethnicity. This would suggest that the College should examine its recruitment processes with regards to this protected characteristic. The College should also examine how it could use the Scottish Government’s minority ethnic recruitment toolkit, available online at: www.gov.scot/publications/minority-ethnic-recruitment-toolkit/

Further actions in relation to this protected characteristic are detailed in the College’s Occupational Segregation Report: Race/Ethnicity: 2020.

Examine reasons for leaving for those in the 30-44 age group and in the “Christian” religion/belief category

In 2020, the greatest number of leavers (10 out of a total of 32 leavers) was in the age range 30-44, whereas the greatest number of staff is in the 45-59 age bracket. The College should examine the reasons for leaving for this age category to determine if any further actions need to be taken.

In 2020, the greatest number of leavers was in the “Christian” category (15), followed by “no religion/belief” (11). This would indicate that the leaver profile is different to the wider staff profile, where the greatest number of staff are in the “no religion/belief” category, followed closely by the “Christian” category. Given that the College staff profile illustrates a decreasing percentage of staff in “Christian” category and an increase in the “no religion/belief” category, the College should examine the reasons for these staff leaving.