



Equal Opportunities Monitoring Report

2016

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Our target audience

This document is aimed at:

- Staff (present & future)
- Visitors
- Clients
- Relevant external stakeholders

Alternative versions and further information

This report is published as a Word document and as a PDF file on the College website at www.rvc.ac.uk.

The standard copy is in minimum 12 point Arial font. Large print (18 point), Braille, electronic & audio recording versions can be provided. We have aimed to make the layout and structure accessible for all but welcome comments if the report does not meet your requirements. We will also explain the content verbally and/or in a simplified version as required.

To request an alternative version, or if you have any other queries about the document format, please contact:

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Comments on content will be referred on to other staff as necessary.

Equal Opportunities Monitoring Report 2016

Introduction

The Royal Veterinary College (the College) is committed to the promotion of equal opportunity for all staff and students. This commitment is for staff and students 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 Strategy Group and the progress made against equality actions. The report also provides equality monitoring statistics for current staff (as at 1 August 2016) as well as equality monitoring statistics for the recruitment of staff (during the period 1 August 2015 to 31 July 2016). 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 will provide monitoring information on staff within the College covering age, disability, ethnicity and gender.

This report will monitor:

- Staff vacancy applications
- Interview statistics
- Offers and Appointments
- Current staff profile

The following report has been produced using data collected and held on the College database. The ethnicity categories currently being used are in line with current best practice. At the present time, the College does not require current and future staff to provide details relating to the following protected characteristics: Gender Reassignment, Marriage and Civil Partnership, Religion & Belief and Sexual Orientation. As such, figures relating to the protected characteristics detailed above are not included.

Update of Equality Activities

Equality Strategy Group

The College's Equality Strategy Group (ESG) is now a formal reporting body to the Senior Management Group (SMG) with ultimate accountability to Council. It has looked to increase its membership in order to improve its representation of both staff and students. A request was made to all departments and groups within the College to nominate two members (one as a deputy) to sit on the ESG. Members of the ESG will become Equality & Diversity (E&D) Champions, who will then work within their areas to advance equality and diversity through the formation of local Equality and Diversity Action Plans.

Progress against the objectives will be monitored by the ESG and reported to the SMG on an annual basis through the annual 'Equal Opportunities Monitoring Report', with a review of the objectives at the two-year point to ensure they are still fit for purpose.

Staff

The bullet points below outline the current progress made towards the Equality and Diversity Objectives for 2015-2019:

- The appointment of a dedicated Equality and Diversity Manager, to support all associated Equality and Diversity activities across the College. The purpose of this role is to steer the development, implementation and review of all the actions set out in the Equality and Diversity Objectives 2015-2019.
- Equality and Diversity is now heavily featured in all promotional work across the College. This includes a section on Equality and Diversity in the Brand Guidelines.
- Achievement of the HR excellence in Research - 4 year review of which Equality and Diversity is a key principle. Promotion of equality of opportunity has been an important focus for the College. This has included providing detailed information on career development and progression. Further progress in this area includes: the development of the Researcher

Association, tailored training programmes, the appointment of internal advisors and the sharing of case studies to illustrate possible career paths.

- The launch of the revised appraisal process will ensure that individual staff members' diverse development needs are taken into consideration when developing their plans and provides a process where more open conversations about future aspirations can take place.
- Dedicated rooms on both campuses for parents to feed and express milk are now available. In addition to this, we now also have designated pregnancy parking for all those in their final trimester.
- HR, in collaboration with The Royal College of Veterinary Surgeons, is now delivering mental health awareness training as well as running our own in-house course 'Managing Mental Health'.
- A policy on research grants and contract research has been published: 'Policy for the Funding of Maternity, Paternity, Shared Parental and Adoption Leave' This gives clarity to all research funded staff regarding the commitment of the College to fund all family leave in line with College policy even when the grant does not cover it.
- The addition of a Family Leave section to our website provides detailed and easily-accessible information on useful policies for carers.
- The Athena SWAN project is progressing as planned, aiming to submit an application to the Equality Challenge Unit by end of April 2017. A College-wide survey was conducted, with an excellent response rate of 68%. Staff workshops were held at both campuses which provided an opportunity to obtain more qualitative data which will inform the Athena SWAN Action Plan.
- The launch of the Equality and Diversity webpage on the home page of the College intranet; giving it a prominent position. This links to all the E&D policies, updates on both Athena SWAN, updates on activities within the Equality Action Plan and an opportunity to provide anonymous comments/suggestions to help improve E&D within the College, for which there has been a good level of engagement. All these comments are reported into the Equality Strategy Group.

Equality and Diversity Activities for 2017

Below is a list of some of the E&D activities that will take place during 2017:

- HR is currently working with the Equality Challenge Unit to provide transgender awareness and Unconscious Bias training
- The Equality Manager will be working with members of the Equality Strategy Group to develop local Equality Action Plans across various departments and groups
- An Equality Analysis template will be designed to be used when reviewing or developing new or proposed policies or practices. An Equality Analysis will be carried out for all HR policies
- Learning and Development programmes will be assessed and, if feasible, will incorporate E&D principles
- Reviewing and monitoring progress made towards the Equality Objectives and Action Plan 2015-2019.

Staff Recruitment – Overall

The staff recruitment process has been closely monitored (via the online recruitment system) from 1 August 2015 to 31 July 2016. For the purpose of this report, a bench-marking exercise has been carried out over a period of three years. During 2016 1,695 applications were received representing a 13.2% decrease compared to 1,948 applications received in 2015 and 10.2 % decrease compared to 2,170 applications received in 2014. This shows a steady decline in applications despite the fact that the number of jobs advertised has increased over the last three years (2016 = 182, 2015 = 172 and 2014 = 154). The data on pages 8-17 show the breakdown of applications received, shortlisted candidates, and appointed candidates by age, disability, gender and ethnicity.

Category

	Applied	Shortlist	Offered
Academic	120	59	22
Non Academic	1385	554	138
Research	190	57	27
Total	1695	670	187

Table 1

Location

	Applied	Shortlist	Offered
Hawkshead	1136	495	146
Camden	559	175	41
Total	1695	670	187

Table 2

Table 1 shows that Academic applications (which includes Staff Clinician positions) account for 7% of applications which is a 3% increase from 2015 and at the same level as 2014. The ratio of applications to positions for Academics is lower compared to Non Academics and therefore they are more likely to be offered a position, 18.3%, compared to Non Academics at 10%.

Table 2 shows that applications for Hawkshead based positions account for 67% of the total applications received. This is a slight increase from 2015 at 64.7% and 63.8% in 2014.

Staff Recruitment by Age

Academic

Hawkshead

	Applied	Shortlist	Offered
<18	0	0	0
18-30	23	11	4
31-40	32	22	10
41-50	9	7	3
51-60	3	1	1
61+	0	0	0
Unknown	2	1	0
Total	69	42	18

Table 3

Camden

	Applied	Shortlist	Offered
<18	1	0	0
18-30	27	11	2
31-40	16	4	2
41-50	6	2	0
51-60	1	0	0
61+	0	0	0
Unknown	0	0	0
Total	51	17	4

Table 4

In 2016, the majority of applications received for Academic positions across the College (83%) were from those aged under 40, an increase of 5% from 2015 but at the same levels as those recorded in 2014. During 2016 there were no applications from the 61+ category and this was the same situation in 2015. However, in 2014 the College did receive 2.6% of its applicants from this age category.

Non Academic

Hawkshead

	Applied	Shortlist	Offered
<18	1	1	0
18-30	496	232	67
31-40	172	74	23
41-50	141	46	4
51-60	96	35	7
61+	5	2	0
Unknown	45	21	6
Total	956	411	107

Table 5

Camden

	Applied	Shortlist	Offered
<18	2	0	0
18-30	224	77	15
31-40	92	32	6
41-50	40	16	4
51-60	44	10	3
61+	5	2	0
Unknown	22	6	3
Total	429	143	31

Table 6

The figures above show that 71% of Non-Academic applications were received from those aged 40 and under, with 11.2% of them being offered a position, which has increased slightly over the period of three years at 9% for 2015 and 8% for 2014. The 40 and under age categories represented 80% of all offers made.

Research

Hawkshead

	Applied	Shortlist	Offered
<18	0	0	0
18-30	61	20	11
31-40	35	17	9
41-50	8	4	1
51-60	3	0	0
61+	0	0	0
Unknown	4	1	0
Total	111	42	21

Table 7

Camden

	Applied	Shortlist	Offered
<18	0	0	0
18-30	51	7	4
31-40	20	6	2
41-50	3	1	0
51-60	4	1	0
61+	0	0	0
Unknown	1	0	0
Total	79	15	6

Table 8

The figures in tables 7 and 8 show that at both campuses it was the 40 and under categories that accounted for the highest number of applications for Research positions. The highest number of offers made were also within the 40 and under age categories, which represented 96.2% of total offers made in 2016. This was an increase from the previous years (2015 at 90% and 2014 at 87.2%). When looking at Camden specifically, we saw that 100% of the Research positions were offered to the 40 and under age categories, during the last 3 years (2104, 2015, and 2016).

Staff Recruitment by Disability

Academic

Hawkshead

	Applied	Shortlist	Offered
Disabled	1	0	0
Not disabled	67	41	18
Unknown	1	1	0
Total	69	42	18

Table 9

Camden

	Applied	Shortlist	Offered
Disabled	2	1	0
Not disabled	47	15	4
Unknown	2	1	0
Total	51	17	4

Table 10

Non- Academic

Hawkshead

	Applied	Shortlist	Offered
Disabled	35	14	2
Not Disabled	888	384	101
Unknown	33	13	4
Total	956	411	107

Table 11

Camden

	Applied	Shortlist	Offered
Disabled	23	8	3
Not disabled	382	128	25
Unknown	24	7	3
Total	429	143	31

Table 12

Research

Hawkshead

	Applied	Shortlist	Offered
Disabled	7	5	3
Not Disabled	101	37	18
Unknown	3	0	0
Total	111	42	21

Table 13

Camden

	Applied	Shortlist	Offered
Disabled	5	2	0
Not disabled	68	12	5
Unknown	6	1	1
Total	79	15	6

Table 14

Overall, applicants with a disability accounted for 4.3% of total applicants (an increase from 3.3% in 2015 and 3.1% in 2014). There has been an increase in the percentage of offers made to disabled applicants, which rose from 2.1% in 2014, 2.2% in 2015 to 4.3% in 2016 which is a positive step and reflects the College's commitment to its 'Disability Confident Employer' status.

The figures from tables 9 and 10 show that for Academic positions, disabled applicants accounted for 2.5 % in 2016, a decrease from 2015 which represented 3.8%, but an increase from 2014 which saw only 1.3%. During 2016 the number of disabled applicants for Non-Academic posts represented 4.1%, this is a slight increase from the previous 2 years (2015 = 3.1% and 2014= 3.4%). Research positions attracted the largest number of disabled applicants at 6.3%, this represents an increase over the previous years from 2.9% in 2014, and 4.29% in 2015.

Staff Recruitment by Ethnicity

Academic

Hawkshead

	Applied	Shortlist	Offered
White	61	38	18
BAME	3	1	0
Unknown	5	3	0
Total	69	42	18

Table 15

Camden

	Applied	Shortlist	Offered
White	48	15	4
BAME	3	2	0
Unknown	0	0	0
Total	51	17	4

Table 16

Non-Academic

Hawkshead

	Applied	Shortlist	Offered
White	853	381	98
BAME	87	25	6
Unknown	16	5	3
Total	956	411	107

Table 17

Camden

	Applied	Shortlist	Offered
White	305	116	26
BAME	100	21	2
Unknown	24	6	3
Total	429	143	31

Table 18

Research

Hawkshead

	Applied	Shortlist	Offered
White	88	35	17
BAME	19	7	4
Unknown	4	0	0
Total	111	42	21

Table 19

Camden

	Applied	Shortlist	Offered
White	55	11	5
BAME	20	1	1
Unknown	4	3	0
Total	79	15	6

Table 20

Applications from BAME (Black, Asian and minority ethnic) applicants accounted for 13.7% of the total received (which is a decrease of just over 5% from 2015 and further decrease of 6% from the 2014 report. However, despite the fact that the number of BAME applications has gone down, the number of BAME offers for 2016 represent 6.95% of total offers. This has increased from 3.2% in 2015 and 3.6% in 2014. It is encouraging to see that the percentage of offers has gone up, nevertheless the figures reveal that there was a higher offer rate for 'white' applicants compared to BAME applicants (5.6% of BAME applications translated to offers, 11.9% of white applications translated to offers).

In 2016, 25% of BAME applicants were shortlisted, an increase from 21.5% in 2015 and 19.8% in 2014, however this is still significantly lower than the 39.5% in 2015 and 31 % in 2014 of 'white' applicants that were shortlisted.

Overall, Research positions attracted the largest percentage of BAME applicants at 20.5%, which is a slight decrease from 21.1% in 2015 and a significant decrease from 2014 data at 41%. Non–Academics attracted the next highest BAME applicants at 13.5% followed by Academics at 5%.

Of all the offers made, 89.8% were made to white applicants, these figures have remained similar over the last 3 year period. This suggests that we need to further examine our recruitment and selection processes.

Staff Recruitment by Gender

Academic

Hawkshead

	Applied	Shortlist	Offered
Male	19	12	7
Female	49	29	11
Unknown	1	1	0
Total	69	42	18

Table 21

Camden

	Applied	Shortlist	Offered
Male	9	4	2
Female	42	13	2
Unknown	0	0	0
Total	51	17	4

Table 22

Non Academic

Hawkshead

	Applied	Shortlist	Offered
Male	147	48	17
Female	800	360	90
Unknown	9	3	0
Total	956	411	107

Table 23

Camden

	Applied	Shortlist	Offered
Male	136	34	6
Female	281	105	22
Unknown	12	4	3
Total	429	143	31

Table 24

Research

Hawkshead

	Applied	Shortlist	Offered
Male	41	11	4
Female	69	31	17
Unknown	1	0	0
Total	111	42	21

Table 25

Camden

	Applied	Shortlist	Offered
Male	33	7	2
Female	44	8	4
Unknown	2	0	0
Total	79	15	6

Table 26

The 2016 Academic recruitment data highlights that a higher proportion of male applicants (32.1%) were offered positions compared to female applicants (14.3%). However, in 2014, it was identified that a higher proportion of female applicants were offered positions, at 25% and 16.3% for males. In 2015 offer rates were very comparable for both males and females (males = 24% and females =25%).

The figures according to tables 23 and 24 for Non Academic positions show that 10.4% of female applicants were offered a position compared to 8.1% of males in 2016. During 2015, 10.3% of female applicants were offered a position compared to 6.3% of male applicants, this was similar to 2014 figures. The gap between female and male applicants being offered positions has narrowed over the three year period for Non Academic posts.

Within the Research category, it was identified that a higher proportion of female applicants were offered a position compared to males. Of the total number of female applicants, 18.5% were offered positions compared to 8.1% of male applicants. During 2015 offer rates were comparable for both female and male applicants, (females at 12.3% and males at 12%), figures for 2014 showed a slight difference in that proportionally more female applicants were offered a position, (females 7.8% and males 5.2%).

Recruitment trends over the three year period show that overall more females were recruited into Research positions. During 2016, 77% of those recruited to Research positions were females compared to 61% in 2015 and 73% in 2014.

Staff Profile 2012/16



The above chart shows a gradual increase in the overall staff profile since 2012. Comparisons over the three -year trend show that there has been a 4.7% staff increase from 2015 to 2016, 7.4% increase from 2015 to 2014 and compared to 1 August 2012 there has been a 20.1% staff increase.

Staff Profile by Age 2016

	Academic	Non Academic	Research	Grades 1 to 5	Grades 6 to 9	Hawkshead	Camden	Other	Perm	Fixed Term	Full Time	Part Time
18-30	3	161	29	165	28	154	39	0	140	53	159	34
31-40	66	188	52	115	191	215	90	1	227	79	233	73
41-50	56	122	9	63	124	136	51	0	162	25	134	53
51-60	50	128	9	87	100	133	53	1	166	21	148	39
61+	9	31	2	25	17	31	11	0	33	9	21	21

Table 27

The figures in table 27 show that it is the age group 31-40 which represents the highest number of employees, also that the under 30s age group represent the highest number of staff employed at grades 1-5. This trend has remained consistent over the last three year period. When looking at grades 6-9 the highest representation comes from the 31-40 age group.

When looking at the youngest and the oldest age categories, figures for the under 30 age group occupy more fixed term positions at 28.3% in 2016, an increase from 2015 and 2014 figures (23.2% and 23.6%), compared to those aged 61+ at 4.8% in 2016, 5.2% in 2015 and 6.1% in 2014, which demonstrates a decrease in fixed term appointments for this age group.

The under 30s age group represent 1.6% of Academic staff which is the same as 2015 but a decrease from 2014. However the under 30s age group represent 25.6% of all employees categorised as Non-Academic, an increase over the three year period (2015, 23.2% and 21.4% in 2014). The number of Research posts in the under 30s age group have seen a constant increase over the last 3 years: 2014 at 18%, 2015 at 27.1% and 28.7% in 2016.

The figures highlight a recurring trend over the last three years, which is that proportionally the 61+ age category represent the highest number of part-time contracts; 50% in 2016, 55% in 2015 and 53% in 2014. However, the proportion of part time employees within the under 30 age group represent 17.6% in 2016, 8.4% in 2015 and 11.8% in 2014 which is proportionally lower compared to the 61+ age category. Overall there has been an increase in the total number of staff employed on a part-time contract during the three year period. A contributory factor may be due to an increase in staff awareness of their statutory right to apply for flexible working and the increase in uptake of the flexible retirement scheme now available within USS.

Staff Profile by Disability

	Academic	Non Academic	Research	Grades 1 to 5	Grades 6 to 9	Hawkshead	Camden	Other	Perm	Fixed Term	Full Time	Part Time
Yes	3	15	4	11	11	13	9	0	16	6	15	7
No	176	589	96	427	434	630	229	2	684	177	656	205
Unknown	5	26	1	17	15	26	6		28	4	24	8

Table 28

The above table shows that there is no difference across grades for employees with a disability at the College, however during 2015 there was a noticeable difference across the grades which showed that 66.7% of disabled employees occupied grades 1-5 compared to 49.7% across grades 6-9. The overall employee disclosure rate for disability remains constant over the three year period at 2.4% in 2016, 2.4% in 2015 and

2.4% in 2014. The figures also show that the majority of the disabled employees are in permanent positions and this has been a similar trend during the three year period.

Staff Profile by Gender

	Academic	Non Academic	Research	Grades 1 to 5	Grades 6 to 9	Hawkshead	Camden	Other	Perm	Fixed Term	Full Time	Part Time
Male	88	179	36	100	203	206	97	0	237	66	272	31
Female	96	450	65	354	257	463	146	2	490	121	422	189
Unspecified	0	1	0	1	0	0	1	0	1	0	1	0

Table 29

The figures in table 29 show that female employees account for the majority of the 6-9 positions, however, when we look proportionally at this we can see that 42% of all females employed at the College are within grades 6 to 9 compared to 67% of male employees within the grades of 6 to 9. The reverse appears within the grades of 1-5 with females accounting for 58%. These figures have remained broadly static over the last three years. A higher proportion of fixed term employees are female compared to males at 65% and 35% respectively, again following a similar trend to 2015. However, during 2014 the difference was much narrower at 58% females and 42% males. Of the total number of part-time positions available at the College it is predominately women who occupy these representing 86% in 2016, 89% in 2015 and 87% in 2014.

Staffing Profile by Ethnicity

	Academic	Non Academic	Research	Grades 1 to 5	Grades 6 to 9	Hawkshead	Camden	Other	Perm	Fixed Term	Full Time	Part Time
BAME	20	57	13	42	48	44	46	0	71	19	77	13
White	161	551	86	401	397	606	190	2	636	162	600	198
Unknown	3	22	2	12	15	19	8	0	21	6	18	9

Table 31

Staff that have identified themselves as from the BAME group account for 9.8% of our total staff for 2016. The BAME profile has remained largely static over the three year period, which has been at 10.4% in 2015 and 9.3% in 2014. Academic and Non Academic BAME groups show similar BAME representation at 10.9% and 9% respectively, which has remained constant over the three year period. The Research category has the highest proportion of the BAME staff profile at 12.9%, however this is a decrease of 4.7% from the 2015 BAME profile, and a further decrease of 3.1% from the 2014 BAME profile.

The BAME staff profile shows that there is a slightly higher BAME representation in those employed at grades 6-9 compared to grades 1-5, these being 53.4% and 46.6%, similar data to 2015 and 2014. Camden has a more diverse workforce with BAME representing 18.9% of their total staff compared with Hawkshead, where the BAME profile is just 6.6%. The BAME profile over the period of three years, has not changed significantly with 2015 data for Hawkshead at 6.7%, Camden at 19.9%. In 2014 it was 19.3% for Camden and 6.2% for the Hawkshead Campus.

