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ANNUAL EQUALITY AND DIVERSITY REPORT: EVALUATING IMPACT - MEASURING SUCCESS FOR 2011-12

1. Executive Summary

- Ravensbourne received 642 enquiries into 47 vacancies during the course of 2011 – 12. Total enquiries increased overall by 4% this year, with 618 enquiries to 30 vacancies in 2010 – 11.

- Of the 618 enquiries, 452 (70%) candidates submitted an application

Ethnicity

- The number of enquirants and applicants not wishing to disclose their ethnicity continued to decrease in 2011-2012.

- 218 (34%) people enquiring into vacancies in 2011 – 12 did not disclose their ethnicity. This is an increase on the disclosure rate from the two previous years when the rates were 39% and 47% respectively

- The overall rate of disclosure for candidates submitting an application was 73%. 122 (27%) of those who applied for roles at Ravensbourne did not disclose their ethnicity

- More than half (64%) of total applicants for all jobs for the reporting period classified their ethnicity as White[1]

- 18% of total applicants for all jobs were from BME backgrounds, which is a decrease of 7% from the last reporting period

Of all the shortlisted candidates the following declarations were made:

- 69% White

- 20% - BME (this equates to a 9% decrease on last year)

- 11% of candidates chose not to disclose their ethnicity

Of those who were successfully appointed to vacancies:

- 81% were White

- 16% were from BME backgrounds (this is level with the figure from 2010-11)

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[1] Including White British, Irish, Scottish and Other

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- One new appointee did not wish to disclose their ethnicity

- BME staff accounted for 16% of the workforce in 2011 - 12, which is a 3% increase on 2010-11.

- Analysis of the organisational structure shows representation of BME staff at most of the different levels within the Institution. However, there are no BME staff employed at Middle Management level which is a decrease of 14% from the last reporting year. In addition, figures suggest a decrease of 8% of BME staff employed at Director Level and 2% in the Senior Academics category compared to 2010-2011.

- In relation to age, BME staff are employed within each of the age bands between 17 to 60 years. There is, however no representation of BME staff at the highest age bracket. There has been an increase in the number of BME staff at the lowest age bracket (12%), where there were no BME staff employed in this age category in the last reporting period.

- The predicted census information for 2011 for the Royal Borough of Greenwich (RLBG) shows that 33% of their total population are of BME origin. Ravensbourne has a proportion of 18% - an increase of 3% from last year's total, showing that we are beginning to reflect the local equality profile. However, there is still work to be done to better reflect the 33% proportion of BME residents seen in the RLBG.

  Gender

- Of the total enquiries into vacancies during the 2011 – 12 period, a higher proportion were male enquirants (48%) compared to female enquirants (20%), with 32% of enquirants not wishing to disclose their gender. In comparison with last year, 33% of enquirants were female and 35% male.

- Of the candidates who submitted applications and disclosed their gender, 60% were male and 25% were female. The remaining applicants that chose not to disclose their gender represent 15%. In comparison with last year where 40% of applicants were female and 42% male.

- The breakdown of shortlisted candidates was 41% female, 51% male and 8% candidates who did not disclose. This is a shift from last year where the breakdown was 53% female, 37% male and 10% of candidates who did not disclose.

- Of the 38 offers made in 2011 - 12, 18 (47%) were made to female candidates, 19 (50%) to males and 1 (3%) candidate who did not disclose their gender (this candidate subsequently declined the offer of employment)

RAVENSBOURNE

- The overall gender split of staff employed in 2011 - 12 was almost level, which continues to follow on from the last academic period

- The percentage of women employed in academia is 36%, which is an increase from last year's total of 32%.

- The proportion of male to females employed at Senior Academic level during 2011 -12 is at 13% and 6% respectively. This is a slight improvement on the figures from 2010-2011, 13% male and 4% female however the figures still indicate that work still needs to be done to encourage more female staff to apply for senior academic roles.

- Ravensbourne demonstrates an equal gender split over Directorial level role types and a 2% difference between females and males in Middle management roles with more women holding these positions. Admin/teaching positions hold an almost equal proportion of males and females however there are no women holding technical roles at Ravensbourne. This may not be an immediate concern where there are a very small number of Technical positions within the Institution (4 positions).

- There is an almost equal proportion of gender across the age brackets in 2011 – 12. The 31-40 age bracket shows the greatest gap (6%), however the two age brackets before and after this category show almost equal percentages which is encouraging. There still remains a gap at the 61+ age bracket however this has decreased by 1% compared to the last reporting period which may suggest a subtle influence of the change in the default retirement age.

- All other staff practices and workforce profiling, such as pay and grading, type of contract and length of service show no evidence of inequality between genders

- The Greater London Authority 2011 Strategic Housing Land Availability Authority Projections, 2011[2] show a 50:50 split of males and females. This is almost equal to that of Ravensbourne's staff profile this year.

   Disability

- 4% of candidates enquiring in to vacancies at Ravensbourne in this reporting period disclosed a disability, which is a 2% increase on the figure reported in 2010-2011.

- Of the small number of disabled applicants applying for roles at Ravensbourne, a third were shortlisted for interview, which is a

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[2] The Strategic Housing Land Availability Assessment (SHLAA) forms part of the Council's evidence base that will inform the new Local Development Framework. In light of the 2011 Census information not yet being fully available, the Royal Borough of Greenwich refer to this source of information.

decrease from last year, where 45% of disabled applicants were shortlisted

- One candidate was shortlisted using the Guaranteed Interview Scheme as part of the Two-Ticks Initiative, illustrating Ravensbourne's continued commitment to the Scheme

- Three offers of employment were made were to disabled candidates, which is an increase of 8% from last year

- The proportion of staff with disabilities increased to 10%, which is an increase of 2% from last year

- An analysis of statistics show disabled staff are represented across academic and support functions, with no evidence of inequality compared to overall workforce profiling

- On-going provision of an external Disability Advice Line and incorporation of the Advice Line strap-line into job advertisements to encourage more suitably qualified individuals with disabilities to apply for jobs at the Institution

- One-to-one meetings with staff who have declared disabilities to commence to ensure there is not an increase in the number of disabled staff leaving the Institution due to lack of support

- In comparison to five other similar size and type of HEIs the proportion of staff with declared disabilities at Ravensbourne is higher than all other HEIs selected in this report.

- The 2001 census information for the RLBG shows that 17% of their total population declared a disability, which is the fourth highest percentage in London. Ravensbourne has a proportion of 10% disabled staff, which is on the way to reflecting that of the RLBG. This is an increase of 2% compared to last year.

Age

- There was representation at each of the five age brackets from candidates enquiring into vacancies, with the largest proportion of those who disclosed their age in the 31 – 40 bracket (176 candidates, 27%) and the lowest in the 61+ bracket (6 candidates, 1%). This is similar to the figures reported in 2010-2011 (25% of enquirants in the 31-40 category with 1% of equirants 61+).

- 30% of those enquiring into vacancies did not disclose their age (190 candidates). This is the same figure as the previous reporting period.

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- The largest proportion of applications received from those who disclosed their age were in the 31 – 40 bracket (150 candidates, 33%) and the lowest in the 61+ bracket (4 candidates, 1%). There is a slight decrease in the percentage of applicants in the 61+ category (3% in 2010-2011). The proportion of those who did not disclose their age represents 15% (67 candidates) which is a 2% improvement on the previous reporting year

- Of the total offers made, there was representation at each of the five age brackets, with the largest proportion of those who disclosed their age in the 31 – 40 bracket (13 candidates, 33%) and the lowest in the 61+ bracket (1 candidate, 3%). The proportion of those who did not disclose their age represents 3% (1 candidate). This is a 10% improvement on those not wishing to disclose their age in 2010-11

- Staff are employed across all five age brackets, with the highest proportion in the 31 – 40 bracket (30%). This is similar to 2010-11 however there was a 7% drop of staff in this category

- An analysis of statistics shows no evidence of inequality on the basis of age in relation to pay and contract type

- The census information for the LRBG (2001) shows a correlation between the RLBG and Ravensbourne, with representation of people at all age groups. RLBG reports the mean age of the population 35.8 years old. Ravensbourne's mean is slightly higher at 40.06 years old.

1.1 Introduction

Following the introduction of the Equality Act 2010, which covers all protected characteristics under the one Act, this document is presented as a joint document, looking at each aspect of the Equality action points in separate strands in the later sections. The sections focused upon in this report are; Race Equality, Disability Equality, Gender Equality and Age Equality. Each section is presented as a summary of the key statistics and actions taken, looking at whether these are in line with the Equality Action Plan. Further details for each of these areas are provided in the Appendix 1 of the report.

1.2 Leadership and Commitment

Ravensbourne is committed to the principles of equality and diversity and continues with its holistic approach in its advancement, working both within the spirit and as well as the legal framework set out in the Equalities Act 2010.

We understand that leadership and commitment at all levels of the organisation remains critical to the achievement of our equalities' aims and objectives and this is underpinned by strong representation of these issues at all levels of the Institution.

The Board continues to maintain its healthy representation of equality issues: its membership includes two staff governors, the Subject Leader for Foundation Studies and the Progression Manager, for whom, equality and diversity is particularly central to their job roles as they actively and routinely work with students, whether potential or enrolled, from a wide range of backgrounds. Our Lay Governor plays an important role at Board level championing important issues and ensuring strategic discussions take account of the appropriate equalities frameworks; he also chairs the Diversity Committee, providing an important link between our day-to-day equalities work and discussions at the Board.

The Director has overall responsibility for overseeing the Institution's Equality Agenda and is accountable to the Board of Governors, who in turn, are ultimately responsibility for ensuring that it complies with its legislative obligations.

The Director of Academic Services and the Director of Human Resources, FE & Marketing have responsibility for the development of policy and procedural guidance in respect of student and staff issues respectively. Moreover, all Senior Managers are responsible for working with their teams to ensure that our progressive equalities work is appropriately reflected in its service delivery.

1.3   Line Management and Staff Responsibility

The Head of HR, FE and Marketing is responsible for all policy and Operational aspects of equal opportunities in employment and staff development matters. This includes all staff related monitoring for ensuring the effectiveness of the Equality and Diversity Policy.

All Line Managers are responsible for the day-to-day implementation of the Equality and Diversity Policy and its delivery via the Action Plan, in their area of responsibility.

All Academic and Support Service Heads are responsible for taking appropriate action to ensure that the Equality and Diversity Policy and Action Plan are delivered in the operation and delivery of all academic programmes and related services.

All staff and students are responsible for ensuring that at no time do any of their actions constitute an act of discrimination, harassment and ultimately victimisation. Individuals may be held personally accountable via the Institution's Complaints, Grievance and/or Disciplinary Policies and Procedures.

The Equality and Diversity Policy has institutional links with various Institutional policies including; the Strategic Plan, Human Resources, Widening Participation and Learning and Teaching Strategies.

RAVENSBOURNE

1.4 Single Equality Scheme and Action Plan

Following the introduction of the Equality Act 2010, a single Equality Scheme and Action Plan has been proposed which covers all areas previously covered by the separate Race Equality Action Plan and Disability and Gender Action Plan as well as covering the added protected characteristics which includes but is not limited to age, sexual orientation and religious belief. The first review of the Single Equality Scheme documentation and Action Plan is proposed to take place by December 2013. Whilst this single scheme and action plan is in progress, this report will report on the progress made against the existing Race Equality and Disability and Gender Action Plan as well as the Equality Objectives, which were published in April 2012, in order to comply with the requirements of the Equality Act 2010.

1.5 Promoting Equality and Diversity

2011-12 has been both an interesting and busy year for our corporate equalities agenda. The enthusiasm and pace with which HR, in line with the Institution as a whole, continue to progress our ambitions for the achievement of our goals has maintained momentum despite the change of personnel in Human Resources during the year.

Our substantive achievements include:

The review and refocusing of our centralised provision of equalities training for colleagues, reflecting the importance of proving flexible opportunities for all to participate at a time of their choosing. The development of an e-learning equalities module has been significant achievement for us as it means that staff are able to work through the material at a time that is convenient to them whilst organisationally, ensuring that equalities training retains its compulsory status. Further training resources have been developed including the Beat the Pressure module (a course that focuses on stress management).

Reviewing our recruitment processes to make sure we are promoting our vacancies to local applicants. Important links have been made with the Greenwich Business Unit to enable us to tap into the widest possible pool of available local talent and achieve our objective of ensuring our staff workforce profile is closely aligned with the local community.

Ensuring our recruitment advertising is reaching and appealing to those applicants who may be looking to work on a part-time basis. Ravensbourne has engaged with Media Parents, a networking site that focuses on part – time vacancies which has the option of advertising jobs free of charge, with the aim of promoting our job vacancies to parents who work in the media. This has the additional aim of encouraging more women to apply for Academic posts. Extending this

further, an additional resource, TimeWise Jobs is another online advertising tool which may be considered for advertising future vacancies. This networking resource works with Women Like Us, a social enterprise organisation which provides skilled women support and technical expertise in aiding them in getting back to work or finding work on a part-time basis.

Impact Assessment of all our staffing policies. We revisited and revised our Impact Assessment processes during the autumn term and will adhere to this process as it continues to usefully contribute a useful function. We will ensure that staff from the various protected characteristic groups are involved in policy reviews and revisions.

The publication of our Equality Objectives. With the public sector equality duty in force from 5 April 2011, replacing the previous separate equality duties for race, disability and gender, Ravensbourne had a duty to publish its equality objectives by 6 April 2012. Ravensbourne met this duty by publishing its objectives covering areas such as the introduction of a single equality scheme, continuing its progress in achieving a healthy gender balance and a workforce that mirrors its local community. The objectives also looked at the potential for extending Ravensbourne's equalities work in the area of religion and sexual orientation.

On-going provision of external Disability Advice Line run by the Business Focus Team and the continuation of including the Advice Line strap-line into job advertisements to encourage more suitably qualified individuals with disabilities to apply for jobs at Ravensbourne. Further work will be done with the Business Focus Team, with annual reviews taking place to ensure that this is being used to its full potential and applicants and staff are aware that this service exists.

Browse Aloud. A demonstration of this service was arranged with key members of each department present to assess and give their opinions on the benefits of this service. Browse Aloud is a resource enabling staff and external visitors with sight problems or learning difficulties to highlight words on the Ravensbourne website or intranet, so they are spoken aloud or made bigger on the screen, to aid understanding. This will be taken forward by HR and IT in the new Academic year, with the launch of this to take place in February 2013.

RAVENSBOURNE

2.   The Race Equality Objective - Complying with the Specific Duties under the Equality Act 2010

2.1   The Institution's overall Objective set out in the Race Equality Action Plan outlines how the Institution will discharge its specific duties under the Equality Act 2010. This Act replaces and consolidates all existing equality legislation, including The Race Relations (Amendment) Act 2000, which had the central aim to "provide high quality, specialist education in design and communication, meeting the needs of the regional, national and international communities that it serves". The Equality Act continues to protect people against discrimination on the grounds of their race, which includes colour, nationality, ethnic or national origin.

The Institution has considered all of its functions and has concluded that in order to ensure that it satisfies its statutory obligations under the Equality Act 2010, it will assess all of them for race equality relevance.

The Institution's first sub-objective as set out overleaf is to, 'promote Race Equality awareness through staff development and training'. See overleaf for extract of Race Equality Action Plan.

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OBJECTIVE: TO COMPLY WITH THE SPECIFIC DUTIES UNDER THE EQUALITY ACT 2010

SUB-OBJECTIVE 1: To promote Race Equality awareness through staff development and training

GENERAL DUTY	TARGETS	OUTCOMES	RESPONSIBILITY	TIME SCALE
To eliminate unlawful racial discrimination; promote equality of opportunities and; promote good relations between people of different racial groups	All staff to receive training to enable them to continue to embed in race equality awareness into their jobs	To continue to embed race equality into all of the Institution's activities To continue to enable staff to keep abreast of developments in race equality awareness by participating in training updates.	Director of Academic Services Director of HR, FE and Marketing All employees	Annually On-going
	Training for staff involved in the recruitment, selection and training of students and staff	To continue to ensure through periodic review, that staff and student recruitment Procedures and processes are fair and free from bias Implementation of Disability Policy Embedding disability issues into institutional systems, process and activities	Director of HR, FE and Marketing Director of Academic Services	On-going activity On-going

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	On-going staff development event for all staff through the in-house provision	Continued awareness raising of race equality issues and obligations under the Equality Act 2010	Director of Academic Services Director of HR, FE and Marketing	On-going

Extract from the Ravensbourne Race Equality Action Plan- 2009, updated 2012

RAVENSBOURNE

2.2 Progress Update:

SUB-OBJECTIVE 1: To promote Race Equality awareness through staff development and training

The development of an e-learning equalities module has been significant achievement for us as it means that staff are able to work through the material at a time that is convenient to them whilst organisationally, ensuring that equalities training retains its compulsory status. At the time of writing (November 2012), 59% of full time and fractional staff have completed the Equality and Diversity e-learning module. This percentage will increase as all new starters are made to complete this in the first month of them joining.

Sessional staff will be encouraged to complete the e-learning module through the new online Induction for sessionals, which will draw their attention to this area and explain it is a mandatory requirement.

Further follow up training for Academic Development Managers and Line Managers is being discussed currently with new material being prepared by the HR Officer, in conjunction with the Director of HR, FE and Marketing. The key message here will be for managers to take responsibility for educating their members of staff in this area, ensuring that all staff are continually trained and equality issues discussed.

Through the continued use of our e-recruitment system, Recruit Active and maintaining a transparent and consistent approach to recruitment; including advertising, shortlisting, interviews and offers, it is possible to ensure that the recruitment processes are fair and free from bias.

2.2.1 Summary

The Institution has largely achieved it objective to promote Race Equality awareness through the e-learning Equality and Diversity training in this Academic year and therefore has made significant progress in achieving the stated outcomes in Sub-Objective One.

Through continued promotion and monitoring of the e-learning course and refresher management training, the Institution will continue to make progress in this area.

RAVENSBOURNE

OBJECTIVE: TO COMPLY WITH THE SPECIFIC DUTIES UNDER THE EQUALITY ACT 2010

SUB-OBJECTIVE 2: To maintain the Institution's Race Equality Policy in line with legislative and best practice

SPECIFIC DUTY	ACTION	OUTCOMES	ACOUNTABILITY	TIME SCALE
To prepare a written statement of the Institution's Race Equality Policy	Annual review of Equality and Diversity Policy to continue to reflect legislative changes, best practice and improvement / adjustment in the light of on-going experience	Updated Policy	Director of HR, FE and Marketing	Annual activity
	Annual review of Race Equality Action Plan	Updated Action Plan	Director of HR, FE and Marketing	Annual review
	To continue to consult on revised policy with staff and student representatives from different racial groups, Diversity Committee, Management Committee, Student union and where appropriate representatives of external organisations and the wider community	All groups consulted Policy documents which continue to comply with the letter and spirit of the law	Director of HR, FE and Marketing Director of Academic Services	Annual activity
	Review effectiveness of consultative mechanisms		Director of Academic Services Diversity Committee	Annual activity

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	Annual review supporting EO Codes of Practice		Diversity Committee	Annual activity

Extract from the Ravensbourne Race Equality Action Plan- 2009, updated 2012

2.3 Progress Update

SUB-OBJECTIVE 2: To maintain the Institution's Race Equality Policy in line with legislative and best practice

The Equality and Diversity policy, which covers the Race Equality strand, is currently under review to ensure that this is up-to-date with the current legislation and Ravensbourne's current equality figures. The Race Equality Action plan will also be reviewed in the new Academic year to ensure the actions and objectives are relevant and sufficiently robust to the Institution's obligations, with a view for these actions to be incorporated into the single Equality Action Plan.

All new permanent staff are given an overview of the Equality Act 2010 and Ravensbourne's Equality and Diversity Policy in their induction, signing a form to confirm their understanding of this area. The Equality and Diversity policy is then sent to all staff following their induction. Sessional staff are currently sent the Equal Opportunities summary document when they first join Ravensbourne.

2.3.1 Summary

The stated outcomes as detailed in Sub-Objective 2 as evidenced by the progress update above have been achieved with a view to further review these in the 2012-13 Academic year.

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OBJECTIVE: TO COMPLY WITH THE SPECIFIC DUTIES UNDER THE EQUALITY ACT 2010

SUB-OBJECTIVE 3: To collect, analyse and monitor baseline data on students and staff in order to identify and remove any practices which may be operating to the disadvantage of different racial groups

TARGET 3.2: Collect and analyse baseline data on staff

SPECIFIC DUTY	ACTION	OUTCOMES	RESPONSIBILITY	TIME SCALE
Assess the impact of existing policies and procedures in core Institution functions on staff of different racial groups	To annually collect by racial group, gender, disability baseline data on: race profile; employment applications; appointments; salary range; applications and take-up of training and staff development opportunities; application of disciplinary procedures; applications for promotion and regarding; length of service; exit interview information; age range; contract type	Analyse data and revise policies/procedures to remove any identified unfairness and set targets as appropriate	Director of HR, FE and Marketing	Annually
		Removal of any potentially discriminatory practices	Director of HR, FE and Marketing	On-going
	Completed staffing policies Impact Assessments	Produce an annual staff data report for Diversity Committee and Management	HR Officer	Annually

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	Committee.		
Monitor application and employment trends by race and ethnicity	To further increase where possible, the number of minority staff from 13% to 18%, in order to continue to mirror the BME population in and around the Institution's location (currently at 22.9%) since relocation in 2010.	Director of HR, FE and Marketing HR Officer	Annually reviewed and increased
To continue to increase the proportion of staff at the Institution from minority racial groups;	Further broaden our recruitment contacts to agencies in the locality of Greenwich	HR Officer	On-going
	Review recruitment campaigns to increase the number of candidates declaring their ethnicity at all stages of the recruitment process	HR Officer	On-going
To carry out impact assessments on the	Benchmark ethnicity	HR Officer	On-going

	promotion of racial equality	ratio statistics against other similar sized HEIs		
		Review how ethnicity data is collected for new and existing sessional staff	HR Officer / Business Support Officer, Sessional (HR)	On-going
		To increase the proportion of sessional staff from BME backgrounds from 10% to 20% to better reflect the new demographic in the London Borough of Greenwich	HR Officer	On-going

Extract from the Ravensbourne Race Equality Action Plan- 2009, updated 2012

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TARGET 3.2 (continued): Collect and analyse baseline data on staff and to embed race equality into Institution Policies and Procedures

SPECIFIC DUTY	TARGETS	OUTCOMES	RESPONSIBILITY	TIME SCALE
Assess the impact of existing policies and procedures in core Institution functions on staff of different racial groups	Two yearly revision (or sooner if appropriate) of all employment policies in light of updated legislation	To ensure that staff are treated in accordance with the legislation and Best Practice	Director of HR, FE and Marketing	Annually
	Review of marketing materials	"	Head of Marketing and Communications	Annually
	Periodic review of Widening Participation	"	Director of HR, FE and Marketing	On-going
	Monitor, via completion of Impact Assessment, future academic and staffing policy developments to ensure compliance with the Equality and Diversity Policy	"	Director of HR, FE and Marketing	Annually
	Include an Equal Opportunities / Diversity agenda item for discussion with Academic Development Managers and department heads on a termly basis	"	ADMS, Heads of Department	On-going

Extract from the Ravensbourne Race Equality Action Plan- 2009, updated 2012

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2.4 Progress Update:

SUB-OBJECTIVE 3: 'To collect, analyse and monitor baseline data on students and staff in order to identify and remove any practices, which may be operating to the disadvantage of different racial groups'

Sub-Objective 3 has stated two targets:

•   Target 3.1: Collect and analyse baseline data on students
•   Target 3.2: Collect and analyse baseline data on staff

Ravensbourne has completed its collection of staff data as detailed in Table 3.2. The data has been collected for the period 1 September 2011 to 31 August 2012.

2.4.1 Racial Profile

Following its relocation in September 2010, the Institution is based in North Greenwich, which forms part of the Royal Borough of Greenwich. In comparison to the Institution's previous location of Chislehurst, Kent, this is a fairly diverse borough. Chislehurst forms part of the London Borough of Bromley and is not a particularly racially diverse borough. With the new location however, the Greater London Authority (GLA) 2010 ethnic group population projections show 33% of the RLBG's population is from black and ethnic minority communities.

Ravensbourne is a small university-sector Institution, primarily engaged in the delivery of professionally oriented honours degree, sub-degree and taught postgraduate programmes in Design and Communication. The Institution has a total 2000 students, offering 51 courses in 15 subject areas. The Institution attracts students from a varied range of cultures and backgrounds and includes representation from 81 countries.

For 2011/12, the Institution's overseas students made up 6.21% (124) of the total student population. Students from European Union Countries (excluding exchange students) made up 4.51% (89) of the full-time student body.

As at the time of analysing the statistics (31 August 2012) Ravensbourne employed a total of 116 staff comprising 50 academic staff and 66 support roles. A further 154 hourly-paid lecturers were also engaged across 2011-12. As shown by Figure 1, an analysis of the staff statistics, obtained from staff when completing their starter forms, showed that Black Ethnic Minority staff accounted for 16% of the workforce in 2011 - 12, which is a 3% increase from the previous Academic year. These accounted for 20% of support staff and 10% of Academic staff.

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Figure 1

Chart to Show Proportion of BME Staff 2011-12
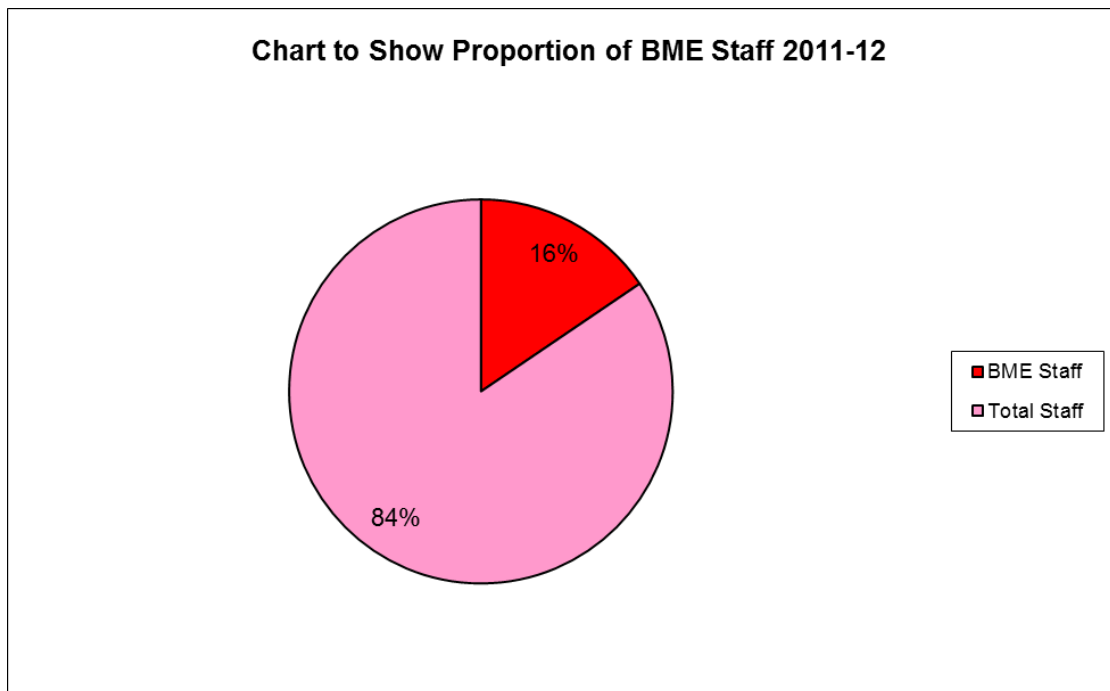
Whilst Ravensbourne has some work to do to meet the number of ethnic minority people who reside in the RLBG, we are making good progress towards this goal.

All new staff complete a new starter form when accepting an offer of employment with Ravensbourne which includes questions on the Equal Opportunities Monitoring Form. This has been a very successful mechanism for capturing staff ethnicity data where Ravensbourne has a high disclosure rate for ethnicity, with 98.27% of staff disclosing their ethnicity on their starter form. It is hoped that this figure will increase by creating a culture where staff feel happy to give this information together with a new starter form that makes it easy to record this information, whilst recognising that requests for this type of information are considered extremely sensitive. It may be the case that by the very small number of staff (2) not giving this information on the starter form, the figures disguise the fact that the total number of staff employed from Black and Ethnic Minority backgrounds exceeds 16% and is closer to the RLBG's figure of 33%.
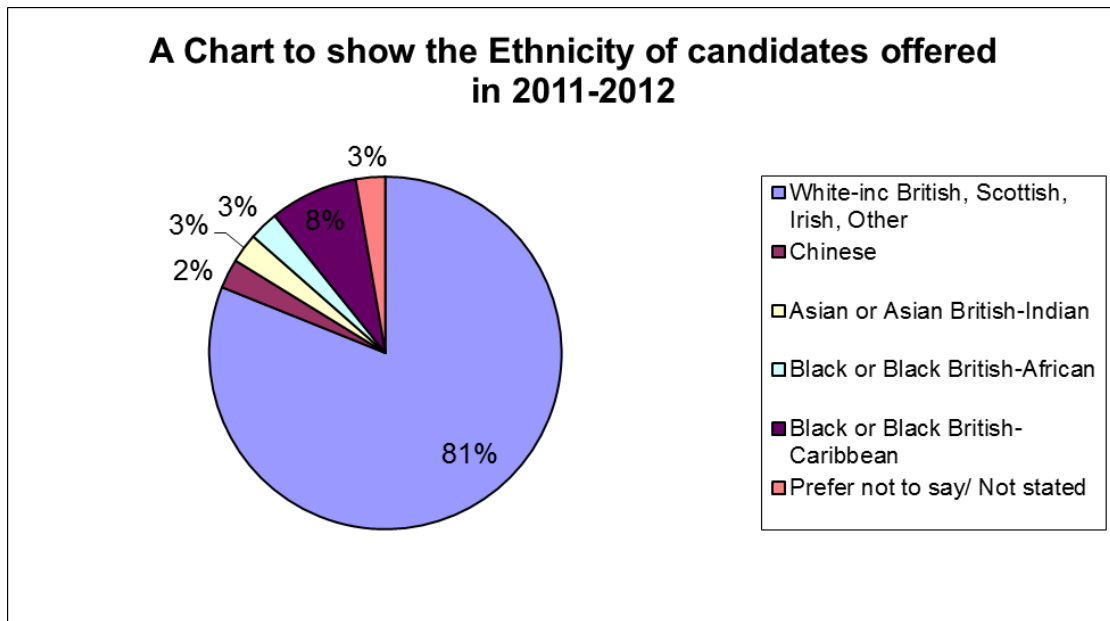
Ethnic data is also collected at the employment application stage online from which statistics are used to identify trends in the numbers of applicants applying for jobs from Black and Ethnic Minority backgrounds.

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2.4.2 Employment Trends by Race and Ethnicity

The statistical data for 2011-12 indicates that of the 47 employment vacancies advertised during this period, 16% were filled by Black and Ethnic Minority candidates, shown in Figure 2.

Figure 2

A Chart to show the Ethnicity of candidates offered in 2011-2012

- White-inc British, Scottish, Irish, Other
- Chinese
- Asian or Asian British-Indian
- Black or Black British-African
- Black or Black British-Caribbean
- Prefer not to say/ Not stated

81%, 8%, 3%, 3%, 2%, 3%

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The data gathered from our online recruitment site show that 18% of applicants were from Black and Ethnic Minority backgrounds.

Figure 3

A Chart to show the Ethnicity of Applicants 2011-2012

- BME
- White
- Prefer not to say/not stated
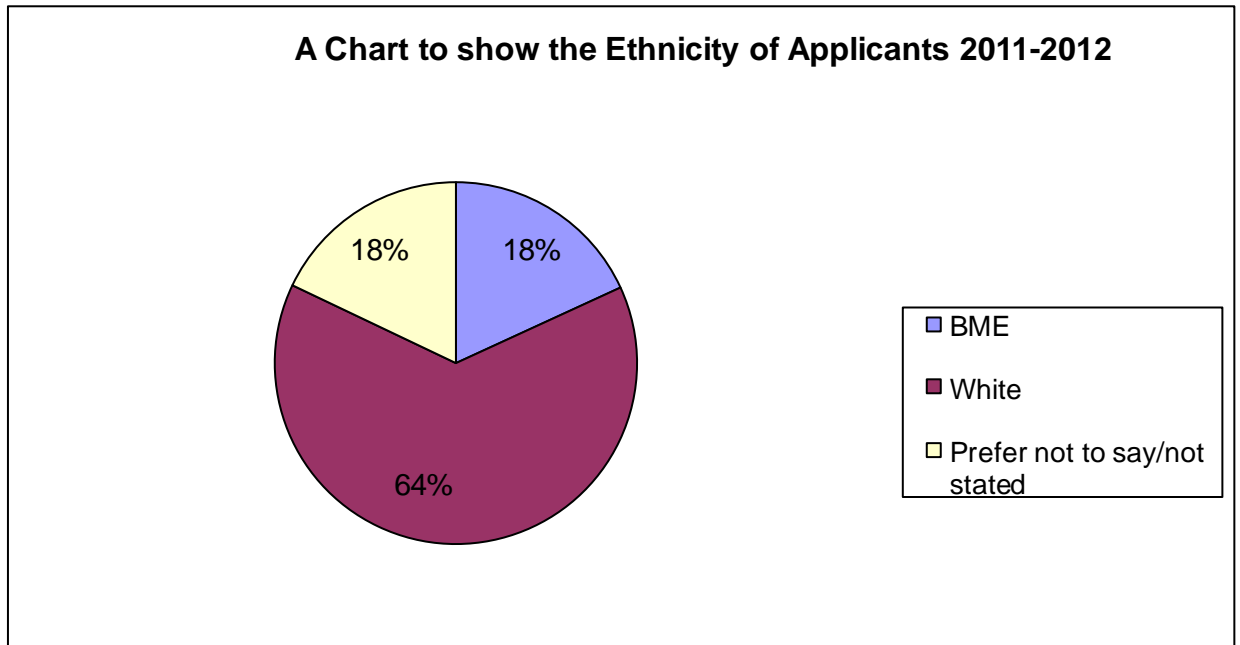
In order to increase the number of BME applicants, particularly for high level positions, Ravensbourne continues to subscribe to the services of Network for Black Professionals. Whilst there were no suitable candidates that applied through this mechanism in this reporting period, Ravensbourne will continue to use this tool in order to ensure that vacancies at the senior level and sessional opportunities are promoted to BME candidates.

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2.4.3 Employment and Terms and Conditions of Employment

The statistics collected for 2011-12 show there is no evidence that staff from Black and ethnic minorities are disadvantaged by the terms and conditions of employment. For example, as shown in Figure 4, the proportion of BME staff within each of the above salary bandings are consistent with overall staff levels, where in both cases the majority of staff are paid within the C and E brackets.

Figure 4

A Chart to show the salary bandings of BME Staff 2011-12
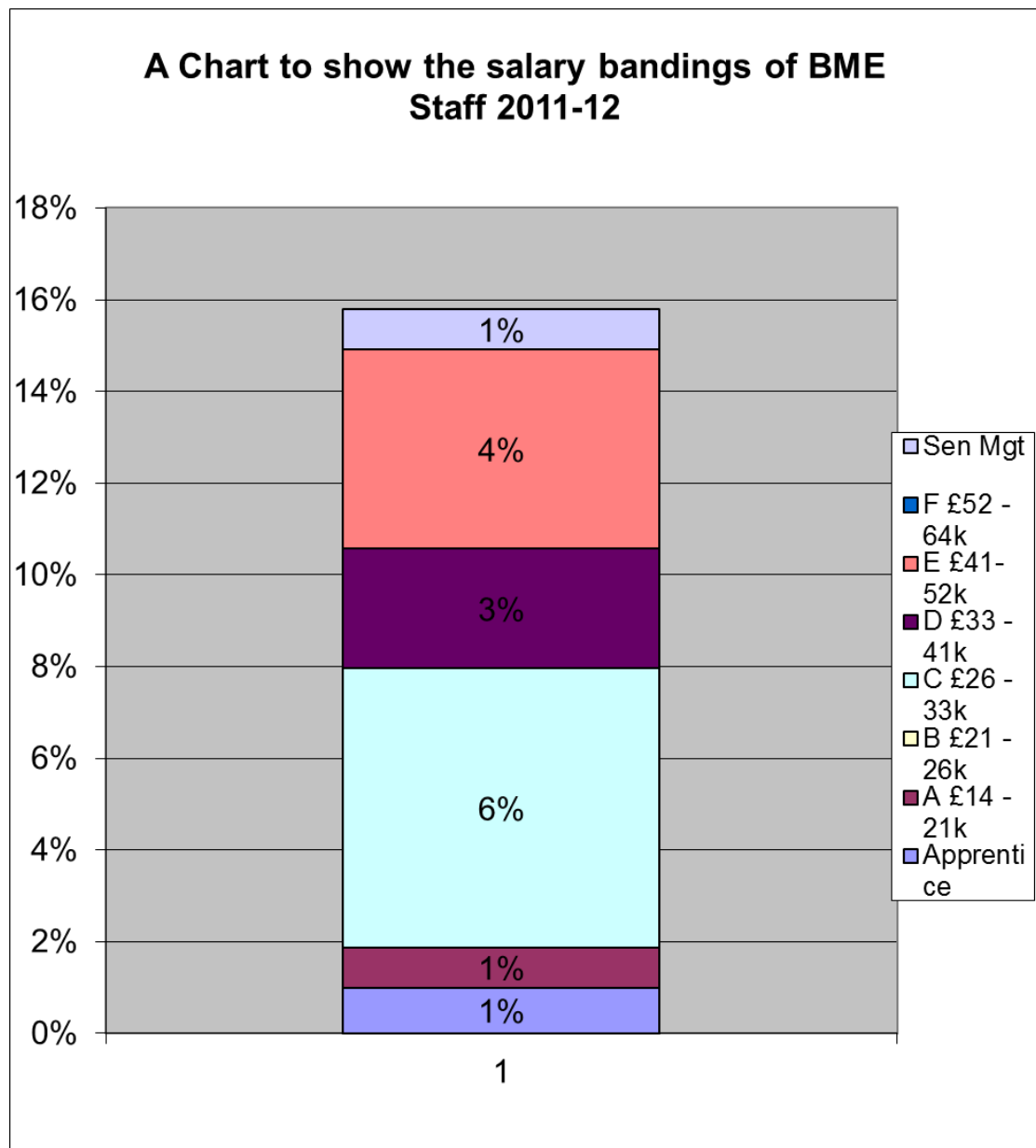
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The data indicates that BME staff are employed in professional roles across the Institution as shown in Figure 5. The majority of BME staff are employed at admin/teaching level however with a decrease of 14% of BME staff at Middle Manager level. In addition, whilst 6% of BME staff are employed at Director level this is a decrease of 8% from 2011-12. There has also been a decrease of 4% of BME staff in the Senior Academics category.
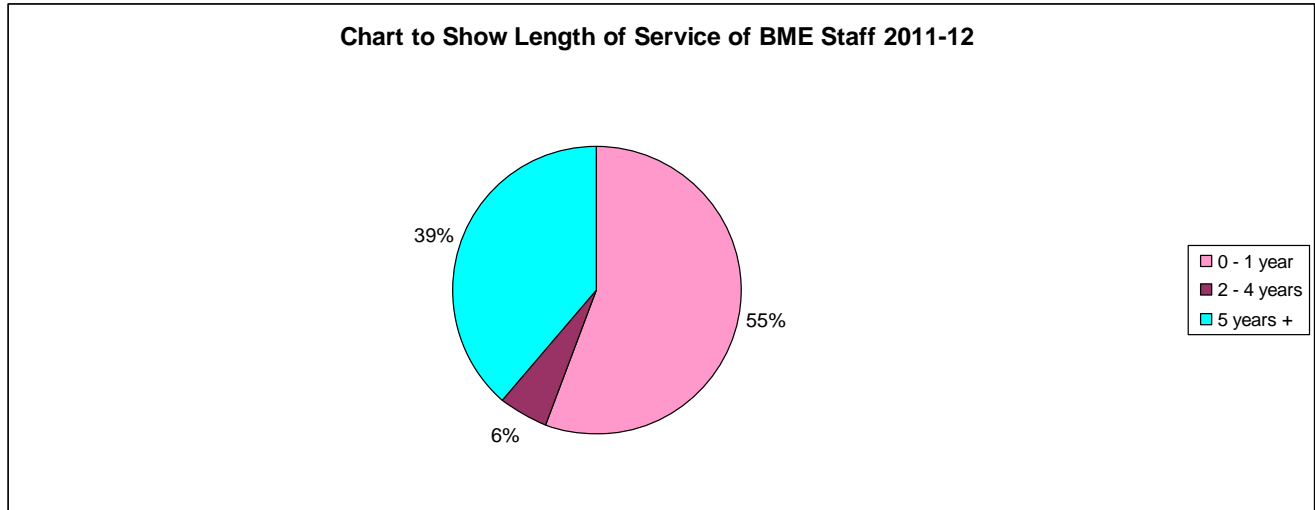
Figure 5

Chart to Show Proportion of BME Staff Employed by Role Type 2011 - 12
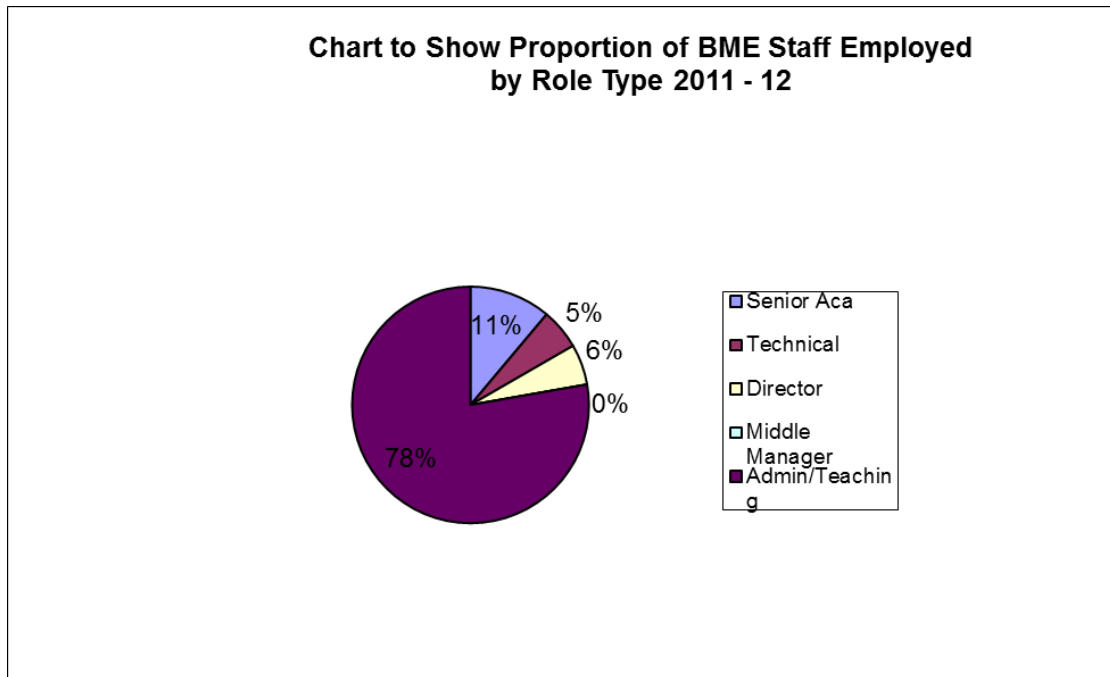
This area may need to be looked at to ensure there are no issues in promotion and appointment of BME staff into senior positions.

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The proportion of BME staff within each of the length of service brackets are consistent with overall staff levels, with the majority of staff having been employed for 5 years or more (Figure 6). There is representation at each of the three categories, with an increase in the number of BME staff being employed for 0-1 years.

Figure 6

Chart to Show Length of Service of BME Staff 2011-12

- 39%
- 55%
- 6%

- □ 0 - 1 year
- ■ 2 - 4 years
- □ 5 years +

83% of BME staff are employed on a permanent contract which is nearly in line with total staff (90%). There therefore doesn't appear to be an immediate concern in this area.

Figure 7

Chart to Show Contract Type of BME Staff 2011-12

- 17%
- 83%

- □ Fixed Term
- □ Permanent
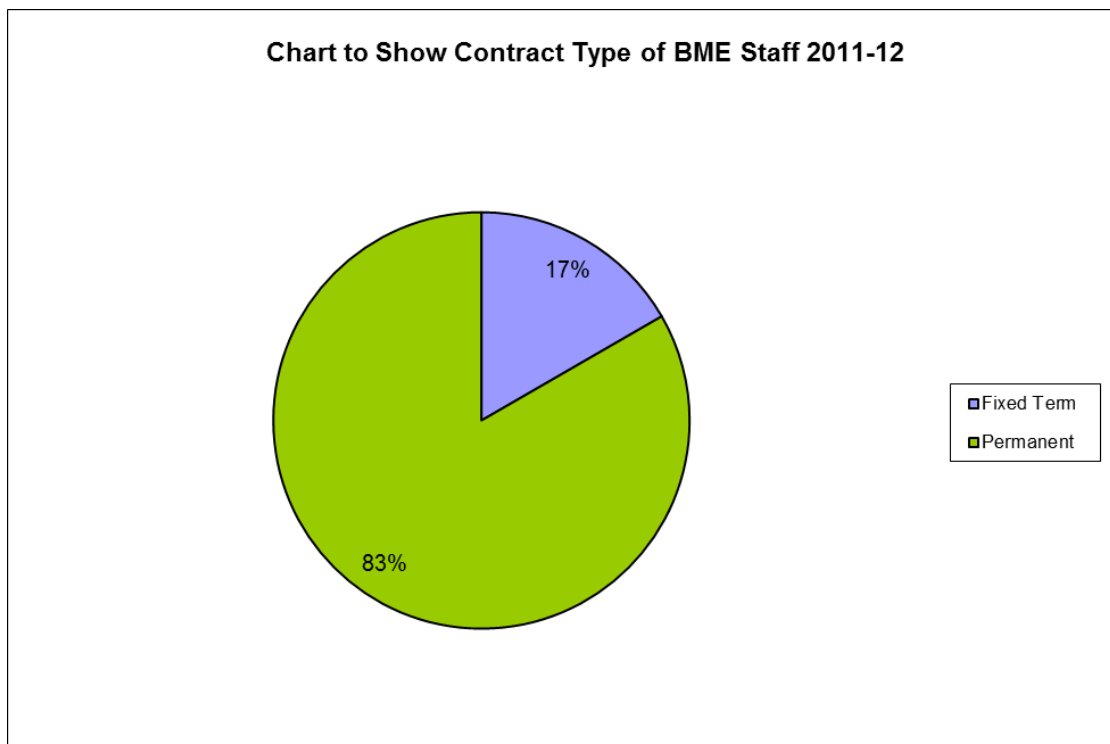
RAVENSBOURNE

2.4.4 Age range

Figure 8 shows that BME staff are employed within each of the age bands between 17 to 60 years. However, there is no representation of BME staff at the highest age bracket of 61+. There has been an increase in the number of BME staff at the lowest age bracket (11%), where there were no BME staff employed in this age category in the last reporting period. These figures are in line with that shown across total staff statistics for this Academic year.

Figure 8

Chart to Show Proportion of Age of BME Staff 2011-12

- 17-30
- 31-40
- 41-50
- 51-60
- 61+
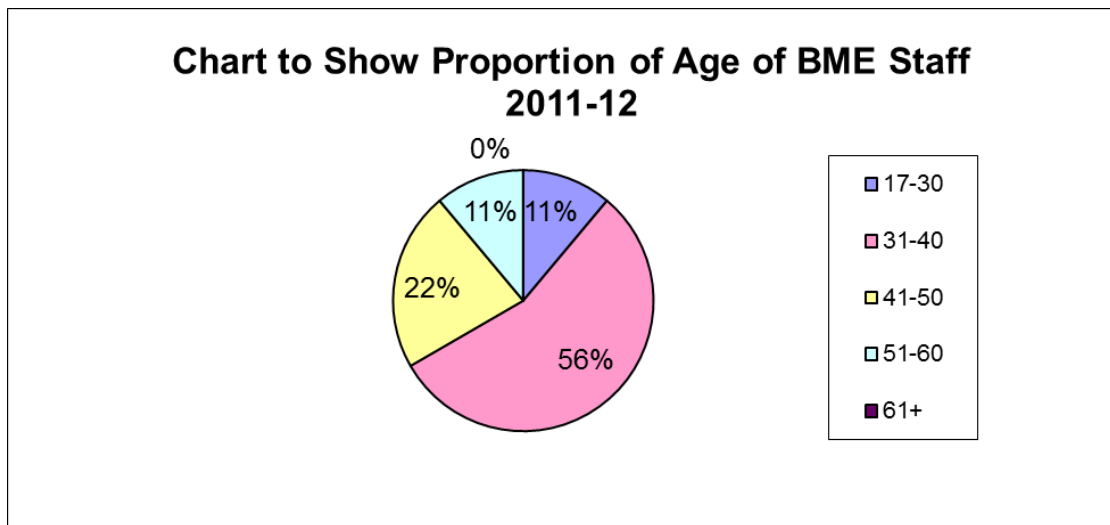
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2.4.5 Training and Staff Development

Ravensbourne has a Staff Development Policy which encourages staff to be proactive about their own staff development. The statistics pertaining to the take-up of internal and external training applications demonstrates that equal opportunity for the funding of training and staff development across all staff groups is apparent. The Policy is widely known and staff from all sections of the Institution's community make very good use of the training and staff development budgets enforced in the newly launched APRDs. The training and staff development budgets are centrally held by HR which ensures the retention of accurate statistical information about training and staff development activities and staff participation rates. The central retention of data also ensures that accurate monitoring of participation in both internal and external training and staff development events by Black and Ethnic Minority staff is undertaken. These statistics showed that 13 of the 18 (72%) BME staff members undertook training in 2011-12. This figure exceeds that of the total staff records where 63% of total staff undertook training in 2011-12.

Figure 9

A Chart to show the split of staff who completed training in their ethnicity groups 2011-2012
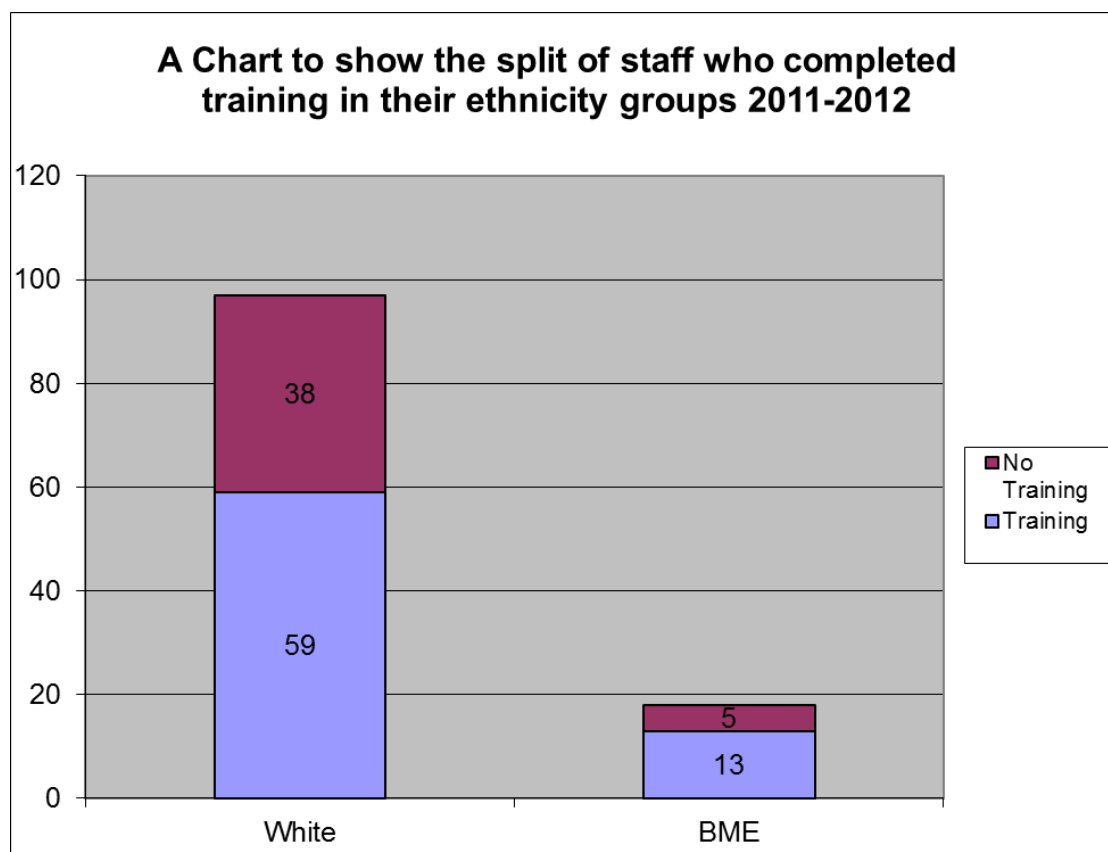
2.4.6 Application of the Disciplinary Procedures

The Disciplinary Procedures were invoked on three occasions during the reporting period 1 September 2011 to 31 August 2012. Here the

statistics show that these disciplinaries did not involve BME staff or were for reasons of discrimination.

The Grievance Procedure was invoked on one occasion in 2011-12 however this was not on the grounds of discrimination. Currently, any breach of the Equality and Diversity policy may be referred to the Disciplinary Procedures if the complaint cannot be resolved informally or indications from the Grievance Procedures demonstrate that there is a need for further investigation into a matter being complained of.

There was one recorded concern made on the basis of Racism in 2011-12. This complaint was raised with HR and handled by consulting with the individual and taking forward discussions in how their concern, outlined in the complaint could be incorporated into the e-learning training course. No disciplinary action or official grievances were raised following on from this concern.

2.4.7 Exit information

All staff leaving the Institution (apart from compulsory redundancy) are offered an exit interview. During the 2011-12, 19% of leavers were of BME origin. Their reasons for leaving are consistent with other non-BME leavers in this period. The majority of staff leaving in 2011 - 12 was due to finding alternative employment (36%), followed by dissatisfied with the role (14%).

Figure 10
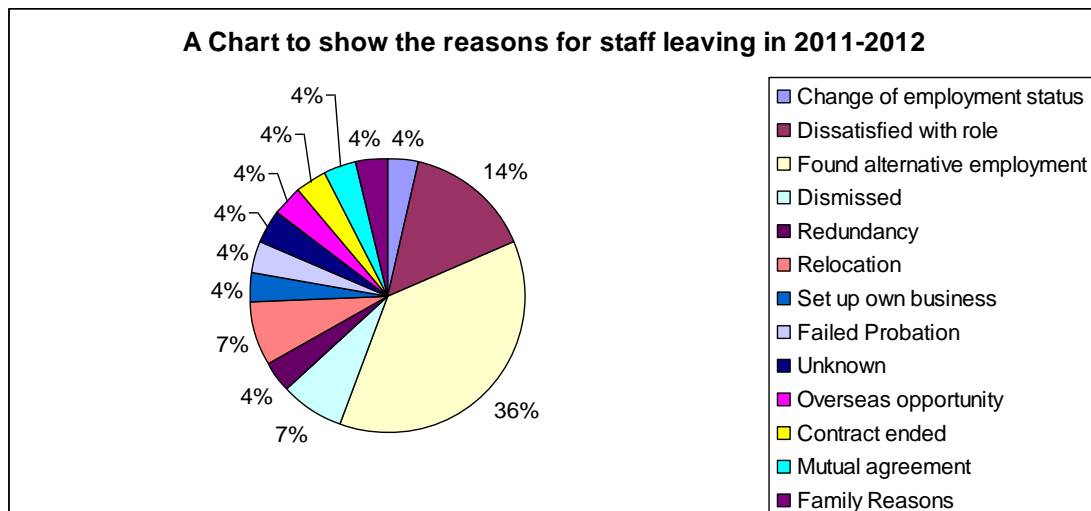
2.4.8 Revision of Staffing Policies

The Staffing Policies documents contain a total of 43 policies and procedures. In 2011-12 an exercise was undertaken to review and revise these policies, where necessary. At the time of reporting 29 of these policies have been reviewed and completed. As part of this exercise, impact assessments were carried out on these policies to

ensure that there were no discriminatory elements based on the protected characteristics. This project will be taken further in 2012-13 where meetings will be held with representatives from the various protected characteristic groups, to ensure there are no concerns about equality issues.

2.4.9 Equal Opportunities Agenda Item

All staff are required to undertake the Equality e-learning training when they join the Institution. This is monitored by HR to ensure that all new members of staff have completed this training within the first month of joining the Institution. All existing members of staff have also been sent the training course and been informed that completing this is mandatory. Following on from this training action will be taken to ensure that meetings are held with ADMs and line managers on a termly basis to discuss any concerns they may have or to refresh their Equality training. The messages discussed in these meetings are cascaded down to their members of staff, ensuring that the Equality message is filtered through all of the Institution.

2.4.10 Summary

Ravensbourne has achieved its target of collecting and analysing baseline data on staff. Significant progress has been made towards the complete revision of the Institution's Staffing Policies and Procedures. This work will be continued and developed through 2012-13.

RAVENSBOURNE

OBJECTIVE: TO COMPLY WITH THE SPECIFIC DUTIES UNDER THE EQUALITY ACT 2010

SUB-OBJECTIVE 4: To monitor the admission/recruitment/progression of students/staff by racial group

SPECIFIC DUTY	TARGETS	OUTCOMES	RESPONSBILITY	TIME SCALE
To monitor, by reference to racial groups, the admission and progress of students and the recruitment and career progression of staff	To monitor trends arising from admissions by course	Production of an annual student data report for Diversity and Management Committee	Director of Academic Services Head of Registry & Student Services	ONGOING
	To monitor trends arising from the employment of BME staff	Production of an annual staff data report for Diversity and Management Committee	Director of HR, FE and Marketing	ONGOING

Extract from the Ravensbourne Race Equality Action Plan- 2009, updated 2012

RAVENSBOURNE

2.5   Progress Update:

SUB-OBJECTIVE 4: To monitor the admission / recruitment / progress of students / staff by racial group.

2.5.1 To monitor trends arising from the employment of BME staff

An annual report is produced, looking at the Academic year and the Diversity trends, meaning any areas which are causing concern or need focus on in the next Academic year can be addressed. This target has been met through the use of statistics on the HR database.

2.5.2 Summary

This target has been met where annual reports are produced and provided to Diversity Committee for comment and analysis.

RAVENSBOURNE

OBJECTIVE: TO COMPLY WITH THE SPECIFIC DUTIES UNDER THE EQUALITY ACT 2010

SUB-OBJECTIVE 5: To promote race equality through community relations / partnerships links / regional collaboration

GENERAL DUTY	TARGETS	OUTCOMES	RESPONSIBILITY	TIME SCALE
Promoting race equality through Community relations/Partnerships links Regional collaboration including Trade Unions service providers	Continue to build upon links with community partnerships such as BMETU, YCTV and The Stephen Lawrence Trust. Continue to build and develop new links with community organisations Review and evaluate activities as appropriate	Continue to widen participation on courses amongst students from ethnically diverse backgrounds Review activities as appropriate Completion of Impact Assessment	Director of HR, FE and Marketing Progression Manager	On-going activity On-going activity On-going activity

RAVENSBOURNE

2.6 Progress Update:

SUB-OBJECTIVE 5: To promote race equality through Community relations / Partnership links / Regional collaborations.

Ravensbourne has taken steps to work with Greenwich Local Labour and Business (GGLaB) so they are able to advertise our vacancies in the local area and source local candidates. This will help move Ravensbourne in reflecting the local community in which it is based, such as increasing its percentage of BME staff so it is more reflective of the Greenwich predicted percentage shown in the Census projections.

HR continue to represent Ravensbourne at Equality conferences and events to ensure that they maintain links with key figures in this area and are kept up to date with the latest legislation and ideas. For example, the Equality and Diversity Partnership Projects Dissemination event was attended by the HR Officer in June 2012 where key speakers gave their views on various Equality topic areas.

2.6.1 Summary

Activity has continued to promote race equality through Community relations / Partnerships links and Regional collaboration and therefore the outcomes of Sub-Objective 5 have been achieved.

RAVENSBOURNE

3. **The Gender Equality Objective - Complying with the Specific Duties under the Equality Act 2010**

The Institution has considered all of its functions and has concluded that in order to ensure that it satisfies its statutory obligations under the Equality Act 2010, it will assess all of them for gender equality relevance.

3.1 There are many Sub-Objectives and actions outlined on the Gender and Disability Action Plan which are more general in nature and cover the breadth of Equality actions. This section of the report however outlines the specific actions that apply to gender from the Gender and Disability Action Plan. The Institution's first sub-objective that applies to gender equality as set out overleaf is "To continue to ensure that staff are fairly rewarded for their employment and that the process for evaluating jobs is transparent". See overleaf for extract of Gender and Disability Equality Action Plan.

RAVENSBOURNE

OBJECTIVE: TO COMPLY WITH THE SPECIFIC DUTIES UNDER THE EQUALITY ACT 2010

SUB-OBJECTIVE 5: To continue to ensure that staff are fairly rewarded for their employment and that the process for evaluating jobs is transparent

No.	Sub-Objective	Target 2009 – 10	Actions & Progress Update 2009 - 10	Proposed Actions 2011 - 2013	Accountability	Resources
5	To continue to ensure that staff are fairly rewarded for their employment and that the process for evaluating jobs is transparent	Consistent implementation of the College's HAY job evaluation system Address any identified pay differential arising from the Equal Pay Audit, over an agreed number of financial years, if appropriate	**Action:** Completion of internal pay audit in 2011/12 **Progress Update:** First pay audit carried out in 2008-09. Second to be completed by February 2013 (see next column)	To undertake the second institutional internal pay audit by February 2013 To research and prepare an evaluative report on the merits of retaining the pay framework for hourly-paid staff verses a daily rate by March 2012	HR Manager	HEFCE HR funding

Extract from the Ravensbourne Staff Equality Action Plan: Gender and Disability updated 2012
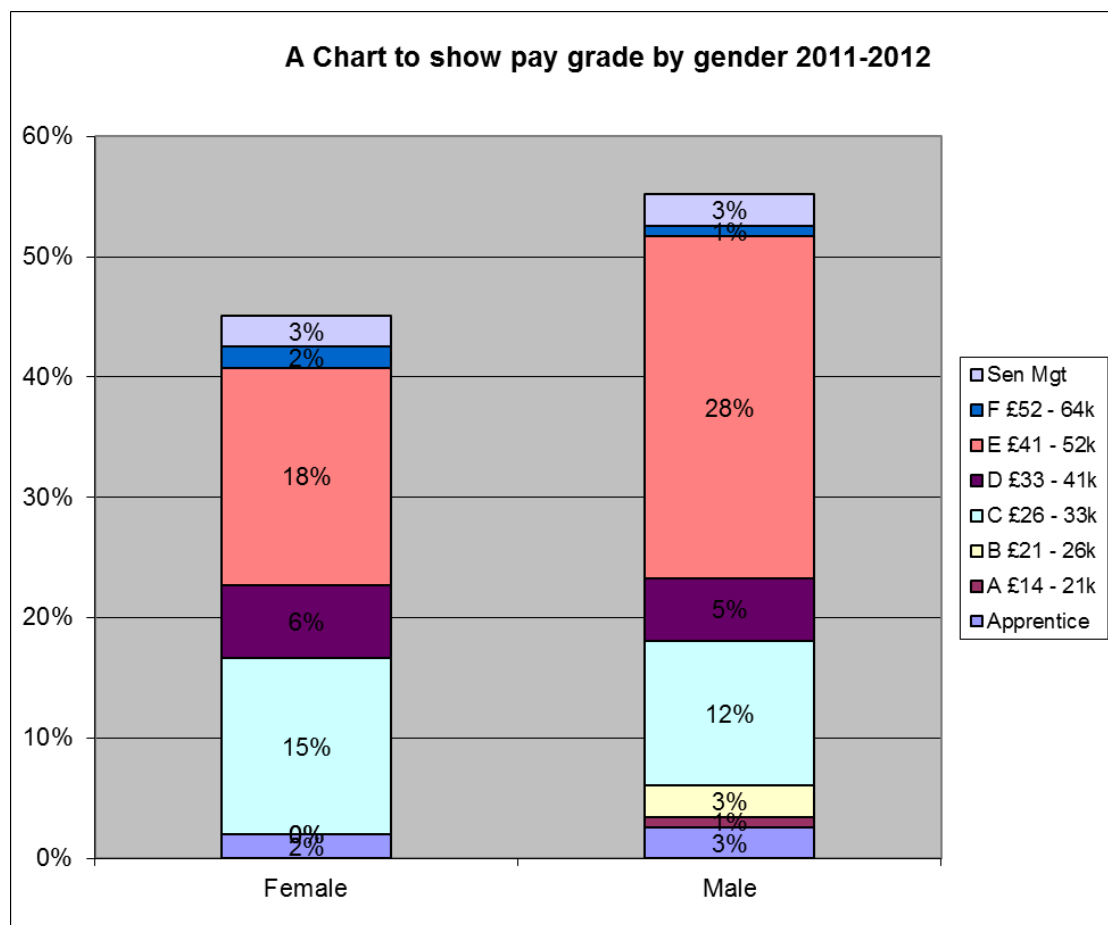
RAVENSBOURNE

3.2 Progress Update:

SUB-OBJECTIVE 5: To continue to ensure that staff are fairly rewarded for their employment and that the process for evaluating jobs is transparent

3.2.1 Analysis of Pay in male and female staff

The annual reporting statistics for gender show there are no concerns between males and females in their salary bandings.

Figure 11

3.2.2 To undertake the second institutional internal pay audit by February 2013

This review is on target to take place by February 2013.

3.2.3 Summary

This target has been met where there are no concerns with the salary bandings for male and female staff. The second institutional internal pay audit is to be completed shortly.

RAVENSBOURNE

OBJECTIVE: TO COMPLY WITH THE SPECIFIC DUTIES UNDER THE EQUALITY ACT 2010

SUB-OBJECTIVE 10: A more appropriate gender balance across the Institution

No.	Sub-Objective	Target 2009 – 10	Actions & Progress Update 2009 - 10	Proposed Actions 2011 - 2013	Accountability	Resources	Strategic Plan Ref No
10	A more appropriate gender balance across the institution	To continue to increase the proportion of women who hold academic posts from 31% to 35% by December 2010

Annually collect baseline data on: the gender profile by employment applications; appointments; salary range; take-up of training and staff development opportunities; application of disciplinary procedures; applications for promotion and | **Actions:** To review the wording of job advertisements to encourage more suitably qualified women to apply for jobs

Annual Report to the Diversity Committee concerning progress towards targets

Progress Update: Actions met and on going

Target of increasing proportion of women who hold academic posts is met (35%) | **Overall Target:** To continue to increase the proportion of women who hold academic posts from 35% to 37% by December 2012

Update March 2012: There has been a decrease in the number of women in Academia posts from 35% to 32%.

New target: The percentage of women in Academic posts to have increased from 32% to 35% in 2 years.

Previous actions on going In addition: To increase the proportion | Director of HR, FE and Marketing

HR Officer

Business Support Officer (HR) | Within existing resources | |

| | | regrading; length of service; exit interview information; age range; contract type | | of women in sessional roles from 27% to 35%

By July 2011, to meet with appropriate industry contacts with a view to establishing mutually beneficial projects around gender

To establish through the gathering of quantitative and qualitative data for the annual Gender Equality Monitoring Assessment Reports, whether the wording of job advertisements should be reviewed in order to encourage more suitably qualified women to apply for academic jobs

To benchmark gender ratio statistics against London Borough of Greenwich (current gender breakdown of residents is 47.9% male to 52.1% female) | | | |

				To benchmark gender ratio statistics against other similar sized HEIs **Update March 2012**: To ensure recruitment agencies submit gender equality information on behalf of their candidates More effective and pro-active promotion of sessional job opportunities for women To ensure that training and development opportunities are offered to women to ensure they have the right resources to hand in order to progress to the Senior levels by December 2012.			

Extract from the Ravensbourne Staff Equality Action Plan: Gender and Disability updated 2012

RAVENSBOURNE

3.3 Progress Update:

SUB-OBJECTIVE 10: A more appropriate gender balance across the Institution

3.3.1 To continue to increase the proportion of women who hold academic posts from 35% to 37% by December 2012

The statistics highlight a fairly even gender split across the support function, improving slightly from the previous reporting year (54% male and 46% female in 2010-11).

The percentage of women employed in academia in 2011-12 is 36%, which is an increase of 4% from last year's total of 32%. This is a positive sign and even seen to be an improvement on the 2009-10 figure of 35%.

Figure 12
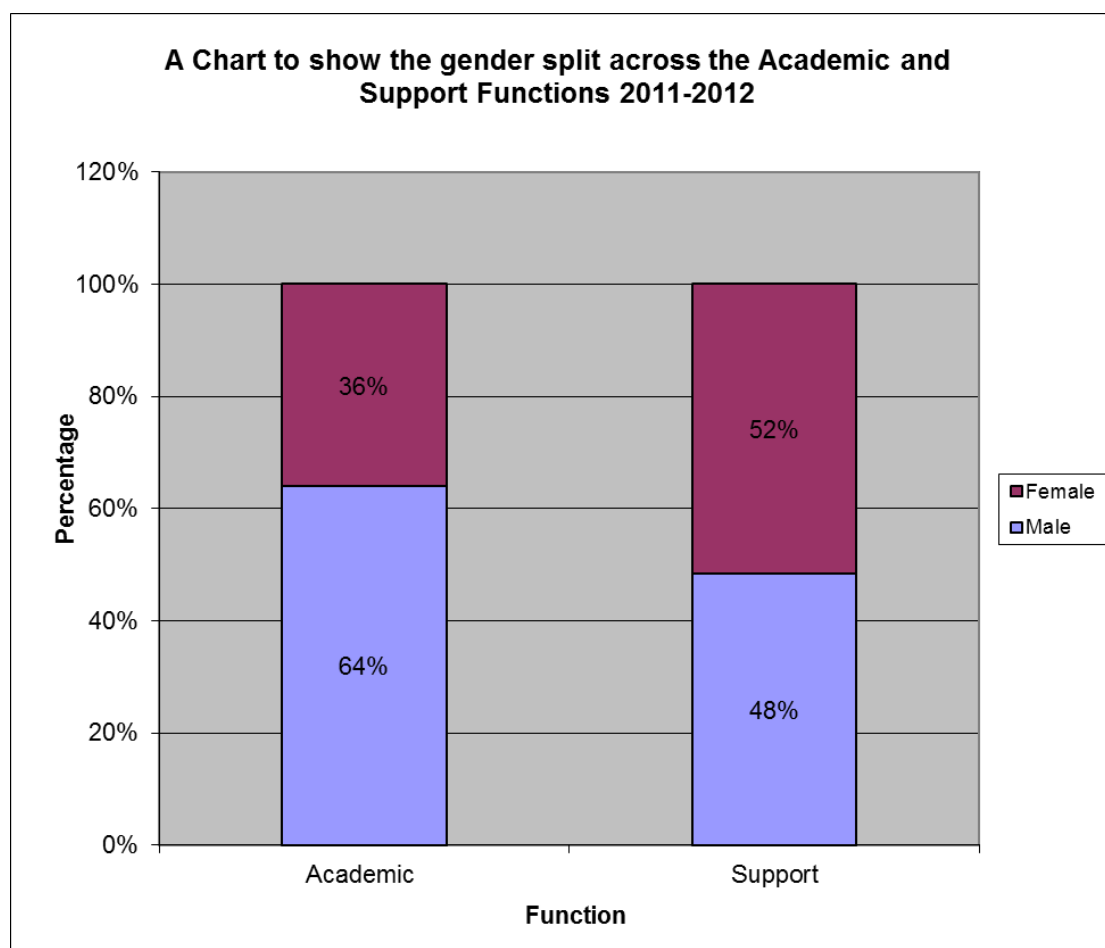
Looking at the revised target on the action plan, in light of drop of women academics in 2010-11, it can be seen this this has been achieved where the aim was to increase the percentage of women in Academic posts from 32% to 35% in 2 years. Work must still be done in

order to meet the target of 37% of women in Academic post, particularly considering the drop in the number of female enquiries about vacancies (13% decrease from 2010-11) and actual applications (15% decrease from 2011-12).
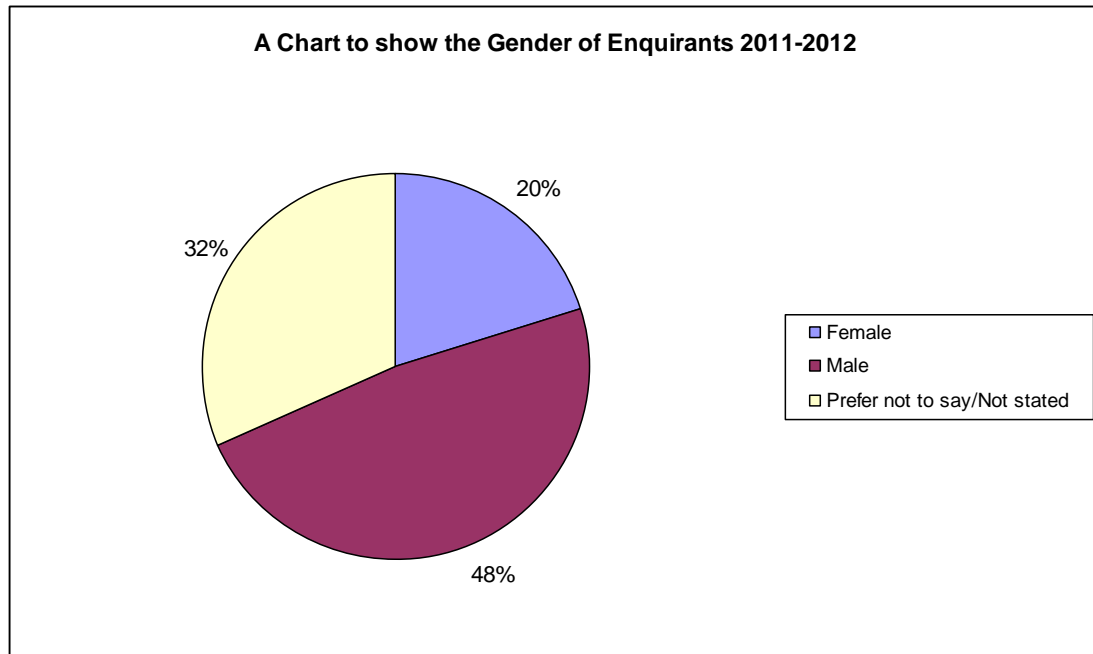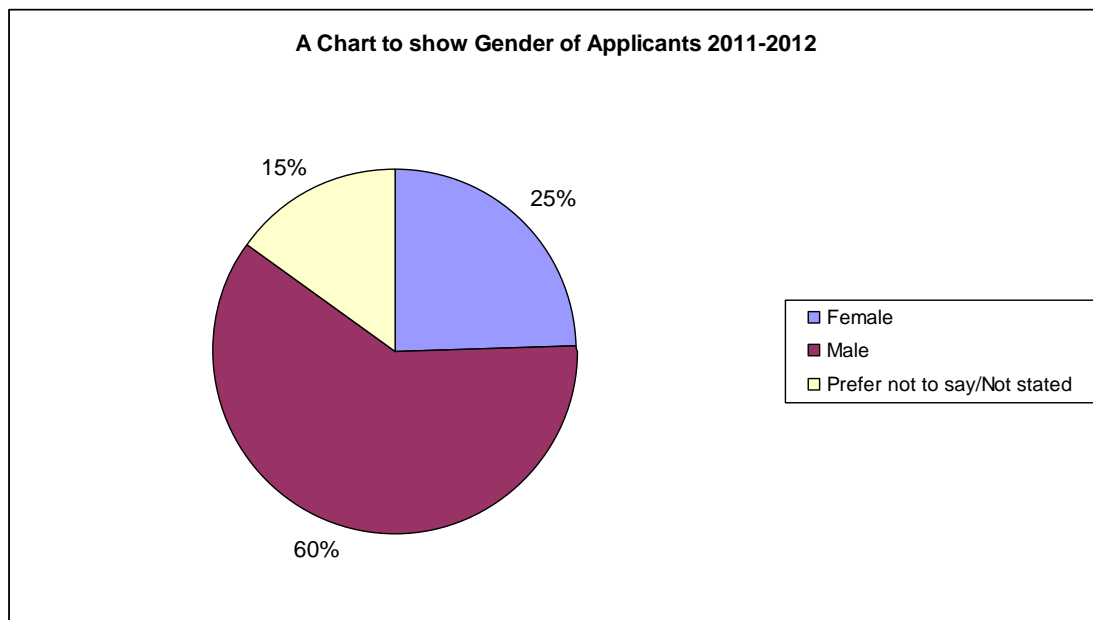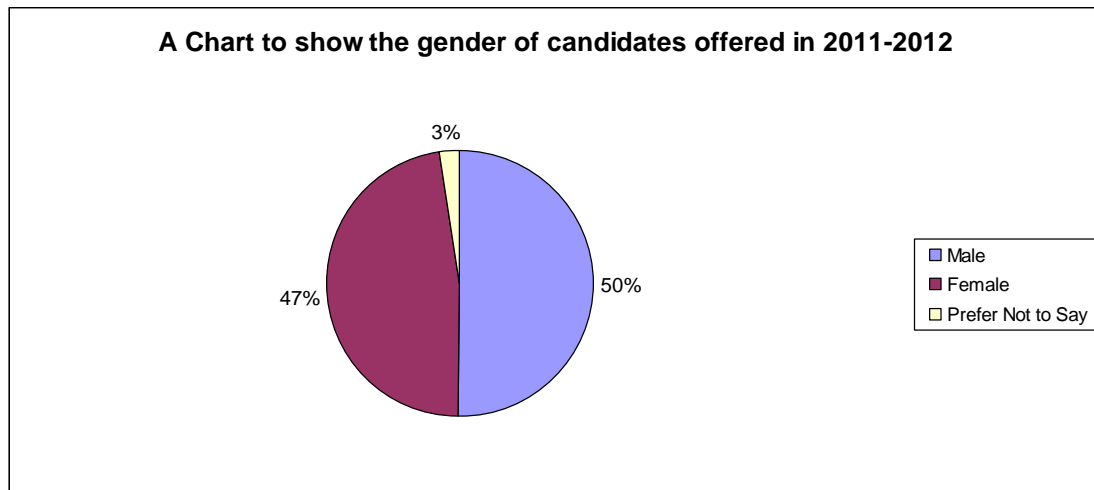
Figure 13

A Chart to show the Gender of Enquirants 2011-2012

	Female
	Male
	Prefer not to say/Not stated

20%
32%
48%

Figure 14

A Chart to show Gender of Applicants 2011-2012

	Female
	Male
	Prefer not to say/Not stated

15%
25%
60%

Whilst there was a very small gap in the number of offers made to males (51%) and females (49%), shown in Figure 15, it is important that in the early stages of the recruitment process, females are
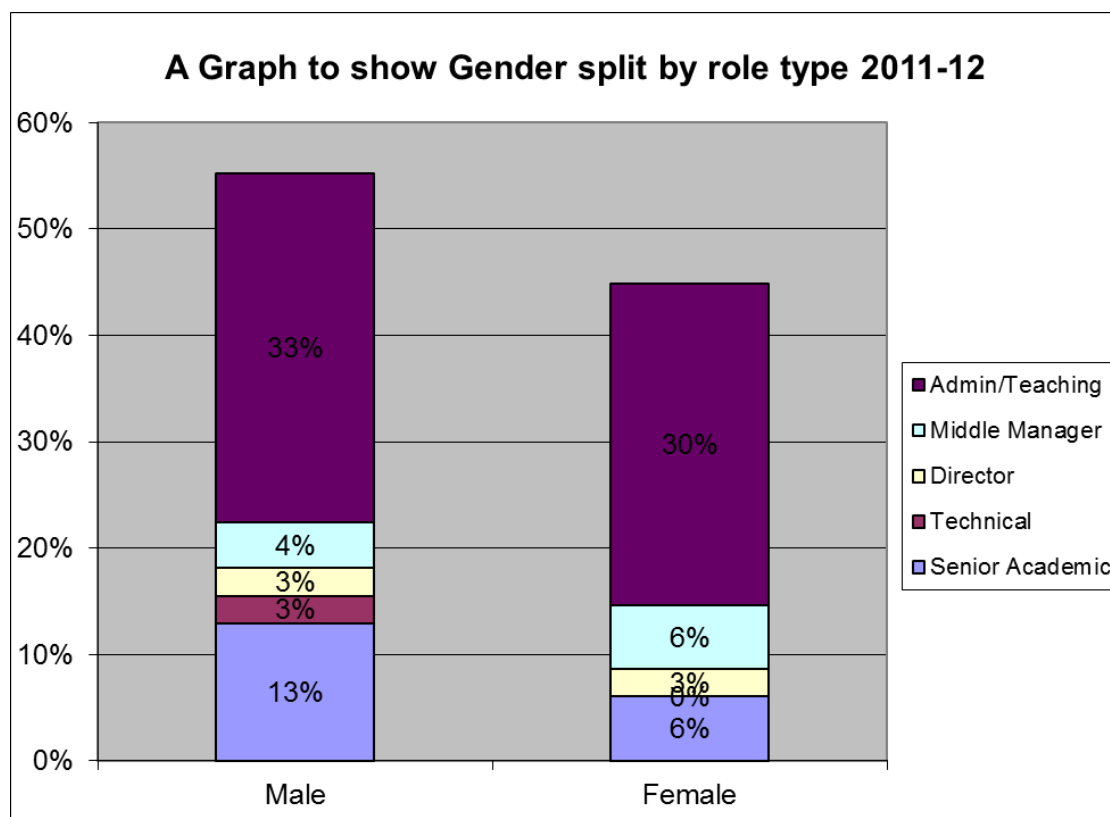
attracted to our vacancies, in particular our Academic vacancies, and that the figure continues to rise rather than decrease.

Figure 15

A Chart to show the gender of candidates offered in 2011-2012

☐ Male	
☐ Female	
☐ Prefer Not to Say	

3%

47%

50%

The proportion of male to females employed at Senior Academic level during 2011 -12 is at 13% and 6% respectively. This is a slight improvement on the figures from 2010-11, 13% male and 4% female, however the figures indicates that work still needs to be done to encourage more female staff to apply for senior academic roles.

Figure 16

A Graph to show Gender split by role type 2011-12

■ Admin/Teaching	
☐ Middle Manager	
☐ Director	
■ Technical	
■ Senior Academic	

Male: 33%, 4%, 3%, 3%, 13%

Female: 30%, 6%, 3%, 0%, 6%

3.3.2 To increase the proportion of women in sessional roles from 27% to 35%

The data collected on sessional staff, shows progress has been made to meet this target, where the number of female sessional staff has increased to 31% in 2011-12. This is a 1% increase from the previous Academic year. This is a promising sign that the gender balance is becoming more even amongst sessional staff.

Figure 17

Sessional Staff by Gender grouping 2011-2012
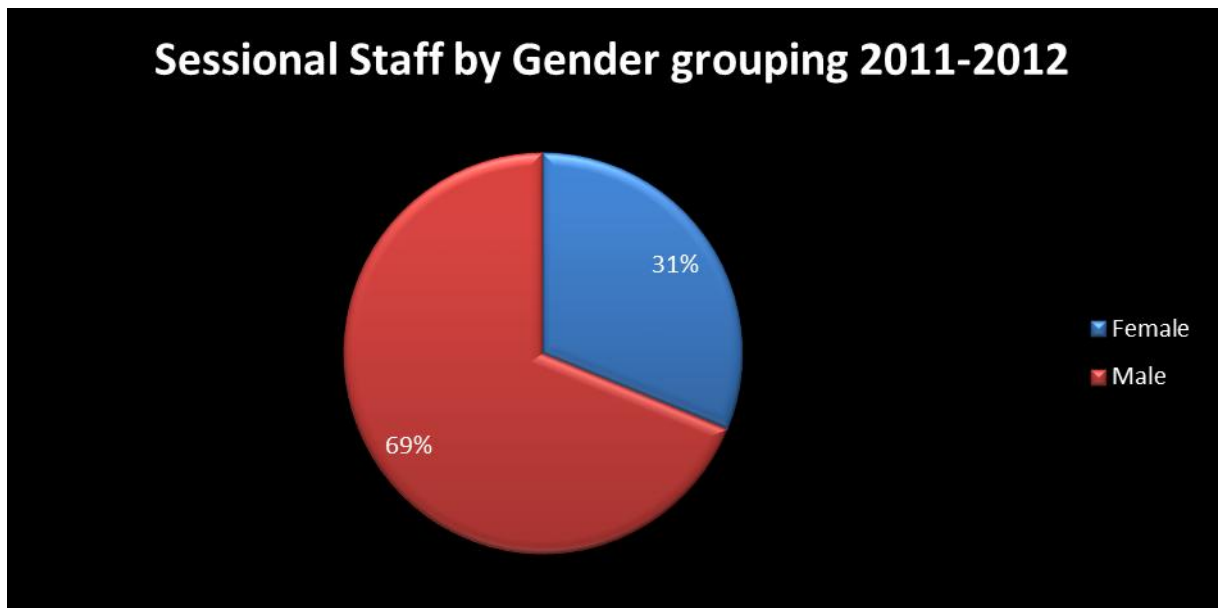
3.3.4 To benchmark gender ratio statistics against the London Borough of Greenwich

The Greenwich Local Authority 2011 SHLAA Projections, 2011 show a 50:50 split of males and females. This gender split is almost equal to that of Ravensbourne this year, with 45% female and 55% male.

Figure 18

A Chart to show Male to Female Ratio in 2011-2012
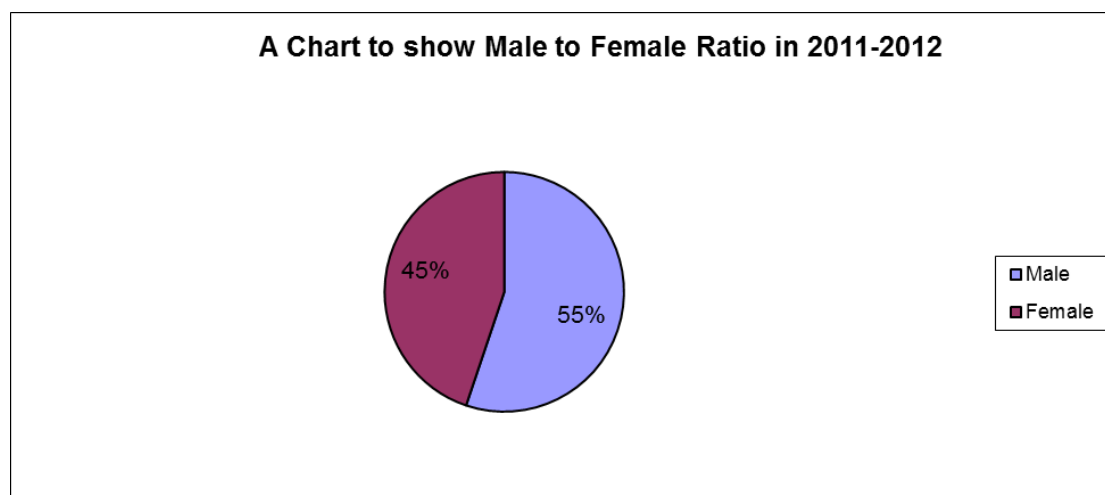
3.3.5 To benchmark gender ratio statistics against other similar sized HEIs

In order to benchmark gender ratio statistics, the following Institutions have been selected as they are of a similar size and type to Ravensbourne.

- The Arts University College at Bournemouth
- Trinity Laban Conservatoire of Music and Dance
- Rose Bruford College
- Central School of Speech and Drama

The following information was produced through the HEIDI tool, which allows any registered HEI to compare statistical data against any other Institution that has provided the information within their annual HESA return. The statistics are based on the Full Person Equivalent (FPE) and not type Atypical. Tables, definitions and notes can be found in Appendix 2.

From this data, it can be seen that all five Institutions have a fairly even gender split.

3.3.6 Training and Development Opportunities

An analysis of staff who have undertaken training in 2011-12 shows that there is a fairly even split in the gender of staff (54% male, 46% female of those who undertook training), where 33 of the 52 females at

Ravensbourne participated in training, either internal or external. This shows that women are being given the right opportunities in which to develop and progress within the Institution which may help to increase the number of women in the Senior Academic positions.

Figure 19

A Chart to show the gender of staff who received training in 2011-2012

46%
54%
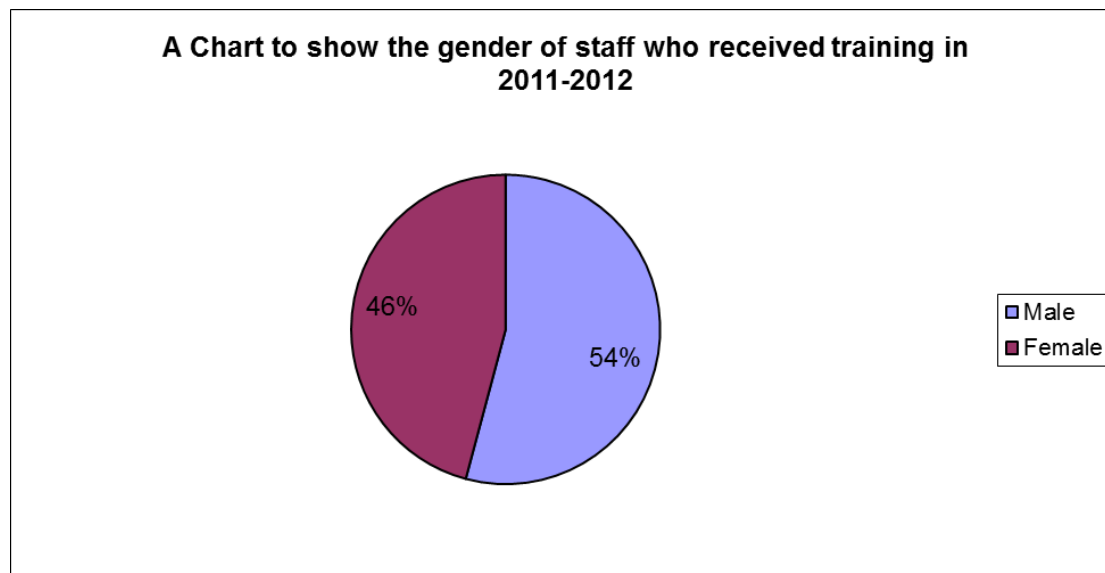
Male
Female

3.3.7 Summary

The statistics that have been analysed in relation to gender have shown that there is healthy representation of both sexes within the Institution with males and females employed at all levels of the organisation. It can also be seen that progress is being made with sessional staff. The area which needs to be focused upon is that of ensuring that our recruitment processes encourage women to apply for vacancies, particularly Senior Academic posts, and that women already employed within the Institution have the right opportunities and training to progress.

4. **The Disability Equality Objective - Complying with the Specific Duties under the Equality Act 2010**

The Institution has considered all of its functions and has concluded that in order to ensure that it satisfies its statutory obligations under the Equality Act 2010, it will assess all of them for disability equality relevance.

4.1 There are many Sub-Objectives and actions outlined on the Gender and Disability Action Plan which are more general in nature and cover the breadth of Equality actions. The report outlines the specific actions that apply to disability from the Disability Action Plan. The Institution's first sub-objective that applies to disability equality as set out overleaf is to, "To continue to ensure the Institution meets its obligations as an employer of people with disabilities". See overleaf for extract of Gender and Disability Equality Action Plan.

RAVENSBOURNE

OBJECTIVE: TO COMPLY WITH THE SPECIFIC DUTIES UNDER THE EQUALITY ACT 2010

SUB-OBJECTIVE 8: To continue to ensure the Institution meets its obligations as an employer of people with disabilities

| 8 | To continue to ensure the Institution meets its obligations as an employer of people with disabilities | To increase the proportion of people with disabilities in the College workforce from 8% to 11% by August 2010

To complete a review of the Disability Equality Scheme by December 2010

Annually collect baseline data on: the disability profile by employment applications; appointments; salary range; take-up of training and staff development opportunities; application of disciplinary procedures; applications for promotion and regrading; length of service; exit interview information; age range; contract type | **Actions:**
To continue to engage the Disability Advice Line with an external agent (The Business Focus Team)

To continue to provide guidance to managers in the use of the Disability Advice Line

To continue to promote the Disability Advice Line through leaflets / e-mail bulletin

To continue to incorporate appropriate wording into job advertisements to encourage more suitably qualified individuals with disabilities to apply for jobs at the College

To continue to monitor the responses to advertisements and throughout the recruitment process from disabled people

To prepare an annual report to the Diversity Committee on staff disability | **Overall Target:**
To increase the proportion of people with disabilities in the Institution workforce from 11% to 13% by August 2012

Previous actions on going
In addition:

To increase the disability disclosure rate of sessional staff from 3% to 10% by August 2012

To promote disability awareness, including mental health, amongst sessional staff with a view to encouraging individuals to disclose any disabilities

To benchmark disability statistics against London Borough of Greenwich (current proportion of residents with a declared disability is 17%)

To benchmark disability statistics against other similar sized HEIs |

			profile and progress	
			Annually, to update the Disability Equality Action Plan	To conduct annual disability meetings with individuals whom have formally declared a disability to Ravensbourne to gain feedback and inform actions. For all staff, who have declared a disability to have had at least one disability meeting within one year.
			Annually, to complete the Jobcentre Plus 'Two Ticks' review to ensure we are meeting our obligations as badge holders	
			Progress Update: All actions met and on-going	**Update August 2012:** Currently looking into the possibility of subscribing to Browse Aloud, a system which can be installed on the Rave website and intranet, allowing staff or visitors to our website that have problems with their sight or learning difficulties, the possibility of having the words read out to them at a suitable speed. IT currently exploring the compatibility with our current systems.
			Target of increasing proportion of staff with declared disabilities met (11%)	
				New Targets: To maintain the College's status as a Two Ticks Symbol holder by ensuring that all disabled candidates who meet the minimum requirements of the post are given an interview. To make sure the symbol and appropriate wording is included in job advertisements to encourage more suitably qualified

			individuals with disabilities apply for jobs at the college.

Extract from the Ravensbourne Staff Equality Action Plan: Gender and Disability updated 2012

RAVENSBOURNE

4.2   Progress Update:

SUB-OBJECTIVE 8: To continue to ensure the Institution meets its obligations as an employer of people with disabilities

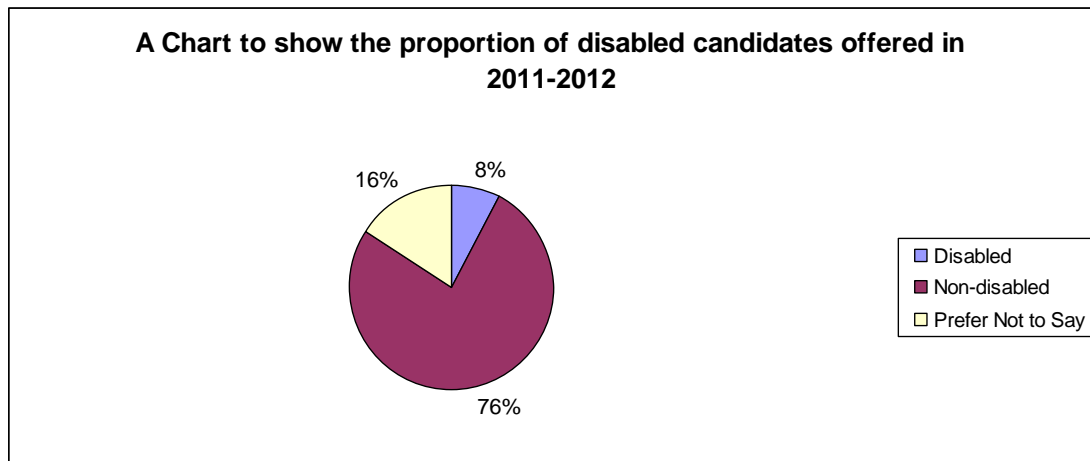### 4.2.1   To increase the proportion of people with disabilities in the Institution workforce

As can be seen from the Action Plan extract, the new target set from 2011 was to increase the number of disabled staff from 11% to 13% by August 2012. The statistics show that the Institution has fallen short of this target, where 10% of staff reported having a disability in 2011-12. However, it must be noted that in 2010-11 the proportion of staff with disabilities decreased to 8%, meaning there has been a 2% increase on figures reported on last year, showing that the Institution is moving in the right direction for achieving its target. This will need to monitored to ensure this does not decrease again and to try to increase this further up to and beyond the level of 2009-10.

Figure 20

Chart to Show Proportion of Disabled Staff 2011-12

- Staff with Declared Disability
- Non Disabled
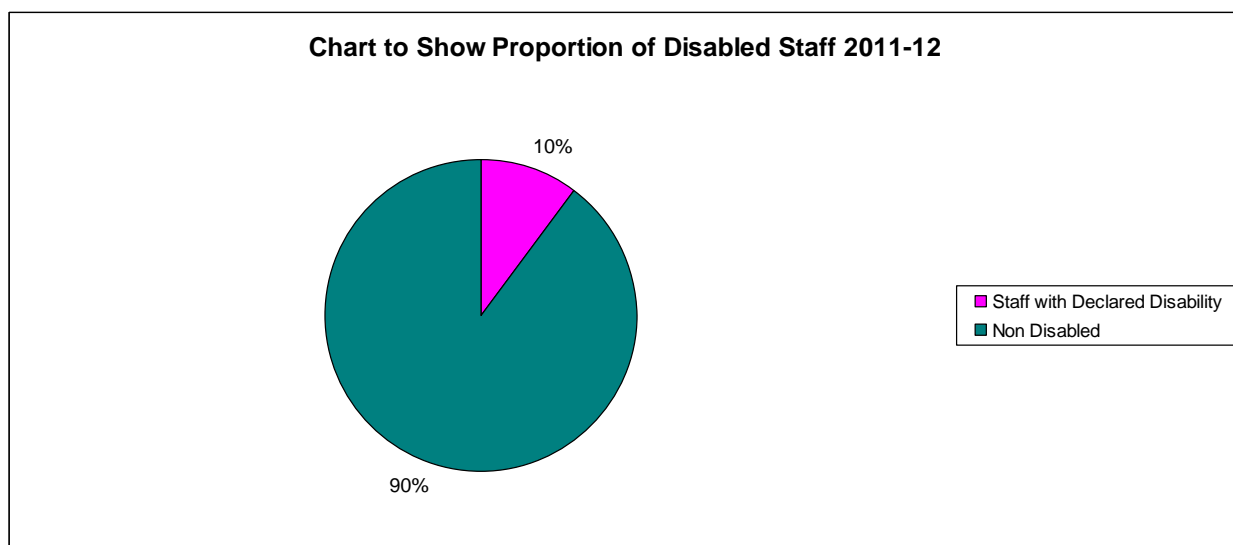
The recruitment figures show an encouraging move towards attracting disabled candidates, where the number of disabled enquirants increased by 2%, the number of applicants increased by 3% and the number of offers made to disabled candidates increased by 8%. In addition, there were no leavers with disabilities in this period, which is an improvement on the figures last year.
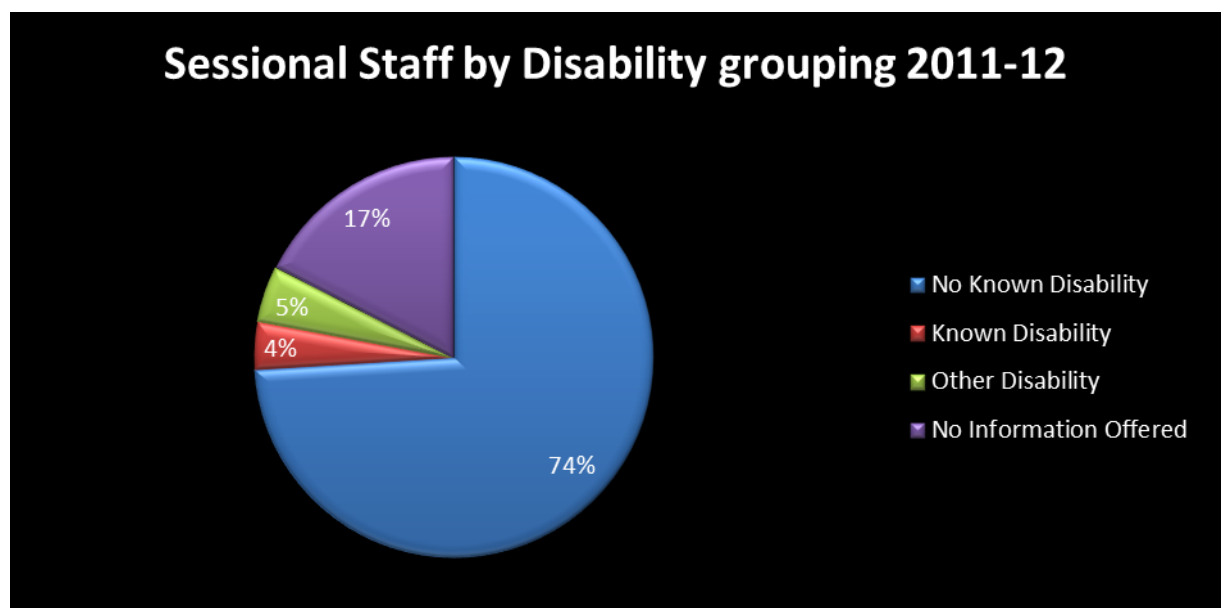
Figure 21

A Chart to show the proportion of disabled candidates offered in 2011-2012

- Disabled
- Non-disabled
- Prefer Not to Say

8%
16%
76%

4.2.2 To increase the disability disclosure rate of sessional staff

The figures from the sessional statistics show there has been an increase in the number of sessionals who are declare themselves as having a disability where 83% of sessionals in 2011-12 provided this information compared to only 80% in the previous Academic year. This is an increase of 3% which is encouraging and may be a sign that sessionals feel that reasonable adjustments will be made to help with their disability in the workplace.

Figure 22

Sessional Staff by Disability grouping 2011-12

17%
5%
4%
74%

- No Known Disability
- Known Disability
- Other Disability
- No Information Offered

4.2.3 To promote disability awareness amongst sessional staff

A significant step has been taken forward in recognising the need to promote disability awareness, in particular mental health, where through a discussion with the Diversity Committee, it has been recognised that staff, both permanent and sessional, need to have more awareness of this topic area. The HR Officer attended Mental Health Awareness Training in October 2012, providing the E-Learning Training Officer, with information to prepare an e-learning training course on this area, which will be rolled out to all staff to educate and train staff on how to deal with situations relating to staff or students with mental health issues. In addition, Mental Health Awareness Day was recognised and a mental health talk took place in The Walker Space, which was open for all staff to attend.

Inductions continue to draw new staff member's attention to the Disability Policy and Procedure as well as the Dyslexia Policy, in addition to them informed of the Disability Helpline which can be used to get advice on an individual's own disability or that of a colleague. This includes educating sessionals in their induction. This has the aim of encouraging sessional and permanent staff to declare their disability status as they may feel more reassured that their disability declaration will be dealt with in a sensitive and proactive manner.

4.2.4 To benchmark disability statistics against Royal Borough of Greenwich

The statistics from the 2012 Census on disability have not yet been produced in relation to disability. Nomis (Feb 2011) reported 5% of the population of the Royal Borough of Greenwich receive a disability living allowance however this does not cover every individual with a disability as they may not claim for this allowance. This report therefore is only able to report on the statistics provided from the 2001 Census which showed 17% of RBG residents reported they had a limiting long-term illness, health problem or disability which limited their daily activities. It can be seen that with an increase in the number of staff with a reported disability, we are moving in the right direction to reflect the local community in this area.

4.2.5 To benchmark disability ratio statistics against other similar sized HEIs

The comparison data used here includes permanent and sessional staff and uses a 'rounding – up' system. The other data collected on the annual workforce profiling data by HR in the Institution assesses permanent staff only (see Appendix 2 for the HEIDI reports). From the HESA data collected from the HEIDI tool is can be seen that the proportion of staff with declared disabilities at Ravensbourne is 11%,

which is higher all other HEIs selected in this report. This is an increase of 1% from last year.

4.2.6 To conduct annual disability meetings with individuals

Following the increase in the number of individual's leaving Ravensbourne in 2010-11 who had declared themselves as disabled, it was identified that for all staff, who have declared a disability, one disability meeting within one year of them joining should take place followed by an annual review, should they wish to attend these meetings. Whilst there have been no leavers in this reporting period who have a declared disability, it is still important to ensure these meetings take place, and will commence from this Academic year. This will help towards ensuring that any concerns or issues that may arise with staff members who have a disability can be addressed helping to reduce the number of leavers who have a disability, if they are leaving for these reasons.

4.2.7 Accessibility

Ravensbourne looks to progress with addressing accessibility of its learning and working tools available to staff and students by subscribing with Browse Aloud. Browse Aloud is a resource enabling staff and external visitors with sight problems or learning difficulties to highlight words on the Ravensbourne website or intranet, so they are spoken aloud or made bigger on the screen, to aid understanding. This has the aim of attracting and retaining staff members who may have sight problems or learning difficulties.

Ravensbourne also aims to maintain its Two Ticks Symbol, ensuring that applicants with disabilities are able to feel reassured that Ravensbourne is committed to supporting staff and applicants who have a disability.

4.2.8 Summary

The Institution has made good progress in achieving its aim of ensuring the number of employees with a declared disability mirrors that of similar sized HEIs and that of the wider community. Work will be done to ensure that regular meetings take place with current staff with a disability to ensure their needs are met and any concerns can be discussed.

RAVENSBOURNE

5. **The Age Equality Objective - Complying with the Specific Duties under the Equality Act 2010**

The Institution has considered all of its functions and has concluded that in order to ensure that it satisfies its statutory obligations under the Equality Act 2010, it will assess all of them for age equality relevance.

5.1 The general aims and objectives on the Gender and Disability Action Plan can be applied to the area of age equality. The Institution's first sub-objective that can be applied to age equality as set out overleaf is, "to continue to ensure that staff are treated in accordance with legislation and best practice". See overleaf for extract of this Action Plan.

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OBJECTIVE: TO COMPLY WITH THE SPECIFIC DUTIES UNDER THE EQUALITY ACT 2010

SUB-OBJECTIVE 4: To continue to ensure that staff are treated in accordance with legislation and best practice

| 4 To continue to ensure that staff are treated in accordance with legislation and best practice | To continue to review and update the various equality schemes, policies and codes of practice in line with legislative and best practice

To continue to improve / adjust the various equality action plans and practice in light of on-going experience

The provision of periodic training events for all staff | **Actions:**
Annual review of Equality and Diversity Policy and the Single Equality Scheme

Policy document made available in electronic, paper and as requested, other formats i.e. braille

Provision of updated Equality and Diversity Policy and EO strategy statements to service providers

Progress Update:
Actions on going but revised in line with the Equality Bill where necessary (see next column) | **Previous actions extended:**
Annual review of the Equality and Diversity Policy, Race Equality Policy, and all other such policies and codes of practice relating to the widened strands of equality

Provision of updated Race Equality Policy and EO strategy statements to service providers annually or in light of continuing good practice / legislative updates

Additional Target:

To promote understanding and foster good relations between individuals who share a relevant protected characteristic and persons who do not share it.

Further Action:

To pro-actively take forward initiatives in relation to the various strands of equality. |

Extract from the Ravensbourne Staff Equality Action Plan: Gender and Disability, updated 2012

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**5.2   Progress Update:**

SUBOBJECTIVE 4: To continue to ensure that staff are treated in accordance with legislation and best practice

5.2.1   To continue to review and update the various equality schemes, policies and codes of practice in line with legislative and best practice

The main change that has taken place in relation to the protected characteristic of age is the removal of the default retirement age. The removal of default retirement age (DRA) came into force from 1 October 2011 and means the Institution does not require an employee to retire on the grounds of age. For staff members who do not wish to retire at the age of 65, the Institution will now look to work with the individual to establish how best to maintain motivation and capabilities including training, improvements to the workplace environment and workplace programmes. This has the aim of promoting wellbeing to ensure older workers' capabilities match work demands.

Following these changes, it is of critical importance to consider the age profile of its staff to see the impact of this legislation so that changes can be made where necessary. Looking at the age profile of the Institution it can be seen that staff are employed across all five age brackets, with the highest proportion in the 31 – 40 bracket (30%) in 2011-12.

Figure 23

A Chart to show proportion of staff by age category 2011-2012
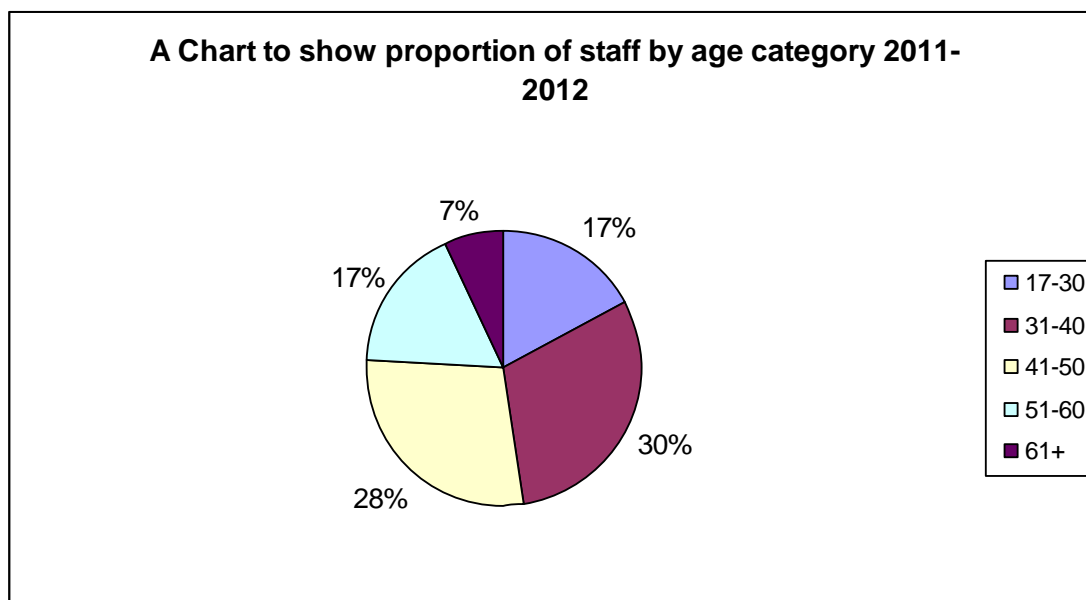
Relating this to the work that will be done on the retirement age, it is encouraging that there has been a 1% increase of staff employed in the highest age category, showing the Institution is able to maintain and

increase the number of staff in this area. This may in part be due to the number of offers made to candidates in this age category, shown in the chart below where Ravensbourne has maintained a figure of 3% of offers made to candidates aged 61 and above.

Figure 24

A Chart to show the age of candidates offered in 2011-2012
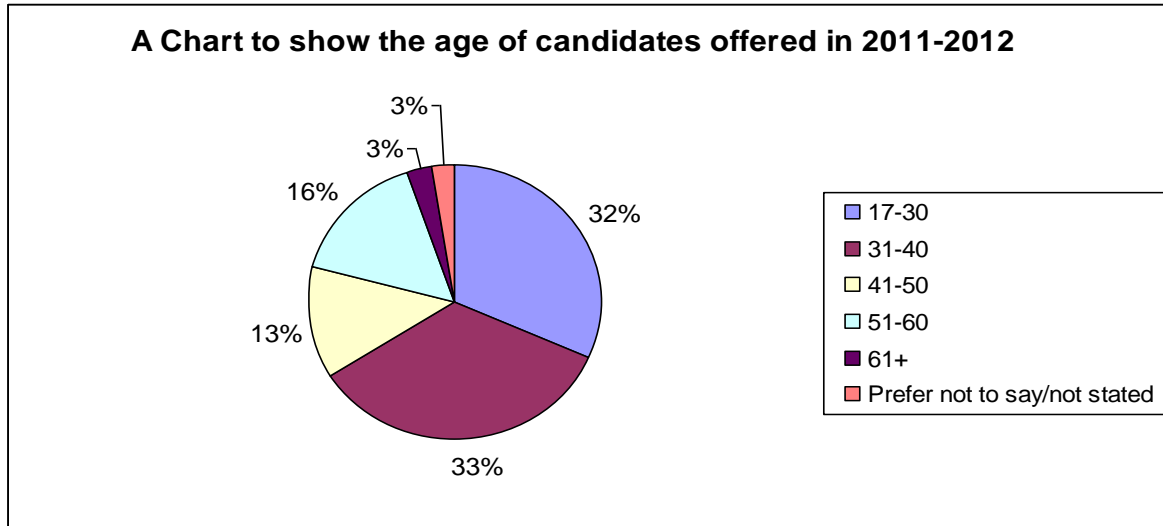
Looking further at the employment aspects related to different staff at the various age categories, it can be seen that there is a healthy and proportionate representation of staff employed across all lengths of service brackets, shown in the chart below. It may be noticed however that the 61+ age bracket has no representation in the 0 - 1 year or 2-4 year length of service bracket. With work due to be carried out in light of the removal of the default retirement age as outlined above, this may mean individuals are encouraged to stay in employment longer. This may take some time for the effects to be visible in employment trends but it will be monitored closely in the following academic year once the new Retirement policy has been revised and launched.

Figure 25

Chart to Show the Relationship between Age and Length of Service of Staff 2011 - 12
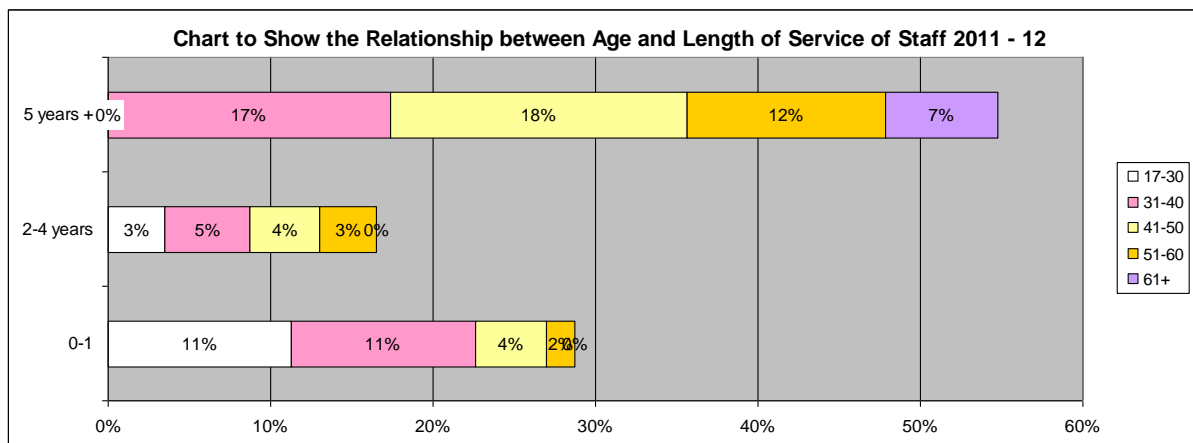
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5.2.2 Summary

Following the removal of the default retirement age, Ravensbourne can be seen to have achieved this objective of ensuring it reviews and updates its policies, schemes and codes of practice so that it addresses this change. The statistics show numbers of staff in the higher age categories are maintained and through work on reviewing the policy, it is hoped a higher number of employees take advantage of different offers and working arrangements to suit their personal circumstances.

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OBJECTIVE: TO COMPLY WITH THE SPECIFIC DUTIES UNDER THE EQUALITY ACT 2010

SUB-OBJECTIVE 5: To continue to ensure that staff are fairly rewarded for their employment and that the process for evaluating jobs is transparent

No.	Sub-Objective	Target 2009 – 10	Actions & Progress Update 2009 - 10	Proposed Actions 2011 - 2013	Accountability
5	To continue to ensure that staff are fairly rewarded for their employment and that the process for evaluating jobs is transparent	Consistent implementation of the College's HAY job evaluation system Address any identified pay differential arising from the Equal Pay Audit, over an agreed number of financial years, if appropriate	**Action:** Completion of internal pay audit in 2011/12 **Progress Update:** First pay audit carried out in 2008-09. Second to be completed by February 2013 (see next column)	To undertake the second institutional internal pay audit by February 2013 To research and prepare an evaluative report on the merits of retaining the pay framework for hourly-paid staff verses a daily rate by March 2012	HR Manager

Extract from the Ravensbourne Staff Equality Action Plan: Gender and Disability, updated 2012

5.3   Progress Update:

SUBOBJECTIVE 5: To continue to ensure that staff are fairly rewarded for their employment and that the process for evaluating jobs is transparent

5.3.1   To continue to ensure that staff are fairly rewarded for their employment and that the process for evaluating jobs is transparent

Considering this objective in the context of age, an analysis of the statistics for 2011-12 show, there is healthy representation of staff within the middle to upper pay bands across the first four age brackets. Within the 61+ bracket the pay bands are in the higher salary brackets, which is to be expected when compared to the level of service and age. The Apprentice salary bracket is only visible in the 17-30 age bracket which is also understandable, due to the nature of the role type. Ravensbourne operates within the Hay grading system, so staff are paid in line with the duties and responsibilities of their roles, not on the basis of age.

Figure 26
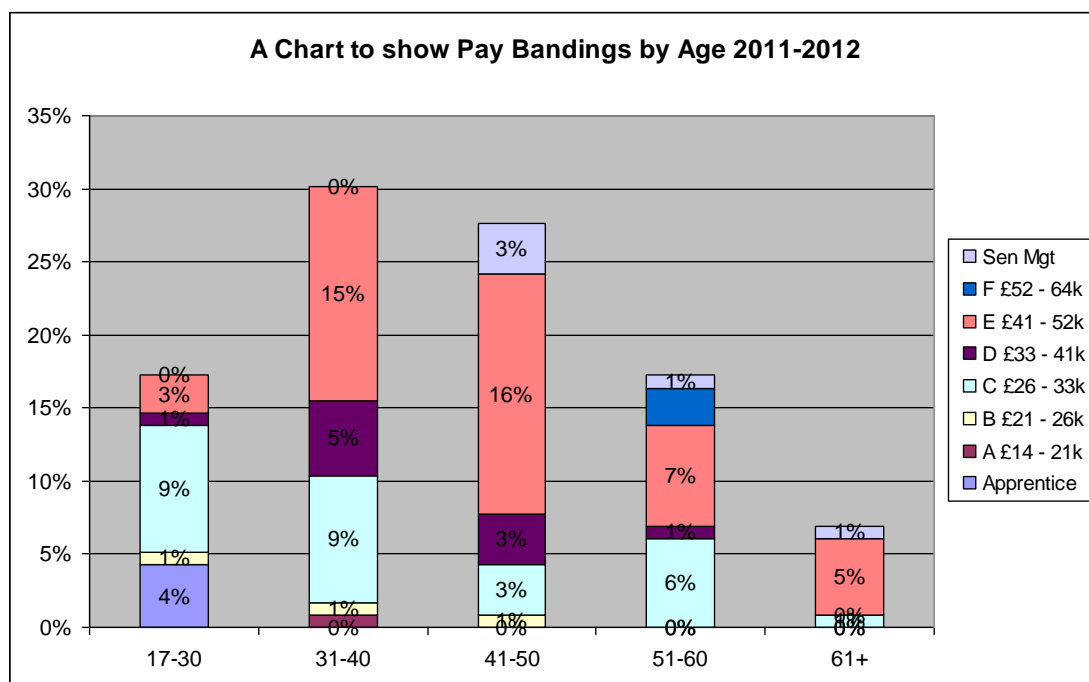
5.3.1   Summary

An analysis of the statistics show there are no concerns relating to the pay bandings across the different age categories, suggesting a fair and transparent job evaluation process.
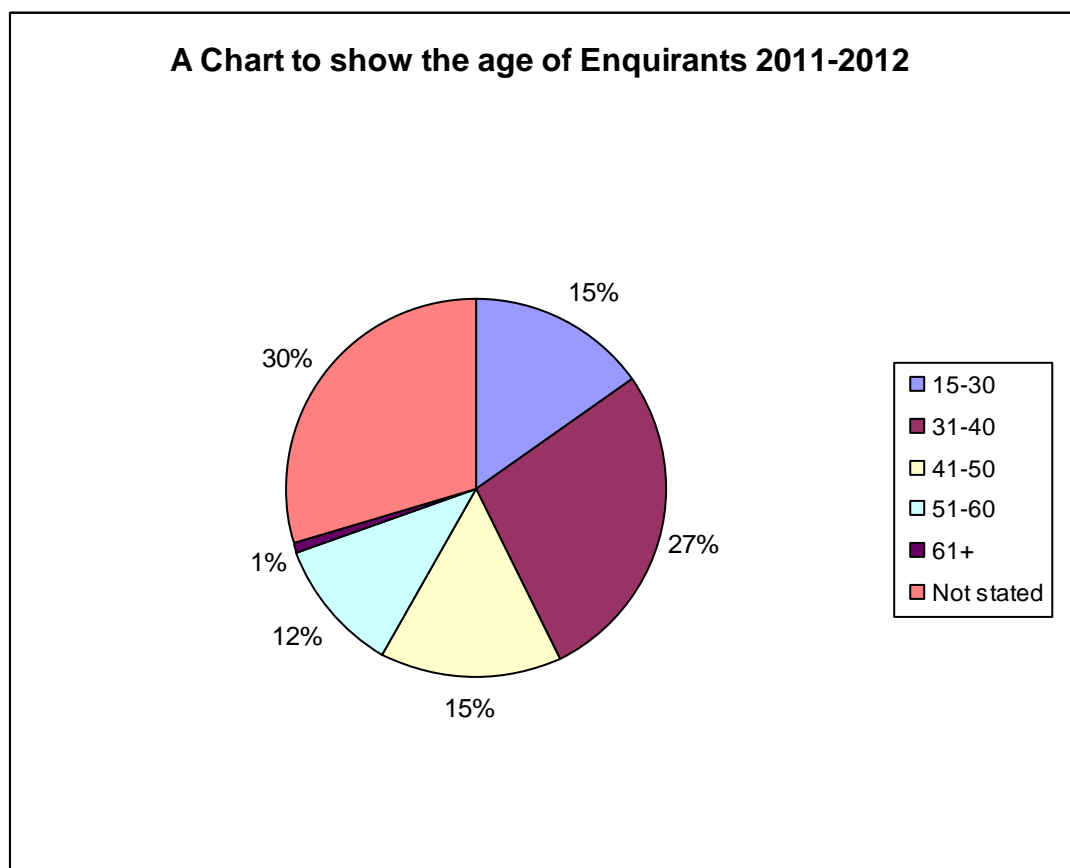
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Appendix 1

ADDITIONAL INFORMATION : AGE

1   Recruitment

1.1   Enquiries

A Chart to show the age of Enquirants 2011-2012

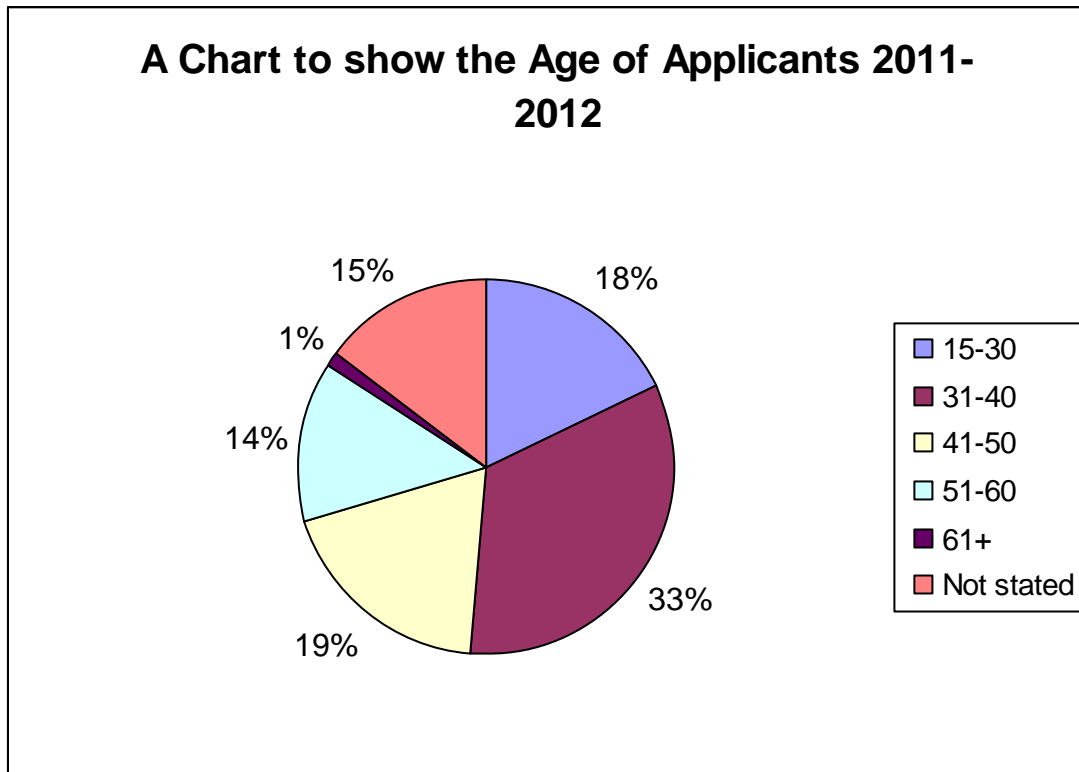Legend: 15-30, 31-40, 41-50, 51-60, 61+, Not stated

Ravensbourne received 642 enquiries into 47 vacancies during the course of 2011 - 12. Of the total enquiries, there was representation at each of the five age brackets, with the largest proportion of those who disclosed their age in the 31 – 40 bracket (176 candidates, 27%), and the lowest in the 61+ bracket (6 candidates, 1%). The highest proportion overall is represented by candidates who did not disclose their age (190 candidates, 30%).

Most candidates marked as 'Not Stated' were those who began an online application but did not submit it, or whose CV was submitted by an agency for a first sift review. The agency candidates who are then selected to complete a full application form are asked to complete the monitoring form to submit their equalities information.
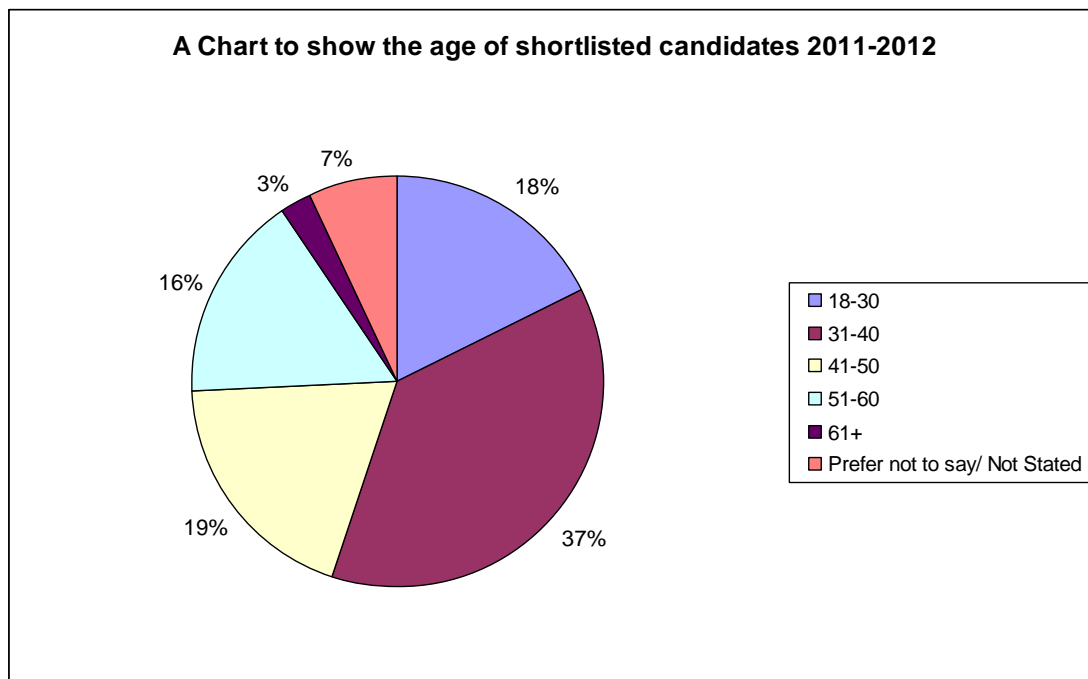
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1.2   Applications

A Chart to show the Age of Applicants 2011-2012

Legend	
15-30	
31-40	
41-50	
51-60	
61+	
Not stated	

18%
33%
19%
14%
1%
15%

There were 452 (70%) applications submitted in respect of all vacancies during 2011 - 12. Of this number, there was representation at each of the five age brackets, with the largest proportion of those who disclosed their age in the 31 – 40 bracket (150 candidates, 33%) and the lowest in the 61+ bracket (4 candidates, 1%). The proportion of those who did not disclose their age represents 15% (67 candidates).
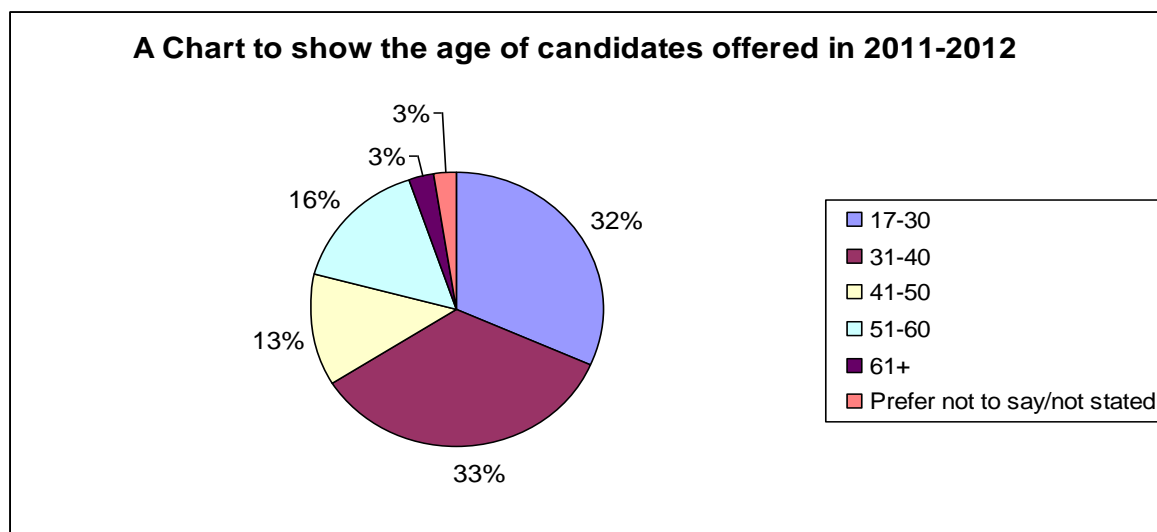
1.3 Shortlist

A Chart to show the age of shortlisted candidates 2011-2012

7%
3%
18%
16%
19%
37%

Legend:
- 18-30
- 31-40
- 41-50
- 51-60
- 61+
- Prefer not to say/ Not Stated

Of the 452 applications submitted in 2011 - 12, 158 (35%) candidates were shortlisted. Of this number, there was representation at each of the five age brackets, with the largest proportion of those who disclosed their age in the 31 – 40 bracket (59 candidates, 37%) and the lowest in the 61+ bracket (4 candidates, 3%). The proportion of those who did not disclose their age represents 7% (11 candidates).

1.4 Offers

A Chart to show the age of candidates offered in 2011-2012

3%
3%
16%
32%
13%
33%

Legend:
- 17-30
- 31-40
- 41-50
- 51-60
- 61+
- Prefer not to say/not stated

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Of the total offers (38) made there was representation at each of the five age brackets, with the largest proportion of those who disclosed their age in the 31 – 40 bracket (13 candidates, 33%) and the lowest in the 61+ bracket (1 candidate, 3%). The proportion of those who did not disclose their age represents 3% (1 candidate).

2   Workforce Profiling

A Chart to show proportion of staff by age category 2011-2012
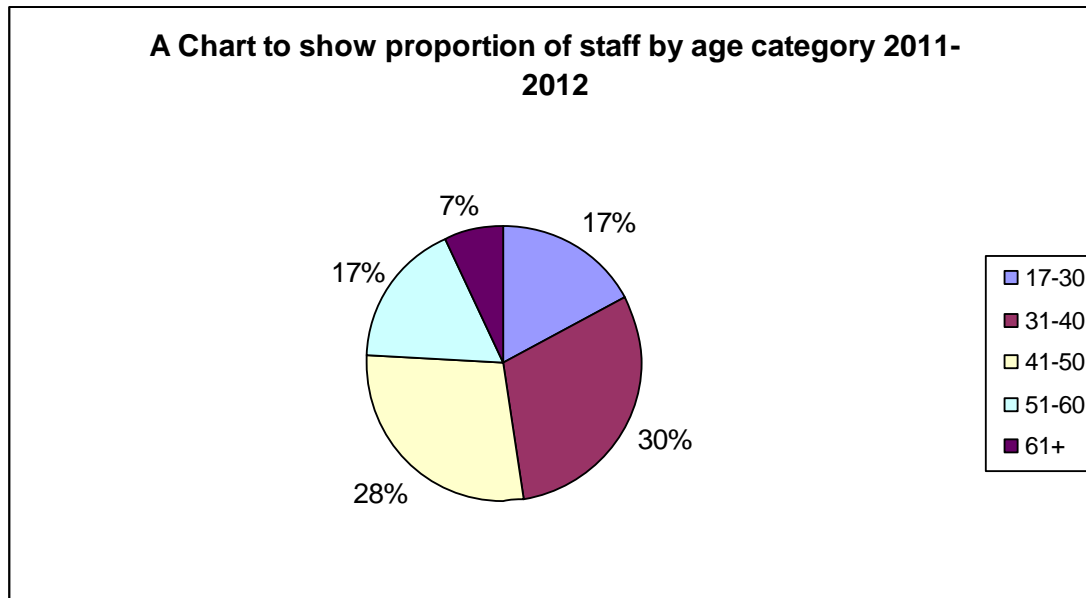
The above chart shows staff were employed across all five age brackets, with the highest proportion in the 31 – 40 bracket (30%).

A Chart to show the age of employees on fixed term contracts 2011-2012
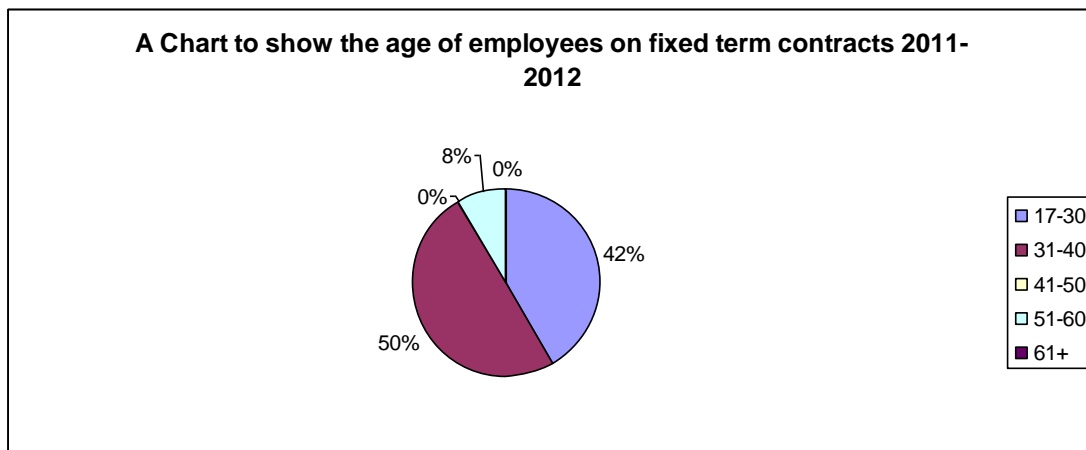

The above chart shows the majority of staff employed on fixed term contracts are in the 31-40 age category (50%, 6 employees). There are no employees in the 41-50 or 61+ age categories on fixed term contracts.

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Chart to Show the Relationship between Age and Length of Service of Staff 2011 - 12
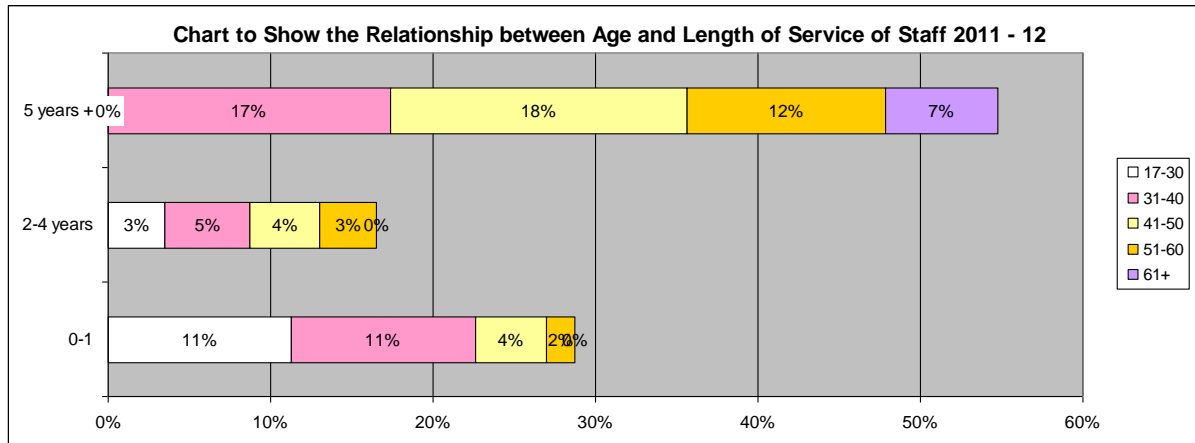
The above chart shows a healthy and proportionate representation of staff employed across all length of service brackets however the 61+ age bracket has no representation in the 0 - 1 year or 2-4 year length of service bracket. The removal of the default retirement age and related Equality legislative changes may encourage individuals to stay in employment longer and may take some time for the effects to be visible in employment trends.

A Chart to show Pay Bandings by Age 2011-2012
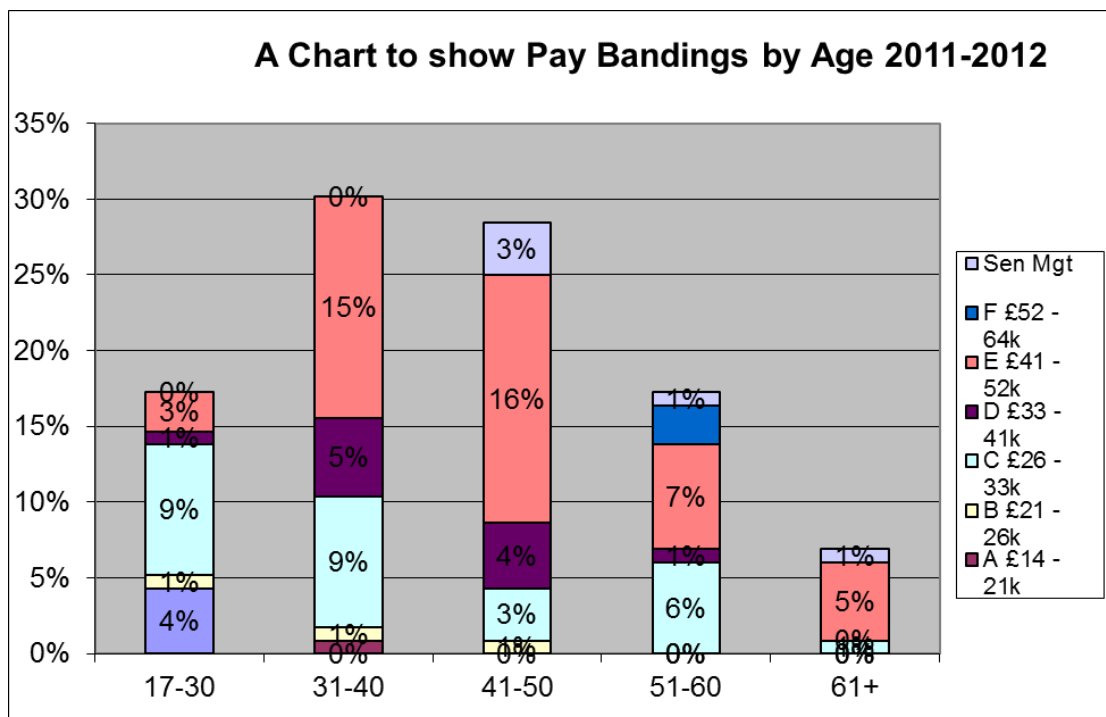
The above chart shows a healthy representation of staff within the middle to upper pay bands across the first four age brackets. Within the 61+ bracket the pay bands are in the higher salary brackets, which is to be expected when compared to the level of service and age. The Apprentice salary bracket is only visible in the 17-30 age bracket which is understandable, due to the nature of the role type. Ravensbourne operates within the Hay grading system, so staff are paid in line with the duties and responsibilities of their roles, not on the basis of age.
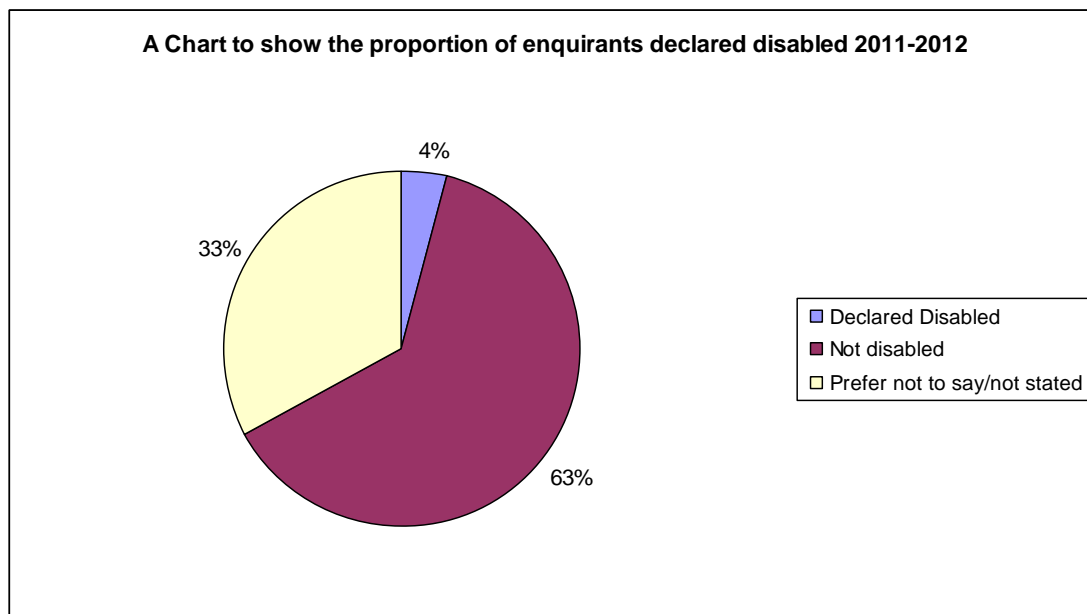
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ADDITIONAL INFORMATION: DISABILITY

The key staff disability equality activities and outcomes for 2011 - 12 are:

1   Recruitment

1.1   Enquiries

A Chart to show the proportion of enquirants declared disabled 2011-2012

- Declared Disabled
- Not disabled
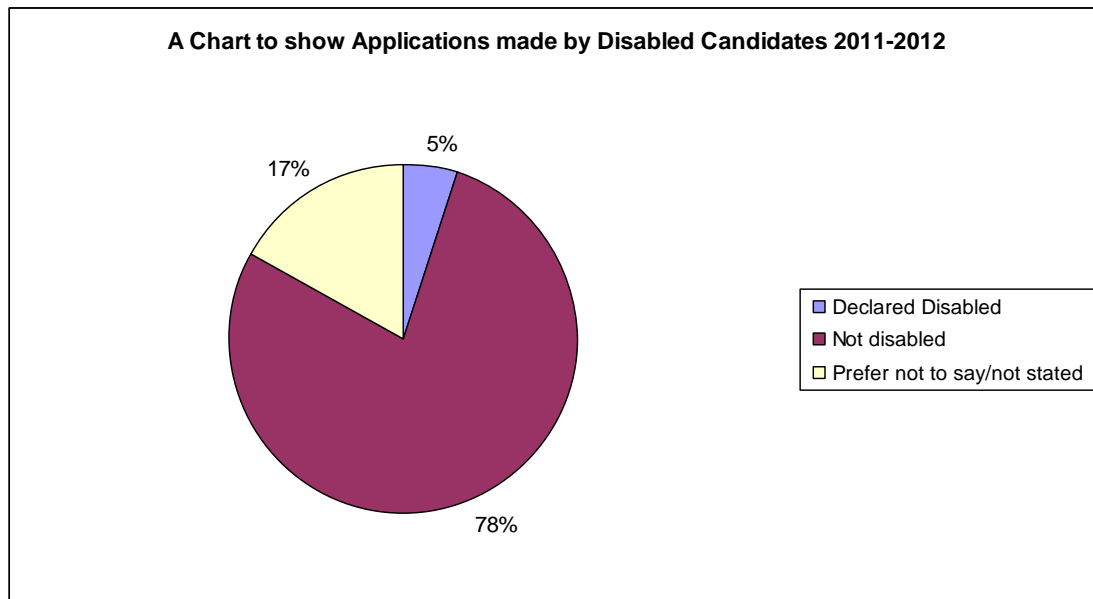- Prefer not to say/not stated

4%

33%

63%

Ravensbourne received 642 enquiries into 47 vacancies during the course of 2011 - 12. Of the total enquiries, 26 (4%) declared a disability, with 33% who did not disclose and 63% stating that they were not disabled. The number of enquirants who declared a disability increased by 2% from the previous year. The number of enquirants who did not state their disability status decreased by 1% compared to 2010-2011.

Most candidates marked as 'Not Stated' were those who began an online application but did not submit it, or whose CV was submitted by an agency for a first sift review. The agency candidates who are then selected to complete a full application form are asked to complete the monitoring form to submit their equalities information. This is the most effective way of gaining the most return on the EO form, as completion of equalities information cannot be enforced as compulsory by agencies or candidates.
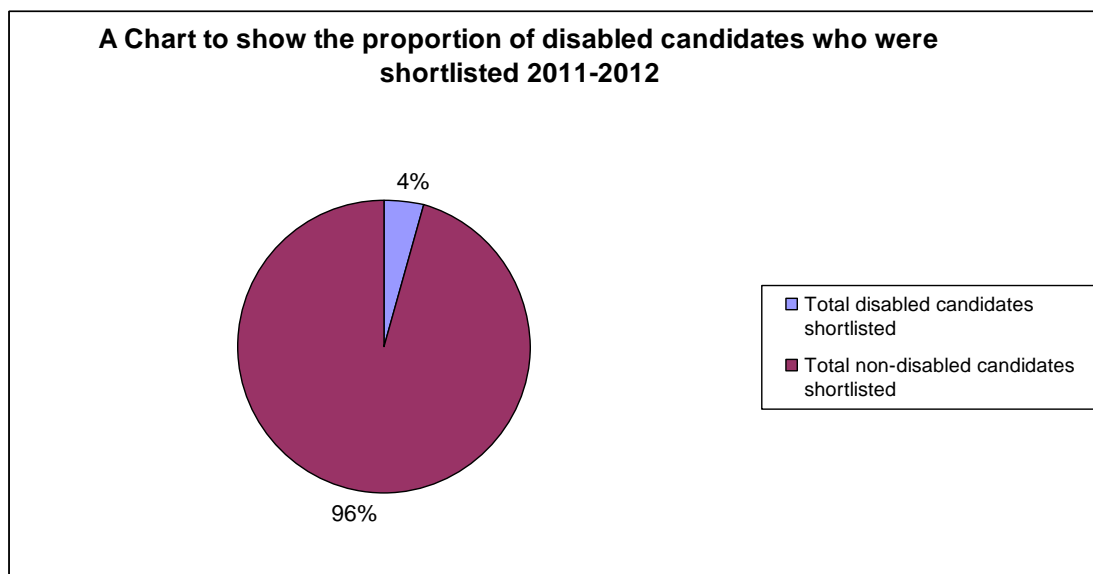
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1.2   Applications

A Chart to show Applications made by Disabled Candidates 2011-2012

- Declared Disabled
- Not disabled
- Prefer not to say/not stated

5%
17%
78%

There were 452 (70%) applications submitted in respect of all vacancies during 2011 - 12. Of this number, 23 (5%) were made by disabled candidates. This is a 3% increase on the proportion last year which is a good improvement.

1.3   Shortlist

A Chart to show the proportion of disabled candidates who were shortlisted 2011-2012

- Total disabled candidates shortlisted
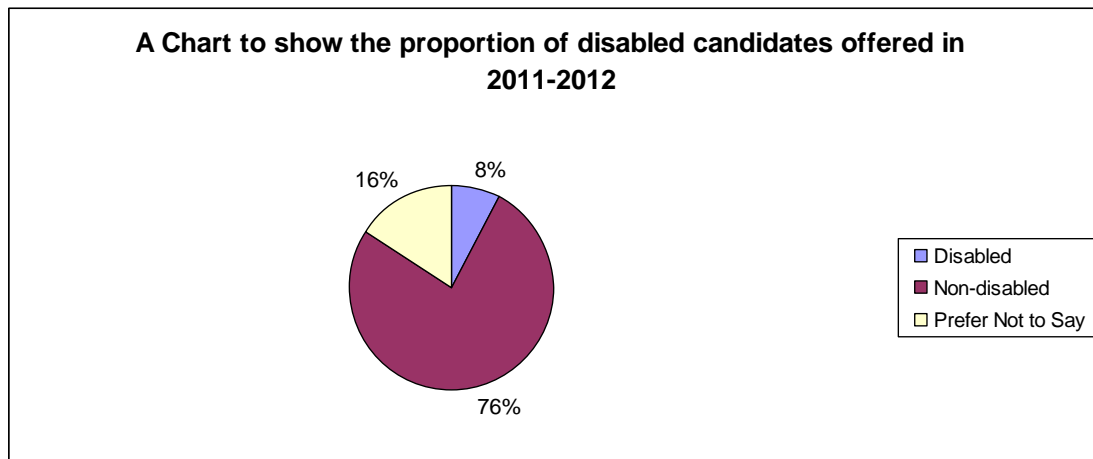- Total non-disabled candidates shortlisted

4%
96%

Of the small number of disabled applicants applying for roles at Ravensbourne in this reporting period, almost a third were shortlisted (30%) for interview. This is a decrease of 15% from last year however 7 (4%) of all shortlisted candidates declared a disability, which is a 2% increase from the last reporting year. One candidate (0.6%) was shortlisted using the Guaranteed Interview Scheme as part of the Two-Ticks Initiative.
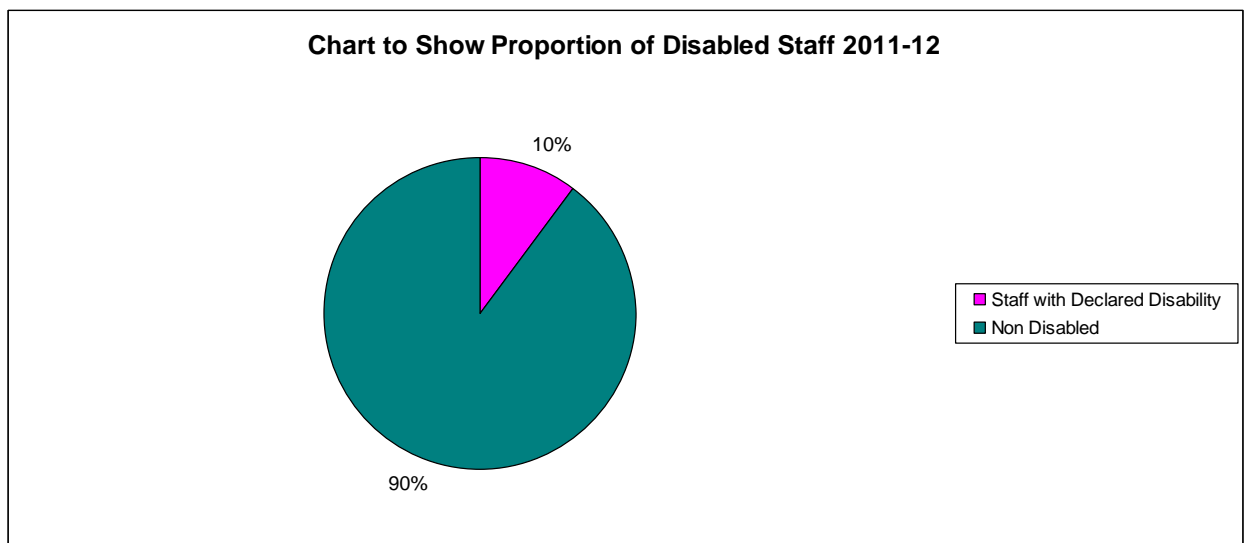
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Unfortunately they withdrew from the interview process ahead of attending their interview due to personal reasons.
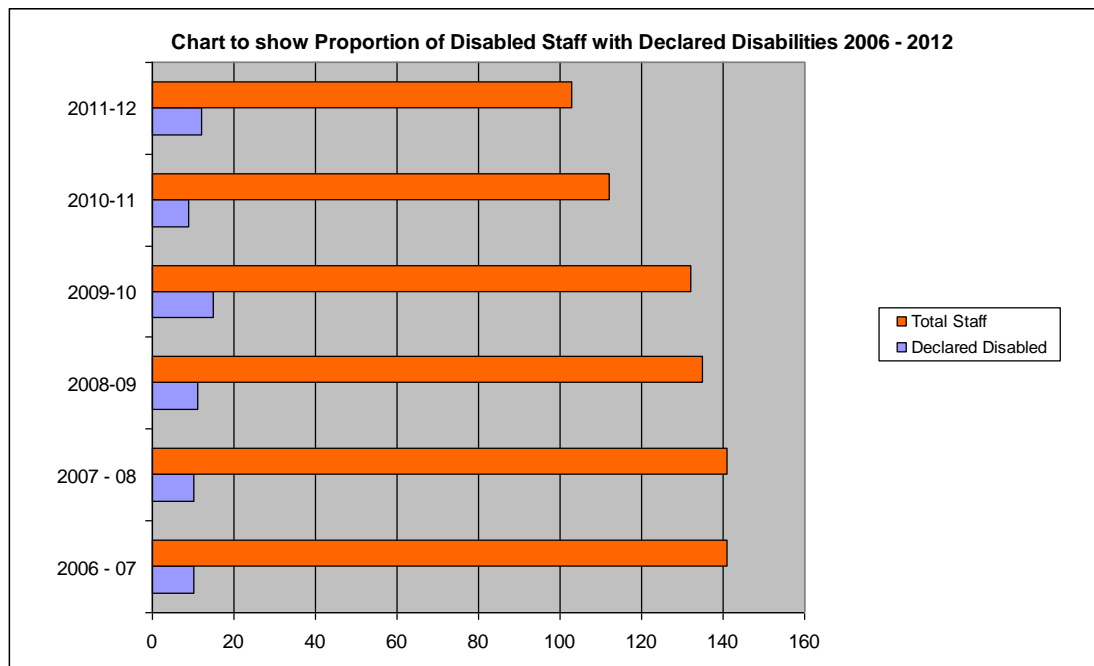
1.4   Offers

Of all offers made during 2011 - 12, three (8%) were made to disabled candidates, which is an increase of 8% on the last reporting period, which is a good improvement.

**A Chart to show the proportion of disabled candidates offered in 2011-2012**

- Disabled
- Non-disabled
- Prefer Not to Say

8%
16%
76%

2   Workforce Profiling

Chart to Show Proportion of Disabled Staff 2011-12

- Staff with Declared Disability
- Non Disabled

10%
90%

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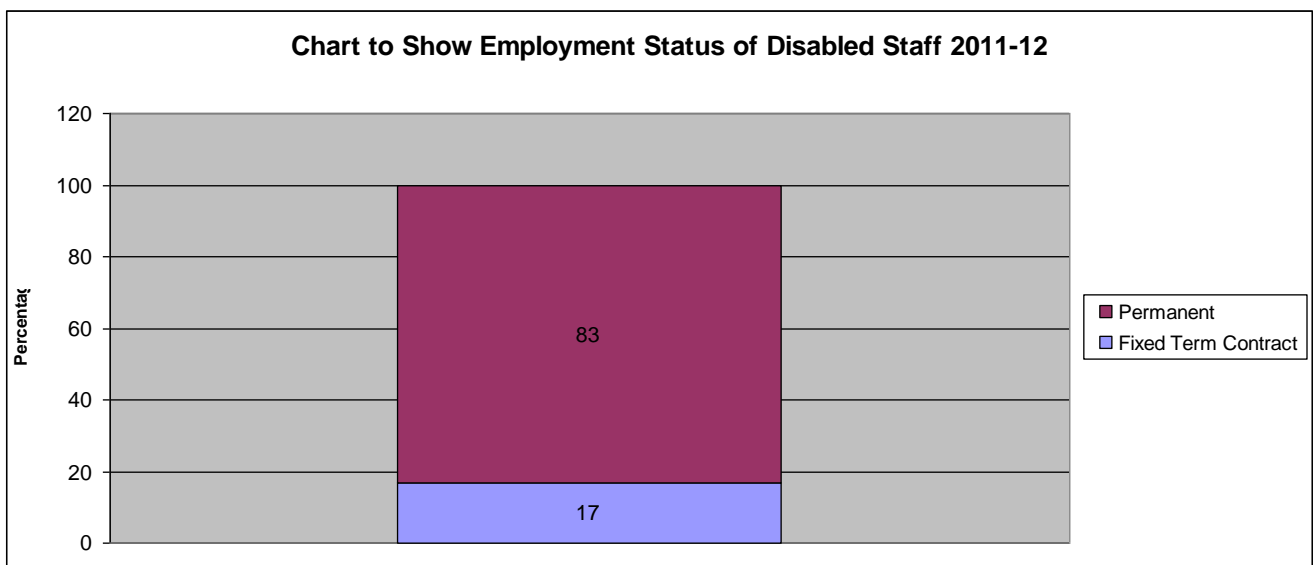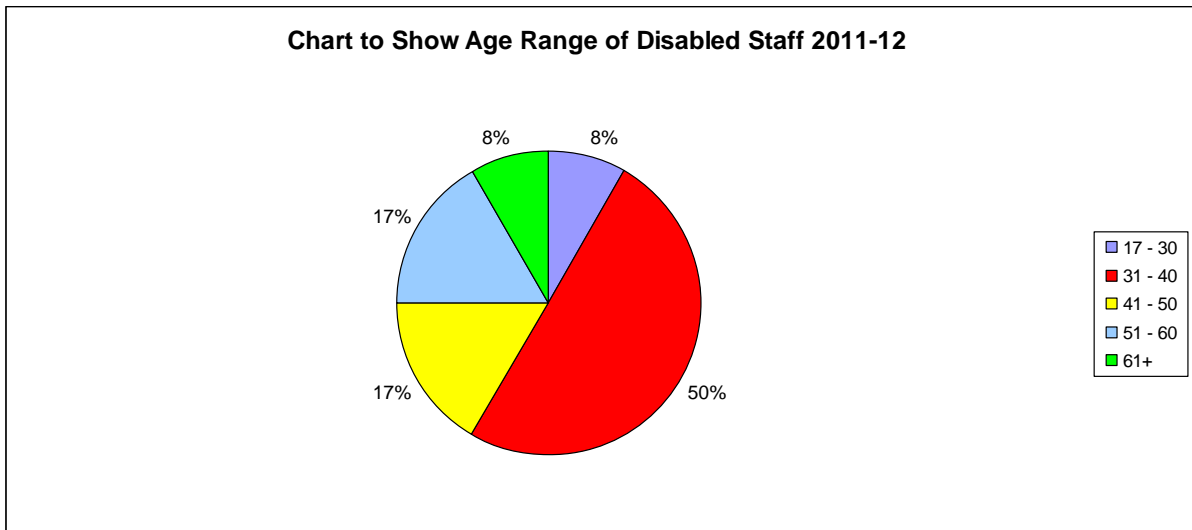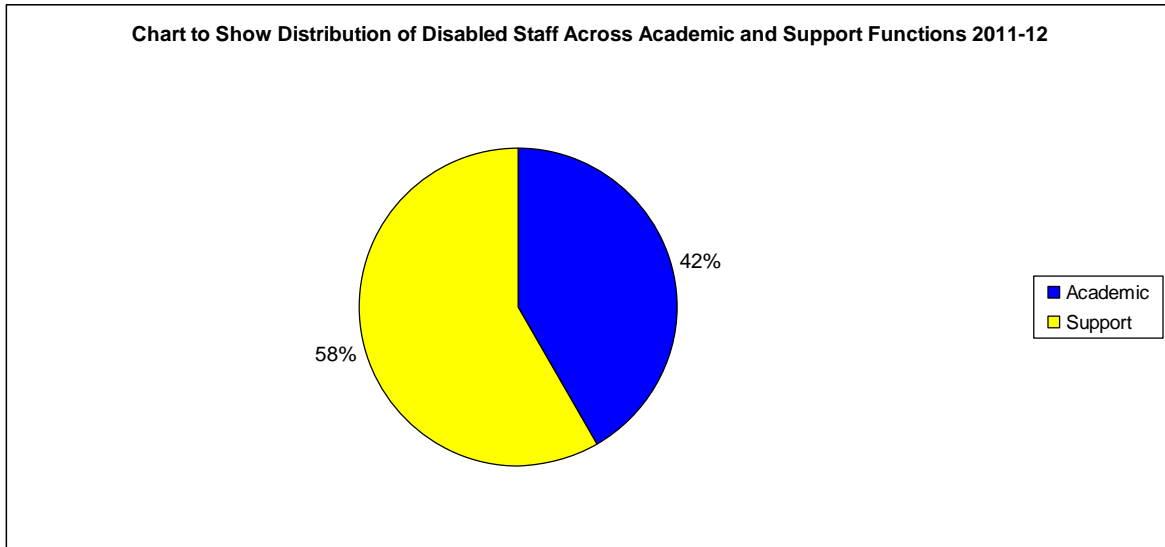**Chart to show Proportion of Disabled Staff with Declared Disabilities 2006 - 2012**

In 2010-11 the proportion of staff with disabilities decreased to 8%, however in this reporting year this has increased to 10%, which is 1% below the figure in 2009-2010. This will need to monitored to ensure this does not decrease again and to try to increase this further up to and beyond the level of 2009-10.

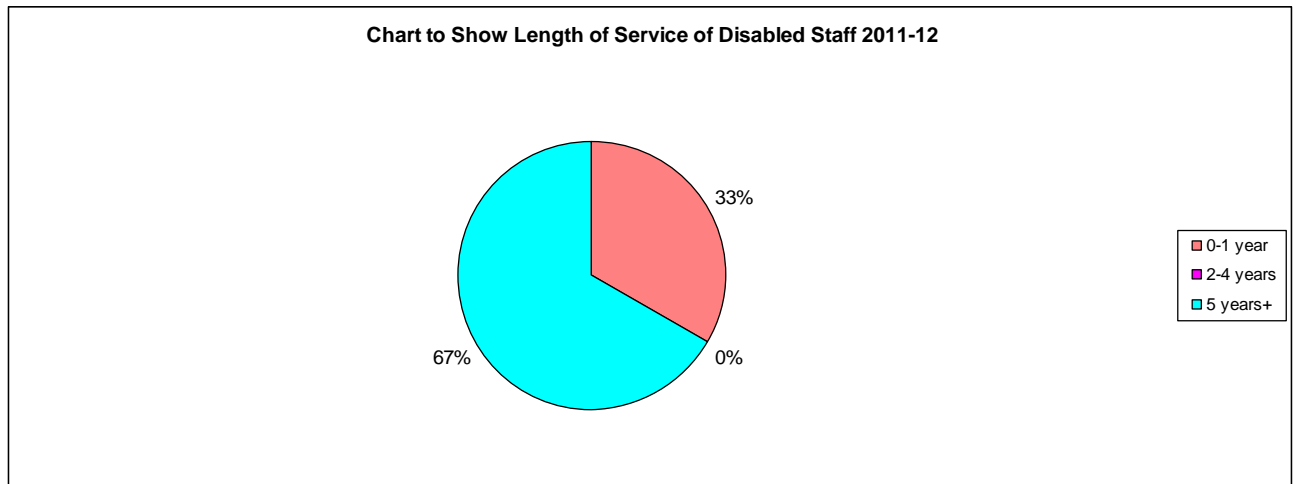**Chart to Show the Nature of Disabilily of Staff 2011-12**
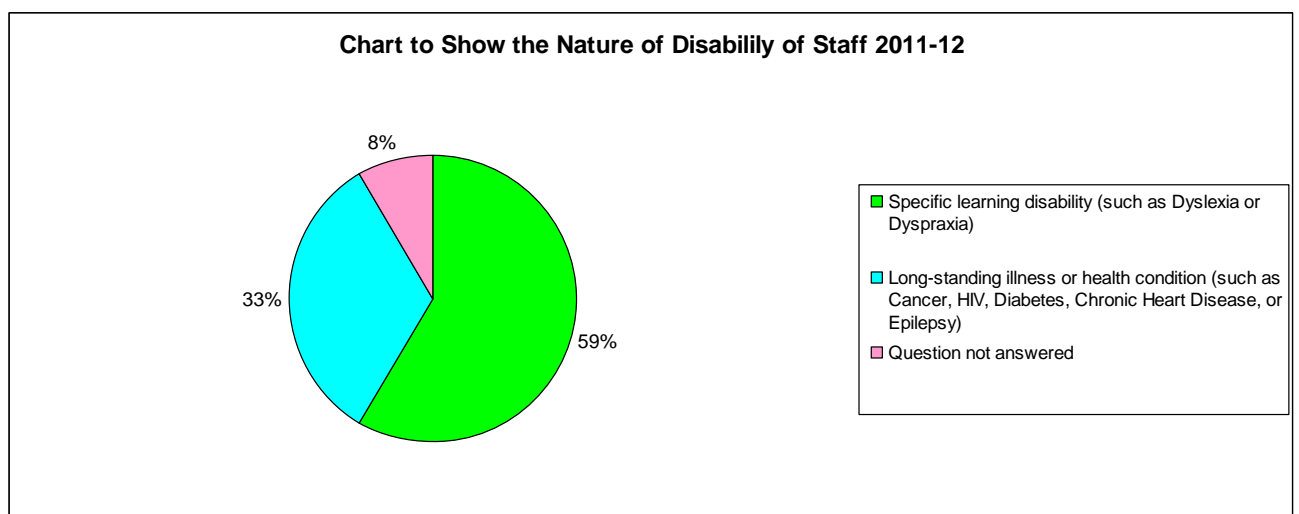
The above chart illustrates that more than half (59%) of all disabled employees reported having a specific learning disability such as Dyslexia or a related condition, or a long standing illness (33%) as the nature of their disability. 8% of those declaring a disability chose not to disclose the nature of this.

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Chart to Show Distribution of Disabled Staff Across Academic and Support Functions 2011-12

42%

58%

- Academic
- Support

Chart to Show Age Range of Disabled Staff 2011-12

8%   8%

17%

17%   50%

- 17 - 30
- 31 - 40
- 41 - 50
- 51 - 60
- 61+

Chart to Show Employment Status of Disabled Staff 2011-12

120

100

80

Percentage 60

40

20

0

83

17

- Permanent
- Fixed Term Contract

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Chart to Show Length of Service of Disabled Staff 2011-12

33%

0%

67%

- 0-1 year
- 2-4 years
- 5 years+

The proportion of disabled staff within each of the length of service brackets reveals there are no disabled staff who have been employed between 2-4 years. There is a 22% increase in the proportion of employees with 0-1 year of service, which suggests improvements have been made in attracting new staff that have a disability. As there is a high percentage of disabled staff with 5 or more years of service, there are no immediate concerns with the 2-4 category having no representation.

Role type and salary bandings for disabled staff cannot be reported on due to the small numbers we are dealing with, as it could risk identifying individuals. However, we can report a healthy representation of disabled staff throughout the organisational structure and salaries consistent with role type.
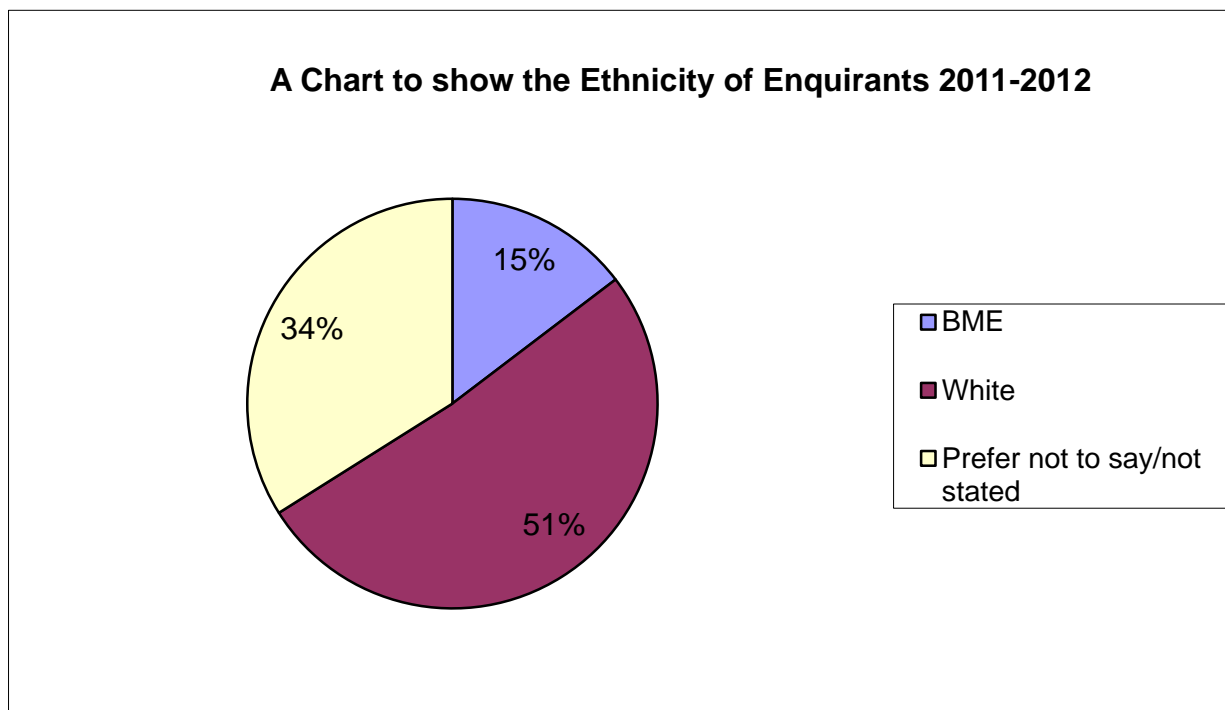
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ADDITIONAL INFORMATION: ETHNICITY

STATISTICS

1   Recruitment

1.1   Enquiries

A Chart to show the Ethnicity of Enquirants 2011-2012

- 15% — BME
- 51% — White
- 34% — Prefer not to say/not stated

Ravensbourne received 642 enquiries into 47 vacancies during the course of 2011 - 12. Of the total enquiries, the proportion of BME candidates was 15%, with the proportion of White[3] candidates at 51% and those who did not disclose at 34%. This is a decrease from last year's proportions of BME staff which was at 22% in 2010-2011. There was however an improvement on the number of candidates which who not disclose their ethnicity, which was at 37% in the previous year. Total enquiries increased overall by 4% this year (618 enquiries to 34 vacancies in 2010 – 11).

As was the case in 2010-11, most candidates who marked 'Not Stated' were those who began an online application but did not submit it, or whose CV was submitted by an agency for a first sift review. The agency candidates who are then selected to complete a full application form are asked to complete the monitoring form to submit their equalities information. To improve the ethnicity disclosure rate without making it a mandatory question has been to give the option of 'Prefer Not to Say' so that candidates are not able to leave the question out but can opt to keep this information confidential if they wish.

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[3] White includes White British, Irish, Scottish and Other

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1.2   Applications

A Chart to show the Ethnicity of Applicants 2011-2012

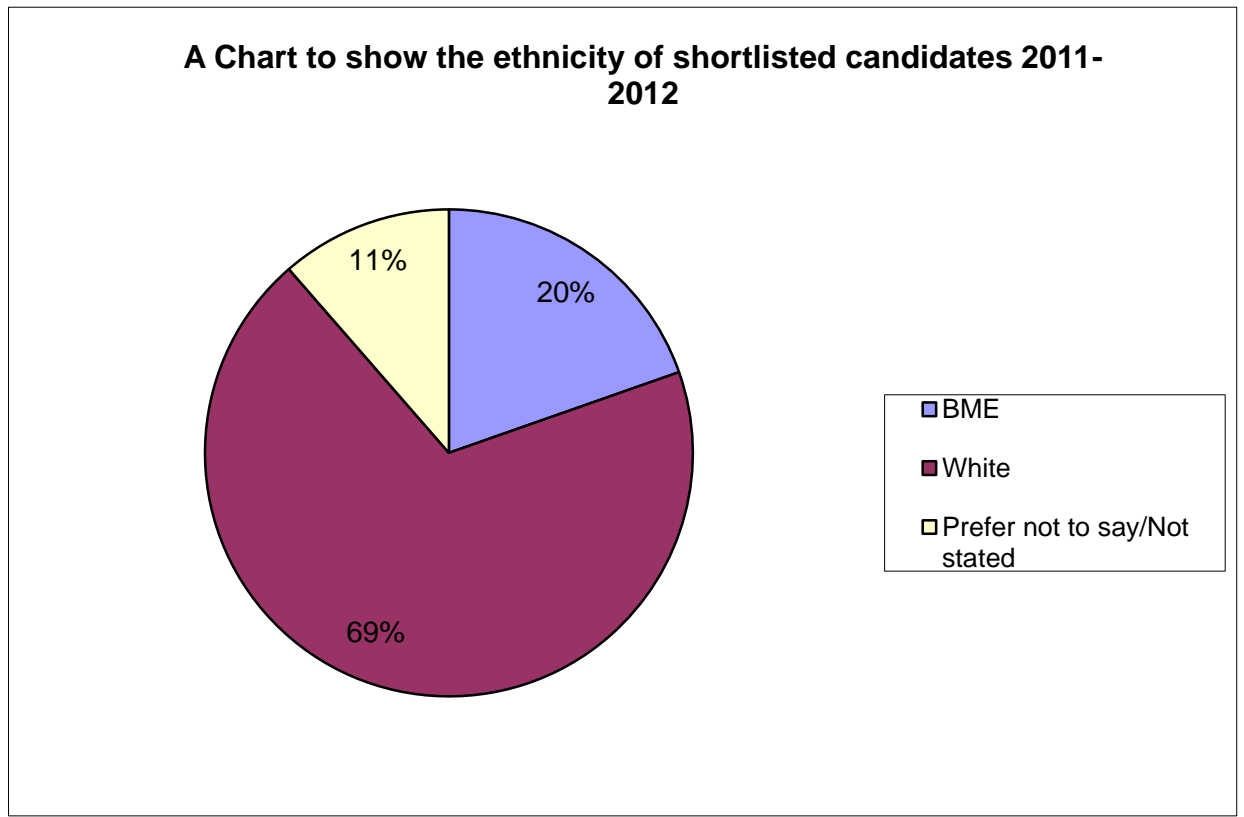|	
18%	18%
	☐ BME
	■ White
64%	☐ Prefer not to say/not stated
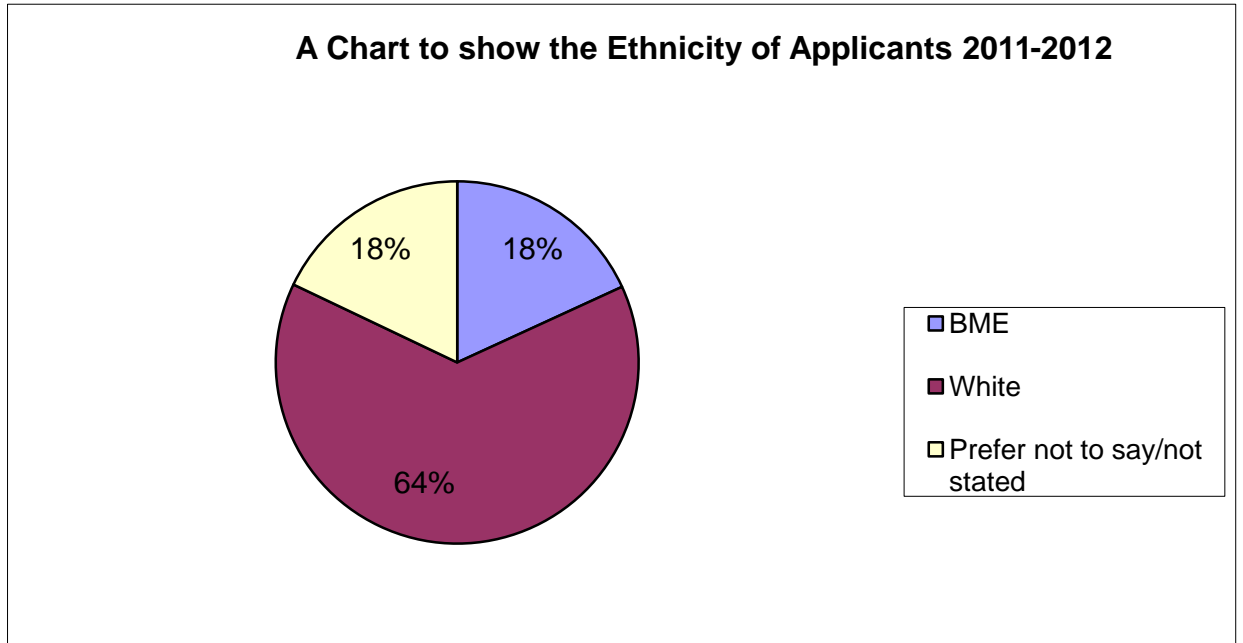
Of the total enquiries to vacancies in 2011 – 12, 452 (70%) candidates submitted an application. More than half (289) of the total applicants for the reporting period classified their ethnicity as White (64%). 82 (18%) of total applicants were from BME backgrounds, which is a decrease of 7% from the last reporting period. 81(18%) of applicants chose not to disclose their ethnicity, which is a decrease of 9% from the last reporting period.
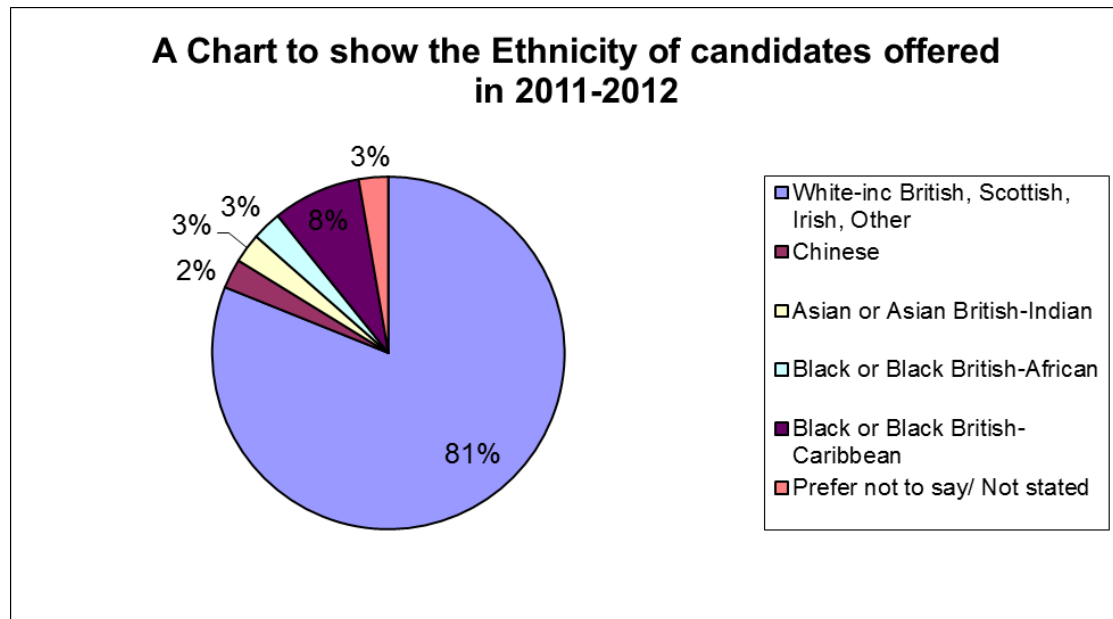
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1.3   Shortlist

A Chart to show the ethnicity of shortlisted candidates 2011-2012

20%

11%

69%

- BME
- White
- Prefer not to say/Not stated

Of all the shortlisted candidates 109 (69%) were White, 31 (20%) were from BME backgrounds, which is a 9% decrease compared to last year. There was an improvement on disclosure with 18 (11%) candidates choosing not to disclose their ethnicity, a decrease of 10%.

1.4   Offers

A Chart to show the Ethnicity of candidates offered in 2011-2012

|	Legend
	White-inc British, Scottish, Irish, Other
	Chinese
	Asian or Asian British-Indian
	Black or Black British-African
	Black or Black British-Caribbean
	Prefer not to say/ Not stated

3%

3%

3%

2%

8%

81%

Of those who were successfully appointed to vacancies in 2011 – 12, 30 candidates (81%) were White, 6 (16%) were from BME backgrounds and 1(3%) chose not to disclose. This is level with the previous year in the proportion of BME staff being appointed to roles. The number of staff choosing not to disclose their ethnicity decreased further from last year (20% in 2010 – 11), which shows an encouraging trend year on year.
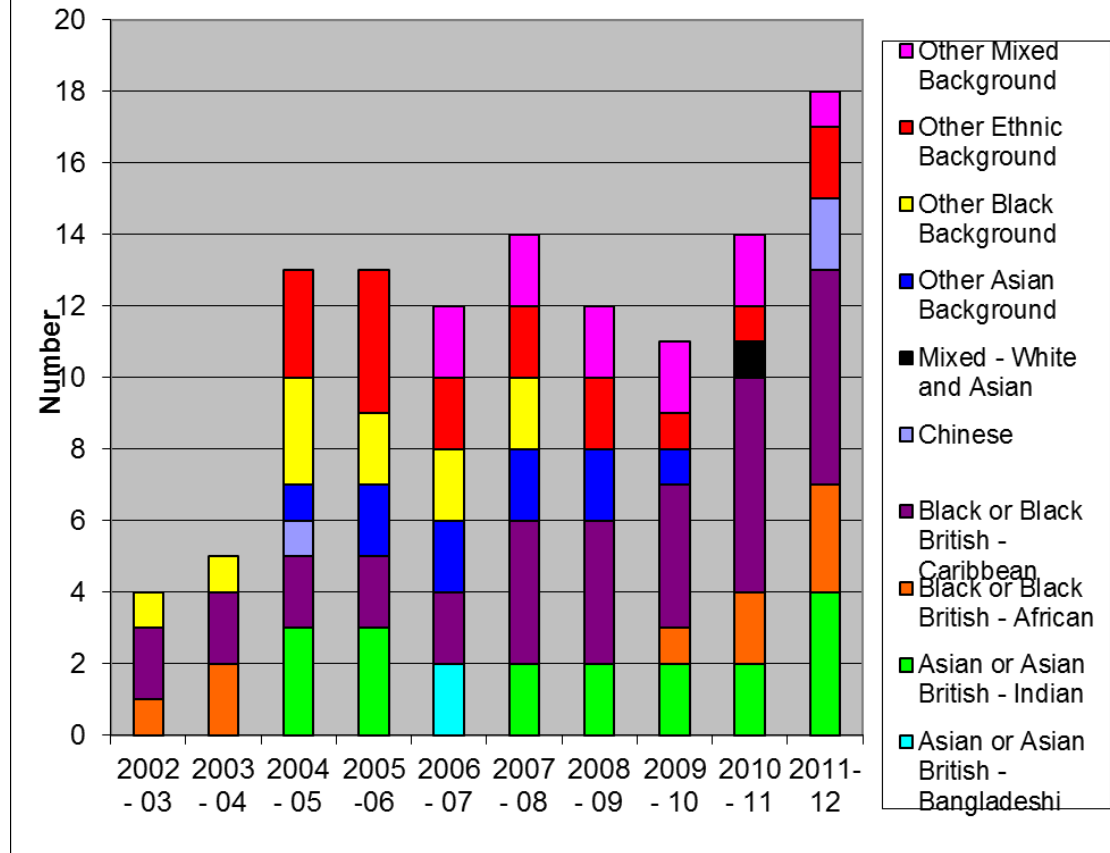
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2   Workforce Profiling
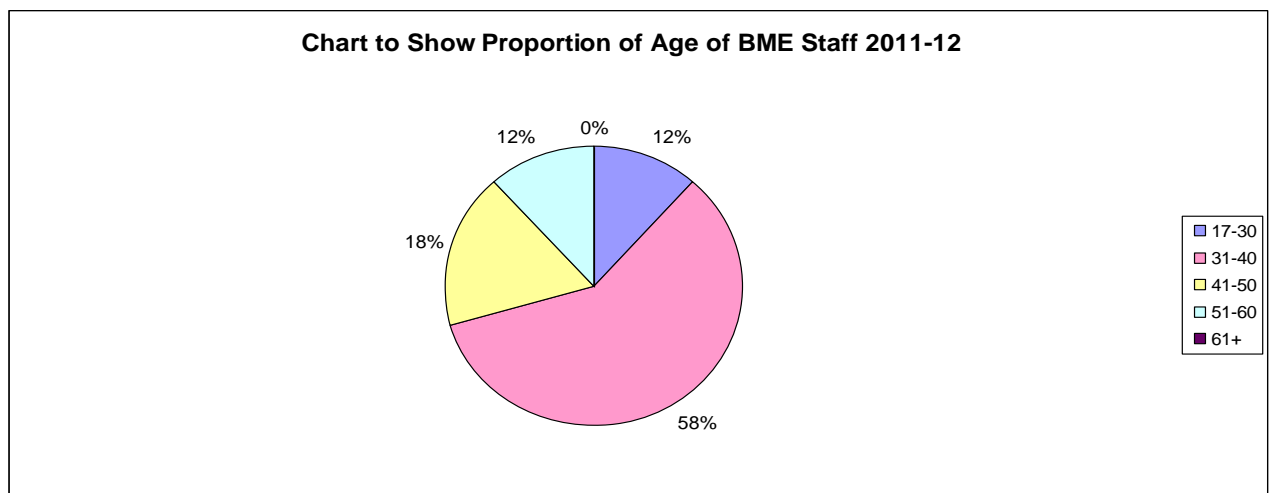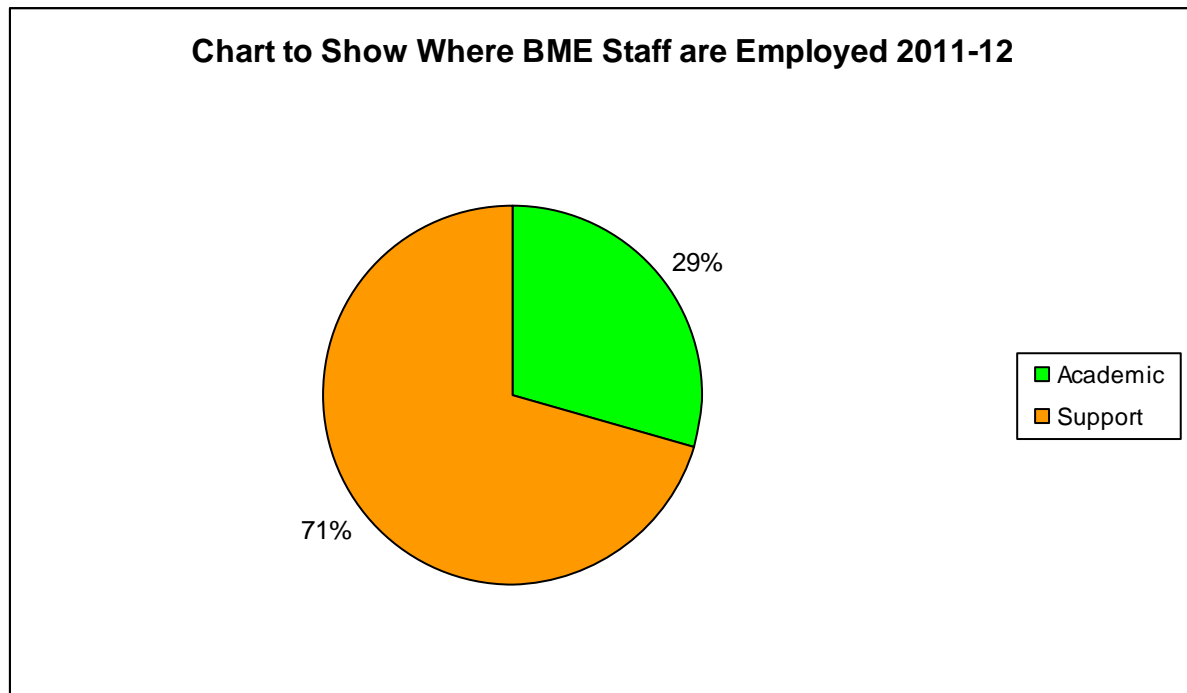
Chart to Show Proportion of BME Staff 2011-12

16%

84%

■ BME Staff
□ Total Staff
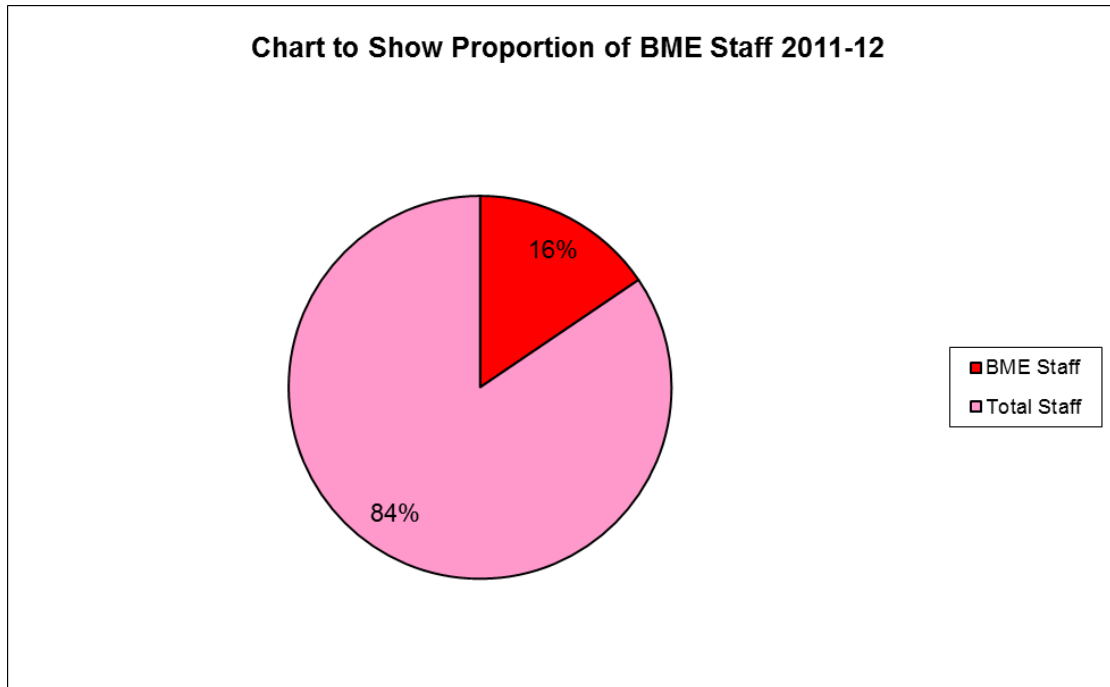
The percentage of staff of BME origin in 2011 - 12 was 16%, which is an increase of 3% from last year.

Chart to Show Ethnicity of Employees 2002 - 2012

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Chart to Show Where BME Staff are Employed 2011-12

29%

71%

- Academic
- Support

Chart to Show Proportion of Age of BME Staff 2011-12

0%

12%   12%

18%

58%

- 17-30
- 31-40
- 41-50
- 51-60
- 61+
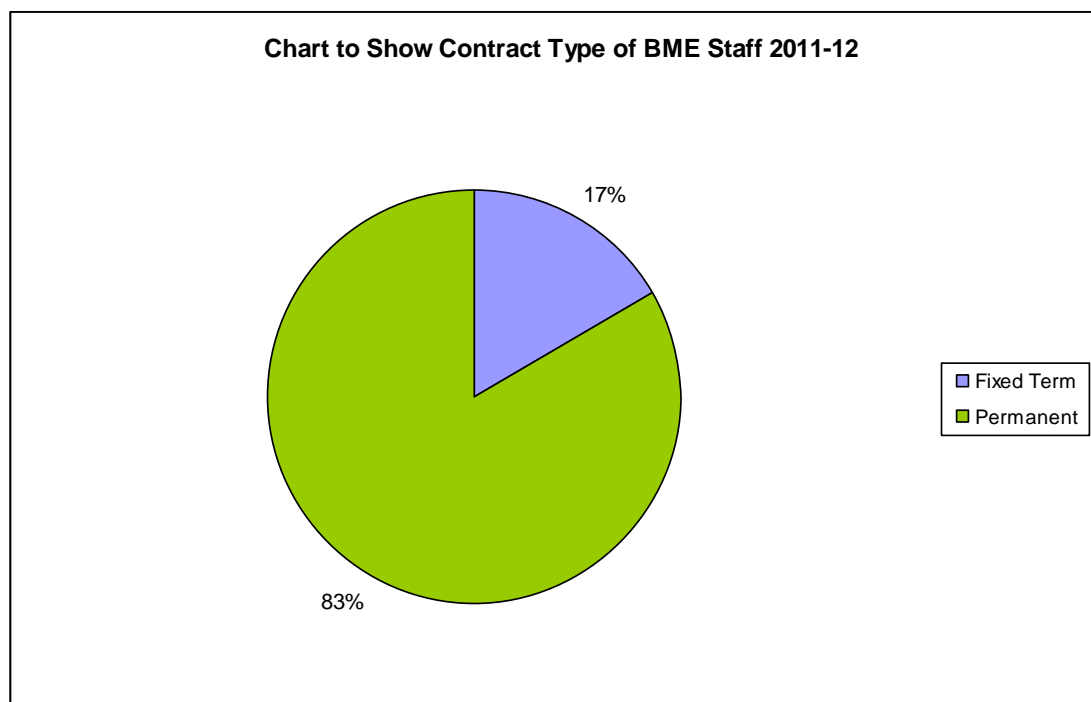
BME staff are employed within each of the age bands between 17 to 60 years. However, there is no representation of BME staff at the highest age brackets of 61+. There has been an increase in the number of BME staff at the lowest age bracket (12%), where there were no BME staff employed in this age category in the last reporting period.

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Chart to Show Proportion of BME Staff by Employment Type 2011-2012

Full Time: Total Staff 55%, BME Staff 11%
Part Time: Total Staff 29%, BME Staff 4%

Legend: BME Staff, Total Staff

Chart to Show Contract Type of BME Staff 2011-12

Fixed Term 17%, Permanent 83%

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Chart to Show Proportion of BME Staff Employed by Role Type 2011 - 12

- Senior Aca
- Technical
- Director
- Middle Manager
- Admin/Teaching

11% 5% 6% 0% 78%
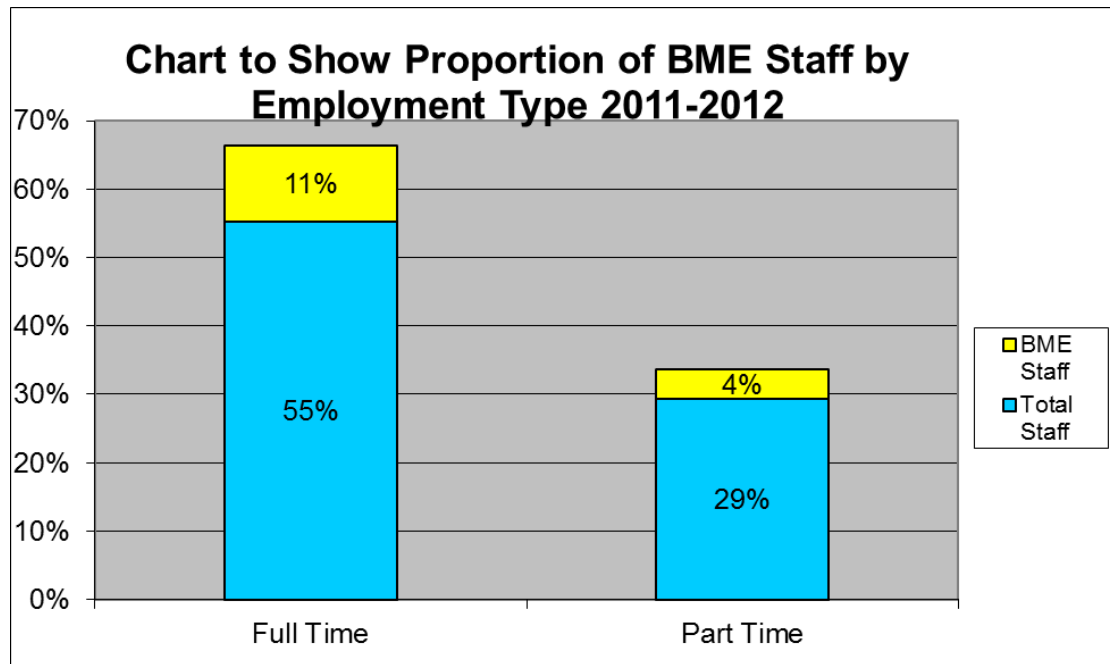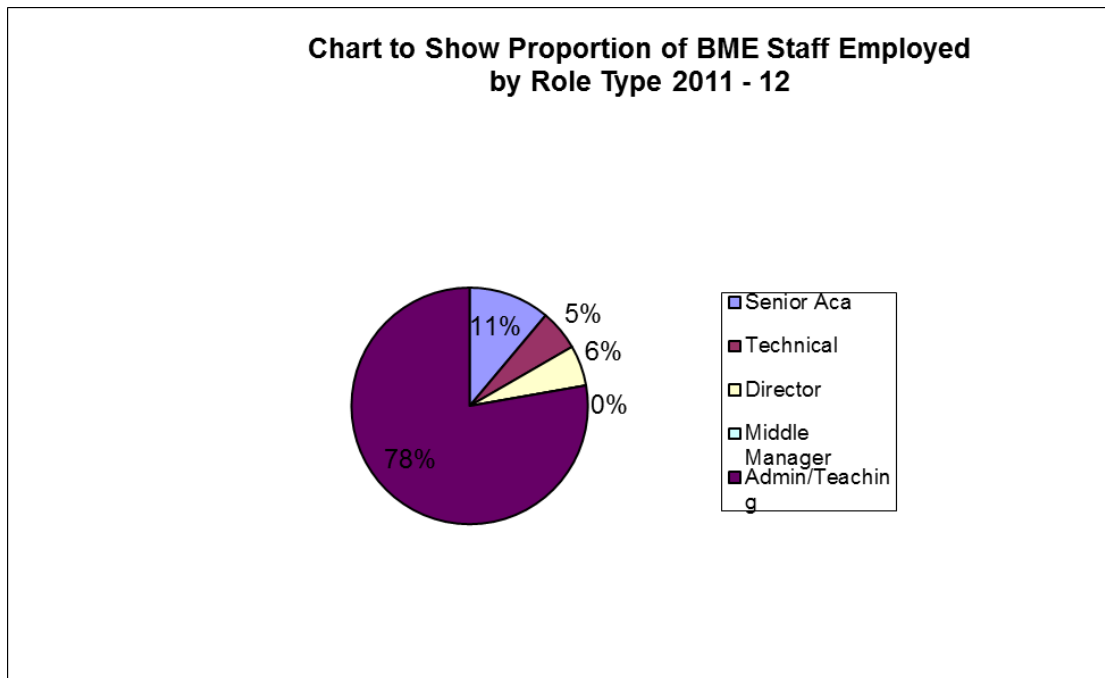
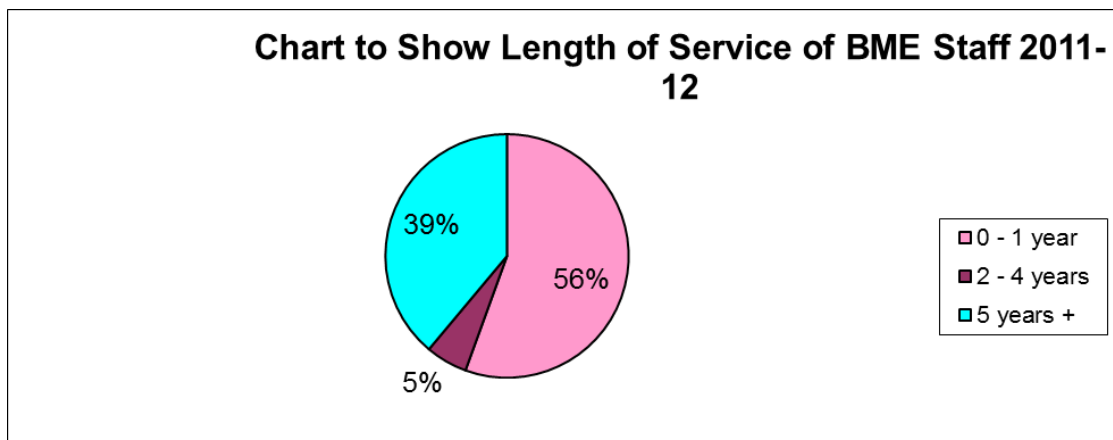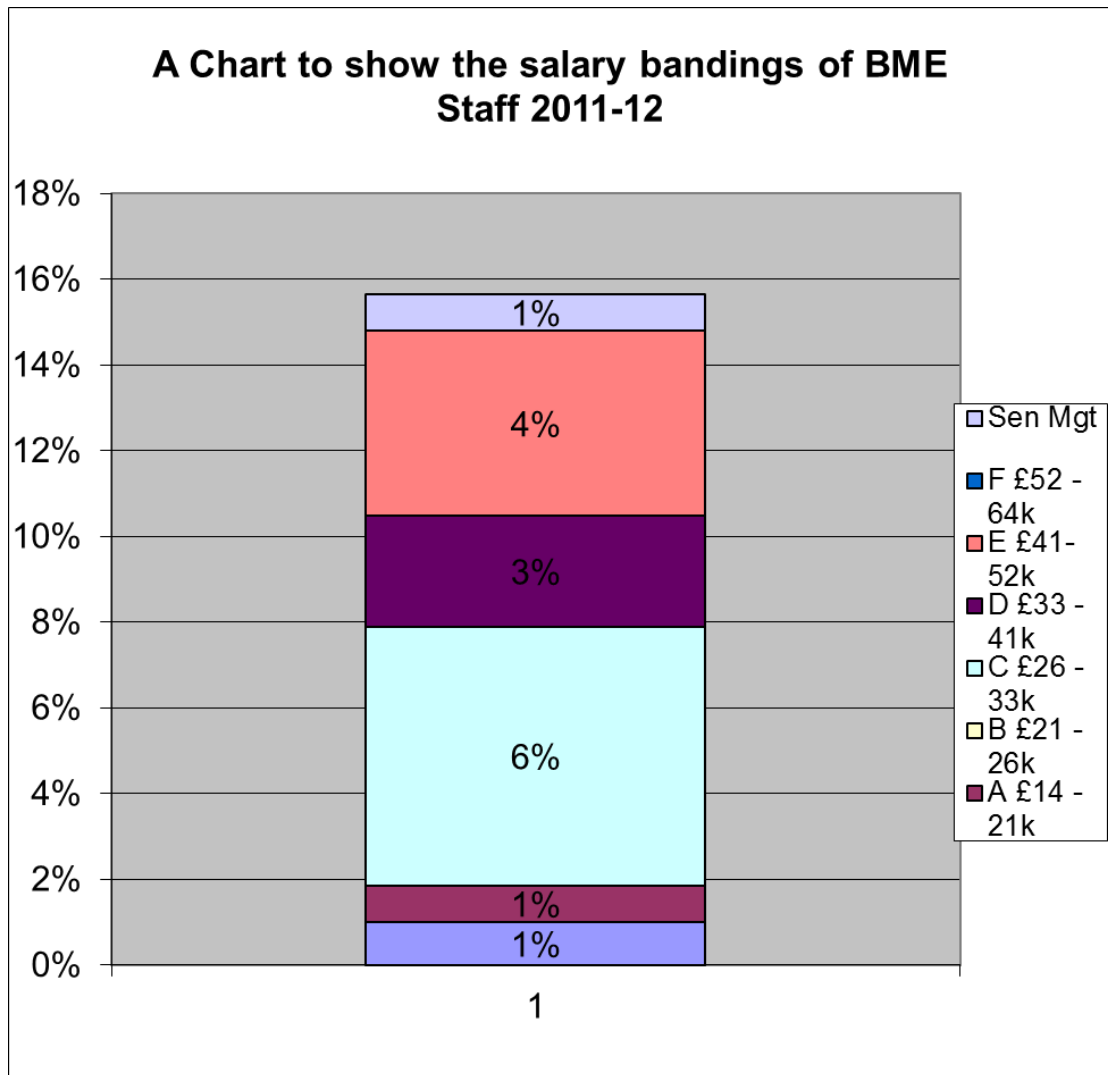The above chart illustrates that the majority of staff are employed at admin/teaching level with a decrease of 14% of BME staff at Middle Manager level. 6% of BME staff are employed at Director Level which is a decrease of 8% from 2010-2011. In addition, there has been a decrease of 2% of BME staff in the Senior Academics category.

Chart to Show Length of Service of BME Staff 2011-12

- 0 - 1 year
- 2 - 4 years
- 5 years +

39% 56% 5%

The proportion of BME staff within each of the length of service brackets are consistent with overall staff levels, with the majority of staff having been employed for 5 years or more. There is representation at each of the three categories, with an increase in the number of BME staff being employed for 0-1 years.

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A Chart to show the salary bandings of BME Staff 2011-12

Legend:
- Sen Mgt
- F £52 - 64k
- E £41- 52k
- D £33 - 41k
- C £26 - 33k
- B £21 - 26k
- A £14 - 21k

Values shown in the stacked bar (top to bottom): 1%, 4%, 3%, 6%, 1%, 1%

The proportion of BME staff within each of the above salary bandings are consistent with overall staff levels, in both cases the majority of staff are paid within the C and E brackets.

A Chart to show the reasons for staff leaving in 2011-2012

Legend:
- Change of employment status
- Dissatisfied with role
- Found alternative employment
- Dismissed
- Redundancy
- Relocation
- Set up own business
- Failed Probation
- Unknown
- Overseas opportunity
- Contract ended
- Mutual agreement
- Family Reasons

Values: 4%, 4%, 4%, 4%, 14%, 4%, 4%, 4%, 4%, 7%, 4%, 7%, 36%
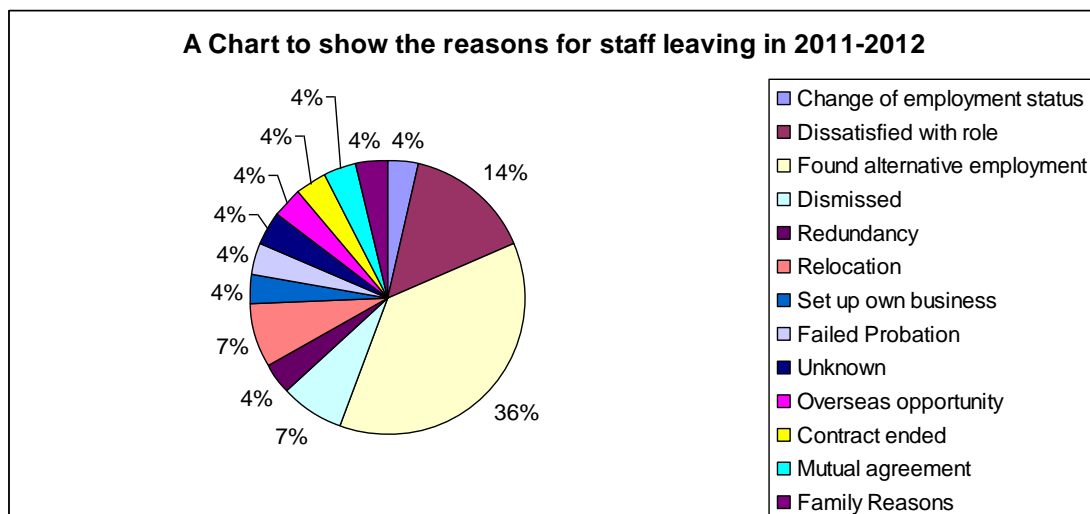
Of the 29 leavers in the 2011 - 12 period, 5 (19%) were of BME origin. Their reasons for leaving are consistent with other non-BME leavers in this period.

82

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The majority of staff leaving in 2011 - 12 was due to finding alternative employment (36%), followed by dissatisfied with the role (14%).
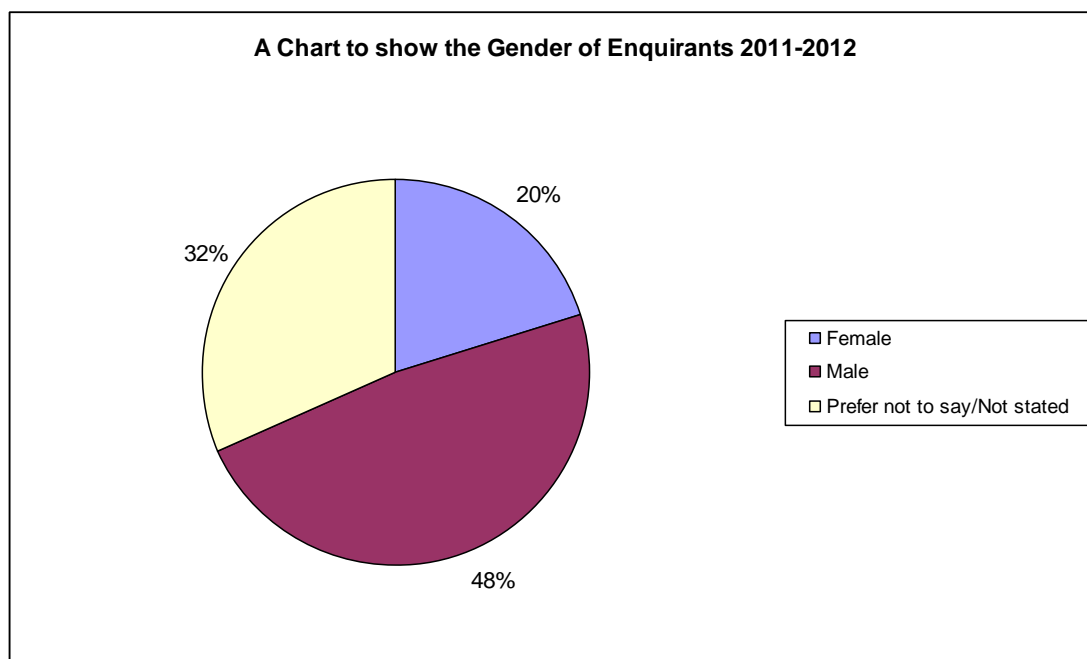
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ADDITIONAL INFORMATION: GENDER

STATISTICS

1   Recruitment

1.1   Enquiries

A Chart to show the Gender of Enquirants 2011-2012

20%

32%

48%

- ■ Female
- ■ Male
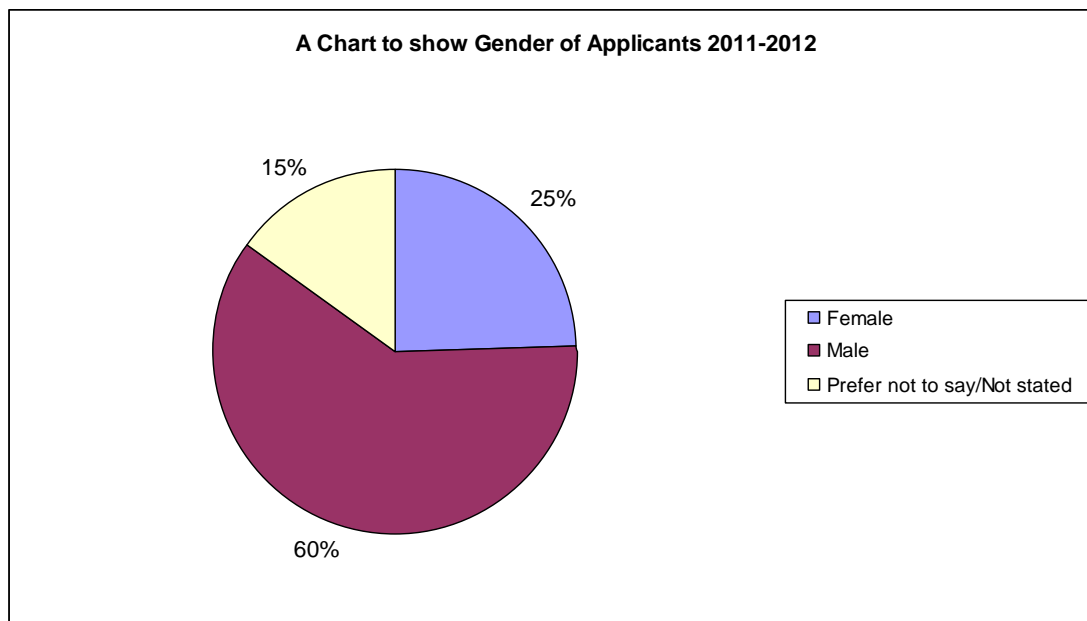- □ Prefer not to say/Not stated

Ravensbourne received 642 enquiries into 47 vacancies during the course of 2011 - 12. Of the total enquiries, there was a higher proportion of male enquirants (48%) compared to female enquirants (20%), with 32% of enquirants not wishing to disclose their gender. These figures match those more closely of 2009-10 with a 13% decrease in the number of female enquirants compared to 2010-11.

Most candidates marked as 'Not Stated' were those who began an online application but did not submit it, or whose CV was submitted by an agency for a first sift review. The agency candidates who are then selected to complete a full application form are asked to complete the monitoring form to submit their equalities information. This is the most effective way of gaining the most return on the EO form, as completion of equalities information cannot be enforced as compulsory by agencies or candidates.
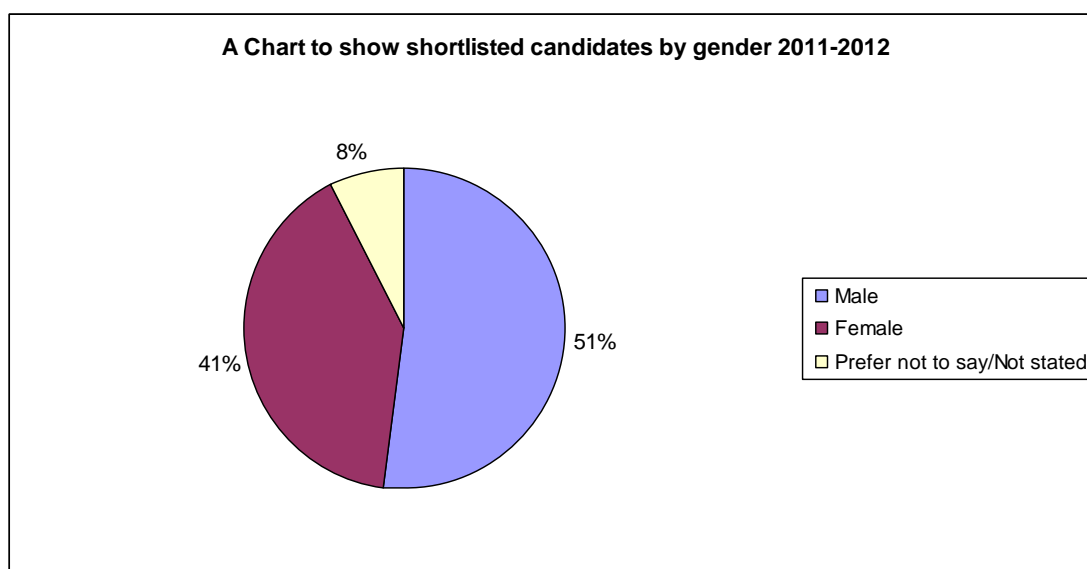
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1.2   Applications

A Chart to show Gender of Applicants 2011-2012

15%

25%

60%

Legend:
- Female
- Male
- Prefer not to say/Not stated

There were 452 (70%) applications submitted in respect of all vacancies during 2011 - 12. Of this number, 273 (60%) were male, 111 (25%) were female and 68 (15%) chose not to disclose their gender. There has been a 15% decrease in the number of female applicants, with a percentage similar to that of 2009-10 (24%).

1.3   Shortlist

A Chart to show shortlisted candidates by gender 2011-2012

8%

51%

41%

Legend:
- Male
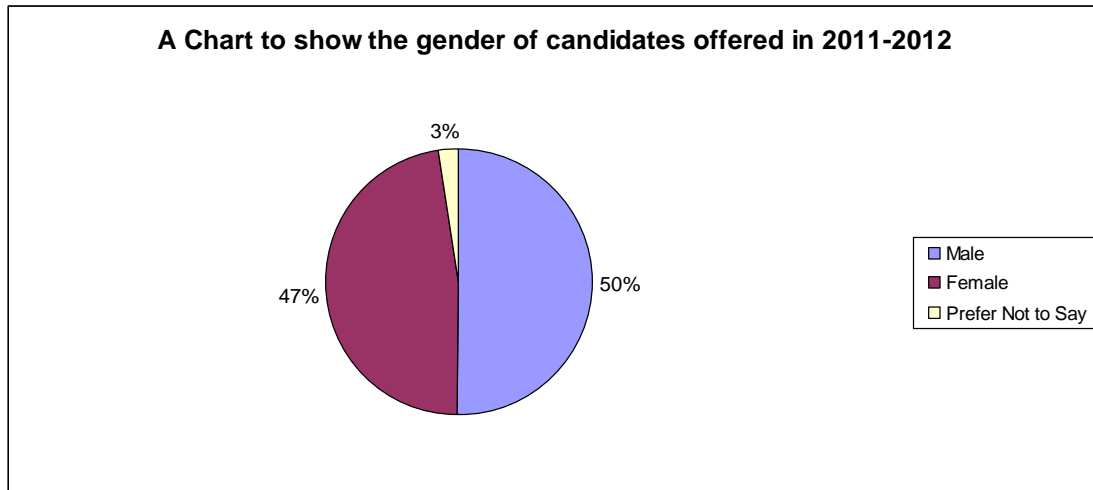- Female
- Prefer not to say/Not stated

Of the 452 applications submitted in 2011 - 12, 158 (35%) candidates were shortlisted. This included 64 female (41%), 82 male (51%) and 12 (8%) candidates who did not disclose. There was a 12% decrease in the number of female candidates who were shortlisted, which is understandable considering
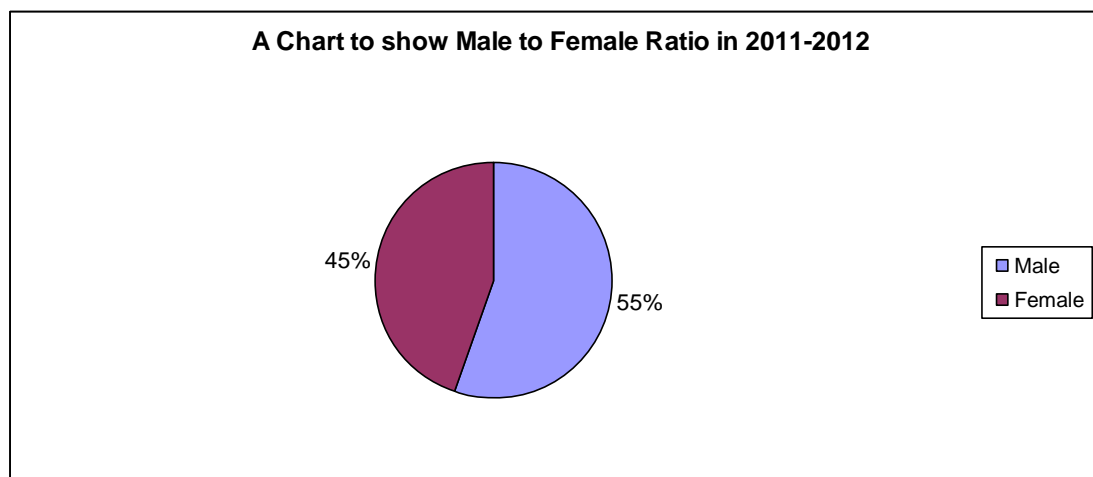
the drop in the number of female applications. Taking into consideration the large gap in proportions of male and female enquirants and applications, the gap in percentages in shortlisting is less (10% compared to 28% gap between male and female in enquirants and a 35% gap between male and female applications).

1.4   Offer

A Chart to show the gender of candidates offered in 2011-2012

- Male
- Female
- Prefer Not to Say

3%
50%
47%

In 2011-12, there was a very small gap in the number of offers made to males and females. More offers (19) were made to male candidates (50%), with 18 to female candidates (47%). 1 (3%) candidate decided not to disclose their gender. Despite the drop in female applications, there are no concerns in the number of females being offered positions with Ravensbourne.

2   Workforce Profiling

A Chart to show Male to Female Ratio in 2011-2012

- Male
- Female

45%
55%

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Chart to Show Gender Split 1997 - 2012

A Chart to show the gender split across the Academic and Support Functions 2011-2012
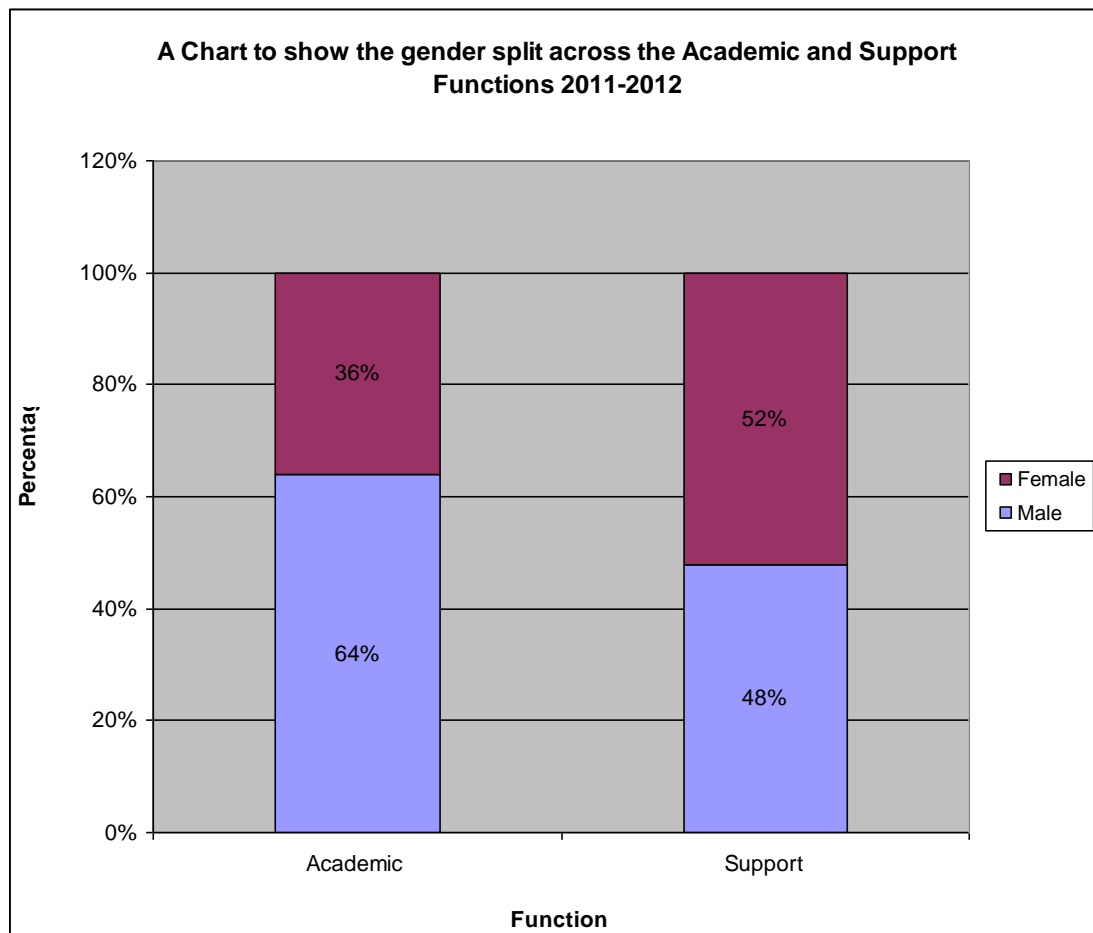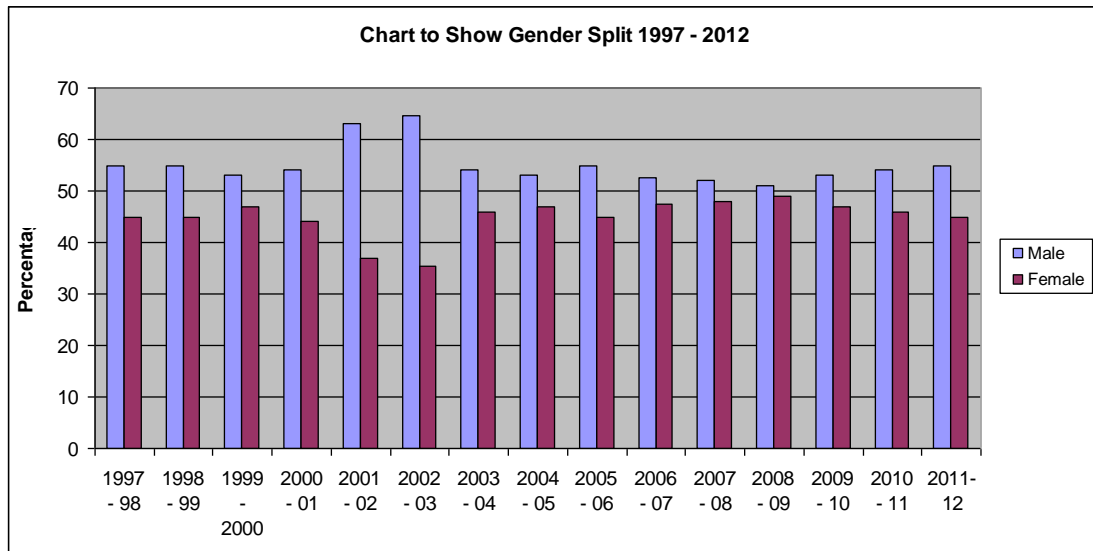
This chart highlights a fairly even gender split across the support function, improving slightly from the previous reporting year (54% male and 46% female in 2010-11). The percentage of women employed in academia is 36%, which is an increase of 4% from last year's total of 32%. This is a positive sign and even seen to be an improvement on the 2009-10 figure of 35%. Work must still be done however considering the drop in female applications to ensure this percentage does not drop and instead continues to increase.
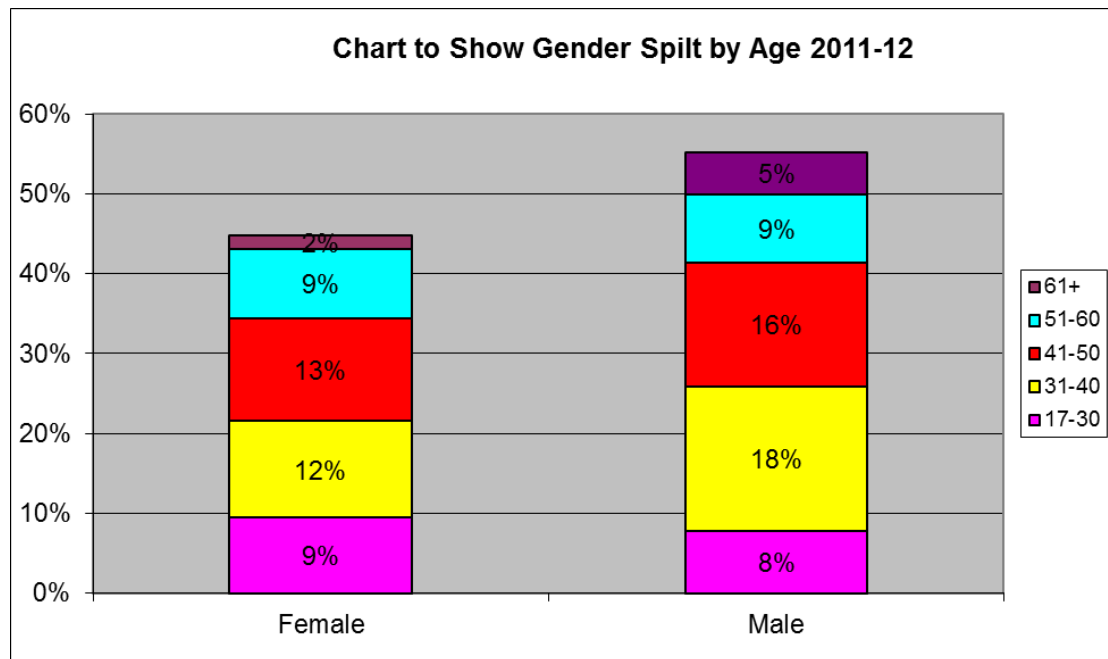
Chart to Show Gender Spilt by Age 2011-12

There is an almost equal proportion of gender across the age brackets in 2011 – 12. The 31-40 age bracket shows the greatest gap (6%), which may need to be analysed however the two age brackets before and after this show almost equal percentages which is encouraging.

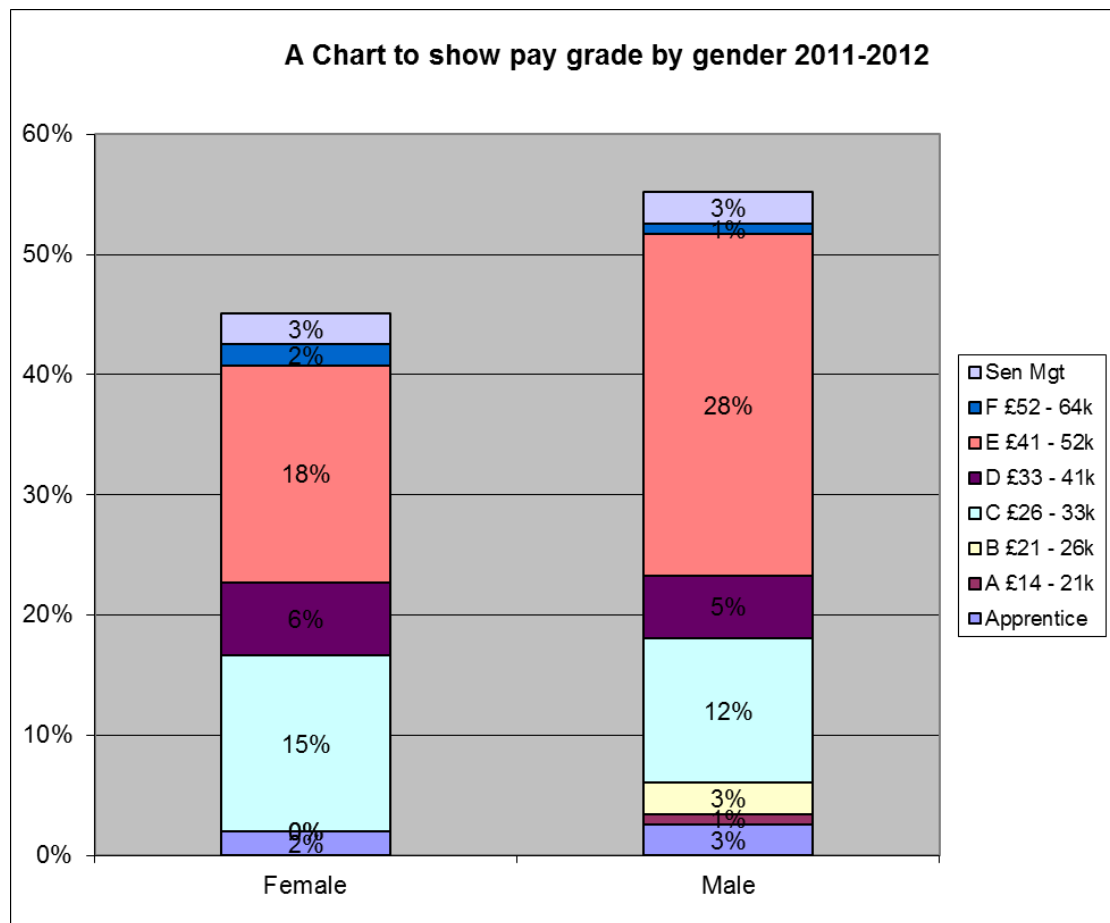**A Chart to show the proportion of Gender by Employment Status 2011-2012**

A Graph to show Gender split by role type 2011-12

Legend:
- Admin/Teaching
- Middle Manager
- Director
- Technical
- Senior Academic

Male:
- Admin/Teaching: 33%
- Middle Manager: 4%
- Director: 3%
- Technical: 3%
- Senior Academic: 13%

Female:
- Admin/Teaching: 30%
- Middle Manager: 6%
- Director: 3%
- Technical: 0%
- Senior Academic: 6%

A Chart to show pay grade by gender 2011-2012

Legend:
- Sen Mgt
- F £52 - 64k
- E £41 - 52k
- D £33 - 41k
- C £26 - 33k
- B £21 - 26k
- A £14 - 21k
- Apprentice

Female:
- Sen Mgt: 3%
- F £52 - 64k: 2%
- E £41 - 52k: 18%
- D £33 - 41k: 6%
- C £26 - 33k: 15%
- Apprentice: 2%
- (0%)

Male:
- Sen Mgt: 3%
- F £52 - 64k: 1%
- E £41 - 52k: 28%
- D £33 - 41k: 5%
- C £26 - 33k: 12%
- B £21 - 26k: 3%
- A £14 - 21k: 1%
- Apprentice: 3%

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A Chart to show Leavers by Gender in 2011-2012

44%
56%

- Male
- Female

Of the 29 leavers in the 2011 - 12 period, 56% were male and 44% female. The majority of staff leaving in 2011 - 12 was due to finding alternative employment (36%), followed by dissatisfied by role (14%).

During 2011 – 12, all of those who were on maternity leave returned to their employment. Of the two flexible working requests made in this period, 1 (50%) was made by a female member of staff and 1 (50%) by a male member of staff.

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Appendix 2

HEIDI DATA

Gender

Institution	2010/11 Staff full-person equivalent Staff (excluding atypical) Gender Female	2010/11 Staff full-person equivalent Staff (excluding atypical) Gender Male	2010/11 Staff full-person equivalent Staff (excluding atypical) Gender Unknown	Total	Female	Male
	Numeric data	Numeric data	Numeric data	Numeric data	%age	%age
The Arts University College at Bournemouth	210	195	0	405	52	48
Central School of Speech and Drama	75	65	0	140	54	46
Ravensbourne	80	105	0	185	43	57
Rose Bruford College	75	55	0	130	58	42
Trinity Laban Conservatoire of Music and Dance	265	255	0	520	51	49

Notes to table

UHI Millennium Institute - 2004/05 onwards
Due to the particular nature of the structure of the UHI Millennium Institute, teaching and research activities are carried out by constituent partners and these staff have been returned as atypical. Non-academic staff at these partner organisations have not been returned.

University of Essex 2010/11
In 2010/11, The University of Essex transferred 185 non-academic staff (equating to 109 FTE) into University of Essex Commercial Service Ltd. As a result, these staff no longer appear in the HESA return.

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Definitions

HESA Rounding strategy
Due to the provisions of the Data Protection Act 1998 and the Human Rights Act 1998, HESA implements a strategy in published and released tabulations designed to prevent the disclosure of personal information about any individual. These tabulations are derived from the HESA non-statutory populations and may differ slightly from those published by related statutory bodies. This strategy involves rounding all numbers to the nearest multiple of 5. A summary of this strategy is as follows:

0, 1, 2 are rounded to 0
All other numbers are rounded to the nearest multiple of 5

So for example 3 is represented as 5, 22 is represented as 20, 3286 is represented as 3285 while 0, 20, 55, 3510 remain unchanged.

This rounding strategy is also applied to total figures: the consequence of which is that the sum of numbers in each row or column rarely match the total shown precisely. Note that subject level data calculated by apportionment will also be rounded in accordance with this strategy.

Average values, proportions and FTE values prepared by HESA are not usually affected by the above strategy, and are calculated on precise raw numbers. However, percentages calculated on populations which contain 52 or fewer individuals will be suppressed and represented as '..' as will averages based on populations of 7 or fewer.

Coverage - 2003/04 onwards
The staff record provides data in respect of the characteristics of members of all academic and non-academic staff employed under a contract of employment by a HEI in the UK. Academic staff are defined as academic professionals who are responsible for planning, directing and undertaking academic teaching and research within HE institutions. They also include vice-chancellors, medical practitioners, dentists, veterinarians and other health care professionals who undertake lecturing or research activities. Non-academic staff are defined as those that do not have an academic employment function such as managers, non-academic

professionals, student welfare workers, secretaries, caretakers and cleaners. Staff employed under consultancy contracts, or on the basis of payment of fees for services, without a contract of employment, are not included in the record.

The record is collected in two sections; the staff person table and the staff contract table. The person table contains one record for every person employed by an institution during the HESA reporting period and contains attributes of the individual such as birth date, gender and ethnicity. Each person's employment with an institution will be governed by a legally-binding contract and each contract that exists is recorded on the contract table. If a person has a single contract with the institution there will be one record on the person table and one record on the contract table. If a person has three contracts with an institution there will be one record on the person table and three records on the contract table.

Full-person equivalent (FPE)
Individuals can hold more than one contract with an institution and each contract may involve more than one activity. In analyses staff counts have been divided amongst the activities in proportion to the declared FTE for each activity. This results in counts of full person equivalents (FPE). Staff FPE counts are calculated on the basis of contract activities that were active on 1 December of the reporting period (using the HESA staff contract population).

Coverage - 2009/10 onwards
The HESA Staff record provides data in respect of the characteristics of members of all academic and non-academic staff employed under a contract of employment at a reporting higher education institution (HEI) in the UK. Staff employed under consultancy contracts, or on the basis of payment of fees for services, without a contract of employment, are not included in the record.

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The range of data required about an individual and the contract(s) that they hold will depend on the nature of those contracts, and also the classification of the activity for which the contract exists.

Atypical staff are those members of staff whose contracts involve working arrangements that are not permanent, involve complex employment relationships and/or involve work away from the supervision of the normal work provider.

For atypical staff only a minimum data set is required.

Staff (excluding atypical) are those members of staff where one or more of the contracts held during the reporting period cannot be defined as atypical, and includes open-ended/permanent and fixed-term contracts.

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Gender 2008/09 onwards
From 2008/09 the specification for staff gender falls within the scope of the Aligned Data Definitions adopted by the Information Standards Board (ISB) for education, skills and childrens services (escs).

Indeterminate gender means unable to be classified as either male or female, and intended to identify students who are intersex, and not trans-gender nor as a proxy for not-known.

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Disability

Institution	2010/11 Staff full-person equivalent Staff (excluding atypical) Disability (basic) Known to be disabled	2010/11 Staff full-person equivalent Staff (excluding atypical) Disability (basic) No known disability	2010/11 Staff full-person equivalent Staff (excluding atypical) Disability (basic) Unknown	Total	Percentage staff declared with a disability
	Numeric data	Numeric data	Numeric data	Numeric data	%age
The Arts University College at Bournemouth	35	345	25	405	9
Central School of Speech and Drama	5	130	5	140	3.6
Ravensbourne	20	160	5	185	11
Rose Bruford College	10	120	0	130	8
Trinity Laban Conservatoire of Music and Dance	0	505	15	520	0

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Disability - 2008/09 onwards
Following introduction of the new Disability Equality Duty, information is required about the nature of disability. From 2008/09 HESA has, on the recommendation of the Equality Challenge Unit (ECU), adopted a version of the coding frame developed by the Disability Rights Commission (DRC) which includes additional detail specifically relevant in education (www.equalityhumanrights.com). From 2008/09 a second disability field has been added to the staff person table to allow the return of two disability codes.

Disability indicates whether a member of staff is disabled and the type of disability on the basis of their own self-assessment. Staff are not obliged to report a disability, and therefore HESA advises that the figures reported in analyses are derived from a subset which may not be representative of the total staff population.

The full label descriptions for each disability are available at www.hesa.ac.uk/manuals/08025/024 .

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