

AGENDA

A meeting of the Health and Safety and Human Resources Committee will be held on Monday 11 November 2019 at 3.30pm within the Carnegie Conference Centre, Dunfermline.

Papers highlighted in purple font have not been published with the agenda as they are either due for future publication or are not in the public domain.

No	Item	Action	Lead	Pages
1	Welcome, Apologies and Declarations of Interests	Note	VI	N/A
2	Minutes of the Previous Meeting: 4 June 2019	Approve	VI	
3	Matters Arising / Actions Outstanding	Note	VI	2-2
4	Health and Safety Update: Accident and Near Miss Update	Note	AL	3-9
5	Health and Safety Audit Report	Note	AL	
6	Modernising the Workforce / Workforce Plan	Note	ZFH	
7	Career-Long Professional Learning: Update 2017-18	Note	ZFH	10-14
8	Staff Numbers / Equalities Statistics 2018-19			
	8.1 Business Report: HR KPIs	Note	ZFH	
	8.2 Annual HR Metrics	Note	ZFH	15-17
	8.3 Equality and Diversity Recruitment	Note	ZFH	18-20
	8.4 Equality and Diversity Staff Report	Note	ZFH	21-25
9	Update on National Bargaining <i>Verbal Update</i>	Note	ZFH	N/A
10	Minutes from Committees:			
	10.1 JCC: 17 May 2019, 25 June 2019, 10 September 2019	Note Note	ZFH ZFH	
	10.2 JNC: 19 June 2019			
11	Date of Next Meeting Tuesday 25 February 2020 at 3.30pm ES02, Fife College, Glenrothes (<i>Trade Union representatives to be invited</i>)	Note	VI	N/A

**Key:**

Outstanding and deadline passed



Progressing and on target



Complete

Health and Safety and Human Resources Committee**Actions Outstanding / Progress Made**

	Date of Meeting	Action	Responsibility	Deadline	Status	Comments
1	04.06.19	To explore opportunities for Board attendance at staff/College events and to discuss this under AOCB at the next Board of Governors meeting.	M Philp / D C Watt	26.06.19		Complete and ongoing. Discussed at meetings. Invitations issued where relevant. New ideas being explored
2	04.06.19	To add comparator information for the sector / other colleges to future Accident and Near Miss Reports.	A Leadbetter	04.06.19		Colleges do not currently collect information on a like for like basis. Meeting of Tayside and Forth H&S Working Group on 15 November will discuss potential options

COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Health and Safety Update: Accident and Near Miss Update	
Date of Meeting:	11 November 2019
Purpose:	To provide an update on accidents and near misses during the 2018-2019 academic year.
Intended Outcome:	To note the contents of the report.
Paper Submitted by:	Alastair Leadbetter
Prior Committee Approvals:	Health, Safety and Wellbeing Action Group
Financial Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	Yes
Author Contact Details:	Alastair Leadbetter; alastairleadbetter@fife.ac.uk
Date of Production:	2 October 2019

BOARD OF GOVERNORS OF FIFE COLLEGE

Health and Safety and Human Resources Committee

Accident / Incident Breakdown / Near Miss

1 Introduction

This is the overview of the current accident / incident statistics compared against previous academic years stats. The report will also highlight any trends or major accidents reported.

2 Statistical Analysis

For discussion purposes, attached are various graphs showing the accident / incident breakdown covering the whole of the College.

Total Accidents Reported					
Year 1 2013/14	Year 2 2014/15	Year 3 2015/16	Year 4 2016/17	Year 5 2017/18	Year 6 2018/19
159	226	243	164	181	209

The above breakdown of total number reported by year shows, numbers reported rose from year 1 to year 3, dropped in year 4 with a slow increase in years 5 and 6. The breakdown of incidents reported (209) for the last full year of statistics are shown below:

Category	Reported
Minor	18
Accident Incident	101
First Aid / Ill Health	73
RTA (Road Traffic Accident)	3
RIDDOR	1
Near Miss	13

Throughout each year, the graphs show consistently two specific peak time period when the most incidents are reported. These are between September – October and February – March. These time-periods coincide with the College intake of new students. During these period accidents / incidents are more likely to happen due to the lack of experience and knowledge of the students whilst being trained in new working practices. The college has invested in training videos for specific health and safety hazards within each Curriculum area to install a consistent health and safety message and understanding for the students. This approach is to be reviewed, against reported incidents for signs of improvement.

The figures show an increase in the total number of incidents reported throughout 2018/19 academic year, which on review, the main area of increase is within the First Aid reports for Ill Health has increased by 30 on the previous year. These figures show the improvement in the recording of incidents after the introduction of the new First Aid procedure introduced in January 2019.

The statistics for the current academic year show a total of 28 incidents reported, 10 of which are Ill Health incidents.

2.1 Incident RIDDOR Reports

There has been one reportable incident under RIDDOR for the 2018/19 period. The incident occurred during one of the December festive party night held at Carnegie Conference Centre. One of the attendees fell as they were leaving the toilets and injured their right arm. Ambulance attended and the injured party was taken to hospital. Investigation showed that there was no debris, slippery surfaces at the site of the incident, which could have caused the incident. The injured party does not recall how the incident happened.

2.2 Accident Investigation and Reporting

The Health and Safety Team will also monitor any trends happening and will highlight them to the Health and Safety Committee on a regular basis with proposed actions to remedy any known trend.

The main 3 accident classifications are

- Other
- Slips Trips Falls
- Contact with Stationary Objects

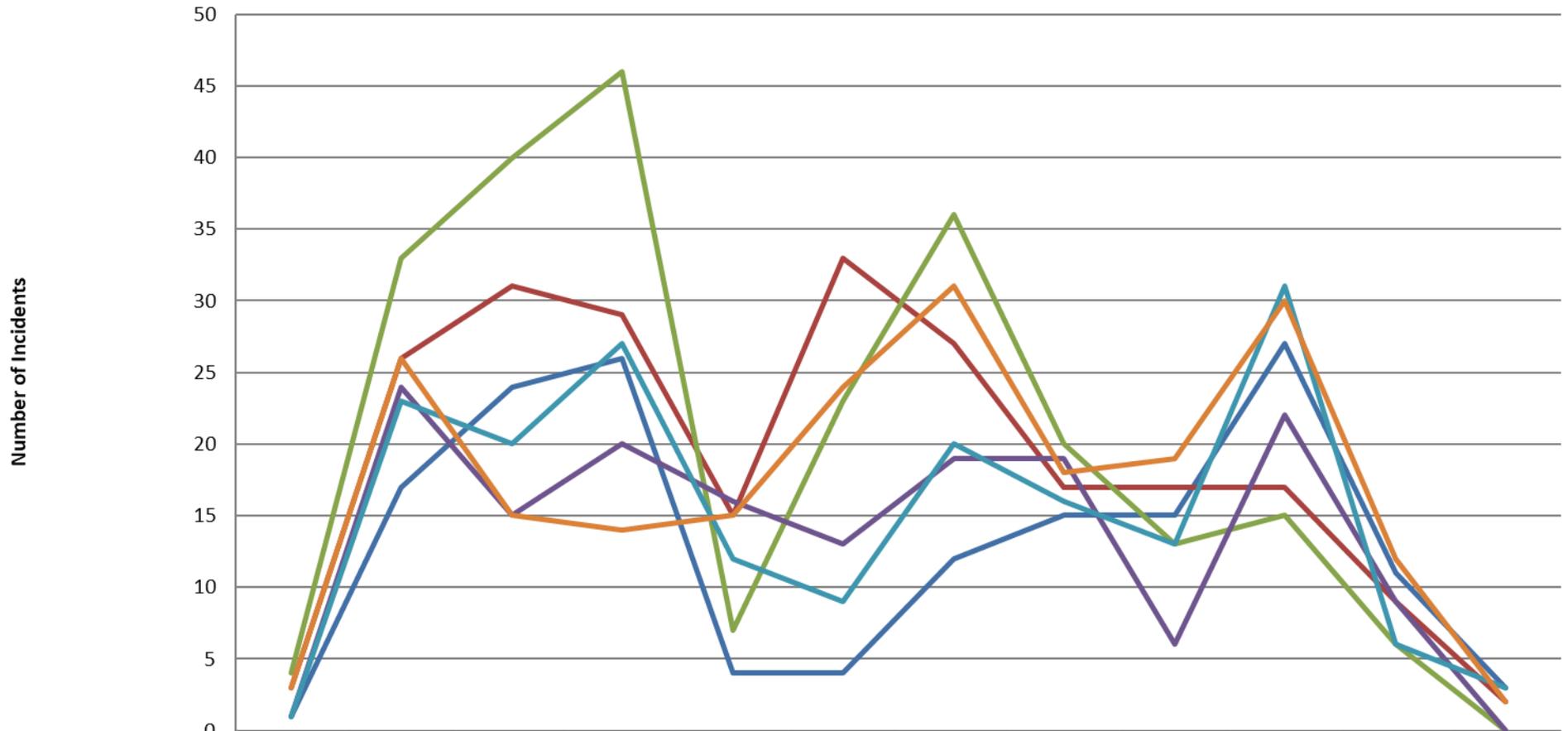
Following on from the last report the main classifications of incident has remained constant. The number of incidents reported under the “other” category has increased to be the highest reported category closely followed by Slips, Trips & Falls. These reports are closely linked to people not being aware of their surroundings and either slipping. Tripping or walking into fixed objects. Underlying causes are mobile phones and being distracted by conversations whilst walking throughout the campus buildings.

Reviewing the incident number it is felt that reporting, especially Near Miss Reports are low. Also, getting the incident classification information right on the reports needs to be improved. Proposed workshops on incident reporting procedure and the importance of reporting incidents are scheduled for the second week of October for all staff to attend.

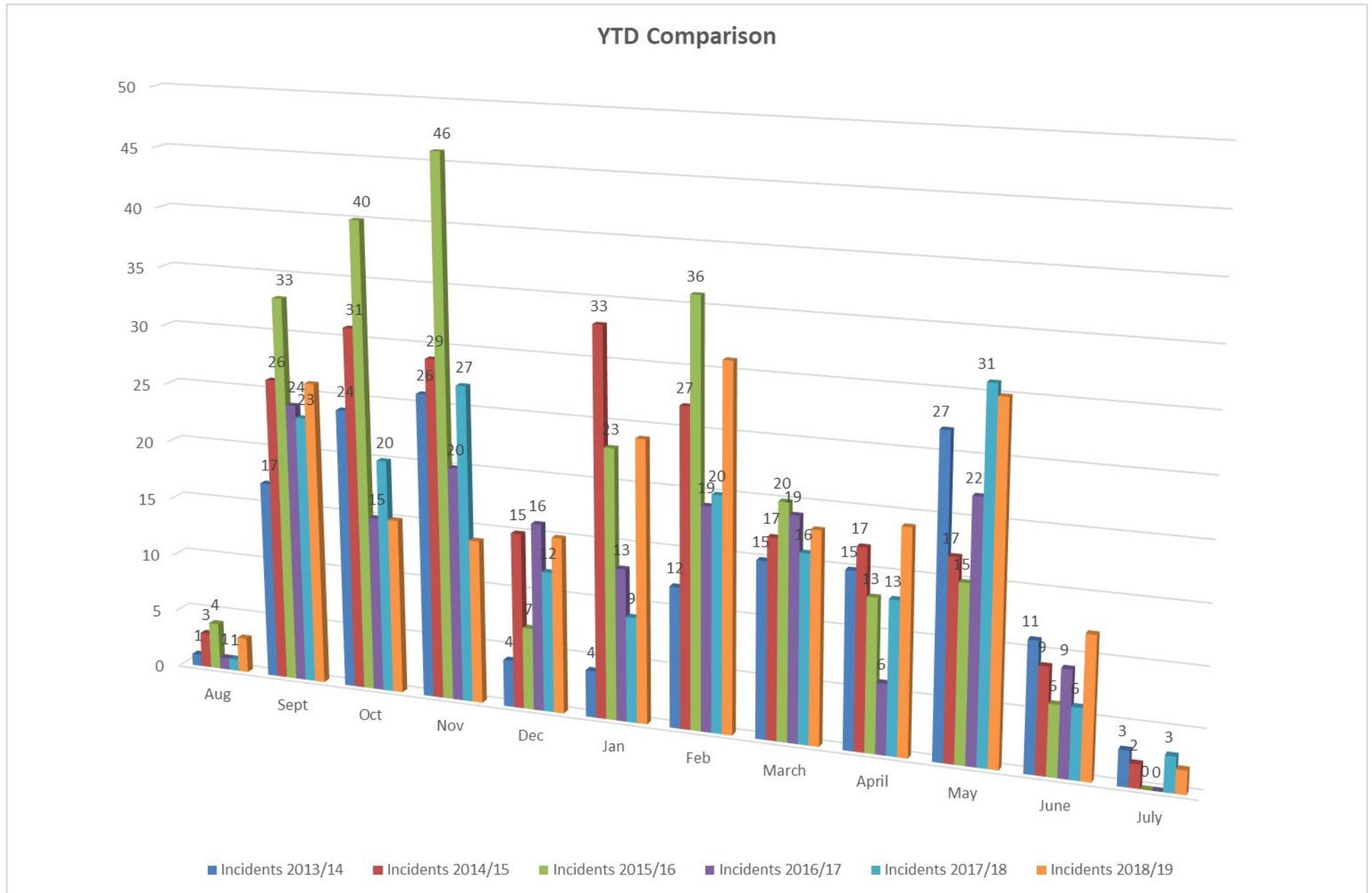
I have added a graph showing the breakdown of the verbal abuse and physical assault categories, which were specifically mentioned as a concern area by, staff. Overall, there has been a reduction in the numbers of incidents at Levenmouth Campus with only 3 verbal abuse incidents reported. There has been however, six Physical Assaults reported over the previous academic year. Four of the assaults reported were Students fighting with students, three of which were not on College ground. One reported Assault was on a Lecturer by a student, which resulted in the student being removed from the College course.

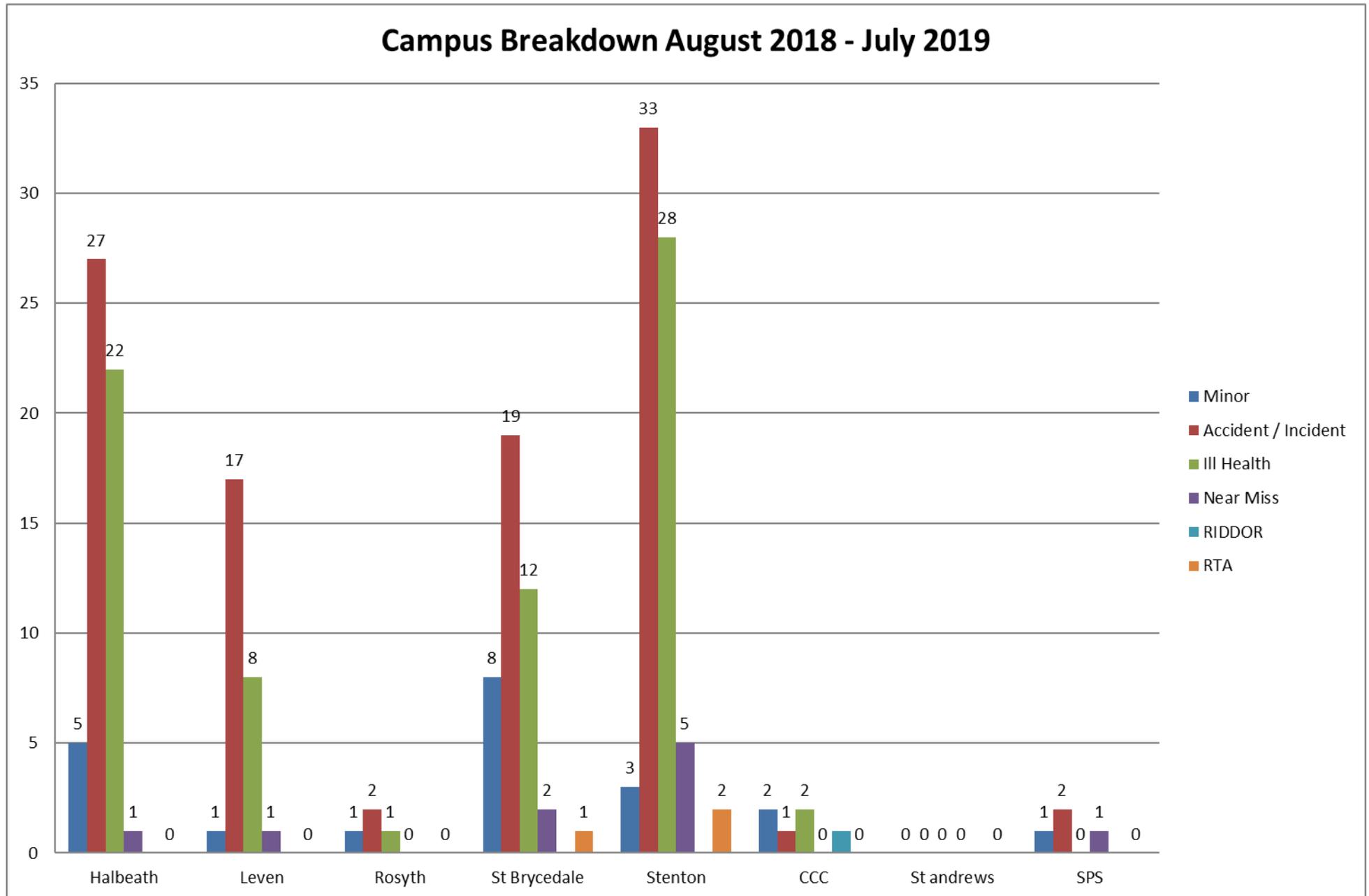
I previously recommended that the College investigates and implements a programme of Conflict Management training to help give staff the skills and confidence to identify situations before a situation progresses to a reportable incident. Information from each Department / Faculty on their training needs is being compiled so that the training can cover all eventualities.

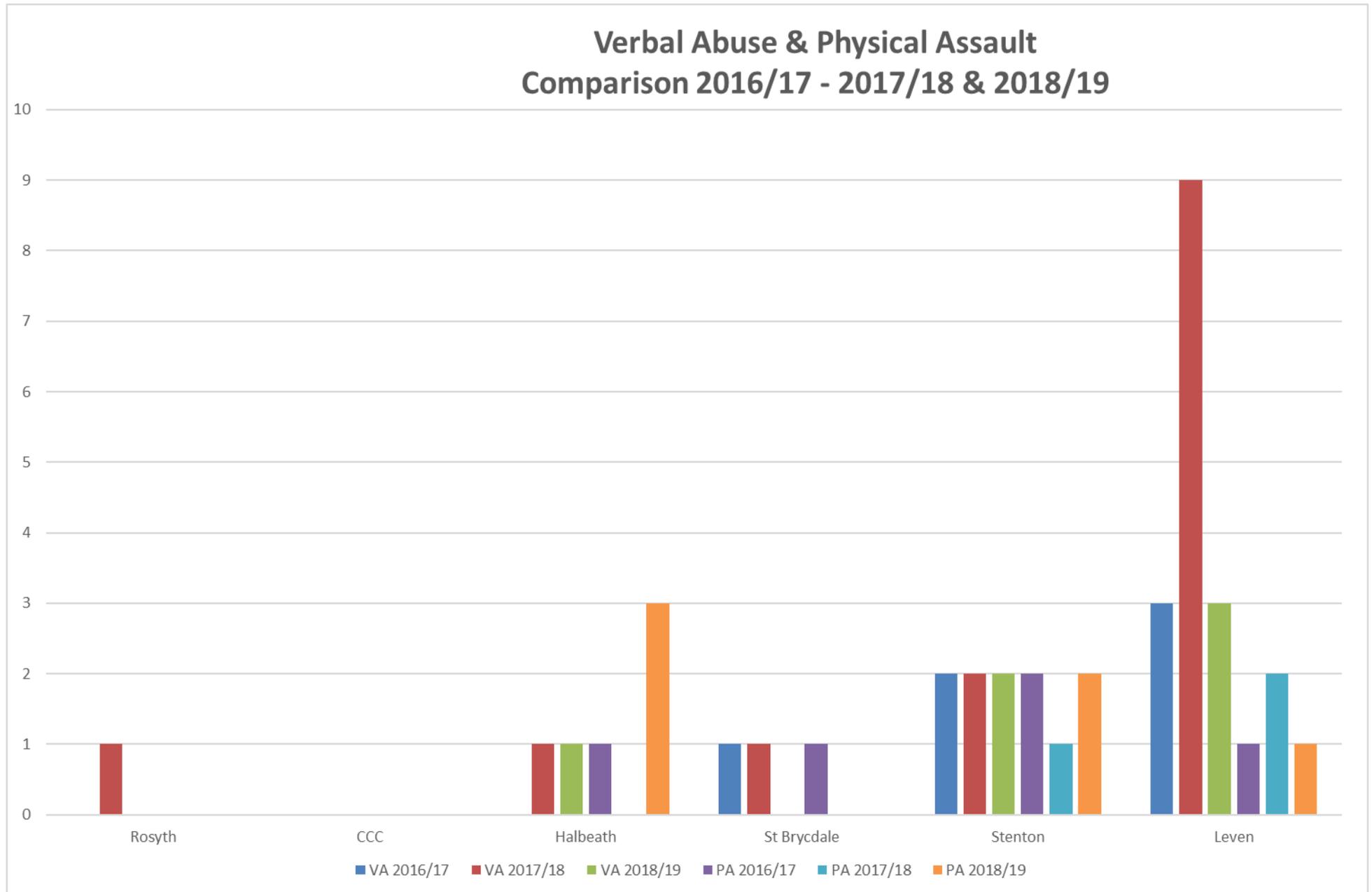
Year Comparison Total Incidents Reported



	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July
Incidents 2013/14	1	17	24	26	4	4	12	15	15	27	11	3
Incidents 2014/15	3	26	31	29	15	33	27	17	17	17	9	2
Incidents 2015/16	4	33	40	46	7	23	36	20	13	15	6	0
Incidents 2016/17	1	24	15	20	16	13	19	19	6	22	9	0
Incidents 2017/18	1	23	20	27	12	9	20	16	13	31	6	3
Incidents 2018/19	3	26	15	14	15	24	31	18	19	30	12	2







COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Career-Long Professional Learning: Update 2017-18	
Date of Meeting:	11 November 2019
Purpose:	To provide an update on CLPL for the 2018-2019 academic year.
Intended Outcome:	To note the contents of the report.
Paper Submitted by:	Zelda Franklin-Hills
Prior Committee Approvals:	N/A
Financial Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	Yes
Author Contact Details:	Zelda Franklin-Hills; zeldafranklinhills@fife.ac.uk
Date of Production:	17 October 2019

BOARD OF GOVERNORS OF FIFE COLLEGE

Health and Safety and Human Resources Committee

Summary of Career-Long Professional Learning - Academic Year 2018-19

1.0 Introduction

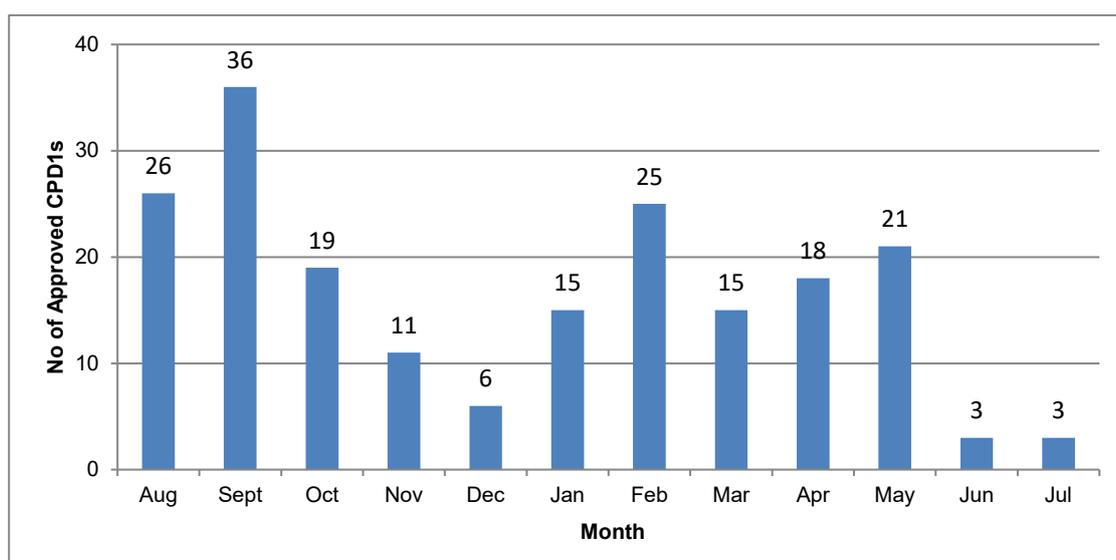
The following information provides a breakdown of Career-Long Professional Learning (CLPL) by individual support or sponsorship during the period August 2018 and July 2019. This was made by application via a CPD1 form approved by the relevant Director and the Manager: Career-Long Professional Learning. Following the introduction of the employee benefit 'Free Enrolment in Fife College Courses for Staff' last academic year, staff no longer complete a CPD1 to undertake Fife College provision. As with last year, this is reflected in the lower number of CPD1s being submitted.

2.0 Analysis of Applications Received

201 CPD1 applications were received between August 2018 and July 2019. Of these, 198 applications were approved and three were not approved as they were not deemed a budget priority or a business critical need by the Director and/or the Manager: Career-Long Professional Learning. This number of CPD1 applications received is lower than in the academic year 2017-18 (at 259) though the number of applications not approved is comparable to previous academic years.

Of the 198 CPD1 applications approved, 45% supported development activities for academic staff, 41% support staff and 14% managers. In the academic year 2017-18, the split was 49% academic staff, 38% support staff and 13% managers. The split by gender was 69% female and 31% male, comparable to the previous academic year. This reflects the College staffing gender split of 63% female and 37% male.

Figure 1. Breakdown of approved CPD1 applications per month.





3.0 Approvals by Faculty/Professional Service

Figure 2. CPD1 approvals by Academic Faculty:

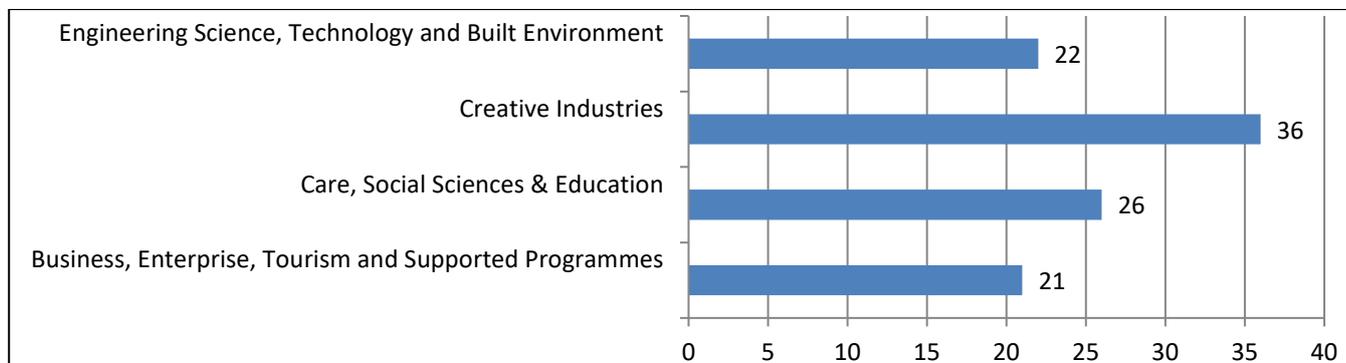
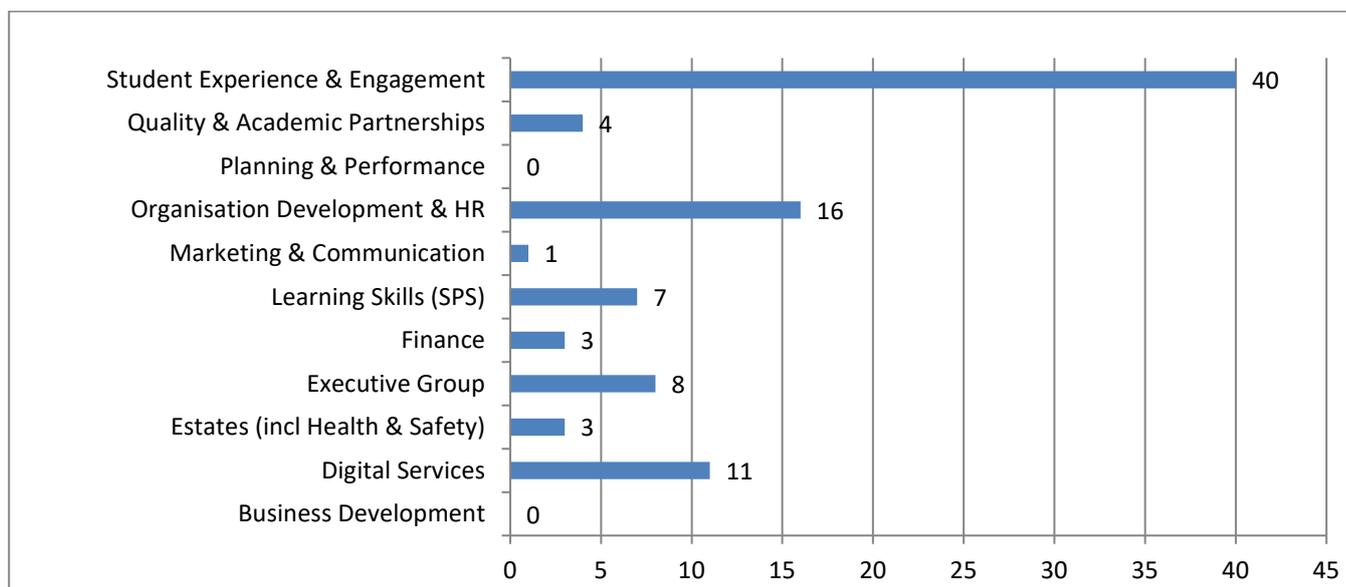


Figure 3. CPD1 approvals by Professional Service:



The organisational changes during 2018-19 are reflected in the approvals from Faculties and Professional Services. The number of approvals from Faculties and Professional Service areas may have been adversely affected by restructuring in these areas and subsequent realignment of staff. Faculties were rationalised during the reporting period from six to four.

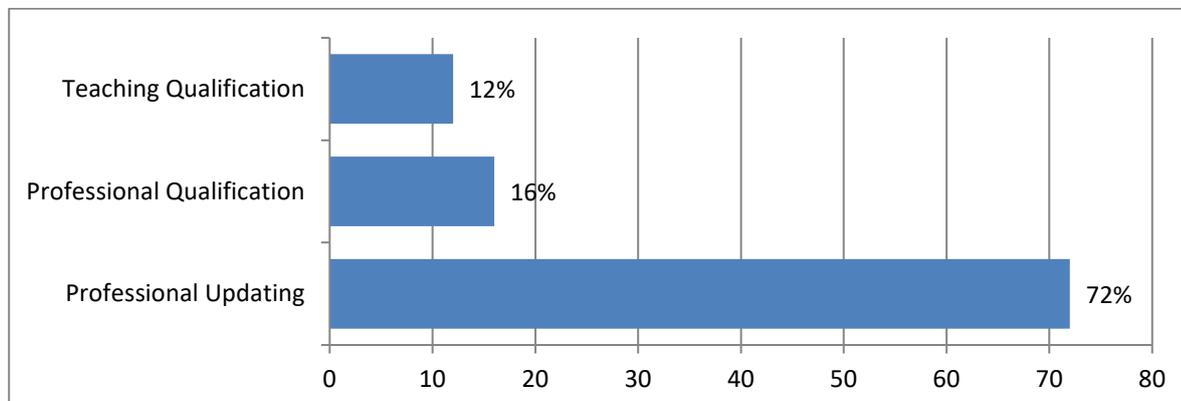
In terms of approvals, 105 (53%) were from Faculties with the remaining 93 (47%) in Professional Services. This is a slight decrease (5%) for faculty staff compared to the 2017-18 academic year. It should be noted that faculties consist of both academic and support staff.

The Faculty with the highest number of approvals was 'Creative Industries' with 36 (18%) of the total. In the previous academic year, the highest approvals were from 'Care, Social Sciences & Education', and 'Business, Enterprise & Tourism' (70 or 27% of the total). In Professional Services, the highest approvals were from 'Student Experience & Engagement' with 40 (20%) of the total. In the previous academic year, the highest number of approvals were also within this Professional Service area (24 or 9% of the total).

It should be noted that the approvals as reported by area do not reference the relative size of each Faculty or Professional Service.

4.0 Category of Career-Long Professional Learning

Figure 4. Percentage of approvals by category.

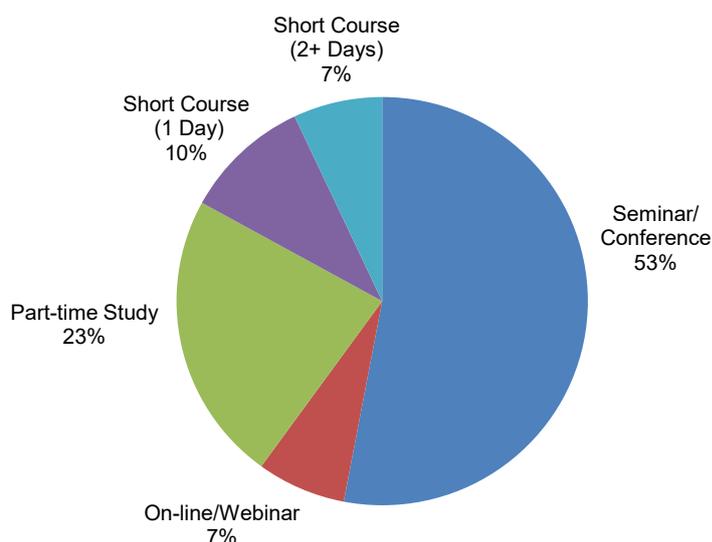


The requirement to submit CPD1s for First Aid/Health & Safety activities was phased out during 2018 therefore this category of CLPL is no longer included in this report.

31% of approvals were for certificated courses such as degree or masters studies and 69% were for non-certificated activities such as attendance at conferences or short courses of one or two days. In academic year 2017-18 this was 38% and 62% respectively.

5.0 Mode of Activity

Figure 5. Percentage breakdown by 'mode of activity'.

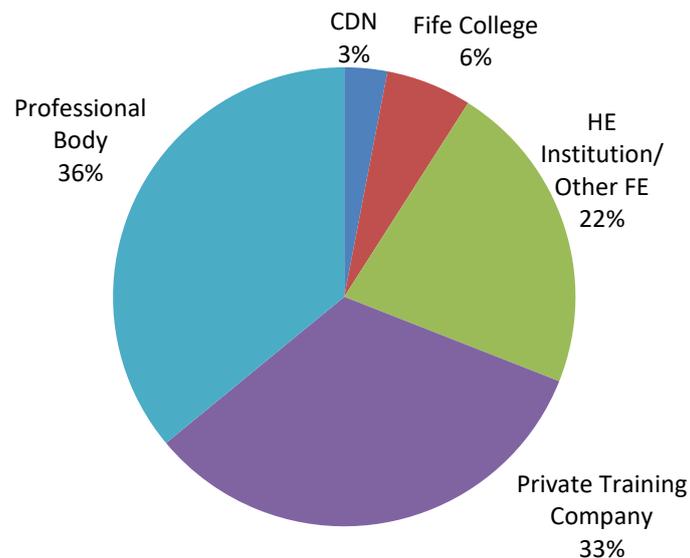


There has been an increase in staff attending seminars and conferences (45% in 2017-18). There has been a decrease in staff undertaking part-time study with an external training provider (32% in 2017-18). This may be due to staff opting to study with Fife College under the 'Free Enrolment in Fife College Courses for Staff' employee benefit.

6.0 Training Provider

In comparison to the previous academic year, there is a rise in 'HE Institution/Other FE' (12% in 2017-18) and 'Private Training Company' (24% in 2017-18). There is a decrease in 'Fife College' (18% in 2017-18) as CPD1s are no longer required for Fife College provision, with the exception of Teaching/Assessing Qualifications which accounts for the 6% in Figure 6.

Figure 6. Percentage breakdown of training providers



7.0 Teaching Qualifications

During academic year 2018-19, 15 members of staff achieved the 'Teaching Qualification (Further Education)' with the University of Aberdeen. Twenty seven members of staff were enrolled to undertake the 'PDA: Teaching Practice in Scotland's Colleges' with 19 achieving the qualification and eight continuing. New members of academic staff undertake Learning & Teaching Induction and continue to be supported by the Learning & Teaching Advisors.

8.0 Free Enrolment in Fife College Provision for Staff

Under the 'Free Enrolment in Fife College Provision for Staff' employee benefit, members of staff may now enrol in Fife College courses as part of their professional and personal development without any cost. In academic year 2018-19, ninety-nine members of staff enrolled on a College course at a total cost of £47,492.

9.0 Evaluation

In previous years, evaluation had mainly been undertaken by the use of feedback sheets shortly after the event itself. The response rate was low, and remains so, and as a result different methods have been used to evaluate the success of development opportunities. This includes informal feedback to the Career-Long Professional Learning Team, on-line surveys, focus groups and clinics.

10.0 Recommendation

It is recommended that the Committee note the contents of this report.

COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Business Report: Actual Performance as at October 2019 / Staff Numbers 2018-19 / Equalities Statistics 2018-19	
Date of Meeting:	11 November 2019
Purpose:	These papers report on business performance as at October 2019 and provide an update for members of the Committee on staff numbers and equalities statistics for the academic year 2018-19. Please note that links to the full reports on staff numbers and equalities statistics are available on the Gateway.
Intended Outcome:	To note the content of the papers.
Paper Submitted by:	Zelda Franklin-Hills, Director: Organisational Development and Human Resources
Prior Committee Approvals:	None
Financial Implications:	None
Equality and Diversity Implications:	None
Risks Assessed:	Variable
Publicly Available:	No
Author Contact Details:	Zelda Franklin-Hills (zeldafranklinhills@fife.ac.uk) Tel: 01383 559094
Date of Production:	16 October 2019

BOARD OF GOVERNORS OF FIFE COLLEGE**Health and Safety and Human Resources Committee****Annual Human Resources Metrics Report for the Academic Year 2018/19****Summary of Key Findings and Recommendations**

The following are the key highlights from the main annual human resources metrics report for the academic year 2018/19. It is a high level summary of the findings and includes the recommendations for completeness. The full report is available on the [Gateway](#).

1. College Profile

As with the previous academic year 2017/18, both the headcount and Full Time Equivalent (FTE) of the College fluctuates month by month. August 2018 had the highest number of individuals within the academic (420) and management (88) categories and February 2019 had the highest number (537) of individuals within professional services.

Looking at the average Headcount and FTE in comparison with academic year 2018/19, there has been a decrease in both the Headcount and FTE across academic and professional services categories. This results from re-structures within some areas of professional services such as Student Engagement and Experience and Planning and Performance and the wider re-structure within the Academic Faculties including a reduction from six to four faculties.

There has been a focus on closer working with faculties to achieve a more accurate and manageable number of fixed term contracts and sustained reduction of 'zero hours' contracts.

2. Recruitment

In total 102 posts have been advertised, one less than in the academic year 2018/19. Of the posts advertised, 71 were permanent and 31 temporary. Professional services had the highest recruitment within both the permanent and temporary categories. These figures have been impacted by re-structures detailed above.

3. Turnover

There has been a decrease in turnover to 152 in the 2018/19 academic year compared to last year. In part, this results from the stabilisation of the colleagues working within the National Learning Skills and Services Contract (NLSSC) structure.

4. Occupational Health Referrals / Counselling Service

There has been an increase in occupational health referrals and an increase in individuals accessing the counselling service in comparison to previous academic years. This may be due to the masterclasses provided to managers in supporting staff through absence and increasing promotion of the Employee Assistance Programme available to support colleagues.

5. Absence Statistics

There has been a decrease in absence of 0.52% this academic year compared to last. Absences for all staff profiles have decreased with the highest reduction being within management.

6. Disciplinarys

There were eight disciplinarys completed during academic year 2018/19 which represents 0.80% of the total mean head count. Of the total number of disciplinarys, two were related to student complaints and six were for miscellaneous reasons.

7. Grievances

There were eight grievances raised during academic year 2018/19, this represents 0.80% of the total mean head count. Of the total number, two were related to bullying and harassment, one was related to discrimination and equalities and five were for miscellaneous reasons.

8. Recommendations

- Achieve the Healthy Working Lives Gold Award.
- The College will be appointing a new Occupational Health provider to include a new Employee Assistance Programme at the beginning of 2020. The new provision and offering will be promoted across the College over the remainder of the academic year.

BOARD OF GOVERNORS OF FIFE COLLEGE

Health and Safety Committee

Equality and Diversity Recruitment Report – Academic Year 2018/19 Summary of Key Findings and Recommendations

The following are the key highlights from the main annual equality and diversity recruitment report for the academic year 2018-19. It is a high level summary of the findings and includes the recommendations for completeness. The full report is available on the [Gateway](#).

1.0 Introduction

The overall number of applications reduced significantly (24%) when compared to academic year 2017/18. The proportion of applications for Professional Services posts have increased significantly (up 13% to 89%) from the previous year with a concomitant reduction in the proportion of applications for Academic posts (down 13% to 8.5%). The proportion of applications for management posts was consistent with the previous year at 2.5% of all applications.

2.0 Age

Candidate Age Profile

The age profile of applicants remains significantly different to that of the Census data for Fife County and Scotland. For all posts, only 3% of applications were received from applicants in the 60+ category, 68% from the 30-59 category and lastly 28% from the <29 category. This is broadly consistent with previous years, however there has been an increase in the number of applications from the <29 category which reflects the greater number of applications for the Professional Services which attract younger applicants.

In relation to Academic posts, the vast majority (79%) of applications were received from age range 30 – 59, with the <29 and 60+ categories accounting for 17% and 4% respectively.

There were no applications from the <29 age group applying for management posts which was the same as the previous year. 95% of applications for Management posts came from the 30-59 age group. Overall applications from each age group for the three categories of post remains broadly consistent.

The greatest proportion (30%) of applications in the <29 age category were in the Professional Services. Only 3% of applications were received from the 60+ category for Professional Services posts, with the remaining 66% from the 30-59 age category.

The percentage of applications withdrawn was 7% in 2018/19 consistent with previous years. Of the 63 withdrawn applications, 58 (92%) were in the Professional Services employment category which reflects the majority of posts recruited to. Few withdrawals occur in the managerial and academic employment categories. Of the withdrawals for the Professional Services, 60% are in the 30-59 age group.

Candidate Age Profile by Application Stage

The number of applications for academic posts dropped significantly as did the number of offers, with only eight offers being made in 2018/19 compared to 2017/18 where

there were 25 offers. There will need to be some monitoring of application numbers as the coming year progresses to ensure that we continue to attract high quality people to apply for academic posts. Where a trend of lower applications is identified, some remedial action will be put in place. None of the 10 applications for academic posts from the <29 age category were successful. This is in contrast to the Professional Services area, where the number of offers as a percentage of applications is 15% +/- 1 for each age category. The number of applications for management posts was the same as last year, however the number of offers was significantly reduced with only one post offered in 2018/19.

3.0 Gender

The gender profile of applicants has remained consistent with previous academic years and that of the staff profile with 64% of applications being female and the remaining 36% identifying as male. This remains different from the Census data for Fife County and Scotland with females representing 51% of the respective populations. The gender divide is most prominent in the Academic and Management employment categories where 71% and 79% respectively of applications were from female applicants.

Candidate Gender Profile by Application Stage

In the Academic employment category, of the eight offers of employment in the Academic category, seven were female. The proportion of males and females gaining an offer of employment having been interviewed was however relatively similar: 25% and 29% for males and females respectively. In the Professional Services category, 17% of females were given an offer of employment compared to 12% for males.

4.0 Disability

In comparison to the academic year 2017/18, there has been an increase in candidates who have preferred not to specify whether they have a disability; up from 14% in 2017/18 to 18% in 2018/19. Consequently, the proportion of applicants stating that they don't have a disability has reduced. There has been an upward trend over the last three years in applicants selecting Prefer Not to Specify, with only 8% choosing this option in 2016/17. 8% of applicants stated that they had a disability which was the same as 2017/18, but there appears to be an upward trend over the last 5 years. It is recommended that action is taken to address this by providing applicants with additional information on the importance of making a positive declaration and how the College supports people through the recruitment process.

5% of offers were given to applicants who had stated they had a disability, which is 3% less than the percentage of total applications where the applicant states that they have a disability. Overall however the proportion of offers given are consistent with what applicants declare suggesting that disability isn't a contributing factor in the offer of employment.

5.0 Race / Ethnicity

Candidates who have declared their race/ethnicity as 'Other' has decreased to 2.2% when comparing with the academic year 2017/18. This is consistent with the Fife County profile and below the Scotland profile. Nearly all applicants (97%) declared as White with only 1% preferring not to specify.

6.0 Sexual Orientation

In comparison to the academic year 2017/18, there has been an increase to 8.4% of candidates who have declared that they would prefer not to specify their sexual orientation. Consequently the percentage of applicants who declare that they are heterosexual has decreased to 88%. This gradual decline is apparent over the last 5 years. It is recommended that action is taken to address this by providing applicants with additional information on the importance of declaring all their protected characteristics and how the College supports people through the recruitment process.

7.0 Recommendation

- To continue to monitor whether new starters are completing relevant information directly into the College's HR information system, including their protected characteristics, over the next academic year and if not to institute a reminder process detailing the importance of this information being disclosed.

BOARD OF GOVERNORS OF FIFE COLLEGE

Health and Safety and Human Resources Committee

Equality and Diversity Staff Report – Academic Year 2018/19

1.0 Introduction

This report provides a summary of the key findings of the staff profile in Fife College for academic year 2018/19. The full report is available on the [Gateway](#).

2.0 Age

2.1 Age Profile

As with previous years, the age profile at the College remains significantly different from that of the Census data for Fife County and Scotland. Compared to academic year 2017/18, there has been a slight increase (0.6%) in staff within the age bandings <29 and a similar reduction (0.8%) in staff within the age banding 30-59.

2.2 Age Profile 60+

There continues to be an increase of staff in the age range of 60+ to 16.9%, however this was only a modest increase (0.2%) from the previous year. It is forecast that by academic year 2021/22, 27.2% of staff will be in this age range. This forecast is predicated on the average retirement data over previous years.

2.3 Census Date Age Profile

A recommendation from last year's report was to use the specific census age bandings for Fife and Scotland. When this analysis is undertaken, there are a higher number of individuals in the College within the age bandings 30 - 44, 45 - 59 and 60 - 74 and fewer individuals within the age banding 16 – 29 compared to Fife and Scotland.

2.4 Age Profile by Employment Category

In comparison to academic year 2017/18, there have been the following changes per employment category:

- There has been a 13.5% reduction in academic staff number from 488 in 2017/18 to 422 in 2018/19. The proportion of academic staff relative to all staff in the < 29 age category has reduced to 13% from 21% in 2017/18. There were reductions in the other age categories but to a lesser extent.
- There has been a 12.8% reduction in the number of managerial staff; down from 90 in 2017/18 to 79 in 2018/19. The percentage of managerial staff in age categories 30-59 and 60+ are both down by 1% from 2017/18 to 9% and 8% respectively. No meaningful change was evident in the 20-29 category.
- Professional Services saw an increase (7.8%) in overall staff number; up from 563 in 2017/18 to 607 in 2018/19. The proportion of staff in the 20-29 age category from Professional Services has increased to 86%. Professional Services' staff also make up 52% of staff in the 30-59 age category and 50% of staff in the 60+ category.

2.5 Age Profile Comparison between College Sectors

Comparing the College Profile to that of the College Education Sector in Scotland the College profile shows a slight difference to that of the College

Sector. Within the age bands up to 35 and 36 – 50, the College profile is lower, however this has narrowed slightly in 2018/19. In age bands 51+, the College profile is higher with a difference of 4.1%; again down on last year.

2.6 Age Profile by Faculties

Marketing retains the highest percentage of individuals within the age range <29 at 20%, however in absolute terms the number staff in this age category is low. The National Learning and Skills Services Contract (SPS) has 15% of its staff in this age category but with a higher number of staff. In terms of academic faculties, Creative Industries has the highest number (12%) of staff in this age category and by contrast, the Faculty of Built Environment Science and Sport has no staff under the age of 30.

Professional Service departments have the highest number of staff in the 30-59 category: Organisational Development and HR (94%); Quality and Academic Partnerships (87%); and Executive (85%). In terms of absolute numbers the Engineering faculty has a sizeable number of staff over the age of 60.

3.0 Gender

3.1 Gender Profile

The percentage of male staff has remained at 37%. This does not mirror the profile within the Census data for Fife and Scotland where the male population is 48.5%.

3.2 Gender Profile by Employment Type

In comparison to the academic year 2017/18, there has been a meaningful reduction in academic staff as a proportion of the staff as a whole. Females in this employment category now only account for 34% of female staff (5% reduction) and males 43% of all male staff (4% reduction). Whilst it was cited in last year's report that there has been an increase to the male profile within the Academic and Management categories, this has been reversed this year due to an increase within Professional Services category. This increase is in part due to the TUPE transfer of colleagues from Carnegie Enterprise Limited.

3.3 Gender Profile Comparison between College Sector

Comparing the College Profile to that of the College Education Sector in Scotland, there is a slight difference in profile, with the college having 2% more females when compared to the College Sector.

3.4 Gender Profile by Department

Looking at the gender profile by faculties for academic year 2018/19, Care: Social Science and Education and Organisational Development & HR have the highest female gender population at 87% and 100% respectively. The highest male gender population can be found within Estates and Engineering, Energy and Mathematics at 82% and 76% respectively. It was previously and still is, recommended that the gender profile in the Faculty of Engineering Technologies and Mathematics were monitored to identify if STEM initiatives are increasing the female population or otherwise. Whilst the female gender profile within this faculty had previously increased in last year's report; it now remains stable and hence it would be a recommendation to continue to monitor the gender profile within this faculty.

The number staff within the Marketing Dept. has reduced from twelve to ten. However there has been growth in the male profile with an 18% increase.

4.0 Disability

4.1 Disability Profile

Consistent with last year's report, there has been a slight increase of 0.4% in the disability profile. Overall, it remains relatively constant since the College was vested. The College profile is also broadly similar to that of the College Sector.

It had been hoped that with the introduction of Self-Service, which enables individuals to amend their details including whether they have a disability or not, there may have been a more significant change to the College's disability profile, this does not seem to be the case. As the College migrates to a new HR information system, there will be opportunities to encourage staff to declare any disability they may have and it is anticipated this will support an increase in the number. This new system will also include a review of processes and this may also increase the numbers through more effective processes.

4.2 Disability Profile By Employment Type

Declared disability within the Academic and Management categories is slightly lower than the Professional Services, 5% as opposed to 6% of individuals declaring a disability.

4.3 Disability Profile Comparison between College Sector

Comparing Fife College Disability population against that of the College Education sector in Scotland, it can be seen that individuals who have declared a disability within the College is similar to that of the College Education Sector in Scotland.

5.0 Race / Ethnicity

5.1 Race / Ethnicity Profile

As with the previous academic years, there continues to be an increase in individuals specifying their race/ethnicity as "other" - this has increased from 1.4 to 1.5%. This is also the case with "Not Declared" which has seen an increase from 5.3 to 6.2%. Consequently, there has been a decrease in the number of individuals specifying as "White", which has reduced by 1.1% to 92.3%.

The College records race/ethnicity in six broad categories which are then further categorised to total 19. These do not match those in the census however, it is possible to add categories together to facilitate comparison. The number of staff who declared an ethnicity other than 'White' is 17 and represents 1.5% of the total College profile. If this percentage is compared to the census data for Fife County at 2.4% and for Scotland at 4%, there may be an under declaration of ethnicity/race by staff. This is however unlikely as only 70 individuals have not made a declaration or have indicated 'prefer not to say', an increase on last year of eight.

5.2 Race/Ethnicity Profile By Employment Type

There have been small changes to the employment category profiles with Management being less likely to declare. The percentage of 'Whites' in the three employment categories is generally consistent i.e. at 92%.

5.3 Race/Ethnicity Profile Comparison between College Sector

Comparing Fife College's race/ethnicity profile against that of the College Education Sector in Scotland, it can be seen that the sector has a higher percentage 98% of people declaring a 'White' background compared to 92% within the College. This is due to the College having a "Not Declared (Not Specified)" field where 6% of individuals have declared.

6.0 Religion or Belief

6.1 Religion / Belief Profile

Compared to previous academic year, the College's religion/belief profile has changed slightly. It also remains different from that of the Census Data for Fife County and Scotland. As per previous years, there has been a decrease in declarations for 'Church of Scotland/Christian', however there was the highest declaration of 'No Religion' at 36.8%. 'Not Stated' remains stable at around 27%.

The College's profile remains different from that of the Census data for Fife County and Scotland. When analysing the data, the 'not stated' profile is significantly higher than that of Fife County and Scotland where the value is only 7%. The percentage of Roman Catholic declarations is similar to Fife, but approximately half that of Scotland. Declaration of other religions is higher than Fife County and Scotland.

6.2 Religion / Belief Profile by Employment Type

In comparison to academic year 2017/18, within the academic group, there have been slight increases in staff declaring 'No Religion' in all of the employment categories. Combined, 'No Religion' and 'Not Stated' accounts for 65% in the Academic category, 65% in the Professional Services and 56% in the Management categories. These are all up on the previous year. Changes in other religious beliefs are minimal.

7.0 Sexual Orientation

7.1 Sexual Orientation Profile

As with previous academic years, there has been a decrease in individuals not specifying a sexual orientation from 41% in 2015/16 to 33% in 2018/19. The percentage of individuals declaring their sexual orientation as 'Other' remains stable at 3%.

7.2 Sexual Orientation Profile by Employment Type

Academic staff are much more likely to declare as 'Not Specified' when compared to the other employment categories. Professional Services and Management are the most likely to declare their sexual orientation as 'Heterosexual'. As the new HR information system is introduced, staff will be encouraged to review their data and this may impact on the declarations.

8.0 Gender Reassignment

There are no members of staff declaring as reassigning their gender, this is consistent with previous years.

9.0 Pregnancy

Of the female population in the College, 2.0% were on maternity leave in the 2018/19 academic year representing, 1.2% of the total staff.

10.0 Recommendations

- Continue to monitor changes in the gender population in the Engineering Technologies and Mathematics Faculty to identify if STEM initiatives are increasing the female population or otherwise.
- As the College migrates from the new HR information system, to review data and processes to ensure they enable and encourage staff to complete relevant information, including their protected characteristics, over the next academic year and support HR colleagues to double check information when in discussion with individuals.