Annual Employment Data Report
Session 22/23

January 2024

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Annual Employment Data

This report details UHI Moray's process to gather, monitor and utilise employee equalities data to better meet the general equality duty.
The general equality duty requires UHI Moray to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010.
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

1.1   UHI Moray UHI Mission, Vision and Values

Mission Statement - the purpose of UHI Moray is:
"To transform lives and to be at the heart of transformation in Moray and in the wider region"

UHI Moray will achieve this mission through activities related to teaching, learning, research and the support of students.

Vision Statement – During this period UHI Moray's vision was that it will become 'famous' for:
- the high quality of its teaching and learning
- its partnership work with stakeholders: including UHI, schools, employers and the community (through its partnership planning structures)
- the positive impact and outcomes of the work it does
- its values, for "doing the right things in the right way"

Values Statement – UHI Moray has developed an expression of each of the following values in order to be able to model linked behaviours that will generate the organisational culture that UHI Moray seeks to foster.
- Collaboration – We are friendly. We work collaboratively in our teams and across teams. We share the best of what we do as part of our interaction with each other. We are part of UHI and it is part of us. We fully play our part in UHI's development. We are generous with our time. We take time to listen, and to explain. We are always keen to help, to look together for ways of doing things better.
- Openness – We are local with an outward-facing perspective. We embrace change. We seek to be innovative in what we do and how we do it, curious to learn from the best in our sector to become the best. We reflect and discuss what we do and how we do it. We are always learning.
- Respect – We are accountable for what we do and how we do it. You can depend on us to do what we say we will. We agree our priorities and stick to them. We make decisions as close to possible to where

their impact is. We are considerate, supportive, and caring. People feel valued because we value them

- Excellence – We focus on our strengths, and on what we do well. We take every opportunity to recognise and celebrate our successes. We take pride in our work and seek to inspire and excite others. We are persistent in looking to achieve what is possible. We know our statistics and use them to improve. We are driven by our mission and vision though, not our data.

In the 2019 staff survey referred to in section 1.4 below, respondents were most likely to feel that they knew what UHI Moray is trying to achieve and were aware of the values. It is important that the Values are embedded in all that we do to ensure that behaviours are consistent with those CORE values.

1.2   Organisational Structure

UHI Moray offers a very diverse range of employment opportunities with a number of variants to the main terms and conditions (in relation to options for term time working, flexible working, part time and full time working etc). Posts offered range from cleaning, clerical, administration, technical and management to teaching in vocational and academic areas. As is described within the Annual Employment Equalities Data Section below, UHI Moray employs a high proportion of female staff, perhaps reflecting the flexibility, part time and term time nature of much of the employment opportunities offered.

UHI Moray has undergone a period of significant change over the previous 24 months particularly in relation to working arrangements during the covid pandemic, with the majority of staff working at home and some being furloughed. A Remote Working Toolkit and Online Etiquette document was developed in support of this. The Board and Management of the College were keen to gather feedback from staff and therefore, in May 2021, a staff survey was commissioned to gather the views of staff in relation to the significant changes in working practices necessitated by the Covid-19 pandemic over the previous year. Specifically, the survey sought to gather feedback in relation to staff experiences of remote working over the previous year and preferences for future working patterns to inform organisational planning. It is clear from the survey results at that time that some staff found working from home easier than others with those without children at home finding it easier to find an improved work/life balance. In general responses in relation to communication, support, technology and working relationships were positive. In relation to future working practices, the majority of respondents (57%) preferred a hybrid approach to working. It is the case however that the impact upon students, learning and teaching and service delivery must be the primary consideration in terms of determining working arrangements and therefore a New Way Of Working Pilot being undertaken in session 22/23.

This period of change continues into session 23/24 based upon the financial context within which UHI Moray is operating. In common with many other colleges in the Scottish FE Sector, UHI Moray is forecasting a significant financial deficit for year ending 23/24 necessitating a Financial Recovery Plan.

This currently proposed a number of staffing reductions and therefore the review of the New Way of Working Pilot is being held in abeyance until the FRP is implemented.

1.3 Pay and Grading

In furtherance of UHI Moray's commitment to equal pay and, as reported in previous Mainstreaming Reports, UHI Moray undertook a job evaluation project which supported the implementation of a new pay and grading structure in January 2011. The most recent equal pay review (undertaken in 2023 and based on March 2023 salary payments), demonstrates that, whilst UHI Moray still has an overall gender pay gap, there are no significant gender pay gaps within grade when considering grades in relation to gender, disability or race.

UHI Moray became a signatory to the National Joint Negotiating Committee in 2015 and, as such, pay awards and amendments to relevant terms and conditions are now determined through National Bargaining. It is the case that separate agreements emerge from the NJNC for teaching and support staff and this has impacted upon the relative position of these groups. It has also been agreed that a National Job Evaluation Scheme will be applied to NJNC related support staff posts with outcomes backdated to 1 September 2018. This work commenced in 2019 with the production of job evaluation questionnaires for all support staff roles covered by the agreement. This documentation has been evaluated and quality checked in 2020, 2021 and 2022. The outcome of the consequent salary modelling arising from this project is also likely to impact upon the relative position of our teaching and support staff.

1.4 Staff Development

Staff development in relation to equalities matters begins at the induction stage of employment at UHI Moray. Each individual is supported, by their line manager, through the newly reviewed Induction Section on the college virtual learning environment, Brightspace. Equality and Diversity is a key element of this. Thereafter, development on equalities issues such as equality impact assessment is built into staff development weeks as appropriate and as identified through the Professional Review process, requests from areas or informed through developments such as in response to priorities set at national level or through the Scottish Funding Council and the relevant professional standards. A particular focus of training has been in relation to support of Mental Health, Gender Based Violence and Inclusive Practice   In addition, UHI Moray subscribes to Marshall ACM on-line training, ('Diversity in the Workplace'), which allows for comprehensive coverage of staff as well as tracking of completion. Staff are required to undertake this training at least every three years.

Staff and students are communicated with via a variety of media including newsletters, meetings, through the management structure, events, internet, the UHI Moray Hub on sharepoint, e-mail and virtual learning environment.

1.6   Equalities Data Collection for Staff

UHI Moray had an Equality Outcome that, "College data collection and monitoring systems are comprehensive, covering all protected characteristics and are embedded in decision making and actions at all levels" and a commitment, "achieving a 100% response rate of PC data by staff". Significant progress has been made in relation to this with very high disclosure rates in seven protected characteristics, whilst information is held centrally in relation to one protected characteristic (pregnancy and maternity). Gender reassignment is a protected characteristic which is yet to be rolled out to staff for monitoring purposes.

The table below provides information in relation to the disclosure rates for staff within the relevant periods. It is a positive aspect that disclosure rates in UHI Moray are so high, perhaps indicating that staff feel able to disclose data in confidence. It should be noted that where a member of staff has taken the option to decline information then this is considered to be a disclosure.

Table 1: Protected Characteristic Disclosure Rate

Protected Characteristic	Disclosure Rate at March 2022	Disclosure Rate at March 2023
Sex	100%	100%
Race	99%	100%
Disability	98%	99%
Sexual orientation	91%	100%(although information declined higher in this category)
Religion or belief	78%	99% (although information declined higher in this category)
Age	100%	100%
Marriage and Civil Partnership	93%	100%

1.7   Equality Impact Assessment

All HR Policies and Procedures have been subject to Equality Impact Assessment. HR Policies and Procedures were updated in the 22/23 session in accordance with the HR Policy Review Timetable. The objective is to ensure that the HR Policy Review Group is fully informed when considering new and reviewed HR Policies and Procedures.

1.8   Annual Employment Equalities Data – Sessions 22/23

Data has been collected and presented for the above session to allow comparisons and identifications of potential trends. The data covers the following protected characteristics:
- Sex
- Race

- Disability
- Age
- Religion or belief
- Sexual Orientation
- Marital Status

Data arising from the following processes is analysed and reference is made to the college population and 2011 local and national census data (where available).

- New employees
- Internal Appointments
- Recruitment Applications
- Leavers
- Grievances, Capability and Conduct Hearings (given low numbers and the statistical relevance of this data a qualitative review is undertaken during the policy review process rather than the presentation of data for these matters)

The data collected and analysed is based on all staff contracted within the specific academic session (rather than the 'as at' figure recorded in Table 1) and records headcount. Information is held centrally in relation to the protected characteristic Pregnancy and Maternity and it has been identified that a gap exists in UHI Moray's central monitoring in relation to gender reassignment.

It should be noted that the census information is based upon the entire population whereas the college staff population is that of working age. Although we are to some extent not comparing like with like, the comparison is considered to be helpful in relation to highlighting some areas which may require may some further investigation.

1.8.1 UHI Moray Staffing Profile

Table 2: Sex

	Scottish Pop'n Profile %	Moray Area Profile %	UHI Moray Profile % of all contracted staff 22/23
Sex			
Male	48.5	49.2	33%
Female	51.5	50.8	67%
Not Stated			

Our figures show, as is common with the education sector, that UHI Moray continues to employ a higher percentage of women than that reflected in both the Scottish and Moray population. The ratio between men and women employed at UHI Moray has not significantly altered over an extended period and it is considered that this is perhaps reflective of the types of posts offered and the part time, term time and fixed term nature of many of the UHI Moray posts, which would traditionally be more suited to those seeking flexibility for caring and other responsibilities. This assertion has been supported when

considering this data alongside the UHI Moray Equal Pay Statement where the impact of occupational segregation is apparent.

In the early part of session 22/23 a National Menopause Policy was published for the sector. Further actions have been taken within UHI Moray in support of this important matter with a voluntary support group being established (+ve Pause). This group will be arranging relevant support sessions which any staff and students can attend followed by a safe space for supportive discussions to take place.

Table 3: Ethnic Origin

	Scottish Pop'n Profile %	Moray Area Profile %	UHI Moray Profile % of all contracted staff 22/23
Ethnic Origin			
White Scottish	84	77.7	74.6
White Other British	7.9	18	15.9
White Irish	1.0	0.5	0.6
White Other	3.2	2.8	5.8
Asian, Asian Scottish or Asian British	2.7	0.6	0.9
Other ethnic groups	1.3	0.5	0.6
Information refused/NK			0.6

The monitoring categories for this protected characteristic have been aligned with the census. The data suggests that the UHI Moray population has lower proportions of White Scottish and higher proportions of White Other in the Moray area and in employment at UHI Moray than national figures. This is perhaps due to the presence of the MOD bases in the area and working populations that these bring to the area.

The proportions of Other ethnic groups nationally and in Moray are low and this is reflected in the UHI Moray population.

Overall, there is a high level of disclosure for this protected characteristic for UHI Moray.

Table 4: Disability

	Scottish Pop'n Profile %	Moray Area Profile %	UHI Moray Profile % of all contracted staff 22/23
Disability*			
Info Declined/NK			
No	70.1	70.9	90.5
Yes			9.5

*   long term health condition in the census

The census is less helpful in relation to benchmarking when considering disability as it focusses on population health rather than disability. There is, again, a high disclosure rate in UHI Moray for this protected characteristic. UHI Moray had, for a significant time, held the government 'Positive About Disability' double tick symbol and has, on a consistent basis, met the standards applied by that scheme in the attraction, support and retention of

disabled staff. UHI Moray then migrated to the new Disability Confident Scheme.

Table 5: Age

	Scottish Pop'n Profile %	Moray Area Profile %	UHI Moray Profile % of all contracted staff 22/23
Age			
16-29	18.5	16.1	7.6
30-44	20	19	28.1
45-59	21.1	21.3	46.8
60+	25.3	23.2	17.4
Not Stated			

When comparing the ages of the UHI Moray population with the data in the census it should be noted that the UHI Moray population only includes those of working age, rather than all ages which are contained in the census. Staff aged between 45 and 59 make up the majority of UHI Moray's staff and the proportions of younger staff are relatively low. This is perhaps reflective of the types of roles undertaken in UHI Moray where lecturers, for example, are generally experienced in working in their area of specialism before moving into teaching.

Table 6: Sexual Orientation

	Scottish Pop'n Profile %	Moray Area Profile %	UHI Moray Profile % of all contracted staff 22/23
Sexual Orientation	Not recorded	Not recorded	
Heterosexual			87.2
Lesbian			0.6
Other			0.6
Bisexual			1.5
Gay			0.6
Unknown/Info declined			9.5

Again, a protected characteristic with a high level of disclosure overall. It is not possible however to compare the UHI Moray population with census figures for this protected characteristic.

Table 7 Religion or Belief

	Scottish Pop'n Profile %	Moray Area Profile %	UHI Moray Profile % of all contracted staff 22/23
Religion or Belief			
Christian	53.8	50	42.8
Muslim	1.4	0.3	
Other Religions	1.1	0.9	9.4
No Religion	36.7	41.2	18.7
Unknown	7.0	7.7	28.7

It is interesting to note that the level of No Religion is much lower in the UHI Moray population than in the Moray and Scottish population. It is difficult however to draw conclusions from this when the unknown level is so high.

Table 8: Marital Status

	Scottish Pop'n Profile %	Moray Area Profile %	UHI Moray Profile % of all contracted staff 22/23
Marital Status			
Single	35.4	28.8	17.1
Married**	45.4	51.8	68.8
Separated	3.2	3.1	2.8
Divorced	8.2	8.5	4
Widowed	7.8	7.9	1.2
Other			2.4
Not Known			3

** UHI Moray figures include cohabiting and civil partnership

The lower proportions of single employees when considered alongside the census figures can be explained when considering that the census covers the whole population.

Pregnancy and Maternity

Whilst this is a protected characteristic which is not monitored through self disclosure on the HR system, central records are held in relation to those staff who are pregnant or take maternity leave during the period. In the session 22/23 we had 4 members of staff begin maternity leave.

We believe that staff are well supported with maternity provisions which are more generous than statutory provisions, a positive approach in relation to flexible working and also a specific contact person for those who are embarking on maternity periods and are navigating through the relevant requirements and implications.

It is also worth noting that, as a result of the impact assessment process, it was determined that the UHI Moray provisions for paternity leave should be improved upon to be more beneficial than that provided by statutory provisions. This is now in place and a similar, more favourable approach is also applied to those undertaking leave for adoption.

1.7.2 Recruitment

Being a process which could be considered to have a high potential for an adverse impact on those in particular groups, the Recruitment and Selection Procedure is one which has been reviewed and amended in light of previous impact assessments.

The data and statistics are interesting but have their limitations and are therefore used to identify any further investigation. Previous further investigations have demonstrated that UHI Moray, like many other organisations, experiences occupational segregation. The terms and conditions which, in large measure, incorporate term time working and do not require weekend work, impact upon the profile of those seeking to work at UHI Moray.

In order to monitor this activity, three elements are considered: Applications, how these applications are translated into appointments and internal staff

appointments. These have been considered with reference to the Scottish population. This is as a result of UHI Moray's move towards recruitment through recruitment websites and social media, which has had a consequent impact on the area from which UHI Moray is attracting applications. The potential increased flexibility to accommodate home-working which has resulted from the arrangements introduced as a result of Covid-19 has also enabled individuals from further afield to apply for roles and undertake them from a distance. This is evident through the locations of the applicants for posts. There is caution to be exercised in this comparison with census data however as, as has already been stated, we are reaching out to the working age population rather than the population as a whole.

Table 9: Sex

	Scottish Pop'n Profile %	% of Applications 22/23 (External Adverts)	% of Internal Staff appointments 22/23	% of External appointments 22/23
Gender				
Male	48.5	19.2	50	12.5
Female	51.5	80.8	50	87.5
Not Stated				

The figures show that we have a higher proportion of applications from females than is represented in the country. This is a trend for UHI Moray which tends to attract a greater number of female applicants due to the flexible working practices and the family friendly policies and procedures which can appeal to females who may be carers within the family. The nature of many of the UHI Moray vacancies which can be advertised more frequently can be female orientated roles too, such as administration, clerical and cleaning.

Table 10: Ethnic Origin

	Scottish Pop'n Profile %	% of Applications 22/23 (External Adverts)	% of Internal Staff appointments 22/23	% of External appointments 22/23
Ethnicity				
White Scottish	84	64	80	87.5
White Other British	7.9	14	20	12.5
White Irish	1.0	0		
White Other	3.2	12		
Asian, Asian Scottish or Asian British	2.7	8		
Other ethnic groups	1.3	2		
Information refused/NK	0			

We continue to attract applications from a lower proportion of White Scottish candidates to externally and internally advertised posts than is represented in the country. However, this year this has not been reflected when considering those that are appointed. It is considered that this is reflective of the more mobile working population brought with the local MOD bases where UHI

Moray benefits from the skills and experiences brought with the families moving into the area.

Table 11: Disability

	Scottish Pop'n Profile %	% of Applications 22/23 (External Adverts)	% of Internal Staff appointments 22/23	% of External appointments 22/23
Disability*				
Info Declined/NK				
No	70.1	90	100	87.5
Yes		10		12.5

*   long term health condition in the census

Again, the census is less helpful in relation to benchmarking when considering disability as it focusses on population health rather than disability. Numbers for internal appointments are too low as to be statistically relevant, however the correlation of proportion of those declaring a disability at external application and appointment is noted. We are committed to demonstrating progression and taking positive action to attract, recruit and retain disabled people.

Table 12: Age

	Scottish Pop'n Profile %	% of Applications 22/23 (External Adverts)	% of Internal Staff appointments 22/23	% of External appointments 22/23
Age				
16-29	18.5	23.5	18.2	28.6
30-44	20	35.2	36.4	42.9
45-59	21.1	39.2	36.4	28.6
60+	25.3	2	9	
Not Stated	0			

This protected characteristic is one in which the comparison against the census is impacted as we are comparing total population against working age population. The trend over the years has been that we attract the vast majority of applications from individuals who are over 29 years old which could be due to qualification and experience requirements of posts advertised.

Table 13: Sexual Orientation

	Scottish Pop'n Profile % (not recorded)	% of Applications 22/23 (External Adverts)	% of Internal Staff appointments 22/23	% of External appointments 22/23
Heterosexual		98	91	87.5
Lesbian				
Other				
Bisexual				
Gay				
Unknown/Info declined		2	9	12.5

This is an area where there is limited benchmarking information, and small numbers make it difficult to arrive at any meaningful conclusions from the data.

Table 14: Religion or Belief

	Scottish Pop'n Profile %	% of Applications 22/23 (External Adverts)	% of Internal Staff appointments 22/23	% of External appointments 22/23
Religion or Belief				
Christian	53.8	35.8	36.4	33.3
Muslim	1.4			
Other Religions	1.1	25.5	18.0	33.3
No Religion	36.7	18.9	9	11.1
Unknown	7.0	18.9	36.4	22.2

It is interesting to note that whilst disclosure rates across the protected characteristics are high, this is the protected characteristic which has the highest level of unknown and information declined. There are also higher proportions of applicants and new starts declaring their religion or belief as 'other' than is evident in the Scottish population. It may be that some confusion over reporting categories may be contributing to this.

Table 15: Marital Status

	Scottish Pop'n Profile %	% of Applications 22/23 (External Adverts)	% of Internal Staff appointments 22/23	% of External appointments 22/23
Marital Status				
Single	35.4	36.6	20	50
Married**	45.4	46.1	80	50
Separated	3.2	3.8		
Divorced	8.2	7.6		
Widowed	7.8			
Other	0	3.8		
Not Known	0	1.9		

**   UHI Moray figures include cohabiting and civil partnership

The figures show that, for this protected characteristic, we attract applications from generally similar proportions of marital status as is reflected in the general population.

1.7.3 Staff Retention

UHI Moray has, for a number of years, monitored, by protected characteristic, not only those that join and progress in the organisation but also those that leave the UHI Moray. The leavers data is benchmarked against the UHI Moray staffing profile as detailed in the tables below although it should be noted that low numbers can affect the statistical relevance.

Table 16: Sex

	UHI Moray Profile % of all contracted staff 22/23	% of total Leavers 22/23

Gender		
Male	33	27.3
Female	66	72.7
Not Stated		

The profile of staff leaving UHI Moray is roughly in line with the staffing profile within the organisation.

Table 17: Ethnic Origin

	UHI Moray Profile % of all contracted staff 22/23	% of total Leavers 22/23
Ethnicity		
White Scottish	74.6	63.6
White Other British	15.9	27.3
White Irish	0.6	0.3
White Other	5.8	0.6
Asian, Asian Scottish or Asian British	0.9	
Other ethnic groups	0.6	
Information refused/NK	0.6	

The proportions of leavers by this protected characteristic generally reflect the UHI Moray population figures.

Table 18: Disability

	UHI Moray Profile % of all contracted staff 22/23	% of total Leavers 22/23
Disability*		
Info Declined/NK		
No	90.5	93.9
Yes	9.5	6.1

*   long term health condition in the census

The proportions of leavers by this protected characteristic generally reflect the UHI Moray population figures.

Table 19: Age

	UHI Moray Profile % of all contracted staff 22/23	% of total Leavers 22/23
Age		
16-29	7.6	6.1
30-44	28.1	30.3
45-59	46.8	33.3
60+	17.4	30.3
Not Stated		

It is perhaps expected that the proportion of leavers (compared to the UHI Moray population) at age 60+ will be higher.

Table 20: Sexual Orientation

	UHI Moray Profile % of all contracted staff 22/23	% of total Leavers 22/23
Sexual Orientation		
Heterosexual	87.5	93.9
Lesbian	0.6	
Other	0.6	
Bisexual	1.5	
Gay	0.6	
Unknown/Info declined	9.5	6.1

The proportions of leavers by this protected characteristic generally reflect the UHI Moray population figures.

Table 21: Religion or Belief

	UHI Moray Profile % of all contracted staff 22/23	% of total Leavers 22/23
Religion or Belief		
Christian	42.8	39.4
Muslim		
Other Religions	9.4	12.1
No Religion	18.7	18.2
Unknown	28.7	30.3

This is the protected characteristic which has the lowest disclosure rate in UHI Moray and therefore the highest level of 'unknown'. The proportions of leavers by this protected characteristic generally reflect the UHI Moray population figures.

Table 22: Marital Status

	UHI Moray Profile % of all contracted staff 22/23	% of total Leavers 22/23
Marital Status		
Single	17.1	21.2
Married**	68.8	66.7
Separated	2.8	
Divorced	4	3
Widowed	1.2	
Other	2.4	3
Not Known	3	6.1

**   UHI Moray figures include cohabiting

The proportions of leavers by this protected characteristic generally reflect the UHI Moray population figures.

1.7.4 Staff Grievance, Capability and Conduct Matters

UHI Moray has considered monitoring data in relation to formal grievances, conduct hearings and capability hearings. It is intended that this data inform the impact assessment process but, fortunately, numbers of these matters in session 22/23 are low and therefore there is no statistical relevance. More valuable to the evaluation and impact assessment process is the experiences

obtained from the different perspectives in the utilisation of these procedures and this reflection on the experience of using the procedures contributes to the procedural review process. It should also be noted that policies in relation to these matters are now considered nationally.