

St Mary's University College Recruitment Equality Paper May 2012

Introduction

The purpose of this paper is to provide the University College with the equality information derived from analysis of the equality and diversity data collected during the 2011 recruitment cycle (1st January – 31st December). As part of the application process candidates are requested to complete an Equal Opportunities Monitoring Form. The six equality and diversity this paper will examine are sex, ethnicity, age, disability, sexual orientation and religion and belief

In 2011 116 vacancies were advertised, 105 were offered and 91 roles were accepted. Fourteen offers of employment were declined by the applicant and one was withdrawn. The declined offers of employment account for 13.3% of all offers made to applicants.

	Number of Employees Requested	Number of Applications Received	Number of Applicants Shortlisted	Number of Applicants Offered	Number of Applicants Accepted
2011	116	1455	289	105	91

The 2011 recruitment cycle process by headline numbers

In 2011 the Equal Opportunities Monitoring form was added to the electronic application form all applicants are requested to complete. Previously the Equal Opportunities Monitoring Form was a separate document, adding it as a section of the application form has made it easier for applicants to submit a complete application pack and simplified the collection of equality and diversity data.

Sex

Just over half (51%) of all applicants in 2011 were female, this is an 8% increase on the previous year. There has also been an increase of 3% in shortlisted female applicants compared to 2010. At offered stage female applicants represent two-thirds (66%) of all offers made in 2011, an increase of 3% on the previous year and 6% compared to 2009.

Nearly two-fifths (39%) of academic applicants are female, at shortlist stage female academic applicants represent over half (51%) of applicants invited to interview, a decrease of 4% compared to the previous year. Female academic applicants represent nearly two-thirds (65%) of all offered academic vacancies, a slight decrease of 1% on the previous year but a 26% increase compared to 2009.

Females represent the majority (54%) of academic-related applicants; this is a 13% increase on the previous year. At shortlist stage female representation increased to 62%, an increase compared to both 2010 and 2009 recruitment years. Over two-thirds (67%) of all academic-related roles were offered to female applicants, an increase of 7% on the previous year.

	Applicant % 2011	Applicant % 2010	Applicant % 2009	Shortlisted % 2011	Shortlisted % 2010	Shortlisted % 2009	Offered %2011	Offered% 2010	Offered % 2009
All applicants	51	43	53	59	56	57	66	63	60
Academic applicants	39	33	42	51	55	49	65	66	39
Academic-related applicants	54	41	55	62	58	59	67	60	68

Percentage comparison of all female applicant's, academic applicant's and academic-related from 2009

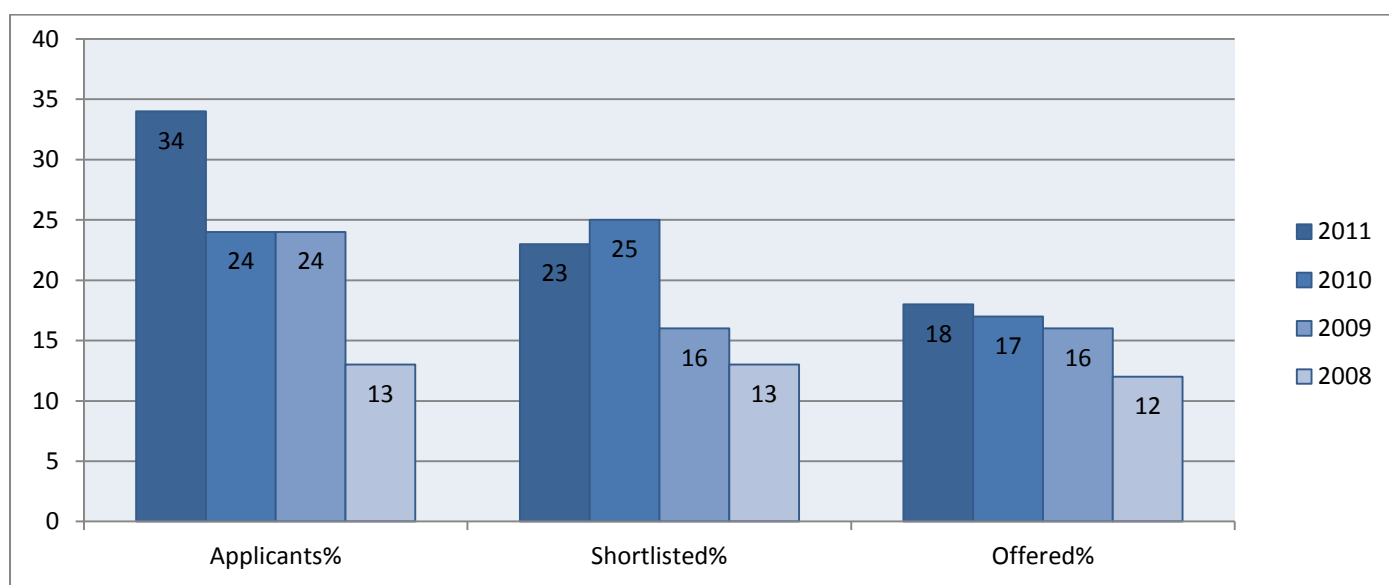
Ethnicity

The number of applicants disclosing their ethnicity during the recruitment process has continued to increase. Comparing the percentage of unknown ethnicity at application to stage in 2011 (18%) to 2008 (36%), it is clear that a significant decrease in unknown ethnicity has occurred over the four recruitment years.

	All Applications%				Shortlisted%				Offered%			
	2011	2010	2009	2008	2011	2010	2009	2008	2011	2010	2009	2008
Unknown ethnicity	18	20	25	36	8	11	9	24	3	5	3	11

Percentage of unknown ethnicity from 2008 to 2011

The disclosure rate of Black, Minority or Ethnicity (BME) applicants has increased by 10% compared to the previous year resulting in BME applicants representing over a third (34%) of all applicants for vacancies in 2011. At shortlist stage BME applicants decreased by 2% to just under a quarter (23%) compared to 2010. Since 2009 the percentage of offered BME applicants has increased yearly by 1%; in 2011 just under a fifth (18%) of all vacancies were offered to applicants within the BME ethnic group.



Percentage of BME (Black, Minority or Ethnicity) from 2008 by recruitment stage

The role type of the vacancy influences the number of BME applicants. Academic-related roles consistently receive a higher number of BME applicants compared to academic roles. The percentage of BME applicants has increased by 9% to nearly two-fifths (37%) compared to 2010. The number of BME applicants applying for academic-related vacancies has increased by 25% since 2008. At shortlist stage BME applicants invited to interview decreased by 3% compared to 2010 however since 2008 BME shortlisted applicants has increased by 14%. The number of offered BME applicants has increased by 2% and now BME applicants represent over a fifth (22%) of all offered academic-related vacancies.

	Applicants%				Shortlisted%				Offered%			
	2011	2010	2009	2008	2011	2010	2009	2008	2011	2010	2009	2008
Academic-related%	37	26	27	12	28	31	24	14	22	20	20	16

Percentage of BME academic-related applicants from 2008 to 2011

As with academic-related BME applicants there has also been an increase in BME applicants applying for academic vacancies. In 2011 the number of BME academic applicants has increased to nearly a quarter (24%) and compared to the previous year increased by 8% and by 12% since 2007. The percentage of shortlisted BME academic applicants has decreased by 3% compared to 2010, a tenth (10%) of applicants shortlisted for academic vacancies were from a BME background; this is the same level as 2007. There was also a decrease in offered BME applicants of 6% compared to 2010.

	BME Applicants%					BME Shortlisted%					BME Offered%				
	2011	2010	2009	2008	2007	2011	2010	2009	2008	2007	2011	2010	2009	2008	2007
Academic Applicant	24	16	10	16	12	10	13	7	13	10	7	13	7	5	5

Percentage of BME academic applicants from 2007 to 2011

Age

The average age of an applicant in 2011 was 27.8 years, an increase of 0.6 years compared to 2010. The average age of all shortlisted applicants is 33.2 years and the average age of all offered applicants increased by 0.6 years to 33.8 years.

Application Stage	Average age
Applicant	27.8
Shortlisted	33.2
Offered	33.8

Average age by recruitment stage for all applicants in 2011

Examining the average age of offers made by role type reveals an 8.2 years difference in the average age of offered academic applicants compared to offered academic-related applicants. The average age of all offered applicants has increased by 0.5 years compared to 2010. The average age of offered academic applicants has increased by 5.3 years to 39.6 years compared to 2010. The average age of an academic-related offered applicant in 2011 was 31.4 years a decrease of 1 year compared to the previous.

	Average age 2011	Average age 2010	Average age 2009
All offered applicants	33.8	33.3	36.5
Academic offered	39.6	34.3	37.3
Academic-related offered	31.4	32.4	36.1

Average age of offered applicants by role type comparison

Disability

The response rate to the disability question has improved at each stage of the recruitment process compared to 2010. One possible reason for the increased response rate could be due to the changes made to the Equal Opportunities Monitoring Form in 2011. Previously an applicant was requested to state if they, firstly have a disability and then secondly select a disability or condition from a list. The option to state “Yes, I have a disability” has been removed on the revised form, an applicant can now select the relevant a disability or condition from a list or answer “No, I do not have a disability” (See Appendix A).

	Unknown 2011%	Unknown 2010%
Applicant	18	20
Shortlisted	8	11
Offered	3	4

Percentage of unknown disability by recruitment stage comparison

The amendments to the Equal Opportunities Monitoring Form have unfortunately have not influenced the level of disclosure of a disability by applicants. The percentage of disclosure from all applicants remains at the same level (4.3%) as the previous year. At shortlist stage the percentage of declared disabled decreased by 1.6% compared to 2010. There was however a small increase of 0.3% in the number of declared disabled applicants that were offered roles compared to 2010.

	2011	2010	2009	2008	2007	2006	2005
Applicants%	4.3	4.3	4	1.5	1.2	2	1.4
Shortlisted%	4.0	5.6	5.3	2.6	1.4	0.8	0.8
Offered%	3.9	3.6	5.3	0.9	1	2	0

Percentage of declared disability since 2005 by recruitment stage

Disability disclosure data collected during the recruitment process will continued to be monitored.

Sexual Orientation

The 2011 recruitment cycle was the third year applicant’s sexual orientation was requested. The response rate to the question has increased to 80%, 1 in 8 applicants provided an answer, this includes applicants that selected the option “Prefer not to answer”

	2011 %	2010%	2009%
Response rate	80	65	53

Percentage of applicants responding to the sexual orientation question since 2009

The increase in disclosure rate can be associated with the 5.4% increase in Heterosexual applicants compared to 2010. Lesbian, Gay and Bisexual (LGB) applicants have decreased by 1.5% compared to 2010. There has also been a slight increase (0.1%) in applicants preferring not to answer the sexual orientation compared to 2010 and a 0.9% increase since 2009.

Sexual Orientation	Applicants 2011%	Applicants 2010%	Applicants 2009%
LGB	2.2	3.7	1.9
Heterosexual	71.5	66.1	57.2
Prefer Not To Answer	6.9	6.8	6
Question not answered	19.3	23.3	34.9

Response to sexual orientation question from 2009

Examining declared sexuality with the unknowns values removed reveals that applicants declaring their sexual orientation as LGB has decreased to the lowest level recorded, its 2.4% lower than 2010 and 0.3% lower than 2009.

Sexual Orientation	2011%	2010%	2009%
LGB	3.0	5.4	3.3
Heterosexual	97.0	94.6	96.7

Percentage of declared sexuality of applicants from 2009

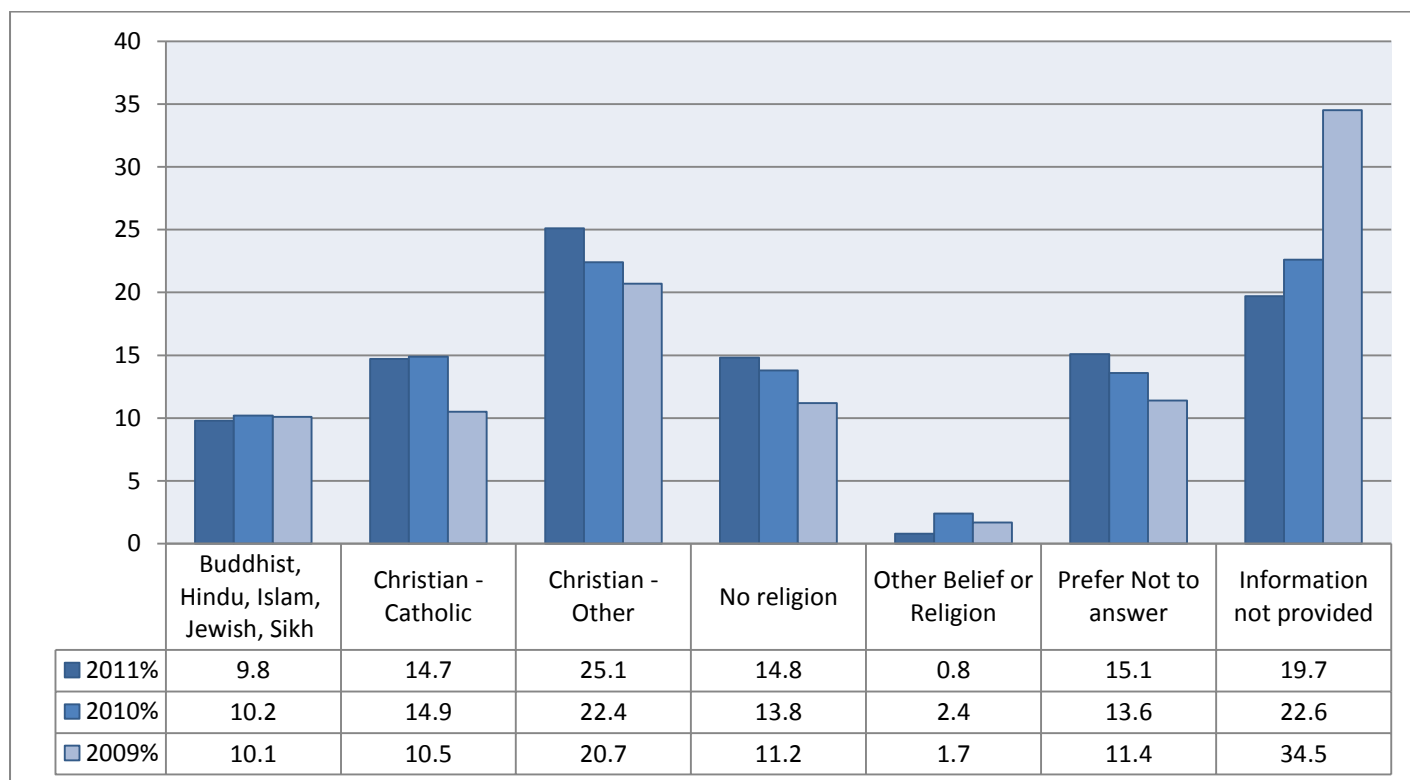
Further analysis of sexual orientation data is not possible, drilling down further into the dataset may result in the identification of individual's; the data will continue to be collated by the Human Resources department.

Religion or Belief

As with sexual orientation, the religion and belief question was added to the Equal Opportunities Monitoring Form in 2009. In 2011 the response rate to the religion or belief question has increased by 3% to 80% compared to the 2010 recruitment cycle.

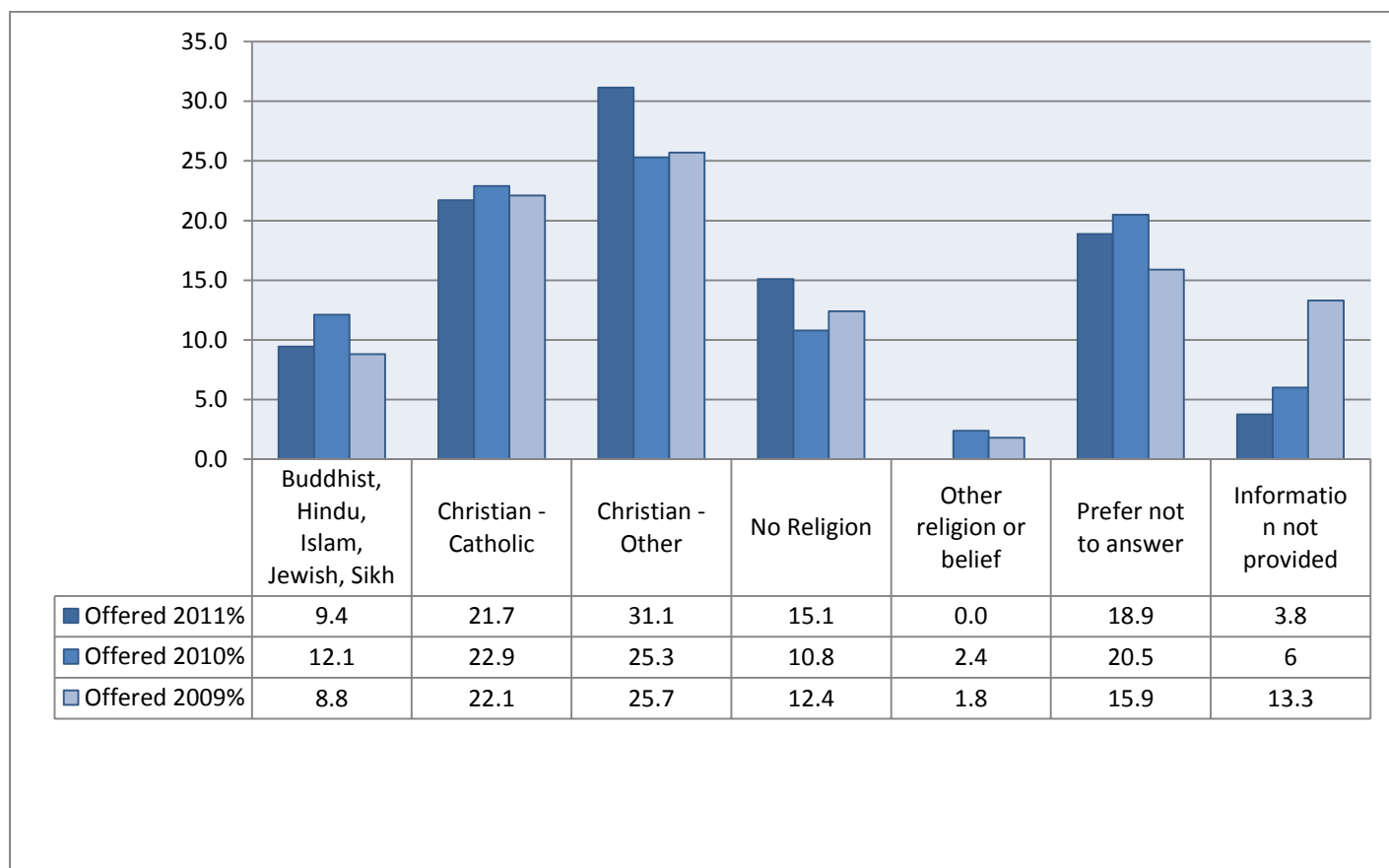
As with the previous years the largest declared religion or belief group is Christian-Other, in 2011 Christian-Other represent a quarter (25.1%) of declared religion. Combining the percentage of applicants from Christian background (Christian-Catholic and Christian-Other) represents nearly two-fifths (39.8%) of declared religion.

The next largest group of declared religion or belief is Prefer not to answer (15.7%), this category has increased by 3.7% since 2009. The category Christian-Catholic represents 14.7% of applicants; a slight decrease on the previous year although a 4.2% increase on the 2009 level. Applicants declaring a religion as Buddhist, Hindu, Islam, Jewish or Sikh decreased to below a tenth (9.8%) of the applicant population compared to the two previous years.



Percentage of applicants declared religion or belief from 2009

The decrease in unknown religion or belief at applicant stage is reflected at offered stage, unknown religion or belief has decreased by nearly a tenth (9.5%) since 2009. Christian-Other represents the largest group of offered vacancies; nearly a third (31.1%). The second largest group is Christian-Catholic with just over a fifth (21.7%) of all offered roles being offered to applicants within this group. When Christian-Other and Christian-Catholic are combined it reveals that the majority (58.8%) of all offered roles went to applicants from Christian background. Offered applicants that declared No religion increased by 4.3% on the previous year. Offered applicants declaring a religion as Buddhist, Hindu, Islam, Jewish or Sikh reflects the decrease found at applicant stage. Offered roles to this religious grouping have decreased by 2.7% to under a tenth (9.4%) compared to the previous year.



Percentage of offered applicants declared religion or belief from 2009

May 2012
Human Resources

Equal Opportunities Monitoring Form

Policy

St Mary's University College believes that there should be no discrimination because of age, disability gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. The University College will take appropriate steps to ensure that all employees are recruited, trained and promoted on the basis of ability, the requirements of the job, and where relevant, the need to maintain a highly effective student service.

Monitoring

To ensure that the equal opportunities policy is effective and to meet our legislative obligations detailed monitoring of applications will be carried out. This necessitates the collection of information regarding the applicant's ethnic origin, sex, marital status, disability, religion, belief, and sexual orientation. This monitoring form is detached prior to shortlisting and is not seen by staff outside the Human Resources Department. **All information will be treated as strictly confidential and in accordance with the Data Protection Act 1998.**

Gender and Date of birth

Female	<input type="checkbox"/>	Male	<input type="checkbox"/>
Date of Birth (DD/MM/YYYY)			

Marital Status

Civil Partnership <input type="checkbox"/>	Divorced <input type="checkbox"/>	Single <input type="checkbox"/>	Other (Please specify)
Co-habiting <input type="checkbox"/>	Married <input type="checkbox"/>	Separated <input type="checkbox"/>	Widowed <input type="checkbox"/>

Ethnic Origin

The following categories have been devised by the UK governments Census of population and are recommended by the Commission for Racial Equality. It is important to understand that these questions are not about nationality, place of birth or citizenship.

Asian or Asian British - Bangladeshi	<input type="checkbox"/>
Asian or Asian British - Indian	<input type="checkbox"/>
Asian or Asian British - Pakistani	<input type="checkbox"/>
Black or Black British - African	<input type="checkbox"/>
Black or Black British - Caribbean	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Mixed - White and Asian	<input type="checkbox"/>
Mixed - White and Black African	<input type="checkbox"/>

Mixed - White and Black Caribbean	<input type="checkbox"/>
Other Asian background	<input type="checkbox"/>
Other Black background	<input type="checkbox"/>
Other Ethnic background	<input type="checkbox"/>
Other Mixed background	<input type="checkbox"/>
Other White background	<input type="checkbox"/>
White – British	<input type="checkbox"/>
White – Irish	<input type="checkbox"/>
Prefer not to answer	<input type="checkbox"/>

My Nationality is:	
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Sexual orientation

Heterosexual	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Gay	<input type="checkbox"/>	Lesbian	<input type="checkbox"/>
Prefer not to answer	<input type="checkbox"/>						

Religion or belief

My Religion or Belief is:			
Prefer not to answer	<input type="checkbox"/>		

Disability

A disability or health problem does not preclude full consideration for a job. Applications from people with disabilities are treated in the same way as others. The following details are strictly confidential for the Human Resources Department information only.

Do you have a disability?	No <input type="checkbox"/>	
	Yes - please select from the option(s) below	
Specific learning disability (such as dyslexia or dyspraxia)	<input type="checkbox"/>	
General learning disability (such as Cerebral Palsy or Down's Syndrome)	<input type="checkbox"/>	
Cognitive impairment (such as autistic spectrum disorder or resulting from head injury)	<input type="checkbox"/>	
Long-standing illness or health condition (such as cancer, diabetes, arthritis, chronic heart disease, or epilepsy)	<input type="checkbox"/>	
Mental health condition (such as depression, anxiety or bipolar)	<input type="checkbox"/>	
Physical impairment or mobility issues (such as difficulty using arms or using a wheelchair or crutches)	<input type="checkbox"/>	
Deaf or serious hearing impairment	<input type="checkbox"/>	
Blind or serious visual impairment	<input type="checkbox"/>	
Other type of disability	<input type="checkbox"/>	
Prefer not to answer	<input type="checkbox"/>	

There are 8 categories in the relevant legislation which are used to assess whether an individual's condition is likely to be deemed a disability and applicants may wish to declare any conditions.

Please describe any special needs so that any arrangements and reasonable adjustments necessary for an interview can be made in the box below.

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Thank you – this Equal Opportunities form is now complete