

Board of Management

People & Culture Committee

Date of Meeting	Wednesday 30 October 2024
Paper No.	PCC1-I
Agenda Item	6.1
Subject of Paper	Equality, Diversity & Inclusion (EDI) Update
FOISA Status	Disclosable
Primary Contact	Scott M Harrison
Date of production	8 October 2024
Action	For Noting

1. Recommendations

For the Board Committee to note progress in delivering ED&I activities and priorities.

2. Purpose

This paper will provide an update on the College’s current ED&I priorities, with reference to the Statutory Reports required in support of the Equality Act.

The paper will provide an update on the following:

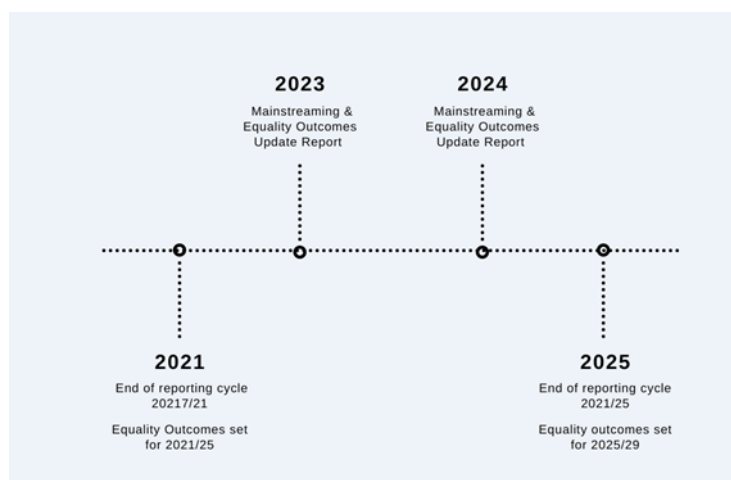
- EDI staff update.
- Progress on Equality Statutory Reports (2025).
- Equality Impact Assessments (EIA).
- Worker Protection (Amendment of Equality Act 2010).

3. EDI Staff Update

The leadership of the EDI team at City has recently changed with Scott Harrison taking on the responsibility of EDI within his role as Organisational Development Manager. Additionally, Leo Subido has been appointed as the new EDI Advisor.

4. Reporting Requirements

All public sector organisations are required to publish updates every two years and review and refresh their [Public Sector Equality Duty](#) (PSED) requirements every four years. The next reporting period for compliance purposes will be April 2025.



The College is currently required to report on the following for 2025:

- Equality Workforce Data.
- Equality Mainstreaming Report.
- Pay Gap Report incorporating a new Equal Pay Statement.
- Recruitment and retention data by protected characteristics.
- Equality Outcomes Report incorporating Scottish Funding Council's National Equality Outcomes.
- Occupational Segregation for Gender, Disability and Ethnicity.

A comprehensive breakdown of report progress so far can be found in **Appendix 1**.

5. Equality Impact Assessments (EIA)

The College has made substantial improvements to its Equality Impact Assessment (EIA) process in response to recommendations from the Equality & Human Rights Commission. These enhancements include:

- **Proactive assessments:** EIAs should be completed prior to decisions or changes being made, ensuring that potential impacts are considered in advance.

- **Transparent scoring:** The drivers behind the scoring on impact for protected characteristics have been clarified to improve objectivity, ensuring that the scoring process is unbiased, fair and evidence-based when reaching a decision of positive, neutral or negative impact.
- **Comprehensive approach:** EIAs are aligned with the [three needs](#) of the Public Sector Equality Duty (PSED) and incorporate relevant evidence.
- **Post-implementation review:** Clear guidelines for creating, reviewing and updating EIAs have been established to ensure consistency and maintain effectiveness.
- **Nintex Form:** To streamline and automate the EIA submission process, a new online form has been created. This form simplifies the process by allowing multiple users to contribute to a single EIA.
- **EIA Training:** A new online training module is now available to equip managers with the knowledge and tools to support their staff in completing EIAs using the revised form and guidance. In addition, managers have received training from Leading Kind (external training provider) and the Organisational Development and EDI teams will be cascading this training across the College. In addition, all staff members must complete mandatory EDI training in the form of an e-module.

6. Worker Protection (Amendment of Equality Act 2010)

[The Worker Protection Act 2024](#) is an amendment to the Equality Act 2010 that will come into effect on October 26, 2024. The act places a new legal duty on employers to take reasonable steps to prevent sexual harassment of their employees. This includes creating a culture of respect, implementing clear policies and procedures and providing training to employees. Organisational Development plan to purchase an e-module for staff training, as well as offer in-person workshops.

6.1 Gender Based Violence (GBV) Working Group

Following our successful application for the [Emily Test GBV Charter](#), the GBV working group has been re-established to implement the recommendations from the Charter that we need to take forward. This working group will also support the College in fulfilling its new duty under the Worker Protection Act.

7. Impact and Implications

By delivering our statutory reports and implementing initiatives, we can ensure compliance with the Equality Act 2010. This will not only uphold our College's exceptional reputation for equality, but also foster a more inclusive environment for our staff and students. This proactive approach will also place us in a strong position for potential future audits or reviews by external organisations.

Appendix 1: Progress on Equality Statutory Reports and ED& Current Priorities

1. Equality Mainstreaming Report 2025

1.1 Duty

The College publishes a full equality mainstreaming report every two years (next due April 2025) describing progress made on the Public Sector Equality Duties (PSED). The report includes staff equality data and details the steps taken to collect and use this data to improve performance. The College has been monitoring staff equality data across all relevant protected characteristics including recruitment and retention.

From 2017, the College has been required to present data to the Board of Management in relation to protected characteristics together with how this information is used to better perform the PSED and increase the diversity of board members.

1.2 Progress

The [Interim Mainstreaming Report for 2024](#), will be used as baseline data for reporting next year.

A draft report will be presented to the People & Culture Committee on 12th February 2025. The final report will be completed by April 2025.

2. Equality Outcomes (Incorporating the National Equality Outcomes)

2.1 Duty

By 30th April 2025, the College is required to publish a report detailing progress made in achieving its Equality Outcomes 2021-2025.

A draft report will be presented to the People & Culture Committee on 12th February 2025. The final report will be completed by April 2025.

2.2 Progress

A matrix of all equality actions from the Equality Mainstreaming plans, the Equality Outcomes, National Equality Outcomes and the new PSED requirements is currently being developed. This matrix will serve as a comprehensive resource for tracking and managing the College's equality initiatives.

2.2.1 College Equality Outcomes (2021-25)

The action plan for the remaining equality outcomes is currently being finalised. Progress will be demonstrated by an updated progress narrative, infographic and analysis of student and staff survey performance indicators.

2.2.2 Equality Outcome Framework (2025-29)

In preparation for the 2025 reporting cycle, the College is required to prepare and publish a set of equality outcomes to meet the PSED. The College will:

- Take reasonable steps to involve persons who share a relevant protected characteristics/those who represent the interests of those persons

demonstrated through involving our: equality partners, student and staff equality groups, and general student and staff stakeholders.

- Consider evidence relating to persons who share a relevant protected characteristic gathered from: internal KPIs, student and staff questionnaire results, and existing external research sources.

A working group is being formed to support this work. The group will also assist in the development, implementation and evaluation of the College's strategies, policies and processes related to EDI and human rights for both staff and students.

2.2.3 National Equality Outcomes (NEOs)

The College is required to report on its progress towards the [Scottish Funding Council's National Equality Outcomes by April 2025](#). These outcomes aim to address inequalities in student success, retention, satisfaction for disabled students, and gender balance in courses.

To gather data for this reporting, the EDI team, in collaboration with Student Support, Student Development, and the Students Association, is launching a comprehensive Student Survey. This survey will collect both quantitative and qualitative information to inform our understanding of students' experiences, satisfaction levels, and perceptions of safety.

The survey will be launched in conjunction with the 16 Days of Action Against Gender-Based Violence, an international campaign.

3. Pay Gap report & Equal Pay Statement

3.1 Duty

As of 2025, Equality & Human Rights Commission (EHRC) introduced new reporting requirements for employers to publish pay gap information not only for gender, but also for disability and ethnicity.

There is also a further requirement to publish an Equal Pay Statement detailing the policy and related action plan on equal pay among its staff between:

- Women and men.
- Persons who are disabled and persons who are not.
- Persons who belong to a minority racial group and persons who do not.

The statement must also specify differences between men and women in relation to job roles and salaries.

3.2 Progress

ED&I is actively collaborating with HR to conduct a comprehensive equal pay analysis. This analysis will examine pay gaps and identify areas of inequality based on gender, race and disability. Additionally, the analysis will explore differences between men and

women in relation to job roles and salaries to better understand the factors contributing to pay disparities. The findings from this analysis will inform the College's equal pay statement and supporting action plan.

The [Interim Pay Gap Report](#) will be used as baseline data for reporting next year and will inform the Equal Pay Statement.

A draft report will be presented to the People & Culture Committee on 12th February 2025. The final report will be completed by April 2025.