

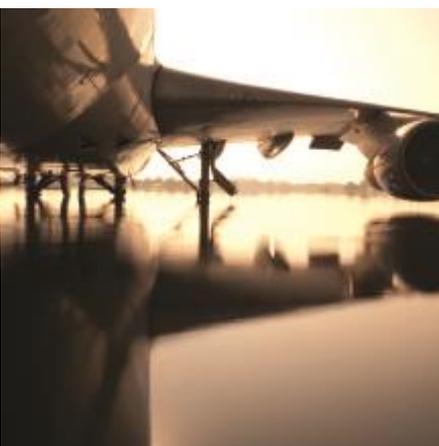
# working together

Experts IN support services for infrastructure markets



## Staff Annual EDI Report

November 2015



## Contents

Foreword from Fiona Burke - Head of Human Resources and Chair of the Equality Steering Group	3
Our Equality and Diversity Mission for McGinley Support Services (Infrastructure) Ltd.....	4
Equality and Diversity Strategy 2014-2019.....	5
Staff Statistics.....	6
Gender.....	6
Age.....	6
Sexual Orientation, Disability and Religion/Belief.....	6
Black, Asian and Minority Ethnic (BAME).....	6
Applications for employment, new employees and promotions.....	7
Successful Applicants.....	7
Promotions.....	7
Leavers.....	7

## Foreword from Fiona Burke - Head of Human Resources and Chair of the Equality Steering Group

McGinley Support Services (Infrastructure) Ltd prides itself on its commitment to equality and diversity which is at the heart of the Company's values. Last year we set ourselves a wide range of challenges and objectives designed to positively promote and advance our equality and diversity agenda.

I am pleased with the progress we have made. I am very proud of the rich diversity of the Company, women make up almost half of all employees plus an increasing number of employees are feeling confident about disclosing their disability status at 2%. We know however, that there will always be more work to be done and during these times of uncertainty and competition in the sectors we operate in. It is important that we are able to respond to our staff expectations by ensuring that they feel supported throughout their time with us, have equality of opportunity to succeed, are treated with dignity and respect and feel safe on in their workplace.

I hope you enjoy reading the first Annual Equality and Diversity Report on our progress on ensuring that we are fully effective in establishing non-discriminatory practice in all aspects of our work.

## **Our Equality and Diversity Mission for McGinley Support Services (Infrastructure) Ltd**

The achievement of equality, diversity, and inclusion [EDI] is central to the company's mission as a provider of recruitment services. The Company embraces diversity and aims to promote the benefits of diversity in all of our business activities. We seek to develop a business culture that reflects that belief.

McGinley Support Services (Infrastructure) Ltd will treat everyone equally and will not discriminate on the grounds of an individual's "protected characteristic" under the Equality Act 2010 (the Act) and will make every effort to ensure that all employees and workers are treated with courtesy, dignity and respect irrespective of gender, race, religion or belief, nationality, colour, pregnancy and maternity, sexual orientation, disability, age, marriage and civil partnership, union or non-union membership and socio-economic background.

## Equality and Diversity Strategy 2014-2019

Recruitment is a people business, more than almost any other type of company. Relationships with customers, candidates, the workforce and internally amongst ourselves are a key aspect to making our business plan workable. The achievement of equality, diversity, and inclusion [EDI] is central to the company's mission as a provider of recruitment services. The Company embraces diversity and aims to promote the benefits of diversity in all of our business activities. We seek to develop a business culture that reflects that belief.

By embracing equality we do not believe that we have to treat customers, candidates, the workforce the same rather we will treat customers, candidates, the workforce differently according to their needs so that the outcome is that everyone receives a treatment of fairness and respect. Our focus will be equality of opportunity.

The Company will recognise the differences in people and value these differences in equal measure. The Company will use the information gained with regard to differences and similarities to benefit the Company to promote diversity.

### **Objectives:**

1. To embed equality, diversity and inclusion into leadership policies and management systems more effectively.
2. To ensure communications and policy design are built on the engagement with the diversity of the workforce.
3. To improve the skills of the staff and the working environment needed to foster diversity and equality.
4. To increase the diversity of all staff at all levels.
5. To improve the ability of all staff to reach their potential by building equality into how management of staff performance is completed and promoted.

This Equality and Diversity Report provides a review of equality, diversity and inclusion at MSSl during the year 2014/15.

In 2014/2015 we achieved:

- 100% of new staff joining the organisation received equality and diversity training.
- The level of profiling information we hold about our staff increased to 62% in November 2015 from 46% in November 2014.

## **Staff Statistics**

Staff Profile - The information in this section reviews our current staff, with comparisons to previous years to evaluate improvements or identify potential areas for development.

In November 2015 we encouraged our staff to complete our annual equality and diversity monitoring questionnaire. We been working hard on updated our internal database Simply Personnel to provide comprehensive information. This system will enable us to accurately record our equality and diversity monitoring in the future. As part of the strategy we will work with staff to encourage self-disclosure. This involves giving assurance to our staff that equality self-disclosure information will be handled with the utmost sensitivity, and treated confidentially with only a very few, named individuals, being able to see the information.

We know our success depends on how we all work together to create a better Company. To do this, we are striving to understand how our staff feel about working here and the reality of the work environment. This so we can build on what is good about our organisation and improve where we need to.

## **Gender**

There is very little change within the overall staff, with an approximate 54% male to 46% female ratio, over the last few years. It can be seen that the operational departments have similar percentages to the overall staff, as with Business Support, covering Finance, HR and ICT although Segment Support is relatively low with approximately 31% of females in their staff. The proportion of women at the higher salary levels has begun to increase this year.

## **Age**

The Company staff has seen very little change in its age profile over recent years. There has been an increase in employees aged below 25 of 6% from 2014 and a minor increase of 2% in the over 55 profile.

## **Sexual Orientation, Disability and Religion/Belief**

The number of data records that we hold for these characteristics continues to improve, particularly as records are captured at the point of recruitment. Although the numbers of employees declaring their status in relation to these characteristics is currently lower than in relation to other characteristics the actual numbers of people with a disability employed have increased, overall changes in the staff have impacted on the proportions.

## **Black, Asian and Minority Ethnic (BAME)**

Since last year's results the proportion of Black, Asian and Minority Ethnic employees has increased, with most departments showing a change in the numbers of BAME employees. We continue to have greater numbers of BAME employees in the larger departments with BAME employees making up 12% of the Business Support department, compared to the overall Company level of 5%.

### **Applications for employment, new employees and promotions**

Vacancies can be filled in several ways, with approximately 95% of all vacancies being filled by external candidates in this period, bringing new skills and expertise into the Company. Over the last year, following budgetary pressures, greater emphasis is being placed on transfer of employment within the Company.

This reduces the need for redundancies as employees can be redeployed, ensuring protection of employment and retention of skills in the workforce. In addition to redeployment, internal candidates may also seek promotion including temporary development opportunities, such as secondments or acting up to gain experience.

We have received a lower level of applications than last year, with over 2500 applications received in the period. This decrease in applications has resulted in some changes in the proportions, and suggests there are still more applications being received for each vacancy however there have been less vacancies released, as a result of the emphasis is being placed on transfer of employment within the Company. Overall, approximately 7% of applicants are interviewed.

### **Successful Applicants**

Managers involved in carrying out recruitment undertake training and there is clear guidance to support managers through the process, including details of the legal aspects of recruiting fairly and equally. There has been little change in the overall pattern of new starters to employment compared to 2014. The overall representation of disabled staff in our current workforce is 2.7%. This is an increase over the last two years. Candidates are appointed at all ages, with proportions gradually rising up to the age of 36-45 and then decreasing again above this age. Approximately 1% of appointments are Lesbian, Gay or Bisexual (LGB), which is an increase from 2014.

### **Promotions**

Generally, the ratio of promotions amongst those employees who started or changed roles in 2014 is higher than last year. The overall rate of promotion is 1 in 6 employees successfully moving to a role at a higher pay rate. There are several factors that may have impacted on this; there has been a higher level of change in general, due to restructuring over this period; the need to restrict external recruitment to essential positions. These factors would suggest less opportunity but in fact appear to have resulted in more internal movement rather than external recruitment. The figures are diverse across the age bands.

### **Leavers**

Overall attrition rates are calculated to show the proportions of the workforce who left employment during the period. By monitoring the different groups it is possible to identify areas where there may be issues underlying an employee's decision to leave.

There has been little change in the proportion of employees leaving for other reasons, and resignations are very similar to last year. Rates are higher for males at 26% compared to 17% in 2014. The age profile trend of leavers, previously identified as reducing with age until retirement, is not as evident this year. The proportions still reflect a high level of people leaving at a younger age, with short service, (17% under 25).