



**STAFF RECRUITMENT AND SELECTION
EQUALITY IMPACT ASSESSMENT**

CONSULTATION DOCUMENT

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1. EXECUTIVE SUMMARY

The Equality Impact Assessment (EQIA) is a key component of Section 75 of the Northern Ireland Act 1998. This essentially is the mechanism that underpins Section 75. The concept is relatively simple however complicated it becomes in practice: existing and proposed policies are assessed in order to determine whether they have an adverse impact on equality of opportunity for relevant groups. Impact assessments require the analysis of both quantitative and qualitative data. They also require extensive internal and external consultation.

Following consultation on the screening exercise on its existing policies, the University decided to conduct an EQIA on its policy for recruitment and selection of staff. **The purpose of this consultation report is to document the draft findings of the EQIA and to seek your views on these findings.**

2. INTRODUCTION

2.1 Background

Section 75 of the Northern Ireland Act 1998 (the Act) requires the University in carrying out its functions relating to NI to have due regard to the need to promote equality of opportunity:

- between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- between men and women generally;
- between persons with a disability and persons without; and
- between persons with dependants and persons without.

Without prejudice to these obligations, to the University must also have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

The Act requires the University to produce an Equality Scheme outlining how it intends to fulfil its responsibilities under the Act. Following consultation on a draft Scheme, The Equality Commission for Northern Ireland approved the University's Equality Scheme (the Scheme) in July 2002.

As part of the commitments within the Scheme, the University carried out a screening exercise on all of its existing policies. This enabled it to identify which policies have an impact on equality of opportunity, or have the potential to better promote equality of opportunity, and should therefore be subject to an Equality Impact Assessment (EQIA).

The EQIA is a key component of the Act. This essentially is the mechanism that underpins Section 75. The concept is relatively simple, however complicated it becomes in practice: existing and proposed policies are assessed in order to determine whether they have an adverse impact on equality of opportunity for relevant groups. Impact assessments require the analysis of both quantitative and qualitative data.

Following consultation on the screening exercise, the University decided to conduct an EQIA on its policy for recruitment and selection of staff.

The purpose of this consultation report is to document the draft findings of the EQIA and to seek your views on these findings.

2.2 The EQIA process

The University followed the guidance set out in the 'Practical Guidance on Equality Impact Assessment' provided by the Equality Commission for Northern Ireland in conducting the EQIA.

The University recognises the importance of promoting involvement in the EQIA process as part of its strategy to mainstream equality in all of its policy-making processes. It therefore established a multi-disciplinary working group to conduct the EQIA. In recognition of the importance of this EQIA to the University, this working group is chaired by a Pro-Vice-Chancellor. The University has also drawn on the expertise of its academic staff in areas such as the analysis and interpretation of demographic and social trends.

3. THE POLICY

3.1 Background

The University's Staff Recruitment and Selection Policy was last formally reviewed in the early 1990s. Case Law emerging from the Fair Employment Tribunal at that time led many employers in Northern Ireland to develop Recruitment and Selection Policies which were inflexible. The University followed this trend but is now keen to develop a new policy which is more flexible and more in tune with current labour market conditions.

As part of this, the University intends to change its existing policy to allow for the following:

- An increase in the use of 'e-recruitment' (i.e. advertising on the internet, issuing and receiving applications electronically etc.);
- Revisions to marking systems to allow more flexibility;
- Improved recruitment documentation;
- A commitment to a new strategy for training interview panel members;
- Provision for 'Executive Search'; and
- Guidance on attraction premia and starting salaries for new employees.

Progress has already been made with regard to some of these issues since the policy was developed.

After due consideration the University has decided to conduct the EQIA on the proposed amendments to the current policy as well as the current policy itself. On request, consultees can obtain a copy of the current written policy (with a summary of the areas which have since been modified by practice) and an outline of the proposed amendments.

A new written policy will be finalised following this consultation. This will be a principle-based policy, with procedural issues formalised in a procedures manual.

3.2 Policy Aims

The aims of the Staff Recruitment and Selection Policy are:

- to recruit the best person for the job given all the circumstances;
- as far as practicable, to make suitably qualified individuals aware of vacancies and encouraged to apply;
- to promote fair and equitable access to employment;
- to provide a flexible response to the staffing requirements of the University;
- to contribute to the University's Human Resources Strategy; and
- to contribute to the University's reputation as an outstanding regional University with a national and international reputation for quality.

For many posts, particularly academic and research posts, applications are received from around the world. The policy must also be seen in the context of a Higher Education sector, where the competition for well-qualified staff is intense.

The University's Equality Policy and Practice Unit regularly conducts statistical analysis to test the outcome of the recruitment and selection process.

This EQIA will relate to both internally and externally advertised vacancies. Generally vacancies are advertised both internally and externally. However, where restructuring exercises are ongoing, it is sometimes necessary to advertise internally to prevent redundancies.

Academic promotions and discretionary/accelerated increments are not included in this policy, but were screened as part of the preliminary screening of policies. The outcome of the annual round of academic promotions and discretionary/accelerated increments is closely monitored to test for equality of opportunity. The University is satisfied that the policies relating to academic promotions and discretionary/accelerated increments are not producing an adverse impact. It also closely monitors the composition of employees eligible to apply for academic promotions and discretionary/accelerated increments.

4. CONSIDERATION OF AVAILABLE DATA & RESEARCH

The University took account of the following data and research prior to assessing the impact of the Policy:

4.1 Quantitative Data

4.1.1 The University's Equal Opportunities Monitoring Data

The Recruitment and Selection Policy is the primary vehicle for populating the University with employees. It is, therefore, important to consider the composition of employees when assessing the impact of the Policy. It is also important to consider the composition of applicants and appointees.

4.1.2 Census Data

Information from the 2001 population census was used for comparative analysis.

4.2 Preconsultation Meetings

The University held a number of informal meetings with interested parties prior to formal consultation. The purpose of these meetings was:

- to get feedback from potential consultees on the methodology used by the University in conducting the EQIA; and
- to have a preliminary discussion on the potential for adverse impact relative to the nine dimensions of difference.

Meetings were held with:

- The Equality Commission for Northern Ireland;
- The Women's Training Network;
- Northern Ireland Council for Ethnic Minorities; and
- Disability Action.

4.3 Case Law and Research

A review of relevant research and Case Law was conducted to supplement the quantitative and qualitative data available. Details of papers utilised are set out in Appendix 1.

5. ASSESSMENT OF IMPACTS

An assessment for the possible impacts of the Recruitment and Selection Policy with regard to the nine dimensions of difference is set out below.

A statistical analysis has been conducted based on information contained in the University's equal opportunities monitoring database.

This statistical analysis relates to the following six dimensions of difference specified in Section 75:

- Gender;
- Religion;
- Ethnic Origin;
- Disability;
- Marital Status; and
- Age.

Monitoring of applicants with dependants commenced relatively recently and the data available are not yet sufficient to allow for meaningful statistical analysis. The University does not currently monitor on the basis of political opinion or sexual orientation. The assessment of the impact of the policy relative to these three dimensions was therefore qualitative and not quantitative.

5.1 Gender

5.1.1 Employees by Gender

The University began by analysing the overall composition of employees. It was pleased to note that the overall composition at 1670 (47.5%) male and 1846 (52.5%) female is broadly in line with Northern Ireland data.

Certain job groups did, however, warrant further investigation. The composition by job group is set out in Table 1 (all tables are in Appendix 2). The proportions of female academic staff (468, 37.5%) and technicians (47, 21.8%) are lower than the overall proportion of female University staff (1846, 52.5%). It is, however, worth noting that the female proportion of both of these job groups has increased at the University since 2000.

The number of male clerical and secretarial staff (80,10.8%) is significantly lower than the overall proportion of male University Staff (1670, 47.5%). There has been a small increase in the number of males in this job group at the University since 2000.

More detailed investigation revealed the following:

- The composition of employees at each of the campuses is broadly similar to the overall University composition.
- The University has five Faculties. Male academic staff outnumber female academic staff in all Faculties. This is particularly pronounced in the Engineering Faculty where the male proportion is 188 (87.4%) and the female proportion is 27 (12.6%).
- The composition of staff in the basic entry grade (Lecturer A) is 162 (49.2%) male and 167 (50.7%) female, which is broadly in line with University expectations. Alternatively, the proportion of female staff in the more senior grades is lower than would be expected. It is, however, worth noting that the proportion of female academic staff in senior posts in the University of Ulster is higher than the proportion of female senior academic staff in Higher Education Institutions in the UK as a whole.

The University considers that, with time, the promotions arrangements, which provide equality of opportunity, will eliminate the current under representation of females in senior academic grades.

- There are substantially fewer female staff in all job groups in the Faculty of Engineering.
- The proportion of male clerical and secretarial employees is low in all five Faculties. In three of the five Faculties there are no male clerical and secretarial staff at all. The proportion of male clerical staff is also very low in the large support departments. However, historical figures indicate that the number of male clerical and secretarial staff is increasing.
- The overall composition of employees in the Physical Resources Department is 244 (58.9%) male and 170 (41.1%) female. When the composition of each of the main job types in this department is examined, certain job types are either predominantly male or predominantly female e.g. security staff are predominantly male.

5.1.2 Applicants by Gender

The University also analysed the composition of applicants by gender and found that the pattern is broadly similar to that among employees, with the following exceptions;

- The number of male applicants (417, 18.4%) for clerical and secretarial posts is proportionately higher than the number of male employees within this job category. However, the number of male applicants is low.
- The proportion of female applicants for technician posts (65, 25.3%) is higher than the proportion of employees in this job category, but, nevertheless is low.

5.1.3 Shortlisted and Appointed Applicants by Gender

An analysis was conducted of the composition of shortlisted and appointed applicants relative to the overall composition of applicants. The success rates for males and females were broadly in line with what would be expected.

5.2 Religion

The University concluded its fourth review under Article 55 of the Fair Employment and Treatment Order 1998 in 2003. This included a detailed analysis of employees and applicants by Community Background. The findings of the Article 55 should be accepted as the statistical analysis of Religion for the purposes of this EQIA.

The Executive Summary of the Article 55 Review is attached as Appendix 3.

The review concluded that for the majority of job groups, which cover the majority of the workforce, the composition of employees and applicants is in line with University expectations. The Protestant proportion at the Magee campus and the Catholic proportion in certain job groups at the Jordanstown campus are lower than would be expected.

5.3 Ethnic Origin

5.3.1 Employees by Ethnic Origin

The ethnic minority proportion of the University workforce (93, 2.6%) is higher than the ethnic minority proportion of the population of Northern Ireland (less than 1%). The University believes that the composition of employees by ethnic origin is in line with what would be expected.

5.3.2 Applicants by Ethnic Origin

The ethnic minority proportion of applicants (915, 8.5%) is higher than the ethnic minority proportion of University employees. The University advertises academic and other posts on the Internet. It receives a large number of speculative applications from across the world, which may account for the high proportion of ethnic minority applicants

It is worth noting that 78% of the ethnic minority applicants are for academic and research posts. The University has made provision for teleconference and videoconference interviews to facilitate applicants who do not live in the UK.

5.4 Disabled People

The University's Equality Policy and Practice Unit recently carried out a survey of disabled staff. The survey indicated that 45 (1.3%) University employees consider

themselves to be disabled, as defined by the Disability Discrimination Act 1995 (the DDA).

The University has identified a number of action points to address some of the issues raised by respondents to the survey – see Appendix 4.

Of the 4670 job applicants during 2003/04, 40 (0.9 %) declared that they are disabled. Whilst there are various estimates of the proportion of the overall population that is disabled, it is worth noting that a recent HESA survey indicated that 1.5% of academic staff in Universities in the UK are known to be disabled.

5.5 Marital Status

The composition of employees by marital status is shown in Table 10. After some analysis the University believes that its Recruitment and Selection Policy is not producing adverse impact in regard to marital status.

5.6 Age

The composition of employees by age is shown at Table 11. The University believes that its Recruitment and Selection Policy is not producing adverse impact in regard to the age profile.

5.7 Persons with Dependants

As mentioned previously, a quantitative analysis on the impact of the policy on people with dependants is not yet possible.

The University has a comprehensive suite of family friendly policies to help employees balance their working responsibilities with their other responsibilities. This suite of policies goes well beyond the statutory requirements and the University believes that it is well ahead of most of the public sector in this regard.

Having reviewed qualitative information in regard to the potential impact of the policy on people with dependants there is nothing to suggest that the policy is producing a differential impact.

5.8 Sexual Orientation

Data are not collected on the sexual orientation of employees and applicants. Having reviewed qualitative information there is no evidence to suggest that there is a differential impact with respect to a person's sexual orientation.

5.9 Political Opinion

Data are not collected on the political opinion of employees and applicants. Having reviewed qualitative information there is no evidence to suggest that there is a differential impact with respect to a person's political opinion.

5.10 Summary of Impacts

In general, the composition of employees and applicants within the majority of job groups mirrors national trends. However, some under-representations have been identified with regard to gender and community background.

5.10.1 Gender

The overall gender composition of the University workforce and its applicants follows national trends. An in-depth analysis did, however, identify the following anomalies:

- The proportion of female academic staff is lower than expected and this under-representation becomes more pronounced with seniority. The proportion of female academic staff in senior posts in the University of Ulster is, however, higher than the proportion of female senior academic staff in Higher Education Institutions in the UK as a whole.
- The composition of staff in the basic entry grade (Lecturer A) is almost proportionate.
- The proportion of male clerical and secretarial staff is lower than expected, although there is some evidence of improvement.
- The proportion of female technicians is lower than expected, although there is some evidence of improvement.
- The proportion of female staff within the Engineering Faculty is lower than expected.
- Certain job types within the Physical Resources Department are either predominantly male or predominantly female e.g. security staff are predominantly male.

5.10.2 Religion

Under-representations were identified as part of the Article 55 review process.

The proportion of Protestant staff at the Magee campus and the proportion of Catholic staff in certain job groups at the Jordanstown campus are lower than expected.

5.10.3 Disability

The University's survey of disabled staff identified a number of action points to address the needs of disabled people.

6. CONSIDERATION OF MEASURES TO MITIGATE ADVERSE IMPACT

The University has given careful consideration to possible measures to eliminate or mitigate the adverse impacts identified in Section 5.

The following specific actions will be taken:

6.1 Positive Action Programme (Gender Equality)

The University will develop a positive action programme, which will include specific outreach measures to address the issues identified in Section 5.1. The University will seek guidance from the Equality Commission and other bodies with an interest in promoting gender equality in developing this programme.

6.2 Affirmative Action Programme

The University completed its fourth review under Article 55 of the Fair Employment and Treatment Order 1998 in 2003. As a result of this review, the University developed an outreach affirmative action programme to increase the flow of applicants from any underrepresented community. This programme was agreed with the Equality Commission. The University will continue to implement this programme.

6.3 Disabled People

The University recently completed a survey of disabled staff. As a result of this survey, the University has developed an action plan to address the needs of disabled staff. The University will implement this action plan. It will also liaise with the Equality Commission and other bodies with an interest in disability issues with regard to the implementation of the action plan.

6.4 Policy Development

A revised written Staff Recruitment and Selection Policy will be finalised following this consultation exercise.

7. FORMAL CONSULTATION

The University now wishes to consult widely on the findings of this Equality Impact Assessment.

The following steps will be taken to encourage involvement in the consultation:

- An advertisement will be placed in local newspapers;
- This report will be issued to an extensive list of consultees;
- The University will proactively seek meetings with groups effected by the Policy;
- A copy of this report will be posted on the University's website;
- A meeting of the Higher Education Equality Consultation Panel will be convened; and
- The report will be made available, on request, in alternative formats including large print, computer disc, audiocassette and in minority languages for those who are not fluent in English.

Responses to this consultation should be sent to:

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Head of Equality Policy & Practice
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E-mail sp.hunter@ulster.ac.uk**

The deadline for receipt of comments is Friday 29th April 2005.

8. PUBLICATION OF EQIA RESULTS

The outcome of this EQIA will be posted on the University's website and a copy distributed to all those who responded to the consultation following this consultation.

APPENDIX 1

Sources of Information

Equality and Sexual Orientation: A guide to Involving and Consulting the Lesbian, Gay, Bi-sexual and Transsexual Community. Coalition on Sexual Orientation June 2001

Code of Practice for Employers for the Elimination of Racial Discrimination and the Promotion of Equality of Opportunity in Employment. Commission for Racial Equality for Northern Ireland August 1999

Connolly and Keenan. "Opportunities for All": Minority ethnic peoples' experiences of education, training and employment. University of Ulster 2001

Fair Employment Code of Practice. Fair Employment Commission 1989

Removing Sex Bias from Recruitment and Selection. Equal Opportunities Commission 1995

APPENDIX 2

Table 1: UU by Gender and Job Group at 1 March 2004

Staff Category	Male	% Male	Female	% Female	Total
Academic	781	65.5%	468	37.5%	1249
Academic Related	212	50%	212	50%	424
Clerical & Sec	80	10.8%	661	89.2%	741
Manual	282	48.3%	302	51.7%	584
Other	28	37.8%	46	62.2%	74
Research	118	51.8%	110	48.2%	228
Technician	169	78.2%	47	21.8%	216
Total	1670	47.5%	1846	52.5%	3516

Table 2: Academic Staff by Faculty at 1 March 2004

Faculty	Male	%Male	Female	%Female	Total
Arts	182	65.7%	95	34.3%	277
Business & Management	104	52.5%	94	47.5%	198
Engineering	188	87.4%	27	12.6%	215
Life & Health Science	190	54.1%	161	45.9%	351
Social Sciences	104	55%	85	45%	189
Total	768	62.4%	462	37.6%	1230

Table 3: Technicians by Faculty at 1 March 2004

Faculty	Male	%Male	Female	%Female	Total
Arts	18	75%	6	25%	24
Business & Management	4	40%	6	60%	10
Engineering	58	100%	0	0%	58
Life & Health Science	57	69.5%	25	30.5%	82
Social Sciences	7	87.5%	1	12.5%	8
Total	144	79.1%	38	20.9%	182

Table 4: Applicants by Gender 28 Feb 2001 to 1 March 2004

Jobgroup	Male	% Male	Female	% Female	Not known	Total
Academic	1275	60.4%	800	37.9%	37	2112
Academic related	1211	56%	946	43.8%	4	2161
Clerical and Secretarial	417	18.4%	1856	81.7%	0	2273
Manual	762	65.5%	402	34.5%	0	1164
Other	69	50%	69	50%	6	144
Research	887	61.3%	544	37.6%	17	1448
Technician	192	74.7%	65	25.3%	0	257
Total	4813	50.4%	4682	49%	64	9559

Table 5: Shortlisted Applicants by Gender from 28/02/01 to 01/03/04

Job Group	Male	% Male	Female	% Female	Total
Academic	600	58.4%	427	41.6%	1027
Academic Related	562	54.5%	470	45.5%	1032
Clerical	228	15.8%	1212	84.2%	1440
Manual	550	62.6%	329	37.4%	879
Other	50	53.2%	44	46.8%	94
Research	358	55.9%	282	44.1%	640
Technician	113	75.3%	37	24.7%	150
Total	2461	46.8%	2801	53.2%	5262

Table 6: Successful at Interview by Gender from 28/02/2001 to 01/03/04

Jobgroup	Male	% Male	Female	% Female	Total
Academic	125	52.7%	112	47.3%	237
Academic Related	93	46.7%	106	53.3%	199
Clerical	27	12.5%	189	87.5%	216
Manual	76	53.1%	67	46.9%	143
Other	8	66.7%	4	33.3%	12
Research	69	53.9%	59	46.1%	128
Technician	28	66.7%	14	33.3%	42
Total	426	43.6%	551	56.4%	977

Table 7: White/Non-white Employees at 1 March 2004

Jobgroup	White	Non-White	Not Known	Total
Academic	1152	44	53	1249
Academic related	412	3	9	424
Clerical and secretarial	720	5	16	741
Manual	543	2	39	584
Other	35	2	37	74
Research	178	37	13	228
Technician	214	0	2	216
Total	3254	93	169	3516

3254 (92.5%) White, 93 (2.6%) Non-White and 169 (4.8) not Known

Table 8: Non-white Employees by Ethnic Origin at 1 March 2004

Ethnic Origin	Number of Employees
Black	3
Indian	20
Pakistani	1
Bangladeshi	3
Chinese	28
Other Asian	4
Mixed	6
Other Ethnic Background	28
Total	93

Table 9 : Applicants by White/Non-White 28 Feb 2001 to 1 March 2004

Jobgroup	White	Non-White	Not Known	Total
Academic	1535	261	316	2112
Academic related	1842	86	233	2161
Clerical	1969	50	254	2273
Manual	1039	21	104	1164
Other	108	10	26	144
Research	729	375	344	1448
Technician	224	12	21	257
Total	7446	815	1298	9559

Total 7446 (77.9%) White, 815 (8.5%) Non-White and 1298 (13.6%) Not Known

Table 10: Employees by Marital Status effective at 1 March 2004

Jobgroup	Married	Single	Widowed	Co-habiting	Divorced	Separated	Not Known	Total
Academic	457	236	5	13	26	15	497	1249
Academic Related	217	99	1	2	6	4	95	424
Clerical & Secretarial	352	162	6	8	24	18	171	741
Manual	223	85	8	4	24	14	226	584
Other	7	36	0	0	0	1	30	74
Research	76	108	0	11	9	3	21	228
Technician	60	28	1	3	1	0	123	216
Total	1392	754	21	41	90	55	1163	3516

Table 11: Employees by Age effective at 1 March 2004

Jobgroup	Age						Total
	Under 20	20-29	30-39	40-49	50-59	Over 60	
Academic	0	75	317	362	360	135	1249
Academic Related	0	32	112	165	103	12	424
Clerical & Secretarial	4	97	174	243	183	40	741
Manual	4	79	92	162	170	77	584
Other	0	56	7	6	5	0	74
Research	0	65	109	32	19	3	228
Technician	0	12	34	86	65	19	216
Total	8	416	845	1056	905	286	3516

APPENDIX 3

EXECUTIVE SUMMARY OF ARTICLE 55 REVIEW

1. BACKGROUND

1.1 Legislative Requirement.

Under Article 55 of the Fair Employment and Treatment (Northern Ireland) Order 1998 all employers, registered with the Equality Commission for Northern Ireland, are required to complete at least once every three years a review of their employment composition and practices. The purpose of this review is to determine whether the employer needs to take action to ensure that Protestants and Catholics are enjoying and are likely to continue to enjoy 'fair participation' in employment. There was a similar requirement to conduct triennial reviews under the Fair Employment Act 1989.

The fourth triennial review for the University of Ulster covers the period 6 February 1998 – 6 February 2002.

1.2 Core Components of the Review

There are a number of core components which the University is required to include in its review in order to be in compliance with the legislation.

The core components are:

1.2.1 An assessment of 'Fair Participation'

The main purpose of the review is to determine if Protestants and Catholics are enjoying, and are likely to continue to enjoy 'fair participation' in employment in the University.

In order to assess 'fair participation' the University must:

- Define catchment areas for each jobgroup at each campus;
- Consider appropriate comparators based on labour availability estimates;
- Compare the composition of those employed with the appropriate comparator;
- Compare the composition of applicants and appointees with the appropriate comparator;
- Reach conclusions on whether further action is required to secure 'fair participation'.

1.2.2 An analysis of employment trends

The review must include a detailed analysis of employment patterns and flows.

1.2.3 Analysis of employment policies and procedures

The impact of employment policies on the provision of 'fair participation' must be reviewed.

1.2.4 Affirmative Action and Goals & Timetables

Where an employer identifies an under-representation of either community the employer must consider reasonable and appropriate affirmative action. The affirmative action measures should be linked to goals and timetables.

2. Conclusions in regard to 'Fair Participation'

Most large employers in Northern Ireland, in conducting their Article 55 Reviews, will identify areas of under-representation. Under-representations can emerge for a variety of reasons many of which are historical and many of which are outside the control of the employer. It is not an indication, in any way, that the employer has discriminated against the under-represented community.

As in previous triennial reviews the University has identified some areas of under-representation. It must however be noted that in the majority of jobgroups, which cover the majority of the workforce, the employment trends are in line with what would be expected.

The major trends are set out below:

2.1 The University as a whole

The overall composition of the workforce at 6 February 2002 was 1984 [63.9%] Protestant and 1123 [36.1%] Catholic. At the time of the last review (31 Dec 1998) the Catholic proportion of the workforce was 836 [32.1%]. There has therefore been a [4%] increase in the Catholic proportion of the workforce.

The Catholic proportions of the workforce are lowest in the Clerical and Manual jobgroups at 220 [28.6%] and 171 [28.8%] respectively.

There has been an increase in the Catholic proportion of the workforce at all campuses except Magee where there has been a slight increase in the Protestant proportion.

2.2 Belfast Campus

Since the time of the last review the Catholic proportion of the workforce has increased from 28[28.6%] in 1998 to 46[32.4%] in 2002.

The composition of employees, applicants and appointees is broadly in line with expected proportions.

2.3 Coleraine Campus

Since the time of the last review the Catholic proportion of the workforce has increased from 250[29.2%] in 1998 to 335[33.3%] in 2002.

The overall composition of employees is in line with expected proportions although the Catholic proportion of the Manual jobgroup, at 45[20.7%], is at the lower end of the range of labour availability estimates.

2.4 Jordanstown Campus

Since the time of the last review the Catholic proportion of the workforce has increased from 359[26%] in 1998 to 434[28%] in 2002.

Over half of the workforce at this Campus are in the Academic, Academic Related and Research Jobgroup. The composition of this jobgroup is in line with expected proportions.

The Catholic proportion of the Clerical & Secretarial, Manual and Technical jobgroups are lower than would be expected. This is particularly pronounced in the Clerical & Secretarial jobgroup.

The Catholic proportion of applicants to the Clerical & Secretarial and Manual jobgroups are also lower than would be expected, although they are higher than the corresponding proportion of the workforce and therefore there is some evidence of improvement.

The Protestant proportion of applicants to the Academic, Academic Related and Research jobgroup is lower than the appropriate comparator.

2.5 Magee Campus

Since the time of the last review there has been a slight increase in the Protestant proportion of the workforce from 64[24.3%] in 1998 to 101[24.7%] in 2002.

The Protestant proportion of employees and applicants in the Academic, Academic Related and Research jobgroups is lower than would be expected.

The only other jobgroups with significant numbers of employees and applicants are Clerical & Secretarial and Manual. The Protestant proportion of these jobgroups is at the lower end of the range of appropriate comparators. It is worth noting that the Protestant proportion of applicants to both of these jobgroups is higher than the corresponding proportion of employees. There is therefore some evidence of improvement.

2.6 Applicants For Academic, Academic Related and Research Posts at all Campuses

The Protestant proportion of applicants to Academic, Academic Related and Research posts at all Campuses is lower than would be expected. At all Campuses the Protestant proportion of applicants is less than [52%] and less than the corresponding proportion of the workforce. The Protestant proportion of applicants is less than [49%] in all campuses during year four of the review (2001/02).

It should however be noted that many of our new academics are drawn from former students of Universities in Northern Ireland. The Protestant proportion of students studying in Universities in Northern Ireland is lower than the Protestant proportion of the overall population in Northern Ireland. This may explain the lower Protestant proportion of applicants to this jobgroup.

3. Employment Policies and Affirmation Action

The University has made significant progress in developing its employment policies and procedures and in ensuring that they do not adversely impact on either community. The University's work on reviewing policies for the Article 55 Review must also be seen in the context of the significant work which has been done on the screening of policies for the purposes of fulfilling its duties under Section 75 of the Northern Ireland Act 1998.

The University has made significant progress with the implementation of its agreed affirmative action programme.

4. Action Arising From this Review

As part of this review process the University has developed a revised affirmative action programme.

The programme includes sections on equality of opportunity, the working environment and employment policies and procedures. The programme also includes outreach affirmative action measures designed to address any areas of under-representation identified. Outreach measures are designed to increase the flow of applicants from the under-represented community. The University will continue to appoint the best person for the job irrespective of their community background. Key goals and timetables have been set to measure progress with the implementation of the affirmative action programme.

APPENDIX 4

ACTION ARISING FROM DISABILITY SURVEY

All requests for reasonable adjustments are now being investigated at an individual level. Where these requests are considered to be reasonable, appropriate and concern physical access or fixtures/furniture the Equality Unit will continue to work with Physical Resources to address these issues in anticipation of DDA, Part III. Similarly, where requests for reasonable adjustments concern the nature of the job itself, the Equality Unit will continue to liaise with Human Resources to address these issues.

The Equality Unit will liaise with the Health and Safety Department regarding those respondents who have identified a requirement for a PEEP. Similarly, the Unit will liaise with Staff Development regarding those respondents who think they or their colleagues will be able to carry out their duties more easily with the provision of training.

The Equal Opportunities staff database will now be updated to ensure accuracy and include disability categories for disabled staff. This will fulfil some of the monitoring requirements necessary under Section 75 of the Northern Ireland Act 1998.

An initial meeting with potential Disability Discussion Forum members should be set up to determine the feasibility of such a forum. This should include discussion on forum' objectives, Terms of Reference and logistics. Information derived from this meeting should inform the recommendations to establish the forum, to be presented to the relevant university committee (SPG) for approval.

Information provided from the Disability Survey should be disseminated to the appropriate managers/committees and incorporated in the University's Human Resource strategy to promote the University as a disability-friendly environment.

Its should be noted that the action points set out above complement an extensive programme of work which has been ongoing for many years to make the University more accessible for people with a disability.