



# CITY OF GLASGOW COLLEGE

## Equality, Diversity & Inclusion: Glossary of Terms 2017

Let Learning Flourish

## Age

- Refers to a person belonging to a particular age (e.g. 32 years old) or range of ages (e.g. 20-24, 25-29 year olds).

## Anticipatory Duty

- For service providers, the duty to make reasonable adjustments is anticipatory; within reason, it is owed to all potential disabled customers and not just to those who are known to the service provider.

## BME (Black and Minority Ethnic Group)

- “Black and Minority Ethnic Group” is used in the UK to describe people from minority groups of non-white descent, particularly those who are viewed as having experienced racism, or are in the minority because of their skin colour and/or ethnicity. The comparison between white and BME has been criticised for being bureaucratic and failing to differentiate between non UK white minorities, e.g. those from Eastern Europe, and other white ethnic minority groups. As such, in this report, BME refers to those categories which are distinct from “UK White” and “Other White”. Refer to **Other White** and **UK White** for more details.

## BOM (As row header in staff data table)

- The Board of Management is represented as “BOM”.

## Bullying

- Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

## Composition (Staff)

- The total staff headcount, based on primary job role, on 31<sup>st</sup> July. For example, for the 2016 report, data would be presented between 1<sup>st</sup> August 2014 and for 31<sup>st</sup> July 2015.

## Development (As row header in staff data table)

- The College regards “development” as encompassing more than simply formal training activity, or self-directed continuous professional development (CPD) activities. Indeed, as detailed by the Equality Act 2010, “development” also includes career development and promotion as evidenced by staff across protected characteristics groups occupying particular job roles and grades.

## Disability

- A person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities. Remember, not all disabilities are physical or visible.

## Discrimination

- Direct discrimination refers to discrimination because of a person's protected characteristic.
- Indirect discrimination occurs when a provision, criterion or practice is applied that creates disproportionate disadvantage for a person with a protected characteristic as compared to those who do not share that characteristic.
- Discrimination arising from disability occurs when a person is treated unfavourably because of something arising in consequence of their disability.
- Discrimination by perception occurs due to the belief that someone has a protected characteristic, whether or not they do have it.
- Discrimination by association occurs against a person who does not have a protected characteristic because of their association with someone who does.

## Diversity

- Valuing everyone as a unique individual and celebrating this difference. Managing diversity successfully will help organisations to nurture creativity and innovation and thereby tap hidden capacity for growth and improved competitiveness.

## Due Regard

- To 'have due regard' means that in carrying out all of its functions and day to day activities, a public authority subject to the duty must consciously consider the needs of the PSED as part of the decision-making process in any policy and practice. 'Due regard' comprises two linked elements: proportionality and relevance. The weight that public authorities give to equality should be proportionate to how relevant a particular function is to equality. The greater the relevance of a function to equality, the greater the regard that should be paid.

## Early Withdrawal (Student)

- Indicates that the student has withdrawn from the programme before 25% of the course has elapsed.

### Enrolment (Student)

- Student data are based on enrolments (irrespective of duration) rather than on student population.

### Equality

- Providing a level playing field for disadvantaged groups to ensure fairness. The approach is centred on: equality of opportunity (access); equality of process (experience and treatment); and equality of outcome (achievement).

### Equality Act 2010

- The [Equality Act 2010](#) replaces previous anti-discrimination laws with a single Act. It simplifies the law, removing inconsistencies and making it easier for people to understand and comply with. It also strengthens the law in important ways, to help tackle discrimination and inequality.

### Equality Policy

- A statement of an organisation's commitment to the principle of equality in the workplace for staff, customers and stakeholders.

### External (As row header in staff data table)

- Comprises applicants (applicants), those invited to attend a selection interview (shortlisted applicants) and those new appointments (appointments) who did not previously work for the College. Refer to [Recruitment](#) for more details.

### Further Withdrawal (Student)

- Indicates that the student attended after the funding qualifying date but withdrew from their studies before the programme ended.

### Gender Reassignment

- The process of transitioning from one gender to another. The individual does not need to undergo any medical or hormonal treatment or change their appearance. As soon as they identify and present as a woman/man they should be treated as such, using toilets and changing facilities accordingly.

### Harassment

- Unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

## Inclusion

- Inclusion in education is regarded as a process of addressing and responding to the diverse needs of all learners through increasing participation in learning, cultures and communities, and reducing exclusion. Social exclusion is the outcome of multiple deprivation, which prevents individuals or groups from participating fully in the social, economic, and political life of the society in which they live.

## Internal (As row header in staff data table)

- Comprises applicants (applicants), those invited to attend a selection interview (shortlisted applicants) and those new appointments (appointments) who were already working for the College. Where “internal appointment” is discussed, this comprises appointments to a new role, including promoted positions, and when a member of staff transfers from a temporary to a permanent contract. Refer to **Recruitment** for more details.

## Leavers (As row header in staff data table)

- A former member of staff who has left the College within the previous 12 months, i.e. no longer works for the College.

## Marriage & Civil Partnership

- In Scotland, marriage is recognised in the form of both civil and religious unions between individuals. Civil partners must be treated the same as married couples on a wide range of legal matters. In employment, civil partners must be treated no less favourably than married couples.

## Monitoring

- An analysis of equality data to examine if people with protected characteristics are being treated fairly, for example, monitoring the representation of women or disabled people in the workforce or at senior levels within organisations. Since February, 2013, the monitoring of all protected characteristics at application stage has been changed to compulsory fields, with the default set to “prefer not to say” for each. The College remains committed to encouraging and supporting staff and students in self-declaration.

### More Favourably

- To treat somebody better than someone else. This is unlawful under the Act if it is because of a protected characteristic, except in very limited circumstances e.g. the duty to make reasonable adjustments for a disabled person. The law can require pregnant workers to be treated more favourably in some circumstances.

### Other White

- Refers to those other white ethnicity categories not included within the “UK White” category, i.e. “Irish”; “Gypsy/Traveller”; “Polish”; and “Any other white ethnic group”. Refer to **BME** and **UK White** for more details.

### Positive Action

- Refers to a range of lawful actions that seek to overcome or minimise disadvantages (e.g. in employment opportunities) that people who share a protected characteristic have experienced, or to meet their different needs.

### Pregnancy & Maternity

- Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

### Proportionality

- Refers to measures or actions that are appropriate and necessary. Whether something is proportionate will be a question of fact and involve weighing up the discriminatory impact of the action against the reasons for it, and asking if there is any other way of achieving the aim. The more discriminatory a measure, the harder it will be to justify.

### Protected Characteristic

- Grounds upon which discrimination is unlawful. The characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

## Public Authority

- Organisations and individuals that carry out public functions. This would include government departments, local authorities, health authorities and hospitals, schools, prisons, and police, for example.

## Public Sector Equality Duty (PSED)

- The duty on a public authority when carrying out its functions to have due regard to the need to eliminate unlawful discrimination and harassment, advance equality of opportunity and foster good relations. The [Public Sector Equality Duty](#) is also known as the “general duty”.

## Race

- Refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins. Refer to **BME**, **Other White** and **UK White** for more details.

## Reasonable

- What is considered reasonable will depend on all the circumstances of the case including the size of an organisation and its resources, what is practicable, the effectiveness of what is being proposed and the likely disruption that would be caused by taking the measure in question as well as the availability of financial assistance.

## Recruitment (Staff)

- The proportion of external/internal applicants (applicants), those invited to attend a selection interview (shortlisted applicants), and those new appointments across relevant protected characteristics (appointments). Refer to **Internal** and **External**.

## Religion or Belief

- Religion is generally associated with beliefs, but belief includes philosophical beliefs including lack of belief (e.g. Atheism, environmentalism, vegetarianism, etc.). Generally, a belief should genuinely be held and affect your life choices or the way you live for it to be included in the definition.

## Retention (Staff)

- The ability of an organisation to retain its staff. For the purpose of analysis this is represented in the average years of service for staff and leavers across relevant protected characteristics.

### Scottish Index of Multiple Deprivation (SIMD)

- SIMD is used to identify and present zones of relative deprivation across urban and rural parts of the country. Data are often compared between those living in the most deprived 20% of data zones, or Q1, and those living in the remaining 80% of data zones, or Q2-5. At a national level, the most deprived zones are found in Scotland's urban centres. Please click the following link for further information: [Scottish Index of Multiple Deprivation](#).

### Scottish Funding Council (SFC)

- The Scottish Further and Higher Education Funding Council is the national, strategic body that is responsible for funding teaching and learning provision, research and other activities in Scotland's colleges ([see Colleges that are funded](#)) and universities and higher education institutions ([see Universities and Higher Education institutions that are funded](#)). The council is more commonly known as 'the Scottish Funding Council' or 'SFC'.

### Sex (Formerly referred to as gender)

- Generally refers to a man or a woman. For a variety of reasons, some people do not identify according to these definitions.

### Sexual Orientation

- Whether a person's sexual orientation is towards their own sex (homosexual), the opposite sex (heterosexual) or to both sexes (bisexual). For a variety of reasons, some people do not identify according to these definitions.

### Shortlisted Applicants (As row header in staff data table)

- Comprises applicants who are invited to a selection interview.

### SMT (As row header in staff data table)

- The Senior Management Team, comprised of the Principal, Depute Principal, Vice Principal, Executive Directors and Directors, is represented as "SMT".

### Specific Duties Scotland

- Scottish Ministers made regulations in May 2012 placing specific duties on Scottish public authorities to enable the better performance of the Public Sector Equality Duty (PSED). The [Equality Act 2010 \(Specific Duties \(Scotland\) Regulations 2012](#) are also known as the Scottish Specific Duties.



## Staff

- Refers to those individuals employed on a part time, or full time basis, including those on temporary and fixed-term contracts. Agency staff are not included, as they are not employed directly by the College.

## Successful Outcome (Student)

- Indicates that the student has completed the course year. If this is a one year course, the student will have gained the qualification they were aiming for. If the student was on a course of more than one year, and not in their final year, they will have progressed to the next year of study and achieved at least 70 per cent of the units studied in the current year.

## UK White

- Comprised of the following ethnic group categories: “Scottish”; “English”; “Welsh; and “Northern Irish”. This category is distinct from BME and Other White. Refer to **BME** and **Other White** for more details.

## Victimisation

- Subjecting a person to a detriment because they have done a protected act or there is a belief that they have done a protected act i.e. bringing proceedings under the Equality Act 2010; giving evidence or information in connection with proceedings under the Act; doing any other thing for the purposes or in connection with the Act; making an allegation that a person has contravened the Act.

## Sources

**ACAS (2014)** A Guide for Managers and Employers: Bullying and Harassment at Work (ACAD: London). [Available online via this link.](#)

**CIPD (2013)** Diversity in the Workplace: An Overview. [Available online via this link.](#)

**EQUALITY AND HUMAN RIGHTS COMMISSION (2011)** The First Triennial Review. [Available online via this link.](#)

**EQUALITY AND HUMAN RIGHTS COMMISSION (2014)** Glossary of Term. [Available online via this link.](#)

**UNESCO (2005)** Guidelines for Inclusion: Ensuring Access to Education for All. [Available online via this link.](#)



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