

# Staffing compendium

December 2011

Produced by Human Resources



University of the  
West of England

**better**together

## Introduction

This is the fourth annual staffing compendium produced by HR.

The purpose of the compendium is to provide managers and other users with up to date information about UWE's workforce profile and to highlight emerging trends. Managers will be able to use this information to identify where we need to make improvements.

This compendium also provides a rich source of data for managers carrying out equality assessments.

The compendium is based on data held in the University's HR payroll system (SAP). The SAP database is populated with information supplied by new staff on their application forms; we then update the database with information supplied by current employees in response to periodic data surveys. Our latest data survey was carried out in December 2010, and the next one will be carried out within the next 12 months.

This compendium should be read in conjunction with results from the 2012 staff survey. The staff survey results will be available from May.

I hope you find the compendium interesting and informative. If you have any ideas for how it might be improved, or have any queries relating to the data and its analysis, then please contact Lesley Donnithorne in the Business Development Team ([Lesley2.Donnithorne@uwe.ac.uk](mailto:Lesley2.Donnithorne@uwe.ac.uk)) or Angeline Carrozza in the Equality and Diversity Unit ([Angeline.Carrozza@uwe.ac.uk](mailto:Angeline.Carrozza@uwe.ac.uk)).

Ian Apperley  
HR Director

March 2012

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## Section 1 – Staff employment

At a glance 1:

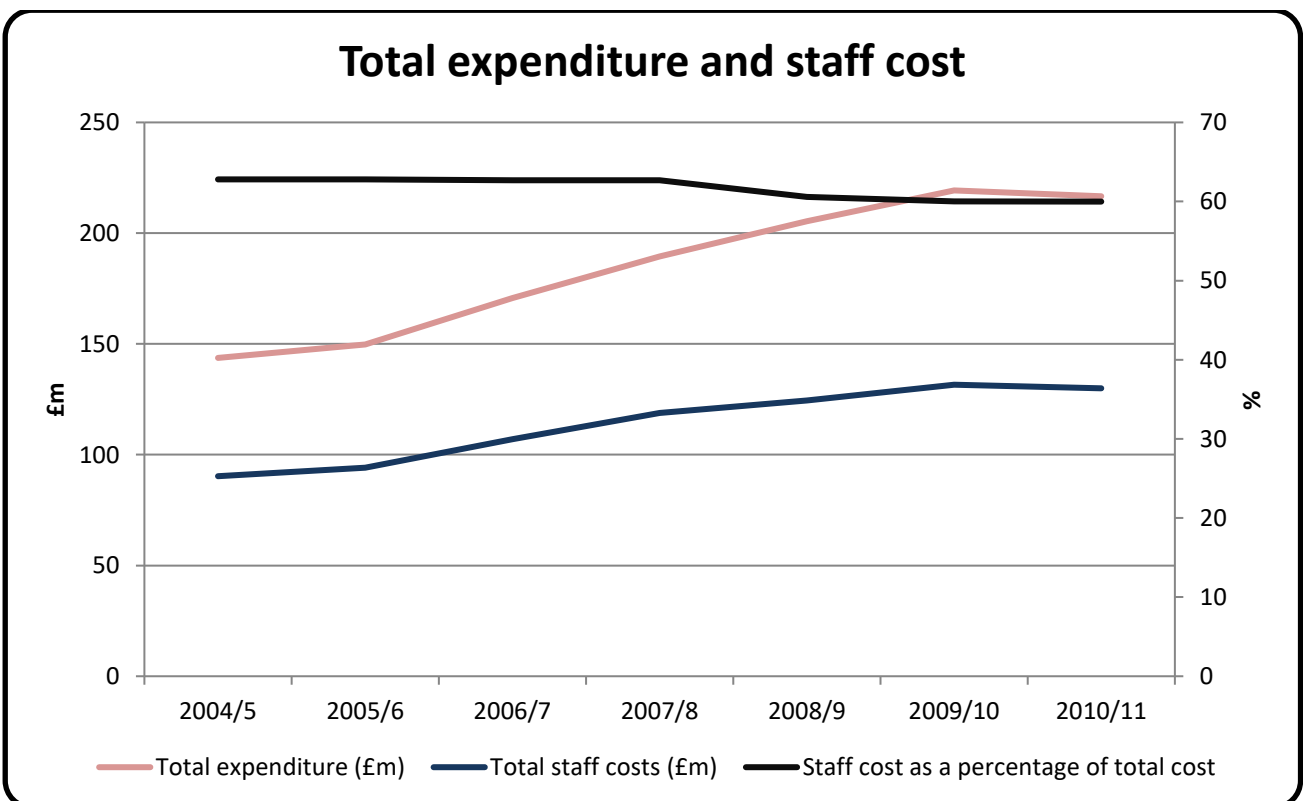
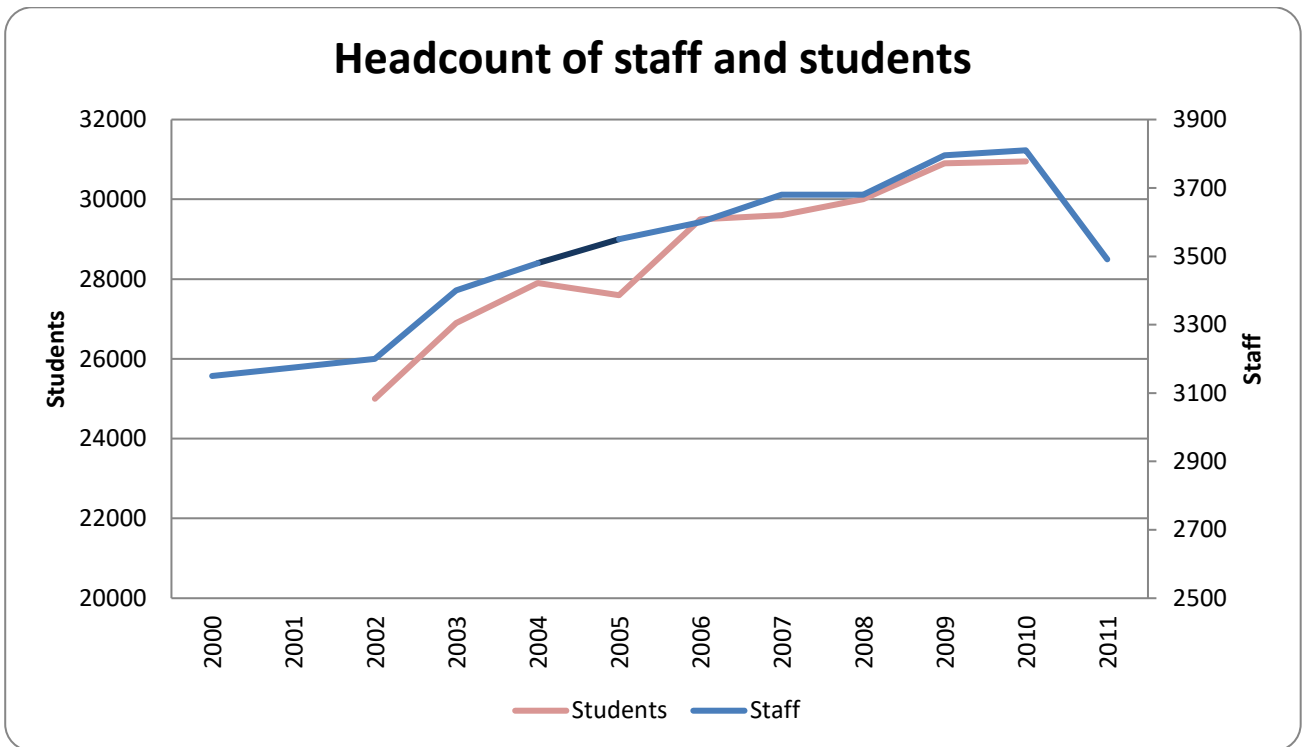


TABLE 1 – STAFF IN POST AT 31/12/2011

FACULTY / SERVICE	HEADS 2011	FTE* 2011	HEADS 2010	FTE* 2010	HEADS 2009	FTE* 2009
Business and Law	296	270				
Arts Creative Inds & Education	430	355				
Environment & Technology	437	399				
Health & Life Sciences	532	468				
<i>Faculty totals</i>	<b>1695</b>	<b>1493</b>	<b>1896</b>	<b>1659</b>	<b>1872</b>	<b>1665</b>
Corporate & Academic Services***	41	38				
Admissions & International Dev.	30	27				
Centre for Performing Arts	5	5				
Directorate	22	20				
Dean of Students	5	5				
Development and Alumni	4	4				
Facilities	458	350				
Finance	80	72				
Human Resources	56	48				
IT Services	178	168				
Library Services	141	111				
Marketing and Communications	24	19				
Research, Business & Innovation	39	33				
Schools & Colleges Partnership	15	13				
Student Services	88	73				
<i>Service totals</i>	<b>1186</b>	<b>984</b>	<b>1246</b>	<b>1040</b>	<b>1124</b>	<b>937</b>
Faculty and service sub total	<b>2881</b>	<b>2477</b>	<b>3142</b>	<b>2699</b>	<b>2966</b>	<b>2602</b>
Associate Lecturers	342	75	392	111**	454	97**
Temporary staff (in assignment)	268	158	276	159	336	184
<b>All staff</b>	<b>3491</b>	<b>2701</b>	<b>3810</b>	<b>2969</b>	<b>3786</b>	<b>2904</b>

\* FTE = full time equivalent

\*\* AL FTE relates to the total for the previous academic year.

\*\*\* Includes Academic Registry and BIP staff; census predates the OUA transfer of faculty based staff.

In 2011, 60% of all staff were located in faculties and 40% in services. In 2010, these figures were 62% and 38% respectively. This change follows the impact of academic restructuring in summer 2011.

There has been an 8% reduction in staffing numbers and a 9% reduction in staffing FTEs compared with 2010; this was as a result of organisational restructuring.

At a glance 2:

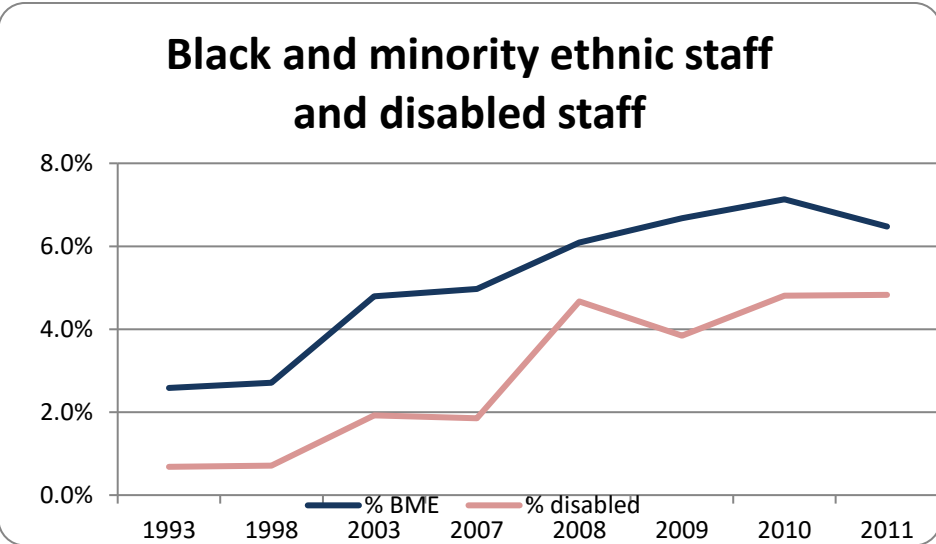
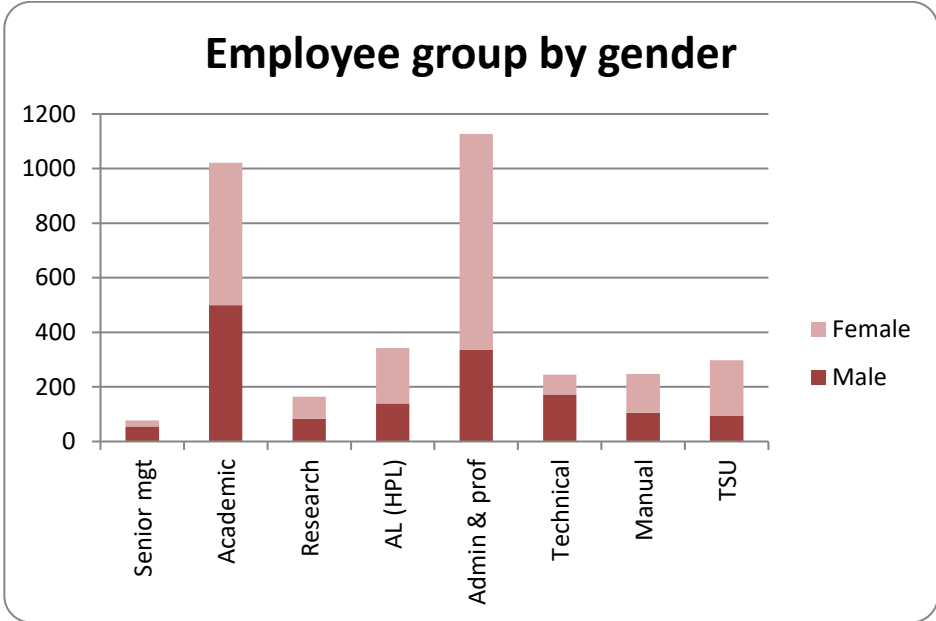
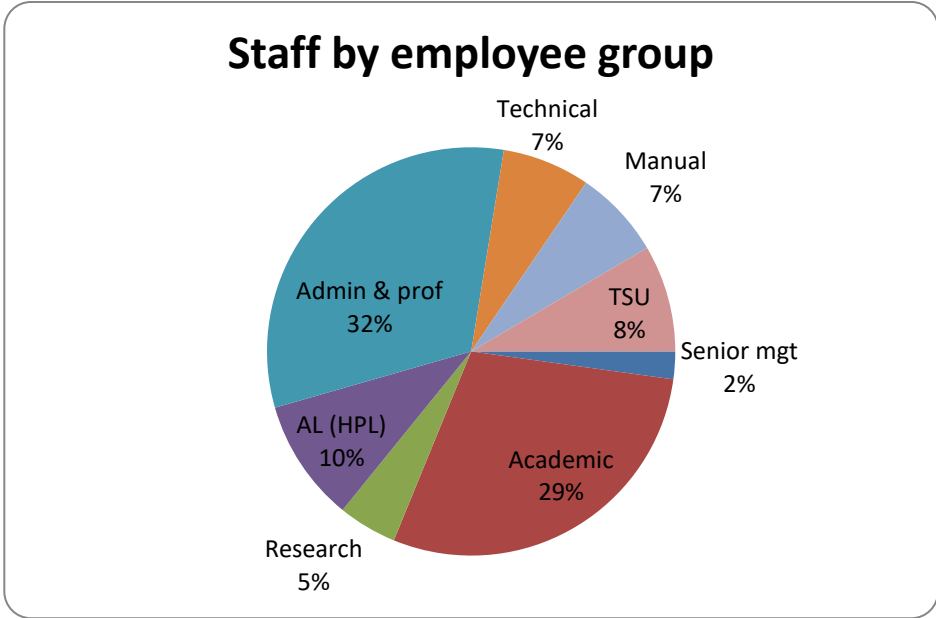


TABLE 2 –EMPLOYEE GROUP AND GRADE BY EQUALITY GROUP

EMPLOYEE GROUP/ GRADE	YEAR	ALL	MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED*		DISABLED STATUS NOT KNOWN*		
		Heads	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	
Senior Management	2011	77	55	71%	22	29%	0	0%	75	97%	2	2.6%	6	7.8%	70	91%	1	1.3%	
	2010	82	58	71%	24	29%	0	0%	81	99%	1	1.2%	6	7.3%	75	92%	1	1.2%	
	2009	62	47	76%	15	24%	0	0%	61	98%	1	1.6%	6	9.7%	55	88%	1	1.6%	
Academic	Grade J	2011	85	54	64%	31	36%	5	5.9%	78	92%	2	2.4%	3	3.5%	81	95%	1	1.2%
		2010	107	67	63%	40	37%	5	4.6%	97	91%	5	4.6%	4	3.7%	102	95%	1	0.9%
		2009	133	83	62%	50	38%	6	4.5%	126	95%	1	0.8%	2	1.5%	129	97%	2	1.5%
	Grade I	2011	163	88	54%	75	46%	13	8.0%	147	90%	3	1.8%	8	4.9%	152	93%	3	1.8%
		2010	206	111	54%	95	46%	15	7.3%	181	88%	10	4.8%	9	4.3%	193	94%	4	1.9%
		2009	212	113	53%	99	47%	15	7.0%	193	91%	4	1.9%	6	2.8%	203	96%	3	1.4%
	Grade H	2011	751	348	46%	403	54%	46	6.1%	678	90%	27	3.6%	34	4.5%	709	94%	8	1.1%
		2010	785	365	46%	420	54%	53	6.7%	703	90%	29	3.7%	35	4.5%	742	95%	8	1.0%
		2009	748	357	48%	391	52%	49	6.6%	669	89%	30	4.0%	22	2.9%	724	97%	2	0.3%
Grade G	2011	22	9	41%	13	59%	5	23%	16	73%	1	4.5%	1	4.5%	21	95%	0	0%	
	2010	38	17	45%	21	55%	6	16%	29	76%	3	7.8%	1	2.6%	37	97%	0	0%	
	2009	62	28	45%	34	55%	9	15%	48	77%	5	0.6%	1	1.6%	61	98%	0	0%	
Associate Lecturers (previously Hourly Paid Lecturers)	2011	342	139	41%	203	59%	25	7.3%	294	86%	23	6.7%	10	2.9%	326	95%	6	1.8%	
	2010	392	138	35%	254	65%	27	6.9%	342	87%	23	5.9%	13	3.3%	374	95%	5	1.2%	
	2009	454	173	38%	281	62%	35	7.7%	389	85%	30	6.6%	18	4.0%	432	95%	4	0.9%	



EMPLOYEE GROUP/ GRADE	YEAR	ALL	MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED*		DISABLED STATUS NOT KNOWN*		
		Heads	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	
Research Grade H	2011	36	22	61%	14	39%	2	5.6%	31	86%	3	8.3%	1	2.8%	34	94%	1	2.8%	
	2010	40	26	65%	14	35%	4	10%	35	88%	1	2.5%	1	2.5%	38	95%	1	2.5%	
	2009	34	23	68%	11	32%	4	12%	30	88%	0	0%	0	0%	33	97%	1	3.9%	
	Grade F&G	2011	128	61	48%	67	52%	14	11%	108	84%	6	4.7%	3	2.3%	122	95%	3	2.3%
		2010	137	66	48%	71	52%	21	15%	109	80%	7	5.1%	5	3.6%	128	93%	4	2.9%
		2009	107	48	45%	59	55%	14	13%	89	83%	4	3.7%	3	2.8%	102	95%	2	1.9%
Admin & Prof G & above	2011	322	137	43%	185	57%	21	6.5%	291	90%	10	3.1%	18	5.6%	299	93%	5	1.6%	
	2010	334	141	42%	193	58%	23	6.9%	299	89%	12	3.6%	19	5.7%	310	93%	5	1.5%	
	2009	306	132	43%	174	57%	18	5.9%	283	93%	5	1.6%	12	3.9%	291	95%	3	1.0%	
	Grade A to F	2011	805	200	25%	605	75%	43	5.3%	741	92%	21	2.6%	38	4.7%	753	94%	11	1.4%
		2010	847	205	24%	642	76%	51	6.0%	774	91%	22	2.6%	46	5.4%	791	93%	10	1.2%
		2009	801	185	23%	616	77%	44	5.5%	746	93%	11	1.4%	43	5.4%	749	94%	9	1.1%
Technical G & above	2011	63	52	53%	11	17%	2	3.2%	57	90%	4	6.3%	1	1.6%	62	98%	0	0%	
	2010	69	56	81%	13	19%	2	2.9%	63	91%	4	5.8%	2	2.9%	67	97%	0	0%	
	2009	74	58	78%	16	22%	2	2.7%	68	92%	4	5.4%	2	2.7%	72	97%	0	0%	
	Grade A to F	2011	182	120	66%	62	34%	15	8.2%	158	87%	9	4.9%	12	6.6%	165	91%	5	2.7%
		2010	216	136	63%	80	37%	13	6.0%	191	88%	12	5.6%	16	7.4%	296	91%	4	1.9%
		2009	195	127	65%	68	35%	13	6.7%	170	87%	12	6.2%	7	3.6%	185	95%	3	1.5%
Manual Grade C to E	2011	87	68	78%	19	22%	2	2.3%	82	94%	3	3.4%	6	6.9%	80	92%	1	1.1%	
	2010	96	72	75%	24	25%	4	4.2%	88	92%	4	4.2%	6	6.3%	89	93%	1	1.0%	
	2009	84	64	76%	20	24%	3	3.6%	77	92%	4	4.8%	4	4.8%	80	95%	0	0%	

EMPLOYEE GROUP/ GRADE	YEAR	ALL	MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED*		DISABLED STATUS NOT KNOWN*	
		Heads	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%
Manual Grade A&B	2011	160	37	23%	123	77%	11	6.9%	138	86%	11	6.9%	12	7.5%	146	91%	2	1.3%
	2010	174	45	26%	129	74%	12	6.9%	152	87%	10	5.7%	12	6.9%	160	92%	2	1.1%
	2009	178	46	26%	132	74%	13	7.3%	157	88%	8	4.5%	13	7.3%	163	92%	2	1.1%
TSU Temps	2011	298	95	32%	203	68%	24	8.1%	254	85%	20	6.7%	14	4.7%	279	94%	5	1.7%
	2010	347	112	32%	235	68%	40	12%	279	80%	28	8%	11	3.2%	332	96%	4	1.2%
	2009	429	132	31%	297	69%	34	7.9%	359	84%	36	8.4%	10	2.3%	417	97%	2	0.5%

ALL STAFF (excluding ALs/HPLs &TSU)	2011	2881	1251	43%	1630	57%	179	6.2%	2600	90%	102	3.5%	146	5.1%	2694	94%	41	1.4%
	2010	3131	1365	44%	1766	56%	209	6.7%	2802	89%	120	3.8%	162	5.2%	2928	94%	41	1.3%
	2009	2996	1311	44%	1685	56%	190	6.0%	2717	91%	89	3.0%	121	4.0%	2847	95%	28	0.9%
<b>ALL STAFF</b>	2011	3521	1485	42%	2036	58%	228	6.5%	3148	89%	145	4.1%	170	4.8%	3299	94%	52	1.5%
	2010	3870	1615	42%	2255	58%	276	7.1%	3423	88%	171	4.4%	186	4.8%	3634	94%	50	1.3%
	2009	3879	1616	42%	2263	58%	259	6.7%	3465	89%	155	4.0%	149	3.8%	3696	95%	34	0.9%

\* Figures for "Not Disabled" include "not known" for staff who did not respond to the survey. The "Disabled Status Not Known" figure is the number of staff that responded to the survey but preferred not to provide information about disabled status.

The overall male/female ratio remained constant in 2011 compared to 2010 and 2009. The senior research grade showed an increase on 2010 in the proportion of women; for other senior grades the proportion of women remained the same or declined. The BME staff percentage declined because a higher proportion of leavers in 2011 were BME staff (11%) and, although the same proportion of new recruits in 2011 were BME (11%), the number of new recruits was significantly fewer than the number of leavers.

At a glance 3:

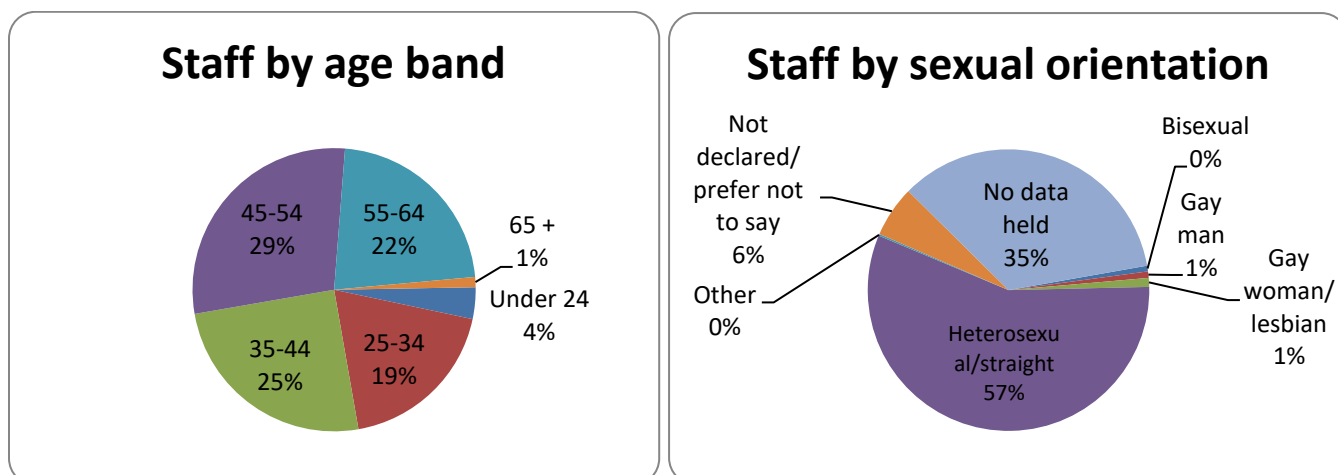


TABLE 3 – AGE

AGE BAND	HEADS 2011	PERCENTAGE 2011	PERCENTAGE 2010	PERCENTAGE 2009
Under 24	127	3.6%	4.2%	4.5%
25-34	666	18.9%	20%	20%
35-44	881	25.0%	25%	24%
45-54	1020	29.0%	28%	28%
55-64	786	22.3%	22%	22%
65 +	41	1.2%	1.3%	1.2%

The average age of a UWE employee has risen to 45 years from 44 years in 2010 and 2009.

TABLE 4 – SEXUAL ORIENTATION

GROUP	HEADS 2011	PERCENTAGE 2011	PERCENTAGE 2010	PERCENTAGE 2009
Bisexual	23	0.7%	0.7%	0.5%
Gay man	26	0.7%	0.8%	0.7%
Gay woman/lesbian	36	1.0%	1.2%	0.7%
Heterosexual/straight	1996	56%	56%	46%
Other	7	0.2%	0.3%	0.2%
Not declared/prefer not to say	207	5.9%	5.6%	4.5%
No data held	1226	35%	36%	48%

Table 4 shows that UWE has 2.4% of staff declaring as lesbian, gay or bisexual (LGB) compared to 2.7% in 2010. Table 4 also shows an increasing proportion of staff providing information on their sexual orientation.

At a glance 4:

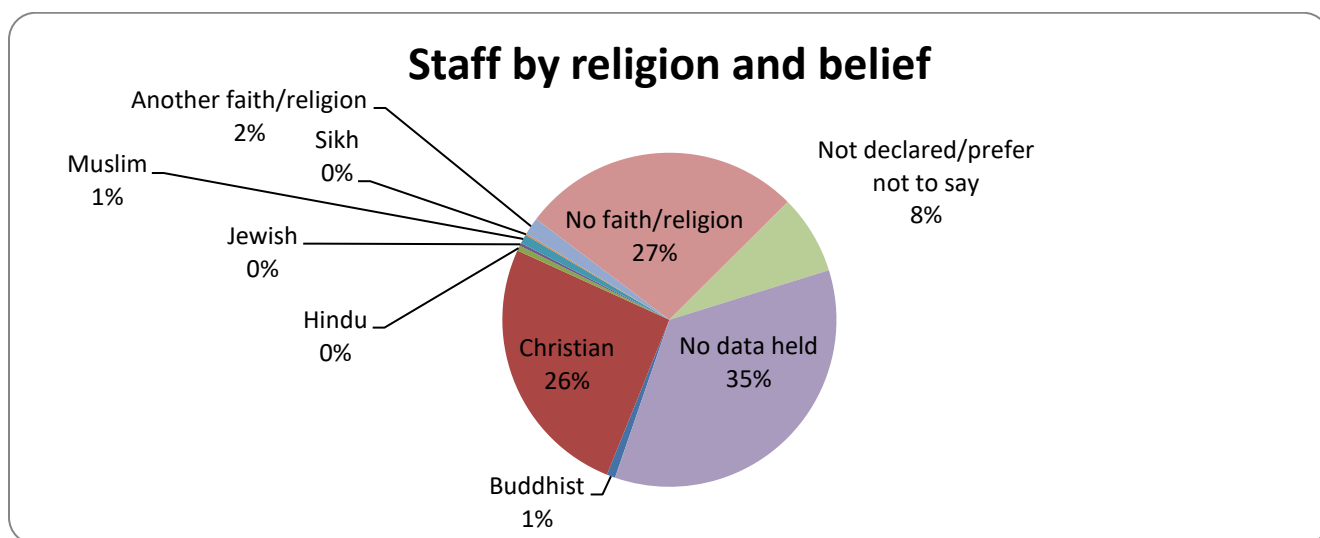


TABLE 5 – RELIGION AND BELIEF

GROUP	HEADS 2011	PERCENTAGE 2011	PERCENTAGE 2010	PERCENTAGE 2009
Buddhist	29	0.8%	0.9%	0.6%
Christian	905	26%	26%	22%
Hindu	18	0.5%	0.5%	0.2%
Jewish	10	0.3%	0.2%	0.2%
Muslim	31	0.9%	0.9%	0.7%
Sikh	5	0.1%	0.1%	0.1%
Another faith/religion	59	1.7%	2.1%	2.0%
No faith/religion	959	27%	26%	21%
Not declared/prefer not to say	270	7.7%	7.3%	5.8%
No data held	1235	35%	36%	48%

Table 5 shows 31% of staff declaring as having a religion; this is unchanged from 2010. Table 5 shows more staff providing information on their religion and belief.

TABLE 6 – ETHNIC ORIGIN

GROUP	HEADS 2011	PERCENTAGE 2011	PERCENTAGE 2010	PERCENTAGE 2009
Asian – Bangladeshi	9	0.3%	0.2%	0.3%
Asian – Indian	31	0.9%	0.9%	0.3%
Asian – Pakistani	13	0.4%	0.4%	0.5%
Asian – Other	22	0.6%	0.8%	0.7%
Black – African	20	0.6%	0.9%	0.7%
Black – Caribbean	29	0.8%	0.8%	0.7%
Black – Other	3	0.1%	0.1%	0.1%
Chinese	30	0.9%	0.9%	1.0%
Mixed – White/African	6	0.2%	0.2%	0.1%
Mixed – White/Asian	13	0.4%	0.4%	0.4%
Mixed – White/Caribbean	5	0.1%	0.2%	0.2%
Mixed – Other	15	0.4%	0.5%	0.4%
Other Ethnic background	32	0.9%	0.9%	0.8%
<i>Sub total</i>	<b>228</b>	<b>6.4%</b>	<b>7.1%</b>	<b>6.7%</b>
White – British	2874	82%	81%	82%
White – Irish	52	1.5%	1.2%	1.1%
White – Other	222	6.3%	6.6%	6.3%
<i>Sub total</i>	<b>3148</b>	<b>89%</b>	<b>88%</b>	<b>89%</b>
Prefer not to say	19	0.5%	0.5%	0.1%
No data held	126	3.6%	3.9%	3.9%
<i>Sub total</i>	<b>145</b>	<b>4.1%</b>	<b>4.4%</b>	<b>4.0%</b>
<b>All staff</b>	<b>3521</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Table 6 shows that UWE’s declared BME staffing population is 6.5% compared to 7.1% in 2010. The reasons for this reduction are given on page 10.

TABLE 7 – NATIONALITY

GROUP	HEADS 2011	PERCENTAGE 2011	PERCENTAGE 2010
British	3127	91.4%	88%
Irish	29	0.8%	0.7%
German	25	0.7%	0.9%
American	24	0.7%	0.5%
Italian	16	0.5%	0.5%
Spanish	13	0.4%	0.4%
French	13	0.4%	0.4%
Canadian*	12	0.3%	0.3%
Indian *	12	0.3%	0.3%
Chinese	9	0.3%	0.4%
Malaysian	9	0.3%	-
<i>Sub total</i>	<b>3289</b>	<b>93.4%</b>	<b>92%</b>
<b>All staff</b>	<b>3521</b>	<b>100%</b>	<b>100%</b>

Table 7 shows UWE’s top ten nationalities at 2011 (\* joint 10<sup>th</sup> place).

TABLE 8 – TRANS/TRANSGENDER

CATEGORY	HEADS 2011	PERCENTAGE 2011	PERCENTAGE 2010
Yes	18	0.5%	0.4%
No	2092	59%	59%
Prefer not to say	60	1.7%	1.7%
No data held	1351	38%	39%

Table 8 shows that UWE's declared trans/transgender population is 0.5% compared to 0.4% in 2010.

TABLE 9 – TAKE UP OF PARENTAL LEAVE

CATEGORY	HEADS 2011
Maternity leave	69
Adoption leave	1
Paternity leave	31
<b>All parental leave</b>	<b>101</b>

TABLE 10 – CONTRACT TYPE BY EQUALITY GROUP

CONTRACT TYPE	YEAR	ALL	GENDER				ETHNICITY						DISABLED STATUS					
			MALE		FEMALE		BME		WHITE		NOT KNOWN		DISABLED		NOT DISABLED*		NOT KNOWN*	
			Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%
Permanent	2011	2760	1191	43%	1569	57%	160	5.8%	2510	91%	90	3.3%	129	4.7%	2598	94%	33	1.2%
	2010	3063	1307	43%	1756	57%	178	5.8%	2764	90%	121	4.0%	158	5.2%	2869	94%	36	1.2%
	2009	3124	1342	43%	1782	57%	182	5.8%	2834	91%	108	3.5%	130	4.2%	2965	95%	29	0.9%
Fixed Term	2011	463	199	43%	264	57%	44	9.5%	384	83%	35	7.6%	12	2.6%	437	94%	14	3.0%
	2010	460	196	43%	264	57%	58	13%	380	83%	22	4.8%	17	3.7%	433	94%	10	2.2%
	2009	322	140	43%	182	57%	42	13%	270	84%	10	3.1%	9	2.8%	310	96%	3	0.9%
Temporary	2011	298	95	32%	203	68%	24	8.1%	254	85%	20	6.7%	13	4.4%	280	94%	5	1.7%
	2010	347	112	32%	235	68%	40	12%	279	80%	28	8.1%	11	3.2%	332	96%	4	1.2%
	2009	433	134	31%	299	69%	35	8.1%	361	83%	37	8.5%	10	2.3%	421	97%	2	0.5%

\* Figures for “Not Disabled” include “not knows” for staff who did not respond to the survey. The “Disabled Status Not Known” figure is the number of staff that responded to the survey but preferred not to provide information about disabled status.

TABLE 11 – MODE OF EMPLOYMENT BY EQUALITY GROUP

MODE	YEAR	ALL	MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED*		DISABLED STATUS NOT KNOWN*	
			Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%
Full-time	2011	2085	1067	51%	1018	49%	137	6.6%	1067	90%	81	3.9%	87	4.2%	1969	94%	29	1.4%
	2010	2283	1161	51%	1122	49%	159	6.9%	2028	89%	96	4.2%	107	4.7%	2144	94%	32	1.4%
	2009	2254	1159	51%	1095	49%	137	6.1%	2040	91%	77	3.4%	79	3.5%	2157	96%	18	0.8%
Part-time	2011	1436	418	29%	1018	71%	91	6.3%	1281	89%	64	4.5%	67	4.7%	1346	94%	23	1.6%
	2010	1587	454	29%	1133	71%	117	7.3%	1395	88%	75	4.7%	79	5.0%	1490	94%	18	1.1%
	2009	1532	436	28%	1096	72%	111	7.2%	1352	88%	69	4.5%	69	4.5%	1447	95%	16	1.0%

\* “Not Disabled” includes Not Knowns for staff who did not respond to the survey. The “Disabled Status Not Known” figure is the number of staff that responded to the survey but preferred not to provide information about disabled status.

## Section 2 – Staff recruitment

TABLE 12 – RECRUITMENT BY EQUALITY GROUP

	ALL	MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED*	
	Heads	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%
<u>2011</u>															
Applied	4418	2470	56%	1934	44%	1027	23%	3338	76%	53	1.2%	175	4.0%	4243	96%
Shortlisted	943	454	48%	488	52%	138	15%	794	84%	11	1.2%	35	3.7%	908	96%
Appointed	274	123	45%	150	55%	31	11%	238	87%	5	1.8%	9	3.3%	265	97%
<u>2010</u>															
Applied	5340	3223	60%	2117	40%	888	17%	4107	77%	345	6.5%	254	4.8%	5086	95%
Shortlisted	1221	597	49%	624	51%	126	10%	1027	84%	68	5.6%	57	4.7%	1164	95%
Appointed	357	164	46%	193	54%	35	10%	309	87%	13	3.6%	14	3.9%	343	96%
<u>2009</u>															
Applied	9343	4262	46%	5081	54%	1,539	17%	7232	77%	572	6.1%	139	1.5%	9204	99%
Shortlisted	1469	693	47%	776	53%	166	11%	1212	83%	91	6.2%	16	1.1%	1453	99%
Appointed	385	175	45%	210	55%	37	10%	323	84%	25	6.5%	7	1.8%	378	98%

\* Figures for “Not Disabled” include applicants who did not provide data.  
From 2011 data relates to the period August to July.

The volume of staff recruitment declined by 23% in 2011. This is due to the University carrying out major restructuring programmes to achieve cost savings. The number of job applicants decreased by 17% over 2010 due to the temporary policy of jobs being advertised internally first.

The 2011 figures show that the success rate for female applicants through the recruitment process continues to be better than for male applicants.

2011 showed a further increase on 2010 in the proportion of BME applicants. The proportion of BME applicants being appointed increased to 11%, although BME applicants still have a lower rate of success through the recruitment process than non-BME staff. In 2011 there has been a reduction in applicants declaring as disabled.



TABLE 13 - RECRUITMENT TO THE TEMPORARY STAFF UNIT BANK BY EQUALITY GROUP

	ALL	MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED*	
	Heads	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%
<u>2011</u>															
Applied	436	164	38%	271	62%	97	22%	331	76%	8	1.8%	21	4.8%	415	95%
Shortlisted	195	59	30%	136	70%	24	12%	167	86%	4	2.1%	15	7.7%	180	92%
Appointed	122	38	31%	84	69%	17	14%	101	83%	4	3.3%	8	6.6%	114	93%
<u>2010</u>															
Applied	462	174	38%	288	62%	89	19%	352	76%	21	4.5%	26	5.6%	436	94%
Shortlisted	180	62	34%	118	66%	22	12%	149	83%	9	5.0%	7	3.9%	173	96%
Appointed	83	24	29%	59	71%	7	8.0%	72	87%	4	4.8%	5	6.0%	78	94%
<u>2009</u>															
Applied	718	265	37%	453	63%	88	12%	573	80%	57	7.9%	16	2.2%	702	98%
Shortlisted	262	88	34%	174	66%	16	6.1%	219	84%	27	10%	5	1.9%	257	98%
Appointed	113	38	34%	75	66%	9	8.0%	95	84%	9	8.0%	2	1.8%	111	98%

\* Figures for "Not Disabled" include applicants who did not provide data; from 2011 data relates to the period August to July.

Table 13 shows an increase in temporary recruitment in 2011. This was to provide a wider pool of 'bank' staff to provide additional interim support during the period of organisational restructuring. The number of TSU staff in assignment, however, reduced in 2011 (see table 1).

The proportion of BME applicants and appointments has again increased significantly in 2011. The higher success rate of applicants declaring as disabled has also been maintained.

TABLE 14 - INTERNAL RECRUITMENT ONLY BY EQUALITY GROUP

	ALL	MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED*	
	Heads	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%
<u>2011</u>															
Applied	230	101	44%	127	55%	41	18%	186	81%	3	1.3%	8	3.5%	222	97%
Shortlisted	131	62	47%	68	52%	13	10%	116	89%	2	1.5%	4	3.1%	127	97%
Appointed	56	25	45%	30	54%	6	11%	48	86%	2	3.6%	0	0%	56	100%

Table 14 shows no significant gender difference for internal applicants in terms of their success rate though the recruitment process. The proportion of female internal applicants is slightly lower than the UWE female workforce of 58%.

BME internal applicants are shortlisted in lower proportions, but have a marginally higher appointment than shortlisting rate. The proportion of BME internal applicants and BME internal appointments is significantly higher than the UWE BME workforce of 6.5%.

The number of internal applicants declaring as disabled is very low and none were appointed. The proportion of disabled internal applicants is lower than the UWE disabled workforce of 4.8%.

## Section 3 – Leavers

TABLE 15 – LEAVERS BY CATEGORY BY EQUALITY GROUP

LEAVER CATEGORY	HEADS	MALE	FEMALE	BME	WHITE	ETHNICITY NOT KNOWN	DISABLED	NOT DISABLED*
Resignation	157	57	100	19	130	8	5	152
Voluntary severance	144	59	85	9	132	3	9	135
End of fixed term contract	98	45	53	16	77	5	4	94
Age 65 retirement	34	20	14	2	32	0	0	34
Early retirement	3	1	2	0	3	0	0	3
Maternity leave non-return**	2	0	2	0	2	0	0	2
Ill Health	3	1	2	0	3	0	0	3
Death	0	0	0	0	0	0	0	0
Dismissal	4	2	2	3	1	0	1	3
Redundancy	3	2	1	0	3	0	0	3
ALL LEAVERS - 2011	448	187 (42%)	261 (58%)	49 (11%)	383 (85%)	16 (3.6%)	19 (4.2%)	429 (96%)
ALL LEAVERS - 2010	226	97 (43%)	129 (57%)	20 (8.8%)	198 (88%)	8 (3.5%)	9 (4.0%)	217 (96%)
ALL LEAVERS - 2009	276	116 (42%)	160 (58%)	20 (7.2%)	247 (89.5%)	9 (3.3%)	10 (3.6%)	269 (97.5%)

\* Figures for "Not Disabled" include staff who have not provided data. \*\*Includes non-return from adoption leave. The analysis excludes hourly paid and temporary staff.

The UWE workforce (excluding ALs/TSU staff) is 57% female, 6.2% BME and 5.1% disabled. In 2011 the rate of leaving by gender is broadly in proportion to the population; a significantly higher proportion of BME staff were leavers and a slightly lower proportion of disabled staff.

In 2011 organisational restructuring resulted in a 100% increase in the number of leavers compared to 2010. The data shows an annual turnover rate of 11.6% (excluding fixed term contract expiry) compared to 6.1% for 2010.

TABLE 16 – REASONS FOR LEAVING

REASON	ACADEMIC + SENIOR MANAGEMENT	PROFESSIONAL SUPPORT STAFF	TOTALS 2011	TOTALS 2010	TOTALS 2009
Moving from area	0	4	4	6	2
Return to education	0	0	0	5	2
Giving up employment	0	1	1	2	4
Personal/domestic	0	6	6	8	7
Promotion/career development	6	8	14	10	9
Travel problems	0	2	2	5	5
Physical work environment	0	2	2	1	2
Organisational culture	5	6	11	6	10
Management style	5	2	7	4	6
Working relations	1	1	2	2	3
Workload/stress	2	1	3	7	5
Conditions of service	3	3	6	0	0
Discrimination	1	0	1	0	0
Retirement	1	5	6	13	13
Redundancy	1	1	2	0	12
Ill health	0	0	0	1	3
End of fixed term contract	5	3	8	5	8
Greater job satisfaction	7	7	14	10	14
Personal satisfaction	3	7	10	9	14
More training and development	1	2	3	2	4
Better career prospects	5	8	13	10	10
Better service conditions	3	1	4	0	2
Higher salary	4	3	7	7	5
Change of work pattern	2	2	4	5	6
<b>NUMBER OF RESPONDENTS</b>	<b>15</b>	<b>25</b>	<b>40</b>	<b>43</b>	<b>51</b>

Notes: Data is taken from exit questionnaires completed by leavers; individuals can indicate more than one reason for leaving.

## Section 4 –Staff development and career progression

TABLE 17 – INTERNAL TRAINING ATTENDANCES BY EQUALITY GROUP

Year	ALL	MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOISABLED*	
	Heads	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%
2011*	7517	2532	34%	4985	66%	470	6.3%	6832	91%	215	2.9%	364	4.8%	7153	95%
2010	3359	999	30%	2360	70%	263	7.8%	3009	90%	87	2.6%	201	6.0%	3158	94%
2009	3582	1141	32%	2441	68%	244	6.8%	3239	90%	99	2.8%	165	4.6%	3417	95%

\* Includes 3138 staff attendances for compulsory fire safety training.

Table 17 shows that female staff are proportionately more likely to take up internal training places than male staff; BME staff and disabled staff attendances are proportionate to the UWE workforce (NB: UWE workforce is: 58% female, 6.5% BME and 4.8% disabled).

TABLE 18 – CAREER PROGRESSION BY EQUALITY GROUP

YEAR	TOTAL		MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED *	
	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%
2011	184	5.7%	75	5.4%	109	5.9%	10	4.9%	167	5.8%	7	5.6%	1	0.7%	183	5.9%
2010	227	6.4%	88	5.9%	139	6.9%	16	6.8%	205	6.5%	6	4.2%	4	2.3%	219	6.5%
2009	222	6.4%	84	5.7%	138	7.0%	12	5.3%	200	6.4%	10	8.4%	3	2.2%	219	6.6%

% indicates the proportion of the particular group having career progression, not the proportion of all the progression occurrences.

\* Figures for "Not Disabled" include staff who have not provided data.

Career progression opportunities have been taken up in slightly higher proportion by female staff compared to male staff and in lower proportion by known BME and disabled staff. The data analysed by each type of career progression opportunity (promotion, regrading, secondment, and temporary up-grade) is shown in table 19 below.

TABLE 19 – CAREER PROGRESSION BY TYPE

TYPE	YEAR	TOTAL		MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED*	
		Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%
Promotion	2011	90	2.8%	45	3.2%	45	2.5%	7	3.4%	80	2.8%	3	2.4%	1	1.7%	89	2.9%
	2010	93	2.6%	36	2.4%	57	2.8%	6	2.5%	87	2.8%	0	0%	1	0.6%	92	2.7%
	2009	86	2.5%	34	2.3%	52	2.6%	6	2.7%	72	2.3%	8	6.7%	1	0.7%	85	2.6%
Regrading	2011	25	0.8%	11	0.8%	14	0.8%	1	0.5%	22	0.8%	2	1.6%	0	0%	25	0.8%
	2010	57	1.8%	22	1.6%	35	2.0%	8	3.8%	45	1.6%	4	3.3%	2	1.2%	55	1.9%
	2009	46	1.5%	19	1.4%	27	1.6%	1	0.5%	43	1.6%	2	2.2%	1	0.8%	45	1.6%
Secondment	2011	28	0.9%	10	0.7%	18	1.0%	1	0.5%	27	0.9%	0	0%	0	0%	28	0.9%
	2010	27	0.9%	9	0.7%	18	1.0%	0	0%	27	1.0%	0	0%	0	0%	27	0.9%
	2009	43	1.4%	16	1.2%	27	1.6%	1	0.5%	42	1.5%	0	0%	0	0%	43	1.5%
Temporary Upgrade	2011	41	1.3%	9	0.6%	32	1.7%	1	0.5%	38	1.3%	2	1.6%	0	0%	41	1.3%
	2010	50	1.6%	21	1.5%	29	1.6%	2	1.0%	46	1.6%	2	1.7%	1	0.6%	49	1.6%
	2009	47	1.6%	15	1.1%	32	1.9%	4	2.1%	43	1.6%	0	0%	1	0.8%	46	1.6%

% indicates the proportion of the particular group having career progression, not the proportion of all the progression occurrences.

\* Figures for “Not Disabled” include staff who have not provided data.

TABLE 20 – GENDER PAY GAP

GROUP	2009	2005	2003
All staff	15.3%	*	*
All staff excluding senior management and TSU temps	12.5%	20.2%	18.2%

\* data not available

The gender pay gap is the percentage by which average female staff pay is lower than average male staff pay.

## Section 5 – Formal procedures

TABLE 21 – STAFF GRIEVANCES BY EQUALITY GROUP

YEAR	ALL			MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED*	
	Heads	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%
2011	6	1	17%	5	83%	-	-	6	100%	-	-	-	-	6	100%		
2010	6	4	67%	2	33%	-	-	5	83%	1	17%	-	-	6	100%		
2009	**21	13	72%	5	28%	-	-	18	100%	-	-	3	16.7%	15	83.3%		

\* Figures for “Not Disabled” include staff who have not provided data. \*\* Includes 3 group grievances not included in equality analyses.

The number of new formal grievances in 2011 is the same as in 2010. The UWE workforce (including ALs and TSU) is: 58% female, 6.5% BME and 4.8% disabled, therefore in 2011 staff grievances were brought by a higher proportion of male staff, non-BME staff, and staff not declaring as disabled. However it is difficult to ascribe statistical significance to the data due to low numbers.

TABLE 22 – STAFF DISCIPLINARIES BY TYPE BY EQUALITY GROUP

YEAR/TYPE	ALL			MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED*	
	Heads	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%
<u>2011</u>																	
Conduct	7	5	71%	2	29%	2	29%	5	71%	-	-	-	-	7	100%		
Capability	1	1	100%	-	-	-	-	1	100%	-	-	-	-	1	100%		
Performance	2	1	50%	1	50%	1	50%	1	50%	-	-	-	-	2	100%		
Total 2011	10	7	70%	3	30%	3	30%	7	70%	-	-	-	-	10	100%		
Total 2010	11	10	91%	1	9%	1	9%	9	82%	1	9%	2	18%	9	82%		
Total 2009	17	12	71%	5	29%	1	5.9%	12	70.6%	4	23.5%	1	5.9%	16	94.1%		

\* Figures for “Not Disabled” include staff who have not provided data.

UWE’s workforce is 58% female, 6.5% BME and 4.8% disabled. In 2011, formal procedures were initiated for a lower proportion of female staff and disabled staff, and a higher proportion of BME staff. It is difficult to ascribe statistical significance due to low numbers.

## Section 6 – Sickness absence

At a glance 5:

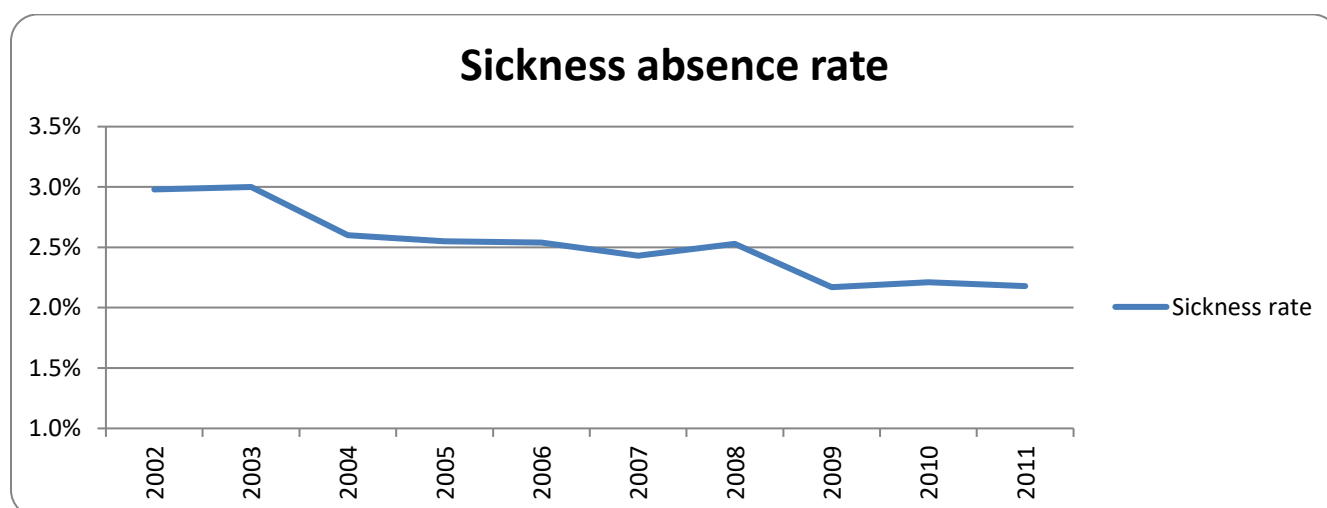


TABLE 23 - SICKNESS ABSENCE RATES BY FACULTY / SERVICE

FACULTY/SERVICE	DAYS LOST 2011	INCIDENTS 2011	ABSENCE RATE 2011	ABSENCE RATE 2010	ABSENCE RATE 2009
Business and Law	1758	227	2.1%	1.6%	2.2%
Arts Creative Inds & Education	2334	379	2.0%	1.9%	1.4%
Environment and Technology	1377	283	1.1%	1.6%	1.5%
Health and Life Sciences	2618	495	1.8%	1.5%	1.6%
<i>Faculty sub total</i>	<i>8087</i>	<i>1384</i>	<i>1.7%</i>	<i>1.7%</i>	<i>1.6%</i>
Corporate & Academic Services*	201	69	1.9%	-	-
Admissions & International Dev.	113	59	1.3%	3.1%	3.7%
Directorate**	236	37	2.6%	1.7%	3.3%
Facilities	4593	804	3.7%	3.4%	4.3%
Finance	441	109	2.3%	2.8%	2.8%
Human Resources	303	76	2.0%	2.5%	2.4%
IT Services	1143	336	2.5%	2.5%	1.9%
Library Services	1008	275	2.8%	2.5%	2.1%
Marketing and Communications	182	52	2.5%	1.4%	1.2%
Research, Business & Innovation	166	60	1.5%	1.7%	1.8%
Schools & Colleges Partnerships	45	21	1.2%	3.0%	3.6%
Student Services	784	204	3.2%	2.1%	3.1%
<i>Service sub total</i>	<i>9272</i>	<i>2109</i>	<i>2.9%</i>	<i>3.2%</i>	<i>3.2%</i>
All services excluding manual staff	6123	1668	2.4%	2.5%	2.5%
Manual staff only	3149	441	4.6%	5.3%	5.2%
<b>All staff</b>	<b>17359</b>	<b>3493</b>	<b>2.2%</b>	<b>2.2%</b>	<b>2.2%</b>

\*Includes Dean of Students and Development & Alumni. \*\* Includes Academic Registry and BIP. Excludes hourly paid staff.



TABLE 24 - REASONS FOR SICKNESS ABSENCE

Proportion of days lost			
REASON	2011 (%)	2010 (%)	2009 (%)
Hospital admittance	17.6%	15.5%	14.7%
Stress / depression	17.2%	17.6%	15.2%
Cold / flu / virus	13.8%	16.7%	19.2%
Infection	8.9%	8.7%	10.3%
Back / sciatica	6.3%	4.6%	4.1%
Disease	5.6%	5.2%	7.1%
Injury	4.6%	9.1%	7.2%
Stomach complaint	3.9%	3.8%	3.6%
Sickness / diarrhoea	3.0%	3.1%	3.1%
Muscular / rheumatic	2.9%	2.3%	2.4%
Pain	2.9%	<1%	<1%
Heart / blood pressure	2.3%	2.1%	1.2%
Headache / migraine	2.2%	2.0%	2.3%
Not known	1.6%	1.1%	1.6%
Maternity related	1.3%	1.2%	1.1%
Arthritis	1.3%	<1%	<1%
Dizzy spells	1.2%	1.0%	<1%
Fatigue	1.0%	2.3%	1.4%
Dental / oral	Less than 1%	Less than 1%	Less than 1%
Gynae / menstrual			
Allergy; Asthma			
Hospital appointment			
Eye problems			
Diabetes			
Skin complaint			

Proportion of incidents			
REASON	2011 (%)	2010 (%)	2009 (%)
Cold / flu / virus	32.9%	35.9%	36.3%
Infection	10.8%	11.4%	10.1%
Stomach complaint	9.4%	8.5%	9.8%
Sickness / diarrhoea	7.9%	8.5%	8.0%
Headache / migraine	7.4%	6.6%	7.7%
Hospital admittance	4.3%	4.2%	3.7%
Stress / depression	4.1%	3.7%	3.2%
Back / sciatica	3.8%	2.9%	2.8%
Injury	3.1%	3.5%	3.2%
Not known	3.1%	2.7%	3.7%
Muscular / rheumatic	2.0%	1.5%	1.8%
Dizzy spells	1.6%	1.1%	1.0%
Pain	1.5%	1.1%	1.2%
Dental / oral	1.3%	1.3%	1.2%
Disease	1.1%	<1%	<1%
Fatigue	1.0%	1.5%	<1%
Hospital appointment	Less than 1%	Less than 1%	Less than 1%
Allergy; Arthritis			
Eye problems			
Gynae/Menstral			
Heart/Blood pressure			
Asthma; Diabetes			
Skin complaint			
Maternity related			

In 2011 hospital admittance accounted for 3,139 lost working days (2,907 in 2010). In 2010, stress/depression accounted for most days lost. In 2011 cold/flu/virus was the illness with the highest incident rate at 1,180 incidents in the year (1,441 in 2010).

## Section 7 – Employee assistance programme (EAP)

TABLE 25 – USE OF EAP SERVICES

TYPE	2011			2010			2009		
	HEADS	MALE	FEMALE	HEADS	MALE	FEMALE	HEADS	MALE	FEMALE
Helpline advice / information	37			54			37		
Telephone counselling	9			4			3		
Face-to-face counselling	92			78			73		
Legal information	76			48			130		
<b>TOTAL USAGE</b>	<b>214</b>	<b>54</b>	<b>160</b>	<b>184</b>	<b>52</b>	<b>132</b>	<b>243</b>	<b>49</b>	<b>194</b>
Take up by gender		25%	75%		28%	72%		20%	80%

Data relates to the period October to September

The number of staff accessing the services of the Employee Assistance Programme in 2011 has increased by 16% compared to 2010. The UWE workforce (including HPLs and TSU) is 58% female therefore the data shows that a significantly higher proportion of female staff use the service compared to male staff.

## Section 8 – Benchmark performance indicators

TABLE 26 – COMPARISONS WITH OTHER UNIVERSITIES

Category	DLA Piper Benchmark data			UWE performance					
	HEI average	HEI upper quartile (UQ)	Public sector average	Actual			Target		
	2011	2011	2011	2009	2010	2011	2012	2013	Long term
HR staff: all employees	1 : 73		1 : 73	-	1 : 82		HEI average		
HR staff cost per employee	£489		£467	-	£416		HEI average		
Staff costs as % of total UWE costs	-	-	-	61%	60%	60%	59%	58%	58%
PDR completions	-	-	-	-	42%	71%	80%	90%	100%
Training: days per employee	2.3		2.2	-	1.0		HEI average		
Training: spend per employee	£315		£336	-	£101		HEI average		
Female staff in top 5% of earners	29%	36%	35%	-	34%	35%	38%	40%	50%
BME staff	11.3%	15.5%	9.5%	-	6.7%	7%	8%	8.5%	10%
Disabled staff	3.5%	4.5%	3.2%	-	3.5%	4.4%	7%	9%	9%
Staff on temporary/fixed term contracts	20.6%	27.6%	16.7%	19.5%	20.9%	21.6%	-	-	-
Part time staff	31.8%	37%	37.4%	39.5%	41.0%	40.8%	-	-	-
Voluntary staff turnover	6.2%	7.0%	6.8%		3.8%	4.4%	-	-	-
Grievances (per 1,000 employees)	2.5	0.8	3		5.6	1.6	HEI UQ		
Disciplinaries (per 1,000 employees)	4.3	1.6	6.9		3.8	2.7	HEI UQ		
Tribunal applications (per 1,000 employees)	1.0	0.1	7.9		0.8	0.3	HEI UQ		
Sickness: days off per employee	5.5	4.3			6.1	6.4	HEI UQ		
Sickness: % of working days lost	2.5%	1.9%	3%		2.3%	2.5%	HEI UQ		
Recruitment: cost per new recruit	£729		£892	-	-	-	HEI average		
Recruitment: working days to fill vacancy	58.5	42	56.5	-	-	-	HEI average		
Staff recommending UWE as a place to work	-	-	-	69%	-	-	75%		
UWE in Stonewall top 100	-	-	-	192 <sup>nd</sup>	134 <sup>th</sup>	77 <sup>th</sup>	Top 100		
UWE in Sunday Times top 100	-	-	-	-	-	-	Top 100		