

Staffing compendium

**including Equality Act 2010
publication of equality information**

December 2014

Produced by Human Resources



University of the
West of England

bettertogether

Introduction

This is the seventh 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.

UWE has a longstanding commitment to the promotion of equality and undertakes a wide range of activities to promote better outcomes and meet the needs of different groups of staff. In April 2012 we published our single equality scheme 2012-15 which includes a commitment to increase our workforce diversity by increasing the numbers of black and minority ethnic and disabled staff, and women at a senior level. This compendium provides the information needed to monitor progress; it also provides a rich source of data for managers carrying out equality analysis. The Single Equality Scheme can be accessed by going to this page on the UWE website: www.uwe.ac.uk/equalityanddiversity.

The data is taken from a snapshot of the staff population on 31 December 2014. 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 equality and diversity data survey was carried out in March 2014.

This compendium should be read in conjunction with results from the 2014 staff survey available in the HR intranet.

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 HR Systems, Information and Grading Team (Lesley2.Donnithorne@uwe.ac.uk) or Valerie Russell Emmott in the Equality and Diversity Unit (Valerie.Russellemmott@uwe.ac.uk).

Debbie England
HR Director

April 2015

Index

The compendium is separated into sections covering different topic areas. The main part of the document provides graphs and commentaries; an appendix contains the detailed data tables.

Section 1 – Staff Employment	Page
Staff/students full time equivalent (FTE) ratios.....	6
Total UWE expenditure and staff costs.....	6
Staff by faculties or services.....	7
Staff by employee group.....	7
GENDER: Employee group by gender	8
Gender pay gap.....	8
Female staff in senior academic/management grades.....	9
Female staff in senior professional services grades.....	9
Family friendly leave.....	10
Child care vouchers.....	10
ETHNICITY:	
Black and minority ethnic staff, overall and in senior grades.....	11
Black and minority ethnic staff by ethnic origin.....	12
Staff by nationality.....	12
DISABILITY: Disabled staff, overall and in senior grades.....	13
AGE: Staff by age band by gender.....	14
LGB: Staff by sexual orientation.....	14
RELIGION: Staff by religion and belief.....	14
TRANS/TRANSGENDER: Staff by trans/transgender	15
CONTRACT TERM (permanent, fixed term, temporary)	
Staff by contract term by equality group.....	15
CONTRACT MODE (full time, part time)	
Staff by contract mode by equality group.....	16

Section 2 – Staff Recruitment

Success rates by equality group.....	17
Temporary Staff Unit recruitment success rates by equality group.....	18
Internal candidate success rates by equality group.....	19

Section 3 – Leavers

Turnover rates.....	20
Reasons for leaving.....	20

Section 4 – Staff Development and Career Progression

Internal training attendances by equality group.....	21
Career progressions by equality group.....	21

Section 5 – Formal Procedures

Staff grievances.....	22
Staff disciplinary cases.....	22

Section 6 – Sickness Absence

UWE sickness rates overall and by equality group.....	23
Reasons for sickness absence.....	24

Section 7 – Employee Assistance Programme (EAP)

Use of EAP Services.....	24
--------------------------	----

Section 8 – Benchmark Performance Indicators

Comparisons with other Universities and UWE targets.....	25
--	----

Appendix – Data Tables

Section 1 – Staff Employment

Page

TABLE 1 -	Staff headcounts and FTEs by faculty/service.....	26
TABLE 2 -	Employee group and grade by equality group.....	27
TABLE 3 -	Age by gender.....	30
TABLE 4 -	Sexual orientation.....	30
TABLE 5 -	Religion and belief	30
TABLE 6 -	Trans/transgender.....	30
TABLE 7 -	Ethnic origin	31
TABLE 8 -	Nationality.....	31
TABLE 9 -	Family friendly leave.....	32
TABLE 10 -	Child care vouchers.....	32
TABLE 11 -	Contract type by equality group.....	33
TABLE 12 -	Mode of employment by equality group.....	33

Section 2 – Staff Recruitment

TABLE 13 -	Recruitment by equality group.....	34
TABLE 14 -	Recruitment to temporary staff unit by equality group.....	35
TABLE 15 -	Internal candidate recruitment by equality group.....	36

Section 3 – Leavers

TABLE 16 -	Leavers by equality group.....	37
TABLE 17 -	Reasons for leaving.....	38

Section 4 – Staff Development and Career Progression

TABLE 18 -	Internal training attendance by equality group.....	39
TABLE 19 -	Career progression by equality group.....	39
TABLE 20 -	Career progression by type	40
TABLE 21 -	Gender pay gap.....	40

Section 5 – Formal Procedures

TABLE 22 -	Staff grievances by equality group.....	41
TABLE 23 -	Staff disciplinary cases by type by equality group.....	41

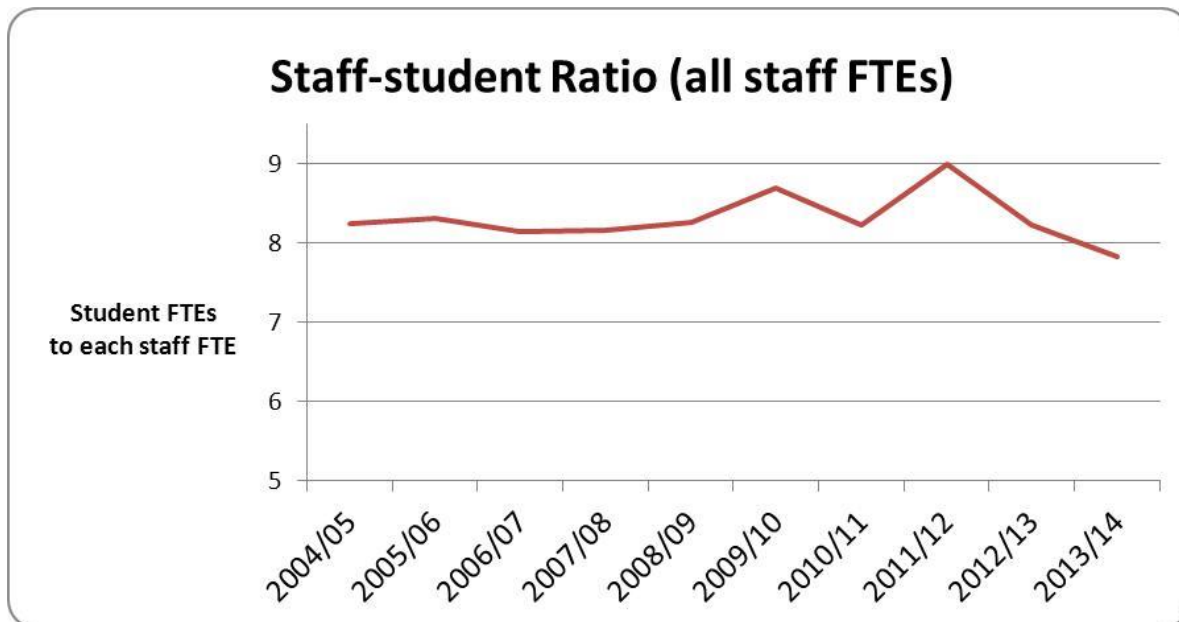
Section 6 – Sickness Absence

TABLE 24 -	Sickness rates by faculty/service.....	42
TABLE 25 -	Sickness rates by equality group.....	43
TABLE 26 -	Reasons for sickness absence.....	44

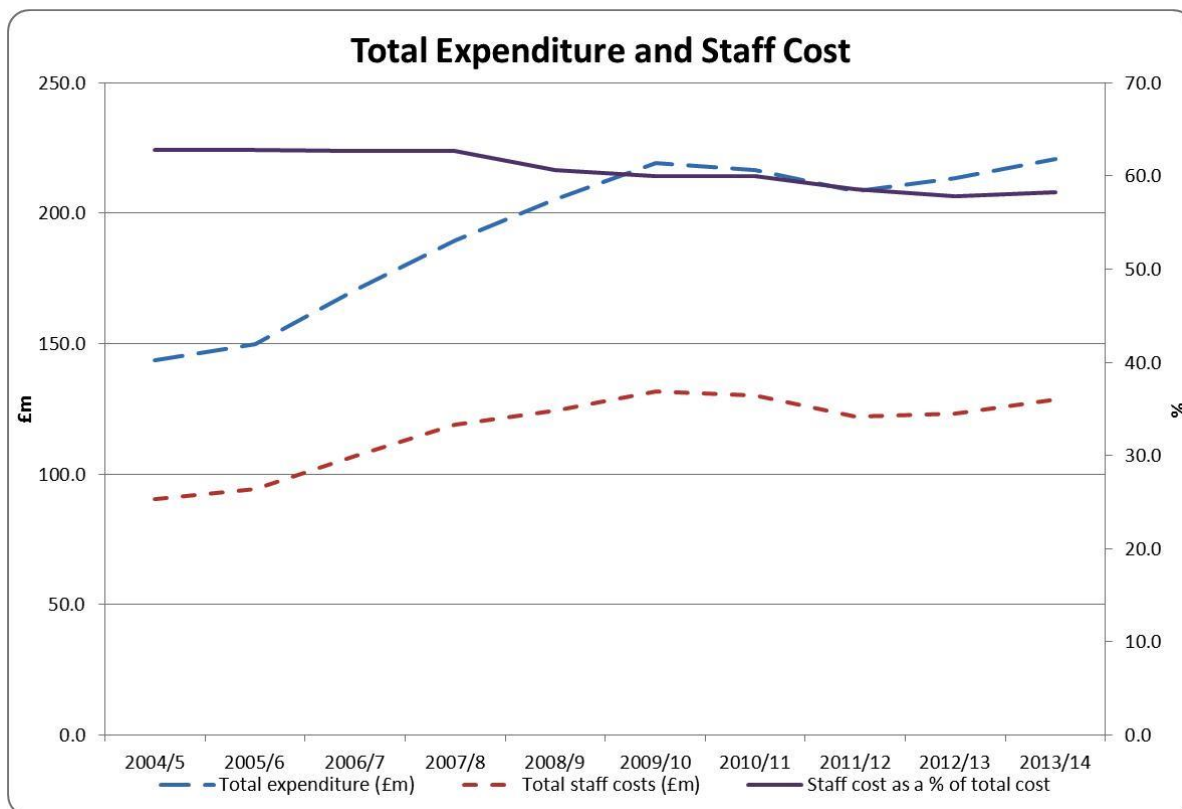
Section 7 – Employee Assistance Programme (EAP)

TABLE 27 -	Use of EAP services.....	45
------------	--------------------------	----

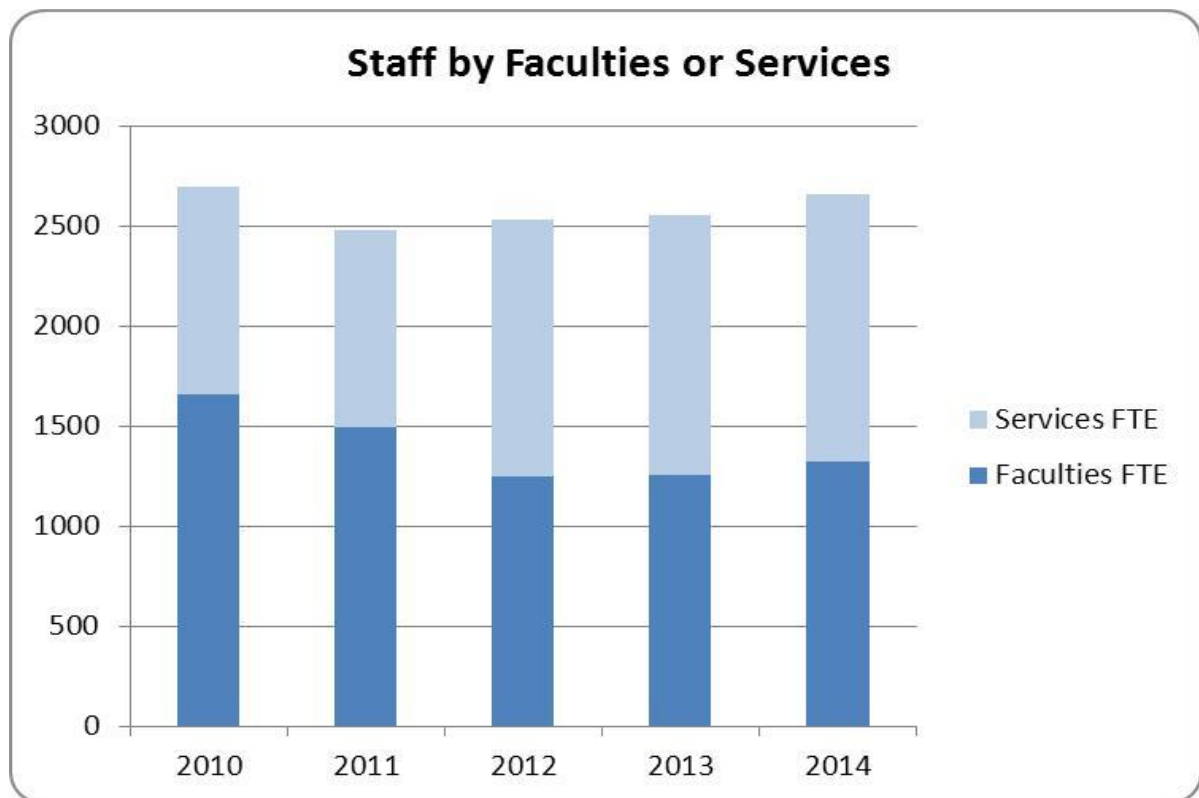
Section 1 – Staff Employment



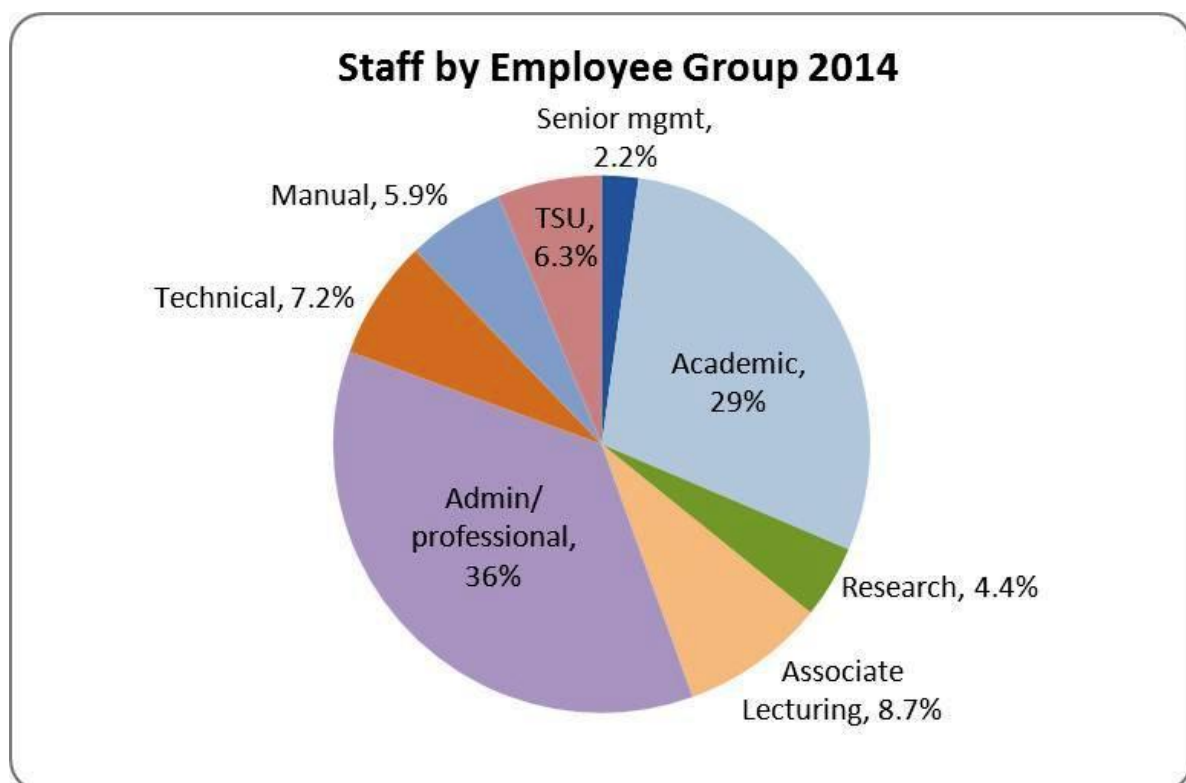
This chart shows over time the ratio of student FTEs to each staff FTE, including all employee groups (senior management, academic and professional services). The ratio increased in 2009/10 due to an increase in student FTEs, and in 2011/12 due to a decrease in staff FTEs resulting from change programmes affecting both academic and professional services staff. It has continued to decrease thereafter.



UWE's staff costs as a proportion of its total expenditure has reduced over this period from 62.8% to 58.3%.

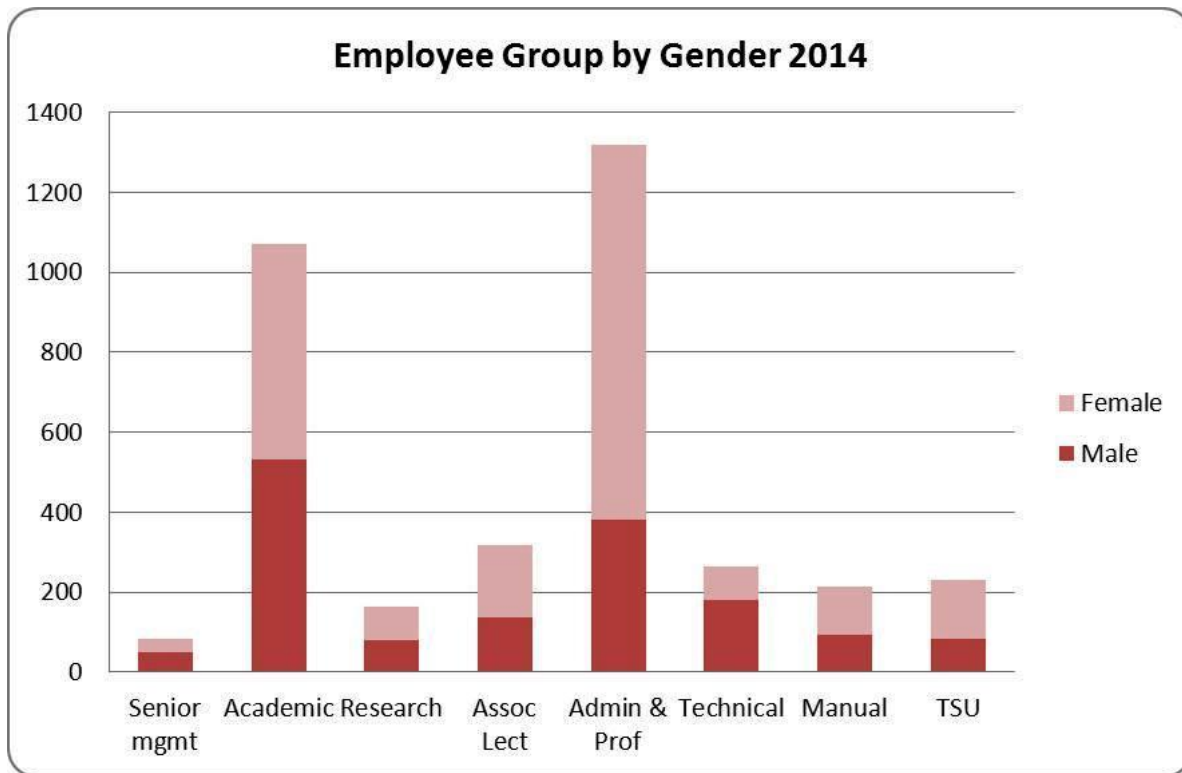


In 2014 50% of staff were located in faculties and 50% in services. The 2010 and 2011 figures reflect the position prior to the One University Administration restructuring in January 2012. In 2014 there has been a 1.7% increase in staffing numbers and 6.1% increase in FTEs compared to 2013. A fuller breakdown of the data, including by individual faculty and service, is in [Table 1](#) of the appendix.

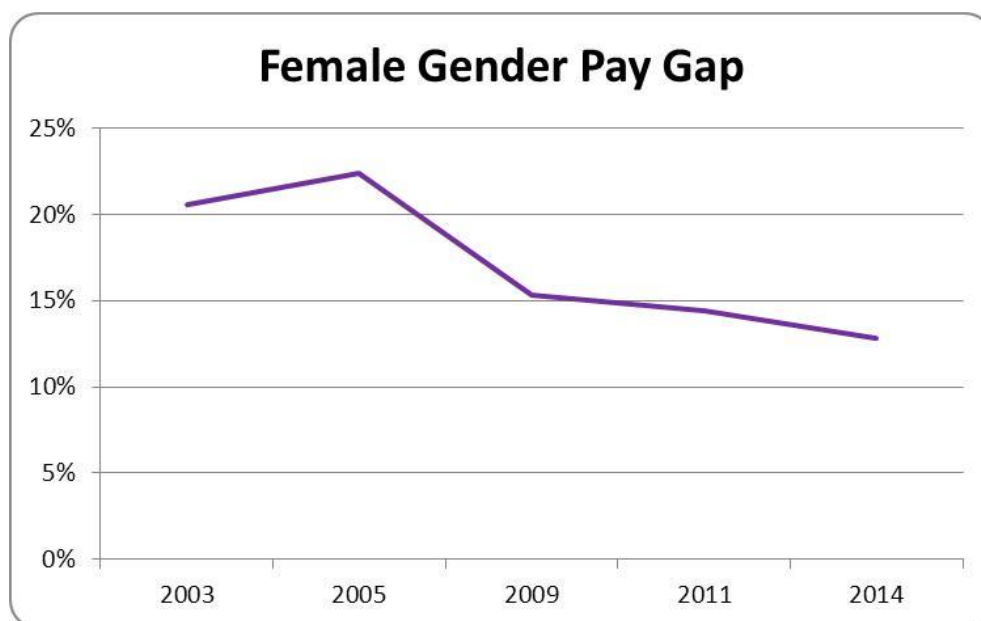


In terms of headcount, the largest employee group is administrative/professional and the smallest is senior management.

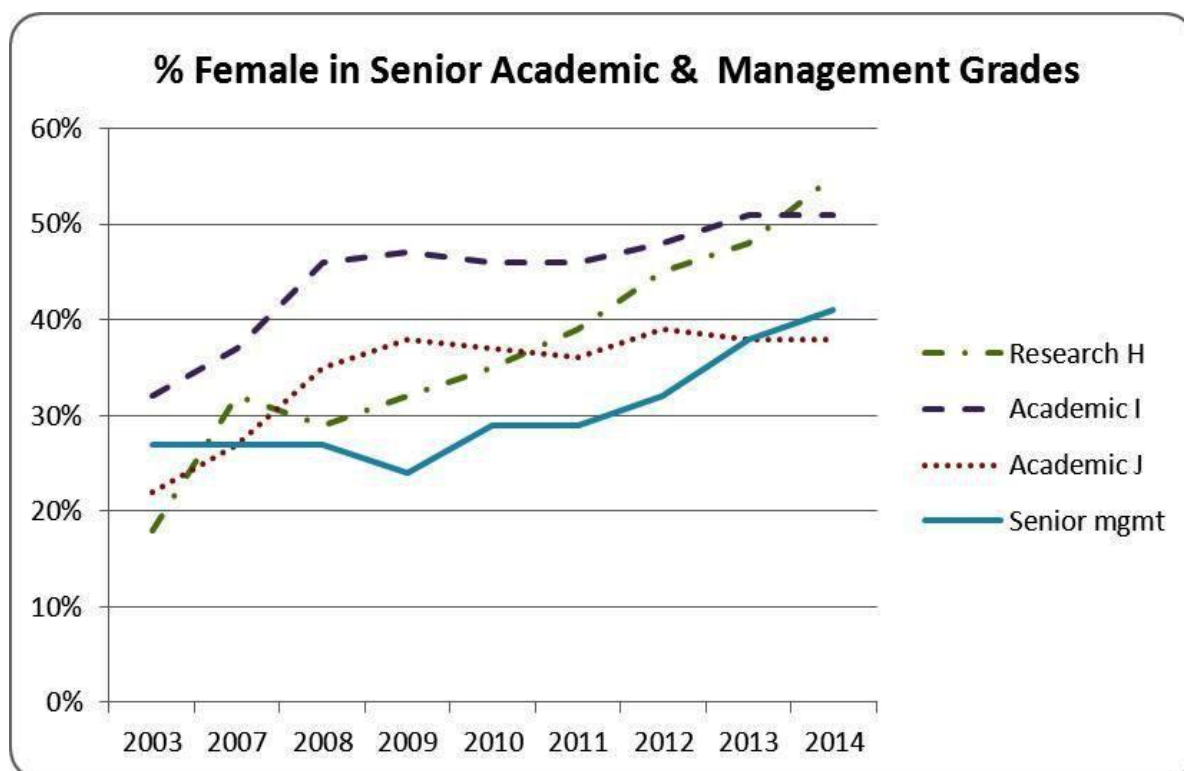
Staff by Gender



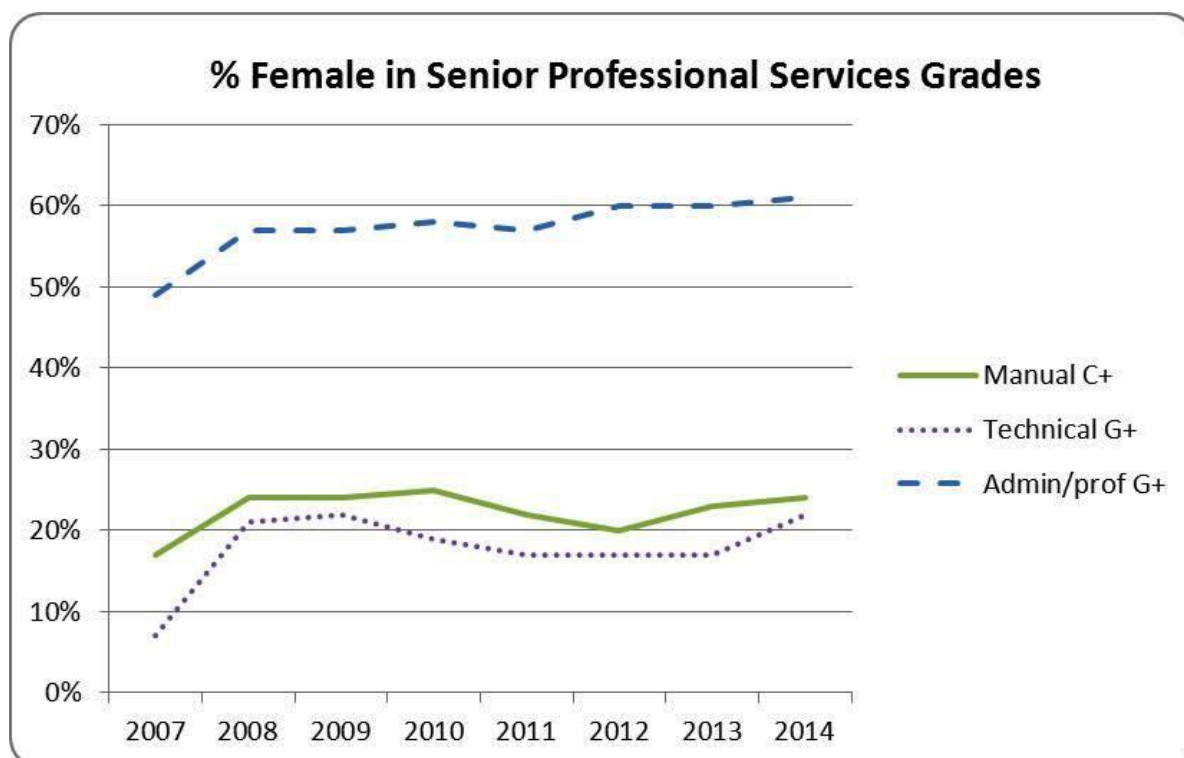
Academic and administrative/professional are the largest staff groups. The UWE workforce is 58% female and 42% male but there are differences in gender balance between the employee groups. A full breakdown, including historical data and by grade level is available in [Table 2](#) of the appendix.



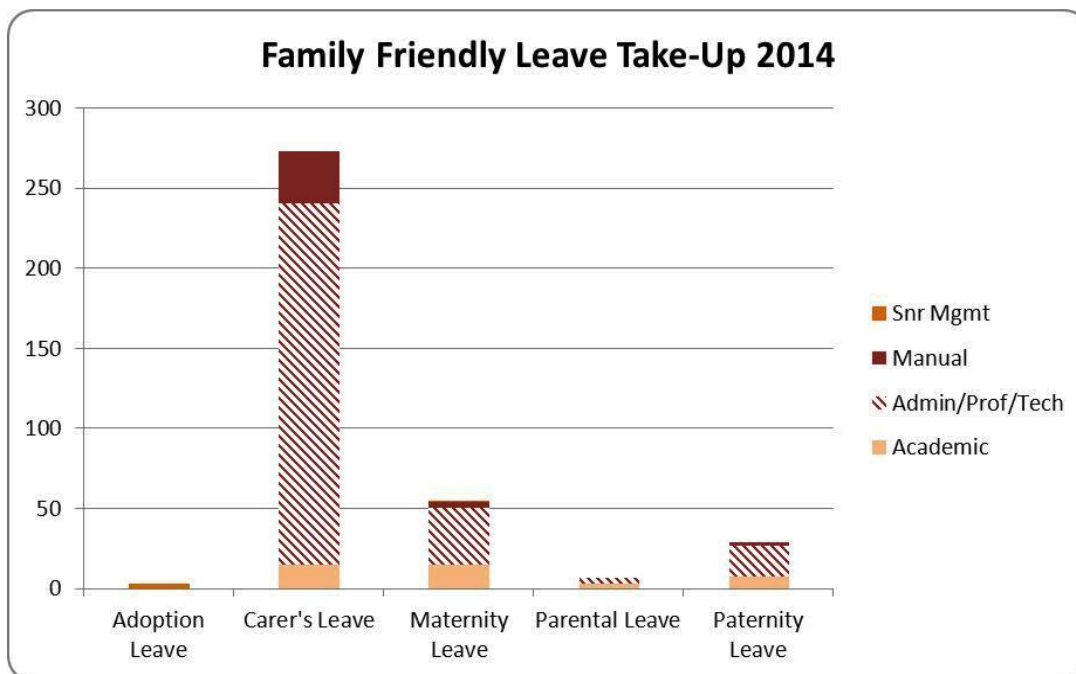
The gender pay gap is the percentage by which average female pay is lower than average male pay. The next equal pay audit is scheduled for 2015/16. This data is also shown in [Table 21](#) of the appendix.



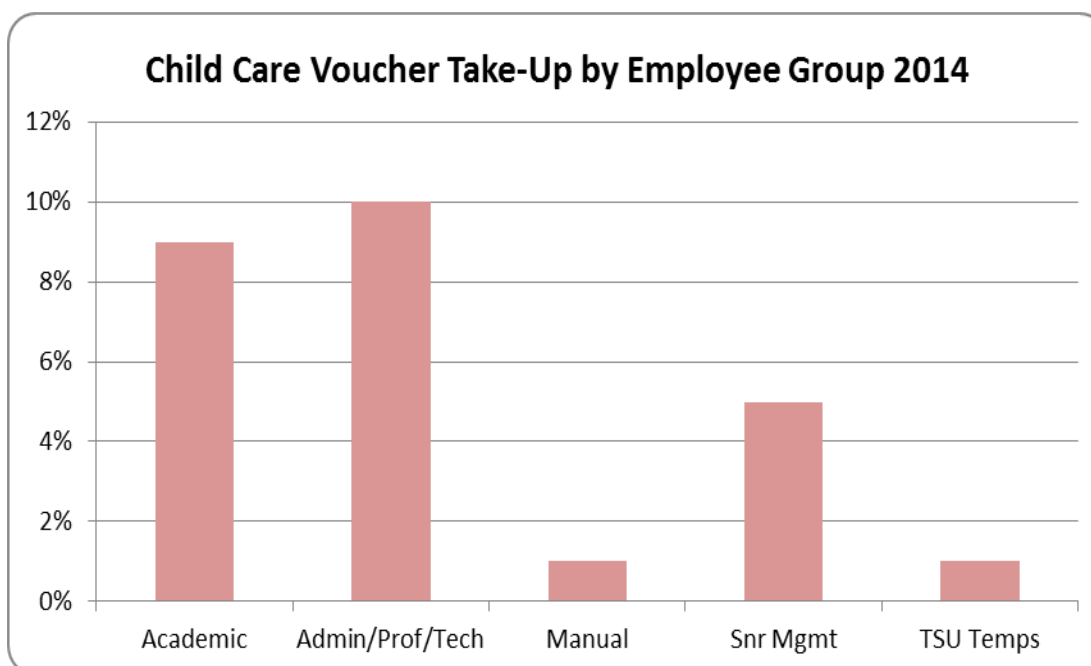
The representation of women in senior research, senior academic and senior management grades has increased over time. A full breakdown is available in [Table 2](#) of the appendix.



The representation of women in senior professional services grades increased significantly with the implementation of the University wide job evaluation exercise in 2008. In 2014 the representation of women in senior manual, senior technical and senior administrative/professional grades has increased. A full breakdown is available in [Table 2](#) of the appendix.

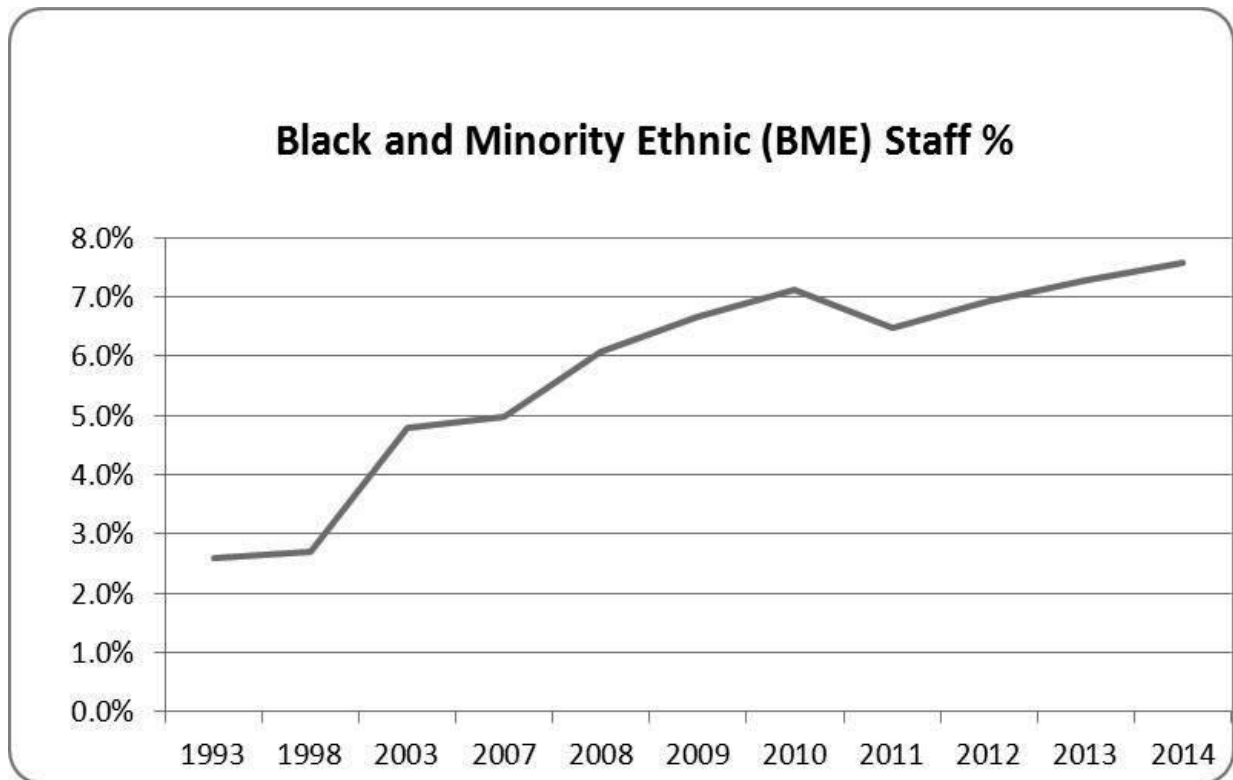


Academic staff (including associate lecturing and research) and administrative/professional/technical staff make up 42% and 50% of the workforce respectively; 6% of the workforce is manual staff and 2% senior management. The chart illustrates that in 2014 family friendly leave was taken up in greatest proportion by administrative/professional/technical staff; this is the staff group with the highest proportion of women (65%). A full breakdown, including historical data, is available in [Table 9](#) of the appendix.



Child care vouchers are taken up by female and male staff approximately in proportion to the workforce gender split. This chart shows that as a proportion of the workforce, child care vouchers are taken up in much lower numbers by manual staff, an employee group with a high proportion of women but the lowest pay rates. A full breakdown, including historical data is available in [Table 10](#) of the appendix.

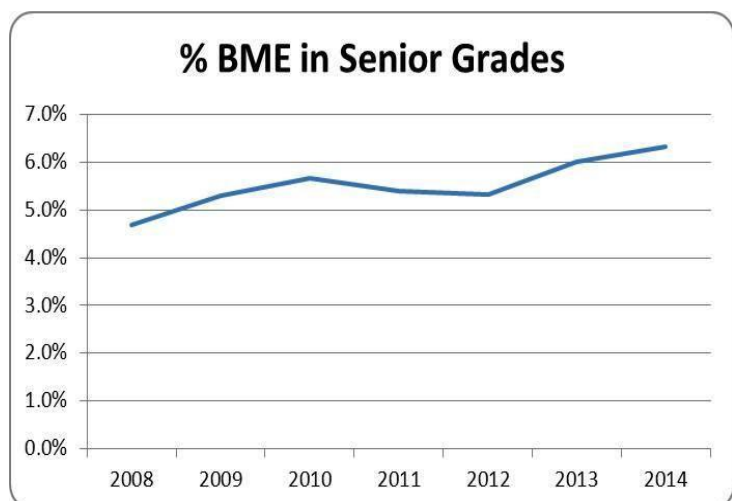
Staff by Ethnicity



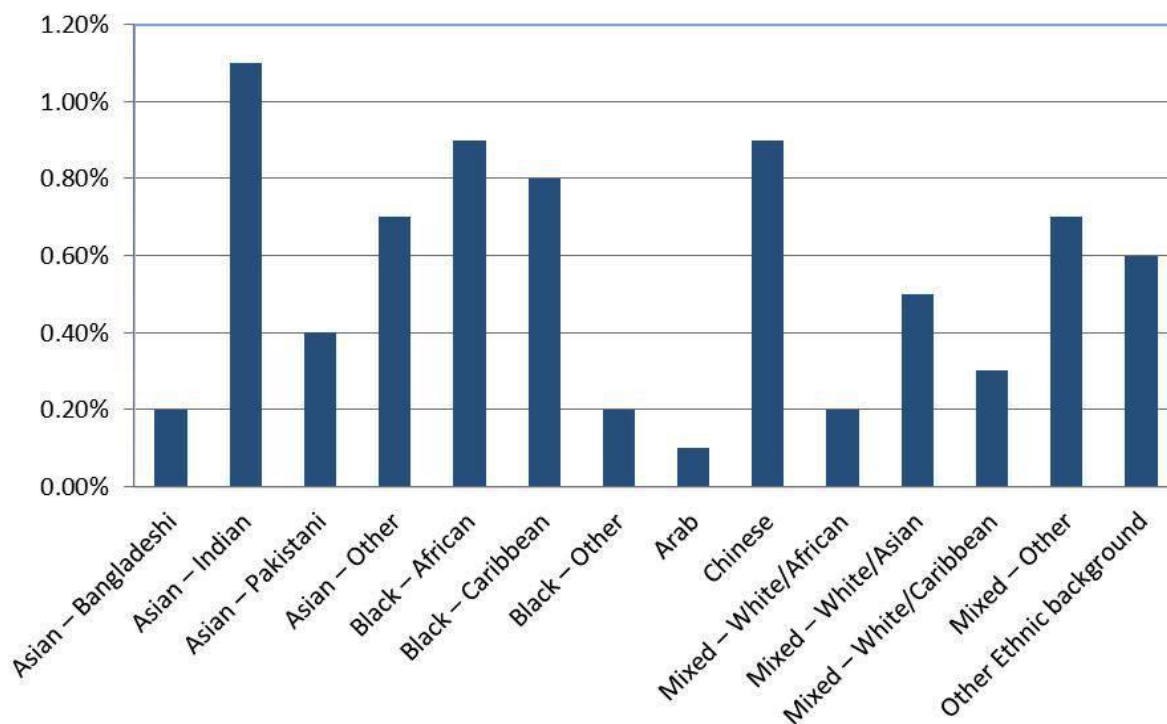
UWE's BME staff percentage has increased over time to 7.6% in 2014.

Overall, BME staff are represented slightly more highly in the senior grades.

A full breakdown by employee group and grade level is available in [Table 2](#) of the appendix.

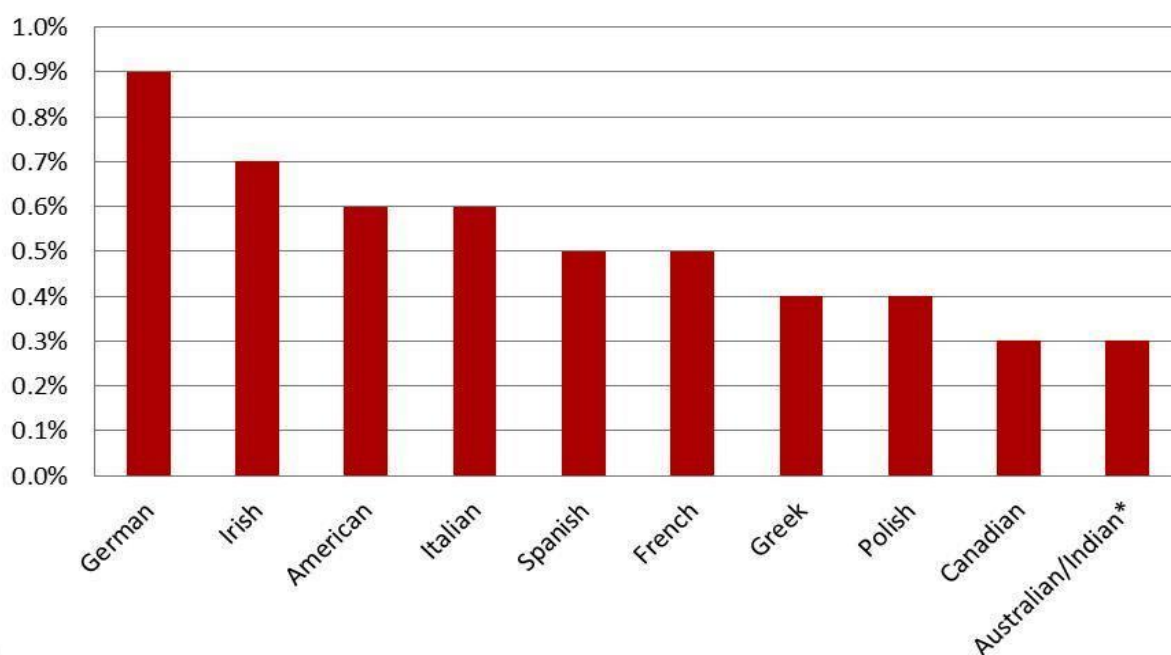


BME Ethnic Origin 2014



The UWE workforce is 89% White. Data is not held for 3% of staff. A full breakdown, including historical data is available in [Table 7](#) of the appendix.

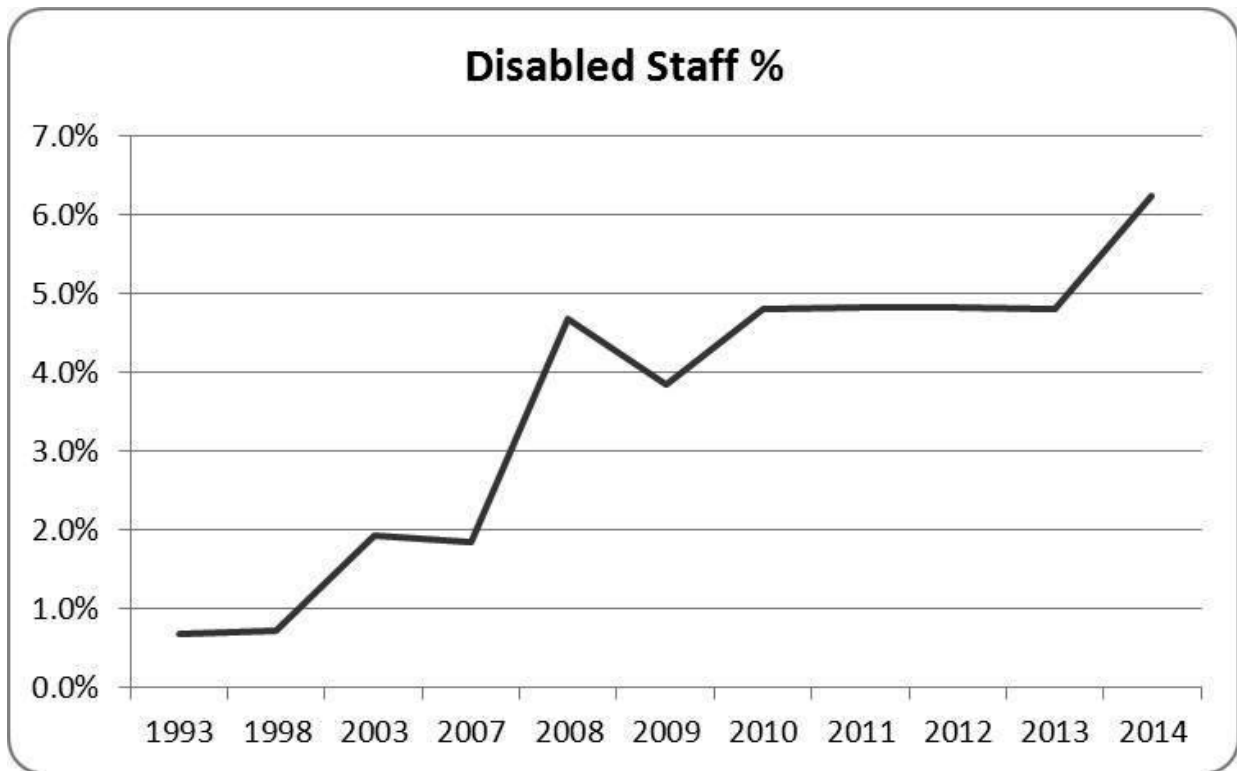
Top 10 Nationalities 2014



*Australian and Indian in joint 10th position

The UWE workforce is 89% British. A full breakdown, including historical data is available in [Table 8](#) of the appendix.

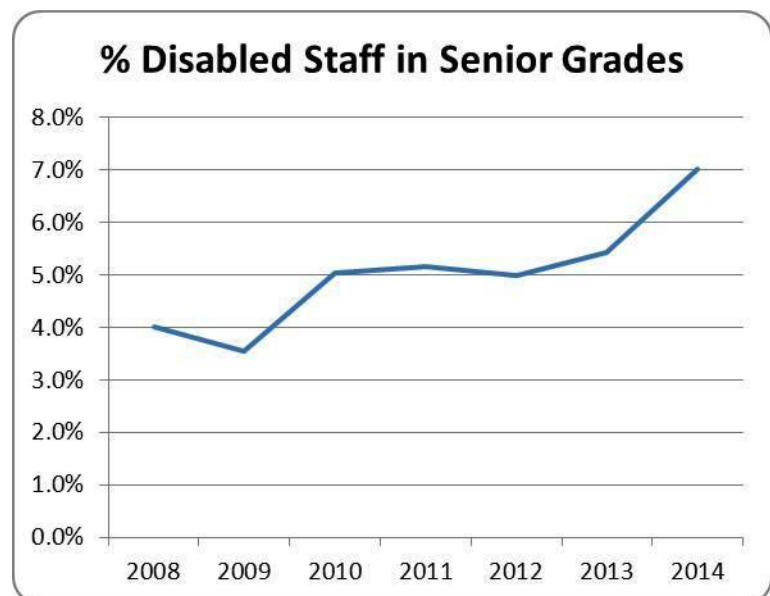
Staff by Disability



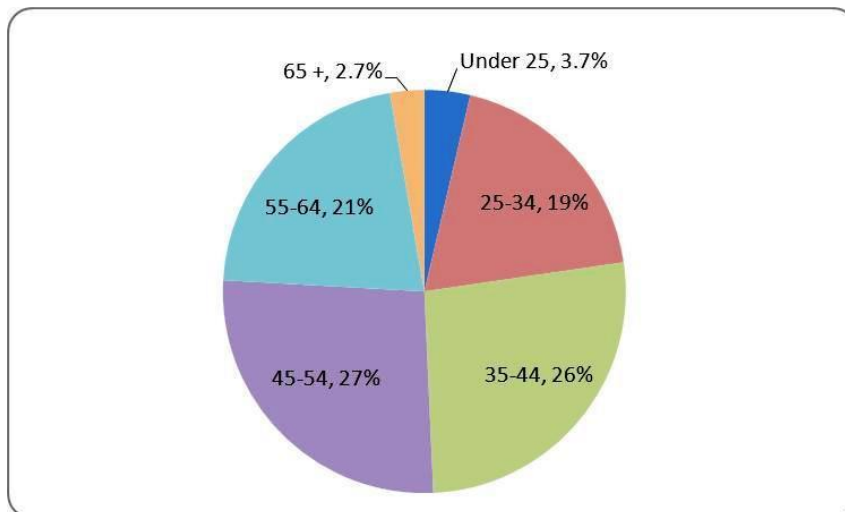
UWE staff with a declared disability increased to 6.2% in 2014 following the latest UWE equality survey.

Disabled staff representation in senior grades has increased.

A full breakdown by employee group and grade level is available in Table 2 of the appendix.

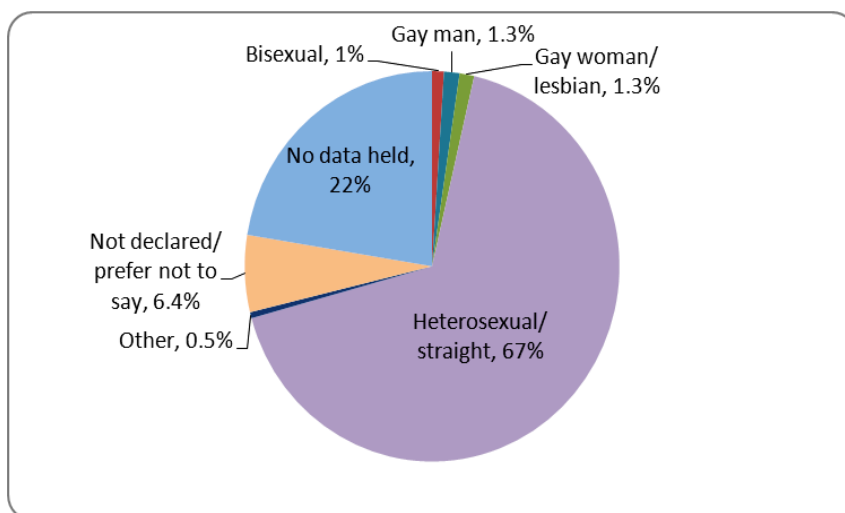


Staff by Age



The average age of a UWE employee in 2014 is 45 years, this has been the same since 2011. A full breakdown, including gender analysis, is available in [Table 3](#) of the appendix.

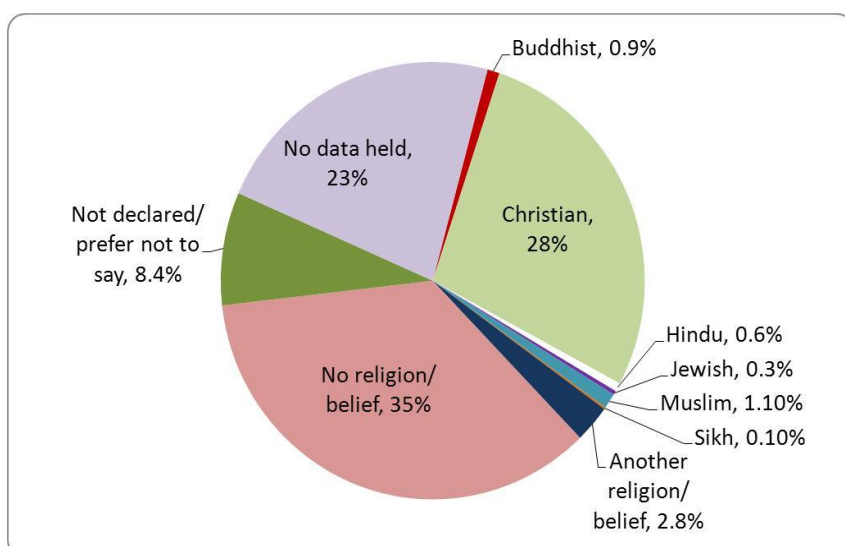
Staff by Sexual Orientation



In 2014 UWE has 3.6% of staff declaring as lesbian, gay or bisexual (LGB) compared to 2.9% in 2013. Historical data is available in [Table 4](#) of the appendix.

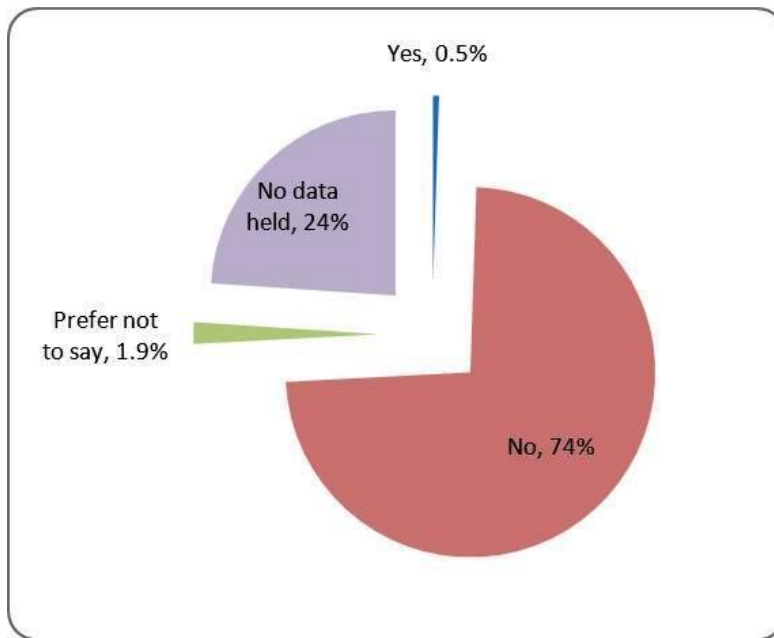
Further analyses of this protected characteristic in relation to recruitment, training, career progression and turnover are available in the Equality & Diversity Unit [website](#)

Staff by Religion and Belief



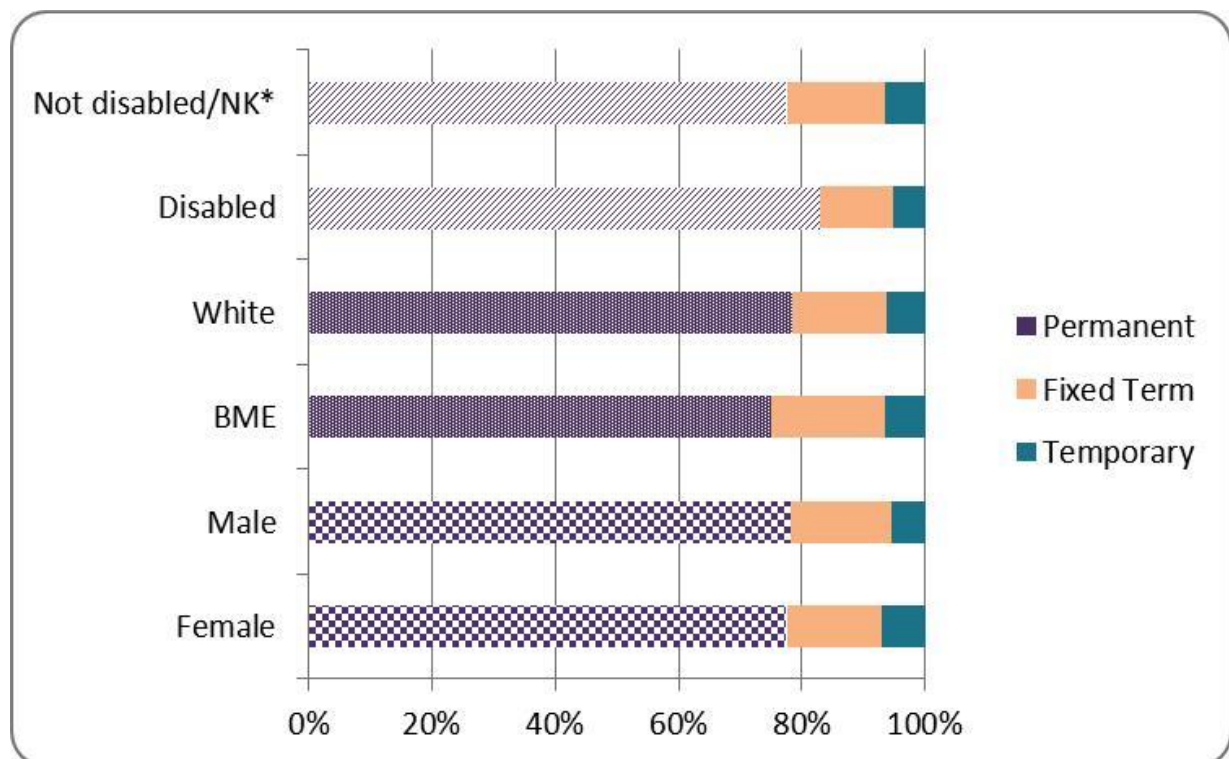
34% of UWE staff have declared as having a religion/belief in 2014; this is a slight increase from 2013. Historical data is available in [Table 5](#) of the appendix.

Staff by Trans/Transgender



In 2014 UWE's declared trans/transgender population is 0.5%, the same as in 2013. Historical data is available in [Table 6](#) of the appendix.

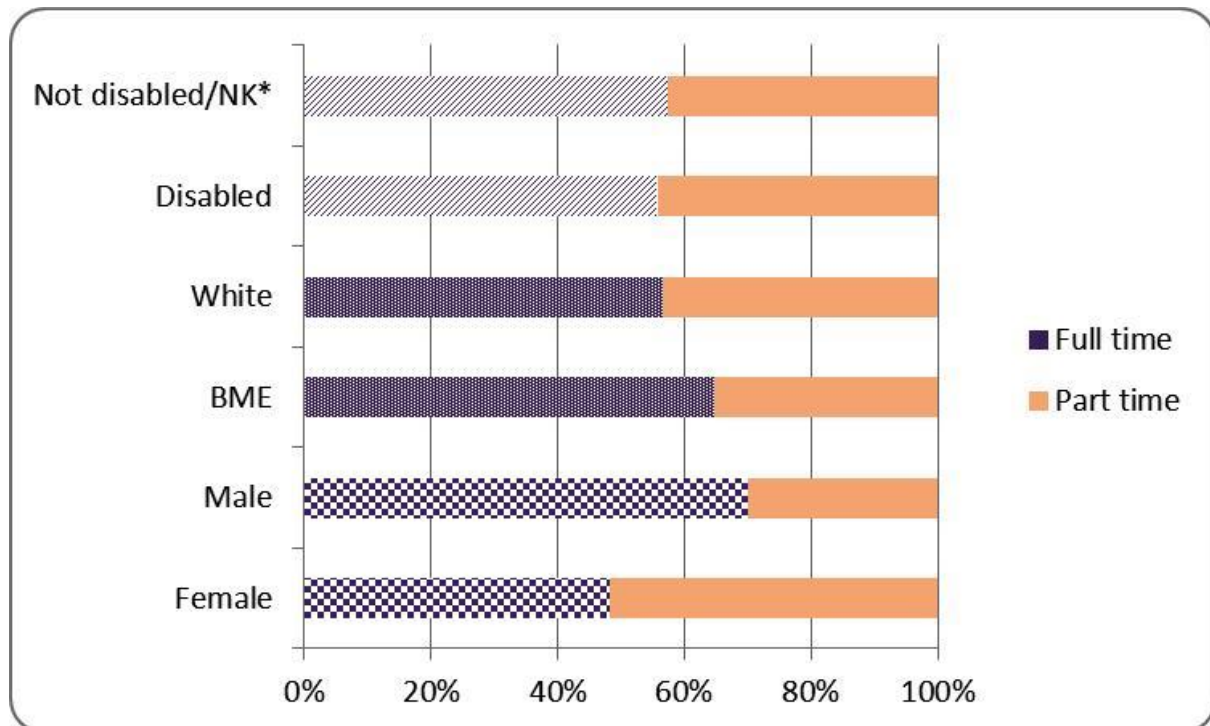
Staff by Contract Term



*NK = not known

In 2014 a higher proportion of disabled staff were on permanent contracts compared to staff with no declared disability; a higher proportion of BME staff were on fixed term and temporary contracts compared to white staff; the slightly smaller proportion of female staff were on permanent contracts than male staff. A full breakdown, including historical data, is available in [Table 11](#) of the appendix.

Staff by Contract Mode



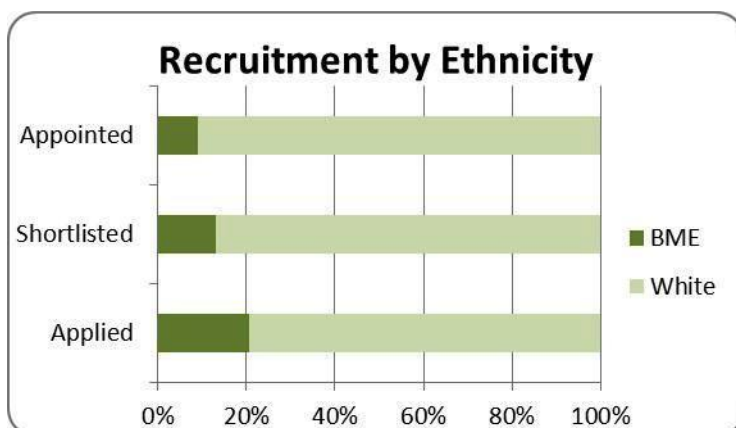
*NK = not known

In 2014 a higher proportion of staff without a declared disability were working full time compared disabled staff; a higher proportion of BME staff were working full time compared to white staff; a higher proportion of male staff were working full time compared to female staff. A full breakdown, including historical data, is available in [Table 12](#) of the appendix.

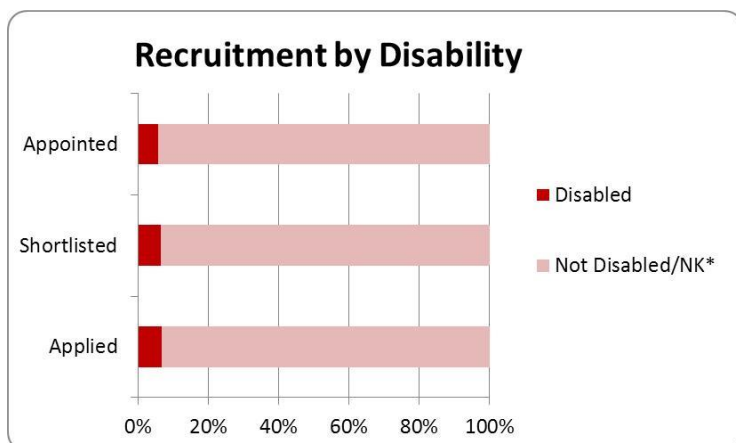
Section 2 – Staff Recruitment



The 2013/14 figures show the success rate of female applicants though the recruitment process continues to be better than for male applicants. Historical data is available in [Table 13](#) of the appendix.



BME applicants have a lower rate of recruitment success compared to white applicants. Historical data is available in [Table 13](#) of the appendix.



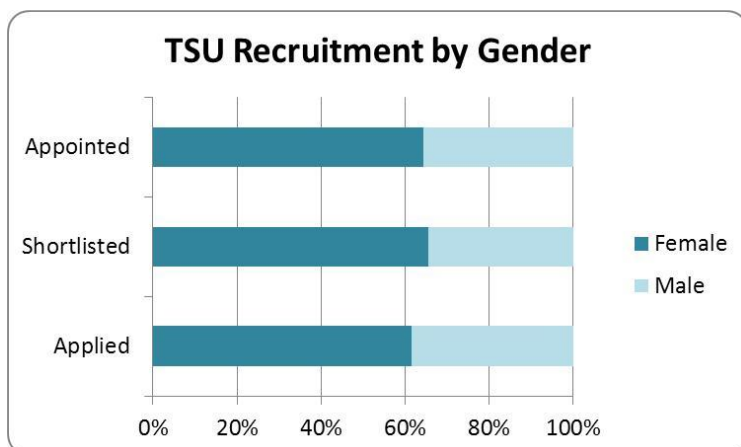
Disabled applicants have a slightly lower rate of recruitment success compared to applicants with no declared disability; only 7% of applicants declared a disability. Historical data is available in [Table 13](#) of the appendix.

*NK = not known

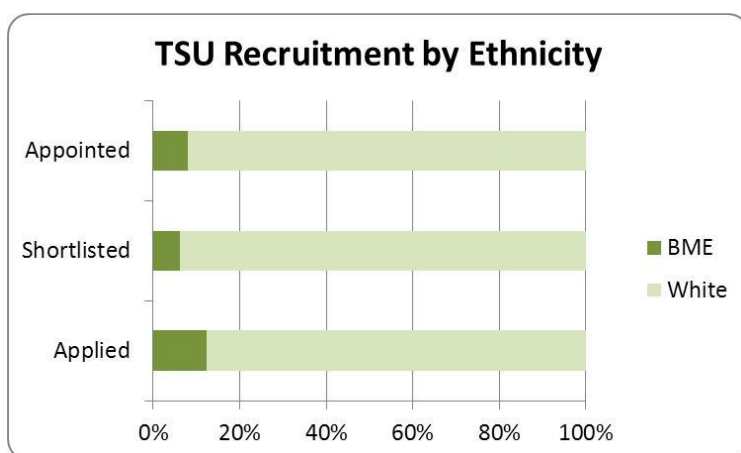
Compared to the year 2012/2013, there was a 9% increase in the number of appointments made. There was a 3.5% reduction in the number of applicants in the year 2013/2014.

The average age of UWE starters in 2014 was 38 years, the same as in 2012/2013.

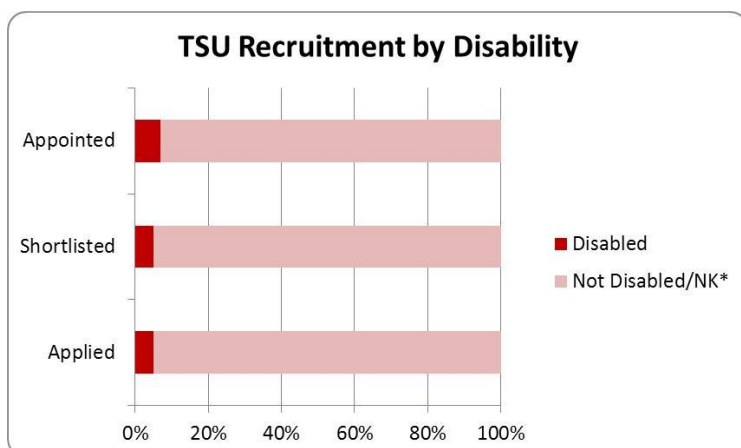
Recruitment to the Temporary Staff Unit Bank



The 2013/14 figures show the success rate of female applicants through the recruitment process continues to be better than for male applicants. Historical data is available in [Table 14](#).



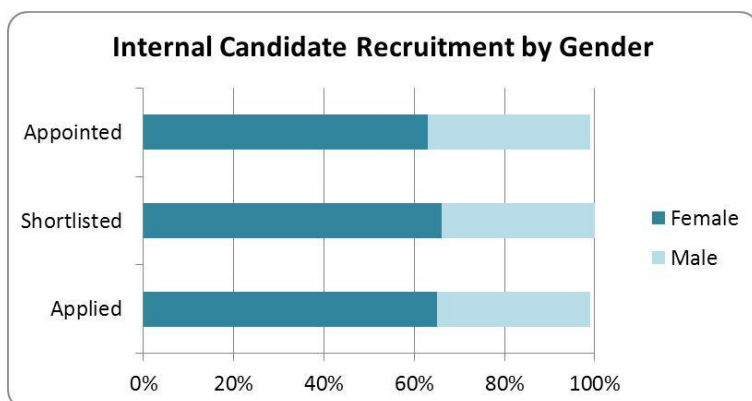
Compared to white applicants a lower proportion of BME applicants were shortlisted, but a higher proportion were appointed. Historical data is available in [Table 14](#).



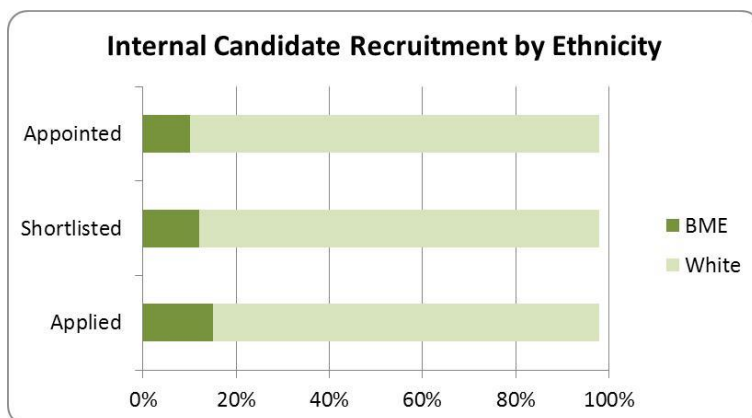
Applicants declaring a disability were shortlisted in equal proportion to those who did not declare a disability and were appointed in higher proportion; only 5% of applicants declared a disability. Historical data is available in [Table 14](#).

*NK = not known

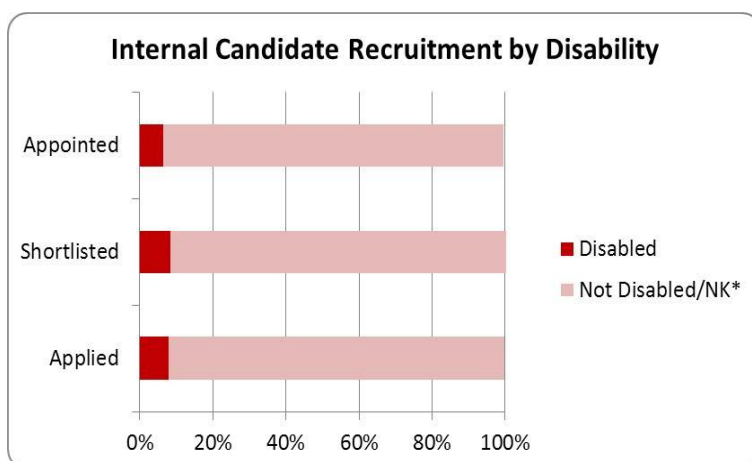
Recruitment of Internal Candidates



In 2013/14 a slightly higher proportion of female internal applicants were shortlisted but a lower proportion were appointed compared to male internal applicants. Historical data is available in [Table 15](#).



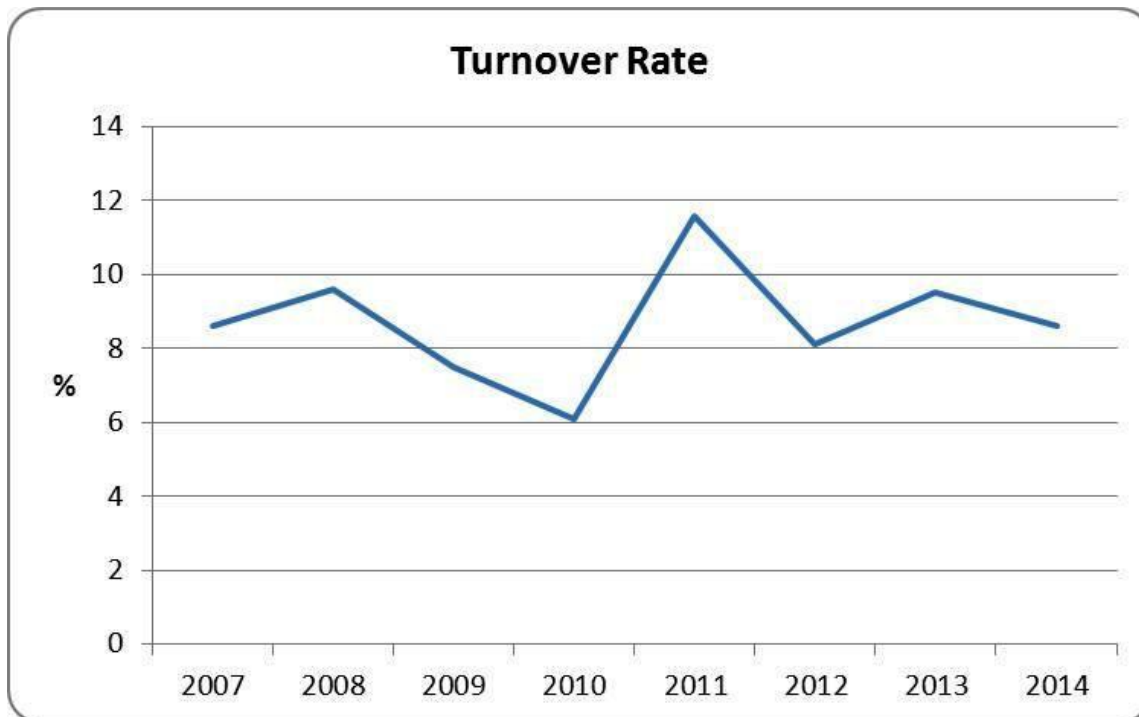
BME internal applicants have a lower rate of recruitment success compared to white internal applicants. The proportion of BME internal applicants and appointments remains higher than the UWE BME workforce of 7.6%. Historical data is available in [Table 15](#).



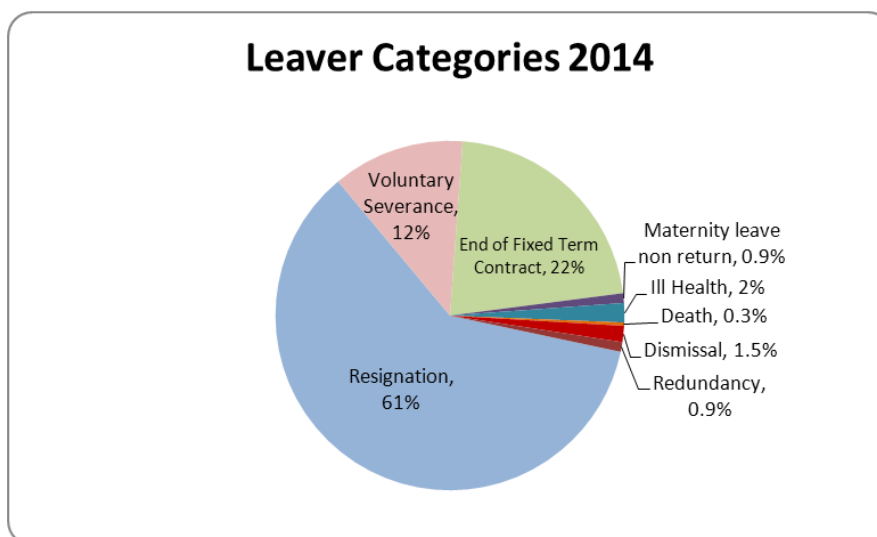
*NK = not known

The proportion of internal applicants declaring as disabled has increased to 7.8% and is higher than the UWE disabled workforce of 6.2%. The figures show a slightly higher rate of success from application to short listing, but a lower proportion were then appointed. Historical data is available in [Table 15](#).

Section 3 – Leavers



Between 2008 and 2010, the rate at which staff left UWE employment (excluding at the end of a fixed term contract) showed the effect of the economic downturn. The peak in 2011 was the result of organisational restructuring. Compared to 2013, the turnover rate in 2014 has reduced.



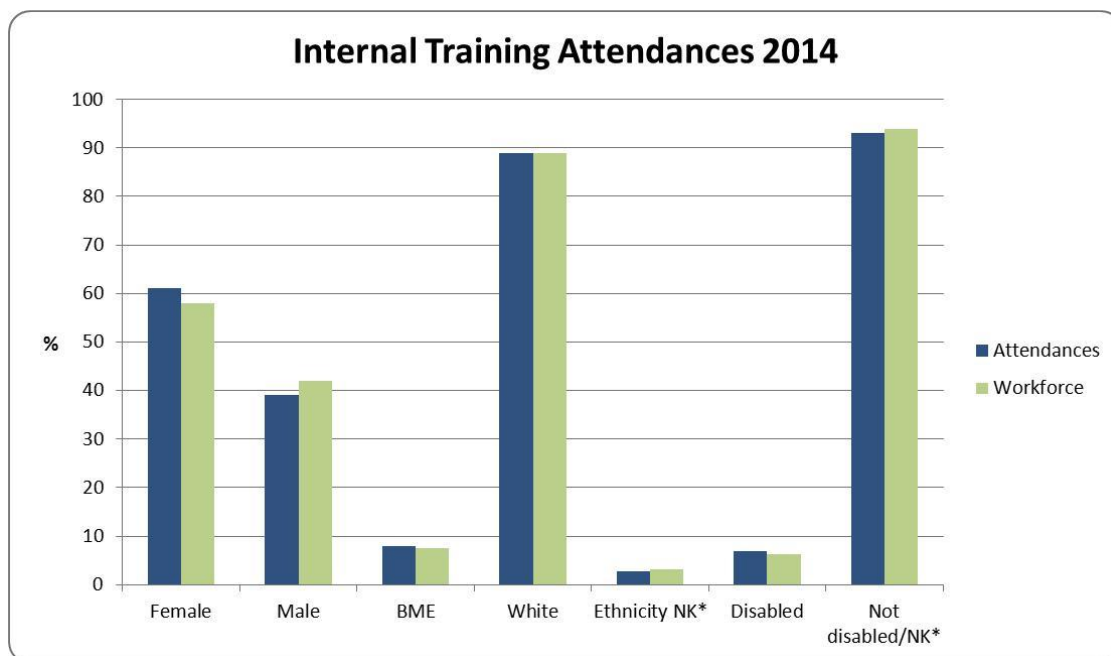
The main categories of leaver in 2014 were resignation, followed by end of fixed term contract and voluntary severance.

The average of UWE leavers in 2014 was 45 years, the same as the average age of all UWE staff.

A full breakdown, including historical data and equality analysis, is available in [Table 16](#) of the appendix.

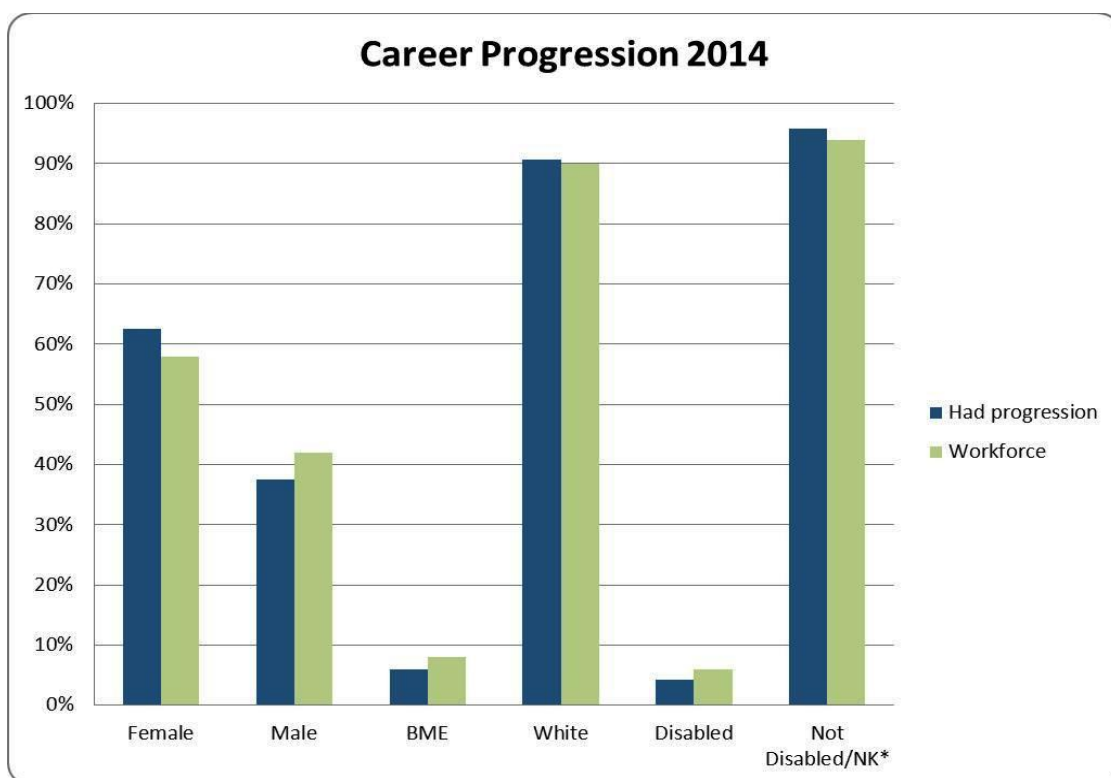
[Table 17](#) of the appendix contains an analysis of reasons for leaving from the leavers' exit survey.

Section 4 – Staff Development and Career Progression



*NK = not known

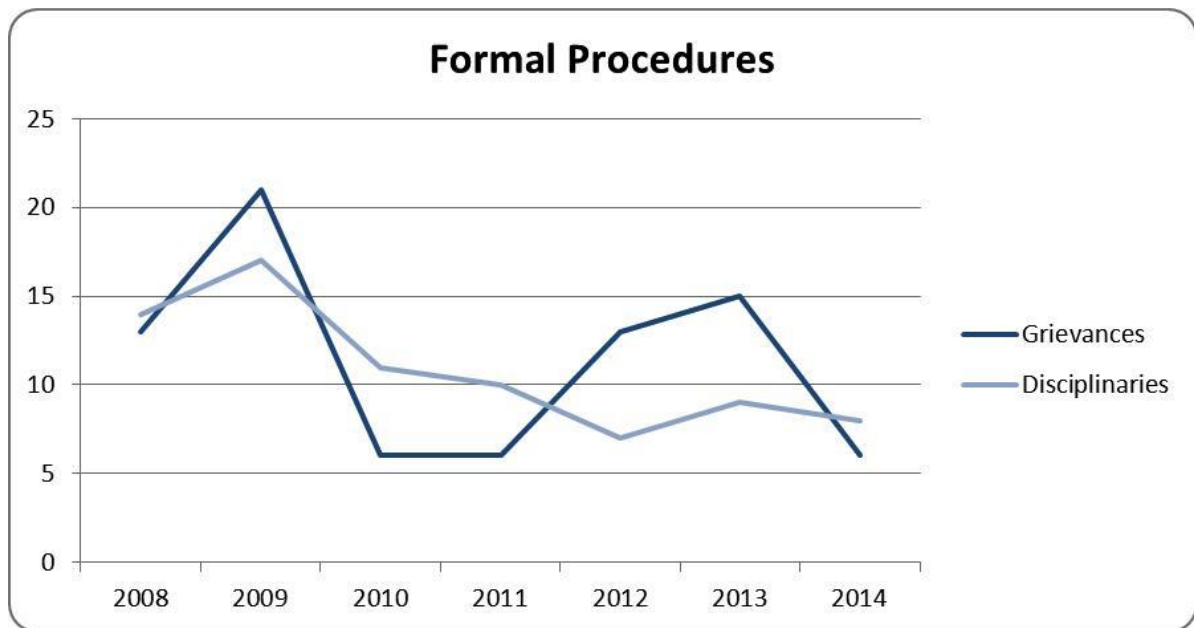
In 2014 UWE managed training course opportunities were taken up in higher proportion by female staff, by BME staff and by disabled staff compared to their representation in the workforce. A full breakdown, including historical data, is available in [Table 18](#) of the appendix.



*NK = not known

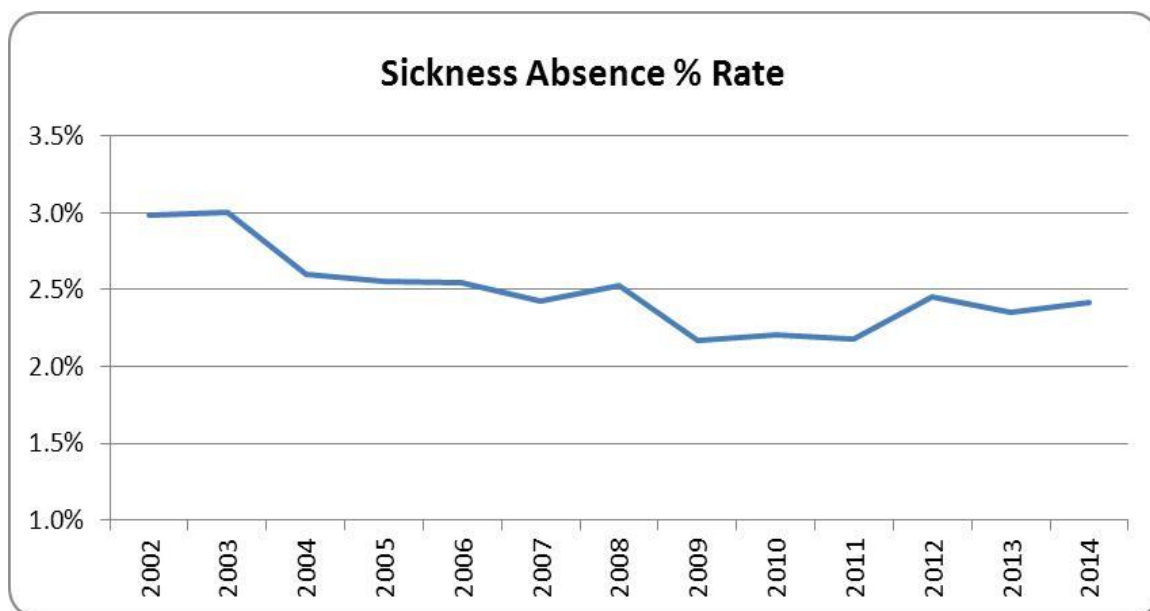
In 2014 career progression opportunities (promotion, regrading, secondment, temporary upgrade) were taken up in higher proportion by female staff, but in lower proportion by BME staff and disabled staff compared to their representation in the workforce. A full breakdown, including historical data, is available in [Table 19](#) and [Table 20](#) of the appendix.

Section 5 – Formal Procedures

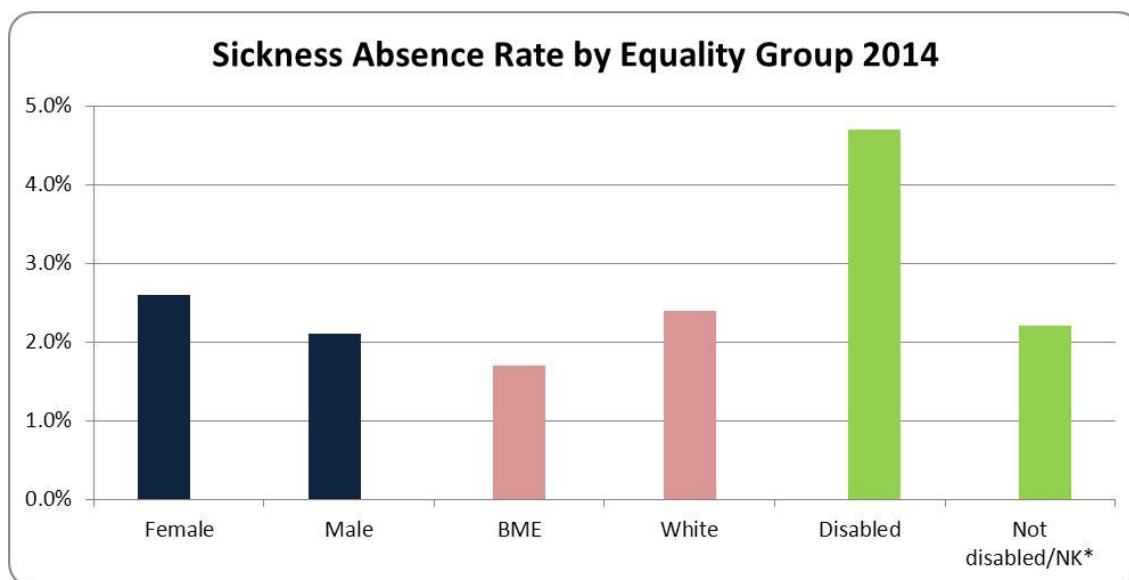


Though varying over time, the number of formal grievances and disciplinary cases remains low. A full breakdown, including historical data and analysis by equality strand, is available in [Table 22](#) and [Table 23](#) of the appendix but it is difficult to ascribe statistical significance to the data due to low numbers.

Section 6 – Sickness Absence

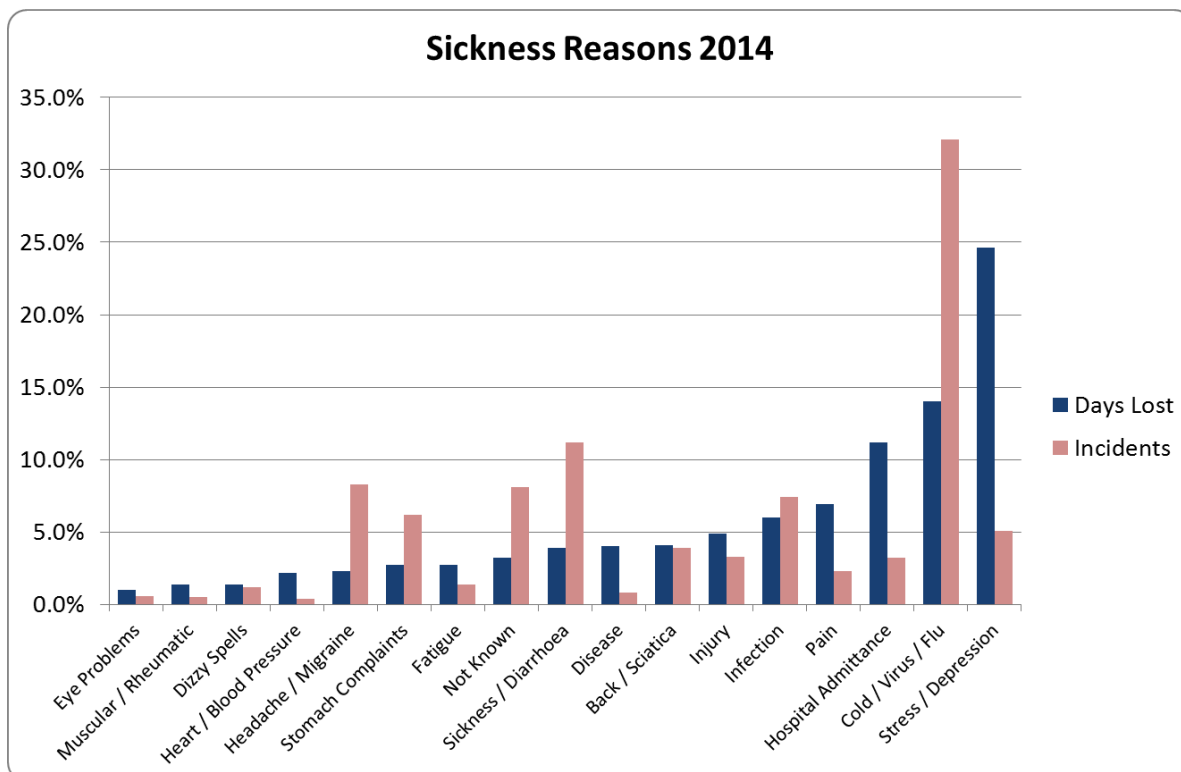


In 2014 the sickness absence rate was 2.4%. There were about 18,800 days lost and 3,800 incidents, so on average sickness incidents were 4.9 days in duration. Reported sickness absence rates are lower in faculties (mainly academic staff), than in services (mainly professional services staff), though manual staff continue to have the highest rate of sickness. A breakdown by each faculty and service, including historical data is available in [Table 24](#) of the appendix.



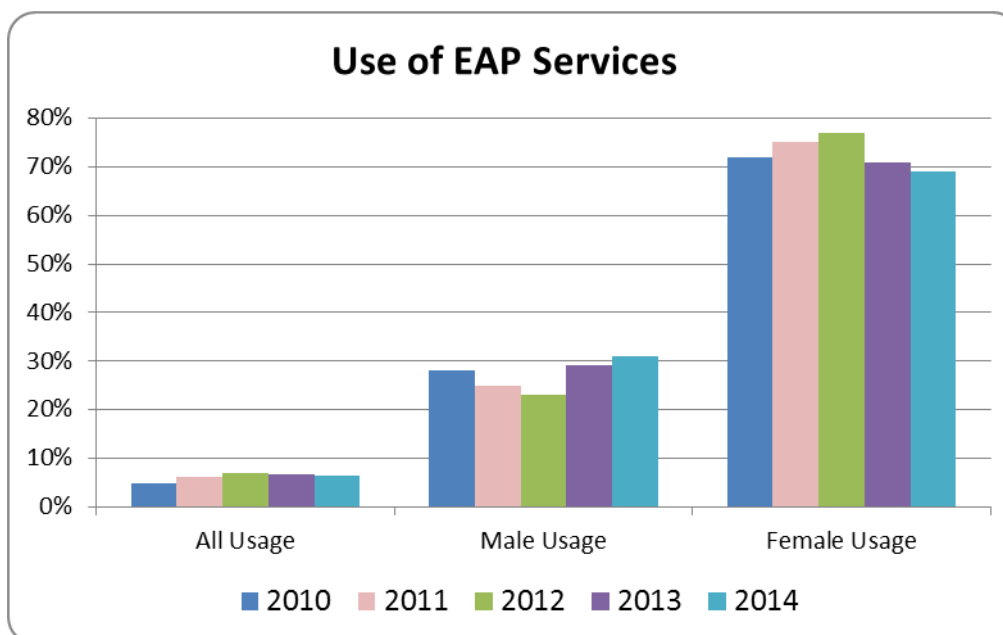
*NK = not known.

In 2014 the absence percentage rate was higher for female staff, lower for BME staff and higher for disabled staff (NB: data includes disability leave and disability related absence), the same as in 2013. Historical data is available in [Table 25](#) of the appendix.



In 2014 the most days lost were due to stress/depression (4919, compared to 4433 in 2013). Cold/flu/virus continues to be the reason with the highest incident rate at 1268 (down from 1,343 in 2013). The chart is restricted to reasons with an absence rate of 1% or more; data on all reasons and historical data is available in [Table 26](#) of the appendix.

Section 7 – Employee Assistance



The proportion of staff accessing the services of the Employee Assistance Programme has remained reasonable stable over time. The UWE workforce is 58% female and 42% male, therefore the data shows that a higher proportion of female staff use the service, though the proportion of male staff has increased. A full breakdown, including historical data is available in [Table 27](#) of the appendix.

Section 8 – Benchmark Performance Indicators

Category	DLA Piper Benchmark data*			UWE performance					
	HEI average	HEI upper quartile (UQ)	Public sector average	Actual**			Target		
	2014	2014	2014	2012	2013	2014	2015	2016	Long term
HR staff: all employees	1:67	1:76	1:70	1:68	1:71	1:68	HEI average		
HR staff cost per employee	£555	£646	£531	£493	£479	£532	HEI average		
Staff costs as % of total UWE costs				59%	58%	58%	58%	58%	58%
Female staff in top 5% of earners	32%	40%	35%	35%	36%	37%	42%	46%	50%
BME staff	12%	16%	11%	6.8%	7.1%	7.6%	8.1%	9%	16%
Disabled staff	4.2%	5.3%	3.8%	4.4%	4.7%	6.4%	6.9%	7.4%	9%
Staff on temporary/fixed term contracts	20%	10%	17%	19%	24%	24%	-	-	-
Part time staff	32%	37%	34%	40%	40%	42%	-	-	-
Voluntary staff turnover	7.5%	8.3%	7.1%	5.4%	6.6%	7.7%	-	-	-
Grievances (per 1,000 employees)	3.2	1.0	4.2	1.7	3.5	3.9	HEI UQ		
Disciplinaries (per 1,000 employees)	4.6	2.3	8.3	2.8	1.9	2.3	HEI UQ		
Tribunal applications (per 1,000 employees)	1.0	0.4	1.7	0	0	0.5	HEI UQ		
Sickness: days off per employee	5.8	4.8	7.2	6.4	7.4	6.9	HEI UQ		
Sickness: % of working days lost	2.3%	1.8%	2.9%	2.5%	2.8%	2.7%	HEI UQ		
Staff recommending UWE as a place to work				58%	53%	65%	70%	75%	80%
Staff feeling valued/recognised for their work				50%	-	57%	70%	75%	80%
Staff feeling proud to work for UWE				66%	59%	71%	75%	77%	80%
UWE in Stonewall top 100				45 th	35 th	11 th	Top 100		

* The year shown is the year of the DLA Piper Benchmark survey publication – the data is that returned for the previous year.

** Where DLA Piper benchmark data is provided the data for UWE relates to UWE's DLA Piper Benchmark survey response for that publication year based the DLA Piper data definitions so will be different from values for the same metric shown elsewhere in the compendium.

Appendix

TABLE 1 – STAFF IN POST AT 31/12/2014

FACULTY / SERVICE	HEADS 2014	FTE* 2014	HEADS 2013	FTE* 2013	HEADS 2012	FTE* 2012
Arts Creative Inds. & Education	337	261	324	252		
Business and Law	272	249	256	236		
Environment & Technology	394	361	358	324		
Health & Applied Sciences	515	451	507	442		
<i>Faculty totals</i>	<i>1518</i>	<i>1321</i>	<i>1445</i>	<i>1254</i>	<i>1438</i>	<i>1249</i>
Academic Services	138	126	126	115		
Centre for Performing Arts	5	5	5	5		
Commercial Services	15	13	15	14		
Corporate Relations ¹	17	14	-	-		
Dean of Students	11	9	8	7		
Development and Alumni	9	6	7	5		
Directorate	26	22	24	21		
Facilities	447	351	458	352		
Finance	91	84	82	73		
Human Resources	69	59	63	51		
IT Services ²	168	158	176	165		
Library Services	141	100	141	105		
Marketing and Communications	41	33	58	47		
Research, Business & Innovation	81	71	75	67		
Student & Partnership Services	328	278	307	261		
Transformation Services	11	10	12	11		
<i>Service totals</i>	<i>1598</i>	<i>1337</i>	<i>1557</i>	<i>1299</i>	<i>1533</i>	<i>1286</i>
Faculty and Service sub total	3116	2658	3002	2553	2971	2535
Associate Lecturers ³	317	90	380	80	383	82
Temporary staff (in assignment)	182	83	174	96	178	93
All staff	3615	2831	3556	2729	3532	2710

* FTE = full time equivalent

¹ Corporate Relations was previously part of Marketing and Communications

² Business Intelligence staff moved from IT Services to Finance

³ AL FTE relates to the total for the previous academic year.

TABLE 2 –EMPLOYEE GROUP AND GRADE BY EQUALITY GROUP

EMPLOYEE GROUP/ GRADE	YEAR	ALL	MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED / NOT KNOWN	
		Heads	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%
Senior Management	2014	82	48	59%	34	41%	4	4.9%	76	93%	2	2.4%	8	9.8%	74	90%
	2013	76	47	62%	29	38%	3	3.9%	71	93%	2	2.6%	9	12%	67	88%
	2012	77	52	68%	25	32%	2	2.6%	74	96%	1	1.3%	7	9.1%	70	91%
Academic Grade J	2014	114	71	62%	43	38%	7	6.1%	105	92%	2	1.8%	0	0.0%	114	100%
	2013	111	69	62%	42	38%	5	6.3%	100	90%	4	3.6%	1	0.9%	110	99%
	2012	96	59	61%	37	39%	5	5.2%	88	92%	3	3.1%	1	1.0%	95	99%
Grade I	2014	164	80	49%	84	51%	15	9.2%	146	89%	3	1.8%	9	5.5%	155	95%
	2013	162	79	49%	83	51%	13	8.0%	145	90%	4	2.5%	10	6.2%	152	94%
	2012	170	89	52%	81	48%	14	8.2%	151	89%	5	2.9%	8	4.7%	162	95%
Grade H	2014	749	357	48%	392	52%	65	8.7%	652	87%	32	4.3%	40	5.3%	709	95%
	2013	726	346	48%	380	52%	58	8.0%	639	88%	29	4.0%	28	3.9%	698	96%
	2012	731	352	48%	379	52%	44	6.0%	661	90%	26	3.6%	29	4.0%	702	96%
Grade G	2014	38	24	63%	14	37%	11	29%	27	71%	0	0.0%	0	0.0%	38	100%
	2013	36	22	61%	14	39%	11	31%	22	61%	3	8.3%	1	2.8%	35	97%
	2012	31	14	45%	17	55%	8	26%	22	71%	1	3.2%	1	3.2%	30	97%
Grade F	2014	4	1	25%	3	75%	1	25%	3	75%	0	0.0%	1	25%	3	75%
	2013	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	2012	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Associate Lecturers	2014	317	137	43%	180	57%	25	7.9%	277	87%	15	4.7%	13	4.1%	304	96%
	2013	380	166	44%	214	56%	27	7.1%	332	87%	21	5.5%	15	3.9%	365	96%
	2012	383	159	42%	224	58%	30	7.8%	332	87%	21	5.5%	13	3.4%	370	97%

EMPLOYEE GROUP/ GRADE	YEAR	ALL	MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED / NOT KNOWN	
		Heads	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%
Research Grade H Grade F&G	2014	29	13	45%	16	55%	3	10.3%	25	86%	1	3.5%	2	6.9%	27	93%
	2013	27	14	52%	13	48%	2	7.4%	22	81%	3	11%	0	0%	27	100%
	2012	33	18	55%	15	45%	2	6.1%	28	85%	3	9.1%	0	0%	33	100%
	2014	133	66	50%	67	50%	11	8.3%	114	86%	8	6.0%	4	3.0%	129	97%
	2013	112	53	47%	59	53%	13	12%	94	84%	5	4.5%	2	1.8%	110	98%
	2012	111	57	51%	54	49%	16	14%	88	79%	7	6.3%	3	2.7%	108	97%
Admin & Prof G & above Grade A to F	2014	358	139	39%	219	61%	22	6.2%	327	91%	9	2.5%	33	9.2%	325	91%
	2013	346	140	40%	206	60%	22	6.4%	314	91%	10	2.9%	20	5.8%	326	94%
	2012	344	138	40%	206	60%	19	5.5%	316	92%	9	2.6%	21	6.1%	323	94%
	2014	961	241	25%	720	75%	63	6.6%	881	92%	17	1.8%	68	7.1%	893	93%
	2013	913	235	26%	678	74%	52	5.7%	837	92%	24	2.6%	47	5.1%	866	95%
	2012	890	221	25%	669	75%	51	5.7%	814	91%	25	2.8%	47	5.3%	843	95%
Technical G & above Grade A to F	2014	69	54	78%	15	22%	3	4.4%	61	88%	5	7.3%	5	7.2%	64	93%
	2013	66	55	83%	11	17%	3	4.5%	58	88%	5	7.6%	1	1.5%	65	98%
	2012	64	53	83%	11	17%	3	4.7%	57	89%	4	6.3%	1	1.6%	63	98%
	2014	195	127	65%	68	35%	14	7.2%	174	89%	7	3.6%	15	7.7%	180	92%
	2013	196	123	63%	73	37%	17	8.7%	172	88%	7	3.6%	14	7.1%	182	93%
	2012	190	122	64%	68	36%	19	10.0%	162	85%	9	4.7%	14	7.4%	176	93%

EMPLOYEE GROUP/ GRADE	YEAR	ALL	MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED / NOT KNOWN	
		Heads	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%
Manual Grade C to D	2014	83	63	76%	20	24%	3	3.6%	79	95%	1	1.2%	6	7.2%	77	93%
	2013	78	60	77%	18	23%	2	2.6%	72	92%	4	5.1%	6	7.7%	72	92%
	2012	79	63	80%	16	20%	2	2.5%	73	92%	4	5.1%	6	7.6%	73	92%
Manual Grade A&B	2014	131	30	23%	101	77%	12	9.2%	115	88%	4	3.1%	12	9.2%	119	91%
	2013	153	35	23%	118	77%	11	7.2%	132	86%	10	6.5%	11	7.2%	142	93%
	2012	155	37	24%	118	76%	11	7.1%	134	86%	10	6.5%	11	7.1%	144	93%
TSU Temps	2014	231	82	35%	149	65%	18	7.8%	202	87%	11	4.8%	12	5.2%	219	95%
	2013	218	74	34%	144	66%	21	9.6%	180	83%	17	7.8%	8	3.7%	210	96%
	2012	213	70	33%	143	67%	21	9.9%	179	84%	13	6.1%	10	4.7%	203	95%

ALL STAFF (excluding ALs&TSU)	2014	3110	1314	42%	1796	58%	234	7.5%	2785	90%	91	2.9%	203	6.5%	2907	94%
	2013	3002	1278	43%	1724	57%	214	7.1%	2678	89%	110	3.7%	150	5.0%	2852	95%
	2012	2971	1275	43%	1696	57%	196	6.6%	2668	90%	107	3.6%	149	5.0%	2822	95%
ALL STAFF	2014	3658	1533	42%	2125	58%	277	7.6%	3264	89%	117	3.2%	228	6.2%	3430	94%
	2013	3600	1518	42%	2082	58%	262	7.3%	3190	89%	148	4.1%	173	4.8%	3427	95%
	2012	3567	1504	42%	2063	58%	247	6.9%	3179	89%	141	4.0%	172	4.8%	3395	95%

TABLE 3 – AGE

AGE BAND	HEADS 2014	FEMALE 2014	MALE 2014	PERCENTAGE 2014	PERCENTAGE 2013	PERCENTAGE 2012
Under 25	134	76	58	3.7%	3.6%	3.8%
25-34	696	404	292	19%	18%	18%
35-44	973	548	425	27%	26%	26%
45-54	973	595	378	27%	27%	28%
55-64	782	457	325	21%	22%	22%
65 +	100	45	55	2.7%	2.4%	2.0%

TABLE 4 – SEXUAL ORIENTATION

GROUP	HEADS 2014	PERCENTAGE 2014	PERCENTAGE 2013	PERCENTAGE 2012
Bisexual	37	1.0%	0.8%	0.7%
Gay man	49	1.3%	1.0%	0.9%
Gay woman/lesbian	46	1.3%	1.1%	1.0%
Heterosexual/straight	2455	67%	60%	58%
Other	18	0.5%	0.3%	0.2%
Not declared/prefer not to say	233	6.4%	6.1%	5.9%
No data held	820	22%	30%	33%

TABLE 5 – RELIGION AND BELIEF

GROUP	HEADS 2014	PERCENTAGE 2014	PERCENTAGE 2013	PERCENTAGE 2012
Buddhist	34	0.9%	0.9%	1.0%
Christian	1013	28%	26%	26%
Hindu	23	0.6%	0.7%	0.6%
Jewish	11	0.3%	0.3%	0.3%
Muslim	41	1.1%	1.0%	1.0%
Sikh	5	0.1%	0.1%	0.1%
Another religion/belief	102	2.8%	1.7%	1.7%
No religion/belief	1296	35%	30%	28%
Not declared/prefer not to say	306	8.4%	7.9%	7.4%
No data held	827	23%	31%	33%

TABLE 6 – TRANS/TRANSGENDER

CATEGORY	HEADS 2014	PERCENTAGE 2014	PERCENTAGE 2013	PERCENTAGE 2012
Yes	19	0.5%	0.5%	0.5%
No	2694	74%	65%	62%
Prefer not to say	69	1.9%	1.7%	1.6%
No data held	876	24%	33%	36%

TABLE 7 – ETHNIC ORIGIN

GROUP	HEADS 2014	PERCENTAGE 2014	PERCENTAGE 2013	PERCENTAGE 2012
Asian – Bangladeshi	9	0.3%	0.3%	0.3%
Asian – Indian	39	1.1%	1.1%	1.1%
Asian – Pakistani	14	0.4%	0.4%	0.5%
Asian – Other	25	0.7%	0.8%	0.7%
Black – African	34	0.9%	0.9%	0.7%
Black – Caribbean	28	0.8%	0.8%	0.8%
Black – Other	8	0.2%	0.1%	0.1%
Arab	3	0.1%	0.1%	-
Chinese	32	0.9%	0.8%	0.8%
Mixed – White/African	6	0.2%	0.1%	0.1%
Mixed – White/Asian	18	0.5%	0.4%	0.3%
Mixed – White/Caribbean	12	0.3%	0.3%	0.2%
Mixed – Other	27	0.7%	0.6%	0.5%
Other Ethnic background	22	0.6%	0.6%	0.8%
<i>Sub total</i>	<i>277</i>	<i>7.6%</i>	<i>7.3%</i>	<i>6.9%</i>
White – British	2714	74%	81%	82%
White - English	172	4.7%	0.4%	-
White - Gypsy or Traveller	2	0.1%	-	-
White – Irish	44	1.2%	1.3%	1.4%
White – Northern Irish	7	0.2%	0.0%	-
White - Scottish	14	0.4%	0.1%	-
White - Welsh	59	1.6%	0.4%	-
White – Other	252	6.9%	5.9%	6.3%
<i>Sub total</i>	<i>3264</i>	<i>89%</i>	<i>89%</i>	<i>89%</i>
Prefer not to say	39	1.1%	1.0%	0.5%
No data held	78	2.1%	3.1%	3.4%
<i>Sub total</i>	<i>117</i>	<i>3.2%</i>	<i>4.1%</i>	<i>4.0%</i>
All staff	3658	100 %	100%	100%

TABLE 8 – NATIONALITY

GROUP	HEADS 2014	PERCENTAGE 2014	PERCENTAGE 2013	PERCENTAGE 2012
British	3260	89%	89%	89%
German	32	0.9%	0.7%	0.7%
Irish	26	0.7%	0.9%	0.9%
American	21	0.6%	0.7%	0.8%
Italian	21	0.6%	0.5%	0.5%
Spanish	17	0.5%	0.4%	0.3%
French	17	0.5%	0.3%	-
Greek	15	0.4%	0.4%	0.3%
Polish	13	0.4%	-	-
Canadian	12	0.3%	0.3%	0.3%
Australian*	11	0.3%	-	-
Indian*	11	0.3%	0.4%	0.5%
<i>Sub total</i>	<i>3445</i>	<i>94%</i>	<i>94%</i>	<i>94%</i>
All staff	3658	100%	100%	100%

*Joint 10th position

TABLE 9 – TAKE UP OF FAMILY FRIENDLY LEAVE BY EMPLOYEE GROUP

CATEGORY		ALL	SENIOR MGMT	ACADEMIC	ADMIN/ PROF/ TECH	MANUAL
Maternity leave						
2014		55	1	15	36	3
2013		78	0	23	55	0
2012		66	0	14	50	2
Adoption leave						
2014		1	1	0	0	0
2013		0	0	0	0	0
2012		1	0	1	0	0
Paternity leave						
2014		29	0	8	19	2
2013		35	0	13	21	1
2012		34	0	12	18	4
Parental leave						
2014		7	0	3	4	0
2013		8	0	7	0	1
2012		1	0	0	1	0
Carer's leave						
2014		273	0	15	226	32
2013		263	0	40	197	26
2012		256	1	24	194	37
All leave types						
2014		365 10%	2 2.4%	41 2.6%	285 16%	37 17%
2013		384 10%	0 0%	83 5.3%	273 16%	28 12%
2012		10%	1.3%	3.3%	15%	18%

% indicates the proportion of the workforce

TABLE 10 – TAKE UP OF CHILD CARE VOUCHERS

YEAR	ALL	MALE		FEMALE	
	Heads	Heads	%	Heads	%
2014	296	120	41%	176	59%
2013	277	112	40%	165	60%
2012	272	107	39%	165	61%

TABLE 11 – 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	2014	2849	1200	42%	1649	58%	208	7.3%	2560	90%	81	2.8%	189	6.6%	2660	93%
	2013	2740	1160	42%	1580	58%	181	6.6%	2467	90%	92	3.4%	137	5.0%	2603	95%
	2012	2729	1166	43%	1563	57%	168	6.2%	2470	91%	91	3.3%	135	5.0%	2593	95%
Fixed Term	2014	578	251	43%	327	57%	51	8.8%	502	87%	25	4.3%	27	4.7%	551	95%
	2013	642	284	44%	358	56%	60	9.3%	543	85%	39	6.1%	28	4.4%	614	96%
	2012	625	268	43%	357	57%	58	9.3%	530	85%	37	5.9%	26	4.2%	599	96%
Temporary	2014	231	82	36%	149	65%	18	7.8%	202	87%	11	4.8%	12	5.2%	219	95%
	2013	218	74	34%	144	66%	21	9.6%	180	83%	17	7.8%	8	3.7%	210	96%
	2012	213	70	33%	143	67%	21	9.9%	179	84%	13	6.1%	10	4.7%	203	95%

TABLE 12 – MODE OF EMPLOYMENT BY EQUALITY GROUP

MODE	YEAR	ALL	MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED / NOT KNOWN	
		Heads	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%
Full-time	2014	2097	1072	51%	1025	49%	179	8.5%	1849	88%	69	3.3%	127	6.1%	1970	94%
	2013	2022	1046	52%	976	48%	164	8.1%	1782	88%	76	3.8%	88	4.4%	1934	96%
	2012	2038	1046	51%	992	49%	146	7.2%	1815	89%	77	3.8%	93	4.6%	1945	95%
Part-time	2014	1561	461	30%	1100	70%	98	6.2%	1415	91%	48	3.1%	101	6.5%	1460	94%
	2013	1578	472	30%	1106	70%	98	6.2%	1408	89%	72	4.6%	85	5.4%	1493	95%
	2012	1529	458	30%	1071	70%	101	6.6%	1364	89%	64	4.2%	79	5.2%	1450	95%

Section 2 – Staff Recruitment

TABLE 13 – RECRUITMENT BY EQUALITY GROUP

	ALL	MALE*		FEMALE*		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED / NOT KNOWN	
	Heads	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%
<u>2014</u>															
Applied	9373	4373	47%	4910	52%	1883	20%	7249	77%	241	2.6%	617	6.6%	8756	93%
Shortlisted	1811	720	40%	1076	59%	277	13%	1551	86%	33	1.8%	116	6.4%	1695	94%
Appointed	648	247	38%	397	61%	61	9.4%	576	89%	11	1.7%	37	5.7%	611	94%
<u>2013</u>															
Applied	9714	4559	47%	5038	52%	1793	18%	7690	79%	231	2.4%	581	6.0%	9133	94%
Shortlisted	1705	744	44%	942	55%	220	13%	1449	85%	36	2.1%	89	5.2%	1616	95%
Appointed	592	238	40%	350	59%	61	10%	521	88%	10	1.7%	32	5.4%	560	95%
<u>2012</u>															
Applied	5995	2730	46%	3228	54%	1197	20%	4678	78%	120	2.0%	320	5.3%	5675	95%
Shortlisted	1220	491	40%	722	59%	156	13%	1046	86%	18	1.5%	55	4.5%	1165	95%
Appointed	407	141	35%	265	65%	39	9.6%	363	89%	5	1.2%	16	3.9%	391	96%

* Data excludes applicants who did not declare a gender. Data relates to the period August to July.

TABLE 14 - RECRUITMENT TO THE TEMPORARY STAFF UNIT BANK BY EQUALITY GROUP

	ALL	MALE*		FEMALE*		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED / NOT KNOWN	
	Heads	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%
<u>2014</u>															
Applied	212	81	38%	129	61%	25	12%	180	85%	7	3.3%	11	5.2%	201	95%
Shortlisted	79	27	34%	51	65%	5	6.3%	73	92%	1	1.3%	4	5.1%	75	95%
Appointed	60	21	35%	38	63%	5	8.3%	54	90%	1	1.7%	4	6.7%	56	93%
<u>2013</u>															
Applied	436	143	33%	288	66%	86	20%	341	78%	9	2.1%	22	5.0%	414	95%
Shortlisted	129	37	29%	88	68%	17	13%	107	83%	5	3.9%	7	5.4%	122	95%
Appointed	101	27	27%	71	70%	14	14%	83	82%	4	4.0%	4	4.0%	97	96%
<u>2012</u>															
Applied	184	74	40%	108	59%	37	20%	143	78%	4	2.1%	5	2.7%	179	97%
Shortlisted	67	23	34%	43	64%	7	10%	58	87%	2	3.0%	2	3.0%	65	97%
Appointed	51	17	33%	33	65%	5	9.8%	44	86%	2	3.9%	1	2.0%	50	98%

* Data excludes applicants who did not declare a gender. Data relates to the period August to July.

TABLE 15 - INTERNAL RECRUITMENT ONLY BY EQUALITY GROUP

	ALL	MALE*		FEMALE*		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED / NOT KNOWN	
	Heads	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%
<u>2014</u>															
Applied	1092	371	34%	712	65%	165	15%	905	83%	22	2.0%	85	7.8%	1007	92%
Shortlisted	659	233	34%	432	66%	79	12%	567	86%	13	2.0%	55	8.3%	604	92%
Appointed	337	123	36%	213	63%	33	10%	298	88%	6	1.8%	22	6.5%	315	93%
<u>2013</u>															
Applied	1055	396	38%	654	62%	123	12%	919	87%	13	1.2%	57	5.4%	998	95%
Shortlisted	534	205	38%	327	61%	46	8.6%	485	91%	3	0.6%	23	4.3%	511	96%
Appointed	243	86	34%	156	64%	18	7.4%	224	92%	1	0.4%	10	4.1%	233	96%
<u>2012</u>															
Applied	904	307	34%	588	65%	114	13%	770	85%	20	2.2%	43	4.8%	861	95%
Shortlisted	496	172	35%	321	65%	54	11%	432	87%	10	2.0%	21	4.2%	475	96%
Appointed	202	63	31%	139	69%	15	7.4%	183	91%	4	2.0%	7	3.5%	195	97%

* Data excludes applicants who did not declare a gender. Data relates to the period August to July.

Section 3 – Leavers

TABLE 16 – LEAVERS BY CATEGORY BY EQUALITY GROUP

LEAVER CATEGORY	HEADS	MALE	FEMALE	BME	WHITE	ETHNICITY NOT KNOWN	DISABLED	NOT DISABLED / NOT KNOWN
Resignation	203	81	122	13	184	6	35	168
Voluntary severance	41	18	23	2	39	0	10	31
End of fixed term contract	73	26	47	8	62	3	6	67
Maternity leave non-return**	3	0	3	1	2	0	2	1
Ill Health	6	2	4	0	4	2	2	4
Death	1	1	0	0	1	0	0	1
Dismissal	5	3	2	2	3	0	1	4
Redundancy	3	1	2	0	3	0	2	1
ALL LEAVERS - 2014	335	132 (39%)	203 (61%)	26 (7.7%)	298 (89%)	11 (3.2%)	58 (17%)	277 (83%)
ALL LEAVERS - 2013	353	152 (43%)	201 (57%)	27 (7.6%)	308 (87%)	18 (5%)	21 (5.9%)	332 (94%)
ALL LEAVERS - 2012	307	135 (44%)	172 (56%)	24 (7.8%)	274 (89%)	9 (2.9%)	18 (5.9%)	289 (94%)

**Includes non-return from adoption leave.

The analysis excludes hourly paid and temporary staff.

TABLE 17 – REASONS FOR LEAVING

REASON	FACULTIES	SERVICES	TOTALS 2014	TOTALS 2013	TOTALS 2012
Moving out of area	0	8	8	12	9
Returning to education	0	2	2	2	2
Giving up employment	1	1	2	2	0
Personal/domestic reasons	1	6	7	7	7
Promotion/career devel./prospects	4	21	25	24	27
Travel difficulties to/from work	0	3	3	3	4
Physical working environment	1	0	1	1	0
Organisational culture	2	5	7	14	7
Management style	1	4	5	9	5
Working relations	2	4	6	3	3
Workload demands/stress	2	4	6	7	2
Company benefits	1	0	1	0	5
Discrimination/harassment	0	1	1	0	1
Retirement	4	13	17	26	6
Redundancy	0	2	2	3	0
Ill health	1	0	1	0	0
End of fixed term contract	2	9	11	9	6
Seeking a more challenging role	1	9	10	5	10
Seeking more training & development	1	1	2	2	6
Career change	0	4	4	4	14
Higher salary	4	4	8	2	11
Seeking more flexible working	1	4	5	4	4
NUMBER OF RESPONDENTS	17	60	77	82	39

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

Section 4 –Staff Development and Career Progression

TABLE 18 – INTERNAL TRAINING ATTENDANCES BY EQUALITY GROUP

Year	ALL	MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED / NOT KNOWN	
	Heads	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%
2014***	9318	3608	39%	5710	61%	751	8.0%	8314	89%	253	2.7%	642	6.9%	8676	93%
2013**	5615	1904	34%	3711	66%	379	6.8%	5077	90%	159	2.8%	334	5.9%	5281	94%
2012*	4890	1629	33%	3261	67%	373	7.6%	4415	90%	102	2.1%	266	5.4%	4624	95%

* Includes 368 staff attendances for compulsory fire safety training.

** Includes 612 staff attendances for compulsory fire safety training.

*** Includes 3,021 staff attendances for compulsory fire safety and 1,863 for equality training (now delivered on-line)

TABLE 19 – CAREER PROGRESSION BY EQUALITY GROUP

YEAR	TOTAL		MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED / NOT KNOWN	
	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%
2014	355	10.0%	133	9.2%	222	11%	21	8.1%	322	11%	12	11%	15	6.9%	340	11%
2013	264	7.8%	106	7.3%	158	8.2%	18	7.5%	238	7.9%	8	6.1%	11	6.7%	253	7.9%
2012	230	6.9%	67	4.7%	163	8.5%	13	5.8%	212	7.1%	5	3.9%	7	4.3%	223	7.0%

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

TABLE 20 – CAREER PROGRESSION BY TYPE

TYPE	YEAR	TOTAL		MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED / NOT KNOWN	
		Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%
Promotion	2014	183	5.3%	70	4.8%	113	5.7%	10	3.9%	167	5.5%	6	5.7%	6	2.8%	177	5.5%
	2013	133	3.9%	49	3.4%	84	4.3%	10	4.1%	117	3.9%	6	4.6%	9	5.5%	124	3.9%
	2012	128	3.8%	39	2.7%	89	4.6%	9	4.0%	118	3.9%	1	0.8%	6	3.7%	123	3.9%
Regrading	2014	32	0.9%	14	1.0%	18	0.9%	4	1.5%	28	0.9%	0	0.0%	2	0.9%	30	0.9%
	2013	23	0.7%	15	1.0%	8	0.4%	2	0.8%	20	0.7%	1	0.8%	1	0.6%	22	0.7%
	2012	29	0.9%	13	0.9%	16	0.8%	1	0.4%	26	0.9%	2	1.6%	0	0.0%	28	0.9%
Secondment	2014	57	1.7%	18	1.2%	39	2.0%	5	1.9%	50	1.6%	2	1.9%	3	1.4%	54	1.7%
	2013	30	0.9%	13	0.9%	17	0.9%	2	0.8%	27	0.9%	1	0.8%	0	0.0%	30	0.9%
	2012	36	1.1%	7	0.5%	29	1.5%	1	0.4%	33	1.1%	2	1.6%	1	0.6%	35	1.1%
Temporary Upgrade	2014	83	2.4%	31	2.1%	52	2.6%	2	0.8%	77	2.5%	4	3.8%	4	1.9%	79	2.5%
	2013	78	2.3%	29	2.0%	49	2.5%	4	1.7%	74	2.5%	0	0.0%	1	0.6%	77	2.4%
	2012	37	1.1%	8	0.6%	29	1.5%	2	0.9%	35	1.2%	0	0.0%	0	0.0%	37	1.2%

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

TABLE 21 – GENDER PAY GAP: TOTAL CONTRACTUAL PAY

GROUP	2014	2011	2009	2005	2003
All staff	12.8%	14.4%	15.3%	22.4%	20.6%

Section 5 – Formal Procedures

TABLE 22 – STAFF GRIEVANCES BY EQUALITY GROUP

YEAR	ALL	MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED/ NOT KNOWN	
	Heads	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%
2014	6	3	50%	3	50%	2	33%	3	50%	1	17%	3	50%	3	50%
2013	15	6	40%	9	60%	1	6.7%	14	93%	-	-	-	-	15	100%
2012	13	8	62%	5	38%	2	15%	11	85%	-	-	2	15%	11	85%

TABLE 23 – STAFF DISCIPLINARIES BY TYPE BY EQUALITY GROUP

YEAR/TYPE	ALL	MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED/ NOT KNOWN	
	Heads	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%	Heads	%
2014	6	5	83%	1	17%	1	17%	5	83%	-	-	-	-	6	100%
Conduct	2	-	50%	1	50%	-	-	2	100%	-	-	-	-	2	100%
Capability	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Performance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 2014	8	6	75%	2	25%	1	12%	7	88%	-	-	-	-	8	100%
Total 2013	9	7	78%	2	22%	-	-	8	89%	1	11%	1	11%	8	89%
Total 2012	7	4	57%	3	43%	1	14%	5	71%	1	14%	-	-	7	100%

Section 6 – Sickness Absence

TABLE 24 - SICKNESS ABSENCE RATES BY FACULTY / SERVICE

FACULTY/SERVICE	DAYS LOST 2014	INCIDENTS 2014	ABSENCE RATE 2014	ABSENCE RATE 2013	ABSENCE RATE 2012
Arts Creative Inds. & Education	1435	197	1.8%	1.5%	2.6%
Business and Law	1107	99	1.6%	1.7%	1.5%
Environment and Technology	1529	191	1.5%	1.6%	1.5%
Health and Life Sciences	1323	269	1.0%	1.8%	1.7%
Faculty sub total	5394	756	1.4%	1.7%	1.8%
Academic Services	1121	300	3.2%	4%	2.6%
Commercial Services	60	19	1.7%	2.1%	
Corporate Relations	34	11	1.6%		
Directorate & other*	45	18	0.4%	0.4%	0.5%
Facilities	5885	930	5.1%	4%	4.3%
Finance	687	161	3.1%	2.7%	3.9%
Human Resources	578	117	3.7%	2.6%	2.0%
IT Services	1342	298	3.0%	2.4%	1.9%
Library Services	715	296	2.2%	2.1%	1.7%
Marketing and Communications	219	77	1.9%	1.6%	1.8%
Research, Business & Innovation	684	179	3.5%	2.3%	2.9%
Student & Partnership Services	2087	630	2.6%	2.6%	2.9%
Transformation Services	18	11	0.6%	1.2%	2.2%
Service sub total	13475	3047	3.4%	3.0%	3.0%
All services excluding manual staff	9676	2555	2.9%	2.6%	2.6%
Manual staff only	3799	492	6.5%	5.1%	5.4%
All staff	18869	3803	2.4%	2.3%	2.4%

*Includes Dean of Students, Development & Alumni, CPA, Excludes hourly paid staff.

TABLE 25 – SICKNESS ABSENCE RATES BY EQUALITY GROUP

YEAR	ALL	MALE	FEMALE	BME	WHITE	ETHNICITY NOT KNOWN	DISABLED*	NOT DISABLED/ NOT KNOWN
2014	2.4%	2.1%	2.6%	1.7%	2.4%	3.2%	4.7%	2.2%
2013	2.3%	1.8%	2.7%	2.1%	2.3%	3.1%	5.0%	2.2%
2012	2.4%	1.7%	3.0%	1.6%	2.4%	5.3%	6.4%	2.2%

*Data includes disability leave and disability related absence

TABLE 26 - REASONS FOR SICKNESS ABSENCE

Proportion of days lost

REASON	2014 (%)	2013 (%)	2012 (%)
Stress / depression	24.6%	23.4%	27.6%
Cold / flu / virus	14.0%	16.5%	12.6%
Hospital admittance	11.2%	11.5%	12.9%
Pain	6.9%	2.0%	1.7%
Infection	6.0%	6.8%	7.4%
Injury	4.9%	7.8%	5.2%
Back / sciatica	4.1%	3.6%	2.9%
Disease	4.0%	5.3%	7.8%
Sickness / diarrhoea	3.9%	4.0%	3.4%
Not known	3.2%	5.2%	2.1%
Fatigue	2.7%	3.1%	1.3%
Stomach complaint	2.7%	2.6%	3.1%
Headache / migraine	2.3%	2.4%	2.3%
Heart / blood Pressure	2.2%	1.2%	1.3%
Dizzy spells	1.4%	<1%	<1%
Muscular / rheumatic	1.4%	<1%	<1%
Eye problems	1.0%	<1%	<1%
Maternity related, Allergy, Asthma, Skin complaint, Anaemia, Dental/oral, Arthritis, Gynae/menstrual, Hospital appointment, Diabetes, Epilepsy	Less than 1%	Less than 1%	Less than 1%

Proportion of incidents

REASON	2014 (%)	2013 (%)	2012(%)
Cold / flu / virus	32.1%	33.5%	30.7%
Sickness / diarrhoea	11.2%	11.2%	10.2%
Headache / migraine	8.3%	8.3%	8.0%
Not known	8.1%	7.8%	6.3%
Infection	7.4%	8.4%	10.6%
Stomach complaint	6.2%	6.1%	7.0%
Stress / depression	5.1%	5.4%	5.3%
Back Sciatica	3.9%	3.6%	2.8%
Injury	3.3%	3.2%	3.0%
Hospital admittance	3.2%	2.7%	2.9%
Pain	2.3%	1.0%	1.2%
Fatigue	1.4%	1.2%	1.2%
Dental / oral	1.3%	1.3%	1.6%
Dizzy spells	1.2%	1.0%	1.2%
Anaemia, Allergy, Asthma, Diabetes, Disease, Skin complaint, Epilepsy, Arthritis, Eye problems, Gynae/menstrual, Heart/blood pressure, Maternity related, Muscular/rheumatic, Hospital appointment	Less than 1%	Less than 1%	Less than 1%

Section 7 – Employee Assistance Programme (EAP)

TABLE 27 – USE OF EAP SERVICES

TYPE	2014			2013			2012		
	HEADS	MALE	FEMALE	HEADS	MALE	FEMALE	HEADS	MALE	FEMALE
Helpline advice / information*	21			55			71		
Legal information	73			89			72		
Telephone counselling*	72			26			19		
Face-to-face counselling	68			73			82		
TOTAL USAGE	234	72	162	243	70	173	244	56	188
Take up by gender		31%	69%		29%	71%		23%	77%

Data relates to the period October to September.

* Changes in 2014 are due to more accurate classification of advice and counselling.