

# Staffing Statistics

including Equality Act 2010  
publication of equality information

**December 2015**

Produced by Human Resources



University of the  
West of England

**better**together

## Introduction

This is the eighth annual staffing statistics report produced by HR.

The purpose of the report 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 report 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](http://www.uwe.ac.uk/equalityanddiversity).

The data is taken from a snapshot of the staff population on 31 December 2015. The report 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 report should be read in conjunction with results from the 2014 staff survey available in the HR intranet.

I hope you find the report 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](mailto:Lesley2.Donnithorne@uwe.ac.uk)) or Valerie Russell Emmott in the Equality and Diversity Unit ([Valerie.Russellemmott@uwe.ac.uk](mailto:Valerie.Russellemmott@uwe.ac.uk)).

Debbie England  
HR Director

April 2016

# Index

The report 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.

<b>Section 1 – Staff Employment</b>	<b>Page</b>
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

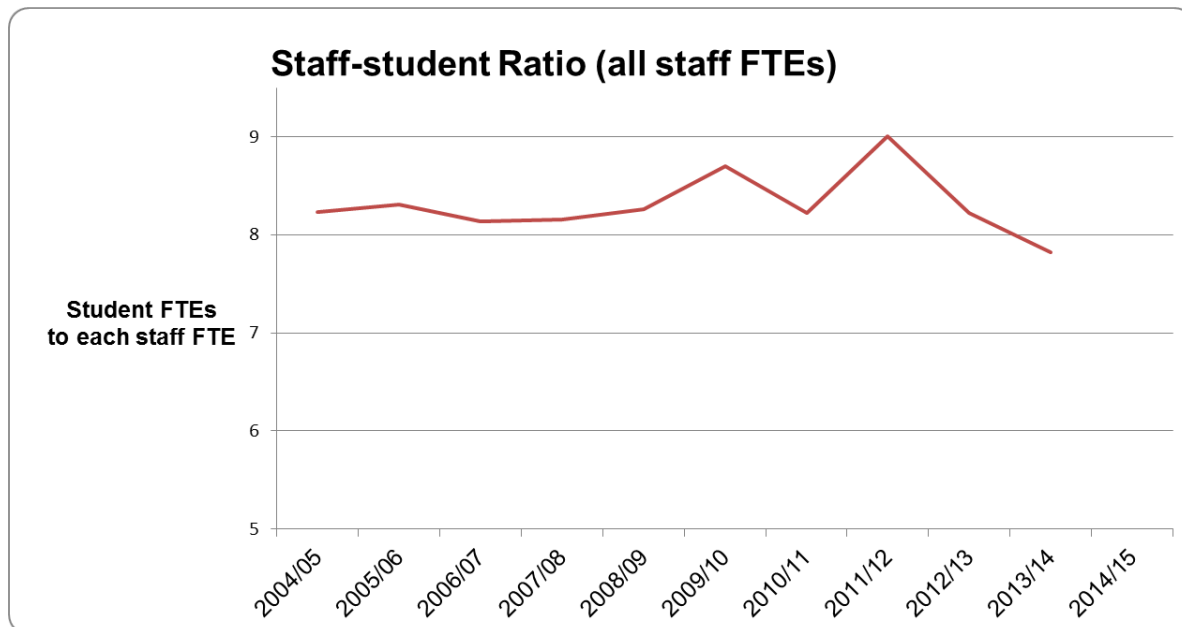
## Section 6 – Sickness Absence

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

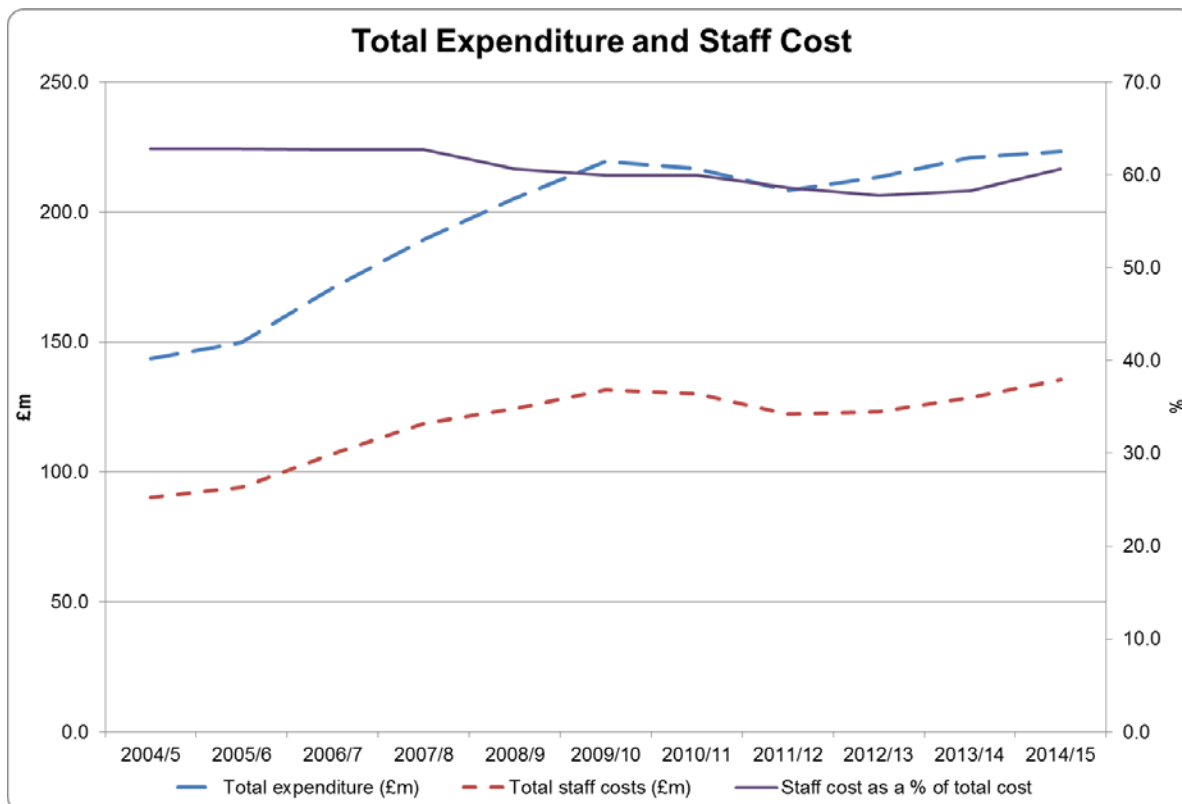
## Section 7 – Employee Assistance Programme (EAP)

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

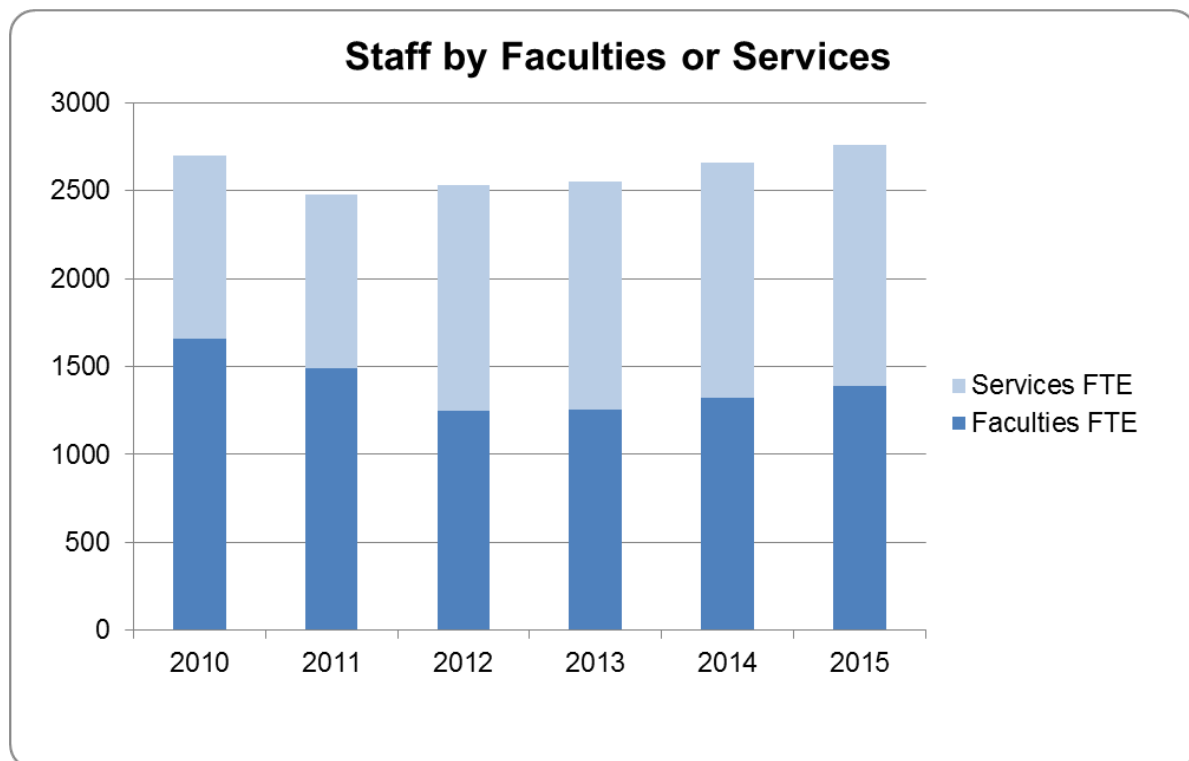
## Section 1 – Staff Employment



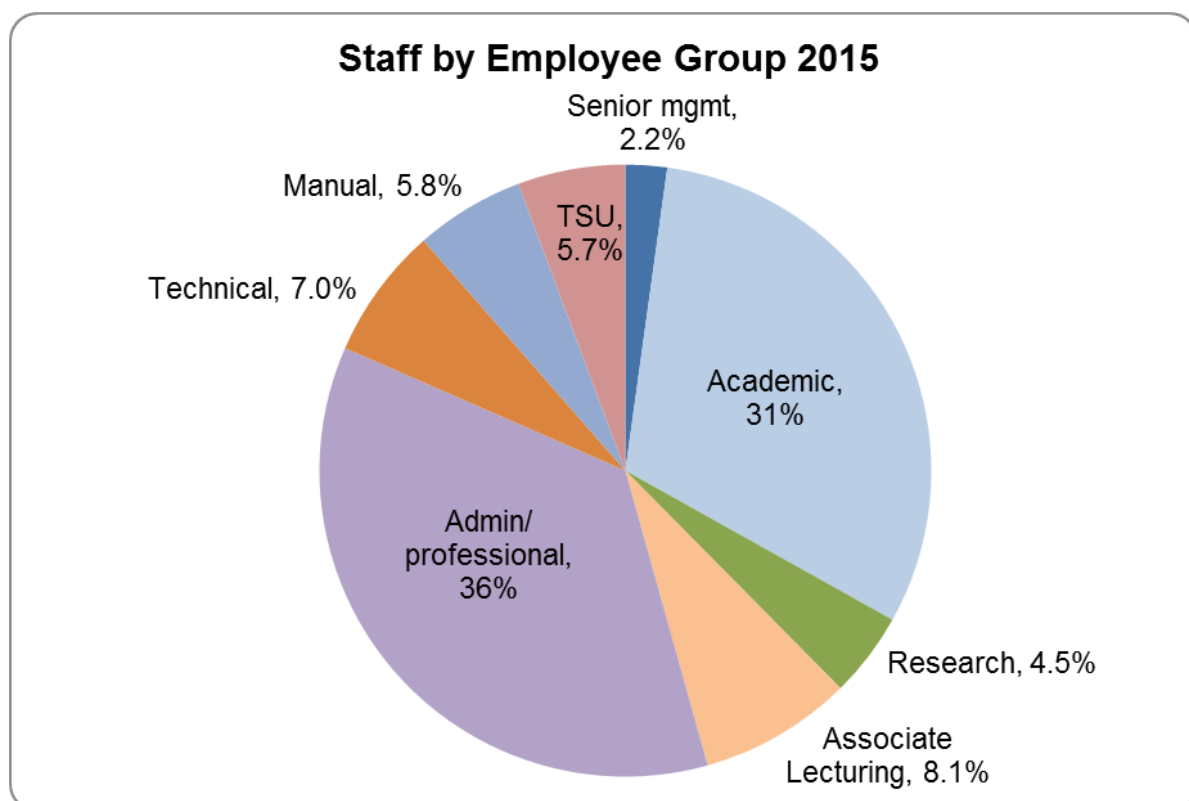
This chart shows over time the ratio of student FTEs to each staff FTE, including all employee groups (senior management, academic and professional services). The ratio increased in 2009/10 due to an increase in student FTEs, and in 2011/12 due to a decrease in staff FTEs resulting from change programmes 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 increased over this period from 58.3% to 60.6%.

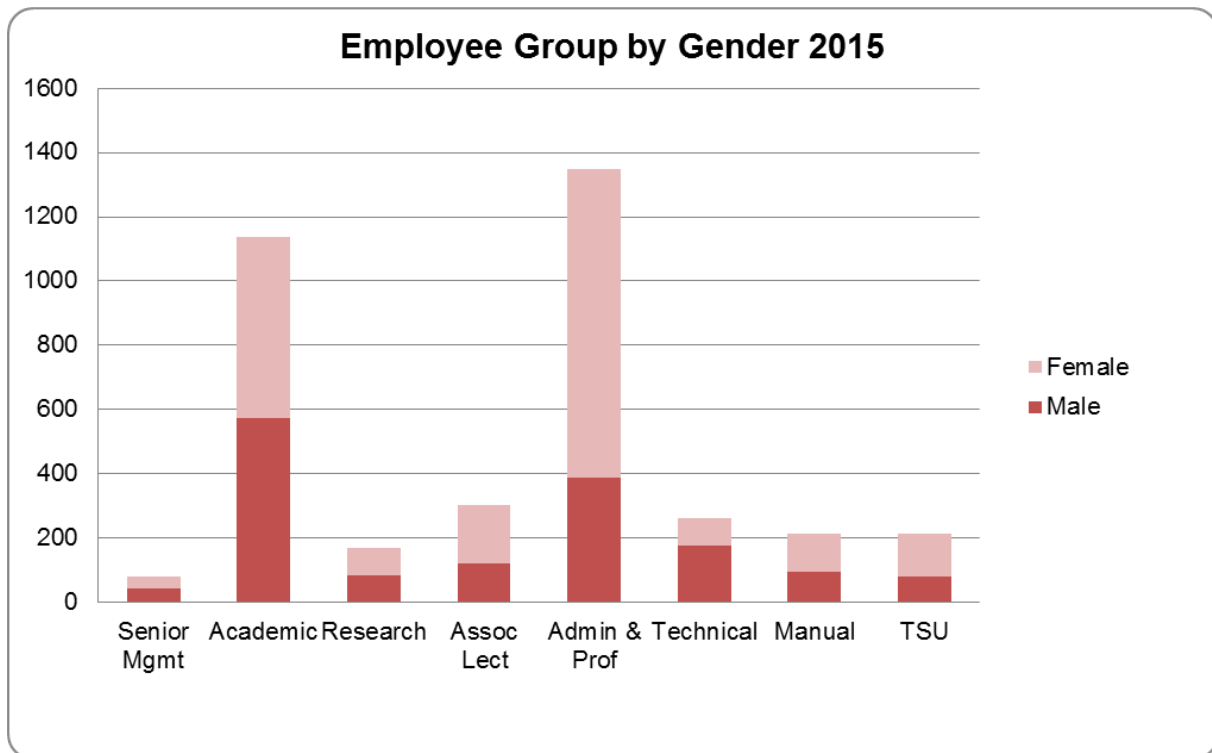


In 2015 50% of staff were located in faculties and 50% in services. The 2010 and 2011 figures reflect the position prior to the One University Administration restructuring in January 2012. In 2015 there has been a 1.9% increase in staffing numbers and 3.3% increase in FTEs compared to 2014. A fuller breakdown of the data, including by individual faculty and service, is in [Table 1](#) of the appendix.

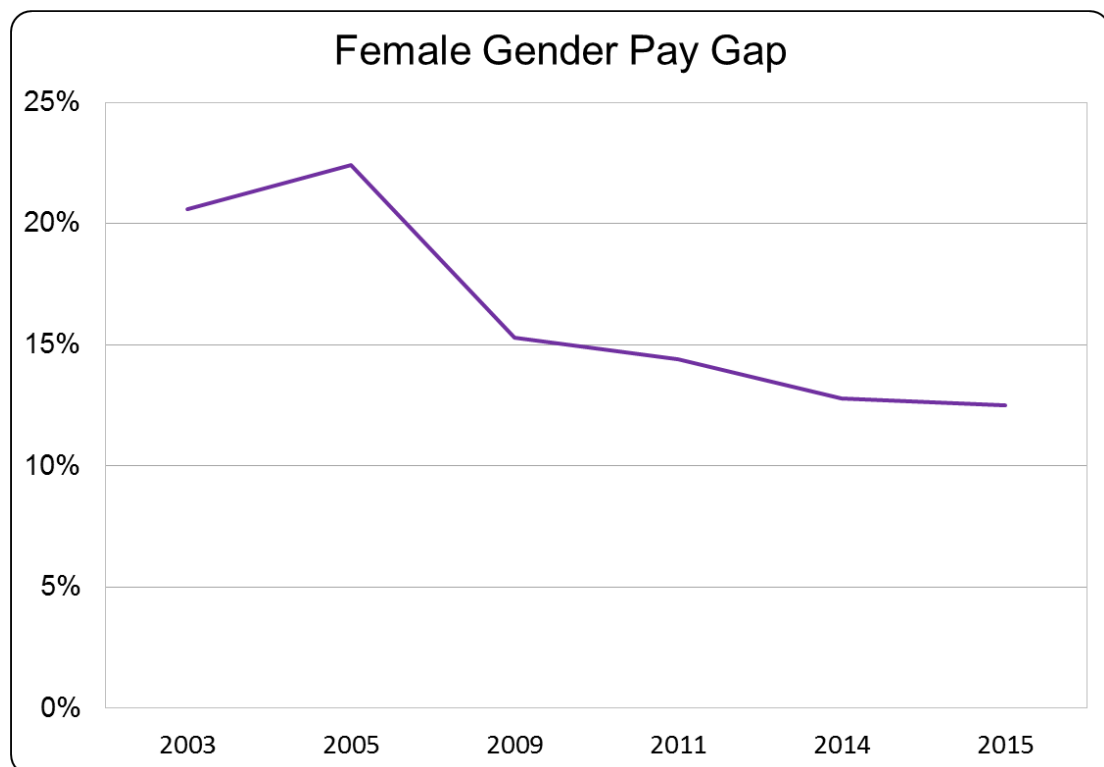


In terms of headcount, the largest employee group is administrative/professional and the smallest is senior management.

## Staff by Gender

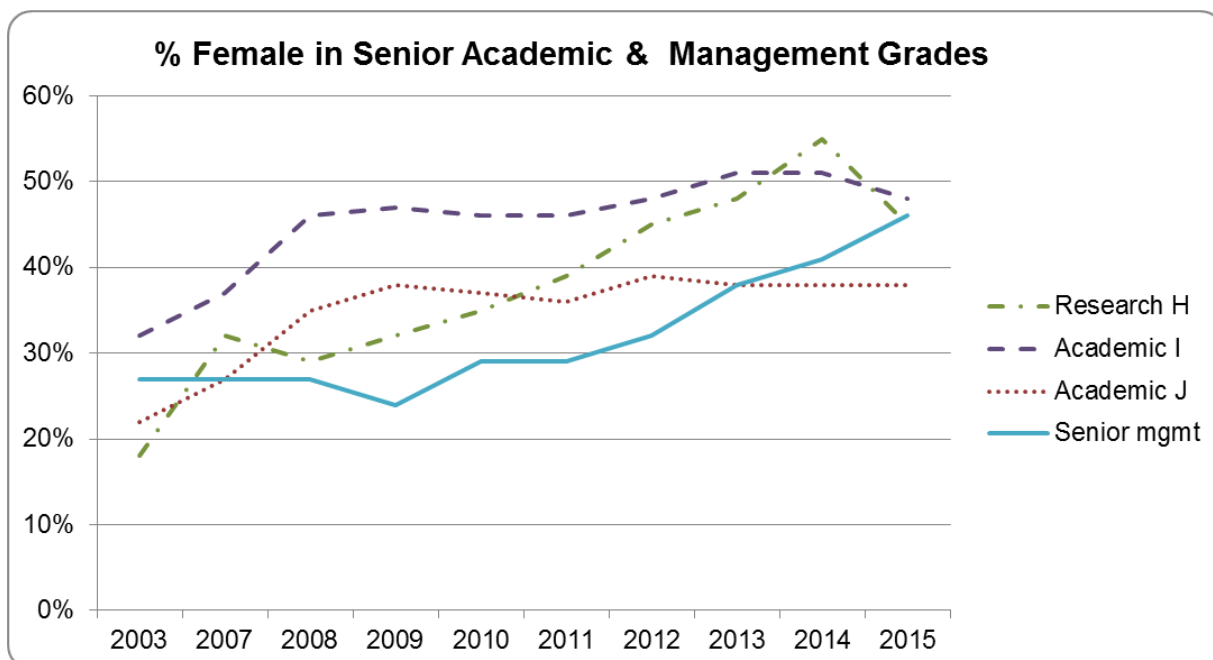


Academic and administrative/professional are the largest staff groups. The UWE workforce is 58% female and 42% male but there are differences in gender balance between the employee groups. A full breakdown, including historical data and by grade level, is available in [Table 2](#) of the appendix.

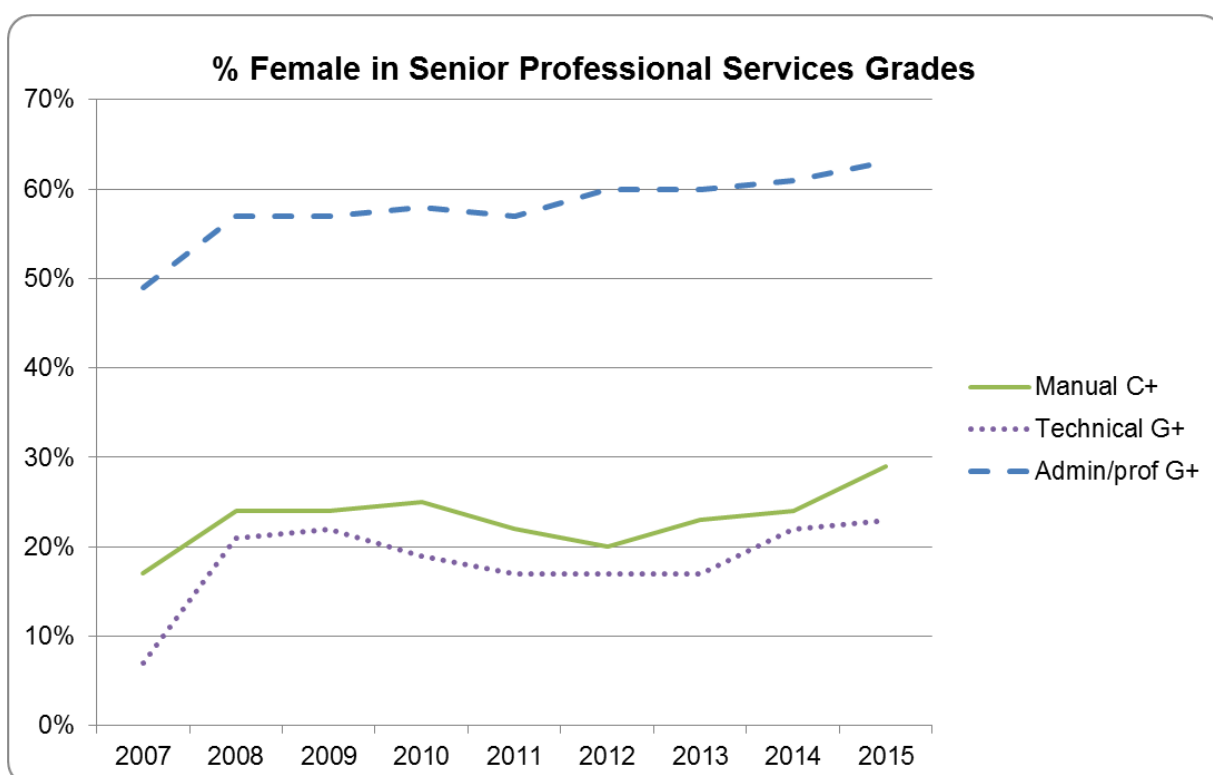


The gender pay gap is the percentage by which average female pay is lower than average male pay. A full equal pay audit is currently taking place. This data is also shown in [Table 21](#) of the appendix.

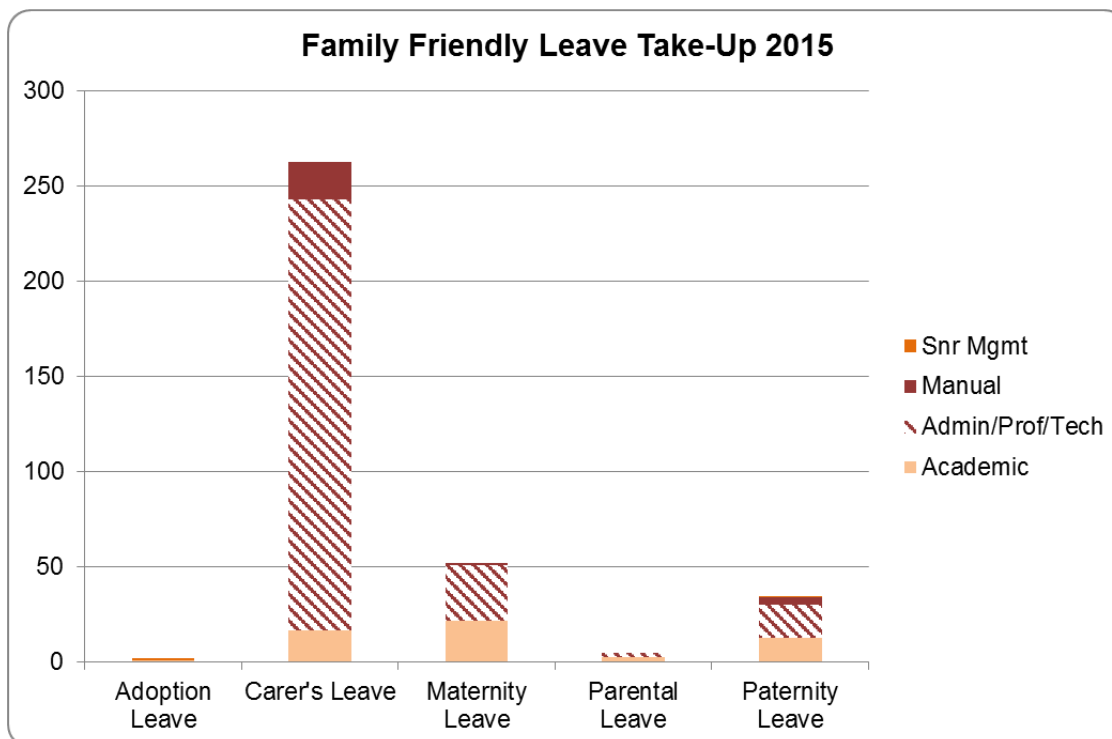




The representation of women in senior management grades has increased over time, and decreased for senior academic I grade and senior research H grade in 2015. A full breakdown is available in [Table 2](#) of the appendix.

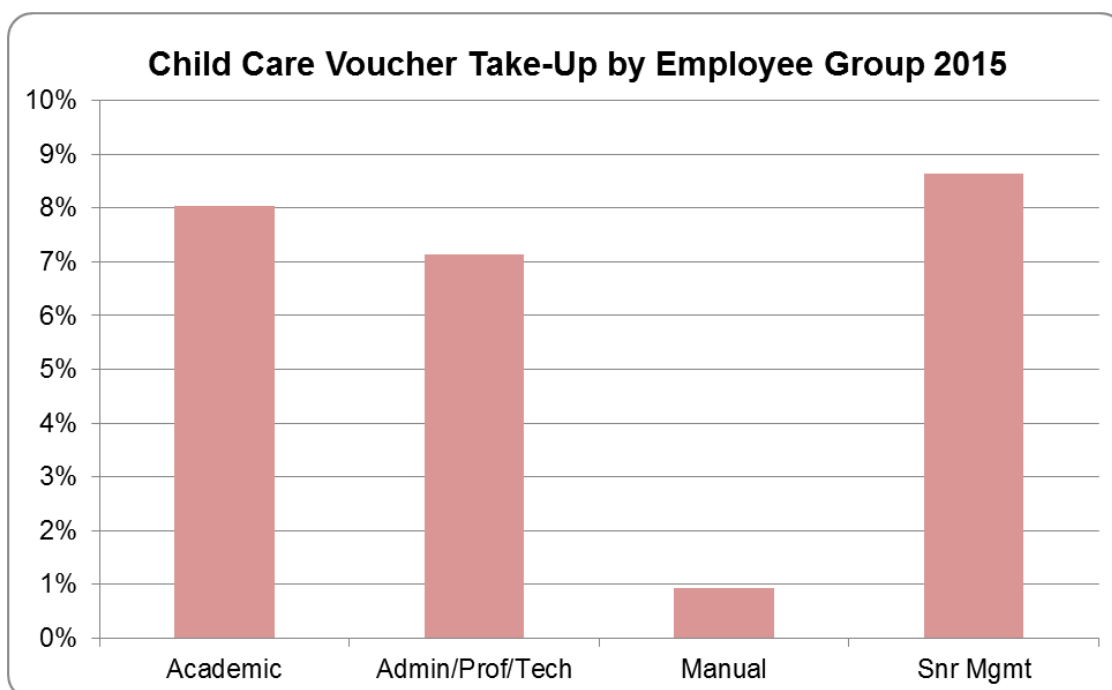


The representation of women in senior professional services grades increased significantly with the implementation of the University wide job evaluation exercise in 2008. In 2015 the representation of women in senior manual, senior technical and senior administrative/professional grades has increased. 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 43% of the workforce respectively; 5.8% of the workforce is manual staff and 2.1% senior management. The chart illustrates that in 2015 family friendly leave was taken up in greatest proportion by administrative/professional/technical staff; the staff group with the highest proportion of women (48%).

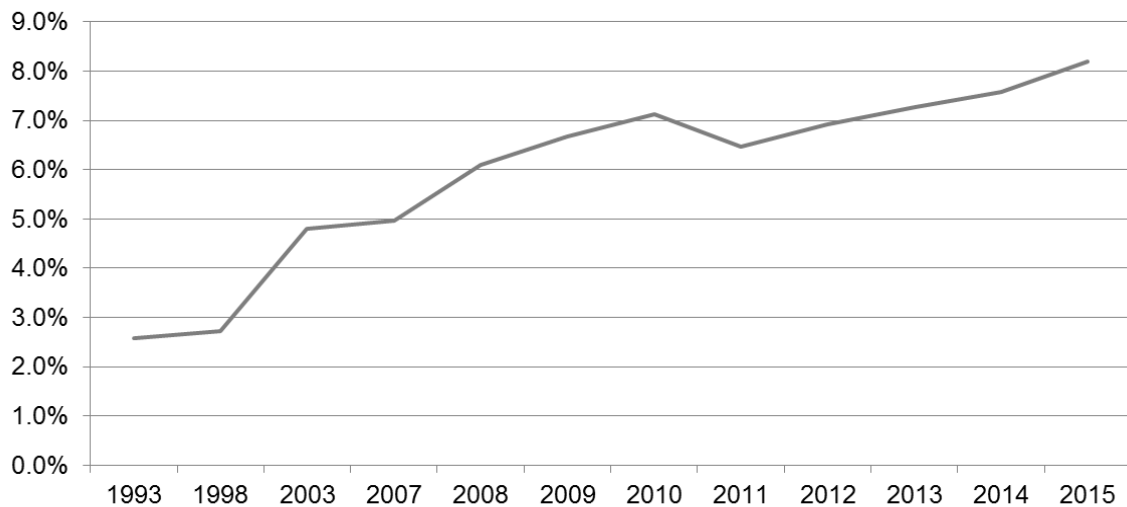
A full breakdown, including historical data, is available in [Table 9](#) of the appendix.



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

### Black and Minority Ethnic (BME) Staff %

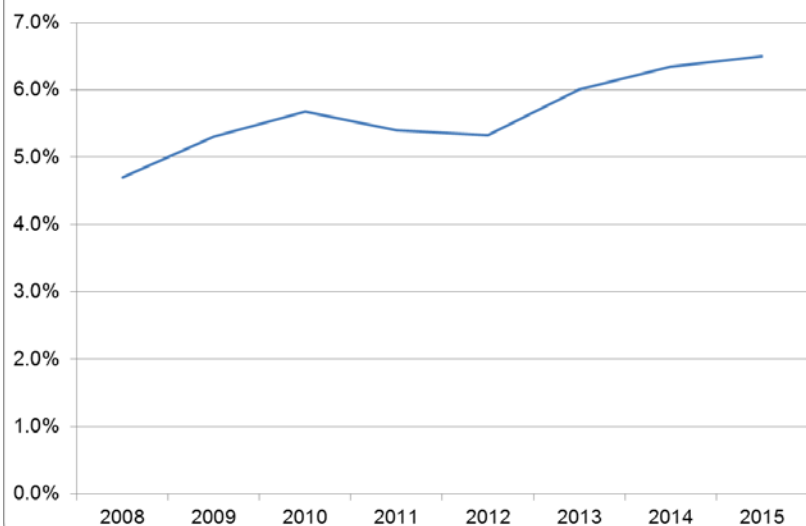


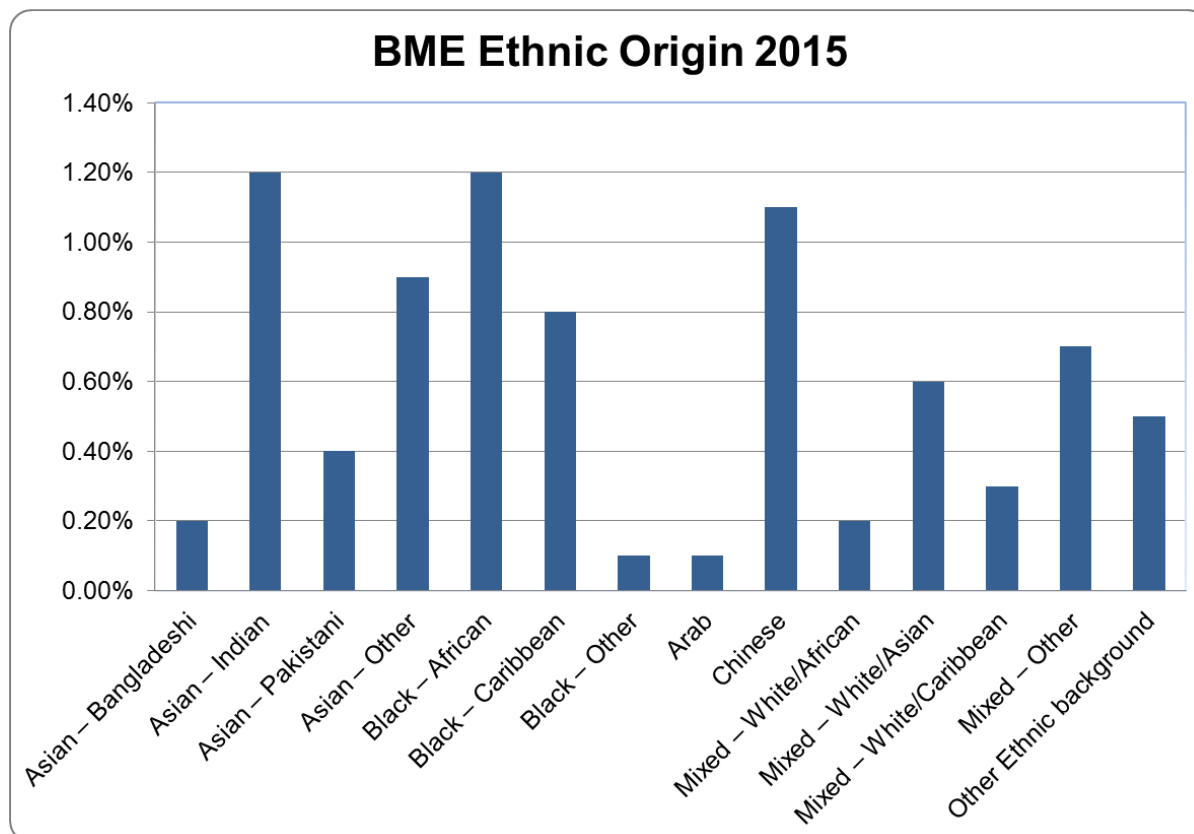
UWE's BME staff percentage has increased over time to 8.2% in 2015.

Overall, the BME staff percentage in the senior grades has continued to increase.

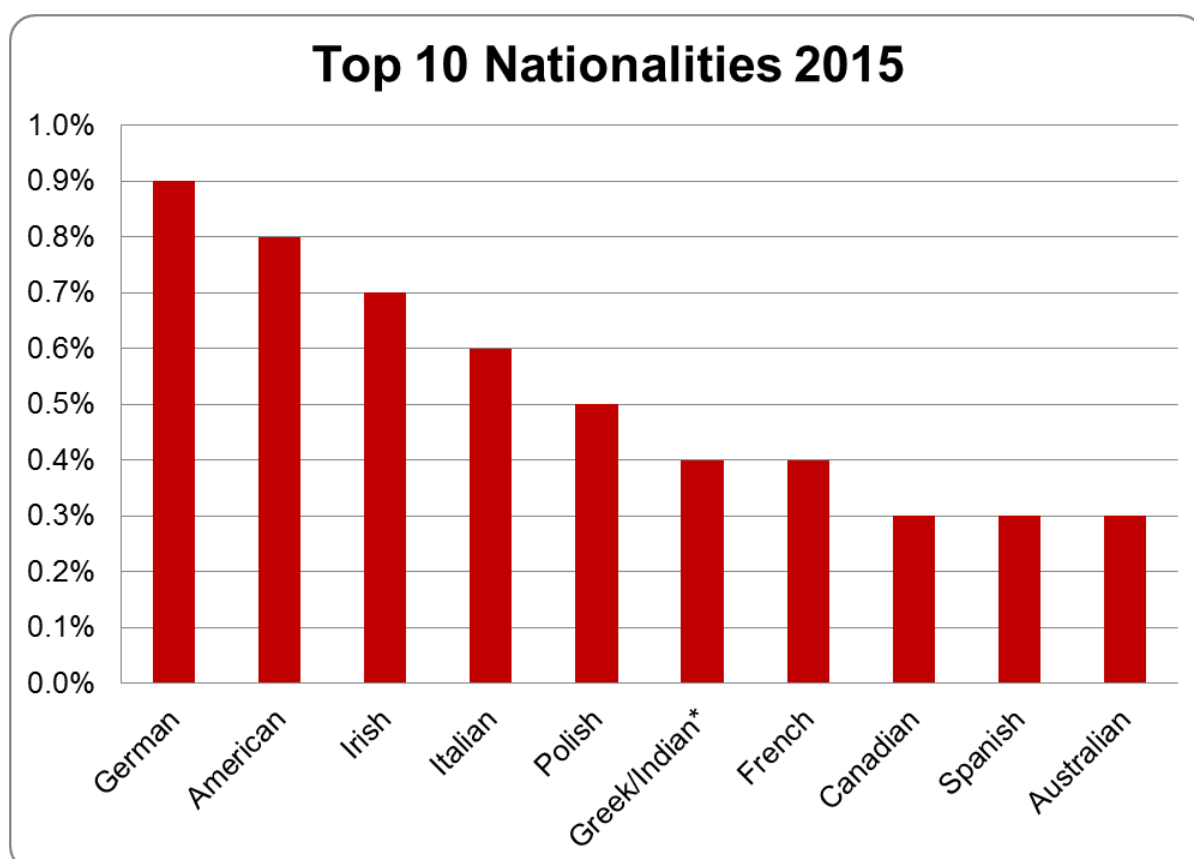
A full breakdown by employee group and grade level is available in [Table 2](#) of the appendix.

### % BME in Senior Grades





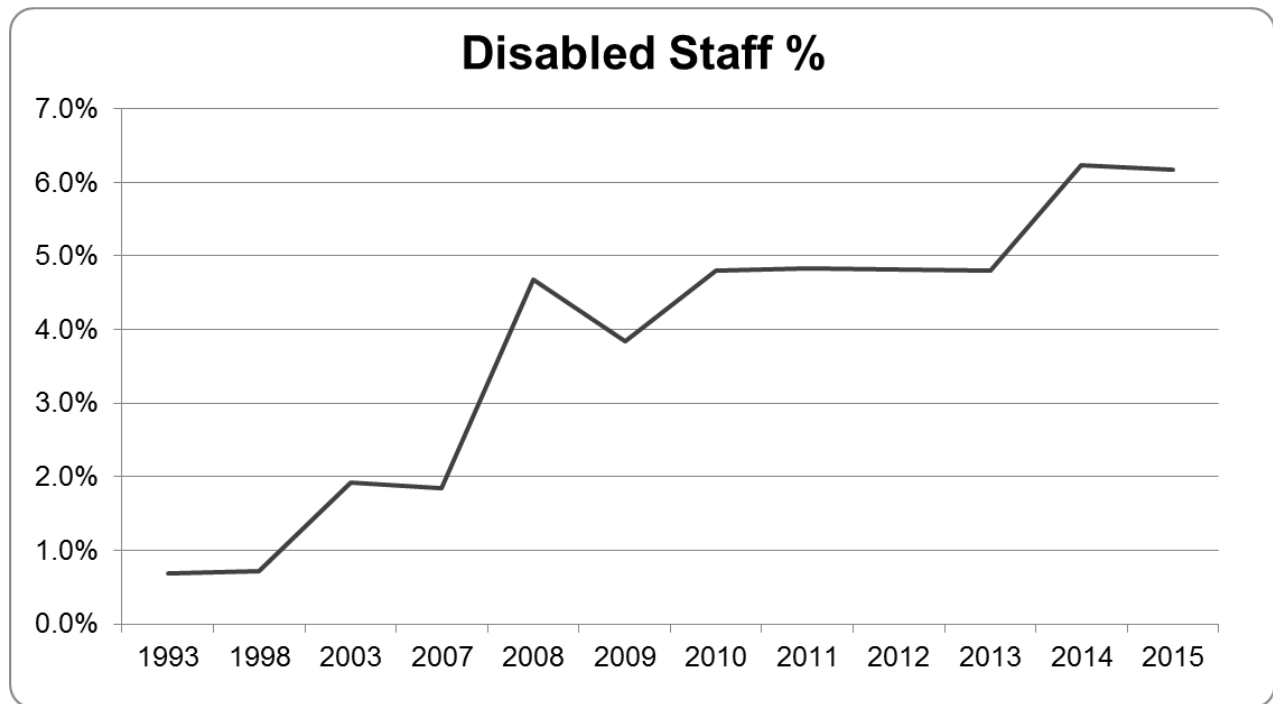
The UWE workforce is 88% White. Data is not held for 3.3% of staff. A full breakdown, including historical data, is available in [Table 7](#) of the appendix.



\*Greek and Indian in joint 7<sup>th</sup> position

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

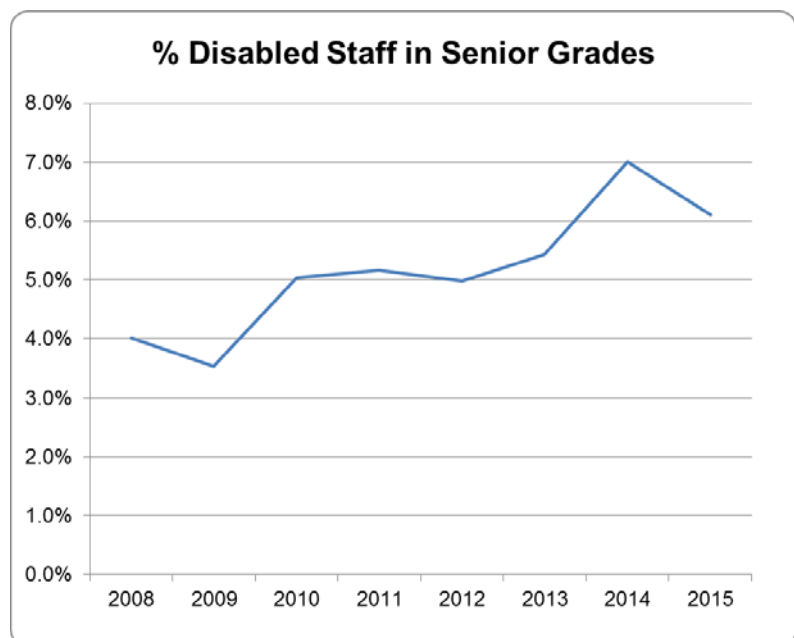
## Staff by Disability



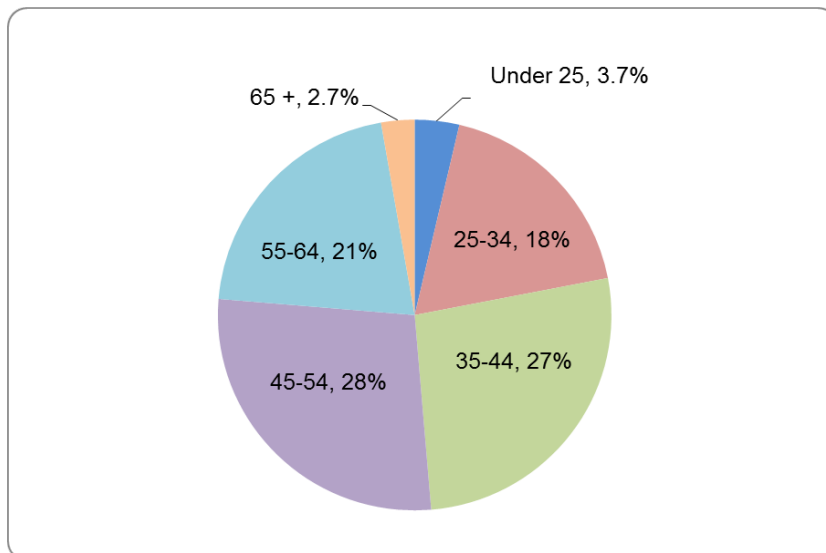
UWE staff with a declared disability remained at 6.2% in 2015.

Disabled staff representation in senior grades decreased in 2015.

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

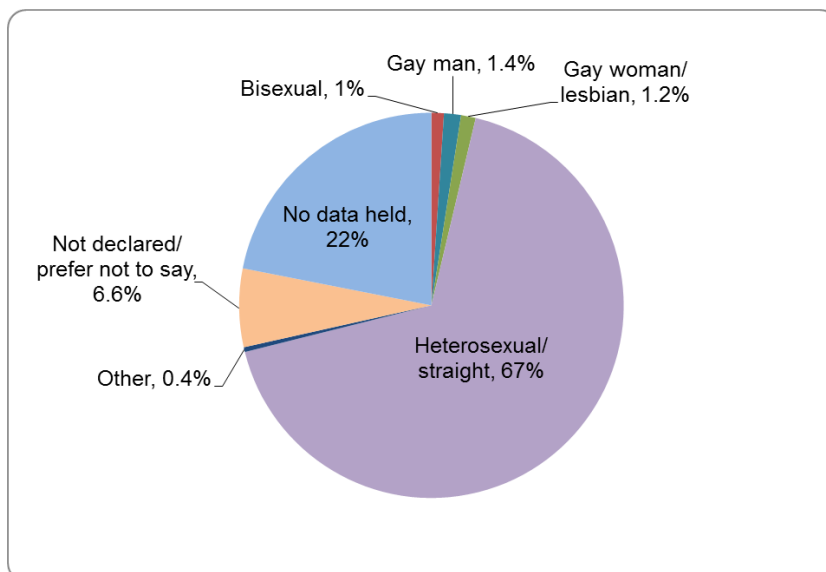


## Staff by Age



The average age of a UWE employee in 2015 is 45 years, this has remained the same since 2011. A full breakdown, including gender analysis, is available in [Table 3](#) of the appendix.

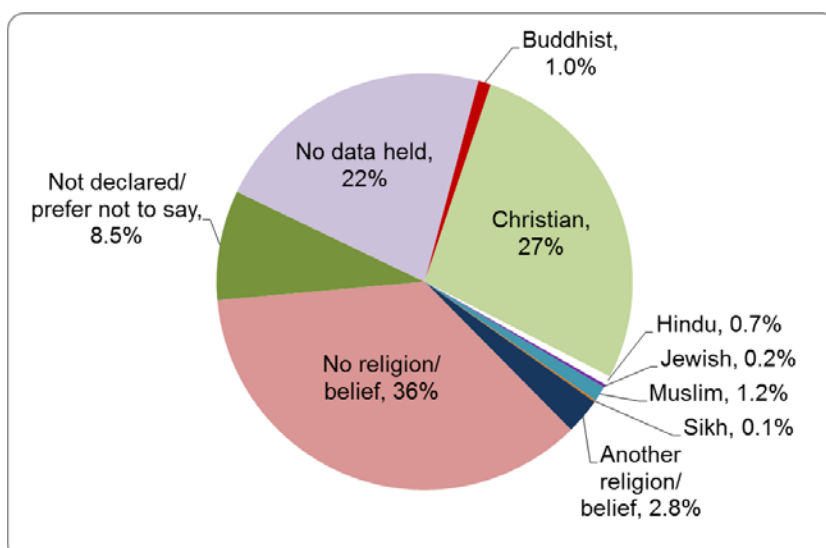
## Staff by Sexual Orientation



In 2015 UWE has 3.6% of staff declaring as lesbian, gay or bisexual (LGB), the same as in 2014. Historical data is available in [Table 4](#) of the appendix.

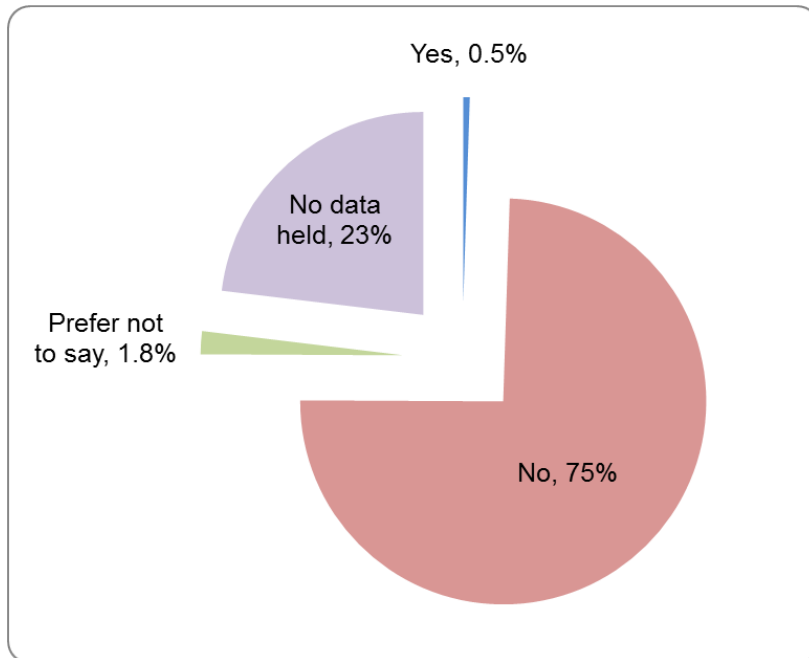
Further analyses of this protected characteristic in relation to recruitment, training, career progression and turnover are available in the Equality & Diversity Unit [website](#).

## Staff by Religion and Belief



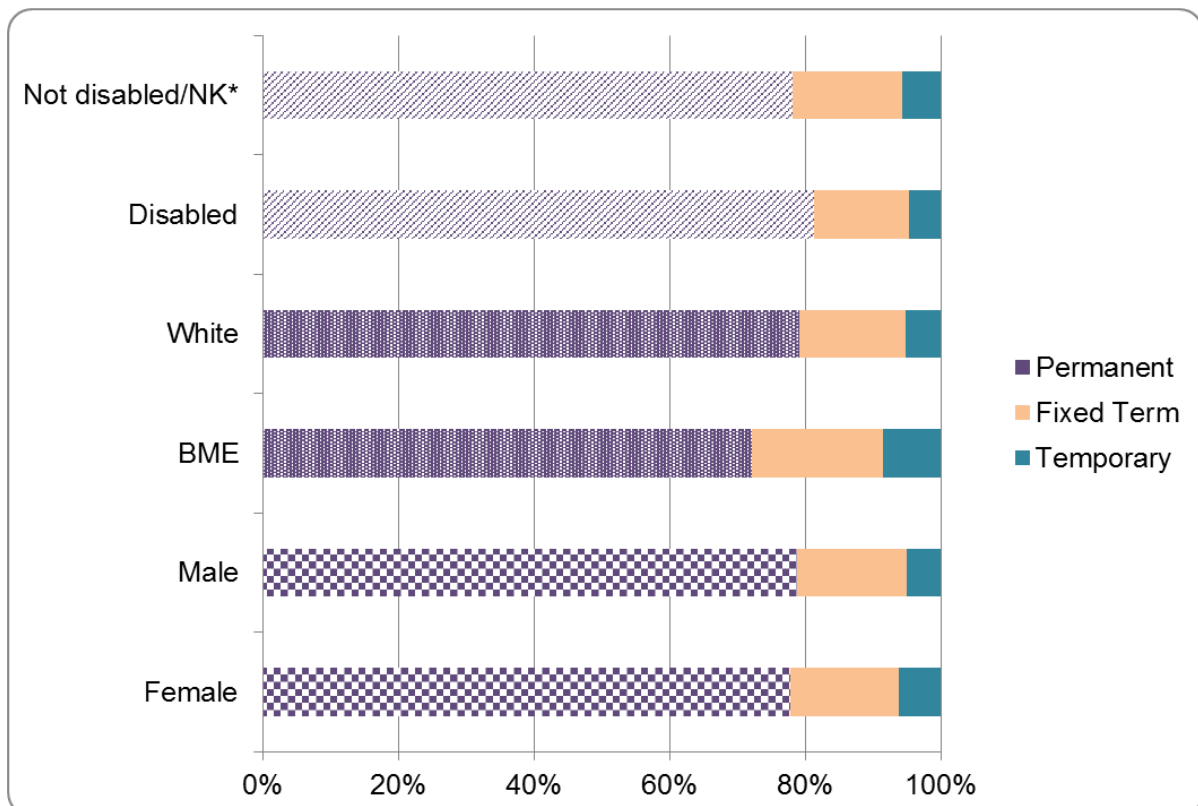
33% of UWE staff have declared as having a religion/belief in 2015; this is a slight decrease from 2014. Historical data is available in [Table 5](#) of the appendix.

## Staff by Trans/Transgender



In 2015 UWE's declared trans/transgender population is 0.5%, the same as in 2014. Historical data is available in [Table 6](#) of the appendix.

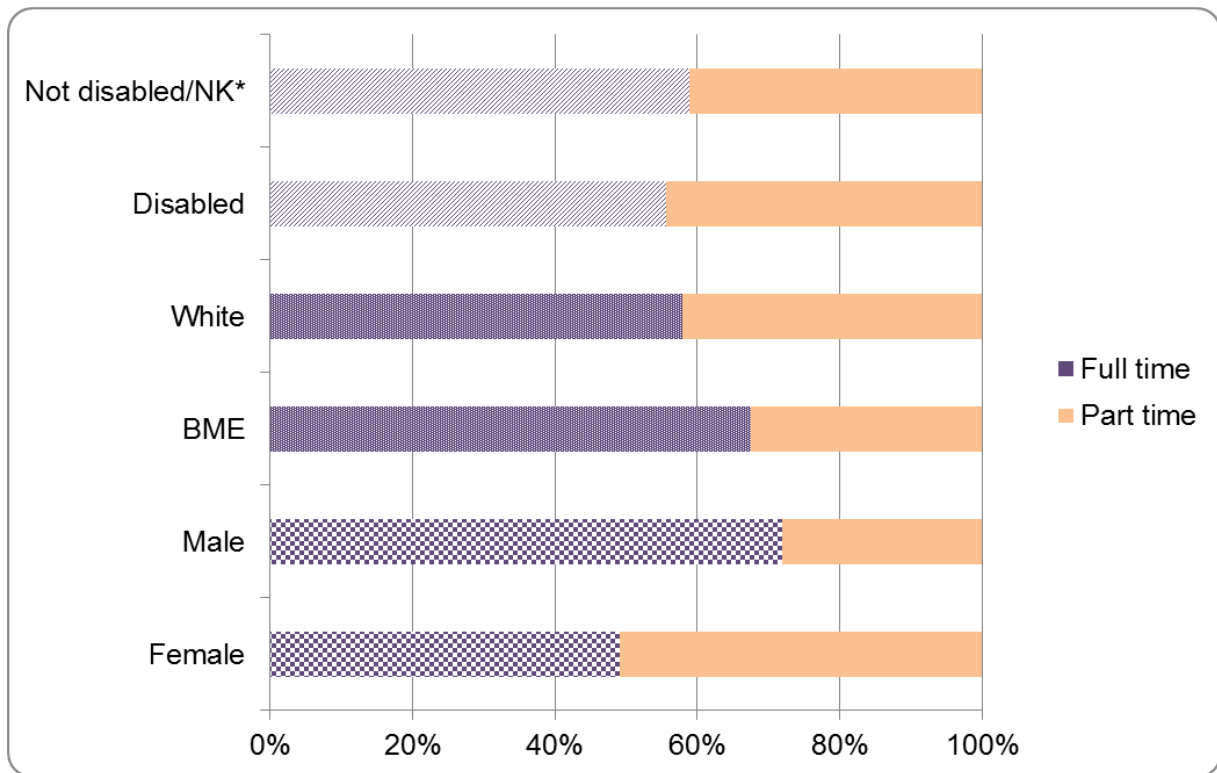
## Staff by Contract Term



\*NK = not known

In 2015 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; a 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

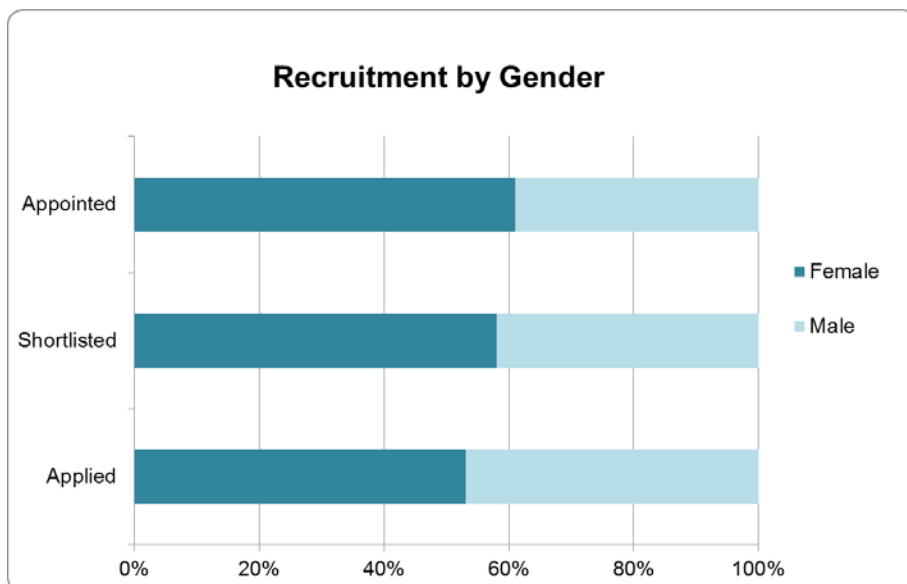


\*NK = not known

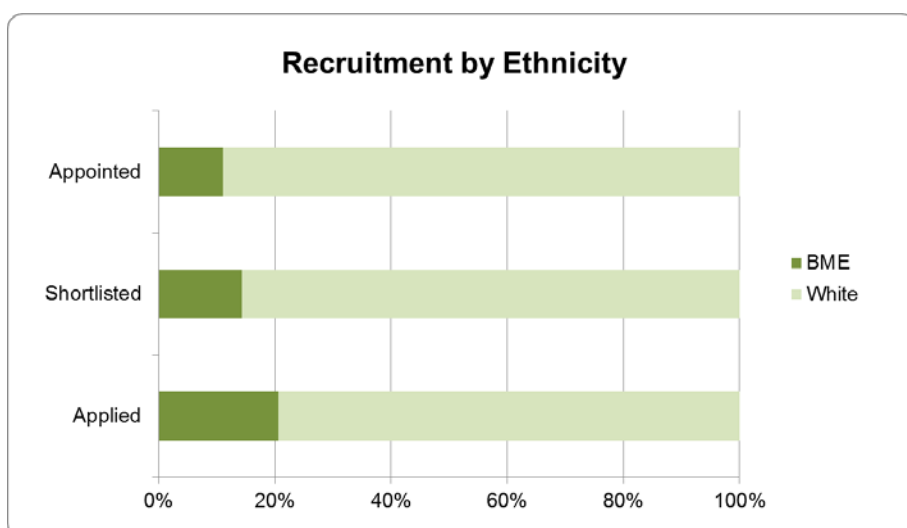
In 2015 a higher proportion of staff without a declared disability were working full time compared disabled staff; a higher proportion of BME staff were working full time compared to white staff; a higher proportion of male staff were working full time compared to female staff. A full breakdown, including historical data, is available in Table 12 of the appendix.



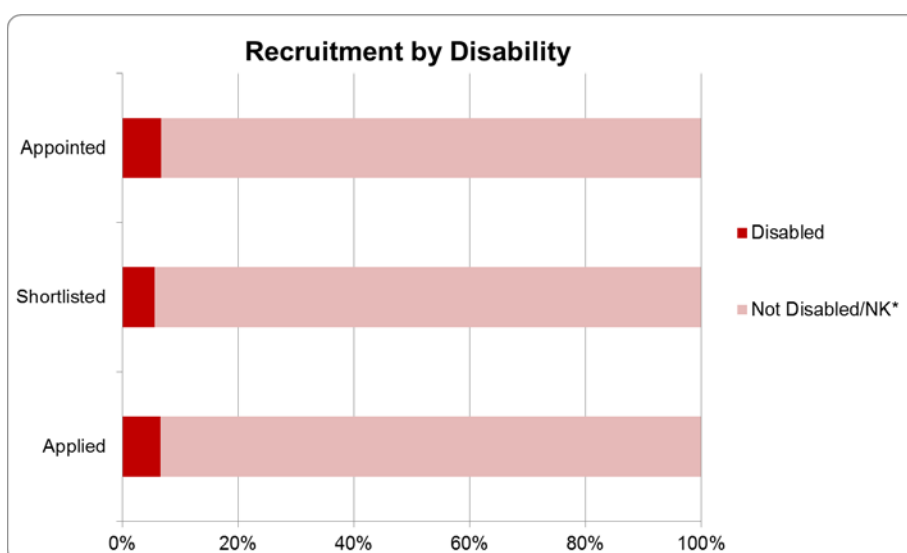
## Section 2 – Staff Recruitment



The 2014/15 data shows 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.

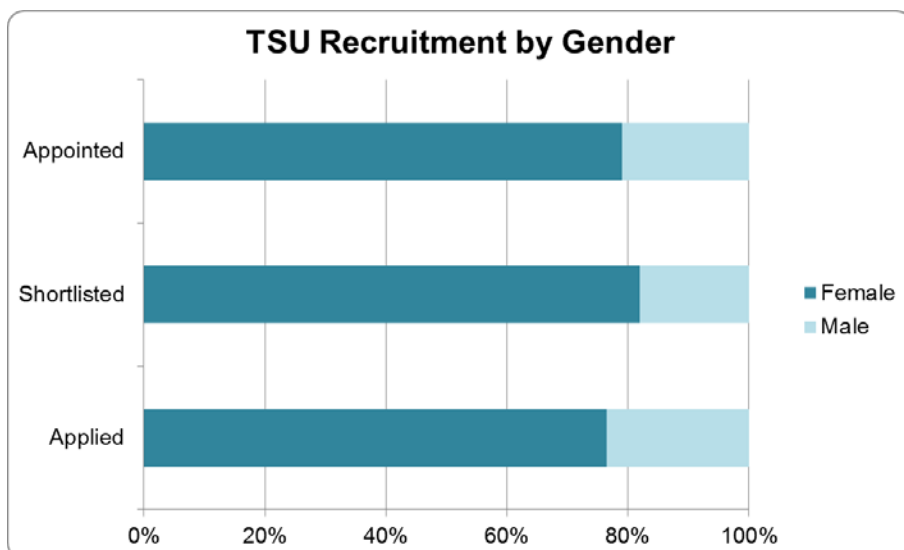


Disabled applicants have a slightly lower rate of recruitment success compared to applicants with no declared disability; only 6.6% of applicants declared a disability. Historical data is available in [Table 13](#) of the appendix.

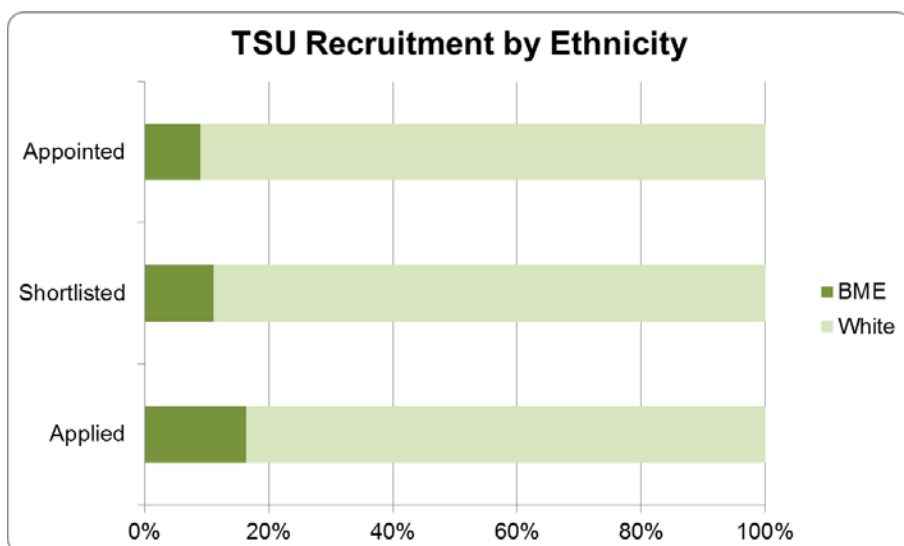
\*NK = not known

Compared to the year 2013/2014, there was a 7.4% decrease in the number of appointments made. There was a 12.7% reduction in the number of applicants in the year 2014/2015. The average age of UWE starters in 2015 was 38 years, the same as in 2013/2014.

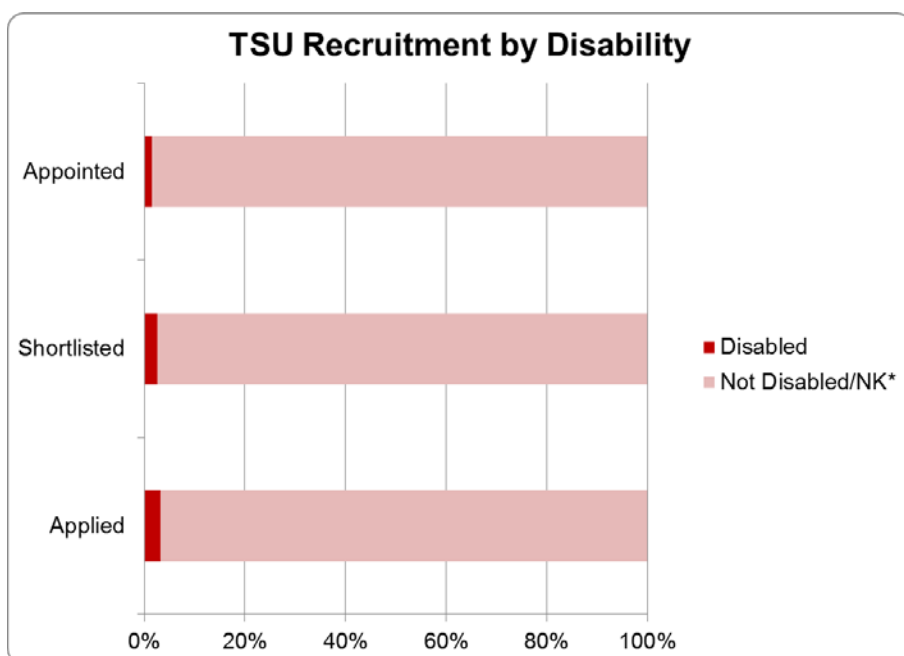
## Recruitment to the Temporary Staff Unit Bank



The 2014/15 figures show that 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](#).



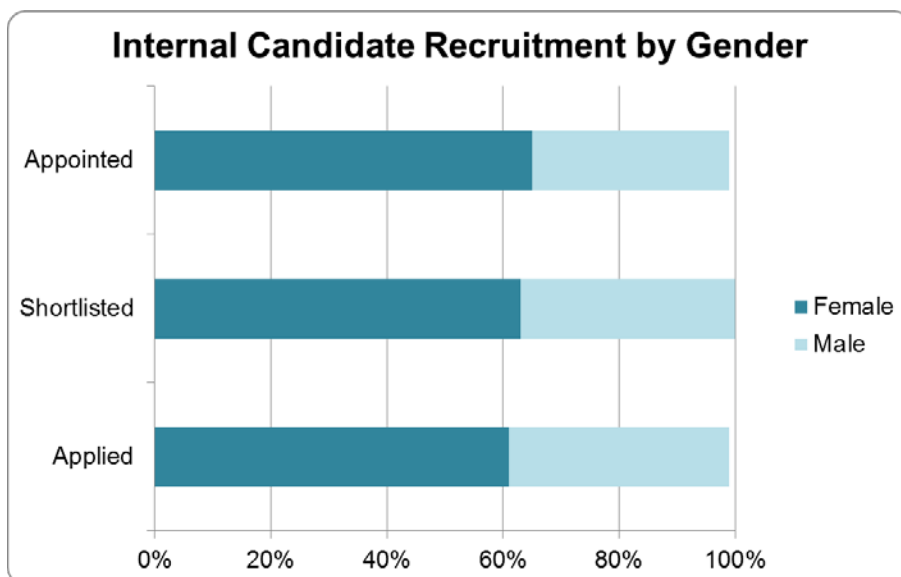
Compared to white applicants, a lower proportion of BME applicants were shortlisted and appointed. Historical data is available in [Table 14](#).



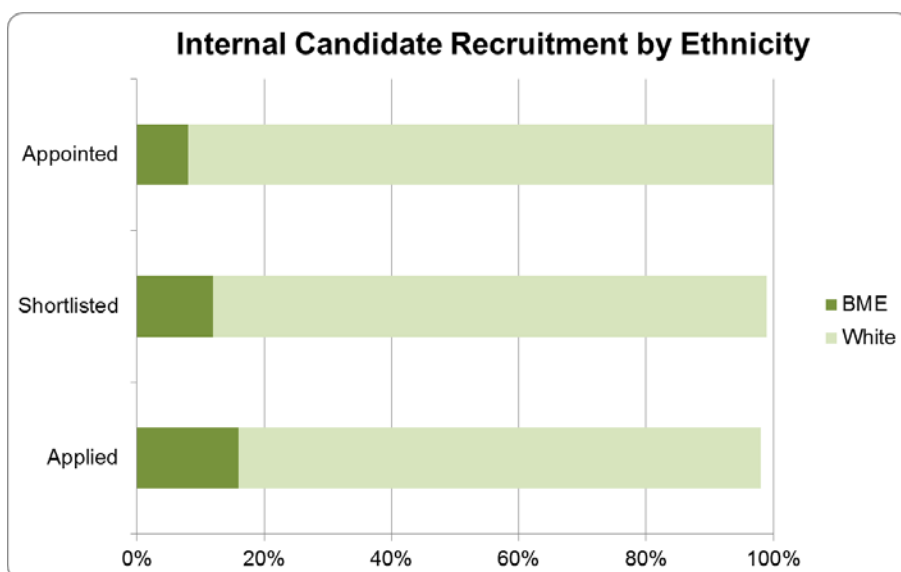
Applicants declaring a disability were shortlisted in slightly lower proportion to those who did not declare a disability and were appointed in lower proportion; only 3.2% of applicants declared a disability. Historical data is available in [Table 14](#).

\*NK = not known

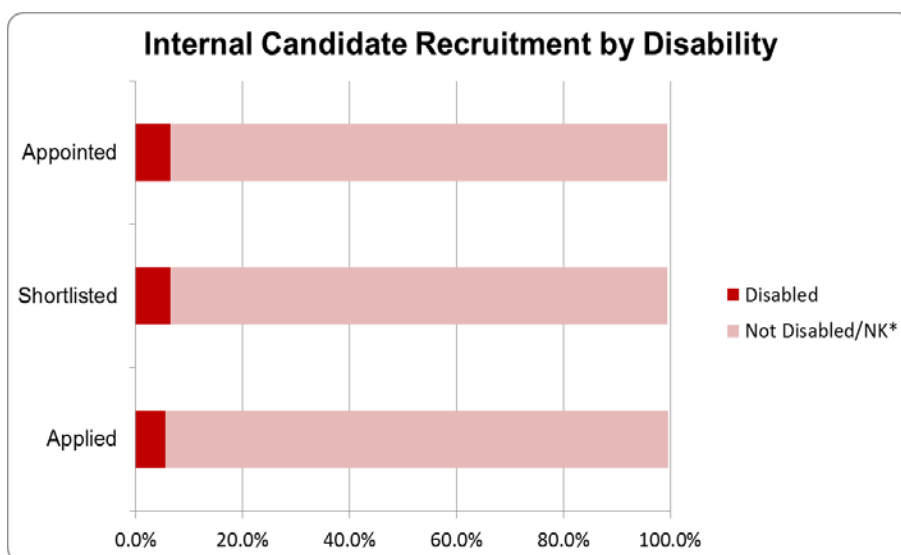
## Recruitment of Internal Candidates



In 2014/15 a slightly higher proportion of female internal applicants were shortlisted and appointed compared to male internal applicants. Historical data is available in [Table 15](#).



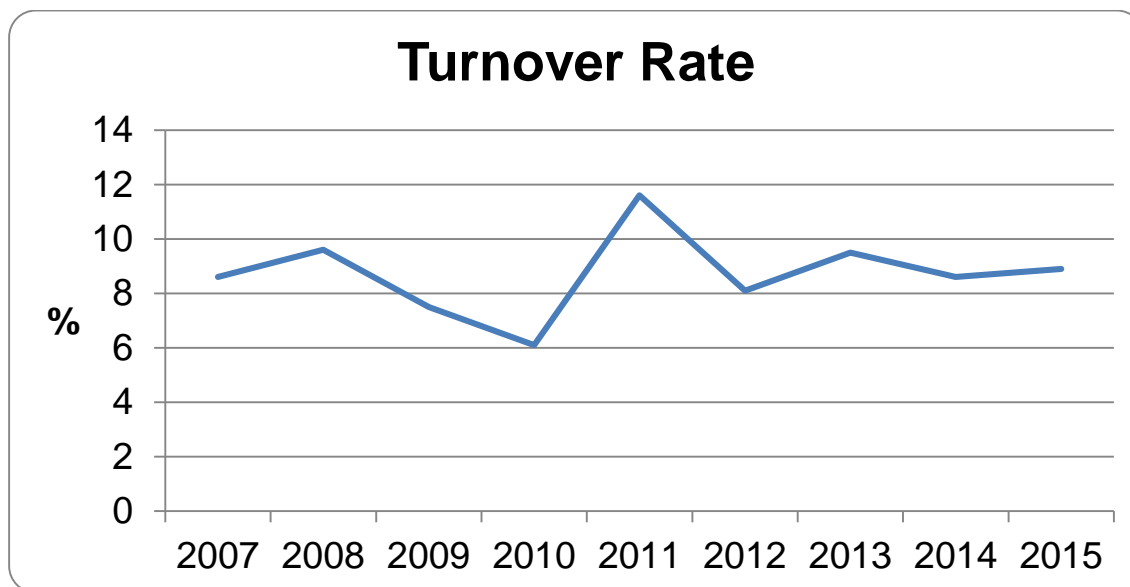
BME internal applicants have a lower rate of recruitment success compared to white internal applicants. The proportion of BME internal applicants and appointments remains higher than the UWE BME workforce of 8.2%. Historical data is available in [Table 15](#).



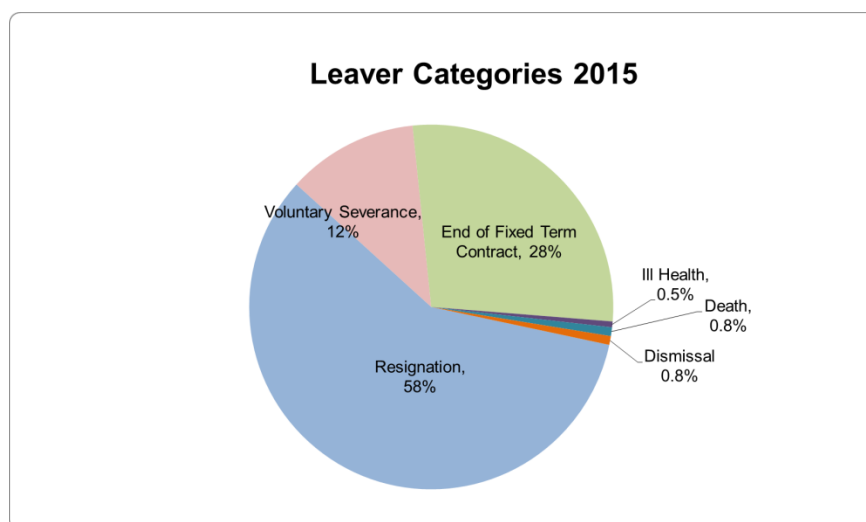
The proportion of internal applicants declaring as disabled is 5.6% and is lower than the UWE disabled workforce of 6.2%. The figures show a slightly higher rate of success from application to short listing. The proportion is equal from shortlisted to appointed. Historical data is available in [Table 15](#).

\*NK = not known

## 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 2014, the turnover rate in 2015 has slightly increased.



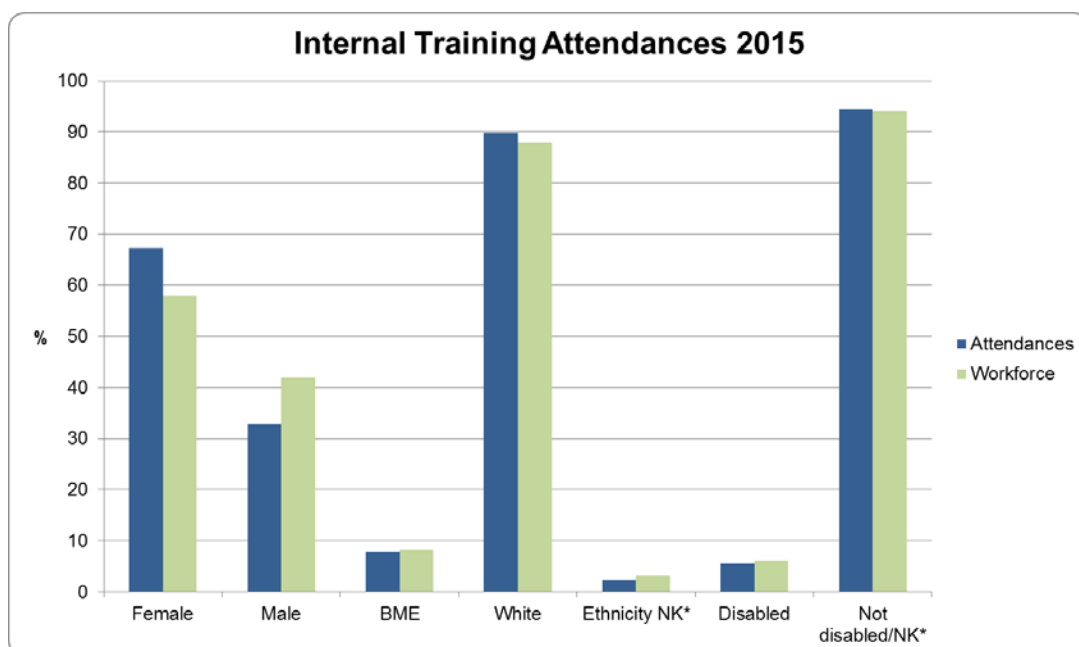
The main categories of leaver in 2015 were resignation, followed by end of fixed term contract and voluntary severance.

The average age of UWE leavers in 2015 was 43 years, lower than the average age of all UWE staff.

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

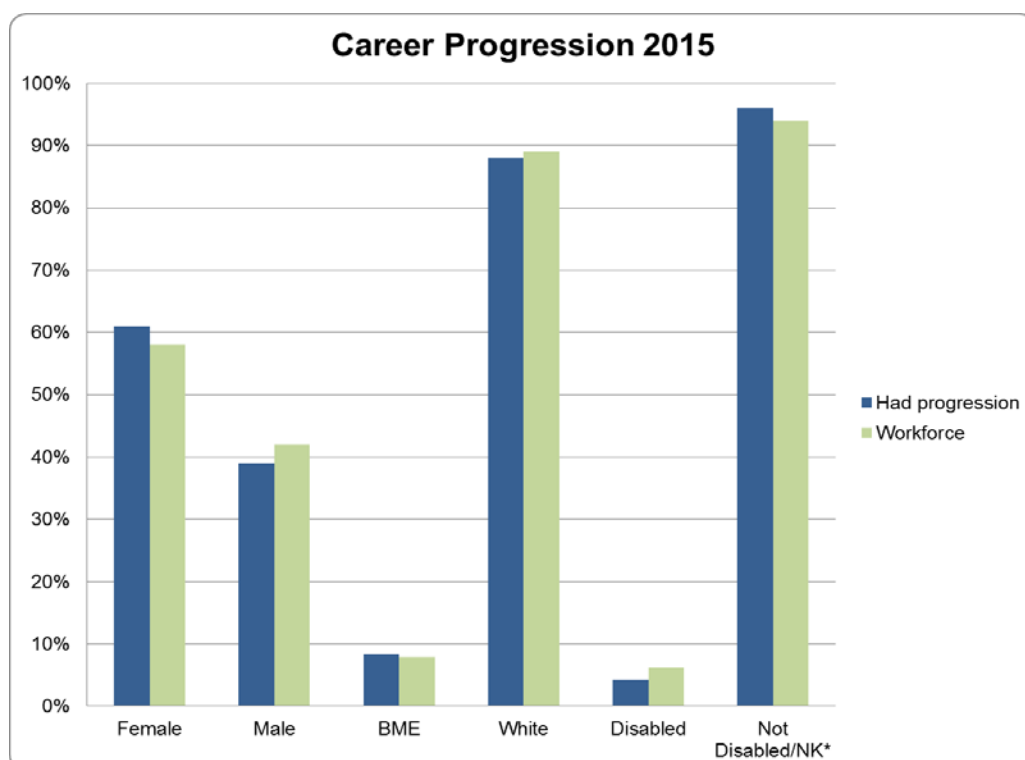
[Table 17](#) of the appendix contains an analysis of reasons for leaving from the leavers exit survey.

## Section 4 – Staff Development and Career Progression



\*NK = not known

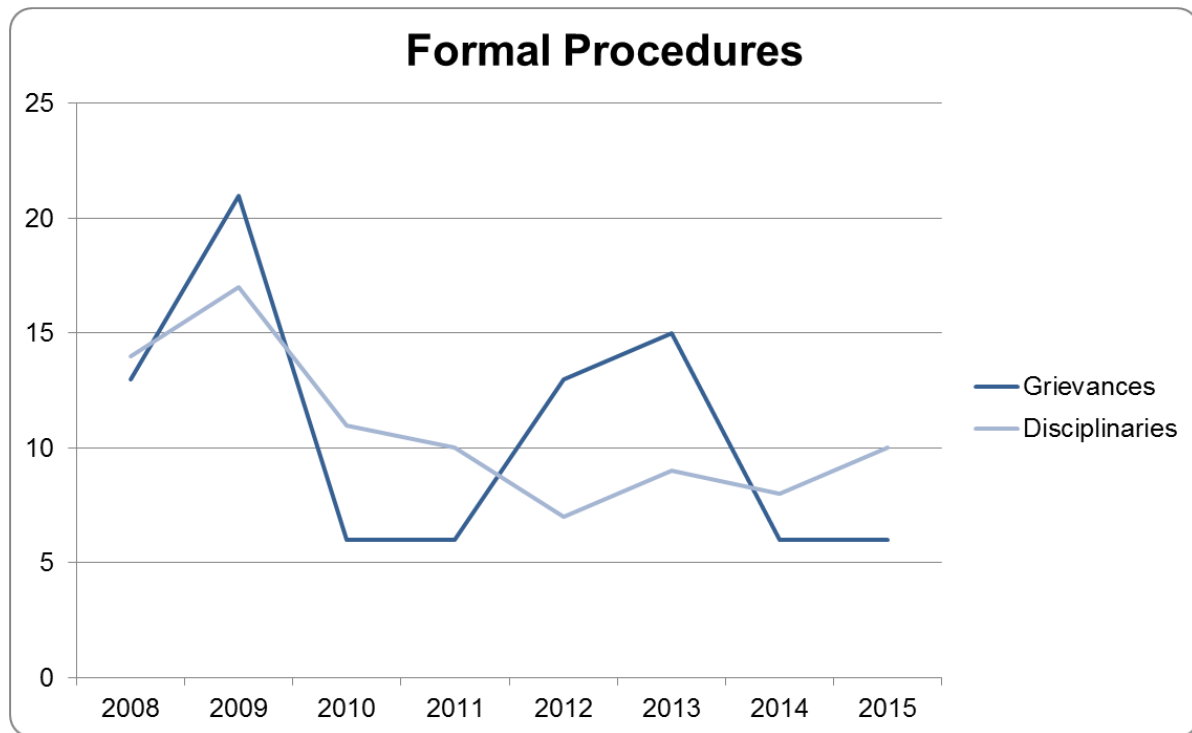
In 2015 UWE managed training course opportunities were taken up in higher proportion by female staff, and in lower proportion by BME staff and disabled staff compared to their representation in the workforce. A full breakdown, including historical data, is available in [Table 18](#) of the appendix.



\*NK = not known

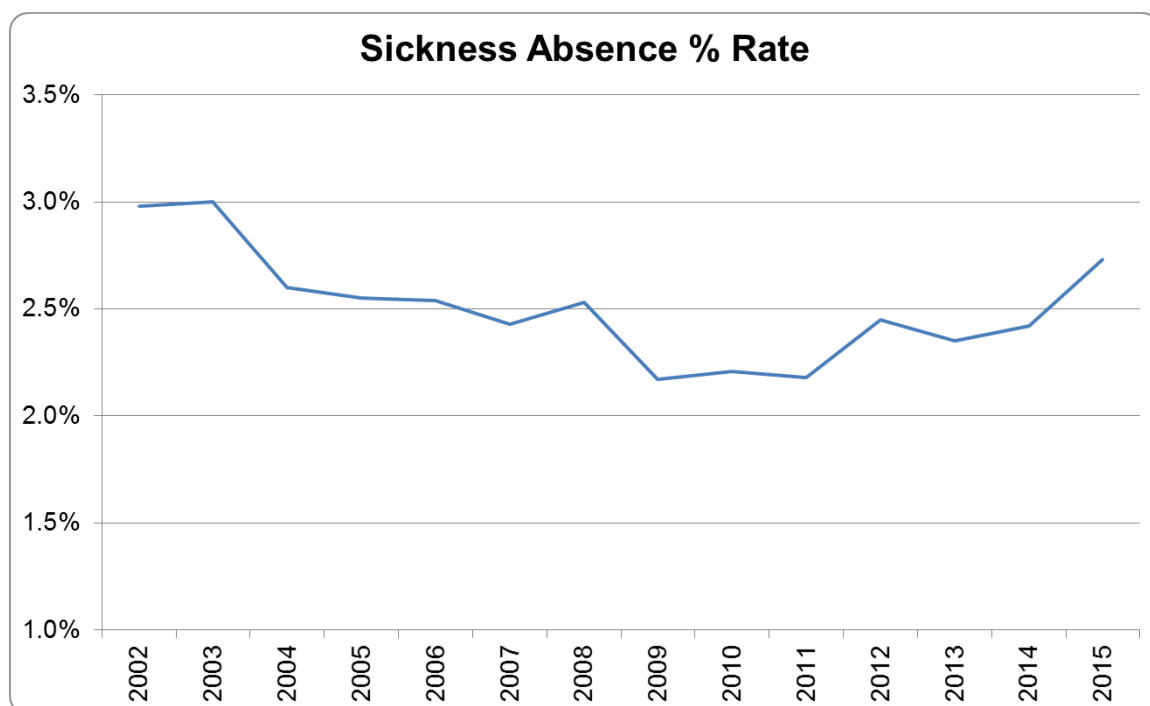
In 2015 career progression opportunities (promotion, regrading, secondment, temporary upgrade) were taken up in higher proportion by female staff and BME staff, and in lower proportion by disabled staff, compared to their representation in the workforce. A full breakdown, including historical data, is available in [Table 19](#) and [Table 20](#) of the appendix.

## Section 5 – Formal Procedures

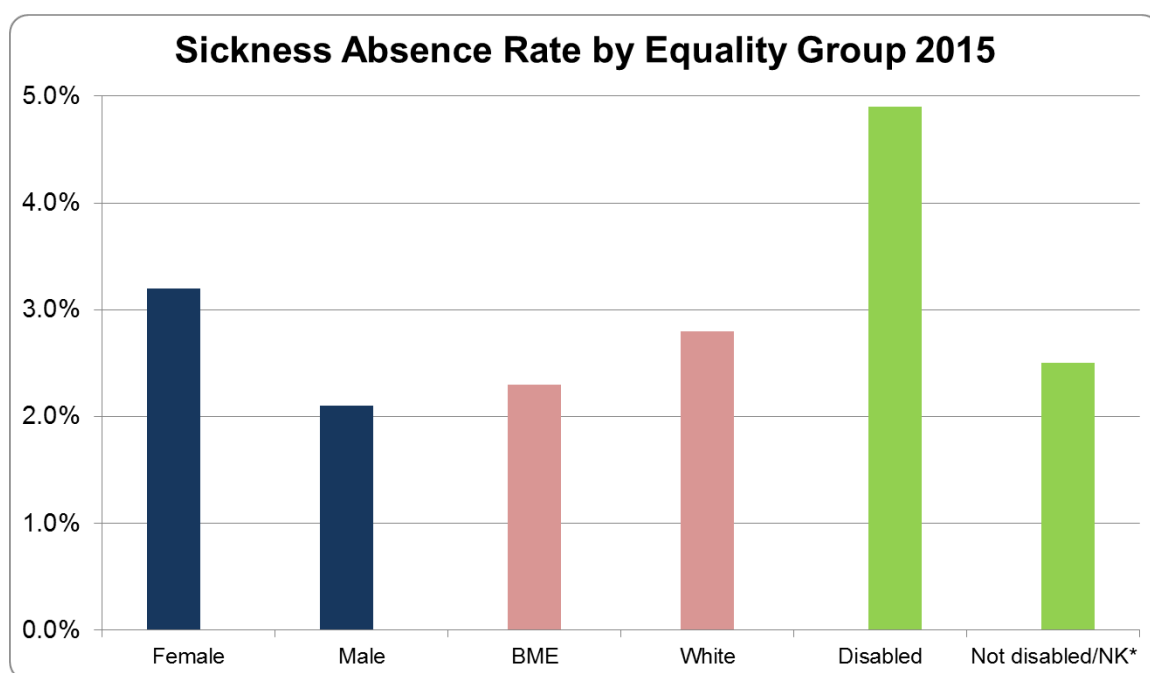


Though varying over time, the number of formal grievances and disciplinary cases remains low. A full breakdown, including historical data and analysis by equality strand, is available in [Table 22](#) and [Table 23](#) of the appendix but it is difficult to ascribe statistical significance to the data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

## Section 6 – Sickness Absence

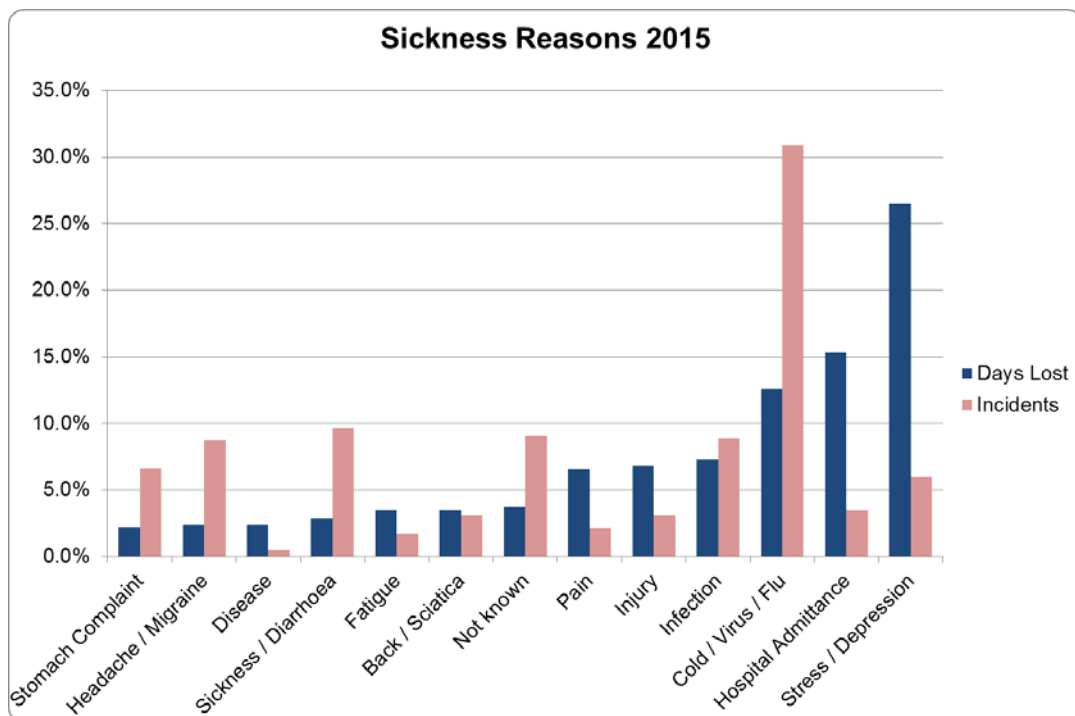


In 2015 the sickness absence rate was 2.7%. There were 22,038 days lost and 4,175 incidents, so on average sickness incidents were 5.3 days in duration. Reported sickness absence rates are lower in faculties (mainly academic staff), than in services (mainly professional services staff), though manual 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.



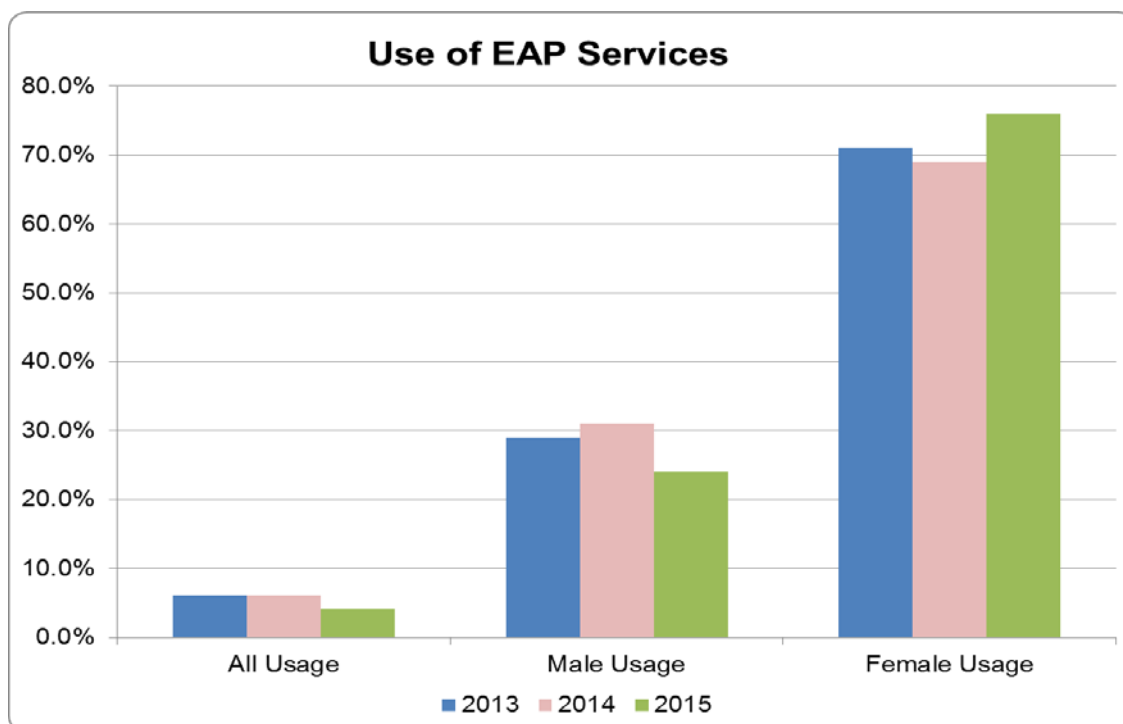
\*NK = not known.

In 2015 the absence percentage rate was higher for female, lower for BME staff and higher for disabled staff (NB: data includes disability-related absence). Historical data is available in [Table 25](#) of the appendix.



In 2015 the most days lost were due to stress/depression (6306, compared to 4919 in 2014). Cold/flu/virus continues to be the reason with the highest incident rate at 1311 (up from 1268 in 2014). 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 decreased in 2015. The UWE workforce is 58% female and 42% male, therefore the data shows that a higher proportion of female staff use the service, and the proportion of male staff has decreased in 2015. 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		
	2015	2015	2015	2013	2014	2015	2016	2017	Long term
HR staff: all employees	1:67	1:77	1:71	1:71	1:68	1:65	HEI average		
HR staff cost per employee	£593	£691	£556	£479	£532	£526	HEI average		
Staff costs as % of total UWE costs				58%	58%	61%	58%	58%	58%
Female staff in top 5% of earners	33%	40%	36%	36%	37%	40%	42%	46%	50%
BME staff	12%	16%	11%	7.1%	7.6%	8.1%	9%	12%	16%
Disabled staff	4.6%	5.6%	3.9%	4.7%	6.4%	6.2%	6.9%	7.4%	9%
Staff on temporary/fixed term contracts	19%	25%	16%	24%	24%	23%	-	-	-
Part time staff	31%	36%	32%	40%	42%	40%	-	-	-
Voluntary staff turnover	8.1%	9.4%	7.7%	6.6%	7.7%	6.6%	-	-	-
Grievances (per 1,000 employees)	3.0	1.1	4.8	3.5	3.9	1.5	HEI UQ		
Disciplinaries (per 1,000 employees)	4.8	2.4	8.2	1.9	2.3	1.8	HEI UQ		
Tribunal applications (per 1,000 employees)	1.0	0.4	1.9	0	0.5	0	HEI UQ		
Sickness: days off per employee	5.7	4.5	7.2	7.4	6.9	7.2	HEI UQ		
Sickness: % of working days lost	2.2%	1.7%	2.9%	2.8%	2.7%	2.8%	HEI UQ		
Staff recommending UWE as a place to work				53%	65%	-	70%	75%	80%
Staff feeling valued/recognised for their work				-	57%	-	70%	75%	80%
Staff feeling proud to work for UWE				59%	71%	-	75%	77%	80%
UWE in Stonewall top 100				35 <sup>th</sup>	11 <sup>th</sup>	-	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 31/12/2015

<b>FACULTY / SERVICE</b>	<b>HEADS 2015</b>	<b>FTE* 2015</b>	<b>HEADS 2014</b>	<b>FTE* 2014</b>	<b>HEADS 2013</b>	<b>FTE* 2013</b>
Arts Creative Inds. & Education	343	268	337	261	324	252
Business and Law	291	266	272	249	256	236
Environment & Technology	423	388	394	361	358	324
Health & Applied Sciences	532	468	515	451	507	442
<b><i>Faculty totals</i></b>	<b>1589</b>	<b>1390</b>	<b>1518</b>	<b>1321</b>	<b>1445</b>	<b>1254</b>
Academic Services	155	138	138	126	126	115
Centre for Performing Arts	5	5	5	5	5	5
Commercial Services	18	16	15	13	15	14
Corporate Relations <sup>1</sup>	14	11	17	14	-	-
Dean of Students	12	10	11	9	8	7
Development and Alumni	8	5	9	6	7	5
Directorate	22	19	26	22	24	21
Facilities	456	360	447	351	458	352
Finance	96	89	91	84	82	73
Human Resources	67	57	69	59	63	51
IT Services <sup>2</sup>	162	152	168	158	176	165
Library Services	133	100	141	100	141	105
Marketing and Communications	47	39	41	33	58	47
Research, Business & Innovation	83	73	81	71	75	67
Student & Partnership Services	328	283	328	278	307	261
Strategic Programmes Office	14	13	11	10	12	11
<b><i>Service totals</i></b>	<b>1620</b>	<b>1371</b>	<b>1598</b>	<b>1337</b>	<b>1557</b>	<b>1299</b>
Faculty and Service sub total	3209	2760	3116	2658	3002	2553
Associate Lecturers <sup>3</sup>	301	83	317	90	380	80
Temporary staff (in assignment)	173	81	182	83	174	96
<b>All Staff</b>	<b>3683</b>	<b>2924</b>	<b>3615</b>	<b>2831</b>	<b>3556</b>	<b>2729</b>

\* FTE = full time equivalent

<sup>1</sup> Corporate Relations was previously part of Marketing and Communications

<sup>2</sup> Business Intelligence staff moved from IT Services to Finance

<sup>3</sup> 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	2015	81	44	54%	37	46%	4	4.9%	75	93%	2	2.5%	6	7.4%	75	93%
	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%
Academic Grade J	2015	114	71	62%	43	38%	7	6.1%	105	92%	2	1.8%	0	0.0%	114	100%
	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%
Grade I	2015	180	93	52%	87	48%	17	9.4%	159	88%	4	2.2%	7	3.9%	173	96%
	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%
Grade H	2015	778	376	48%	402	52%	71	9.1%	678	87%	29	3.7%	42	5.4%	736	95%
	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%
Grade G	2015	56	26	46%	30	54%	17	30%	38	68%	1	1.8%	5	8.9%	51	91%
	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%
Grade F	2015	8	6	75%	2	25%	2	25%	6	75%	0	0.0%	1	13%	7	88%
	2014	4	1	25%	3	75%	1	25%	3	75%	0	0.0%	1	25%	3	75%
	2013	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Associate Lecturers	2015	301	121	40%	180	60%	18	6.0%	271	90%	12	4.0%	12	4.0%	289	96%
	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%

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	2015	29	16	55%	13	45%	3	10%	26	90%	0	0.0%	2	6.9%	27	93%
	2014	29	13	45%	16	55%	3	10%	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%
	2015	139	68	49%	71	51%	20	14%	113	81%	6	4.3%	6	4.3%	133	96%
	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%
Admin & Prof G & above  Grade A to F	2015	373	139	37%	234	63%	21	5.6%	342	92%	10	2.7%	31	8.3%	342	92%
	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%
	2015	975	249	26%	726	74%	64	6.6%	889	91%	22	2.3%	68	7.0%	907	93%
	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%
Technical G & above  Grade A to F	2015	64	49	77%	15	23%	1	1.6%	57	89%	6	9.4%	3	4.7%	61	95%
	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%
	2015	197	126	64%	71	36%	15	7.6%	176	89%	6	3.0%	16	8.1%	181	92%
	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%

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	2015	91	65	71%	26	29%	8	8.8%	81	89%	2	2.2%	8	8.8%	83	91%
	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%
Manual Grade A&B	2015	124	28	23%	96	77%	11	8.9%	106	85%	7	5.6%	12	9.7%	112	90%
	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%
TSU Temps	2015	214	79	37%	135	63%	26	12%	173	81%	15	7.0%	11	5.1%	203	95%
	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%

ALL STAFF (excluding ALs&TSU)	2015	3209	1356	42%	1853	58%	261	8.1%	2851	89%	97	3.0%	207	6.5%	3002	94%
	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%
ALL STAFF	2015	3724	1556	42%	2168	58%	305	8.2%	3295	88%	124	3.3%	230	6.2%	3494	94%
	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%

TABLE 3 – AGE

AGE BAND	HEADS 2015	FEMALE 2015	MALE 2015	PERCENTAGE 2015	PERCENTAGE 2014	PERCENTAGE 2013
Under 25	136	70	66	3.7%	3.7%	3.6%
25-34	682	405	277	18%	19%	18%
35-44	994	575	419	27%	27%	26%
45-54	1030	619	411	28%	27%	27%
55-64	780	455	325	21%	21%	22%
65 +	102	44	58	2.7%	2.7%	2.4%

TABLE 4 – SEXUAL ORIENTATION

GROUP	HEADS 2015	PERCENTAGE 2015	PERCENTAGE 2014	PERCENTAGE 2013
Bisexual	39	1.0%	1.0%	0.8%
Gay man	53	1.4%	1.3%	1.0%
Gay woman/lesbian	46	1.2%	1.3%	1.1%
Heterosexual/straight	2510	67%	67%	60%
Other	15	0.4%	0.5%	0.3%
Not declared/prefer not to say	245	6.6%	6.4%	6.1%
No data held	816	22%	22%	30%

TABLE 5 – RELIGION AND BELIEF

GROUP	HEADS 2015	PERCENTAGE 2015	PERCENTAGE 2014	PERCENTAGE 2013
Buddhist	37	1.0%	0.9%	0.9%
Christian	1019	27%	28%	26%
Hindu	26	0.7%	0.6%	0.7%
Jewish	9	0.2%	0.3%	0.3%
Muslim	44	1.2%	1.1%	1.0%
Sikh	5	0.1%	0.1%	0.1%
Another religion/belief	104	2.8%	2.8%	1.7%
No religion/belief	1341	36%	35%	30%
Not declared/prefer not to say	318	8.5%	8.4%	7.9%
No data held	821	22%	23%	31%

TABLE 6 – TRANS/TRANSGENDER

CATEGORY	HEADS 2015	PERCENTAGE 2015	PERCENTAGE 2014	PERCENTAGE 2013
Yes	19	0.5%	0.5%	0.5%
No	2777	75%	74%	65%
Prefer not to say	68	1.8%	1.9%	1.7%
No data held	860	23%	24%	33%

TABLE 7 – ETHNIC ORIGIN

GROUP	HEADS 2015	PERCENTAGE 2015	PERCENTAGE 2014	PERCENTAGE 2013
Asian – Bangladeshi	7	0.2%	0.3%	0.3%
Asian – Indian	44	1.2%	1.1%	1.1%
Asian – Pakistani	14	0.4%	0.4%	0.4%
Asian – Other	33	0.9%	0.7%	0.8%
Black – African	44	1.2%	0.9%	0.9%
Black – Caribbean	29	0.8%	0.8%	0.8%
Black – Other	4	0.1%	0.2%	0.1%
Arab	4	0.1%	0.1%	0.1%
Chinese	40	1.1%	0.9%	0.8%
Mixed – White/African	6	0.2%	0.2%	0.1%
Mixed – White/Asian	21	0.6%	0.5%	0.4%
Mixed – White/Caribbean	12	0.3%	0.3%	0.3%
Mixed – Other	27	0.7%	0.7%	0.6%
Other Ethnic background	20	0.5%	0.6%	0.6%
<b>Sub total</b>	<b>305</b>	<b>8.2%</b>	<b>7.6%</b>	<b>7.3%</b>
White – British	2721	73%	74%	81%
White - English	171	4.6%	4.7%	0.4%
White - Gypsy or Traveller	3	0.1%	0.1%	-
White – Irish	46	1.2%	1.2%	1.3%
White – Northern Irish	7	0.2%	0.2%	0.0%
White - Scottish	16	0.4%	0.4%	0.1%
White - Welsh	62	1.7%	1.6%	0.4%
White – Other	269	7.2%	6.9%	5.9%
<b>Sub total</b>	<b>3295</b>	<b>88%</b>	<b>89%</b>	<b>89%</b>
Prefer not to say	40	1.1%	1.1%	1.0%
No data held	84	2.3%	2.1%	3.1%
<b>Sub total</b>	<b>124</b>	<b>3.3%</b>	<b>3.2%</b>	<b>4.1%</b>
<b>All staff</b>	<b>3724</b>	<b>100%</b>	<b>100 %</b>	<b>100%</b>

TABLE 8 – NATIONALITY

GROUP	HEADS 2015	PERCENTAGE 2015	PERCENTAGE 2014	PERCENTAGE 2013
British	3313	89%	89%	89%
German	33	0.9%	0.9%	0.7%
American	29	0.8%	0.6%	0.7%
Irish	25	0.7%	0.7%	0.9%
Italian	21	0.6%	0.6%	0.5%
Polish	18	0.5%	0.4%	0.3%
Greek*	15	0.4%	0.4%	0.4%
Indian*	15	0.4%	0.3%	0.4%
French	14	0.4%	0.5%	0.3%
Canadian	13	0.3%	0.3%	0.3%
Spanish	12	0.3%	0.5%	0.4%
Australia	11	0.3%	0.3%	0.4%
<b>Sub total</b>	<b>3493</b>	<b>94%</b>	<b>94%</b>	<b>94%</b>
<b>All staff</b>	<b>3724</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

\*Joint 7<sup>th</sup> position

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

CATEGORY	ALL	SENIOR MGMT	ACADEMIC	ADMIN/ PROF/ TECH	MANUAL
Maternity leave					
2015	52	0	22	29	1
2014	55	1	15	36	3
2013	78	0	23	55	0
Adoption leave					
2015	2	1	1	0	0
2014	1	1	0	0	0
2013	0	0	0	0	0
Paternity leave					
2015	35	1	13	17	4
2014	29	0	8	19	2
2013	35	0	13	21	1
Parental leave					
2015	5	0	3	2	0
2014	7	0	3	4	0
2013	8	0	7	0	1
Carer's leave					
2015	263	0	17	226	20
2014	273	0	15	226	32
2013	263	0	40	197	26
<b>All leave types</b>					
2015	<b>357</b> <b>9.6%</b>	<b>2</b> <b>2.5%</b>	<b>56</b> <b>3.5%</b>	<b>274</b> <b>15%</b>	<b>25</b> <b>12%</b>
2014	<b>365</b> <b>10%</b>	<b>2</b> <b>2.4%</b>	<b>41</b> <b>2.6%</b>	<b>285</b> <b>16%</b>	<b>37</b> <b>17%</b>
2013	<b>384</b> <b>10%</b>	<b>0</b> <b>0%</b>	<b>83</b> <b>5.3%</b>	<b>273</b> <b>16%</b>	<b>28</b> <b>12%</b>

% indicates the proportion of the workforce

TABLE 10 – TAKE UP OF CHILD CARE VOUCHERS

YEAR	ALL	MALE		FEMALE	
	Heads	Heads	%	Heads	%
2015	268	104	39%	164	61%
2014	296	120	41%	176	59%
2013	277	112	40%	165	60%



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	2015	2914	1226	42%	1688	58%	220	7.5%	2605	89%	89	3.1%	187	6.4%	2727	94%
	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%
Fixed Term	2015	596	251	42%	345	58%	59	10%	517	87%	20	3.4%	32	5.4%	564	95%
	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%
Temporary	2015	214	79	37%	135	63%	26	12%	173	81%	15	7.0%	11	5.2%	203	95%
	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%

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	2015	2183	1120	51%	1063	49%	206	9.4%	1909	87%	68	3.1%	128	5.9%	2055	94%
	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%
Part-time	2015	1541	436	28%	1105	72%	99	6.4%	1386	90%	56	3.6%	102	6.6%	1439	93%
	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%

## 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>2015</u>															
Applied	8183	3743	46%	4288	52%	1646	20%	6274	77%	263	3.2%	540	6.6%	7643	93%
Shortlisted	1648	689	42%	948	58%	235	14%	1390	84%	23	1.4%	93	5.6%	1555	94%
Appointed	600	233	39%	364	61%	64	11%	531	89%	5	0.8%	40	6.7%	560	93%
<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%

\* 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>2015</u>															
Applied	154	36	23%	116	75%	24	16%	126	82%	4	2.6%	5	3.2%	149	97%
Shortlisted	76	14	18%	62	82%	8	11%	67	88%	1	1.3%	2	2.6%	74	97%
Appointed	68	14	21%	54	79%	6	8.8%	61	90%	1	1.5%	1	1.5%	67	99%
<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%

\* 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>2015</u>															
Applied	940	358	38%	572	61%	148	16%	771	82%	21	2.2%	53	5.6%	887	94%
Shortlisted	538	197	37%	337	63%	62	12%	469	87%	7	1.3%	35	6.5%	503	93%
Appointed	261	90	34%	170	65%	22	8.4%	239	92%	0	0.0%	17	6.5%	244	93%
<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%

\* 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	226	89	137	15	206	5	13	213
Voluntary severance	45	27	18	2	42	1	4	41
End of fixed term contract	108	38	70	9	94	5	8	100
Ill Health	2	1	1	0	2	0	0	2
Death	3	1	2	1	2	0	0	3
Dismissal	3	1	2	1	2	0	0	3
ALL LEAVERS - 2015	387	157 (41%)	230 (59%)	28 (7.2%)	348 (90%)	11 (2.8%)	25 (6.5%)	362 (94%)
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%)

The analysis excludes hourly paid and temporary staff.

TABLE 17 – REASONS FOR LEAVING

REASON	FACULTIES	SERVICES	TOTALS 2015	TOTALS 2014	TOTALS 2013
Moving out of area	1	4	5	8	12
Returning to education	1	2	3	2	2
Giving up employment	0	1	1	2	2
Personal/domestic reasons	2	3	5	7	7
Promotion/career devel./prospects	5	11	16	25	24
Travel difficulties to/from work	0	1	1	3	3
Physical working environment	1	0	1	1	1
Organisational culture	1	2	3	7	14
Management style	3	3	6	5	9
Working relations	1	1	2	6	3
Workload demands/stress	0	1	1	6	7
Company benefits	1	0	1	1	0
Discrimination/harassment	0	0	0	1	0
Retirement	2	8	10	17	26
Redundancy	0	0	0	2	3
Ill health	0	0	0	1	0
End of fixed term contract	2	2	4	11	9
Seeking a more challenging role	2	2	4	10	5
Seeking more training & development	2	1	3	2	2
Career change	1	2	3	4	4
Higher salary	0	1	1	8	2
Seeking more flexible working	0	2	2	5	4
NUMBER OF RESPONDENTS	21	46	67	77	82

Notes: Data is taken from the exit survey completed by leavers; Prior to 2015, individuals could 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	%
2015***	5821	1908	33%	3913	67%	459	7.9%	5227	90%	135	2.3%	323	5.5%	5498	94%
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%

\* Includes 612 staff attendances for compulsory fire safety training

\*\* Includes 2845 staff attendances for compulsory fire safety training and 1,863 for equality training (now delivered on-line)

\*\*\* Includes 777 staff attendances for compulsory fire safety and 606 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	%
2015	309	8.8%	119	8.1%	190	9.3%	26	9.3%	271	8.7%	12	11%	13	5.9%	296	9.0%
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%

% 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	2015	137	3.9%	56	3.8%	81	4.0%	13	4.7%	117	3.7%	7	6.4%	6	2.7%	131	4.0%
	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%
Regrading	2015	43	1.2%	22	1.5%	21	1.0%	6	2.2%	35	1.1%	2	1.8%	2	0.9%	41	1.2%
	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%
Secondment	2015	43	1.2%	12	0.8%	31	1.5%	5	1.8%	38	1.2%	0	0.0%	3	1.4%	40	1.2%
	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%
Temporary Upgrade	2015	86	2.5%	29	2.0%	57	2.8%	2	0.7%	81	2.6%	3	2.8%	2	0.9%	84	2.6%
	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%

% 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	2015	2014	2011	2009	2005	2003
All staff	12.6%	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	%
2015	6	3	50%	3	50%	-	-	6	100%	-	-	-	-	6	100%
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%

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	%
<u>2015</u>															
Conduct	10	9	90%	1	10%	2	20%	8	80%	-	-	-	-	10	100%
Capability	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Performance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 2015	10	9	90%	1	10%	2	20%	8	80%	-	-	-	-	10	100%
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%

## Section 6 – Sickness Absence

TABLE 24 - SICKNESS ABSENCE RATES BY FACULTY / SERVICE

FACULTY/SERVICE	DAYS LOST 2015	INCIDENTS 2015	ABSENCE RATE 2015	ABSENCE RATE 2014	ABSENCE RATE 2013
Arts Creative Inds. & Education	1550	188	1.9%	1.8%	1.5%
Business and Law	1403	132	1.9%	1.6%	1.7%
Environment and Technology	1375	200	1.3%	1.5%	1.6%
Health and Life Sciences	2504	328	1.8%	1.0%	1.8%
<b>Faculty sub total</b>	<b>6832</b>	<b>848</b>	<b>1.6%</b>	<b>1.4%</b>	<b>1.7%</b>
Academic Services	1460	366	4.0%	3.2%	4%
Commercial Services	58	28	1.5%	1.7%	2.1%
Corporate Relations	39	19	1.1%	1.6%	-
Directorate & other*	79	30	0.7%	0.4%	0.4%
Facilities	6338	942	5.5%	5.1%	4%
Finance	655	170	2.7%	3.1%	2.7%
Human Resources	658	128	4.0%	3.7%	2.6%
IT Services	1587	293	3.7%	3.0%	2.4%
Library Services	848	281	2.7%	2.2%	2.1%
Marketing and Communications	213	63	2.0%	1.9%	1.6%
Research, Business & Innovation	779	206	3.8%	3.5%	2.3%
Student & Partnership Services	2451	782	3.0%	2.6%	2.6%
Strategic Programmes Office	41	19	1.2%	0.6%	1.2%
<b>Service sub total</b>	<b>15206</b>	<b>3327</b>	<b>3.8%</b>	<b>3.4%</b>	<b>3.0%</b>
All services excluding manual staff	11664	2852	3.4%	2.9%	2.6%
Manual staff only	3542	475	6.3%	6.5%	5.1%
<b>All Staff</b>	<b>22038</b>	<b>4175</b>	<b>2.7%</b>	<b>2.4%</b>	<b>2.3%</b>

\*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
2015	2.7%	2.1%	3.2%	2.3%	2.8%	2.3%	4.9%	2.5%
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%

\*Data includes disability leave and disability related absence. Since 01.04.2015, 7 staff reported disability related absence, amounting to 25 days and 19 incidents.

TABLE 26 - REASONS FOR SICKNESS ABSENCE

## Proportion of days lost

REASON	2015 (%)	2014 (%)	2013 (%)
Stress / depression	26.5%	24.6%	23.4%
Hospital admittance	15.3%	11.2%	11.5%
Cold / flu / virus	12.6%	14.0%	16.5%
Infection	7.3%	6.0%	6.8%
Injury	6.8%	4.9%	7.8%
Pain	6.6%	6.9%	2.0%
Not known	3.7%	3.2%	5.2%
Back / sciatica	3.5%	4.1%	3.6%
Fatigue	3.5%	2.7%	3.1%
Sickness / diarrhoea	2.8%	3.9%	4.0%
Disease	2.4%	4.0%	5.3%
Headache / migraine	2.4%	2.3%	2.4%
Stomach complaint	2.2%	2.7%	2.6%
Heart / blood Pressure	Less than 1%	2.2%	1.2%
Dizzy spells		1.4%	Less than 1%
Muscular/ rheumatic		1.4%	
Eye problems		1.0%	
Allergy, Anaemia, Asthma, Arthritis, Dental/oral, Diabetes, Epilepsy, Gynae/ Menstrual, Hospital appointment, Maternity related, Skin complaint.		Less than 1%	

## Proportion of incidents

REASON	2015 (%)	2014 (%)	2013(%)
Cold / flu / virus	30.9%	32.1%	33.5%
Sickness / diarrhoea	10%	11.2%	11.2%
Not known	9.1%	8.1%	7.8%
Infection	8.9%	7.4%	8.4%
Headache / migraine	8.7%	8.3%	8.3%
Stomach complaint	6.6%	6.2%	6.1%
Stress / depression	6.0%	5.1%	5.4%
Hospital admittance	3.5%	3.2%	2.7%
Injury	3.1%	3.3%	3.2%
Back Sciatica	3.1%	3.9%	3.6%
Pain	2.1%	2.3%	1.0%
Fatigue	1.7%	1.4%	1.2%
Dizzy spells	1.2%	1.2%	1.0%
Dental/oral	1.0%	1.3%	1.3%
Anaemia, Allergy, Arthritis, Asthma, Diabetes, Disease, Eye problems, Gynae/ menstrual, Heart/blood pressure, Maternity related, Muscular/ rheumatic, Hospital appointment, Skin complaint.	Less than 1%	Less than 1%	Less than 1%

## Section 7 – Employee Assistance Programme (EAP)

TABLE 27 – USE OF EAP SERVICES

TYPE	2015			2014			2013		
	HEADS	MALE	FEMALE	HEADS	MALE	FEMALE	HEADS	MALE	FEMALE
Legal helpline	52			73			89		
Telephone counselling helpline	101			151			132		
<b>TOTAL HELPLINE USAGE</b>	<b>153</b>	<b>24%</b>	<b>76%</b>	<b>224</b>	<b>31%</b>	<b>69%</b>	<b>221</b>	<b>29%</b>	<b>71%</b>
Referrals for structured counselling	48			71			73		

Data relates to the period October to September.