

# **Staffing compendium**

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

**December 2013**

**Produced by Human Resources**



University of the  
West of England

**bettertogether**

## Introduction

This is the sixth 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](http://www.uwe.ac.uk/equalityanddiversity).

The data is taken from a snapshot of the staff population on 31 December 2013. 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 December 2010, and the next one is currently underway.

This compendium should be read in conjunction with results from the 2013 mini 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](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 2014

# 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.

<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
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## 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

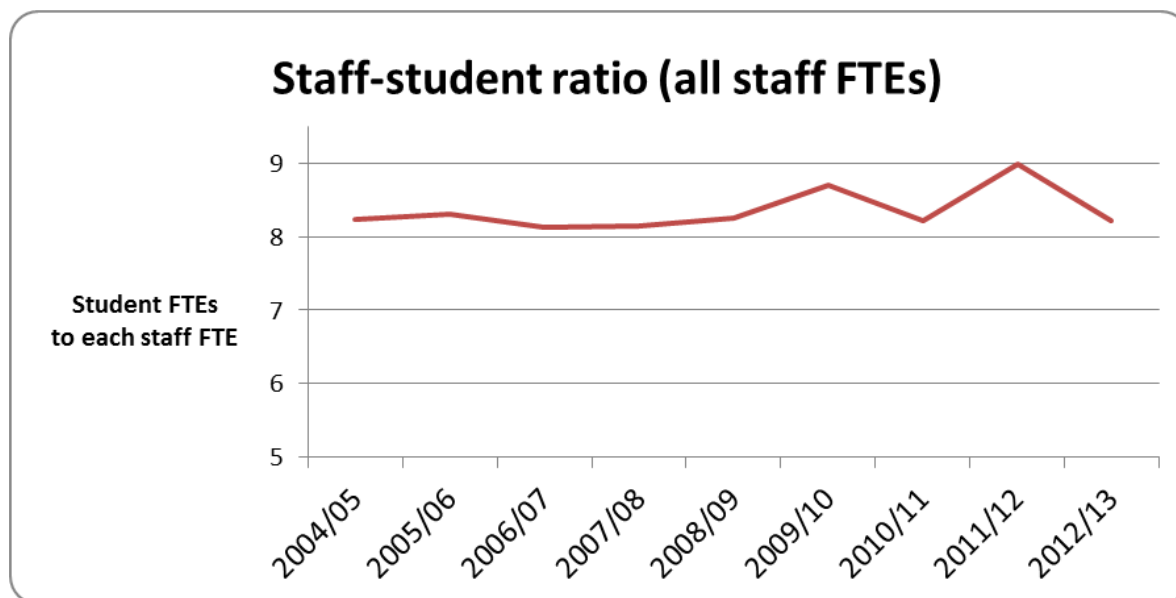
### Section 6 – Sickness absence

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

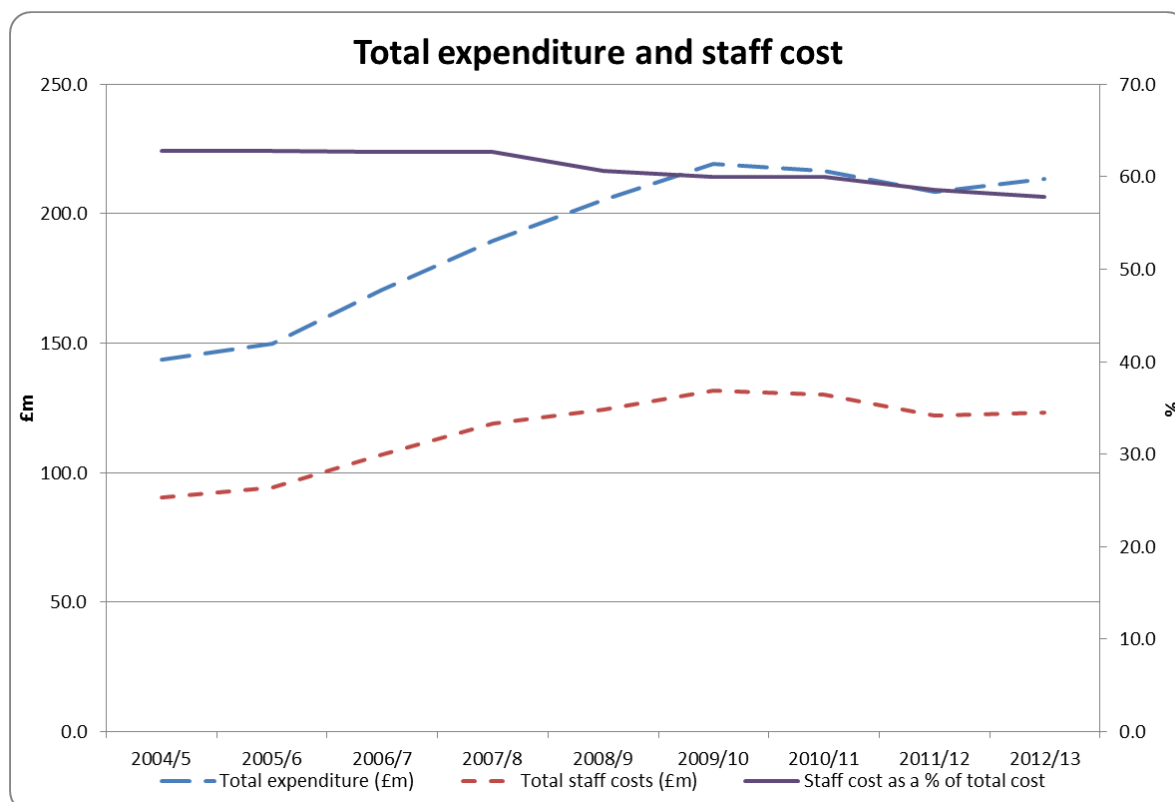
### Section 7 – Employee assistance programme (EAP)

TABLE 27 -	Use of EAP services.....	45
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## Section 1 – Staff employment

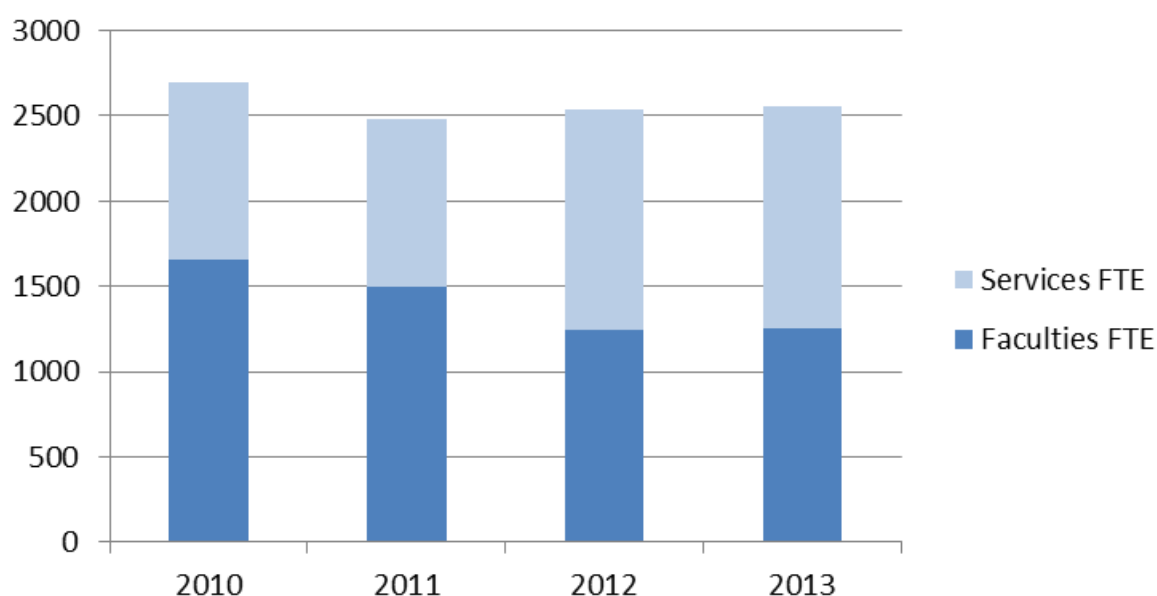


This chart shows over time the ratio of student FTEs to each staff FTE, including all employee groups (senior management, academic and professional services). The ratio increased in 2009/10 due to an increase in student FTEs, and in 2011/12 due to a decrease in staff FTEs resulting from change programmes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



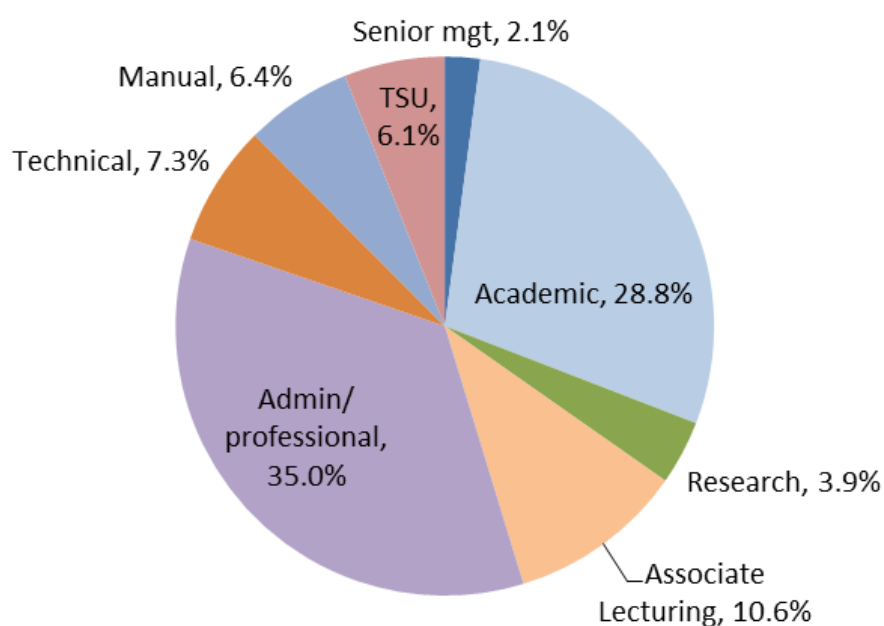
UWE's staff costs as a proportion of its total expenditure has reduced over this period from 62.8% to 57.8%

### Staff by faculties or services



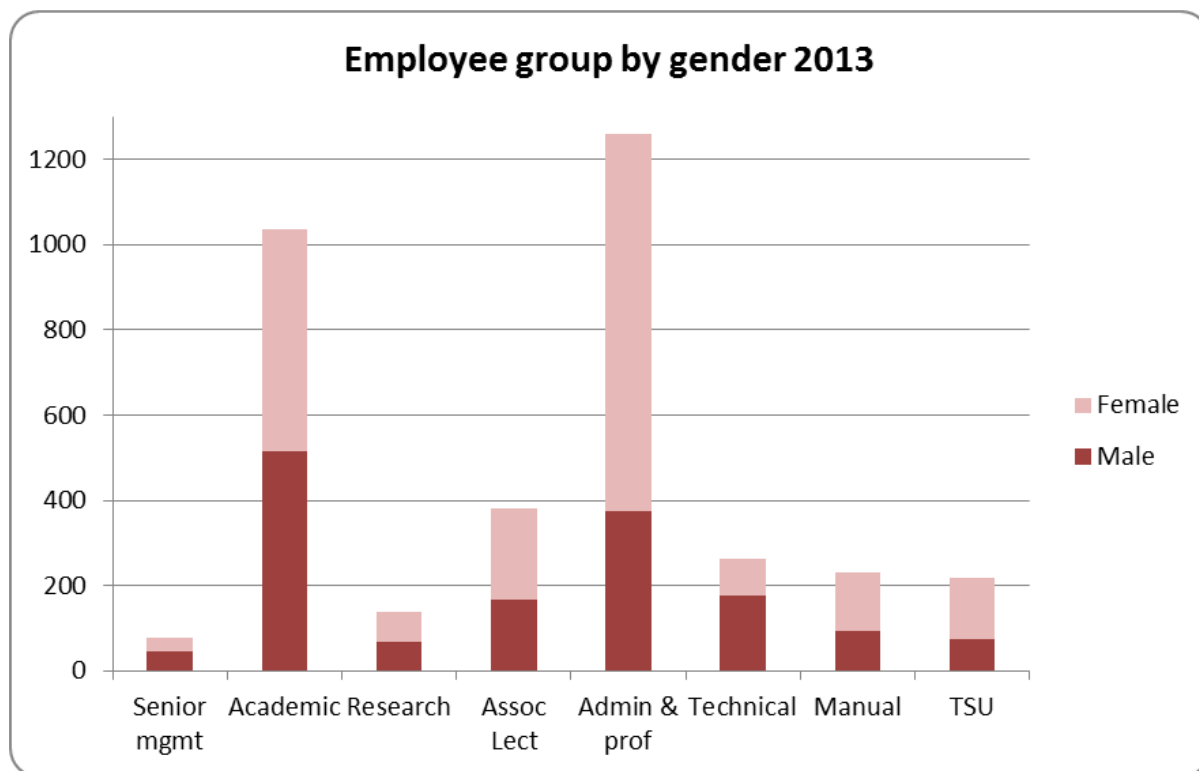
In 2013 49% of staff were located in faculties and 51% in services, unchanged from 2012. The 2010 and 2011 figures reflect the position prior to the One University Administration restructuring in January 2012. In 2013 there has been a 0.7% increase in both staffing numbers and FTEs compared to 2012. A fuller breakdown of the data, including by individual faculty and service, is in [Table 1](#) in the appendix.

### Staff by employee group 2013

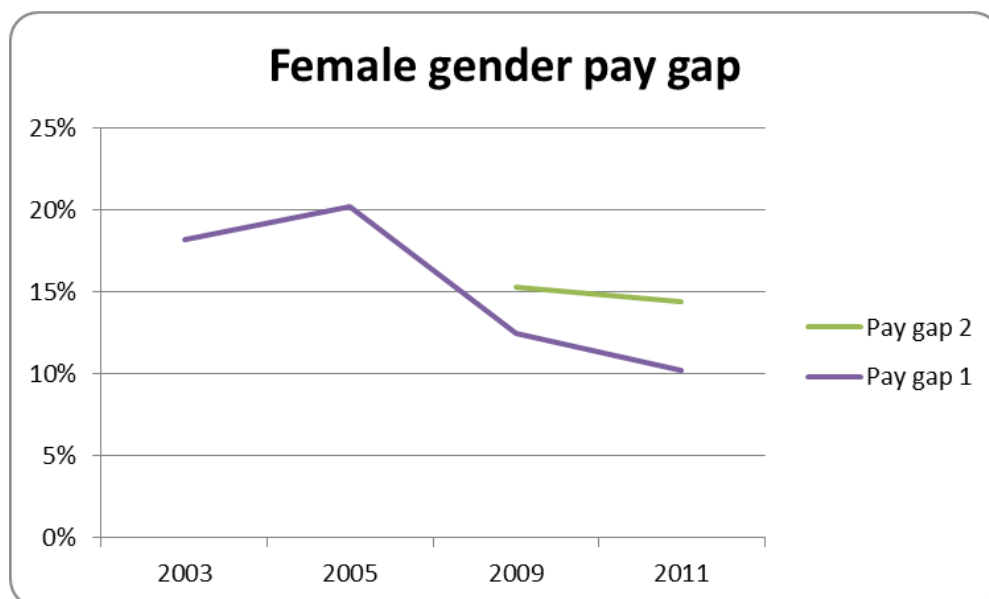


In terms of headcount then the largest employee group is administrative/professional and the smallest is senior management.

## Staff by gender

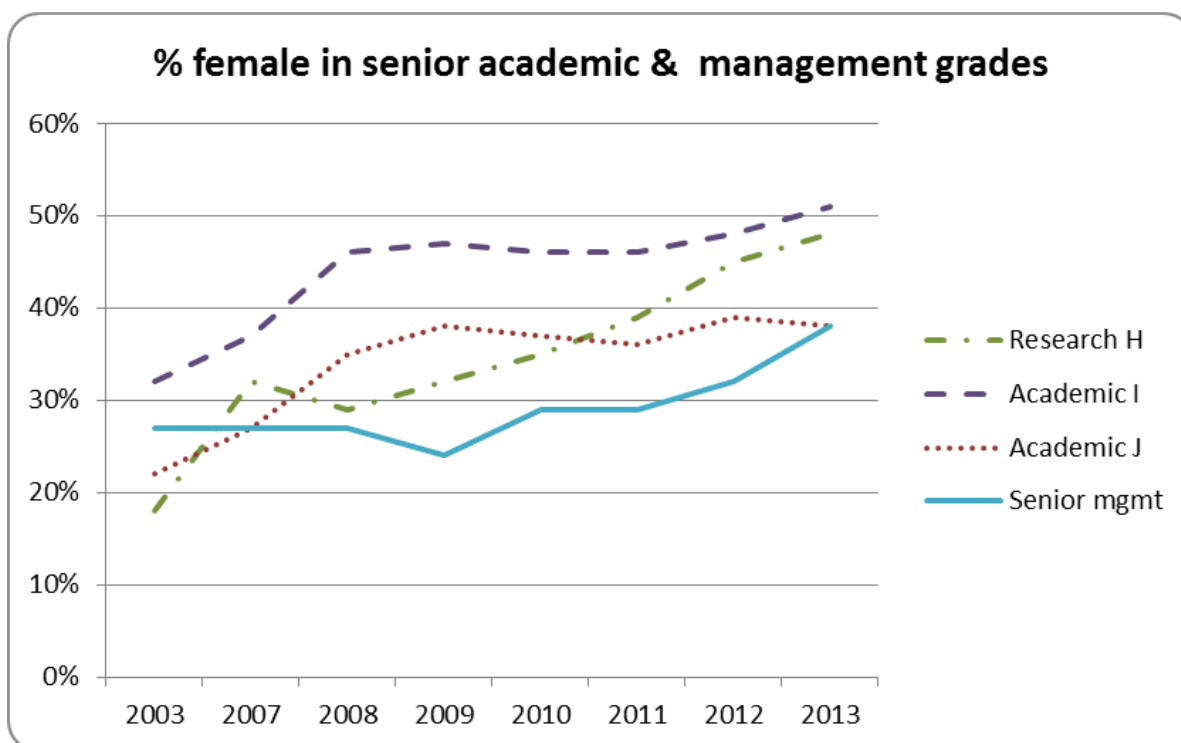


Academic and administrative/professional are the largest staff groups. The UWE workforce is 58% female and 42% male but there are differences in gender balance between the employee groups. A full breakdown, including historical data and by grade level is available in [Table 2](#) of the appendix.

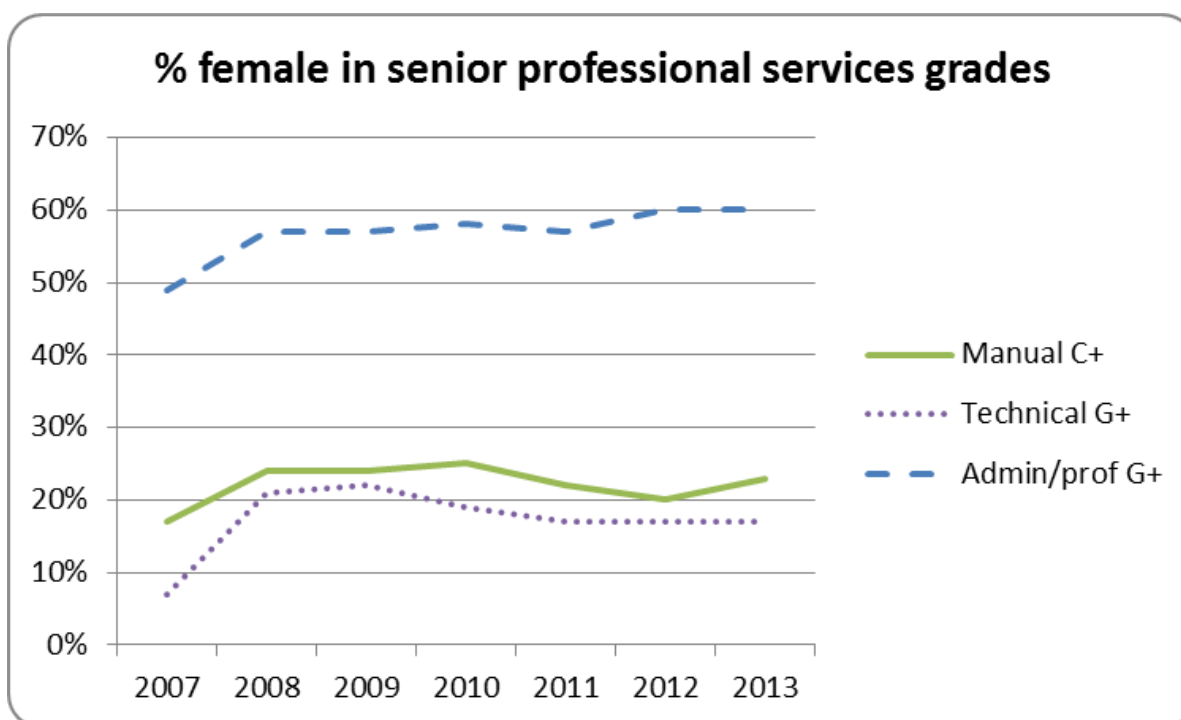


The gender pay gap is the percentage by which average female pay is lower than average male pay. Pay gap 1 excludes senior management and temporary staff for whom historic data is not available; pay gap 2 is for all staff. The next equal pay audit is scheduled for 2015. This data is also shown in [Table 21](#) of the appendix.

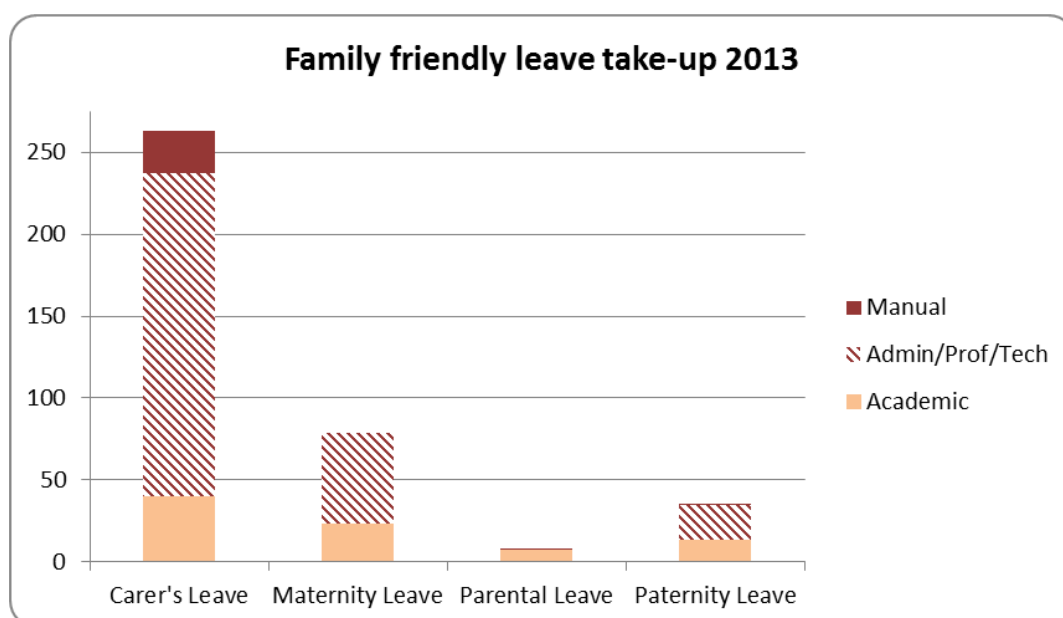




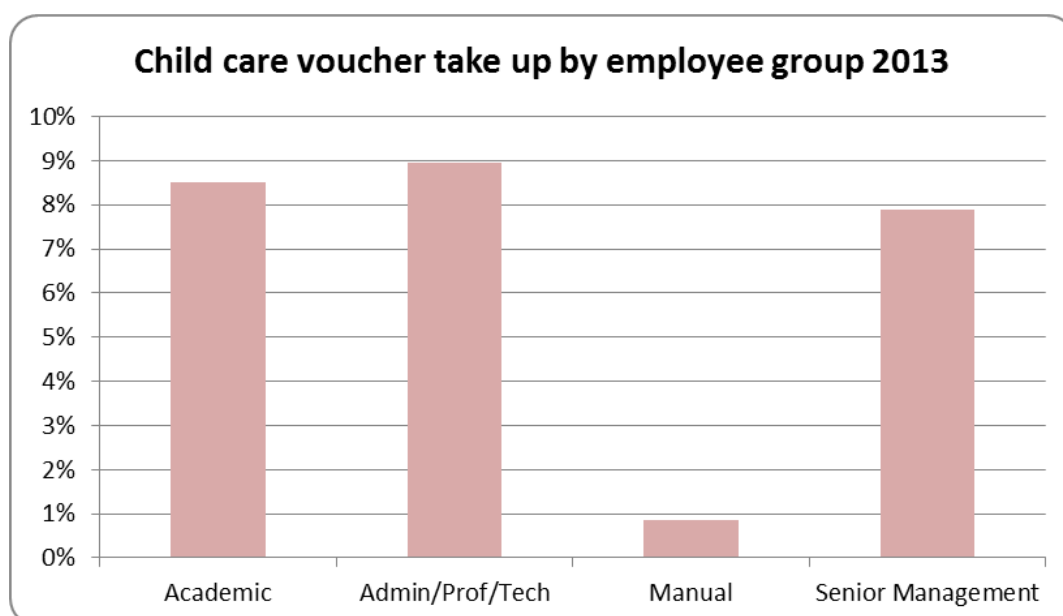
The representation of women in senior research, senior academic and senior management grades has increased over time. A full breakdown is available in [Table 2](#) of the appendix.



The representation of women in senior professional services grades increased significantly with the implementation of the University wide job evaluation exercise in 2008. This increase has continued for administrative/professional staff, but the pattern is more variable for senior manual staff, and for technical staff this has reduced over the past four years. A full breakdown is available in [Table 2](#) of the appendix.

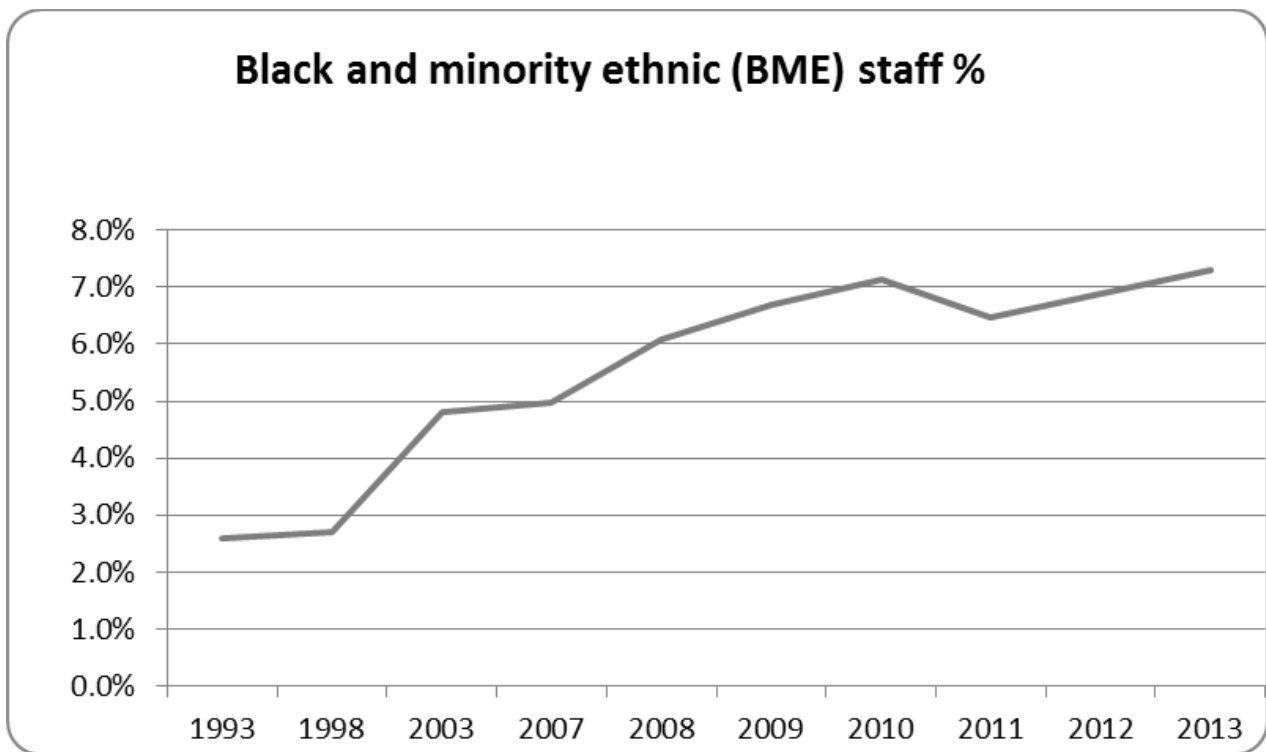


Academic staff (including associate lecturing and research) and administrative/ professional/technical staff make up 43% and 42% of the workforce respectively; 6% of the workforce is manual staff. The chart illustrates that in 2013 family friendly leave was taken up in greatest proportion by administrative/ professional/ technical staff; this is the staff group with the highest proportion of women (64%). 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 - this is 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.

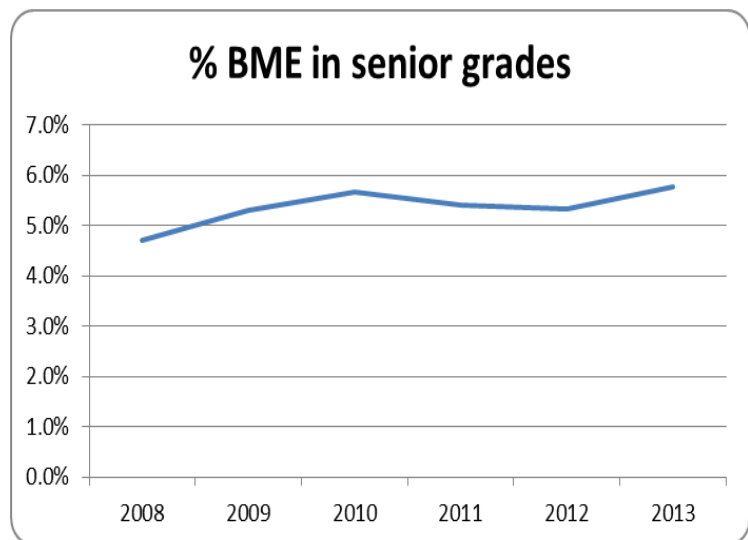
## Staff by ethnicity

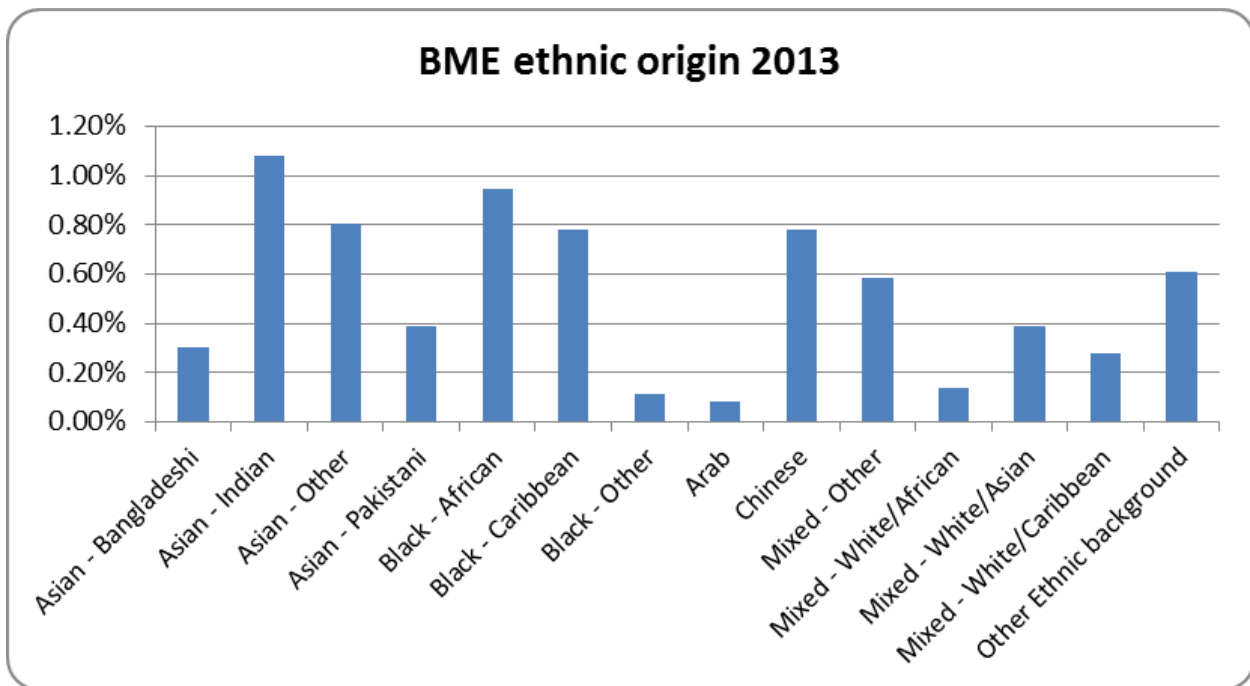


UWE's BME staff percentage has increased over time to 7.3% in 2013.

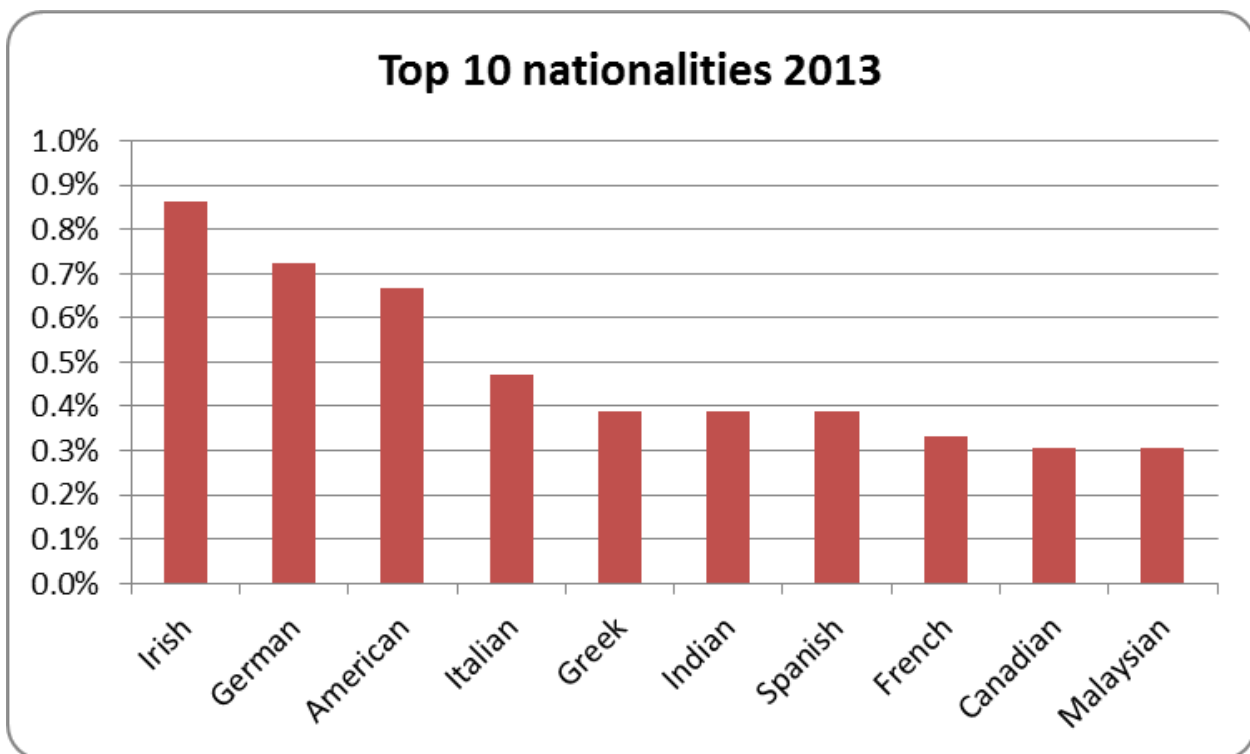
BME staff representation in the senior grades of each employee group has also increased though not at the same rate.

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



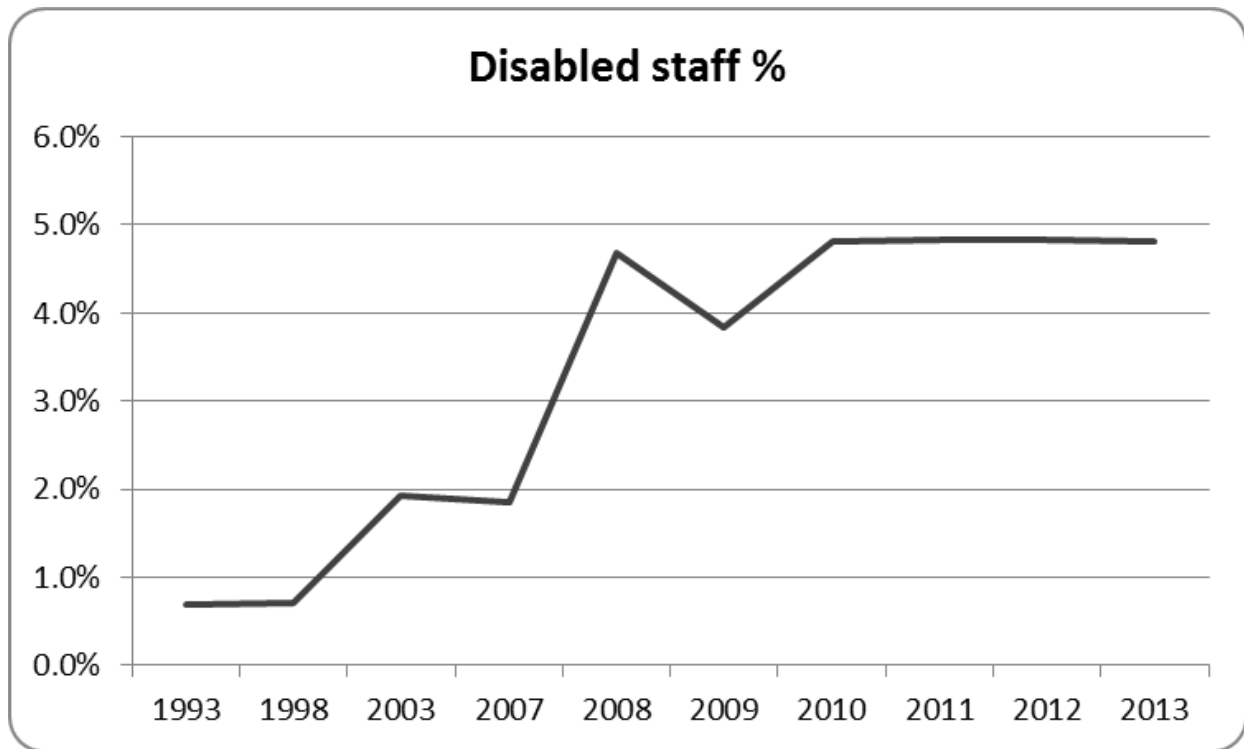


The UWE workforce is 89% White. Data is not held for 4% of staff. A full breakdown, including historical data is available in [Table 7](#) of the appendix.



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

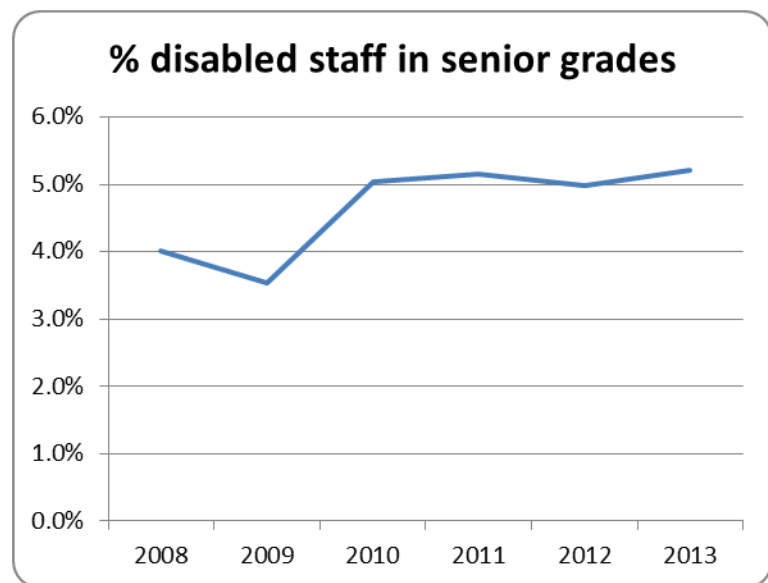
## Staff by disability



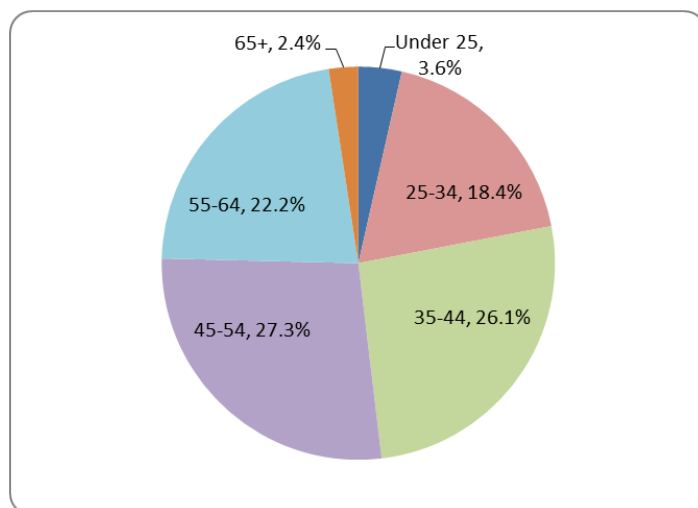
UWE staff with a declared disability has remained the same at 4.8% for the past four years.

Disabled staff are represented slightly more highly in the senior grades of each employee group.

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

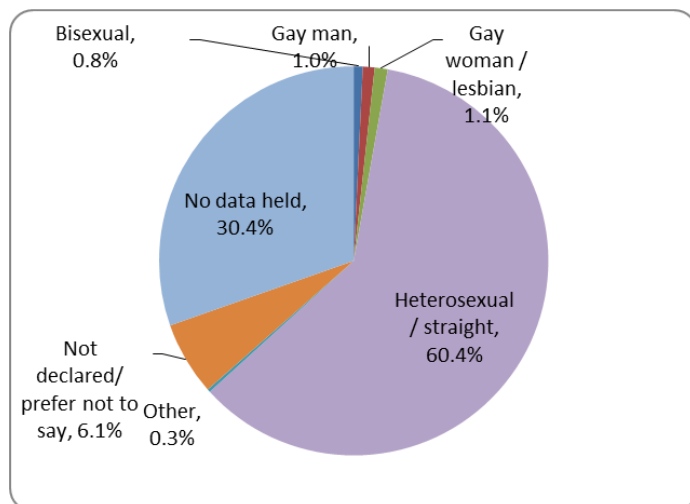


## Staff by age



The average age of a UWE employee in 2013 is 45 years, the same as in 2012 and 2011. The average age was 44 years in 2010 and 2009. A full breakdown, including gender analysis, is available in [Table 3](#) of the appendix.

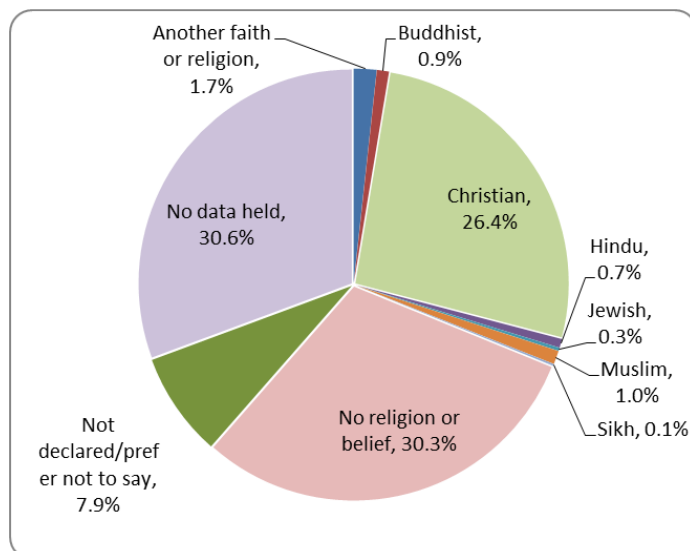
## Staff by sexual orientation



In 2013 UWE has 2.9% of staff declaring as lesbian, gay or bisexual (LGB) compared to 2.6% in 2012. Historical data is available in [Table 4](#) of the appendix.

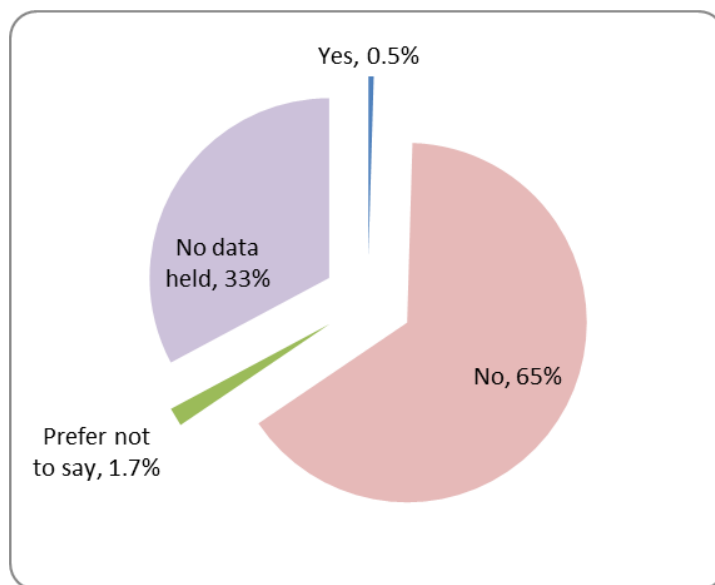
Further analyses of this protected characteristic in relation to recruitment, training, career progression and turnover are available in the Equality & Diversity Unit [website](#)

## Staff by religion and belief



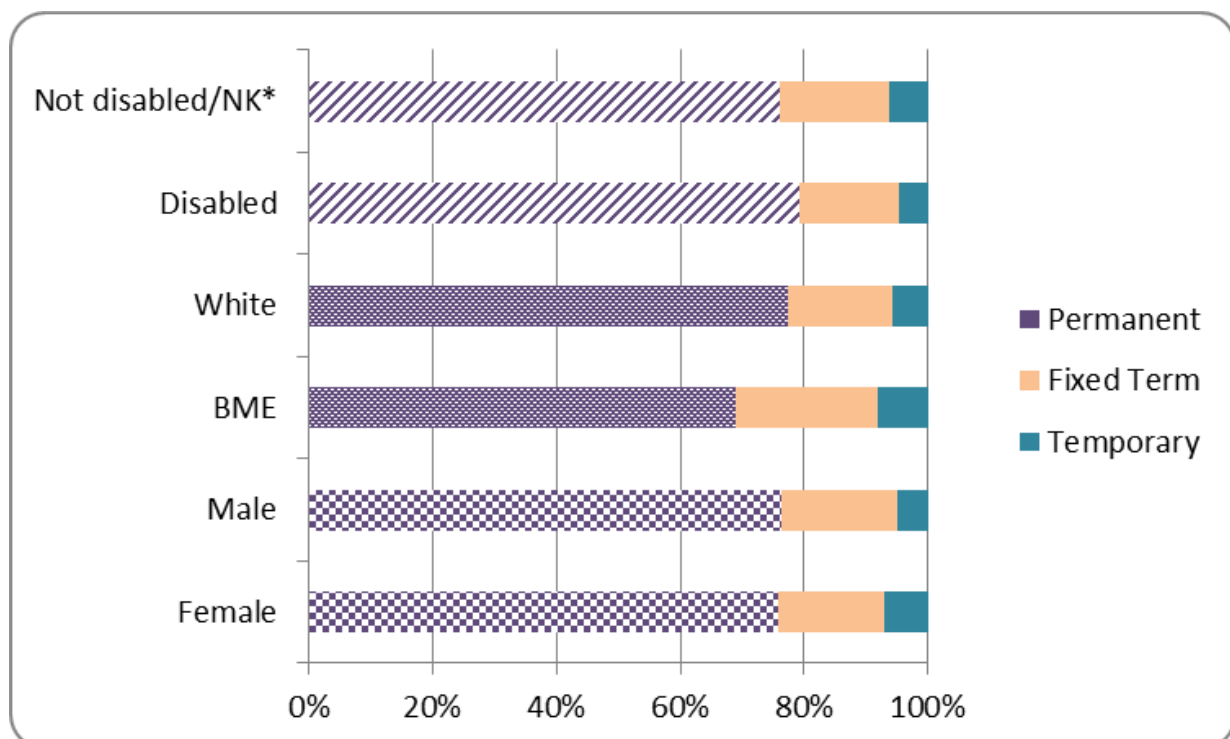
31% of UWE staff have declared as having a religion/belief; this is unchanged from 2012. Historical data is available in [Table 5](#) of the appendix.

## Staff by trans/transgender



In 2013 UWE's declared trans/ transgender population is 0.5%, the same as in 2012. Historical data is available in [Table 6](#) of the appendix.

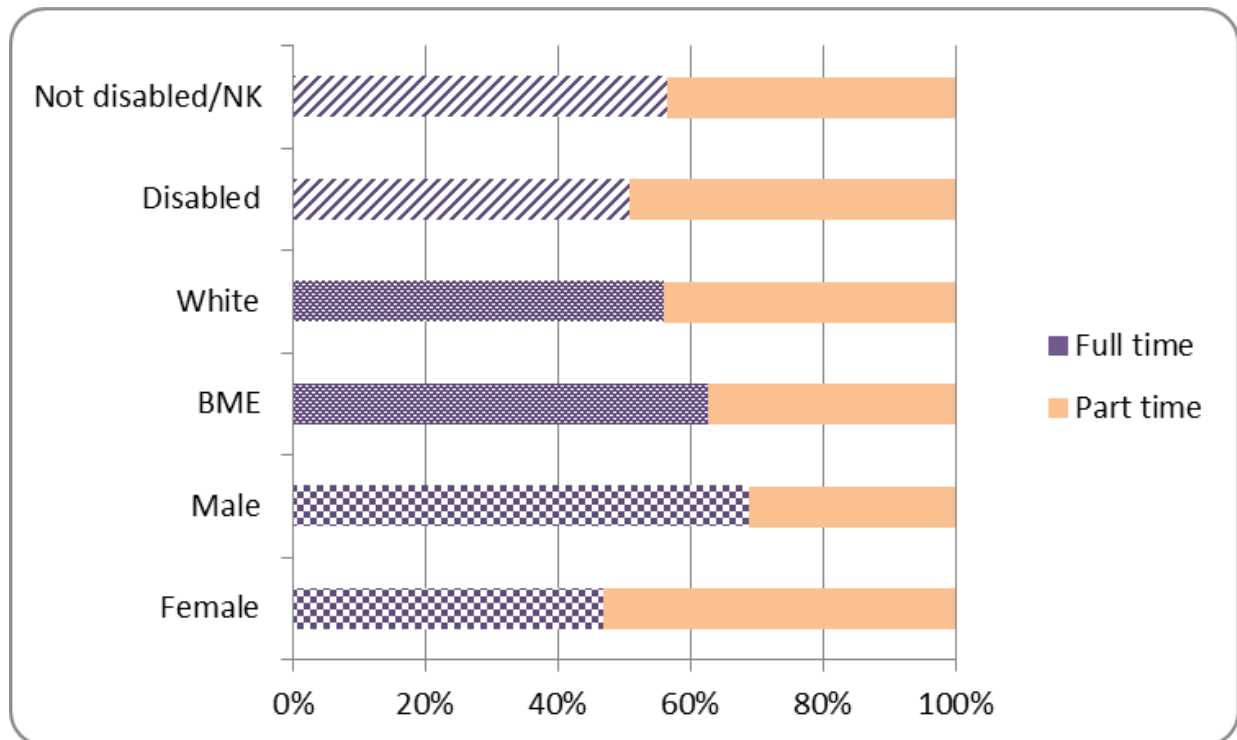
## Staff by contract term



\* NK = not known

In 2013 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 same proportion of female staff were on permanent contracts as male staff. A full breakdown, including historical data, is available in [Table 11](#) of the appendix.

## Staff by contract mode



NK = not known

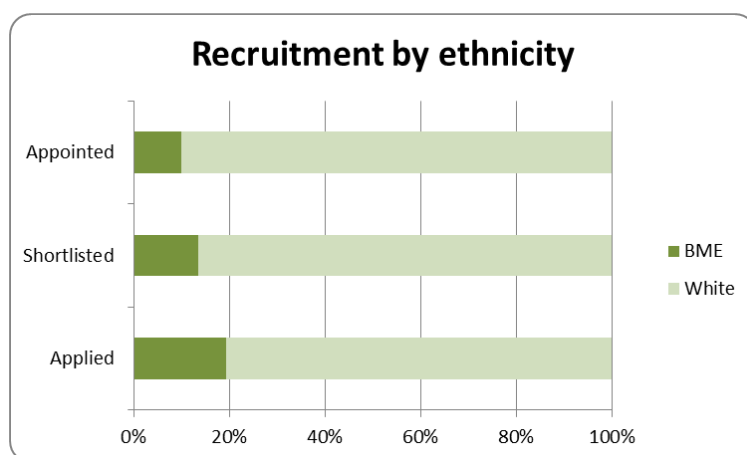
In 2013 a higher proportion of staff without a declared disability were working full time compared disabled staff; a higher proportion of BME staff were working full time compared to white staff; a higher proportion of male staff were working full time compared to female staff. A full breakdown, including historical data, is available in [Table 12](#) of the appendix.



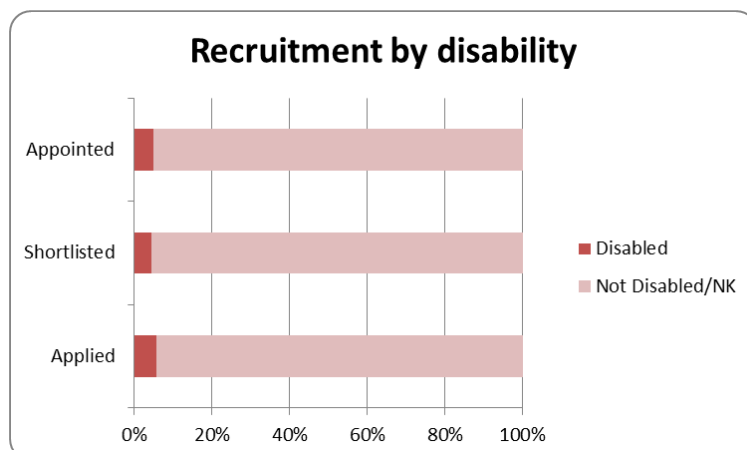
## Section 2 – Staff recruitment



The 2012/13 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 13](#) of the appendix.



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



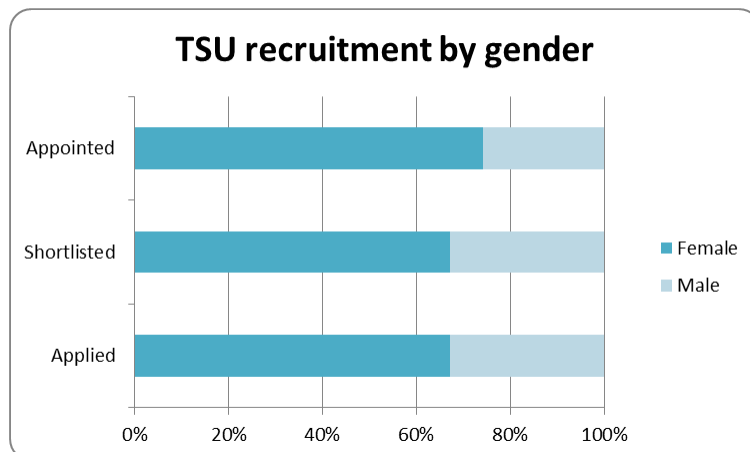
Disabled applicants have a slightly lower rate of success through the recruitment process compared to applicants with no declared disability, but only 5% of applicants declared a disability. Historical data is available in [Table 13](#) of the appendix.

NK = not known

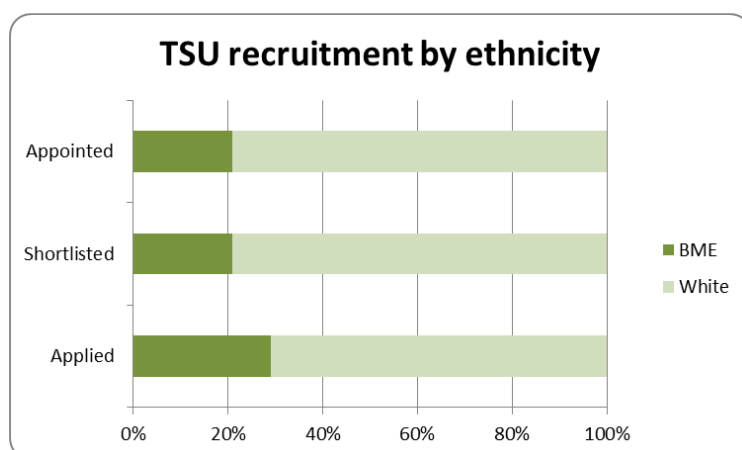
Compared to the year 2011/2012, there was a 13% increase in the number of appointments made. There was a 30% increase in the number of applicants, showing the full year effect of the ending in early 2012 of the temporary policy of jobs being advertised internally first.

The average age of UWE starters in 2013 was 38 years compared to 40 years in 2012.

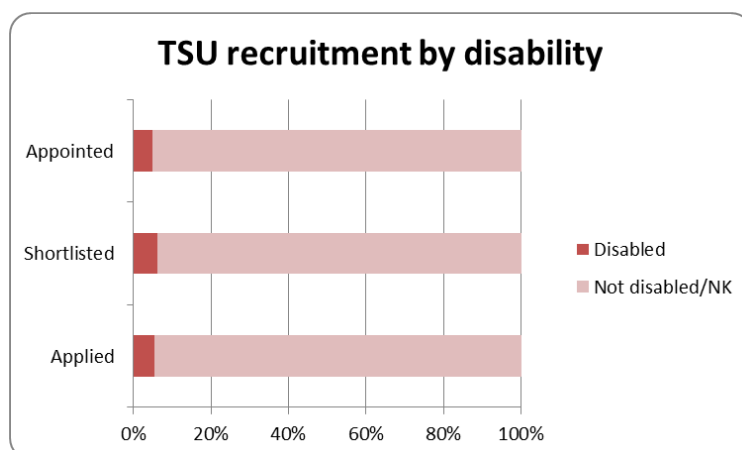
## Recruitment to the Temporary Staff Unit Bank



The 2012/13 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](#).



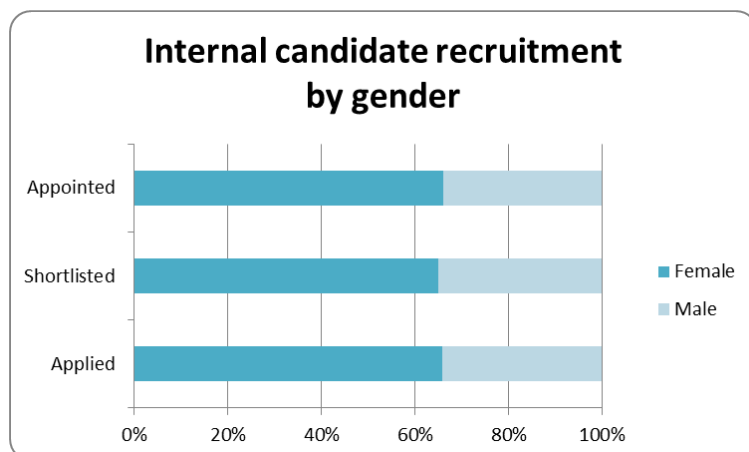
Compared to white applicants a lower proportion of BME applicants were shortlisted, but an equal proportion were appointed. Historical data is available in [Table 14](#).



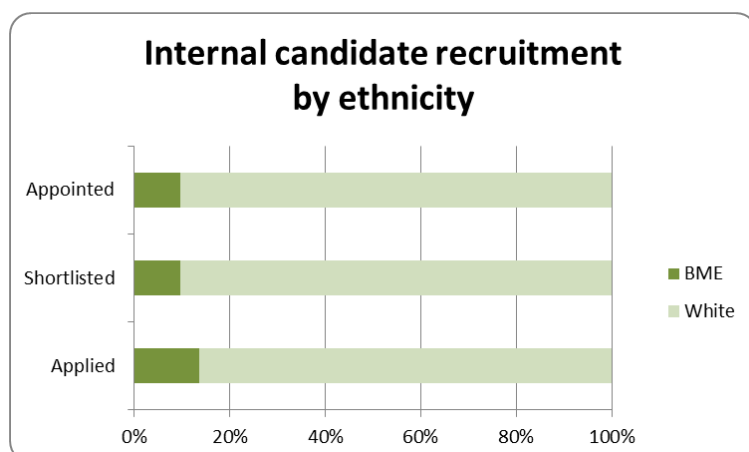
Applicants declaring a disability had a proportionate success rate through the process to those who did not declare a disability, but only 5% of applicants declared a disability. Historical data is available in [Table 14](#).

NK = not known

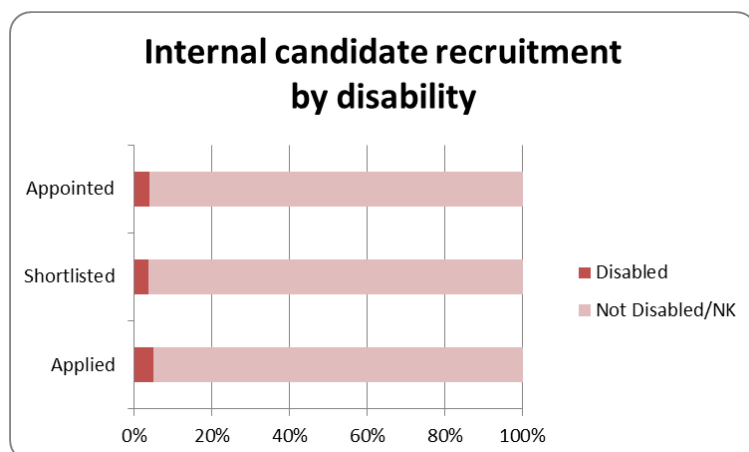
## Recruitment of internal candidates



In 2012/13 a higher proportion of internal applicants were female compared to the UWE female workforce of 58%. Their success rate was proportionate through the process. Historical data is available in [Table 15](#).



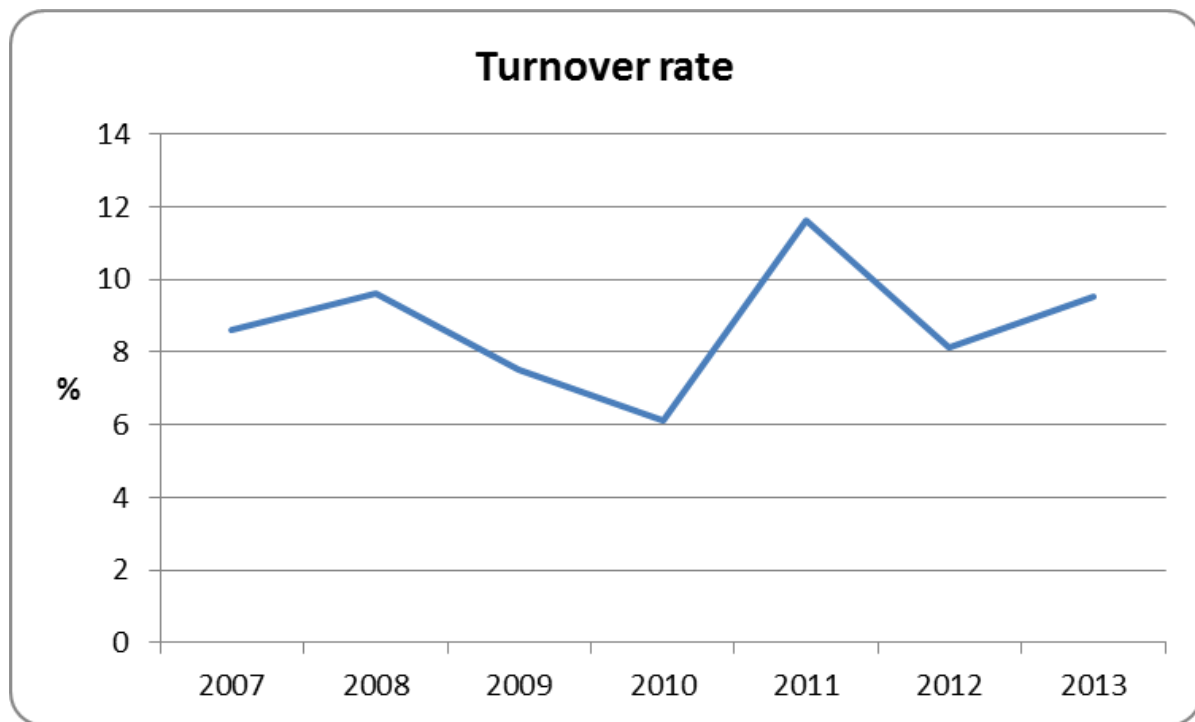
Compared to white internal applicants, a lower proportion of BME internal applicants were shortlisted, but an equal proportion were then appointed. The proportion of BME internal applicants and appointments remains higher than the UWE BME workforce of 7.3%. Historical data is available in [Table 15](#).



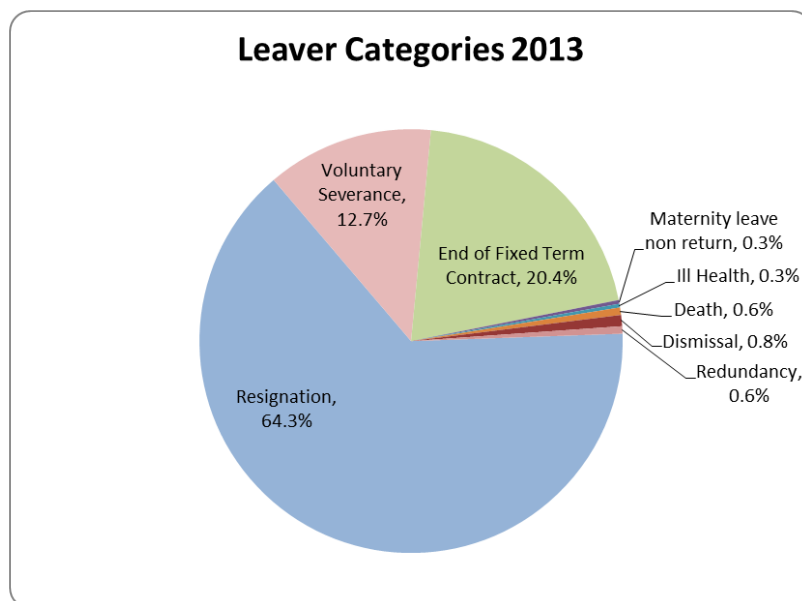
The proportion of internal applicants declaring as disabled has increased slightly and is proportionate to the UWE disabled workforce of 4.8%. The figures show a slightly reducing rate of success through the selection process. Historical data is available in [Table 15](#).

NK = not known

## Section 3 – Leavers



The rate at which staff leave UWE employment (excluding at the end of a fixed term contract) has returned to the level prior to the economic downturn. The peak in 2011 was the result of organisational restructuring.



The main categories of leaver in 2013 were resignation, followed by end of fixed term contract and voluntary severance.

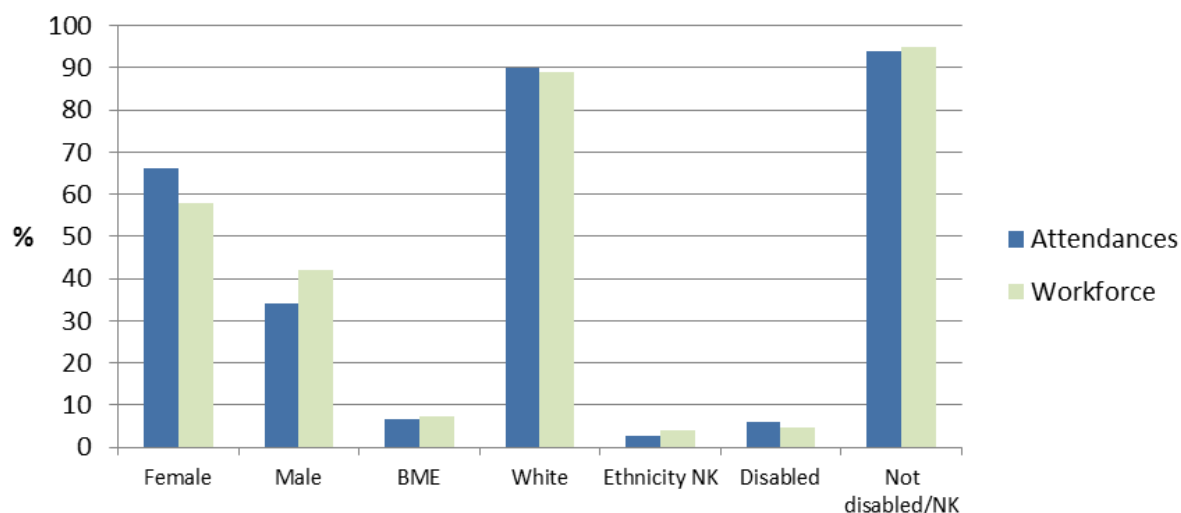
The average of UWE leavers in 2013 was 44 years, the same as the average age of all UWE staff.

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

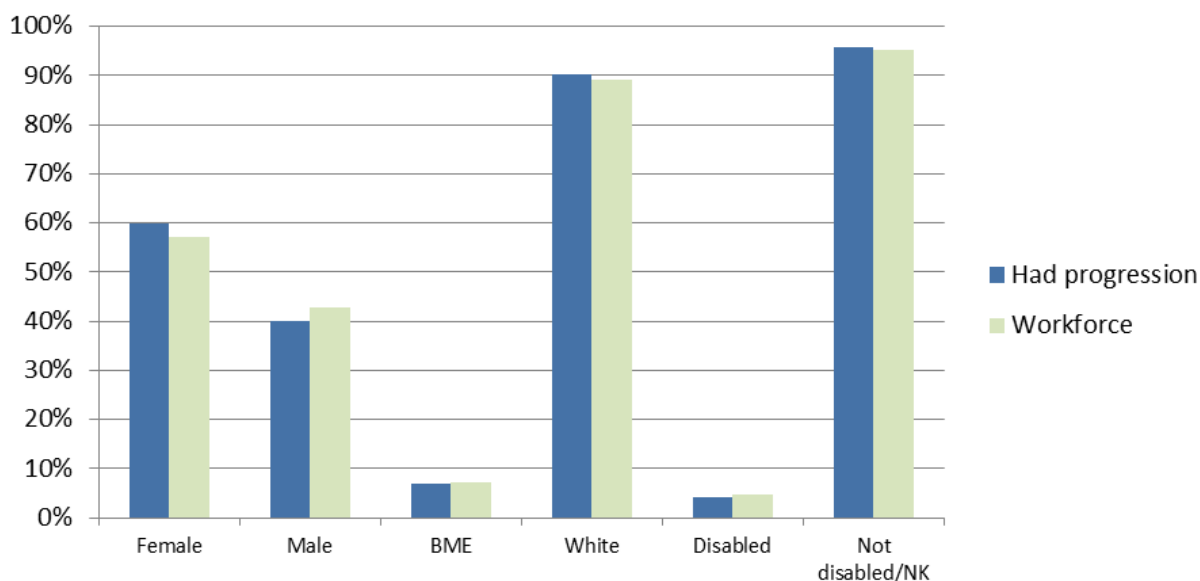
**Internal training attendances 2013**



NK = not known

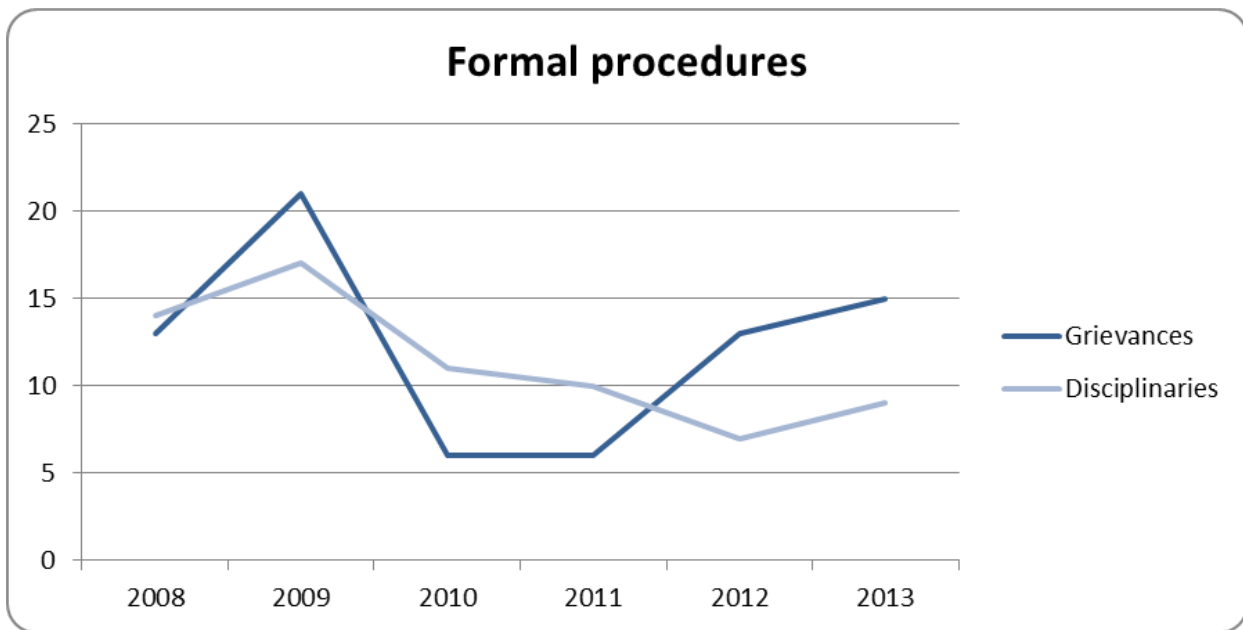
In 2013 UWE managed training course opportunities were taken up in higher proportion by female staff, by white staff and by disabled staff compared to their representation in the workforce. A full breakdown, including historical data, is available in [Table 18](#) of the appendix.

**Career progression 2013**



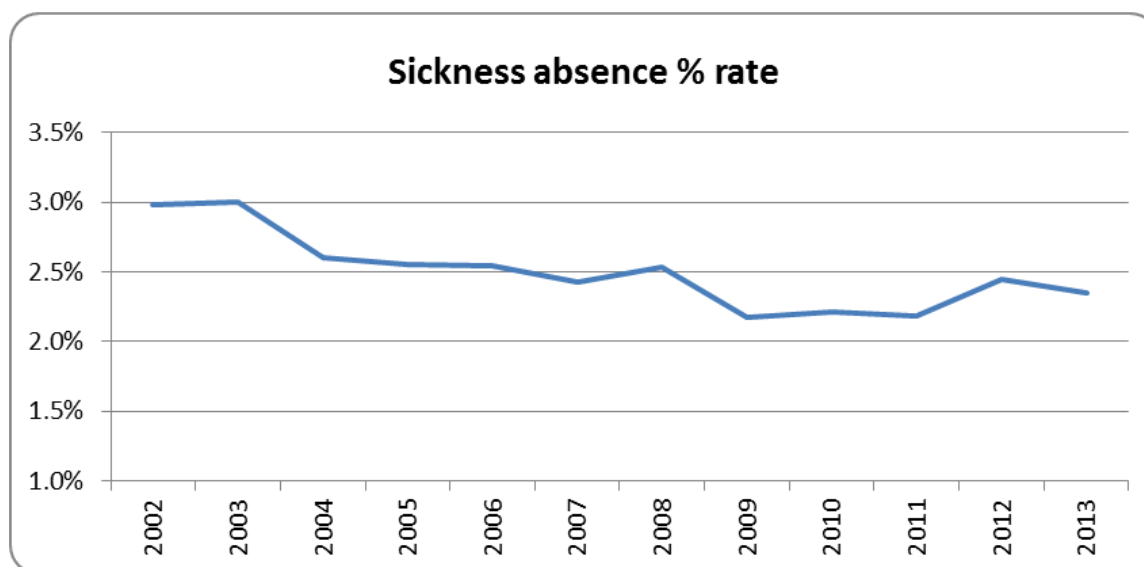
In 2013 career progression opportunities (promotion, regrading, secondment, temporary upgrade) were taken up in higher proportion by female staff, but in slightly lower proportion by BME staff and disabled staff compared to their representation in the workforce. A full breakdown, including historical data, is available in [Table 19](#) and [Table 20](#) of the appendix.

## Section 5 – Formal procedures

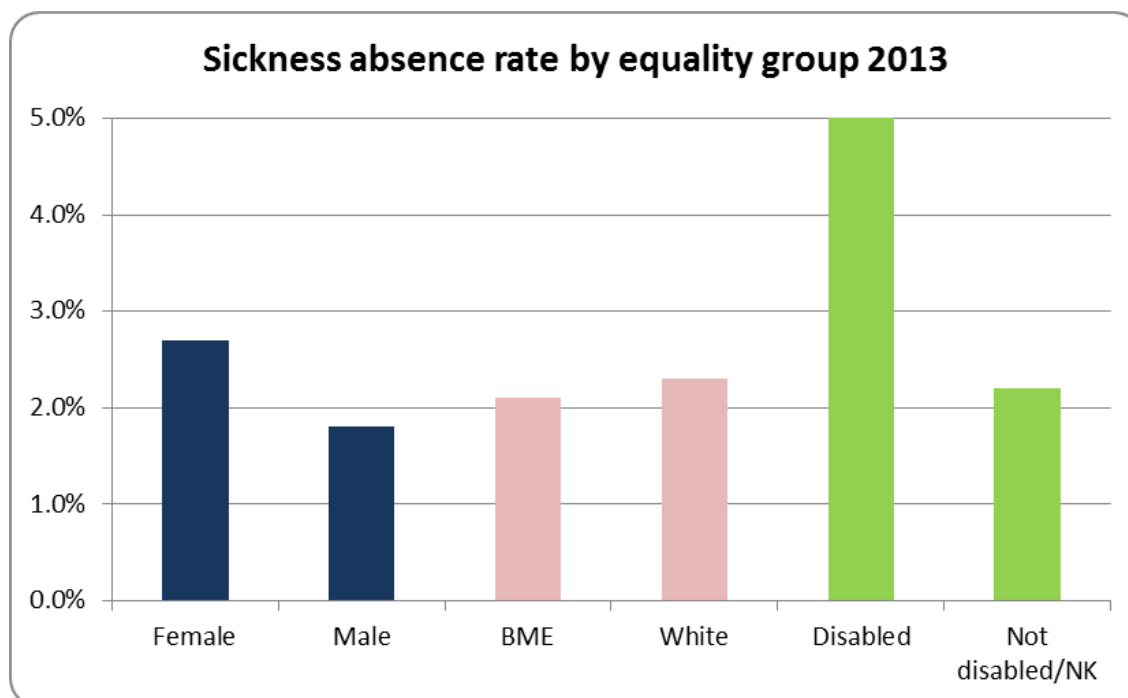


Though varying over time, the number of formal grievances and disciplinary cases is low. A full breakdown, including historical data and analysis by equality strand, is available in [Table 22](#) and [Table 23](#) of the appendix but it is difficult to ascribe statistical significance to the data due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

## Section 6 – Sickness absence

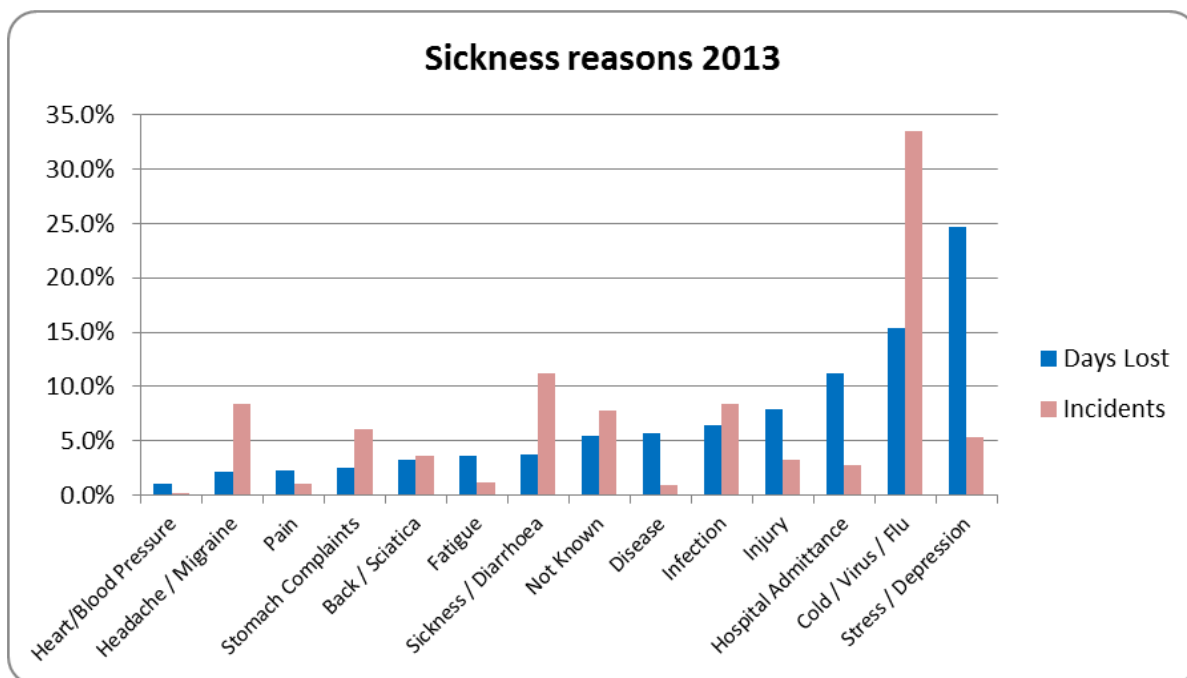


In 2013 the sickness absence rate was 2.35%. There were about 18,000 days lost and 4,000 incidents, so on average sickness incidents were 4.5 days in duration. Reported sickness absence rates are lower in faculties (mainly academic staff), than in services (mainly professional services staff), though 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.



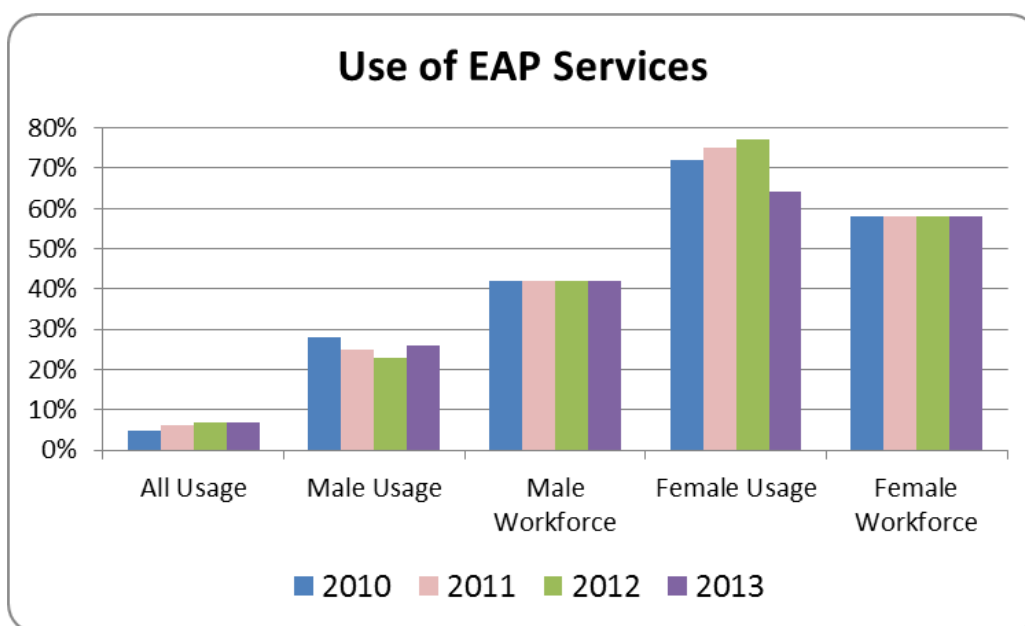
NK = not known.

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



In 2013 the most days lost were due to stress/depression (5054, compared to 5481 in 2012). Cold/flu/virus continues to be the reason with the highest incident rate at 1,343 (up from 1,184 in 2012). 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 in 2013 has remained the same compared to 2012 at 7% of the workforce. The UWE workforce is 58% female therefore the data shows that a higher proportion of female staff use the service compared to male staff. A full breakdown, including historical data is available in [Table 27](#) of the appendix.



## Section 8 – Benchmark performance indicators

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Category	DLA Piper Benchmark data*			UWE performance					
	HEI average	HEI upper quartile (UQ)	Public sector average	Actual**			Target		
	2013	2013	2013	2011	2012	2013	2014	2015	Long term
HR staff: all employees	1:66	1:77	1:70	1:75	1:68	1:71	HEI average		
HR staff cost per employee	£558	£650	£512	£445	£493	£479	HEI average		
Staff costs as % of total UWE costs				60%	59%	58%	58%	58%	58%
Female staff in top 5% of earners	32%	40%	35%	35%	35%	36%	40%	42%	50%
BME staff	11%	16%	10%	7.0%	6.8%	7.1%	9%	10%	16%
Disabled staff	4.0%	5.0%	3.7%	4.4%	4.4%	4.7%	5.5%	6.5%	9%
Staff on temporary/fixed term contracts	18%	10%	22%	22%	19%	24%	-	-	-
Part time staff	32%	35%	34%	41%	40%	40%	-	-	-
Voluntary staff turnover	6.7%	7.7%	6.5%	4.4%	5.4%	6.6%	-	-	-
Grievances (per 1,000 employees)	3.1	1.1	4.0	1.6	1.7	3.5	HEI UQ		
Disciplinaries (per 1,000 employees)	5.3	3.2	8.2	2.7	2.8	1.9	HEI UQ		
Tribunal applications (per 1,000 employees)	1.3	0.6	1.8	0.3	0	0	HEI UQ		
Sickness: days off per employee	6.4	5.0	7.7	6.4	6.4	7.4	HEI UQ		
Sickness: % of working days lost	2.8%	2.0%	3.2%	2.5%	2.5%	2.8%	HEI UQ		
Staff recommending UWE as a place to work				-	58%	53%	65%	70%	80%
Staff feeling valued/recognised for their work				-	50%	-	65%	70%	80%
Staff feeling proud to work for UWE				-	66%	59%	65%	70%	80%
UWE in Stonewall top 100				77 <sup>th</sup>	45 <sup>th</sup>	35 <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 31/12/2013

FACULTY / SERVICE	HEADS 2013	FTE* 2013	HEADS 2012	FTE* 2012	HEADS 2011	FTE* 2011
Business and Law	256	236	246	225		
Arts Creative Inds & Education	324	252	339	268		
Environment & Technology	358	324	368	337		
Health & Life Sciences	507	442	485	419		
<i>Faculty totals</i>	<b>1445</b>	<b>1254</b>	<b>1438</b>	<b>1249</b>	<b>1695</b>	<b>1493</b>
Commercial Services	15	14	-	-		
Corporate & Academic Services	126	115	141	131		
Centre for Performing Arts	5	5	5	5		
Directorate	24	21	24	21		
Dean of Students	8	7	7	6		
Development and Alumni	7	5	6	5		
Facilities	458	352	458	351		
Finance	82	73	89	80		
Human Resources	63	51	57	48		
IT Services	176	165	170	159		
Library Services	141	105	144	111		
Marketing and Communications	58	47	54	43		
Research, Business & Innovation	75	67	80	71		
SPS - Admissions & Intl Dev.	60	55	54	50		
SPS – Sch. & Colleges Part. Serv.	23	21	21	19		
SPS - Student Services	224	185	211	175		
Transformation Services	12	11	12	11		
<i>Service totals</i>	<b>1557</b>	<b>1299</b>	<b>1533</b>	<b>1286</b>	<b>1186</b>	<b>984</b>
Faculty and service sub total	<b>3002</b>	<b>2553</b>	<b>2971</b>	<b>2535</b>	<b>2881</b>	<b>2477</b>
Associate Lecturers**	380	80	383	82	342	75
Temporary staff (in assignment)	174	96	178	93	268	158
<b>All staff</b>	<b>3556</b>	<b>2729</b>	<b>3532</b>	<b>2710</b>	<b>3491</b>	<b>2701</b>

\* FTE = full time equivalent

\*\* 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	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%	
	2011	77	55	71%	22	29%	0	0%	75	97%	2	2.6%	6	7.8%	71	92%	
Academic	Grade J	2013	111	69	62%	42	38%	7	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%
		2011	85	54	64%	31	36%	5	5.9%	78	92%	2	2.4%	3	3.5%	82	96%
	Grade I	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%
		2011	163	88	54%	75	46%	13	8.0%	147	90%	3	1.8%	8	4.9%	155	95%
	Grade H	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%
		2011	751	348	46%	403	54%	46	6.1%	678	90%	27	3.6%	34	4.5%	717	95%
	Grade G	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%
		2011	22	9	41%	13	59%	5	23%	16	73%	1	4.5%	1	4.5%	21	95%
Associate Lecturers (previously Hourly Paid Lecturers)	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%	
	2011	342	139	41%	203	59%	25	7.3%	294	86%	23	6.7%	10	2.9%	332	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	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%
	2011	36	22	61%	14	39%	2	5.6%	31	86%	3	8.3%	1	2.8%	35	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%
	2011	128	61	48%	67	52%	14	11%	108	84%	6	4.7%	3	2.3%	125	98%
Admin & Prof G & above	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%
	2011	322	137	43%	185	57%	21	6.5%	291	90%	10	3.1%	18	5.6%	304	94%
	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%
	2011	805	200	25%	605	75%	43	5.3%	741	92%	21	2.6%	38	4.7%	764	95%
Technical G & above	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%
	2011	63	52	83%	11	17%	2	3.2%	57	90%	4	6.3%	1	1.6%	62	98%
	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%	162	85%	9	4.7%	14	7.4%	176	93%
	2011	182	120	66%	62	34%	15	8.2%	158	87%	9	4.9%	12	6.6%	170	93%
Manual Grade C to E	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%
	2011	87	68	78%	19	22%	2	2.3%	82	94%	3	3.4%	6	6.9%	81	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 A&B	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%
	2011	160	37	23%	123	77%	11	6.9%	138	86%	11	6.9%	12	7.5%	148	92%
TSU Temps	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%
	2011	298	95	32%	203	68%	24	8.1%	254	85%	20	6.7%	14	4.7%	284	95%

ALL STAFF (excluding ALs/TSU)	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%
	2011	2881	1251	43%	1630	57%	179	6.2%	2600	90%	102	3.5%	146	5.1%	2735	95%
ALL STAFF	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%
	2011	3521	1485	42%	2036	58%	228	6.5%	3148	89%	145	4.1%	170	4.8%	3351	95%

TABLE 3 – AGE

AGE BAND	HEADS 2013	FEMALE 2013	MALE 2013	PERCENTAGE 2013	PERCENTAGE 2012	PERCENTAGE 2011
Under 25	128	55%	45%	3.6%	3.8%	3.6%
25-34	663	60%	40%	18%	18%	19%
35-44	941	56%	44%	26%	26%	25%
45-54	982	61%	39%	27%	28%	29%
55-64	799	56%	44%	22%	22%	22%
65 +	87	43%	57%	2.4%	2.0%	1.2%

TABLE 4 – SEXUAL ORIENTATION

GROUP	HEADS 2013	PERCENTAGE 2013	PERCENTAGE 2012	PERCENTAGE 2011
Bisexual	27	0.8%	0.7%	0.7%
Gay man	35	1.0%	0.9%	0.7%
Gay woman/lesbian	39	1.1%	1.0%	1.0%
Heterosexual/straight	2176	60%	58%	56%
Other	9	0.3%	0.2%	0.2%
Not declared/prefer not to say	220	6.1%	5.9%	5.9%
No data held	1094	30%	33%	35%

TABLE 5 – RELIGION AND BELIEF

GROUP	HEADS 2013	PERCENTAGE 2013	PERCENTAGE 2012	PERCENTAGE 2011
Buddhist	33	0.9%	1.0%	0.8%
Christian	951	26%	26%	26%
Hindu	24	0.7%	0.6%	0.5%
Jewish	9	0.3%	0.3%	0.3%
Muslim	37	1.0%	1.0%	0.9%
Sikh	5	0.1%	0.1%	0.1%
Another religion/belief	62	1.7%	1.7%	1.7%
No religion/belief	1092	30%	28%	27%
Not declared/prefer not to say	284	7.9%	7.4%	7.7%
No data held	1103	31%	33%	35%

TABLE 6 – TRANS/TRANSGENDER

CATEGORY	HEADS 2013	PERCENTAGE 2013	PERCENTAGE 2012	PERCENTAGE 2011
Yes	17	0.5%	0.5%	0.5%
No	2342	65%	62%	59%
Prefer not to say	60	1.7%	1.6%	1.7%
No data held	1181	33%	36%	38%

TABLE 7 – ETHNIC ORIGIN

GROUP	HEADS 2013	PERCENTAGE 2013	PERCENTAGE 2012	PERCENTAGE 2011
Asian – Bangladeshi	11	0.3%	0.3%	0.3%
Asian – Indian	39	1.1%	1.1%	0.9%
Asian – Pakistani	14	0.4%	0.5%	0.4%
Asian – Other	29	0.8%	0.7%	0.6%
Black – African	34	0.9%	0.7%	0.6%
Black – Caribbean	28	0.8%	0.8%	0.8%
Black – Other	4	0.1%	0.1%	0.1%
Arab	3	0.1%	-	-
Chinese	28	0.8%	0.8%	0.9%
Mixed – White/African	5	0.1%	0.1%	0.2%
Mixed – White/Asian	14	0.4%	0.3%	0.4%
Mixed – White/Caribbean	10	0.3%	0.2%	0.1%
Mixed – Other	21	0.6%	0.5%	0.4%
Other Ethnic background	22	0.6%	0.8%	0.9%
<i>Sub total</i>	<i>262</i>	<i>7.3%</i>	<i>6.9%</i>	<i>6.5%</i>
White – British	2897	81%	82%	82%
White - English	16	0.4%	-	-
White – Irish	45	1.3%	1.4%	1.5%
White – Northern Irish	1	0.0%	-	-
White - Scottish	4	0.1%	-	-
White - Welsh	13	0.4%	-	-
White – Other	214	5.9%	6.3%	6.3%
<i>Sub total</i>	<i>3190</i>	<i>89%</i>	<i>89%</i>	<i>89%</i>
Prefer not to say	37	1.0%	0.5%	0.5%
No data held	111	3.1%	3.4%	3.6%
<i>Sub total</i>	<i>148</i>	<i>4.1%</i>	<i>4.0%</i>	<i>4.1%</i>
<b>All staff</b>	<b>3600</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

TABLE 8 – NATIONALITY

GROUP	HEADS 2013	PERCENTAGE 2013	PERCENTAGE 2012	PERCENTAGE 2011
British	3211	89%	89%	91%
Irish	31	0.9%	0.9%	0.8%
German	26	0.7%	0.7%	0.7%
American	24	0.7%	0.8%	0.7%
Italian	17	0.5%	0.5%	0.5%
Greek	14	0.4%	0.3%	0.2%
Indian	14	0.4%	0.5%	0.3%
Spanish	14	0.4%	0.3%	0.4%
French	12	0.3%	-	-
Canadian*	11	0.3%	0.3%	0.3%
Malaysian*	11	0.3%	0.3%	0.3%
<i>Sub total</i>	<i>3385</i>	<i>94%</i>	<i>94%</i>	<i>93%</i>
<b>All staff</b>	<b>3600</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

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

CATEGORY		ALL	SENIOR MGMT	ACADEMIC	ADMIN/ PROF/ TECH	MANUAL
Maternity leave						
	2013	78	0	23	55	0
	2012	66	0	14	50	2
	2011	69				
Adoption leave						
	2013	0	0	0	0	0
	2012	1	0	1	0	0
	2011	1				
Paternity leave						
	2013	35	0	13	21	1
	2012	34	0	12	18	4
	2011	31				
Parental leave						
	2013	8	0	7	0	1
	2012	1	0	0	1	0
Carer's leave						
	2013	263	0	40	197	26
	2012	256	1	24	194	37
<b>All leave types</b>						
	2013	<b>384</b>	<b>0</b>	<b>83</b>	<b>273</b>	<b>28</b>
		<b>10%</b>	<b>0%</b>	<b>5.3%</b>	<b>16%</b>	<b>12%</b>
	2012	<b>10%</b>	<b>1.3%</b>	<b>3.3%</b>	<b>15%</b>	<b>18%</b>

% indicates the proportion of the workforce

TABLE 10 – TAKE UP OF CHILD CARE VOUCHERS

YEAR	ALL	MALE		FEMALE	
	Heads	Heads	%	Heads	%
2013	277	112	40%	165	60%
2012	272	107	39%	165	61%
2011	261	100	38%	162	62%



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	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%
	2011	2760	1191	43%	1569	57%	160	5.8%	2510	91%	90	3.3%	129	4.7%	2631	95%
Fixed Term	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%
	2011	463	199	43%	264	57%	44	9.5%	384	83%	35	7.6%	12	2.6%	451	97%
Temporary	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%
	2011	298	95	32%	203	68%	24	8.1%	254	85%	20	6.7%	13	4.4%	285	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	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%
	2011	2085	1067	51%	1018	49%	137	6.6%	1867	90%	81	3.9%	87	4.2%	1998	96%
Part-time	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%
	2011	1436	418	29%	1018	71%	91	6.3%	1281	89%	64	4.5%	67	4.7%	1369	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>2013</u>															
Applied	7825	3620	47%	4107	52%	1472	19%	6167	79%	186	2.4%	450	6.0%	7375	94%
Shortlisted	1303	554	43%	736	56%	171	13%	1107	85%	25	1.9%	58	4.5%	1245	96%
Appointed	458	178	39%	278	61%	45	10%	406	89%	7	1.5%	23	5.0%	435	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%
<u>2011</u>															
Applied	4418	2470	56%	1934	44%	1027	23%	3338	76%	53	1.2%	175	4.0%	4243	96%
Shortlisted	943	454	48%	488	52%	138	15%	794	84%	11	1.2%	35	3.7%	908	96%
Appointed	274	123	45%	150	55%	31	11%	238	87%	5	1.8%	9	3.3%	265	98%

\* 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>2013</u>															
Applied	496	161	32%	328	66%	141	28%	343	69%	13	2.6%	27	5.4%	470	95%
Shortlisted	163	43	26%	115	71%	33	20%	124	76%	6	3.7%	10	6.1%	153	94%
Appointed	120	30	25%	86	72%	24	20%	91	76%	5	4.2%	6	5.0%	114	95%
<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%
<u>2011</u>															
Applied	436	164	38%	271	62%	97	22%	331	76%	8	1.8%	21	4.8%	415	95%
Shortlisted	195	59	30%	136	70%	24	12%	167	86%	4	2.1%	15	7.7%	180	92%
Appointed	122	38	31%	84	69%	17	14%	101	83%	4	3.3%	8	6.6%	114	93%

\* 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>2013</u>															
Applied	797	271	34%	521	65%	107	13%	679	85%	11	1.4%	40	5.2%	757	95%
Shortlisted	376	131	35%	243	65%	36	9.6%	337	90%	3	0.8%	14	3.7%	362	96%
Appointed	178	60	34%	117	66%	17	9.6%	160	90%	1	0.6%	7	3.9%	171	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%
<u>2011</u>															
Applied	230	101	44%	127	55%	41	18%	186	81%	3	1.3%	8	3.5%	222	97%
Shortlisted	131	62	47%	68	52%	13	10%	116	89%	2	1.6%	4	3.1%	127	97%
Appointed	56	25	45%	30	54%	6	11%	48	86%	2	3.6%	0	0%	56	100%

\* 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	227	99	128	17	198	12	10	217
Voluntary severance	45	22	23	1	42	2	5	40
End of fixed term contract	72	28	44	8	60	4	4	68
Maternity leave non-return**	1		1		1			1
Ill Health	1	1			1		1	
Death	2		2		2		1	1
Dismissal	3	1	2		3			3
Redundancy	2	1	1	1	1			2
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%)
ALL LEAVERS - 2011	448	187 (42%)	261 (58%)	49 (11%)	383 (85%)	16 (3.6%)	19 (4.2%)	429 (96%)

\*\*Includes non-return from adoption leave.

The analysis excludes hourly paid and temporary staff.

TABLE 17 – REASONS FOR LEAVING

REASON	FACULTIES	SERVICES	TOTALS 2013	TOTALS 2012	TOTALS 2011
Moving out of area	4	8	12	9	4
Returning to education	1	1	2	2	0
Giving up employment		2	2	0	1
Personal/domestic reasons	2	5	7	7	6
Promotion/career devel/prospects	13	11	24	27	24
Travel difficulties to/from work	2	1	3	4	2
Physical working environment		1	1	0	2
Organisational culture	9	5	14	7	11
Management style	4	5	9	5	7
Working relations	1	2	3	3	2
Workload demands/stress	4	3	7	2	3
Company benefits	0	0	0	5	10
Discrimination/harassment	0	0	0	1	1
Retirement	16	10	26	6	6
Redundancy	3		3	0	2
Ill health	0	0	0	0	0
End of fixed term contract	5	4	9	6	8
Seeking a more challenging role	1	4	5	10	14
Seeking more training&development	2		2	6	3
Career change	0	4	4	14	13
Higher salary	0	2	2	11	7
Seeking more flexible working	4		4	4	4
NUMBER OF RESPONDENTS	42	40	82	39	40

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	%
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%
2011*	7517	2532	34%	4985	66%	470	6.3%	6832	91%	215	2.9%	364	4.8%	7153	95%

\* Includes 3138 staff attendances for compulsory fire safety training. \*\* Includes 368 staff attendances for compulsory fire safety training.

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

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	%
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%
2011	184	5.7%	75	5.4%	109	5.9%	10	4.9%	167	5.8%	7	5.6%	1	0.7%	183	5.9%

% 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	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%
	2011	90	2.8%	45	3.2%	45	2.5%	7	3.4%	80	2.8%	3	2.4%	1	1.7%	89	2.9%
Regrading	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%	28	0.9%
	2011	25	0.8%	11	0.8%	14	0.8%	1	0.5%	22	0.8%	2	1.6%	0	0%	25	0.8%
Secondment	2013	30	0.9%	13	0.9%	17	0.9%	2	0.8%	27	0.9%	1	0.8%	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%
	2011	28	0.9%	10	0.7%	18	1.0%	1	0.5%	27	0.9%	0	0%	0	0%	28	0.9%
Temporary Upgrade	2013	78	2.3%	29	2.0%	49	2.5%	4	1.7%	74	2.5%	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%	37	1.2%
	2011	41	1.3%	9	0.6%	32	1.7%	1	0.5%	38	1.3%	2	1.6%	0	0%	41	1.3%

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

TABLE 21 – GENDER PAY GAP

GROUP	2011	2009	2005	2003
All staff	14.4%	15.3%	*	*
All staff excluding senior management and TSU temps	10.2%	12.5%	20.2%	18.2%

\* data not available



## 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	%
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%
2011	6	1	17%	5	83%	-	-	6	100%	-	-	-	-	6	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>2013</u>															
Conduct	5	5	100%	-	-	-	-	4	80%	1	20%	-	-	5	100%
Capability	2	-	-	2	100%	-	-	2	100%	-	-	1	50%	1	50%
Performance	2	2	100%	-	-	-	-	2	100%	-	-	-	-	2	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%
Total 2011	10	7	70%	3	30%	3	30%	7	70%	-	-	-	-	10	100%
Total 2010	11	10	91%	1	9%	1	9%	9	82%	1	9%	2	18%	9	82%

## Section 6 – Sickness absence

TABLE 24 - SICKNESS ABSENCE RATES BY FACULTY / SERVICE

FACULTY/SERVICE	DAYS LOST 2013	INCIDENTS 2013	ABSENCE RATE 2013	ABSENCE RATE 2012	ABSENCE RATE 2011
Business and Law	1163	105	1.7%	1.5%	2.1%
Arts Creative Inds & Education	1195	180	1.5%	2.6%	2.0%
Environment and Technology	1491	217	1.6%	1.5%	1.1%
Health and Life Sciences	2332	295	1.8%	1.7%	1.8%
<b>Faculty sub total</b>	<b>6181</b>	<b>797</b>	<b>1.7%</b>	<b>1.8%</b>	<b>1.7%</b>
Commercial Services	35	16	2.1%		
Corporate & Academic Services	1437	374	4%	2.6%	1.9%
Directorate & other*	45	20	0.4%	0.5%	2.6%
Facilities	4858	897	4%	4.3%	3.7%
Finance	589	178	2.7%	3.9%	2.3%
Human Resources	394	108	2.6%	2.0%	2.0%
IT Services	1053	340	2.4%	1.9%	2.5%
Library Services	733	286	2.1%	1.7%	2.8%
Marketing and Communications	217	101	1.6%	1.8%	2.5%
Research, Business & Innovation	436	176	2.3%	2.9%	1.5%
SPS - Admissions & Intl Dev.	334	126	2%	2.6%	1.3%
SPS – Sch. & Colleges Part. Serv.	57	31	1%	4.7%	1.2%
SPS - Student Services	1581	474	2.9%	2.8%	3.2%
Transformation Services	38	22	1.2%	2.2%	-
<b>Service sub total</b>	<b>11807</b>	<b>3149</b>	<b>3.0%</b>	<b>3.0%</b>	<b>2.9%</b>
All services excluding manual staff	8655	2674	2.6%	2.6%	2.4%
Manual staff only	3152	475	5.1%	5.4%	4.6%
<b>All staff</b>	<b>17988</b>	<b>3946</b>	<b>2.3%</b>	<b>2.4%</b>	<b>2.2%</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
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	2013 (%)	2012 (%)	2011 (%)
Stress / depression	23.4%	27.6%	17.2%
Cold / flu / virus	16.5%	12.6%	13.8%
Hospital admittance	11.5%	12.9%	17.6%
Injury	7.8%	5.2%	4.6%
Infection	6.8%	7.4%	8.9%
Disease	5.3%	7.8%	5.6%
Not known	5.2%	2.1%	1.6%
Sickness / diarrhoea	4.0%	3.4%	3.0%
Back / sciatica	3.6%	2.9%	6.3%
Fatigue	3.1%	1.3%	1.0%
Stomach complaint	2.6%	3.1%	3.9%
Headache / migraine	2.4%	2.3%	2.2%
Pain	2.0%	1.7%	2.9%
Heart / blood pressure	1.2%	1.3%	2.3%
Dizzy spells Maternity related Allergy; Asthma; Skin complaint Dental / oral Gynae / menstrual Eye problems Hospital appointment Diabetes: Arthritis: Muscular / rheumatic	Less than 1%	Less than 1%	Less than 1%

Proportion of incidents			
REASON	2013 (%)	2012 (%)	2011 (%)
Cold / flu / virus	33.5%	30.7%	32.9%
Sickness / diarrhoea	11.2%	10.2%	7.9%
Infection	8.4%	10.6%	10.8%
Headache / migraine	8.3%	8.0%	7.4%
Not known	7.8%	6.3%	3.1%
Stomach complaint	6.1%	7.0%	9.4%
Stress / depression	5.4%	5.3%	4.1%
Back / sciatica	3.6%	2.8%	3.8%
Injury	3.2%	3.0%	3.1%
Hospital admittance	2.7%	2.9%	4.3%
Dental / oral	1.3%	1.6%	1.3%
Fatigue	1.2%	1.2%	1.0%
Pain	1.0%	1.2%	1.5%
Dizzy spells	1.0%	1.2%	1.6%
Allergy; Arthritis Maternity related Asthma; Diabetes Hospital appointment Eye problems Heart / blood pressure: Disease Gynae / menstrual Skin complaint Muscular / rheumatic	Less than 1%	Less than 1%	Less than 1%

## Section 7 – Employee assistance programme (EAP)

TABLE 27 – USE OF EAP SERVICES

TYPE	2013			2012			2011		
	HEADS	MALE	FEMALE	HEADS	MALE	FEMALE	HEADS	MALE	FEMALE
Helpline advice / information	55			71			37		
Telephone counselling	26			19			9		
Face-to-face counselling	73			82			92		
Legal information	89			72			76		
<b>TOTAL USAGE</b>	<b>243</b>	<b>70</b>	<b>173</b>	<b>244</b>	<b>56</b>	<b>188</b>	<b>214</b>	<b>54</b>	<b>160</b>
Take up by gender		29%	71%		23%	77%		25%	75%

Data relates to the period October to September