

Staffing compendium

December 2008

Produced by Human Resources



University of the
West of England

bettertogether

Introduction

This is the first annual staffing compendium to be produced for the University.

This compendium replaces and improves upon data analyses that have previously been prepared for Board of Governors' committees and other management groups.

Data is based on that held in the University's HR/Payroll System (SAP). This database is populated from data supplied by employees on their application for employment form and from data supplied by employees in response to subsequent data surveys. The latest data survey was carried out in November 2008 and this survey collected an expanded range of equality and diversity information.

Around 50% of staff responded to the latest survey. For those staff who did not respond to the survey the equality and diversity data already held in SAP has been carried forward and used for this analysis.

I hope this compendium will be useful and informative in understanding the current workforce profile of the University, and highlighting areas where we need to make improvements.

We plan to expand the content of the staffing compendium for future years, to show more trend data, and to include relevant external benchmarking data where this is available.

If you have any ideas for how the compendium might be improved or have any queries relating to the data and its analysis then please contact Lesley Donnithorne in the Systems Administration Team (Lesley2.Donnithorne@uwe.ac.uk) or Angeline Carrozza in the Equality and Diversity Unit (Angeline.Carrozza@uwe.ac.uk) within Human Resources.

Ian Apperley
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Section 1 – Staff employment

TABLE 1 – STAFF IN POST AT 31/12/2008

FACULTY/SERVICE	HEADS	FTE	HEADS 2007	FTE 2007
Bristol Business School	188	170		
Creative Arts	234	190		
Environment & Technology	463	432		
Health & Life Sciences	558	494		
Social Sciences & Humanities	396	365		
FACULTY TOTALS	1839	1651	1856	1680
Academic Registry	43	39		
Admissions & International Rct.	30	27		
Centre for Performing Arts	3	3		
Directorate	20	20		
Dean of Students	4	4		
Facilities	445	340		
Finance	58	53		
Human Resources	50	45		
IT Services	124	117		
Library Services	152	120		
Marketing & Communications	24	21		
Outreach Centre	10	9		
Planning & Business Intelligence	4	4		
Research, Business & Innovation	49	42		
Secretariat	4	4		
Student Services	60	51		
SERVICE TOTALS	1080	901	1067	897
SUB TOTAL	2919	2552	2923	2577
Hourly paid lecturers	472	113*	484	149*
Temporary staff (in assignment)	273	163	262	163
ALL STAFF	3664	2828	3669	2895

Staffing is currently distributed 65% to Faculties and 35% to Services, and this is largely unchanged compared to 2007.

* HPL full time equivalent (FTE) relates to the total for the previous academic year.

TABLE 2 – GENDER /ETHNICITY /DISABILITY ANALYSIS BY EMPLOYEE GROUP AND GRADE

EMPLOYEE GROUP/ GRADE	YEA R	ALL	MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED*		DISABILITY NOT KNOWN*		
		No.	No.	%	No.	%	No.	%	No.	%	No	%	No	%	No.	%	No	%	
Senior Management	2008	62	45	73%	17	27%	0	0%	61	98.4%	1	1.6%	5	8.1%	55	88.7%	2	3.2%	
	2007	56	41	73%	15	27%	0	0%					2	3.8%					
	2003	55	40	73%	15	27%	2	3.6%					3	5.5%					
	1998	55	42	76%	13	24%	0	0%					0	0%					
	1993	50	42	84%	8	16%	0	0%					1	2%					
Academic	Grade J	2008	134	87	65%	47	35%	6	4.5%	125	93.3%	3	2.2%	3	2.2%	127	94.8%	4	3.0%
		2007	80	58	73%	22	27%	5	6.0%					1	1.3%				
		2003	50	39	78%	11	22%	3	6.0%					0	0%				
	Grade I	2008	209	112	54%	97	46%	16	7.7%	189	90.4%	4	1.9%	5	2.4%	196	93.8%	8	3.8%
		2007	201	127	63%	74	37%	12	6.0%					2	1.0%				
		2003	184	125	68%	59	32%	12	6.5%					5	2.7%				
		1998	199	149	75%	50	25%	7	3.5%					0	0%				
		1993	179	145	81%	34	19%	5	2.8%					0	0%				
	Grade H	2008	730	352	48%	378	52%	44	6.0%	664	91.0%	22	3.0%	26	3.6%	677	92.7%	27	3.7%
		2007	736	349	47%	387	53%	37	5.0%					17	2.3%				
		2003	613	312	51%	301	49%	27	4.4%					13	2.1%				
		1998	614	325	53%	289	47%	18	2.9%					6	1.0%				
		1993	476	310	65%	166	35%	9	1.9%					4	0.8%				
	Grade G	2008	45	19	42%	26	58%	5	11.1%	36	80.0%	4	8.9%	1	2.2%	44	97.8%	0	0%
		2007	58	27	47%	31	53%	4	6.9%					0	0%				
2003		88	39	44%	49	56%	8	9.1%					1	1.1%					
1998		106	57	54%	49	46%	4	3.8%					0	0%					
1993		103	52	50%	51	50%	3	2.9%					2	1.9%					

EMPLOYEE GROUP/ GRADE	YEAR	ALL	MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED*		DISABILITY NOT KNOWN*	
		No.	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Hourly Paid Lecturers	2008	472	189	40%	283	60%	38	8.1%	367	77.7%	67	14.2%	19	4.0%	432	91.5%	21	4.4%
Research Grade H	2008	28	20	71%	8	29%	3	10.7%	25	89.3%	0	0%	0	0%	26	92.9%	2	7.1%
	2007	31	21	68%	10	32%	2	6.5%					0	0%				
	2003	17	14	82%	3	18%	0	0%					1	5.9%				
	1999	13	11	85%	2	15%	0	0%					0	0%				
Grade F&G	2008	100	50	50%	50	50%	17	17.0%	81	81.0%	2	2.0%	5	5.0%	93	93.0%	2	2.0%
	2007	100	48	48%	52	52%	13	13.0%					1	1.0%				
	2003	98	51	52%	47	48%	14	14.3%					0	0%				
	1998	79	52	66%	27	34%	7	8.9%					1	1.3%				
	1993	59	34	58%	25	42%	7	11.9%					1	1.7%				
Admin & Prof G & above	2008	282	121	43%	161	57%	11	3.9%	266	94.3%	5	1.8%	15	5.3%	258	91.5%	9	3.2%
	2007	179	91	51%	88	49%												
Grade A to F	2008	800	169	21%	631	79%	43	5.4%	744	93.0%	13	1.6%	44	5.5%	716	89.5%	40	5.0%
	2007	881	181	21%	700	79%												
Technical G & above	2008	70	55	79%	15	21%	2	2.9%	64	91.4%	4	5.7%	0	0%	69	98.6%	1	1.4%
	2007	26	24	92%	2	7%												
Grade A to F	2008	202	131	65%	71	35%	10	5.0%	168	83.2%	24	11.9%	9	4.5%	188	93.1%	5	2.4%
	2007	184	140	76%	44	24%												

EMPLOYEE GROUP/ GRADE	YEAR	ALL		MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED*		DISABILITY NOT KNOWN*		
		No.		No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	
Manual Grade C to E	2008	88		67	76%	21	24%	3	3.4%	82	93.2%	3	3.4%	7	8.0%	78	88.6%	3	3.4%	
	2007	94		78	83%	16	17%	2	2.1%					2	2.1%					
	2003	97		68	70%	29	30%	2	2.1%					2	2.1%					
	1998	96		76	79%	20	21%	0	0%					1	1.0%					
	1993	70		61	87%	9	13%	0	0%					2	2.9%					
	Grade A&B	2008	169		50	30%	119	70%	12	7.1%	149	88.2%	8	4.7%	12	7.1%	143	84.6%	14	8.3%
		2007	199		57	29%	142	71%	19	9.6%					3	1.5%				
		2003	245		63	26%	182	74%	14	5.7%					2	0.8%				
		1998	291		74	25%	217	75%	2	0.7%					0	0%				
		1993	281		67	24%	214	76%	8	2.9%					0	0%				
TSU Temps	2008	324		103	32%	221	68%	23	7.1%	269	83.0%	32	9.9%	9	2.8%	300	92.6%	15	4.6%	
ALL STAFF (excluding HPLs & TSU)	2008	2919		1278	44%	1641	56%	172	5.9%	2654	90.9%	93	3.2%	132	4.5%	2670	91.4%	117	4.0%	
	2007	2825		1242	44%	1583	56%	145	5.1%	2609	92.3%	71	2.6%	54	1.9%					
	2003	2545		1117	44%	1428	56%	122	4.8%	2252	88.5%	171	6.7%	49	1.9%					
	1998	2397		1067	45%	1330	55%	65	2.7%	1974	82.4%	358	14.9%	17	0.7%					
	1993	2051		980	48%	1071	52%	53	2.6%	1712	83.5%	286	13.9%	14	0.7%					
ALL STAFF	2008	3715		1570	42%	2145	58%	233	6.3%	3290	88.6%	192	5.1%	160	4.3%	3402	91.6%	153	4.1%	

The 2008 equality and diversity monitoring survey confirmed increases in the proportion of BME and disabled staff. The overall male/female ratio remains stable, but there have been increases in the proportion of women in the senior academic grades (I and J) following appointments made to new faculty structures in the summer of 2008. The proportion of women in senior admin/ professional, technical and manual grades has also increased significantly following the implementation of the Pay Equality Project in January 2008.

* Figures for "Not Disabled" include Not Knowns for staff who did not respond to the survey. The "Disability Not Known" figure is the number of staff that responded to the survey but preferred not to provide information about disability.

TABLE 3 – AGE ANALYSIS

AGE BAND	NUMBER	PERCENTAGE
Under 20	13	0.3%
20-24	144	3.9%
25-29	334	9.0%
30-34	418	11.3%
35-39	453	12.2%
40-44	443	11.9%
45-49	506	13.6%
50-54	562	15.1%
55-59	485	13.1%
60-64	326	8.8%
65 +	31	0.8%

This table shows that 37.8% of the workforce is over 50. The average age of a UWE employee is 44 years, and this is unchanged from 2007.

TABLE 4 – SEXUAL ORIENTATION ANALYSIS

GROUP	NUMBER	PERCENTAGE
Bisexual	18	0.5%
Gay man	25	0.7%
Gay woman/lesbian	29	0.8%
Heterosexual/straight	1594	42.9%
Other	5	0.1%
Not declared/prefer not to say	149	4.0%
No data held	1895	51.0%

This table shows that UWE has 2% of staff declaring as lesbian, gay or bisexual (LGB).

TABLE 5 – RELIGION AND BELIEF ANALYSIS

GROUP	NUMBER	PERCENTAGE
Buddhist	20	0.5%
Christian	794	21.4%
Hindu	15	0.4%
Jewish	10	0.3%
Muslim	21	0.6%
Sikh	3	0.1%
Another faith/religion	68	1.8%
No faith/religion	676	18.2%
Not declared/prefer not to say	213	5.7%
No data held	1895	51.0%

TABLE 6 – ETHNIC ORIGIN ANALYSIS

GROUP	NUMBER	PERCENTAGE
Asian – Bangladeshi	12	0.3%
Asian – Indian	32	0.9%
Asian – Pakistani	14	0.4%
Asian – Other	18	0.5%
Black – African	21	0.6%
Black – Caribbean	22	0.6%
Black – Other	4	0.1%
Chinese	38	1.0%
Mixed – White/African	4	0.1%
Mixed – White/Asian	13	0.3%
Mixed – White/Caribbean	5	0.1%
Mixed – Other	16	0.4%
Other Ethnic background	34	0.9%
White – British	3027	81.5%
White – Irish	37	1.0%
White – Other	226	6.1%
Prefer not to say	5	0.1%
No data held	187	5.0%

The above table shows that UWE's declared BME staffing population is 6.3%.

Section 2 – Staff recruitment

TABLE 7 – GENDER /ETHNICITY /DISABILITY ANALYSIS

	ALL	MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED*	
	No.	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
<u>Oct 94-Sep95</u>															
Applied	6735	3144	46%	3641	54%	376	5.6%	5727	85.0%	632	9.4%	94	1.4%	6641	98.6%
Shortlisted	2339	1018	44%	1321	56%	148	6.3%	1933	82.6%	258	11.0%	13	0.6%	2326	99.4%
Appointed	294	126	43%	168	57%	8	2.7%	256	87.1%	30	10.2%	2	0.7%	2929	99.3%
<u>Oct 98-Sep99</u>															
Applied	5798	2465	43%	3323	57%	323	5.6%	5071	87.5%	404	7.0%	51	0.9%	5747	99.1%
Shortlisted	1250	436	35%	814	65%	54	4.3%	1121	89.7%	75	6.0%	8	0.6%	1242	99.4%
Appointed	301	111	37%	190	63%	11	3.7%	270	89.7%	20	6.6%	0	0%	301	100%
<u>Oct 02-Sep03</u>															
Applied	6301	3142	50%	3159	50%	620	9.8%	4694	74.5%	987	15.7%	24	0.4%	6277	99.6%
Shortlisted	1360	599	44%	761	56%	90	6.6%	1046	76.9%	224	16.5%	5	0.4%	1355	99.6%
Appointed	409	179	44%	230	56%	18	4.4%	299	73.1%	92	22.5%	1	0.2%	408	99.8%
<u>Oct 06-Sep 07</u>															
Applied	4881	2625	54%	2256	46%	820	16.8%	3617	74.1%	444	9.1%	21	0.4%	4860	99.6%
Shortlisted	1158	571	49%	587	51%	127	11.0%	957	82.6%	74	6.4%	5	0.4%	1153	99.6%
Appointed	312	164	53%	148	47%	27	8.7%	266	85.3%	19	6.1%	0	0%	312	100%
<u>Oct 07-Sep 08</u>															
Applied	5989	2683	45%	3306	55%	919	15.3%	4445	74.2%	625	10.4%	23	0.4%	5966	99.6%
Shortlisted	1473	661	45%	812	55%	149	10.1%	1194	81.1%	130	8.8%	5	0.3%	1468	99.7%
Appointed	367	173	47%	194	53%	25	6.8%	314	85.6%	28	7.6%	0	0%	367	100%

The figures in table 7 above show that the success rate for female applicants through the recruitment process over the past 13 years is generally the same or better than for male applicants.

Figures for BME applicants show applications have increased in number over time, but consistently show a reduced success rate through the process; this needs further investigation.

The University continues to struggle to attract applicants declaring a disability and has consequently made very few appointments over the period. The new equality and diversity monitoring form will be implemented for staff recruitment and this may encourage more applicants to declare disabilities.

* Figures for “Not Disabled” include applicants who did not provide data.

TABLE 8 - RECRUITMENT TO THE TEMPORARY STAFF UNIT BANK

	ALL	MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED*	
	No.	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
<u>Oct 06-Sep 07</u>															
Applied	650	230	35%	420	65%	88	13.5%	504	77.5%	58	8.9%	0	0%	650	100%
Shortlisted	359	96	27%	263	73%	26	7.2%	294	81.9%	39	10.9%	0	0%	359	100%
Appointed	177	47	27%	130	73%	14	7.9%	143	80.8%	20	11.3%	0	0%	177	100%
<u>Oct 07-Sep-08</u>															
Applied	718	238	33%	480	67%	80	11.1%	590	82.2%	48	6.7%	7	1.0%	711	99.0%
Shortlisted	352	96	27%	256	73%	26	7.4%	299	84.9%	27	7.7%	1	0.3%	351	99.7%
Appointed	138	36	26%	102	74%	9	6.5%	116	84.1%	13	9.4%	0	0%	138	100%

The figures in table 8 show that the same data patterns exist in the recruitment of temporary staff as for other recruitment.

* Figures for “Not Disabled” include applicants who did not provide data.

Section 3 – Leavers

TABLE 9 – LEAVERS BY CATEGORY: 2008

LEAVER CATEGORY	NUMBER	MALE	FEMALE	BME	WHITE	ETHNICITY NOT KNOWN	DISABLED	NOT DISABLED
Resignation	142	58	84	11	127	4	2	140
Voluntary Severance	61	29	32	0	61	0	6	55
End of fixed term contract	45	27	18	6	38	1	0	45
Age 65 retirement	26	13	13	0	26	0	0	26
Early retirement	24	9	15	2	22	0	0	24
Maternity leave non-return	7	0	7	0	7	0	0	7
Ill Health	6	1	5	0	6	0	0	6
Death	5	4	1	0	5	0	1	4
Dismissal	4	2	2	0	4	0	0	4
Redundancy	1	0	1	0	1	0	0	1
ALL LEAVERS	321	143	178	19	297	5	9	312

Notes

The analysis excludes hourly paid and temporary staff.

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

The rate of leaving by gender/BME/disabled staff is broadly in proportion to their population.

The data shows an annual turnover rate of 9.6% (excluding fixed term contract expiry).

TABLE 10 – REASONS FOR LEAVING UWE: 2008

REASON	ACADEMIC + SENIOR MANAGEMENT	ADMINISTRATIVE / PROFESSIONAL / TECHNICAL	MANUAL	TOTALS
Moving from area	4	10		14
Return to education	0	3		3
Giving up employment	5	8		13
Personal/domestic	5	9		14
Promotion/career development	14	11		25
Travel problems	5	5		10
Physical work environment	1	1		2
Organisational culture	5	8		13
Management style	4	9		13
Working relations	1	4		5
Workload/stress	5	8		13
Conditions of service	1	1		2
Discrimination	1	0		1
Retirement	10	16	1	27
Redundancy	10	4		14
Ill health	1	3		4
End of fixed term contract	6	3		9
Greater job satisfaction	6	14		20
Personal satisfaction	4	16		20
More training & development	2	5		7
Better career prospects	5	12		17
Better service conditions	2	3		5
Higher salary	6	12		18
Change of work pattern	7	7		14

RESPONSE RATES	41 (29%)	55 (40%)	2 (6%)	105(34%)
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Notes:

Data is taken from exit questionnaires completed by staff leaving the University.

310 questionnaires were sent out in this 12 month period.

Leavers can indicate more than one reason for leaving.

Section 4 –Staff development and career progression

TABLE 11 – INTERNAL TRAINING ATTENDANCES

Year	ALL	MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED*	
	No.	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
2008	2861	808	28%	2053	72%	148	5.2%	2615	91.4%	98	3.4%	49	1.7%	2812	98.3%

The UWE workforce is: 57% female, 6.0% BME and 4.3% disabled. In 2008 internal training attendances were made up of a significantly higher proportion of female staff, a marginally lower proportion of BME staff and a significantly lower proportion of disabled staff.

TABLE 12 – CAREER PROGRESSION ANALYSIS

YEAR	TOTAL		MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED	
	No	%	No	%	No	%	No	%	No	%	No.	%	No	%	No.	%
2008	312	10.7%	134	10.5%	178	10.9%	10	5.8%	294	11.1%	8	9.1%	13	9.8%	299	10.8%
2007	217	7.7%	72	5.8%	145	9.2%	10	6.9%	201	7.7%	6	8.5%	3	5.6%	214	7.7%
2006	311	11.3%	122	10.4%	189	12.1%	11	7.2%	290	11.5%	10	14.1%	4	7.3%	307	11.4%
2005	259	9.6%	95	8.1%	164	10.8%	15	11.2%	242	9.7%	2	2.7%	4	8.0%	255	9.7%
2004	251	9.4%	113	9.7%	138	9.2%	9	6.7%	235	9.6%	7	9.5%	4	7.8%	247	9.4%
2003	237	9.3%	77	6.9%	160	11.2%	10	8.2%	218	9.7%	9	5.3%	1	2.0%	237	9.5%

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

Over the last 5 years career progression opportunities have been taken up in slightly higher proportion by female staff compared to male staff, in lower proportion by BME staff compared to white staff, and in lower proportion by known disabled staff. The data analysed by each type of career progression opportunity (promotion, regrading, secondment, and temporary up-grade) is shown in table 13 below.

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

TABLE 13 – CAREER PROGRESSION ANALYSIS BY TYPE

TYPE	YEA R	TOTAL		MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED*	
		No	%	No	%	No	%	No	%	No	%	No.	%	No	%	No	%
Promotion	2008	63	2.2%	23	1.8%	40	2.5%	0	0%	61	2.3%	2	2.3%	2	1.5%	61	2.3%
	2007	64	2.3%	22	1.8%	42	2.7%	4	2.8%	57	2.2%	3	4.2%	1	1.9%	63	2.3%
	2006	68	2.5%	20	1.7%	48	3.1%	3	2.0%	62	2.5%	3	4.2%	1	1.8%	67	2.5%
	2005	50	1.9%	13	1.1%	37	2.4%	1	0.7%	48	1.9%	1	1.4%	0	0%	50	1.9%
	2004	59	2.2%	23	2.0%	36	2.4%	1	0.7%	56	2.3%	2	2.7%	0	0%	59	2.3%
	2003	76	3.0%	23	2.1%	53	3.7%	4	3.3%	68	3.0%	4	2.3%	0	0%	76	3.0%
Regrading	2008	47	1.6%	26	2.0%	21	1.3%	6	3.5%	40	1.5%	1	1.1%	3	2.3%	44	1.7%
	2007	64	2.3%	22	1.8%	42	3.4%	2	1.4%	61	2.3%	1	1.4%	1	1.9%	63	2.3%
	2006	118	4.3%	54	4.6%	64	5.4%	4	2.6%	111	4.4%	3	4.2%	3	5.5%	115	4.3%
	2005	139	5.2%	50	4.3%	89	7.6%	11	8.2%	127	5.1%	1	1.4%	3	6.0%	136	5.1%
	2004	144	5.4%	75	6.4%	69	4.6%	4	3.0%	136	5.5%	4	5.4%	4	7.8%	140	5.4%
	2003	99	3.9%	36	3.2%	63	4.4%	2	1.6%	96	4.3%	1	0.6%	1	2.0%	98	3.9%
Secondment	2008	138	4.8%	60	4.7%	78	4.8%	3	1.7%	131	5.0%	4	4.5%	4	3.0%	134	5.0%
	2007	20	0.7%	4	0.3%	16	1.0%	1	0.7%	19	0.7%	0	0%	0	0%	20	0.7%
	2006	21	0.8%	1	0.1%	20	1.3%	2	1.3%	19	0.8%	0	0%	0	0%	21	0.8%
	2005	12	0.4%	2	0.2%	10	0.7%	0	0%	12	0.5%	0	0%	0	0%	12	0.5%
	2004	12	0.5%	7	0.6%	5	0.3%	0	0%	12	0.5%	0	0%	0	0%	12	0.5%
	2003	25	1.0%	6	0.5%	19	1.3%	1	0.8%	24	1.1%	0	0%	0	0%	25	1.0%
Temporary Upgrade	2008	64	2.2%	25	2.0%	39	2.4%	1	0.6%	62	2.3%	1	1.1%	4	3.0%	60	2.2%
	2007	69	2.4%	24	1.9%	45	2.8%	3	2.1%	64	2.5%	2	2.8%	1	1.9%	68	2.5%
	2006	104	3.8%	47	4.0%	57	3.6%	2	1.3%	98	3.9%	4	5.6%	0	0%	104	3.9%
	2005	58	2.2%	30	2.6%	28	1.8%	3	2.2%	55	2.2%	0	0%	1	2.0%	57	2.2%
	2004	36	1.4%	8	0.7%	28	1.9%	4	3.0%	31	1.3%	1	1.4%	0	0%	36	1.4%
	2003	37	1.5%	12	1.1%	25	1.8%	3	2.5%	30	1.3%	4	2.3%	0	0%	37	1.5%

The increase in secondments in 2008 is mainly due to appointments made to I and J grade academic management posts in the new faculties.

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

Section 5 – Formal procedures

TABLE 14 – STAFF GRIEVANCES

YEAR	ALL		MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED*	
	No.	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	
2008	13	5	38%	8	62%	1	7.7%	12	92.3%	0	0%	3	23.1%	10	76.9%	

The number of formal grievances in the year is low and therefore it is difficult to ascribe statistical significance to the data. The UWE workforce (including HPLs and TSU) is: 58% female, 6.3% BME and 4.3% disabled, therefore in 2008 staff grievances were brought by a marginally higher proportion of female staff and BME staff, and a significantly higher proportion of disabled staff.

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

TABLE 15 – STAFF DISCIPLINARIES

YEAR/TYPE	ALL		MALE		FEMALE		BME		WHITE		ETHNICITY NOT KNOWN		DISABLED		NOT DISABLED*	
	No.	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%	
2008																
Conduct	9	6		3		2		7		0		0		9		
Capability	2	0		2		1		1		0		1		1		
Performance	3	3		0		0		3		0		1		2		
TOTALS	14	9	64%	5	36%	3	21.4%	11	78.6%	0	0%	2	14.3%	12	85.7%	

The number for formal cases in the year is low so it is difficult to ascribe statistical significant to the data. The UWE workforce (including HPLs and TSU) is: 58% female, 6.3% BME and 4.3% disabled. Therefore in 2008 formal procedures were initiated for a significantly lower proportion of female staff, and a significantly higher proportion of BME staff and disabled staff.

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

Section 6 – Sickness absence

TABLE 16 - SICKNESS ABSENCE RATES BY FACULTY/SERVICE

October 2007 to September 2008

FACULTY/SERVICE	DAYS LOST	ABSENCE RATE	INCIDENTS
Bristol Business School	566	1.83%	131
Creative Arts	940	1.18%	178
Environment & Technology	2,270	1.78%	452
Health & Life Sciences	3,687	2.45%	485
Social Sciences & Humanities	1,929	1.81%	438
ALL FACULTIES		1.94%	
Academic Registry	229	2.14%	103
Admissions & International Rct.	128	1.75%	50
Directorate*	316	3.64%	24
Facilities – House Services	6053	5.72%	826
Facilities - Estates	381	3.29%	88
Finance	294	2.01%	70
Human Resources	305	2.57%	84
IT Services	726	2.76%	235
Library Services	1043	2.70%	408
Marketing & Communications	70	1.14%	39
Outreach Centre	29	1.16%	12
Research, Business & Innovation	139	1.26%	85
Secretariat	33	3.15%	8
Student Services	351	2.13%	125
ALL SERVICES		3.71%	
All services excluding manual staff		2.61%	
Manual staff only		6.86%	
ALL UWE STAFF	19,489	2.53%	3,841

Compared to the previous year, sickness in Faculties has increased slightly from 1.62%, sickness in Services has reduced from 3.84%, and manual staff sickness has increased from 6.33%.

*Includes Planning & Business Intelligence and Dean of Students.

TABLE 17 - REASONS FOR SICKNESS ABSENCE

October 2007 to September 2008

Proportion of days lost

REASON	PERCENTAGE
Stress/Depression	15.8%
Cold/Flu/Virus	14.5%
Hospital Admittance	13.2%
Infection	11.1%
Injury	8.4%
Disease	6.5%
Back/Sciatica	5.7%
Stomach Complaint	3.9%
Muscular/Rheumatic	3.5%
Fatigue	3.4%
Sickness/Diarrhoea	2.6%
Headache/Migraine	2.3%
Heart/Blood pressure	2.0%
Pain	1.7%
Dizzy spells	1.0%
Maternity related	Less than 1%
Not known	
Arthritis	
Epilepsy	
Dental/Oral	
Gynae/Menstral	
Allergy	
Hospital appointment	
Eye problems	
Asthma	
Diabetes	
Skin complaint	

Proportion of incidents

REASON	PERCENTAGE
Cold/Flu/Virus	33.4%
Infection	11.0%
Stomach Complaint	10.2%
Headache/Migraine	8.0%
Sickness/Diarrhoea	7.9%
Hospital Admittance	3.9%
Back /Sciatica	3.8%
Injury	3.5%
Stress/Depression	3.2%
Not Known	2.0%
Muscular/Rheumatic	1.9%
Dental/Oral	1.6%
Pain	1.5%
Dizzy spells	1.3%
Fatigue	1.1%
Disease	1% or less
Hospital appointment	
Maternity related	
Allergy	
Eye problems	
Gynae/Menstral	
Heart/Blood pressure	
Asthma	
Arthritis	
Diabetes	
Epilepsy	
Skin complaint	

In this period stress/depression was the illness causing the most days lost, with 3,300 working days lost in the year and 134 incidents in the year. In the previous year stress/depression was the second highest cause of days lost, amounting to 2,900 days (15.3%) and 131 incidents in the year.

In this period cold/flu/virus was the illness with the highest incident rate at 1,380 incidents in the year and resulting in 3,020 days lost. In the previous year this was the highest cause of days lost, amounting to 3,150 days (16.5%) and was the type of illness with the highest incidents at 1,440 individual incidents of absence.