

University of the Highlands and Islands

Executive Office

Employee information 2013 - 2017

April 2017

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Introduction

This report updates the information provided in the original plan (2013) and the progress report (2015) about the composition of the workforce within the executive office.

Protected characteristics

Historically we have collected and maintained the following equality information for existing staff:

- Gender
- Age
- Ethnicity
- Disability

Whilst there is a planned exercise to refresh this data annually in line with our Higher Education Statistics Agency (HESA) Staff Record submission, each member of staff has the opportunity to disclose and update their equality information at any time during their employment with the executive office.

Following the introduction of a new e-recruitment portal in May 2012, we have been able to collect data for seven of the protected characteristics of new applicants.

We had planned that following our progression onto a computerised HR system, initially targeted for August 2013 but eventually implemented in 2016, to collect monitoring data for all the protected characteristics. However, resourcing issues have led to this development being postponed at this moment in time.

As a result, we are continuing to use the dataset we generate for our annual HESA Staff Record submission to ensure consistency with the equality reports we have historically provided to the University Court.

A table detailing the equality data we return to HESA in respect of Executive Office employees during the duration of the Mainstreaming Plan (2012/13 to 2015/16) can be found in Appendix 1.

An analysis of the data shows a steadily aging population, with relatively little fluctuation in the gender mix or the predominant ethnicities over the period. In terms of data on disability whilst the percentage of staff for which we have no data has decreased, the actual numbers of staff with declared disabilities remain fairly low and may be indicative of a reluctance to identify themselves as having a disability.

Included in the table is data on the terms and mode of employment of employees over this period. The dataset for terms and mode of employment is based upon the number of contracts issued during that period and not the headcount figure. The data showed an increase in the use of fixed-term and part-time contracts, reflecting the growth in the number of project funded posts, in respect of both terms and mode; and an increase in the number of flexible working arrangements that have been implemented for Executive Office staff, in respect of the latter.

Staff development

As staff development opportunities are managed at the departmental level we have no central record of activity to analyse in respect of the protected characteristics. We are reviewing our approach to

staff development within the Executive Office and the benefits of collecting and reporting on this data will be considered as part of this review.

Discipline and grievances

There were no issues addressed through the disciplinary or grievance procedures that related to equality and diversity.

Staff turnover

During the period covered by the Mainstreaming Plan 144 members of staff left the employment of Executive office, their details are included in the attached table and broadly reflect the composition of the remaining staff.

Recruitment activity

Since the transition to our new e-recruitment system, we have received almost 1100 applications for employment in respect of some 90 roles. Analysis of the data collected can be found in Appendix 2.

A 'traffic light' colour coding has been used to show where the percentage scores at each stage are 5% above or below the percentage scores reported in 2013. The colour coding is based on the following:

Colour	Mean score
Red	5% or more below
Green	5% or more above

Whilst it is encouraging that less than 8% of applicants chose not to disclose one or more of their protected characteristics, there clearly is a reluctance on the part of some applicants to identify their protected characteristics and we will examine how we can improve the process and engagement with applicants so that they feel more confident in declaring this information.

As previously indicated the e-recruitment portal does not collect data on two of the protected characteristics, transgender and pregnancy/maternity status. We are discussing with the provider the options for developing the current portal to allow for the collection of all nine protected characteristics going forward.

Appendix 1: composition of the executive office workforce

	2012/13		2013/14		2014/15		2015/16	
	Number	%	Number	%	Number	%	Number	%
Number of employees (headcount)								
	251		274		262		256	
Gender								
Male	101	40.24	116	42.34	115	43.9	107	41.8
Female	150	59.76	158	57.66	147	56.1	149	58.2
Age Bands								
< 30	20	7.97	17	6.2	12	4.58	7	2.73
30's	78	31.08	83	30.29	81	30.92	81	31.64
40's	85	33.86	85	31.02	83	31.68	72	28.12
50's	56	22.31	68	24.82	65	24.81	76	29.69
60+	12	4.78	21	7.66	21	8.02	20	7.81
Ethnicity								
White Scottish	146	58.17	151	55.11	150	57.25	147	57.42
White Other	95	37.85	112	40.88	104	39.7	103	40.23
BME	5	1.99	7	2.55	5	1.9	3	1.17
Dual Heritage	1	0.4	1	0.36	0	0	0	0
Not disclosed	4	1.59	3	1.09	3	1.14	3	1.17
Disability								
No known disability	223	88.84	242	88.32	230	87.79	242	94.53
Declared	5	1.99	6	2.19	7	2.67	7	2.73
No info provided	23	9.16	26	9.49	25	9.54	7	2.73
Terms of employment								
Open-ended	189	72.69	199	72.63	203	77.48	220	85.94
Fixed-term	57	21.92	54	19.71	47	17.94	29	11.32
Atypical	14	5.38	21	7.66	12	4.59	7	2.73
Mode of employment								
Full-time	196	75.38	198	72.26	197	75.19	199	77.73
Part-time	50	19.23	55	20.07	53	20.23	50	19.53
Atypical	14	5.38	21	7.66	12	4.58	7	2.73

Appendix 2: Analysis of Executive Office recruitment data [1 April 2013 – 20 February 2017]

Gender	Male	Female	Not disclosed
Applications Number (%)	421 (41)	598 (58)	12 (1)
Interviewed Number (%)	145 (37)	237 (61)	5 (2)
Appointed Number (%)	38 (44)	48 (55)	1 (1)

Age	16-19	20's	30's	40's	50's	60's	Not disclosed
Applications Number (%)	1 (-)	211 (20)	358 (35)	251 (25)	168 (16)	20 (2)	22 (2)
Interviewed Number (%)	0 (0)	62 (16)	117 (30)	120 (31)	75 (20)	4 (1)	9 (2)
Appointed Number (%)	0 (0)	16 (17)	26 (29)	26 (29)	18 (21)	2 (2)	2 (2)

Ethnicity	White British	White Other	BME	Dual Heritage	Not disclosed
Applications Number (%)	730 (71)	219 (21)	43 (4)	15 (1.5)	24 (2.5)
Interviewed Number (%)	279 (72)	66 (17)	23 (6)	7 (2)	12 (3)
Appointed Number (%)	69 (79)	15 (18)	2 (2)	0 (0)	1 (1)

Disability	Yes	No	Not disclosed
Applications Number (%)	54 (5)	946 (92)	31 (3)
Interviewed Number (%)	12 (3)	363 (94)	12 (3)
Appointed Number (%)	4 (5)	81 (93)	2 (2)

Marital status	Civil partnership	Married	Separated	Divorced	Widowed	Single	Not disclosed
Applications Number (%)	33 (3)	432 (42)	16 (2)	51 (5)	5 (-)	441 (43)	53 (5)
Interviewed Number (%)	16 (4)	201 (52)	8 (2)	19 (5)	4 (1)	116 (30)	23 (6)
Appointed Number (%)	2 (2)	49 (56)	3 (3)	3 (3)	2 (2)	25 (29)	3 (3)

Religion or belief	None	Christian	Muslim	Hindu	Jewish	Buddhist	Other	Not disclosed
Applications Number (%)	498 (48)	357 (35)	26 (2)	19 (2)	2 (-)	9 (1)	20 (2)	100 (10)
Interviewed Number (%)	174 (45)	147 (38)	12 (3)	4 (1)	0 (0)	4 (1)	8 (2)	38 (10)
Appointed Number (%)	37 (43)	37 (43)	2 (2)	0 (0)	0 (0)	0 (0)	2 (3)	9 (11)

Sexual orientation	Heterosexual	Bisexual	Gay man	Lesbian	Other	Not disclosed
Applications Number (%)	915 (89)	13 (1)	8 (1)	8 (1)	3 (-)	84 (8)
Interviewed Number (%)	336 (87)	8 (2)	4 (1)	4 (1)	0 (0)	35 (9)
Appointed Number (%)	77 (89)	0 (0)	0 (0)	2 (2)	0 (0)	8 (9)