

University of the Highlands and Islands

Employee information 2017 -2019

April 2019

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Introduction

This report updates the information provided in the original plan (2013) and the previous progress reports (2015, 2017) about the composition of the workforce within the university

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, the above four characteristics and marital status, religion or belief and sexual orientation.

We had planned that following our progression onto a computerised HR system (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 and we will look to investigate alternative solutions over the following reporting period.

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 university employees since the last report can be found in Appendix 1.

An analysis of the data shows a steadily aging population, with relatively little fluctuation in the gender mix, the predominant ethnicities or the number of staff identifying themselves as having a disability over the period.

To encourage applications from disabled and BAME staff, and staff below the age of 30 The E&D advisor will produce a detailed operational plan that will cover each of the nine protected characteristics, and will feed into our 2021 PSED Reports.

Gender

Over the last 5 years' women have consistently held the majority of roles within the university. As a result, of the transfer of Nursing Courses and the associated academic and professional services staff (whom are predominantly female) from the University of Stirling, this proportion was higher in 2017-18 than in 2016-17.

It is apparent that the university had higher numbers of male and female staff in 2017-18 than in 2016-17. The data shows that despite numbers of men and women increasing, that women are joining the organisation faster than men are. As this disparity is increasing, we will review numbers upon submitting our HESA staff returns (2018-19) and set actions accordingly.

Given that we have a positive mean gender pay gap of 22% in favour of men, we hope to encourage more female applicants to senior posts, increase men in lower graded and gender atypical posts, and ultimately continue to close our gender pay gap.

Alongside our support for women to build knowledge, skills and confidence to apply for senior posts through the Aurora Leadership Programme, our E&D Adviser will look to develop further positive action when producing an operational plan.

Age

Over the 2016-18 period, the majority age group for university staff is people in their 50's, who have only increased by <0.5% over this period, despite attracting the largest pool of candidates. For the same reason, staff in their 40's have been proportionally consistent to within 0.05% over this period, despite the significant increase in our overall staff numbers. This shows that the majority of appointments are of staff aged 40-60.

Whilst the number of staff <30 has almost doubled, the overall proportion of staff at this age has only increased by <1.1%. Whilst this is a bigger percentage increase than those in their 40s and 50s, numbers were initially so small that this signifies a small increase overall. The number of staff in their 30s has seen the smallest numerical increase, resulting in a 4.37% decrease. As such, we will look to conduct analyses on the age profile of applicants, interviewees and appointees to ascertain reasons for disproportionate growth among staff in their 40s and 50s.

The largest proportional increase is among staff over 60: this may be due to staff previously in their 50's turning 60, but if-so this will only contextualise increased 60+ figures, and suggests that appointment of candidates in their 50s is disproportionate to a greater degree than is initially apparent.

Ethnicity

The number of Black, Asian & Minority Ethnic (BAME), and Dual Heritage staff has remained very low throughout university's history: this is in part due to low BAME residency in remote and rural Scotland, and the ability to attract BAME staff into the region.

There has been a significant increase in White Scottish staff employed by the university, as well as a decrease in white staff members from other countries. We also see that all other disclosed ethnicities account for a tiny staff minority.

Both BAME and Dual Heritage employees have grown in number, although this is by such a small margin that we will remain mindful of the fact that small fluctuations make a big proportional difference. However, if this positive trajectory continues we can draw the conclusion that we are clearly progressing in terms of not only attraction but also retention.

Going forward, we will look to identify targeted action to attract ethnically diverse staff, and will look into measures for positive action, to ensure our workforce is representative of wider society.

Disability

The data shows that the proportion of university staff declaring a disability, leaving the field blank and those not declaring a disability have remained largely consistent, with negligible fluctuation in any category. The largest proportional difference is among those with no known disability, who have grown by 0.72%, despite making up more than seven times the workforce who declare a disability.

The number of both disabled staff and non-responders have grown over the 2016-18 period, although the increases are disproportionately low when compared to the overall staff increase. As such, the increase in numbers is undermined by approximately 0.5% drop in proportional representation from these categories.

Over the following two years, we will look to increase the number of disabled applicants, as well as increasing staff confidence in disclosing a disability. Initial measures will involve liaising with Perth College UHIs Sensory Impaired Job Club, and potentially working with Advance-HE on their Disabled Staff Recruitment Project. We hope that what we learn through these initiatives will enable us to implement actions that will reflect positively on Disability Pay Gaps when we next report in April 2021.

Terms and Mode of Employment

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 contracts, reflecting the growth in the number of project funded posts. Whilst the mix of full/part time employment remains relatively unchanged.

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 university 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 this report 39 members of staff left the employment of the university and they broadly reflect the composition of the staff as detailed in the data.

Recruitment activity

Since the last report, we have processed over 2000 applications for employment resulting in some 152 appointments to the university. 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 2017. The colour coding is based on the following:

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

There is a significant increase in the proportion of applicants choosing not to declare one or more of their protected characteristics. Clearly, there 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 continuing to discuss with the software provider the options for developing the current portal to allow for the collection of all nine protected characteristics going forward.

Our E&D Adviser will develop suggestions to address underrepresentation and these measures will be discussed in our 2021 PSED reports.

Appendix 1: composition of the workforce

	2015/16		2016/17		2017/18	
	number	%	number	%	Number	%
Number of employees (headcount)	256		261		345	
Gender						
Male	107	41.8	106	40.61	126	36.52
Female	149	58.2	155	59.39	219	63.48
Age Bands						
<30	7	2.73	7	2.68	13	3.77
30's	81	31.64	78	29.88	88	25.51
40's	72	28.12	74	28.35	98	28.4
50's	76	29.69	79	30.27	106	30.72
60+	20	7.81	23	8.81	40	11.6
Ethnicity						
White Scottish	147	57.42	146	55.94	209	60.58
White Other	103	40.23	110	42.14	129	37.4
BAME	3	1.17	2	0.77	3	0.87
Dual Heritage	0	0	1	0.38	2	0.58
Not disclosed	3	1.17	2	0.77	2	0.58
Disability						
No known disability	242	94.53	247	94.64	329	95.36
Declare	7	2.73	8	3.01	9	2.61
No info provided	7	2.73	6	2.3	7	2.03
Terms of employment						
Open ended	220	85.94	226	86.6	279	80.87
Fixed term	29	11.32	26	9.96	55	15.94
Atypical	7	2.73	9	3.45	11	3.2
Mode of employment						
Full-time	199	77.73	195	74.71	264	76.52
Part time	50	19.53	56	21.46	70	20.29
Atypical	7	2.73	10	3.8	11	3.2

Appendix 2: analysis of recruitment data (March 2017 – April 2019)

Gender	Male	Female	Not disclosed
Applications Number (%)	632 (30)	941 (44)	555 (26)
Interviewed Number (%)	113 (26)	168 (39)	149 (35)
Appointed Number (%)	27 (18)	78 (51)	47 (31)

Age	16-19	20's	30's	40's	50's	60's	Not disclosed
Applications Number (%)	18 (1)	482 (23)	619 (29)	522 (25)	349 (16)	74 (3)	64 (3)
Interviewed Number (%)	3 (1)	62 (14)	127 (30)	85 (20)	103 (24)	23 (5)	27 (6)
Appointed Number (%)	1 (1)	14 (9)	53 (35)	41 (27)	34 (22)	3 (2)	6 (4)

Ethnicity	White British	White Other	BAME	Dual Heritage	Not disclosed
Applications Number (%)	1517 (70)	342 (16)	161 (8)	32 (2)	76 (4)
Interviewed Number (%)	311 (72)	59 (14)	10 (3)	4 (1)	46 (10)
Appointed Number (%)	130 (85)	16 (11)	2 (1)	1 (1)	3 (2)

Disability	Declared	Not declared	Not disclosed
Applications Number (%)	102 (5)	1970 (92)	56 (3)
Interviewed Number (%)	26 (6)	391 (91)	13 (3)
Appointed Number (%)	4 (2)	147 (97)	1 (1)

Marital Status	Civil Partnership	Married	Separated	Divorced	Widowed	Single	Other / Not disclosed
Applications Number (%)	50 (2)	882 (41)	45 (2)	100 (5)	6 (1)	807 (38)	238 (11)
Interviewed Number (%)	0 (0)	178 (41)	8 (2)	25 (6)	2 (1)	149 (34)	68 (16)
Appointed Number (%)	0 (0)	69 (45)	3 (2)	8 (5)	1 (1)	53 (35)	18 (12)

Religion or belief	None	Christian	Muslim	Hindu	Jewish	Buddhist	Other	Not disclosed
Applications Number (%)	975 (46)	797 (37)	39 (2)	28 (1)	9 (1)	19 (1)	61 (3)	200 (9)
Interviewed Number (%)	210 (49)	126 (29)	0 (0)	3 (1)	2 (1)	1 (1)	5 (1)	83 (18)
Appointed Number (%)	87 (57)	49 (32)	0 (0)	1 (1)	0 (0)	1 (1)	3 (2)	11 (7)

Sexual orientation	Heterosexual	Bisexual	Gay man	Lesbian	Other	Not disclosed
Applications Number (%)	1859 (86)	43 (2)	19 (1)	14 (1)	11 (1)	182 (9)
Interviewed Number (%)	353 (82)	5 (1)	0 (0)	1 (1)	5 (1)	66 (15)
Appointed Number (%)	136 (90)	2 (1)	0 (0)	1 (1)	1 (1)	10 (7)