

Staff Equality, Diversity & Inclusion Annual Report 2015-16

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Section 1: Executive Summary

1.1 Purpose of Report

The purpose of the annual report is to:

- Summarise the monitoring and benchmarking of the University's effectiveness in delivering the equality, diversity and inclusion agenda, for the staffing population at Westminster.
- Highlight issues and make recommendations for action in 2016-17.
- Satisfy compliance requirements.

Accurate equality information enables the University's management team to understand what steps need to be taken to; address diversity and equality issues in the structure and management of the workforce; prevent direct and indirect discrimination, and identify appropriate support for a diverse staff profile.

1.2 Summary of Analysis 2015-16

The following is a brief summary of analysis, further detail is provided in Appendices 1-6.

- Disability disclosure has increased slightly by 0.1% to 4.4%, the sector average (as reported by DLA Piper) has risen above the UoW figure to 4.6%.
- The University of Westminster BME profile stands at 22.0%, a slight increase from the previous year. The sector average has also slightly increased to 11.8%, but the university continues to remain almost double this figure.
- The overall gender split is 54.6% - although this represents a 0.3% increase, the percentage of female staff now falls slightly under the sector average of 55.6%.
- The headline figures show that the percentage of leavers has increased to 7.2%. However the sector average has also increased and is now higher than the UoW turnover figure at 8.1%.
- The Age profile has not changed significantly since the last report, which is unsurprising given the overall picture of a stable workforce profile.
- Religion and Belief and Sexual Orientation: Many Universities do not provide numbers and percentages of the total number of staff with these protected characteristics. There has been an increase in the overall disclosure rate from 43.2% to 53.7% for Sexual Orientation information and from 43.5% to 54.8% for Religion and Belief information from the previous year. This provides an improved snapshot of the data we have on these groups. We acknowledge that a number of staff consider this information, in particular, to be sensitive, personal information.

1.3 Benchmarking Summary 2015-16

The table summarises the benchmark position of the University against Sector information collected and collated annually by DLA Piper. Further detail is contained Appendices 1-6.

The trend data is based on the period 1st August 2015 to 31st July 2016. The profile data is a snapshot as at 30th June 2016.

Protected Characteristic	UoW %	Bench mark %	Status	Change in year
Disability	4.4	4.6	↑	Slight increase in disclosure level of 0.1%, but sector average has risen above UoW level.
Ethnicity	22.0	11.8	↑	An increase of 0.5%. Similar to the last 4 years, UoW's BME % is almost double Sector average.
Gender	54.6	55.6	↑	Although a very slight increase of 0.3%, this has now fallen short of Sector average by 1.0%.
Turnover	7.2	8.1	↓	Voluntary turnover has decreased by 1.0% since last year and voluntary turnover is now lower than the sector average.
Age (45 to 65+)	51.0	48.5	↓	Slight decrease but still higher than sector average.
Age (16 to 24)	2.6	3.9	↑	Slight increase of 0.6% but still lower than sector average.

1.4 Progress, Recommendations & Actions 2016-17

1. Single Equality Policy (SEP) Action Plan now includes actions and recommendations identified through this annual statutory EDI report, the Race Equality Charter Mark Trial self-assessment team and the Athena Swan Charter Mark self-assessment team, Stonewall Workplace Equality Index and Human Resources Excellence in Research (HRER) award. Further work will be undertaken over the next 12 months to review all actions to remove duplication of activity and ensure time bound implementation of actions.
2. Data Collection / Review and Report – continued collection and analysis of information that relates to EDI generally and develops knowledge of gaps ('unknowns') in the characteristics reported to date in support of workforce planning targeting and to satisfy data protection legislation.
3. Academic unit replacement activities/criteria monitored and gradual change in the profile and mix as a result of workforce planning information:
 - Corporate Services Workforce Plan with objectives to 2017.
 - Academic Unit Workforce Plans with objectives to 2017.
 - University Workforce Plan for 2015-20 to support Westminster 2020.
4. Continued work toward embedding of open and transparent recruitment processes across all University posts to minimise risk of discrimination claims
5. Network Development:
 - BME network in support of the ECU Race Equality Charter Mark is in the process of being established with call out for membership September 2016
 - Women in STEM/Academia network to support the Athena Swan work.
 - Launch of the WOW – Women of Westminster launched to profile UoW women's achievements as role models
 - The staff LGBTQ+ network is being refreshed, with updated Terms of Reference and closer working with ODW to implement improvements identified via the Stonewall Workplace Equality Index submission. A new chair was appointed in June 2016
 - Progressing B-MEting for BME staff in collaboration with other London based universities in support of RACE charter mark
6. Organisation & Staff Development Strategy:
 - To professionalise the management of internal career opportunities and succession plans

- To focus on developing career pathways and increased opportunities for career development to increase staff mobility and promotion prospects for all staff groups.
- Staff mobility including ERASMUS for teaching and staff is being reviewed to try and increase the engagement.
- Reviewing other staff mobility schemes as well for the HEI sector.
- Academic career promotions – the Provost will be taking this forward with UCU
- Enhance the quality of teaching and learning through capability enhancement through the HEA UKPSF – PRESTige scheme and in light of the up and coming TEF
- To focus on targeting development and training to enhance our existing knowledge and skill bases to reflect Westminster 2020 resourcing requirements.
- To focus on activities to facilitate shifts in our cultural profile.

7. Policy work in partnership with staff and unions in support of Race Equality Charter and departmental and faculty Athena Swan award submissions.

8. Continue to focus on developing flexibility in our resourcing models through professionalising workforce planning across the University.

9. Set up monitoring tools and recruitment strategies to show an increase in proportional representation of BME staff by externally recruiting across all posts

10. Develop and provide manager guidance for identifying posts for internal recruitment only.

11. Develop more opportunities for effecting targeted turnover e.g. annual voluntary leavers scheme to effect changes in age, gender and BME profile mix.

12. Review the staff profile against the student profile to assess differences and refine targeting.

13. Further research into higher education and private sector EDI best practice, developing knowledge base, relationships and investigating potential partnerships.

14. External EDI context and profile - Further development of local, national and international community partnerships and relationships through Corporate Social Responsibility programme

15. An Organisational Development and Well-being departmental project team will be set up, led by the Head of CSR to work on all Equality and Diversity activity and to implement the SEPP.

16. The University achieved the Athena SWAN Bronze award and is implementing actions that resulted from the institutional analysis, additionally the CSR team will be responsible for managing and co-ordinating any subsequent departmental and faculty accreditation submissions.

17. University Community Engagement and Volunteer Policy to be presented at HR Committee November 2016. Positive impact on equality and diversity external activity through community engagement

18. The University will be submitting an application for the Race Equality Charter Award in February 2018. A Self-Assessment Team (SAT) will be formed in November 2016 to develop and monitor implementation of relevant actions within the Single Equality Policy Action Plan.

19. The Dignity and Diversity at Work and Study policy and procedures to be presented at HR Committee November 2016.

20. Monitoring of impact of the result of the EU Referendum (Brexit) on equality and diversity law and practice.

21. Unconscious Bias training roll-out continued from Managers to Staff throughout 2016-17

22. Prevent e-learning module - deadline for completion by all staff 31st August 2016.

1.5 University governance and management approval of strategy and policy implications

The following University Management and Governance Groups have approved this report and recommendations for action.

	Board/Committee	Date
Approved by:	CSR Group	
Approved by:	UEB	
Endorsed by:	HR Committee	
Approved by:	Court of Governors	

Publication: Open

Section 2: Single Equality Policy and Plan

The Single Equality Policy and Action Plan (SEPP) was ratified by the Court of Governors in October 2015. In 2015-16 the focus was on improving data collection with a view to refining the plan based upon the findings. In 2016-17 the focus will be on reviewing all actions to monitor progress and ensure time bound implementation.

The Action Plan details the main objectives to be implemented to 2020. For the purpose of this report we will highlight the four main objectives and key actions that have taken place in 2015-16.

Appendix 8 details five and three year objectives and the complete 2015-2020 Single equality Action Plan.

Objective 1: Develop, promote and implement the Single Equality Policy & Plan and associated framework ensuring regulated monitoring and reporting on actions and annual review to evaluate progress and improve performance

- Equality action plans consolidated; an integrated Single Equality action plan was produced encompassing objectives from the following action plans:
 - Athena SWAN
 - HR Excellent in Research
 - Stonewall WEI
 - Race Equality Charter Mark

By integrating the plans, the aim is to ensure a coherent and rational approach is taken to EDI work across the institution, with the Single Equality Plan as the point of reference for all EDI activity.

Objective 2: Review and improve collection, quality and monitoring of EDI data

- Staff EDI lifecycle data has been reviewed and changes are being implemented as part of the HR systems upgrade
- A recommendation has been endorsed by the CSR group regarding student EDI lifecycle data which will be passed to the new Student Diversity Task force
- An audit has been undertaken of both external website and intranet EDI presence with a view to improving information provided in the coming year

Objective 3: Facilitate organisational change through embedding of EDI in all policy, process and action.

- The University achieved the Athena SWAN Bronze award and is implementing actions that resulted from the institutional analysis
- Following the successful roll-out of unconscious bias training for managers, this has now been extended to all staff
- The profile of EDI has been improved in the recruitment process; all future person specifications will require that staff, managers and leaders are committed to contributing to/creating a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable. To reinforce this, a bank of EDI questions has been developed, at least one of which must be included at interview

Objective 4: Build the University of Westminster community and enhance diversity

- Work has commenced on updating the Dignity and Diversity at Work and Study policy
- Guidance has been produced for supporting transgender students, and work will be undertaken next year to improve support for transgender staff. A first step has been to include the title "Mx" as part of the HR systems upgrade along with a review of wording used at recruitment
- Two new staff networks are in the early stages of establishment – a staff BME network, and a women's network. In addition to this, the staff LGBTQ+ network is being refreshed, with updated Terms of Reference and closer working with ODW to implement improvements identified via the Stonewall Workplace Equality Index submission.
- Work has commenced on University Volunteer and Community Engagement policy, process and programme.

Section 3: Policy work

The following changes made to employment legislation were considered in our policy work:

- Changes to collective redundancies consultations.
- Changes to tribunal charging and procedures.
- Change from compromise agreements to settlement agreements as well as measures to increase the confidentiality of pre-termination discussions.
- The mandatory ACAS conciliation process
- Increases to statutory maternity, paternity, adoption and sick pay

In addition the following reports, legislation and statutory requirements will be taken into consideration for all future policy work:

- The Equality and Human Rights Commission report; "Is Britain Fairer" 2015 and separate report on human rights, "The Human Rights Review": <http://www.equalityhumanrights.com/about-us/our-work/key-projects/britain-fairer/great-britain-report>
- The Counter Terrorism and Security Act 2015 and Prevent statutory duty: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445916/Prevent_Duty_Guidance_For_Higher_Education_England_Wales_.pdf
- Women and Equalities Select Committee: <http://www.parliament.uk/womenandequalities>
- Trade Union Act 2016: <http://www.legislation.gov.uk/ukpga/2016/15/contents/enacted>
- Public Sector Equality Duty: <https://www.equalityhumanrights.com/en/advice-and-guidance/public-sector-equality-duty>
- Brexit and Universities: <http://www.universitiesuk.ac.uk/policy-and-analysis/brexit>

Section 4: Staff Engagement Survey: Summary Results

The University of Westminster is committed to supporting diversity and equal opportunities and to creating a stimulating and supportive learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

This will allow staff and students to reach their full potential regardless of their race, nationality, ethnic or national origins, marital status, disability, gender, religion or belief, sexual orientation or any other similarly irrelevant factor.

We aim to encourage a working and learning environment.

We will continue to respect and value diversity within our communities of staff and students, to promote equality of opportunity, and to challenge and strive to eliminate unlawful discrimination.

The following is a summary of EDI related data from the Staff Engagement Survey 2016 based on EDI related questions. All University percentages are based on 1,195 respondents, representing a response rate of 45.2%. All University (excluding Visiting Lecturers) percentages are based on 1,157 respondents, representing a response rate of 59.4%.

Main questions	% agreed All University	% agreed All University (excl. VLs)
The University of Westminster treats all staff equally regardless of age, disability, gender, race, religion and belief, pregnancy and maternity, marriage and civil partnership, sexual orientation or gender reassignment	66%	66%
Additional discrimination questions	% disagreed	
In the last 12 months have you felt discriminated against at the University of Westminster because of age, disability, gender, race, religion and belief, pregnancy and maternity, marriage and civil partnership, sexual orientation or gender reassignment? (Number of individuals reporting feeling discriminated against: 99 – All University, 94 – All University excluding VLs)	92%	92%
In the last 12 months have you witnessed discrimination at the University of Westminster on the grounds of age, disability, gender, race, religion and belief, pregnancy and maternity, marriage and civil partnership, sexual orientation or gender reassignment? (Number of individuals reporting witnessing discrimination: 127 – All University, 121 – All University excluding VLs)	89%	89%
Additional Stonewall		
If you have identified as lesbian, gay, bisexual or transgender do you consider yourself to be 'out' in the workplace? (Number of individuals identifying themselves as 'out': 59 – All University, 59 – All University excluding VLs)	45%	46%


Race Equality Charter Mark questions

On completion of the University's standard staff engagement survey question set, respondents were presented with the RECM question set. In line with the mandated process, after an initial block of RECM questions, respondents had the option of terminating the survey or completing the full RECM question set. Over two thirds of respondents 'opted in' to the full RECM question set (n=794 - All University, n=775 – All University excluding VLs).

Over the 28 questions, there were 3 surpluses (i.e. where minority responses were higher than non-minority responses), 23 deficits (where minority responses were lower than non-minority responses) and two scores the same.

The above can be summarised through a comparison of index scores relative to 'all white' perspective (shown right).

2016 RECM theme	English / Welsh / Scottish / Northern Irish / British	Irish	Any other White background	Chinese	Indian	Pakistani	Any other Asian background	African	Caribbean	All Mixed Ethnicity	All Other Ethnicity
General	Same	✖	✔	✔	✖	✔	✔	✔	✖	✖	✖
Recruitment and selection	✔	✖	✖	✔	✖	✖	✔	✖	✖	✖	✔
Career development, promotion and pay	✔	✖	✖	✖	✖	✔	✖	✖	✖	✖	✔
Culture, colleagues and wellbeing	✔	✖	✖	✖	Same	✔	✖	✔	✖	✖	✔

 Index score is at least 10% above 'All White'.
 Index score at least at the same level as 'All White'.
 Index score is below 'All White'.
 Index score is at least -10% below 'All White'.

General questions (ranked)	%pos ¹ All University	%pos All University excl. VLs
I am treated equally by my colleagues irrespective of my ethnicity or race	87%	87%
I am treated equally by my manager/supervisor irrespective of my ethnicity or race	85%	86%
The University is committed to creating an inclusive environment for all staff and students, irrespective of their ethnicity or race	82%	82%
The University values diversity and recognises the benefits of having an ethnically diverse staff and student population	81%	82%
Individuals at the University are treated on their merits irrespective of their ethnicity or race	77%	78%
If I reported a race-related incident to my institution, I believe appropriate action would be taken	75%	75%
Recruitment and Selection (ranked)	%pos All University	%pos All University excl. VLs
Applicants are selected and employed based on merit irrespective of their ethnicity or race	78%	79%
Vacancies in my department/faculty are advertised fairly and openly	75%	76%
My department/faculty follows clear and transparent recruitment and selection processes	69%	70%
Internal candidates are encouraged to apply for vacancies or promotions fairly and transparently irrespective of their ethnicity or race	68%	69%
The University has clear and transparent recruitment and selection processes	68%	69%

¹ Proportion of respondents who selected: Strongly Agree; Agree; Slightly Agree

Career development, promotion and pay (ranked)	%pos All University	%pos All University excl. VLs
In my department/faculty work is allocated on a clear and fair basis irrespective of ethnicity or race	82%	83%
My manager provides equal access to career development opportunities to staff, irrespective of their ethnicity or race	80%	81%
My manager actively encourages staff to take up career development opportunities, irrespective of their ethnicity or race	78%	79%
Staff at the University are paid equitably regardless of their ethnicity or race	75%	76%
My manager values my previous work experience and encourages me to use those skills and experiences in my current role	74%	75%
If I apply for promotion I have an equal chance of success, irrespective of my ethnicity or race	70%	71%
My manager encourages staff to apply for promotion opportunities equally, irrespective of their ethnicity or race	63%	64%
The University has a fair and transparent pay system	60%	61%
I understand the promotions process and am clear about the required criteria	44%	45%
There are clear career progression pathways for people in my role	34%	35%

Culture, colleagues and wellbeing (ranked)	%pos All University	%pos All University excl. VLs
Work-related social events such as staff parties and network events are welcoming to anyone, regardless of their ethnicity or race	89%	89%
Racially inappropriate behaviour, language and banter are not tolerated in my workplace	88%	88%
My colleagues are supportive of me and I feel like one of the team	86%	86%
I feel able to be myself at work without feeling that I have to act differently because of my ethnicity/race	84%	85%
I would recommend the University to a prospective employee	71%	72%
I know where to go to access support to maintain my own personal wellbeing and health at the University	64%	65%
The personal wellbeing and health support available is good	51%	52%

Engagement by protected characteristics

Valuentis also provided the following breakdown of engagement by protected characteristics. The All University norm was 657 and the All University (excluding VLs) norm was 659.

- male and female engagement scores are similar (668 vs 670)
- the 49 gay men respondents score relatively critically (641 vs University norm of 657 vs All University excl. VLs of 670)
 - heterosexual – 677
 - bisexual – 676
 - gay men – 641
 - gay/lesbian women - 655
- The 52 disabled respondents score more critically
 - disabled - 645
 - not disabled – 669
- The 214 minority ethnic respondents score more positively
 - all white 663
 - all Asian 707
 - all Black/African Caribbean 707
 - all mixed ethnicity - 682
 - all other ethnicity - 71

Section 5: Legislative Issues and Casework

5.1 Formal case work for the period 1st August 2015 to 30th June 2016

The small number of formal cases continues to make statistically significant comparisons difficult. We run the risk of identifying individuals if we report in detail, therefore, in order to comply with Data Protection principles and protect the confidentiality (and therefore the credibility) of this exercise, we have included this point in the narrative rather than showing numbers. We continue to monitor case work closely and undertake regular Impact Assessments.

Type of case/year	2012/13	2013/14	2014/15	2015/16 (Aug to June only)
Disciplinary	8	10	12	10
Grievance	1	10	9	3
Probation*	N/A	N/A	4	8
Sub-total	9	20	25	21
Employment Tribunal	1	3	1	0
Total	10	23	26	21

* Probation was added as a separate category in 2014/15

Of the 2015/16 cases, Corporate Services staff were responsible for 42.9% and Academic Staff 57.1%. Compared to previous years, this represents a slight increase in percentage of formal cases that occurred in Corporate Services.

The number of formal cases remain at a similar level to last year. Out of the 2,098 employees, the 21 cases represent around 1% of University employees. Although this level of formal cases may be at an expected level, proportionate to the number of employees, the HR Advisory Support Team consistently carry out 'lessons learnt' exercises to monitor any potential patterns or trends and review individual cases to make recommendations and seek informal resolutions and reduce formal cases.

5.2 Informal case work

The amount of staff time spent on informal cases represents a high percentage of each HR Manager/Adviser workload. This work is monitored around broad themes such as sickness absence, workplace relationships and contractual issues with a view to identifying patterns and trends and seeking suitable workplace interventions.

Section 6: Equal Pay Report 2015-16 Summary

We carry out an equal pay audit every two years as part of the University's commitment to the principle of equal pay for work of equal value. The Equality Act 2010 replaced all existing equality legislation, including the Equal Pay Act (1970), and introduced a range of specific measures, including the publication of gender pay gap data by individual HEIs, and placed a significant emphasis on closing the gender pay gap, where it exists. An equal pay review forms part of a wider process, measuring the effectiveness of an organisation's equality and diversity policies, identifying areas for further action, and demonstrating an organisation's continuing commitment to those objectives.

The main conclusion from carrying out the Equal Pay Audit is that the University does not have any significant need for concern over equal pay issues when comparing employees within current grades. The following conclusions were also drawn:

1. Gender - Where pay gaps were identified in respect of gender, further investigation and analysis showed that there were justifiable reasons for these. The main reason for any pay differential can be attributed to the position of individuals within a grade, as determined by automatic incremental progression, which is primarily based on length of service. Analysis of staff headcount figures has shown that the percentage of all staff who are female has increased steadily since 2010, to the current figure of 55% female in this report.
2. Ethnicity - In most cases Westminster average pay for BME staff is more favourable, but the under representation in more senior positions has been noted. Overall the University has a BME staff population of 25.0%, which compares very favourably with the HE sector average of 11.8%. Little change can be reported. The average Ethnicity pay gap is 17.5% and this is directly attributable to lack of representation in senior grades and is consistent with the 2014 figure.
3. Disability - The number of colleagues who have declared a disability is low; it equates to less than 5% of *all* staff at the University. Overall, there is a positive picture, with a decrease in the pay gap since 2006 of 10%, and this pay gap is in favour of disabled people. Overall, disabled staff are paid more on average than non-disabled staff by 1.4%. This is attributed to a higher disclosure rate in more senior roles.
4. Age – Salary differentials reflect length of service and career progression. The University's age profile broadly mirrors the HE sector, with slightly lower proportions in the 16-24 and 25-34 categories. As anticipated, we have seen a significant increase in the proportion in the 65-74 age category since 2012, from 1.2% to 3.7%.
5. Senior Staff - It became evident that in respect of some senior staff in Professorial and Dean of Faculty posts, a proven track record in research and scholarly activities were key factors in determining salaries at the appointment stage. Where colleagues have published high quality and high profile research which was valuable for the University's research profile, this was more significant than factors such as age in respect of salaries.
6. Other equality areas - We continue to collect sensitive information in the areas of 'sexual orientation' and 'religion and belief' and have included data on these two categories within this audit. Disclosure rates are low and therefore analysis is not yet statistically significant.

The full Equal Pay Report 2015-16 is supplied as an appendix to this report; (**Appendix 7**), is a public document and will be published on our website

Staff Equality, Diversity & Inclusion Annual Report 2015-16

Appendices

Appendices 1-6: Staff Diversity Profiles: Summary Reports

<u>Appendix 1: Staff Profile by Disability - 3 year trend analysis: Staff disability in comparison with HE Sector average</u> 1a: Staff Profile by Disability – Corporate Services 1b: Staff Profile by Disability – Faculties
<u>Appendix 2: Staff Profile by Ethnicity - 3 year trend analysis: Staff ethnicity in comparison to HE Average</u> 2a: Staff Profile by Ethnicity – Corporate Services 2b: Staff Profile by Ethnicity – Faculties 2c: Staff Profile by Ethnicity – Faculties– 3 year trend
<u>Appendix 3: Staff Profile by Gender - 3 year trend analysis: Female staff in comparison to HE Average</u> 3a: Staff Profile by Gender – Corporate Services 3b: Staff Profile by Gender – Faculties 3c: Staff Profile by Gender – Faculties – 3 year trend 3d: Staff Profile by Gender – Senior Grades
<u>Appendix 4: Staff Profile by Turnover/Employment Type - 3 year trend analysis – Voluntary staff turnover in comparison with HE Average</u> 4a: Staff Profile by Voluntary Turnover/Employment Type: Faculties 4b: Staff Profile by Voluntary Turnover vs All Turnover: Voluntary Leavers vs All Leavers
<u>Appendix 5: Staff Profile by Age– 3 year trend analysis – Age profile in comparison with HE average</u> 5a: Staff Profile by Age: Staff Group 5b: Staff Profile Information by Age: Professional Support grades 5c: Staff Profile by Age: by Academic grades
<u>Appendix 6: Staff Profile by Religion and Belief and Sexual Orientation 6a:</u> Staff Profile by Sexual Orientation – 3 year trend 5b: Staff Profile by Religion & Belief – 3 year trend
<u>Appendix 7: Equal Pay Report 2015-16</u>

The following are 'thumbnail' summaries for each of the protected characteristics. Please note that in the Staff Turnover figures, 'All Leavers' **includes** voluntary and compulsory redundancies, including the ending of fixed term contracts. 'Voluntary turnover' figures **do not** include voluntary severances, end of fixed term contracts, retirements, redundancies, death in service, failed probations, dismissals etc. It is important to note that low turnover provides less scope for changes in the profile of the University's workforce year on year.

a. Disability – Appendix 1 refers

- Disability disclosure has remained fairly constant, rising by 0.1% to 4.4% of staff. However the HE sector average has risen to 4.6%, surpassing the UoW figure for the first time.
- Up until this year UoW % had consistently remained higher than the HE sector average.
- The disclosure rate has risen in Corporate Services by 0.5% and but fallen in the Faculties by 0.1%.
- A fall has been seen across all Faculties, except for MAD which has risen by 1.4%.
- ABE has a significantly higher dislocure rate than other Faculties, at 7.1%.

b. Ethnicity – Appendix 2 refers

- UoW's BME profile stands at 22.0%, a slight increase from the previous year. The Sector average has also slightly increased to 11.8%, but the university continues to remain almost double this figure.
- When comparing percentage representation by Faculty, WBS remains the highest, with a small increase on last year at 27.8%. ABE remains the lowest at 9.6%, lower than the sector average. We do not have subject

specific trend data that explains whether this reflects a national picture to help to explain this. However this does represent an increase from 8.2% the previous year.

- The BME profile of senior staff has slightly increased by 1.9% to 9.4%. However, as was the case last year, this does not reflect the strong BME profile the university hold overall.
- In terms of actual headcount of BME staff in senior roles, the 1.9% represents an increase of 3 people to 14 people in total.
- The percentages reported in the categories of 'Unknown' or has remained constant at 3.1% of staff, indicating that work could be done on information gathering.

c. Gender – Appendix 3 refers

- The overall gender split is 54.6% - a small 0.1% increase in the percentage of female staff since last year.
- The UoW figure remains 1% below the HE sector average with 55.6% female staff.
- Similar to the previous year, the gender balance for UoW remains stable, with 14.7% of academic staff, and 62.0% of professional support staff being female.
- ABE remains the Faculty with the lowest percentage of female staff at 37.2%, which may indicate traditional male-oriented discipline preferences e.g. construction. ABE has shown an increase in female staff of 2.3% from last year.
- WBS remains the only Faculty where the gender split is above the sector average at 57.1%.
- The gender split at senior grades has continued to increase slightly from 54.3% to 55.6%.
- There has been an increase of 3% in female Professors but a decrease of 10% in the percentage of Female Deans. However this decrease is represented by 1 fewer Female Dean than last year.

d. Staff turnover – Appendix 4 refers (Resignation only)

- The headline figures show that the percentage of leavers has decreased to 7.2% and is now 0.9% lower than the sector average. It's worth noting the sector average has consistently increased for the last 3 years.
- The average figure masks the variations in turnover between the two main groups. Turnover for Academic staff (5.2%) is lower than of the Professional Support staff (8.6%). Turnover for both groups have decreased by 0.2% and 2.2% respectively.
- Voluntary turnover for Researchers has also been higher – an increase of 1.8% from last year. In terms of actual headcount this represents 8 leavers compared to 6 the previous year.
- Faculty turnover overall has increased by 0.2% to 5.5%. There have been significant increases in ABE (increase of 3.6%) and WBS (increase of 3.2%) and a significant decrease in MAD (decrease of 4.6%) to the extent that MAD now has the lowest voluntary turnover by some margin.
- When comparing Voluntary Leavers to 'All Leavers', the turnover figure increases from 7.2% to 10.1% which illustrates the difference between the two data sets. The majority of these non-voluntary leavers was due to End of Fixed Term Contracts.

e. Age – Appendix 5 refers

- The profile has not changed significantly since the last report which is unsurprising given the overall picture of a stable workforce profile.
- As noted before, UoW has a lower percentage of staff in age groups 16-24 and 25-34 than the sector average.
- To put into context, 77.7% of UoW staff are aged 35 and over compared to the sector average of 74.5%, indicating a slightly older workforce for UoW.
- Numbers in the 65+ group are low but have continued to increase to 3.9% which is as anticipated. It also remains higher than the sector average of 2.8%. While this figure will increase over time in line with the removal of the statutory default retirement age at 65 and the University's chosen default retirement age of 75, there is no notable impact to report at this time.
- The percentage of staff in the 16-24 age group has increased slightly to 2.6% which represents a small group of 16 staff (including 3 members of Academic staff). It is notable that UoW has contracted out job opportunities for roles that would be aimed at School leavers in catering, cleaning and security, therefore there are fewer roles in the early career grades for Corporate Services staff at NG0, NG1 and NG2, this may therefore be one reason why the University has less staff in this age category than other Universities across the country who may have these roles in-house.
- The age profile of the Corporate Services group has a younger staff profile generally with 63.3% of staff aged 44 and under, in comparison to 32.9% for Academic staff. The age profile for Corporate Services 'peaks' in the 25-34 age category, whilst Academic staff 'peak' in the 45-54 age category.
- In the Faculties, the higher age profile remains, with 53.0% Academic Heads aged 55 and over. However, looking at the data over the past few years, this indicates a downward trend. For example, this percentage share was 76.6% in 2011/12 and continued to decrease to 60.0% last year.

- There is also a clear need for succession planning in the workforce plans with the number of staff within the 65 and over group increasing to 6.2% (1.8% for Professional support staff). HR has developed an intervention to improve the turnover of Heads of Departments through the introduction of a 3-5 year rolling contract which would also effect the 'churn' needed to support better opportunities in career development and pathways, particularly for senior academic roles e.g. Readers and Professors.

e. Religion and Belief and Sexual Orientation – Appendix 6 refers

- Many Universities do not provide numbers and percentages of the total number of staff with these protected characteristics.
- The tables illustrate an increase in the overall disclosure rate from 43.2% to 53.7% for Sexual Orientation information and from 43.5% to 54.8% for Religion and Belief information from the previous year. This provides an improved snapshot of the data we have on these groups.
- There has been a positive decrease of 6.0% and 6.1% in the 'Unknown' category for Religion and Belief and Sexual Orientation information respectively. These are both good reductions without having carried out a data capture exercise at this time.
- Despite the trend in positive disclosure rates, with just over half the disclosures being 'Unknown', it is difficult to make any concrete conclusions.
- We acknowledge that a number of staff consider this information, in particular, to be sensitive, personal information