



**EDINBURGH NAPIER UNIVERSITY  
HUMAN RESOURCES COMMITTEE  
STAFF DIVERSITY REPORT 2013**

**Background and Context**

1. The Specific Duties for Scotland, which came into effect on 30<sup>th</sup> April 2013, require the University to produce and analyse staff diversity data for the possibility of inequalities across protected characteristics. Where the data suggests inequalities may be at work, the University has an obligation to address them and to report on progress in its Equality Outcomes report.
2. This year's report continues to use the now well-established format used in the last three annual reports and compares the University's staff profile with data published by the Equality Challenge Unit (ECU). The data was captured on 20<sup>th</sup> January 2014 and this report summarises findings from the analysis. Detailed information is provided in appendix 1.
3. The collection and interrogation of staff diversity data supports the University's general duty obligations to:
  - Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct
  - Advance equality of opportunity between people who share a relevant protected characteristic and those who do not
  - Foster good relations between people who share a protected characteristic and those who do not.

**Alignment to Strategic Objectives/External Policy Driver**

4. The information summarised in this report aligns with the University's overall mission statement and in particular with its stated objectives:
  - To be academically excellent
  - To develop confident employable graduates
  - To achieve the highest standards.

## Summary of the data

### Applications for employment

5. In 2012/13, the University advertised 188 posts. These varied in the hours offered and, for the purposes of a consistent approach to reporting, all recruitment exercises except those for associate staff and Ph.D students were included. The University has traditionally excluded casual staff for the purposes of this report and the data presented is the latest in a series of annual staff diversity reports stretching back to 2008. This allows the University to build-up a robust set of data from which trends over a meaningful period can be analysed.
6. Appendix 1 shows that there has been a further increase in the numbers of applications for employment received by the University. This year's figure is 5998 and, although this represents around a 20% increase in applications, the gender make-up of applicants has remained fairly consistent. The University still receives more applications from women (56%) than men (42%). Disappointingly, the number of applicants who declined to complete this field rose from 66 (1%) to 149 (2%).
7. On a more positive note, the University's data has now reached a point where it is possible for recruitment managers to interrogate diversity trends for each post advertised in order to establish interest by protected characteristic. This bodes well as it provides an evidence-base from which the University can deduce the 'diversity outcomes' of each single instance of recruitment i.e. the University is able to establish if there are particular posts which attract a particular demographic and if necessary, what can be done to widen appeal. This is consistent with guidance from the Equality and Human Rights Commission and implicit in the University's strategic objectives.
8. It is gratifying to note that for the third year in succession there has been 100% completion of the disability field. As a percentage the figures are consistent with 2011/12 (3% declared a disability while 97% stated they had no disability). The national rate for staff in post (the only reliable benchmark that can be used) is around 92%<sup>1</sup> and this therefore compares very favourably. When viewed within the context of a significant overall increase in applications it represents a very positive step forward.
9. There has been another significant increase in the numbers of applicants from a minority ethnic background (39%) and a comparison is made later in this report with staff in post by ethnic origin. As with the disability field, there has

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<sup>1</sup> Equality Challenge Unit: *Equality in higher education: Statistical report 2013 Part 1: Staff*, p146.

been an increase in the numbers leaving this field blank up from 49 (1%) in 2011/12 to 128 (2%). The national rate for staff in post (the only reliable benchmark that can be used) is 95%<sup>2</sup> and this therefore compares favourably.

10. Comparative data for religious identity was not available for last year's report but is for this. The figures show numerical increases in each of the religion (or no religion) categories but remain fairly static in percentage terms. The largest 'group' remains those who state no religion or belief affiliation (47%) followed by those who identified as 'Christian' (36%). Given the 'sample' size, these figures can be accepted as being representative and are roughly consistent with the staff in post figures.
11. As with the previous protected characteristic categories, the figures for Sexual Orientation have increased overall but as a percentage of the total remain fairly constant. 90% of applicants stated that they identified as 'heterosexual', 2% as gay or lesbian, 2% as bisexual and 6% did not complete the field. As commented in last year's report, the percentages should continue to be treated cautiously as they do not reflect commonly assumed percentages for lesbian/gay/bisexual people (national figures vary widely between 1.5% and 7% depending on how the question is framed and the locus of where it is asked). However, the overall completion rates have held up well and this is to be welcomed as a positive trend.

#### New Starts

12. A total of 222 staff started at the University in 2012/13 and of these 124 (56%) are female and 98 male (44%). This maintains the trend within the University and the wider sector of more women being attracted into the sector than men.
13. Of the new-starts, 63 (28%) identified as minority ethnic, 145 (65%) as White and the remainder 14 (7%) are not known. While it may be argued that these percentages are at variance from those who made applications for employment it should be noted that this is a relatively small sample (222 as opposed to 5998) and therefore easily skewed.
14. 189 (85%) new staff stated they had no disability, 17 (8%) stated they had and the remaining 16 (7%) did not complete the field. This seems to suggest a greater rate of disability declaration but again due to the low numbers involved caution is advisable.
15. 187 (84%) new starts identified as heterosexual, 7 (3%) as lesbian/gay/bisexual and the remainder 28 (13%) did not complete the field.

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<sup>2</sup> Ibid, p74.

Caution is advised as was the case with disability due to the relatively small numbers involved but it is nevertheless disappointing to note that once in post successful applicants appear more reluctant than at application stage to complete this field on their Contract Acceptance Form.

#### Staff in post

16. The total number of staff employed on various tenures at the University is 1695, up 70 from 2011/12. Of these, 46% are 'academic' posts and 54% Professional Services posts<sup>3</sup>. This is roughly in line with national trends in the sector of increases in the percentage of academic staff and decreases in professional services staff.<sup>4</sup> Overall, however, academic staff form a smaller proportion of total staff employed.
17. There has been remarkably little movement either in the total number of staff employed or the percentage of either sex. This has been a stable picture since 2007/8 with female staff continuing to form a majority (53%) and male staff remain a minority (47%). This is consistent with the sector at both UK and Scotland levels. Taken over a longer timeframe, the proportion of female staff has increased in line with UK trends as has the decrease in male staff (by around 1.4%).<sup>5</sup>
18. There have been small changes within the staff by gender and grade category and female staff continue to form a majority in grades 2-4. From a total of 630 posts within these grades, female staff account for 393 (59%) which is down from 63% in 2011/12. There is near-parity at grades 5-6 with female staff accounting for 436 staff and males 422. In grades 7-8 and above, male staff (147) outnumber female staff (88) which is above the level reported in 2011/12 (63% male, 37% female).
19. As reported last year, a direct comparison with ECU data cannot be made because of the different pay structures in place in England and Wales and this remains the case. However, although a case for examining why the trend for women to continue outnumbering men at lower grades, and men outnumbering women at higher grades, can be made, it should be borne in mind that many factors, including individual choice, are at play. From an equality perspective, and as the University's Equal Pay Report 2013 has demonstrated, there are no fundamental equal pay issues within the grades (the area over which the University has the greatest influence).

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<sup>3</sup> A small number of staff occupy more than one post.

<sup>4</sup> Ibid p19.

<sup>5</sup> Ibid, p34.

20. There continues to be a marked difference between academic staff work patterns and those of professional services staff (some of this can be accounted for by the operational nature of service departments). 60% of academic staff working a full-time pattern are male and the percentage of academics who work part-time is close to gender parity. This is consistent with the UK average<sup>6</sup>.
21. In contrast, professional services staff working a full-time pattern are close to gender parity and the overwhelming majority working part-time are female (81%). As commented in previous reports, there are many factors that could explain this, including individual choice. This is also consistent with the UK average.
22. The numbers of staff who have identified as minority ethnic has grown significantly since 2011/12 up from 274 (17%) to 396 (23%) and the data field is, for the first time, 100% complete. Increased declaration is in line with national trends where the average is around 94%<sup>7</sup>. In contrast to the UK-wide picture, more minority ethnic staff are employed in academic areas (29% of all academic staff) than in professional services (23% of all professional services staff). Minority ethnic staff form a roughly proportionate percentage (17%) of staff at the highest grades (often taken as a litmus test to establish whether institutional racism is operating). Very few women from a minority ethnic background appear in the grade 8 and above pay-scale category.
23. The percentage of staff declaring a disability has remained steady at 5% of all staff, although the actual numbers have increased to 91. This trend is in line with national data<sup>8</sup>. Declaration rates at the University are slightly lower (90%) than the sector average (92%) and, in contrast to national data, where the lowest rates of disability are among academic areas (2.9%), the University's data shows disability rates of around 5% for both academic and professional services areas.
24. The University's age profile is generally out-of-step with the sector average. It employs less in the under 35 group (20%) than the average (28%), considerably more in the 35-54 age group (56%) than the sector average (43%) and less in the over 55 (but under 65) group (21% whereas the average is 29%). A new category of 65+ has been added to this data set in order to monitor how many staff are working beyond the former Default

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<sup>6</sup> Ibid, p33.

<sup>7</sup> Ibid, p73.

<sup>8</sup> Ibid, 145.

Retirement Age and the University's figure of 3% is higher than the sector average. Although caution is again advised due to the small numbers involved, it is worthwhile noting that the majority of those working past the age of 65 are men.

#### Leavers and the Exit Questionnaire

25. As reported last year, an online questionnaire has been developed by Human Resources to replace the former paper-based system. The system's software platform is about to be changed and detailed analysis will be included in the annual Equality Outcomes Report which is due to be published by 30<sup>th</sup> April 2014.
26. An interim analysis shows however that much of the data and many of the comments (left in a free text box) are able to be analysed along the Staff Engagement Survey. Respondents have generally been positive about their experience of working at the University and cited "being treated consistently and fairly" and "flexibility of working arrangements" as particular strengths of the University. A total of 72 staff left the University in 2012/13, with more women than men leaving.

#### Conclusions

27. Taken as a whole, the University's staff profile is typical of the sector except in the percentage of minority ethnic staff that it employs. The introduction of HR Connect continues to pay dividends by allowing data to be produced in greater detail and with more accuracy than ever before thereby allowing the University to fulfil its specific duty obligations.

#### Communication Issues

28. This paper is fully disclosable under the Freedom of Information (Scotland) Act 2002.

#### Equality Considerations

29. This paper is intended to meet the University's statutory obligations by providing comparative data for the purposes of specific duty obligations and the action taken by the University to support its general duty obligations. An Equality Impact Assessment is not therefore necessary.

#### Recommendation

30. Committee is asked to note the contents of this report.

Mohammed Hameed  
Diversity Partner  
24<sup>th</sup> January 2014

## Appendix 1

### Applications for Employment

Sex	2008/09	2009/10	2010/11	2011/12	2012/13
Male	1487 (37%)	1269 (29%)	893 (48%)	2029 (41%)	2507 (42%)
Female	2272 (57%)	1815 (42%)	954 (51%)	2852 (57%)	3342 (56%)
Not stated	248 (6%)	1257 (29%)	25 (1%)	66 (1%)	149 (2%)
<b>Total</b>	<b>4007</b>	<b>4341</b>	<b>1872</b>	<b>4961</b>	<b>5998</b>

Disability Status	2008/09	2009/10	2010/11	2011/12	2012/13
No Disability	3695 (92%)	3092 (71%)	1828 (98%)	4828 (97%)	5837 (97%)
Disability	102 (3%)	76(2%)	44 (2%)	133 (3%)	161 (3%)
Not stated	210 (5%)	1173 (27%)	0	0	0
<b>Total</b>	<b>4007</b>	<b>4341</b>	<b>1872</b>	<b>4961</b>	<b>5998</b>



<b>Ethnic Origin</b>	<b>2008/9</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
Minority Ethnic	1165 (29%)	1251 (29%)	680 (36%)	1671 (34%)	2322 (39%)
White British	2508 (63%)	1832 (42%)	1169 (63%)	3241 (65%)	3548 (59%)
Not Stated	334 (8%)	1258 (29%)	23 (1%)	49 (1%)	128 (2%)
<b>Total</b>	<b>4007</b>	<b>4341</b>	<b>1872</b>	<b>4961</b>	<b>5998</b>

<b>Religion or Belief</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
Buddhist	50 (1%)	58 (1%)		
Christian	1833 (37%)	2180 (36%)		
Hindu	126 (2%)	157 (3%)		
Jewish	15 (<1%)	21 (<1%)		
Muslim	182 (4%)	256 (4%)		
Sikh	9 (<1%)	19 (<1%)		
Other	211 (4%)	236 (4%)		
No religion or belief	2384 (48%)	2800 (47%)		
Not known	151(3%)	271 (4%)		
<b>Total</b>	<b>4961</b>	<b>5998</b>		

<b>Sexual Orientation</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
Bisexual	74 (1.5%)	118 (2%)		
Gay	106 (2%)	87 (1%)		
Heterosexual	4534 (91.5%)	5367 (90%)		
Lesbian	57 (1%)	53 (1%)		
Not known	190 (4%)	373 (6%)		
<b>Total</b>	<b>4961</b>	<b>5998</b>		

New Staff by Ethnic Origin and Sex

Ethnicity	Male			Female		
	2010/11	2011/12	2012/13	2010/11	2011/12	2012/13
White British/Scottish/English	35	71	62	34	92	83
Minority Ethnic	24	37	28	10	34	35
Not Known/Not Stated	6	16	8	4	16	6
Total	65	124	98	48	142	124

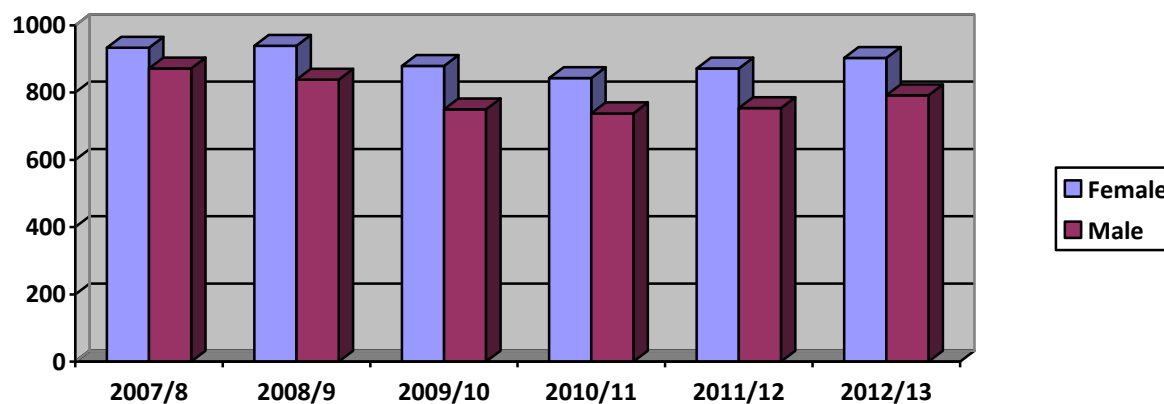
New Staff by Disability Status

	Male			Female		
	2010/11	2011/12	2012/13	2010/11	2011/12	2012/13
Declared Disability	2	9	10	4	10	7
No Declared Disability	53	83	80	34	100	110
Not Known/Not Stated	8	32	8	12	32	7
Total	63	124	98	50	142	124

## Staff by Sex 2012/13

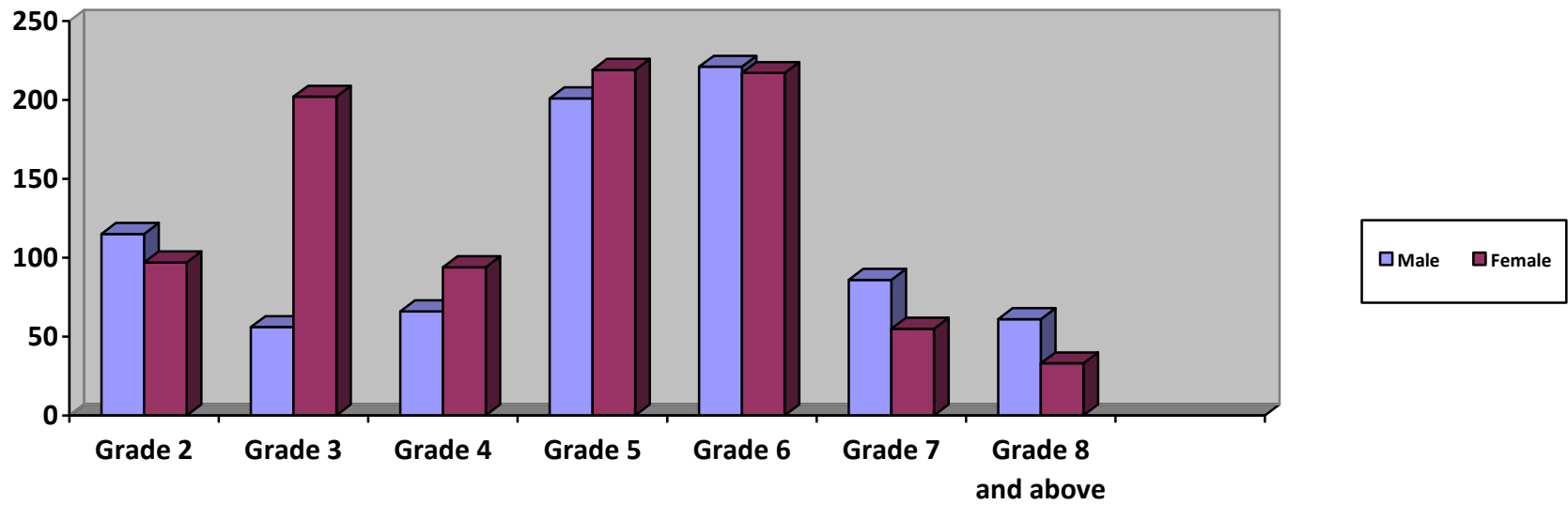
Data captured January 2014

Sex	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
Female	933 (52%)	939 (53%)	879 (54%)	843 (53%)	871 (54%)	903 (53%)
Male	871 (48%)	838 (47%)	750 (46%)	738(47%)	754 (46%)	792 (47%)
<b>Total</b>	<b>1804</b>	<b>1777</b>	<b>1629</b>	<b>1581</b>	<b>1625</b>	<b>1695</b>



Note: The total number of staff employed in January 2014 was 1695. However, in some of the data that follows this figure will differ as some staff occupy more than one post which may be at different grades (see Staff by Gender and Grade for example)

Staff by Sex and Grade 2012/13



**2012/13**

<b>Grade</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
Grade 2	115 (54%)	97 (46%)	212 (12%)
Grade 3	56 (22%)	202 (78%)	258 (15%)
Grade 4	66 (41%)	94 (59%)	160(9%)
Grade 5	201 (48%)	219 (52%)	420 (25%)
Grade 6	221 (50%)	217 (50%)	438 (25%)
Grade 7	86 (61%)	55 (39%)	141 (8%)
Grade 8 and above	61 (65%)	33 (35%)	94 (6%)
<b>Grand total</b>	<b>806 (47%)</b>	<b>917 (53%)</b>	<b>1723</b>

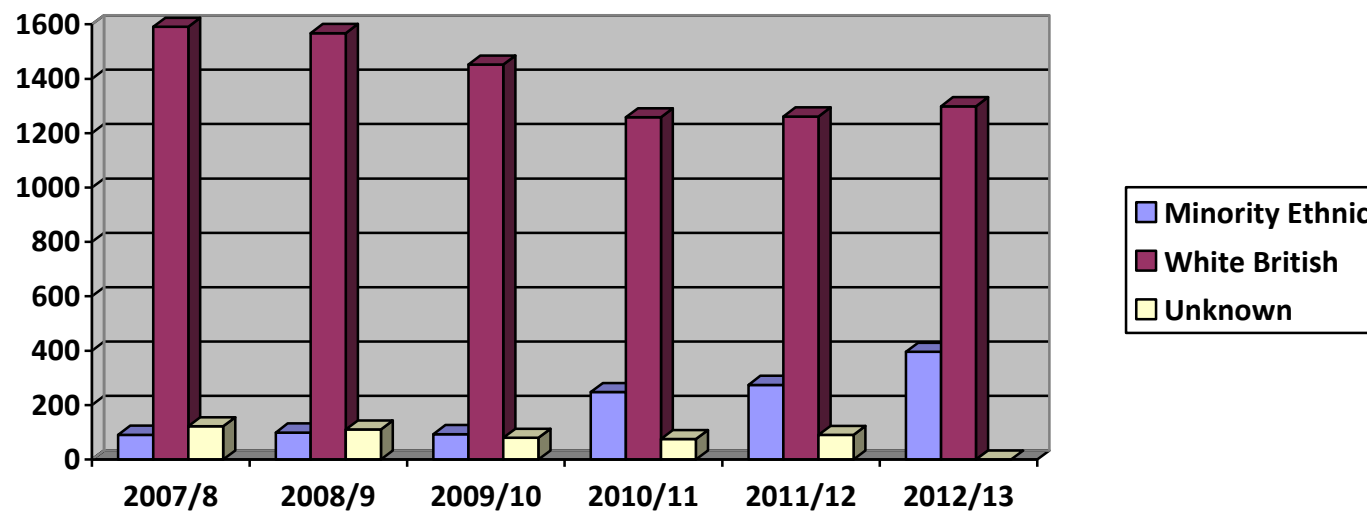
Staff by work pattern 2012/13

<b>Academic</b>	<b>Full-Time</b>	<b>Part-Time</b>	
Female	167 (39%)	165 (48%)	332 (43%)
Male	257 (60%)	179 (52%)	436 (57%)
<b>Total</b>	<b>424 (55%)</b>	<b>344 (45%)</b>	<b><u>768 (45%)</u></b>

<b>Professional Services</b>	<b>Full-Time</b>	<b>Part-Time</b>	
Female	323 (52%)	248 (81%)	571 (61.5%)
Male	297 (48%)	59(19%)	356 (38.5%)
<b>Total</b>	<b>620 (67%)</b>	<b>307 (33%)</b>	<b><u>927 (55%)</u></b>

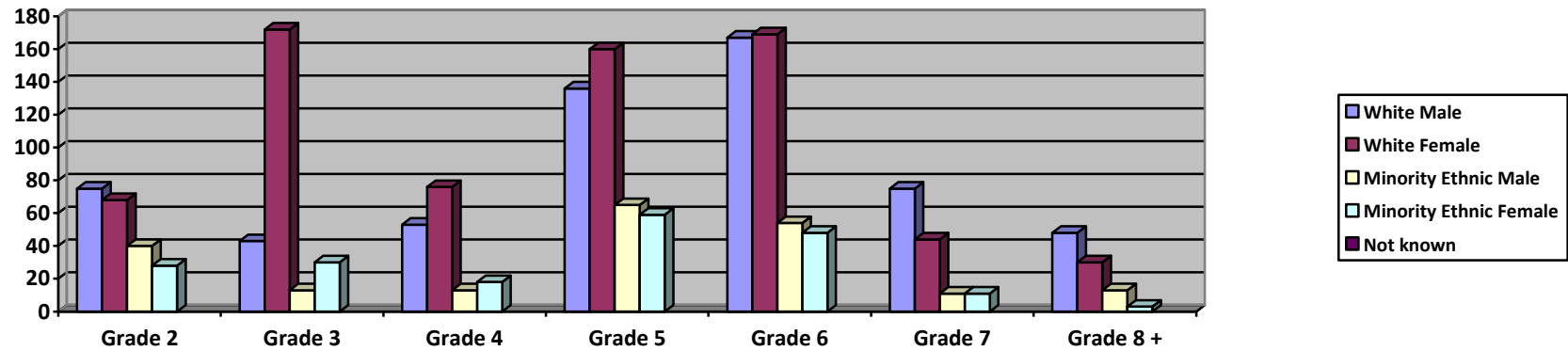
### Staff by Ethnic Origin

Ethnicity	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
Minority Ethnic	91 (5%)	99 (6%)	93 (6%)	248 (15%)	274 (17%)	396 (23%)
White	1591 (88%)	1568 (88%)	1452 (89%)	1258 (80%)	1261 (78%)	1299 (77%)
Unknown	122 (7%)	110 (6%)	80 (5%)	75 (5%)	90 (5%)	0
<b>Total</b>	<b>1804</b>	<b>1777</b>	<b>1625</b>	<b>1581</b>	<b>1625</b>	<b>1695</b>





Staff by Ethnic Origin and Gender 2012/13



Grade 2

Ethnicity	Male	Female	Total
White British/Scottish/English	75	68	143
Minority Ethnic	40	28	68
Total	115	96	211

Grade 3

<b>Ethnicity</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
White British/Scottish/English	43	172	215
Minority Ethnic	13	30	43
Total	56	202	258

Grade 4

<b>Ethnicity</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
White British/Scottish/English	53	76	129
Minority Ethnic	13	18	31
Total	66	94	160

Grade 5

<b>Ethnicity</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
White British/Scottish/English	136	160	296
Minority Ethnic	65	59	124
Total	201	219	420

Grade 6

<b>Ethnicity</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
White British/Scottish/English	167	169	336
Minority Ethnic	54	48	102
Total	221	217	438

Grade 7

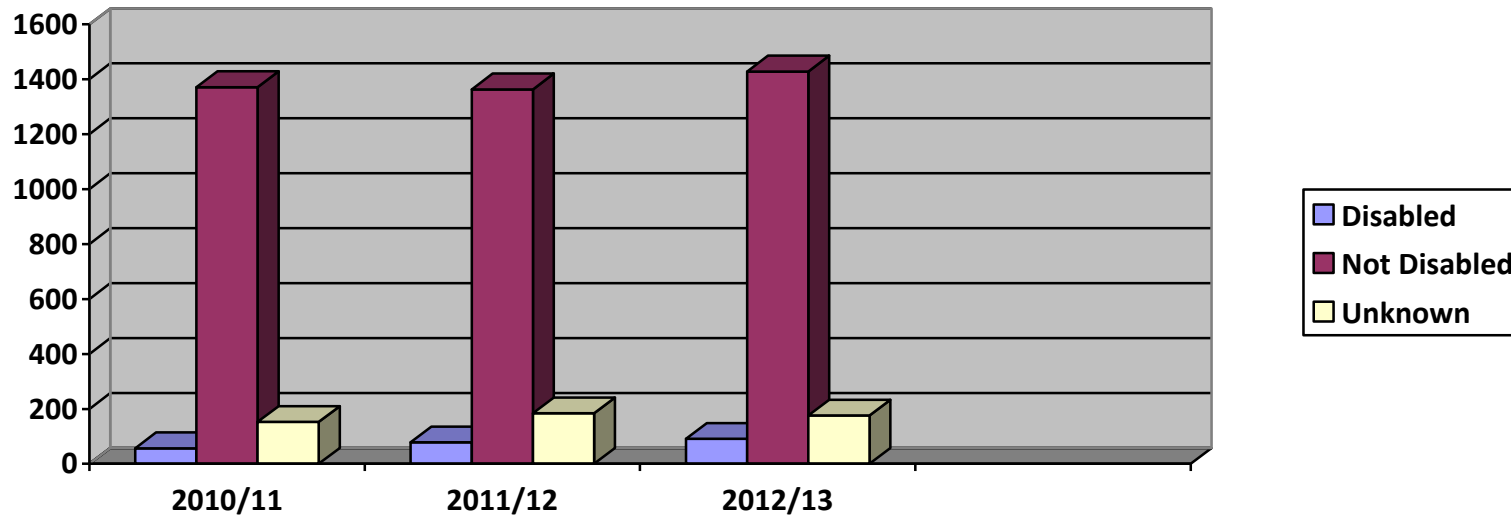
<b>Ethnicity</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
White British/Scottish/English	75	44	119
Minority Ethnic	11	11	22
Total	86	55	141

Grade 8 and above

<b>Ethnicity</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
White British/Scottish/English	48	30	78
Minority Ethnic	13	3	16
Total	61	33	94

Staff by Disability Status

Disability Status	2010/11	2011/12	2012/13	2013/14
Disabled	57 (4%)	78 (5%)	91 (5%)	
Not Disabled	1371 (87%)	1363 (84%)	1428 (84%)	
Unknown	153 (10%)	184 (11%)	176 (11%)	
<b>Total</b>	<b>1581</b>	<b>1625</b>	<b>1695</b>	



Staff with a Declared Disability and Grade

<b>Grade</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>
Grade 2 to 5	35	51	57	
Grade 5 and above	22	28	34	
<b>Total</b>	<b>57</b>	<b>79</b>	<b>91</b>	

*Note: The University collects disability data in line with HESA categories but only publishes the data in the form above in order to not identify individuals.*

### Staff by Age Group

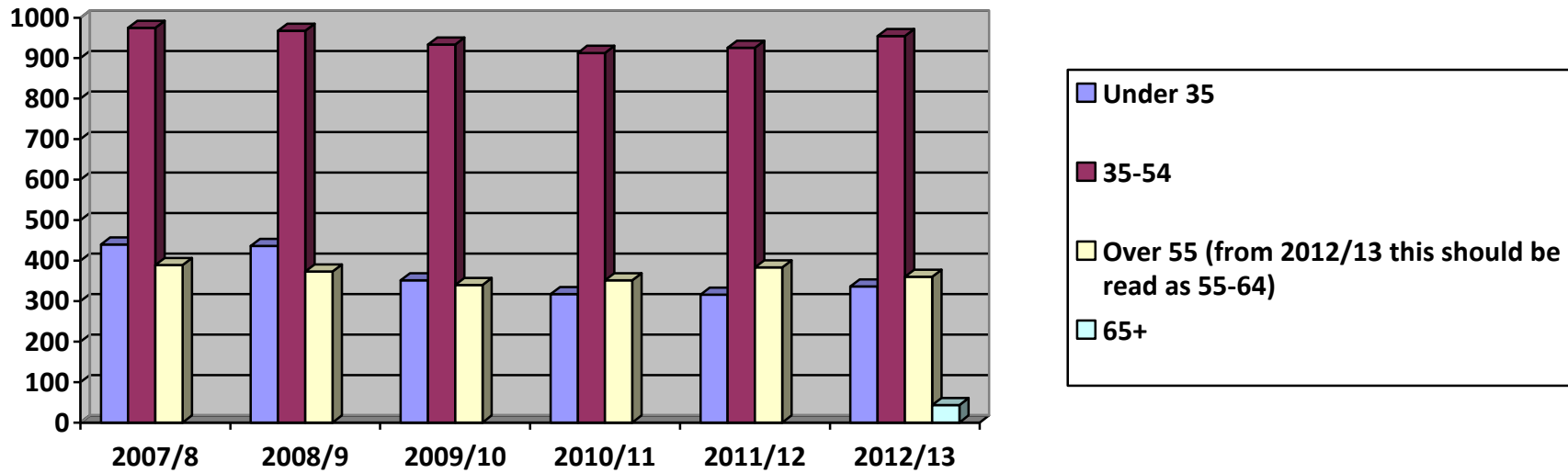
Age Group	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
Under 35	440 (24%)	436 (25%)	351(22%)	317 (20%)	316 (19%)	336 (20%)
35-54	975 (54%)	968 (54%)	934 (57%)	913 (58%)	926 (57%)	956 (56%)
Over 55	389 (22%)	373 (21%)	340 (21%)	351(22%)	383 (24%)	360 (21%)
65+						43 (3%)
<b>Total</b>	<b>1804</b>	<b>1777</b>	<b>1625</b>	<b>1581</b>	<b>1625</b>	<b>1695</b>

*Note: From 2013, a new category (65+) has been added in order to track for proportion of staff working after what used to be 'normal retirement age'*

### Staff by Religion or Belief

Religion or Belief	2012/13	2013/14
No Religion or Belief	337 (48%)	
Christian	294 (42%)	
Not Known	1003 (59%)	
All Others	62 (9%)	

Note: Percentages are given as a percentage of those who have declared and not as a percentage of all staff





Male Staff by Age Group and Grade

Grade	Under 35			35-54			Over 55			65+
	2010/11	2011/12	2012/13	2010/11	2011/12	2012/13	2010/11	2011/12	2012/13*	2012/13
Grade 2	51	48	52	40	37	35	23	27	18	6
Grade 3	14	10	12	38	39	39	5	4	4	0
Grade 4	20	26	24	23	35	33	5	10	9	0
Grade 5	34	40	44	96	107	100	36	39	41	6
Grade 6	20	22	19	141	145	152	46	50	39	10
Grade 7	1	1	2	48	45	45	28	31	34	2
Grade 8 and above	5	0	0	35	29	31	24	21	26	4
Misc	0	0	0	2	3	0	3	5	0	0
Total	145	147	153	427	440	435	174	187	171	28

\* From 2012/13 this group is restricted to age group 55 to 64

Female Staff by Age Group and Grade

Grade	Under 35			35-54			Over 55			65+
	2010/11	2011/12	2012/13	2010/11	2011/12	2012/13	2010/11	2011/12	2012/13	2012/13
Grade 2	32	34	40	39	30	30	22	25	24	2
Grade 3	48	57	53	97	101	100	50	51	47	2
Grade 4	23	22	23	47	57	59	10	12	11	1
Grade 5	44	48	45	108	115	125	28	38	35	3
Grade 6	23	20	20	147	152	153	39	43	41	2
Grade 7	0	1	2	28	31	33	18	20	19	0
Grade 8 and above	0	0	0	22	20	20	11	13	12	1
Misc	2	0	0	2	1	0	3	1	0	0
Total	172	182	183	490	507	520	181	203	189	11

\* From 2012/13 this group is restricted to age group 55 to 64

### Leavers by Ethnic Origin and Sex

Ethnicity	Male			Female		
	2010/11	2011/12	2012/13	2010/11	2011/12	2012/13
White British/Scottish/English	39	40	15	46	35	33
Minority Ethnic	2	20	9	4	19	7
Not Known/Not Stated	1	3	5	2	2	3
<b>Total</b>	<b>42</b>	<b>63</b>	<b>29</b>	<b>52</b>	<b>56</b>	<b>43</b>

### Leavers by Disability Status

	Male			Female		
	2010/11	2011/12	2012/13	2010/11	2011/12	2012/13
Declared Disability	0	3	3	2	2	5
No Declared Disability	34	52	23	44	44	36
Not Known/Not Stated	8	8	3	6	10	2
<b>Total</b>	<b>42</b>	<b>63</b>	<b>29</b>	<b>52</b>	<b>56</b>	<b>43</b>