

**EDINBURGH NAPIER UNIVERSITY**  
**EQUALITY AND DIVERSITY COMMITTEE**  
**STAFF DIVERSITY REPORT 2012**

**Background and Context**

1. The University's Equality Scheme and Action Plan is nearing the end of its 3 year cycle and this report is the last to be produced under the guidance issued by the Equality and Human Rights Commission to aid institutions in the intervening period between the old Specific Duties for Scotland and the new ones which come into effect on 30<sup>th</sup> April 2013.
2. The University can confidently claim to be prepared for the new duties as it has been working towards compliance since the Equality Act 2010 came into force. The ability to produce and interrogate staff diversity data, and thereby identify and address inequalities, is a key requirement of the duties and the University has consistently improved its ability to do so over the last 3 years.
3. This year's report follows the format produced in last year's report and provides comparative data published by the Equality Challenge Unit (ECU) at a Scotland and United Kingdom level, where available. The data was captured on 3<sup>rd</sup> January 2013 and, to bring it more completely into line with the requirements of the Specific Duties, the report restricts itself to reporting and analysing diversity data only.
4. All general duty activity not directly relevant to staff diversity will be contained in the main annual report due to be published in April 2013. 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**

5. 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

6. The latest data shows a return to the levels of applications for employment achieved in the period 2008-2010, in marked contrast to the decrease reported in 2010/11. A very positive consequence of the introduction of HR Connect, and the increased functionality it has brought, has been the enhanced and more robust nature of the data the University can now produce and interrogate.
7. Appendix 1 shows that there were 4961 applications for employment in 2010/11, up from 1872 in the previous year. While this is remarkable in itself, perhaps the most positive observation is the steadily increasing completion of all categories of personal sensitive data, allowing for the introduction of new subsets of data reporting.
8. There is still a marked percentage difference in the numbers of men and women applying for posts and this is ultimately reflected in the workforce. In 2010/11 female applications stood at 57% with males accounting for 41%. 1% of applicants did not complete the field and 14 applicants self-identified as transgender.
9. 97% of applicants (4828) declared that they had no disability and 3% (133) stated they did. This is the first year that every applicant has completed this field and this is a positive development. However, as reported further on in this report, completion rates fall considerably once staff are in post and this merits further investigation.
10. A review of the University's 'Guaranteed Interview Scheme' for disabled applicants in 2010 undertaken by the Diversity Partner found that the Scheme was not generating unmanageable numbers of applications from people with disabilities and this year's data seems to provide further evidence of the finding. Successful disabled applicants are now being asked, as part of their introduction to the University, whether they were aware of the Scheme and, if so, if they used the entitlement. An analysis of the responses will be provided to Committee once sufficient data is available.
11. The University attracted considerably more applications from minority ethnic applicants (34%) than UK or Scottish population figures might have predicted. The 2011 Census has yet to report on the latest ethnic origin statistics and it

is generally accepted that the 2% figure for Scotland quoted in the 2001 Census is no longer relevant. It therefore remains unclear why this is the case. Although this figure does not translate into staff in post, the University's minority ethnic staff roll is considerably greater than the sector average and will be discussed later in this report.

12. A majority of applicants for employment completed the 'Religion or Belief' field and this is the first year that this data is included in the annual staff diversity report. The largest category completed was 'No religion or belief' (48%) followed by 'Christian' (37%). A small minority of applicants (3%) chose not to complete this field. No comparative data from earlier years is available and therefore no further comment is provided.
13. Equally positive is the completion of the Sexual Orientation field by applicants although the figures should be treated with caution as the percentages do not reflect the commonly assumed ones.<sup>1</sup> Although no further comment is provided on the veracity of this information it is nevertheless a positive development that 96% of applicants completed the field.

#### Staff in post

14. There was very little change in the gender breakdown of staff in post with female staff continuing to form a majority (54%). This figure has hovered around this point with changes of + or – 1% every year for four consecutive years. This is in line with the sector average in Scotland and the UK.<sup>2</sup>
15. As in previous years, female staff form the majority in grades 2-4 (62%). There is parity at grade 6 (50/50) while at grade 7 and grades 8 and above male staff form a majority (60/40). A direct comparison with national data is not possible due to the way in which grading structures differ from those in England and Wales. However, the overall picture of more women occupying lower paid work than men is repeated.
16. The University's academic staff form an overall minority (44%) and this figure is in line with the UK-wide sector. Within this group male academics are the majority comprising 56% of the total. There is near-parity of male and female part-time academic staff and this is also typical of the sector.<sup>3</sup>

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<sup>1</sup> Estimates vary between 1.5% and 7% depending on the way the question is framed and where it is asked. The Office for National Statistics is quoted as estimating 1.5% in 2010, <http://www.guardian.co.uk/news/datablog/2010/sep/23/gay-britain-ons>

<sup>2</sup> Equality Challenge Unit: *Equality in higher education: Statistical report 2012 Part 1: Staff*, p32.

<sup>3</sup> Ibid, p19.

17. Professional Services staff form the majority of the University's staff (56%). In contrast to academic staff, there is a much greater difference in patterns of work. Although female staff account for 61% of the total number of staff, of those who work part-time 78% are female and 22% male. This is also consistent with the UK sector as a whole.<sup>4</sup>
18. There has been a very marked increase in minority ethnic staff since 2007/8 rising from 5% of the total workforce to 17%. The increase was noted and cross-referenced with a 'new-starts' report in 2010/11 to ensure the accuracy of the data. This has been repeated this year and the increase has been verified as accurate. Of the 266 new-starts in 2011/12, 71(27%) self-identified as 'minority ethnic' demonstrating that this is a continuing trend. Work is in hand to prepare a HR Connect report that can distinguish between 'UK national' minority ethnic staff and 'non-UK national' minority ethnic staff so that further analysis can be made and also to align this to ECU data.
19. The non-declaration of ethnic origin has remained at 5% and although the aspirational target is 100% declaration, the University's current rate of 95% compares favourably with the sector average.<sup>5</sup> It is hoped that this target will become a step closer to being realised once the recent Human Resources communication to all staff produces the desired outcome of greater completion.
20. The percentage of staff declaring a disability (5%) is higher than the UK average of 3.2% and significantly higher than the Scottish average of 2.3%.<sup>6</sup> However, the percentage of 'Not known' is 11% and it is also hoped that the communication referred to above will have a similar positive impact on completion rates.
21. Trends in the age profile of staff seem to be emerging with fewer (both numerically and as a percentage) 'Under 35s' and 'Over 55s' almost back at the levels of 2007/8. As reported last year, this is likely to be one of the anticipated consequences of the abolition of the default retirement age. There are currently 34 staff at or over the age of 65. The 'Under 35' age group is line with the UK average (20%). However, the University's 'Over 55' age group is larger (24%) than the Scottish average 19.5%.<sup>7</sup>

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<sup>4</sup> Ibid, p34.

<sup>5</sup> Ibid, p66.

<sup>6</sup> Ibid, p122.

<sup>7</sup> Ibid, p156.

22. Around 25% of staff 'Sexual Orientation' fields have been completed with the majority identifying as 'Heterosexual' (95%). The ECU has not published any data on sexual orientation (and a number of other protected characteristics) so comparisons cannot be made. Changes to the HESA staff record for 2012/13 allow institutions to provide this information on an optional basis and comparative data may be available in 2014.
23. As noted earlier, 'New Start' data is now included in this report showing a breakdown of staff new to the University by ethnic origin and sex. It is disappointing to note however that although there are high levels of completion of personal sensitive data at application stage there appears to be a greater reluctance to do so once in post. The University's Contract Acceptance Form, which asks new staff to provide this data, was recently revised and now explains why personal sensitive data is being asked for. It is hoped that this will address this issue (in conjunction with the other exercise described earlier).
24. This report also contains data on those who leave employment and as the numbers are relatively small and data is only available for this year and last it would be imprudent to draw too many conclusions. This data will however continue to be gathered and analysed.

#### Equal Pay

25. As anticipated in last year's report, the new Specific Duties for Scotland require the University to publish information on the percentage difference between men's average hourly pay (excluding overtime) and women's average hourly pay (excluding overtime). This must be done every two years.
26. A statement on equal pay with reference to gender, disability and ethnicity must also be published. The statement must contain the University's policy on equal pay as well as information on occupational segregation (for the same protected characteristics) i.e. the concentration of groups in particular grades and occupations. The 2013 report needs to contain pay gap information (if any) only in relation to women and men. However, from the second report (April 2017) the University will be required to include disability and race.
27. These requirements should not pose any difficulties for the University as this information is already produced and published or can be. A new Equal Pay Audit is about to commence and Committee will, as it did with the 2011 Audit, receive its findings.

#### Online Exit Questionnaire

28. Human Resources staff have developed an online exit questionnaire which it is hoped will provide key information about the reasons why staff leave

employment and their protected characteristics data. An earlier version was trialled within Human Resources and the final version is now 'live'. Early indications are that this is a positive development as it provides valuable feedback from leavers. Quarterly reports will be produced to establish whether there are any trends requiring attention.

## Conclusions

29. 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. Plans are in motion to separate out UK nationals from non-UK nationals in order to provide a deeper insight into whether this group of staff are employed short-term for specific projects or whether they form 'core' staff.
30. The enhanced ability of the University to collect and interrogate diversity data as outlined above is to be welcomed as further evidence of the current and potential future capabilities of HR Connect. The collection and interrogation of this data will become an increasingly important aspect of the University's HR system as the revised Specific Duties come into force.

## Communication Issues

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

## Equality Considerations

32. 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 therefore not necessary.

## Recommendation

33. Committee is asked to note the progress made to prepare the University for compliance with the new Specific Duties for Scotland. Committee is also asked to approve this report for submission to the Human Resources Committee.

**Mohammed Hameed**

**Diversity Partner**

**28<sup>th</sup> January 2013**

## Appendix 1

### Applications for Employment

Sex	2008/09	2009/10	2010/11	2011/12
Male	1487 (37%)	1269 (29%)	893 (48%)	2029 (41%)
Female	2272 (57%)	1815 (42%)	954 (51%)	2852 (57%)
Transgender	n/a	n/a	n/a	14 (<1%)
Not stated	248 (6%)	1257 (29%)	25 (1%)	66 (1%)
<b>Total</b>	<b>4007</b>	<b>4341</b>	<b>1872</b>	<b>4961</b>

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

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

<b>Religion or Belief</b>	<b>2011/12</b>	2012/13	2013/14	2014/15
Buddhist	50 (1%)			
Christian	1833 (37%)			
Hindu	126 (2%)			
Jewish	15 (<1%)			
Muslim	182 (4%)			
Sikh	9 (<1%)			
Other	211 (4%)			



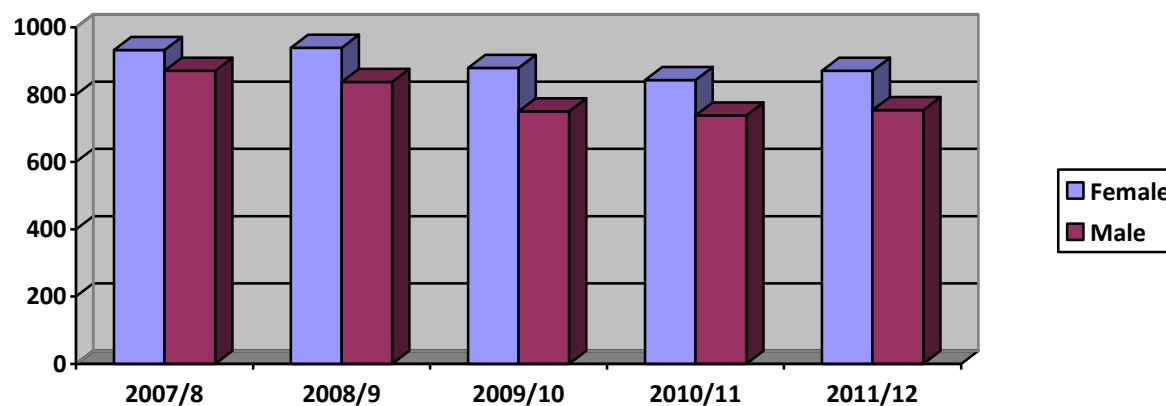
No religion or belief	2384 (48%)		
Not known	151(3%)		
<b>Total</b>	<b>4961</b>		

	2011/12		
Bisexual	74 (1.5%)		
Gay	106 (2%)		
Heterosexual	4534 (91.5%)		
Lesbian	57 (1%)		
Not known	190 (4%)		
Total	4961		

## Staff by Sex

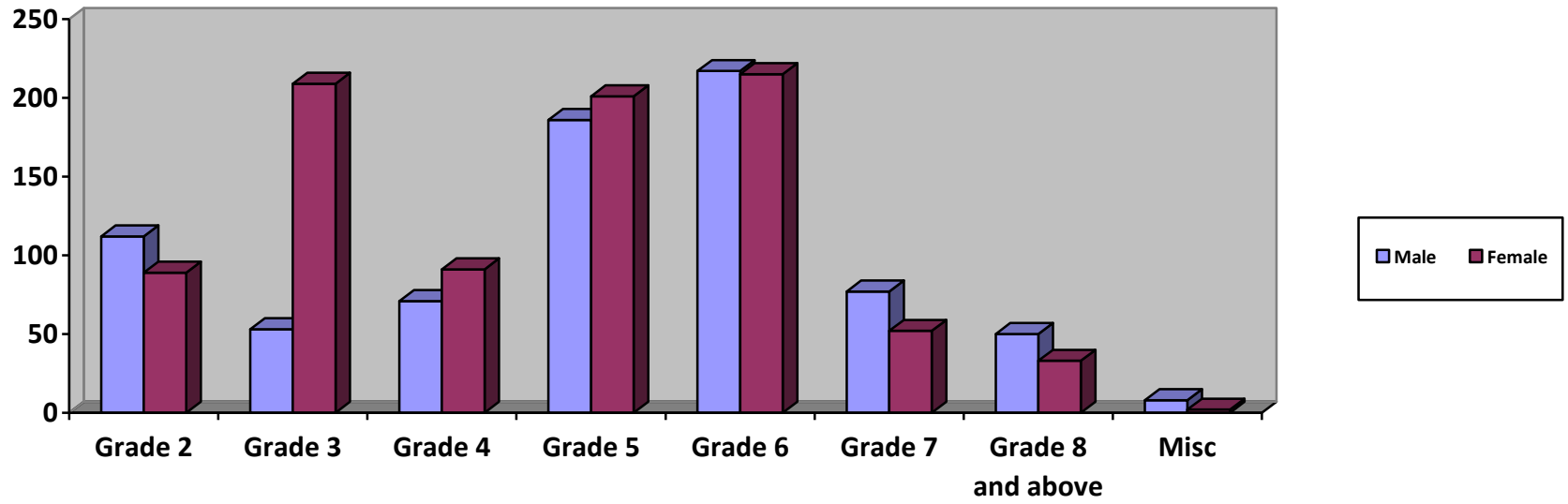
Data captured January 2013

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



*Note: The total number of staff employed on 3<sup>rd</sup> January 2013 was 1625. 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



<b>Grade</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
Grade 2	112 (56%)	88 (44%)	200 (12%)
Grade 3	53 (20%)	209 (80%)	262 (16%)
Grade 4	71 (44%)	91 (56%)	162(10%)
Grade 5	186 (48%)	201 (52%)	387 (23%)
Grade 6	217 (50%)	215 (50%)	432 (26%)
Grade 7	77 (60%)	52 (40%)	129 (8%)
Grade 8 and above	50 (60%)	33 (40%)	83 (5%)
Misc	8 (80%)	2 (20%)	10 <1%
<b>Grand total</b>	<b>774</b>	<b>892</b>	<b>1666</b>

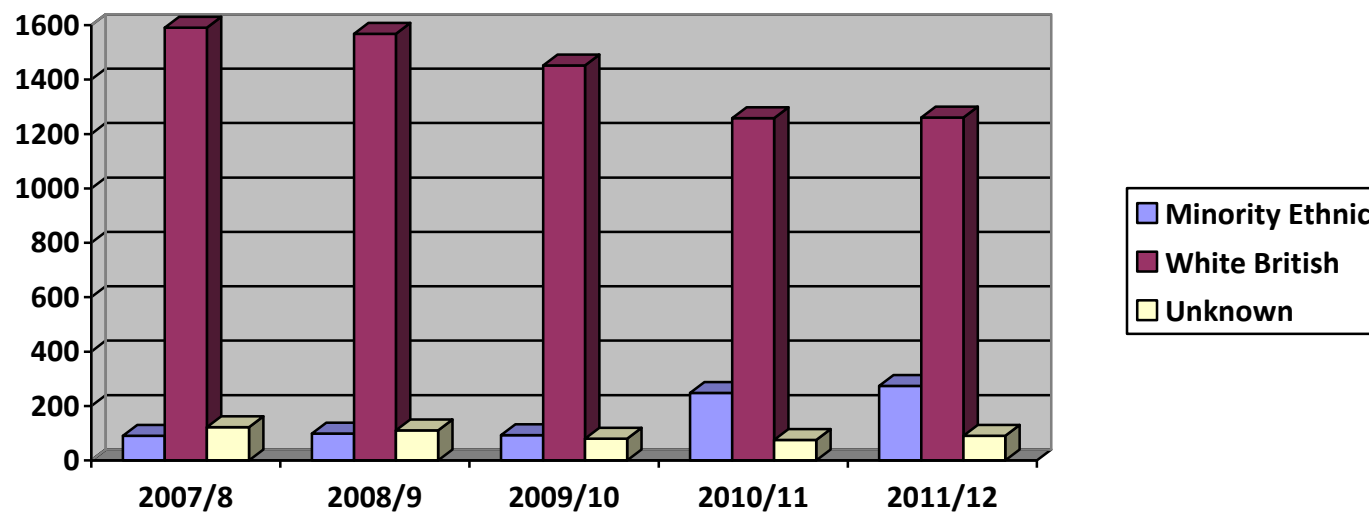
Staff by work pattern

<b>Academic</b>	<b>Full-Time</b>	<b>Part-Time</b>	
Female	159 (39%)	163 (49%)	322 (44%)
Male	245 (61%)	172 (51%)	417 (56%)
<b>Total</b>	<b>404 (55%)</b>	<b>335 (45%)</b>	<b><u>739 (44%)</u></b>

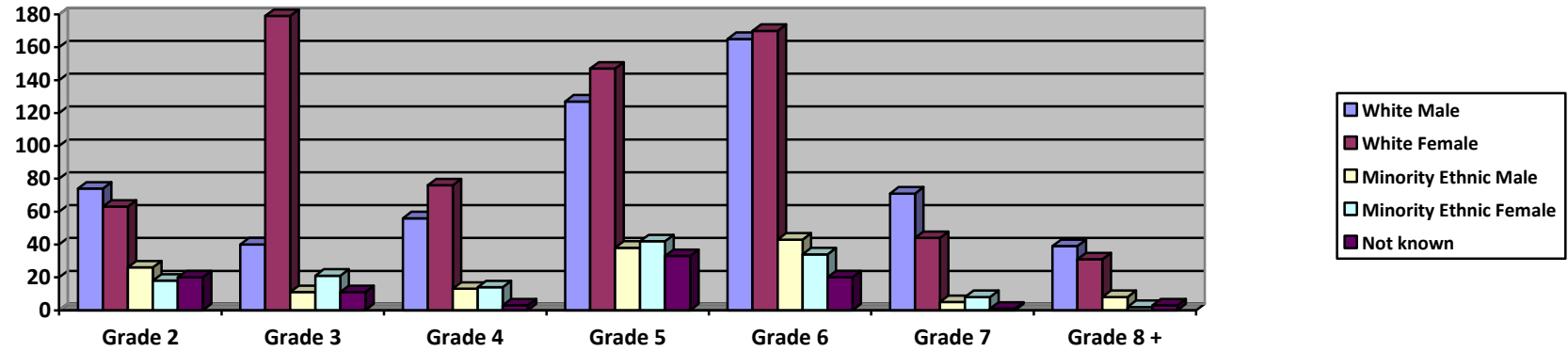
<b>Professional Services</b>	<b>Full-Time</b>	<b>Part-Time</b>	
Female	329 (53%)	239 (78%)	568 (61%)
Male	291 (47%)	68(22%)	359 (39%)
<b>Total</b>	<b>620 (67%)</b>	<b>307 (33%)</b>	<b><u>927 (56%)</u></b>

### Staff by Ethnic Origin

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



## Staff by Ethnic Origin and Gender



### Grade 2

<b>Ethnicity</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
White British/Scottish/English	74	63	137
Minority Ethnic	26	18	44
Not Known/Not Stated	12	8	20
<b>Total</b>	<b>112</b>	<b>89</b>	<b>201</b>

Grade 3

<b>Ethnicity</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
White British/Scottish/English	40	179	219
Minority Ethnic	11	21	32
Not Known/Not Stated	2	9	11
<b>Total</b>	<b>53</b>	<b>209</b>	<b>262</b>

Grade 4

<b>Ethnicity</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
White British/Scottish/English	56	76	132
Minority Ethnic	13	14	27
Not Known/Not Stated	2	1	3
<b>Total</b>	<b>71</b>	<b>91</b>	<b>162</b>



## Grade 5

<b>Ethnicity</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
White British/Scottish/English	127	147	274
Minority Ethnic	38	42	80
Not Known/Not Stated	21	12	33
<b>Total</b>	<b>186</b>	<b>201</b>	<b>387</b>

## Grade 6

<b>Ethnicity</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
White British/Scottish/English	165	170	335
Minority Ethnic	43	34	77
Not Known/Not Stated	9	11	20
<b>Total</b>	<b>217</b>	<b>215</b>	<b>432</b>

Grade 7

<b>Ethnicity</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
White British/Scottish/English	71	44	115
Minority Ethnic	5	8	13
Not Known/Not Stated	1	0	1
<b>Total</b>	<b>77</b>	<b>52</b>	<b>129</b>

Grade 8 and above

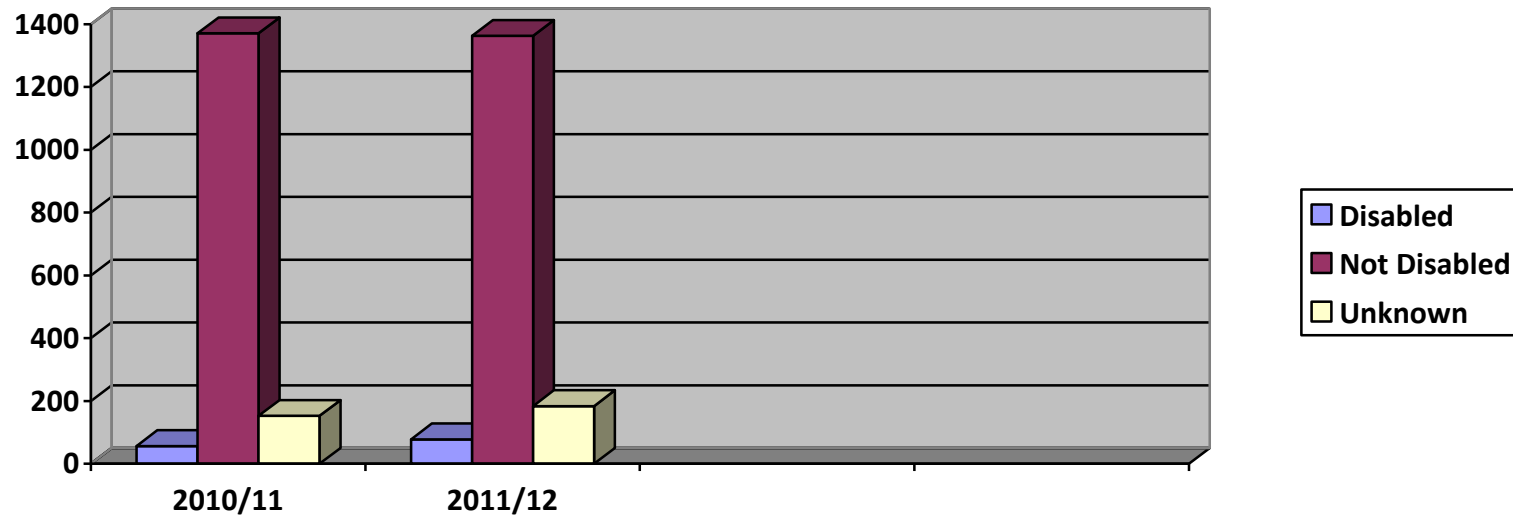
<b>Ethnicity</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
White British/Scottish/English	39	31	70
Minority Ethnic	8	2	10
Not Known/Not Stated	3	0	3
<b>Total</b>	<b>50</b>	<b>33</b>	<b>83</b>

Miscellaneous

<b>Ethnicity</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
White British/Scottish/English	8	2	10
Minority Ethnic	0	0	0
Not Known/Not Stated	0	0	0
<b>Total</b>	<b>8</b>	<b>2</b>	<b>10</b>

Staff by Disability Status

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



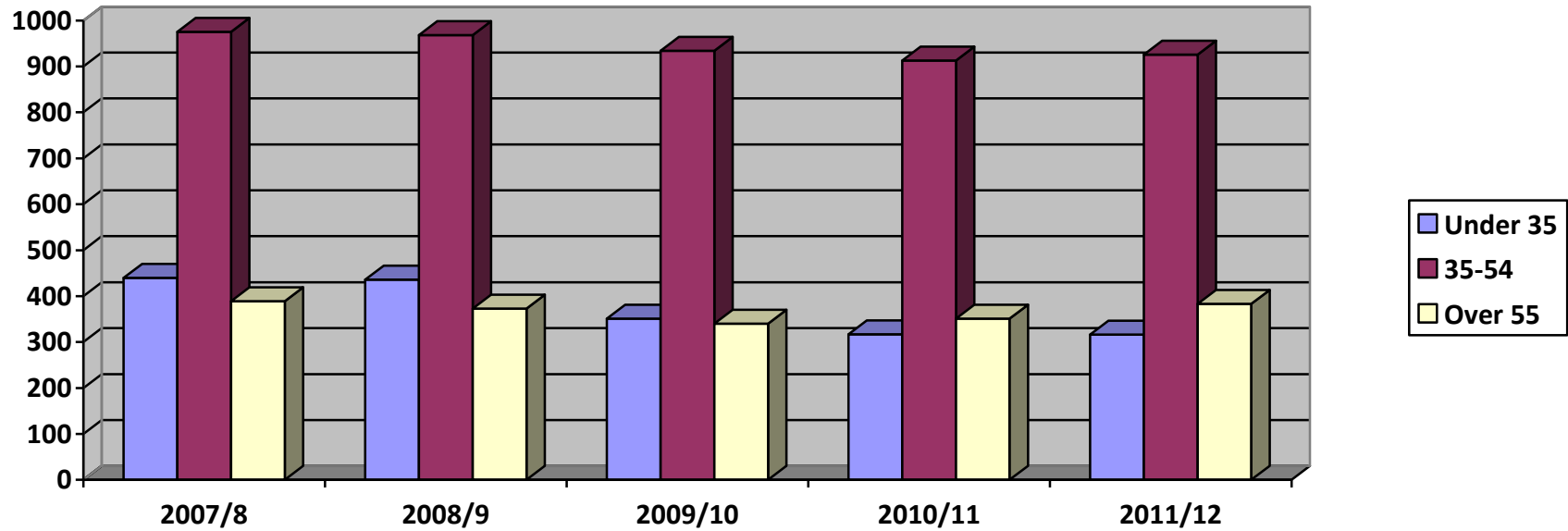
Staff with a Declared Disability and Grade

<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		
Grade 5 and above	22	28		
<b>Total</b>	<b>57</b>	<b>79</b>		

*Note: The University collects disability data in line with HESA categories but only publishes the data in the form above in order to maintain staff confidentiality.*

Staff by Age Group

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



Male Staff by Age Group and Grade

Grade	Under 35		35-54		Over 55		Total	
	2010/11	2011/12	2010/11	2011/12	2010/11	2011/12	2010/11	2011/12
Grade 2	51	<b>48</b>	40	<b>37</b>	23	<b>27</b>	114	<b>112</b>
Grade 3	14	<b>10</b>	38	<b>39</b>	5	<b>4</b>	57	<b>53</b>
Grade 4	20	<b>26</b>	23	<b>35</b>	5	<b>10</b>	48	<b>71</b>
Grade 5	34	<b>40</b>	96	<b>107</b>	36	<b>39</b>	166	<b>186</b>
Grade 6	20	<b>22</b>	141	<b>145</b>	46	<b>50</b>	207	<b>217</b>
Grade 7	1	<b>1</b>	48	<b>45</b>	28	<b>31</b>	77	<b>77</b>
Grade 8 and above	5	<b>0</b>	35	<b>29</b>	24	<b>21</b>	64	<b>50</b>
Misc	0	<b>0</b>	2	<b>3</b>	3	<b>5</b>	5	<b>8</b>
Total	145	<b>147</b>	427	<b>440</b>	174	<b>187</b>	738	<b><u>774</u></b>

Female Staff by Age Group and Grade

Grade	Under 35		35-54		Over 55		Total	
	2010/11	2011/12	2010/11	2011/12	2010/11	2011/12	2010/11	2011/12
Grade 2	32	<b>34</b>	39	<b>30</b>	22	<b>25</b>	93	<b>89</b>
Grade 3	48	<b>57</b>	97	<b>101</b>	50	<b>51</b>	195	<b>209</b>
Grade 4	23	<b>22</b>	47	<b>57</b>	10	<b>12</b>	80	<b>91</b>
Grade 5	44	<b>48</b>	108	<b>115</b>	28	<b>38</b>	180	<b>201</b>
Grade 6	23	<b>20</b>	147	<b>152</b>	39	<b>43</b>	209	<b>215</b>
Grade 7	0	<b>1</b>	28	<b>31</b>	18	<b>20</b>	46	<b>52</b>
Grade 8 and above	0	<b>0</b>	22	<b>20</b>	11	<b>13</b>	33	<b>33</b>
Misc	2	<b>0</b>	2	<b>1</b>	3	<b>1</b>	7	<b>2</b>
Total	172	<b>182</b>	490	<b>507</b>	181	<b>203</b>	843	<b><u>892</u></b>



New Staff by Ethnic Origin and Sex

Ethnicity	Male		Female		Total	
	2010/11	2011/12	2010/11	2011/12	2010/11	2011/12
White British/Scottish/English	35	71	34	92	69	163
Minority Ethnic	24	37	10	34	34	71
Not Known/Not Stated	6	16	4	16	10	32
<b>Total</b>	<b>65</b>	<b>124</b>	<b>48</b>	<b>142</b>	<b>113</b>	<b>266</b>

New Staff by Disability Status

	Male		Female		Total	
	2010/11	2011/12	2010/11	2011/12	2010/11	2011/12
Declared Disability	2	9	4	10	6	19
No Declared Disability	53	83	34	100	87	183
Not Known/Not Stated	8	32	12	32	20	64
<b>Total</b>	<b>63</b>	<b>124</b>	<b>50</b>	<b>142</b>	<b>113</b>	<b>266</b>

Leavers by Ethnic Origin and Sex

Ethnicity	Male		Female		Total	
	2010/11	2011/12	2010/11	2011/12	2010/11	2011/12
White British/Scottish/English	39	40	46	35	85	75
Minority Ethnic	2	20	4	19	6	39
Not Known/Not Stated	1	3	2	2	3	5
<b>Total</b>	<b>42</b>	<b>63</b>	<b>52</b>	<b>56</b>	<b>94</b>	<b>119</b>

Leavers by Disability Status

	Male		Female		Total	
	2010/11	2011/12	2010/11	2011/12	2010/11	2011/12
Declared Disability	0	3	2	2	2	5
No Declared Disability	34	52	44	44	78	96
Not Known/Not Stated	8	8	6	10	14	18
<b>Total</b>	<b>42</b>	<b>63</b>	<b>52</b>	<b>56</b>	<b>94</b>	<b>119</b>

Academic Staff Promotions

	Disability		Ethnicity			Sex		Age Group		
	No known disability	Disabled	White	Minority Ethnic	Not known	Female	Male	Under 35	35-54	Over 55
2011	24	2	20	6	0	9	17			
2012	38	0	29	8	1	18	20	7	19	12

Professional Services Promotions

	Disability		Ethnicity			Sex		Age Group		
	No known disability	Disabled	White	Minority Ethnic	Not known	Female	Male	Under 35	35-54	Over 55
2011	47	3	40	9	1	30	20			
2012	33	4	29	6	2	19	18	7	23	7

*Age Groups added for first time*