



Annual Staff Equality and Diversity Data Report 2017/18

Published April 2019

Introduction

This report of our staff profile for 2017-18 is based on staff in post at 31 August 2018. We regularly monitor the profile of our staff to meet the requirements of the Equality Act 2010 (Specific Duty) to publish equality information. Furthermore, equality monitoring also helps us assess the impact of our Equality Scheme, to recognize the progress made against our equality objectives and to identify areas for improvement. It also provides us with the data to help us meet the public sector equality duty which requires higher education institutions (HEIs) in the exercise of their functions to have due regard to:

- Eliminating discrimination, harassment and victimization
- Advancing equality of opportunity and
- Fostering good relations

This report introduces a new approach to our annual workforce equality monitoring report, presenting the data in a more visual and appealing format. The key issues are presented in bullet points. There are seven sections in the report covering:

1. Staff profile, benchmarked against HEIs in England, profile of academic/research staff and professional services staff
2. Contracts which include the proportion of full-time/part-time contracts and fixed term/permanent contracts
3. Ethnicity - BAME disaggregated; by nationality, contracts and grades
4. Sex – by nationality, contracts and grades
5. Intersectionality
 - a. Age and Ethnicity
 - b. Ethnicity and Sex
 - c. Age and Sex
6. Recruitment, analysed by nationality, sex and disability
7. Turnover, for College, academic/research staff and professional services staff, analysed by ethnicity and sex

1. Staff Profile

- At the end of 2017-18, there were 1949 staff in post, the equivalent of 1794 whole time equivalent. This compares to 1879 staff in post and 1715 whole time equivalent in 2016-17
- 53.2% (1037) of the workforce were female and 46.8% (912) male
- 15.6% (303) staff were of BAME (Black, Asian, Minority Ethnic) background – above benchmark of 13.4%, see figure 2 .The non- declaration rate remains at 3.5% (69)
- 72.0% (1403) of staff are British, 28.0% (546) are non-UK - above benchmark at 20.0%
- 80.8% (1575) of staff are on permanent contract - above benchmark of 76.1%. 19.2% (375) of staff are on fixed term contracts –below benchmark of 23.9%
- 87.4%(145) of all Researchers (166) are on fixed term contracts (table 2)
- 72.7% (178) of permanent part-time staff and 63.1% (70) of fixed term part-time staff are female (figure 8)
- Age
 - 19.4% (201) - Aged 30 years and below; above benchmark at 17.0%
 - 24.5% (254) - Aged 31 to 40 years; below benchmark at 28.4%
 - 24.1% (250) – Aged 41 to 50 years; below benchmark at 25.2%
 - 24.4% (253) – Aged 51 to 60 years; above benchmark at 21.7%
 - 7.8% (81) – Aged 61 years and above; similar to benchmark at 7.7%
- Disability
 - 2.7% (52) have declared a disability, below the benchmark rate of 4.8% (Figure 2)
 - “long standing illness/health conditions” at 0.94% (19) is the highest declared condition
- Religion or Belief
 - 59.3% (1157) provided this information
 - 29.4% - No religion or belief
 - 22.3% (434) - Christian
 - 3.5% (70) – Any other religion/belief
 - 2.2% (42) – Muslim
 - 1.7% (370) - Hindu
- Sexual Orientation
 - 4.3% (85) LGBT+ staff – above benchmark at 2.4%
 - Declaration rate of 59.2% compared to 39.6% nationally (Figure 2)

Figure 1

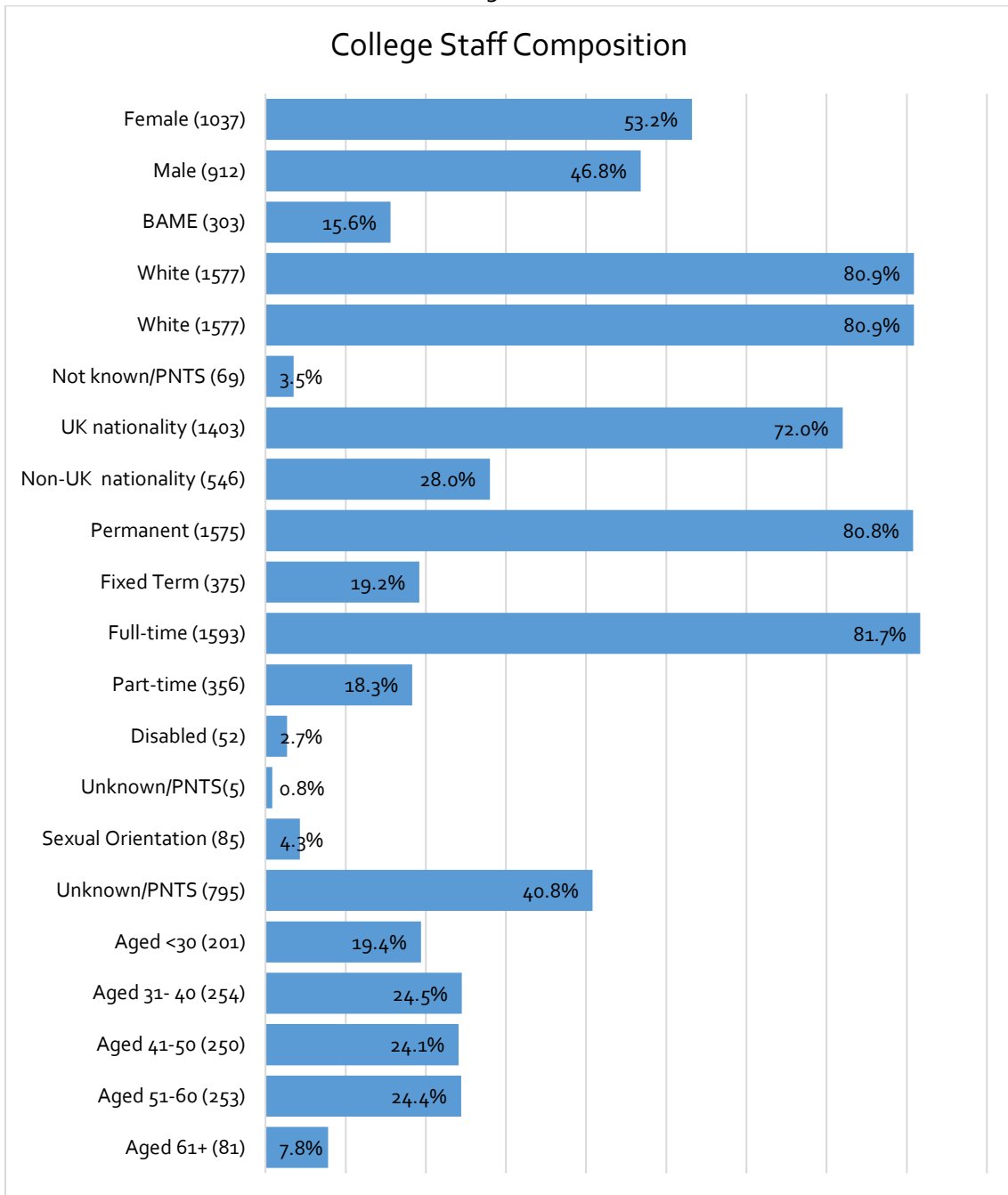
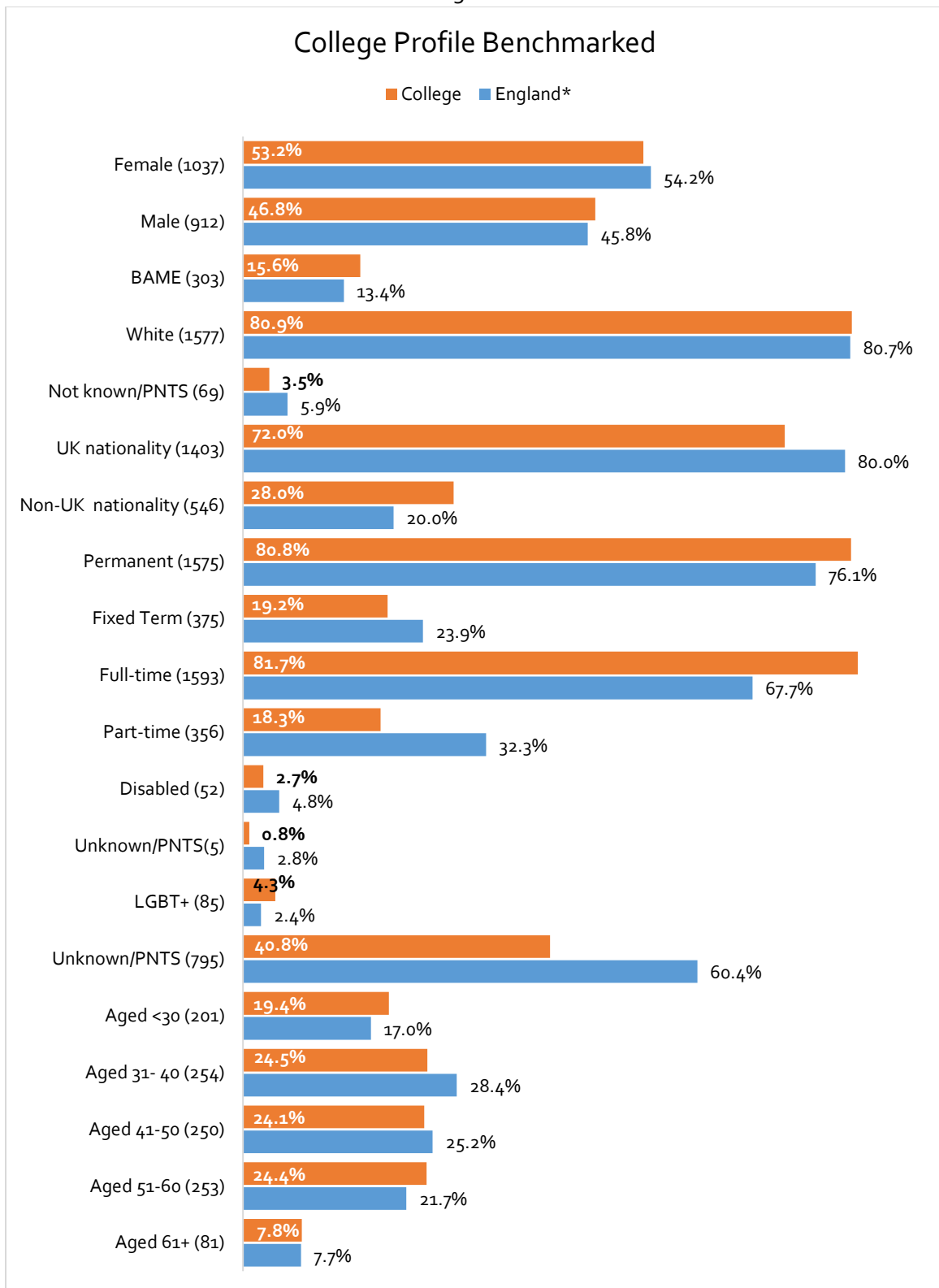
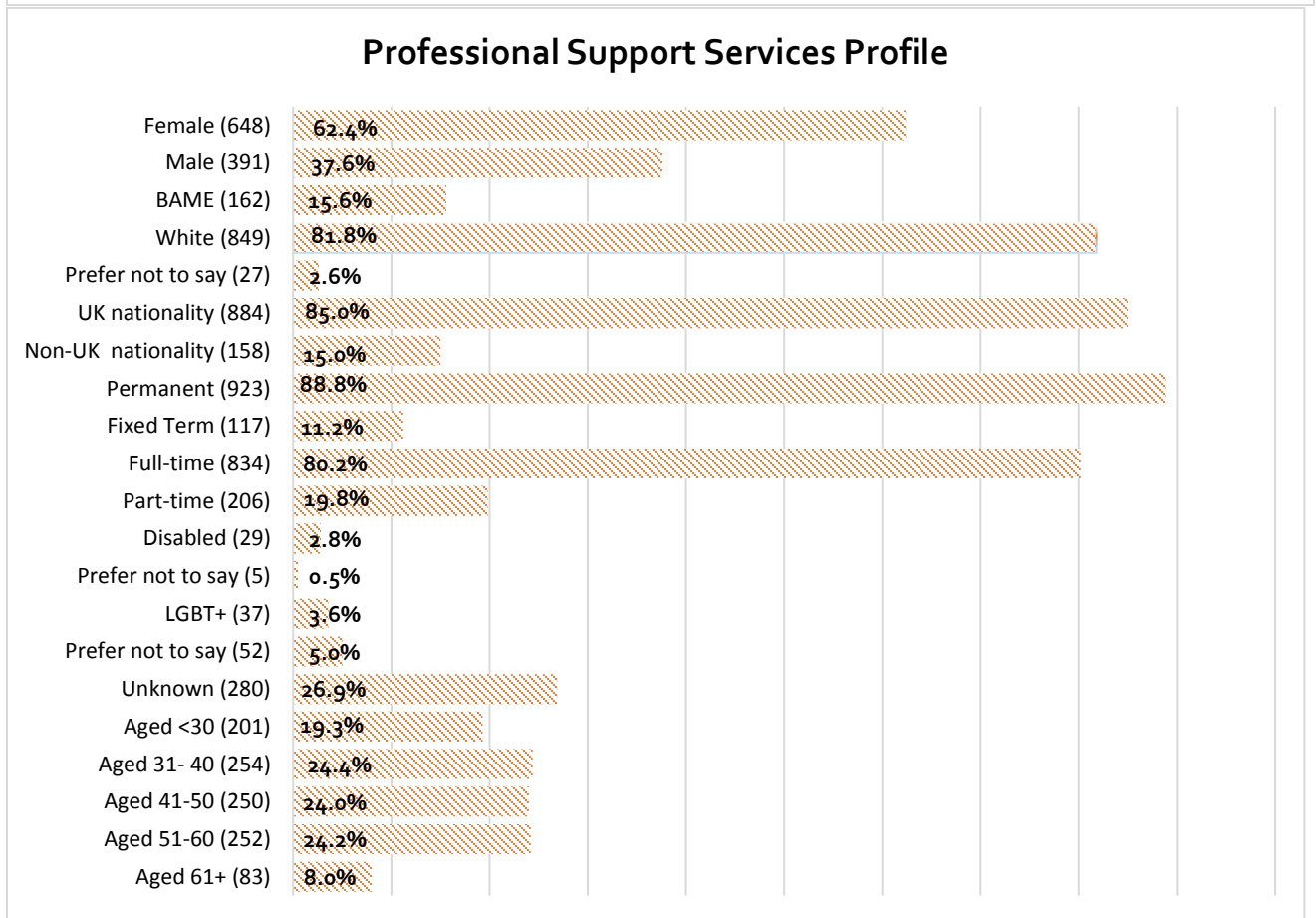
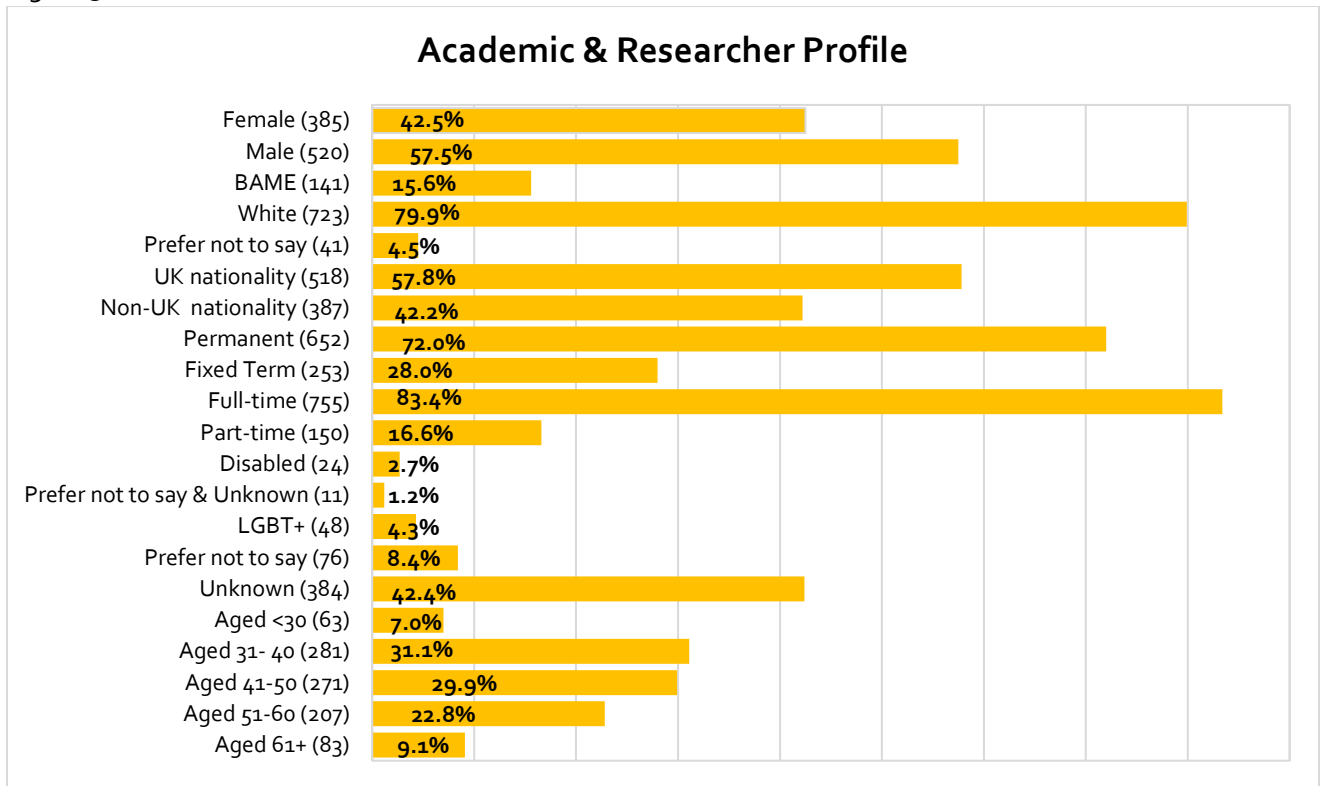


Figure 2



*Data from Advance HE publication: Staff statistical report 2018

Figure 3



2. Contract type

- Overall 81.7% (1593) of all staff work full –time hours.
- 49.5% (789) of full time staff are female and 70.0% (248) of part-time staff are female. (Figure 8)
- The highest proportion of part-time staff are in the Teaching Fellows/Tutors or Administration 1-5 staff groups.

Table 1

	Full - time	Part -time	Total
Academic	87.8% (545)	12.2% (76)	621
Administration grades 1 - 5	68.4% (223)	31.6% (103)	326
Administration grades 6 - 10	87.8% (433)	12.2% (60)	493
Manual & Ancillary	80.6% (116)	19.4% (28)	144
Research	83.7% (139)	16.3% (27)	166
Teaching Fellows & Tutors	60.5% (75)	39.5% (49)	124
Technical	82.7% (62)	17.3% (13)	75
Grand Total	81.7% (1593)	18.3%	1949

- Academics represent the highest number and proportion of staff on permanent full time contracts.
- The largest staff group on fixed term contracts are Researchers at 85.2% (91).
- Administration grades 1-5 has the highest proportion of permanent part-time contracts at 25.2% (82).

Table 2

Staff Group	Fixed Term Contract Full Time	Fixed Term Contract Part Time	Full Time Permanent	Part Time Permanent	Total
Academic	2.6% (16)	1.4% (9)	85.2% (529)	10.8% (67)	100% (621)
Administration grades 1 - 5	6.1% (20)	6.4% (21)	62.3% (203)	25.2% (82)	100% (326)
Administration grades 6 - 10	9.3% (46)	2.8% (14)	78.5% (387)	9.3% (46)	100% (493)
Manual & Ancillary	4.2% (6)	=<5	76.4% (110)	18.8% (27)	100% (144)
Research	71.1% (118)	16.3% (27)	12.7% (21)	0.0%	100% (166)
Teaching Fellows & Tutors	41.1% (51)	29.8% (37)	19.4% (24)	9.7% (12)	100% (124)
Technical	8.0% (6)	=<5	74.7% (56)	14.7% (11)	100% (75)
Grand Total	13.4% (263)	6.0% (118)	68.0% (1330)	12.6% (246)	100% (1949)

3. Ethnicity

- Asian at 7.9% (154) forms the highest proportion of BAME in the College
- It is also highest in the Academic/Research staff group at 6.3% (57) and Professional Services staff at 9.3% (97)
- Non-UK BAME are higher in proportion than UK BAME (Figure 4)
- Significantly high proportion of BAME Academic/Research staff are on fixed term contracts; part-time at 28.8% (21) and full time at 18.9% (35), see Figure 5
- In Professional Services, 27.7% (13) of staff at Grade 3 and 25.9% (7) of Grade 2 staff are BAME while there are only 9.7% at Grade 9 (Figure 6)
- 20.9% (29) of grade 7 and 26.3% (15) of grade 6 Researchers are BAME

Figure 3 BAME staff disaggregated

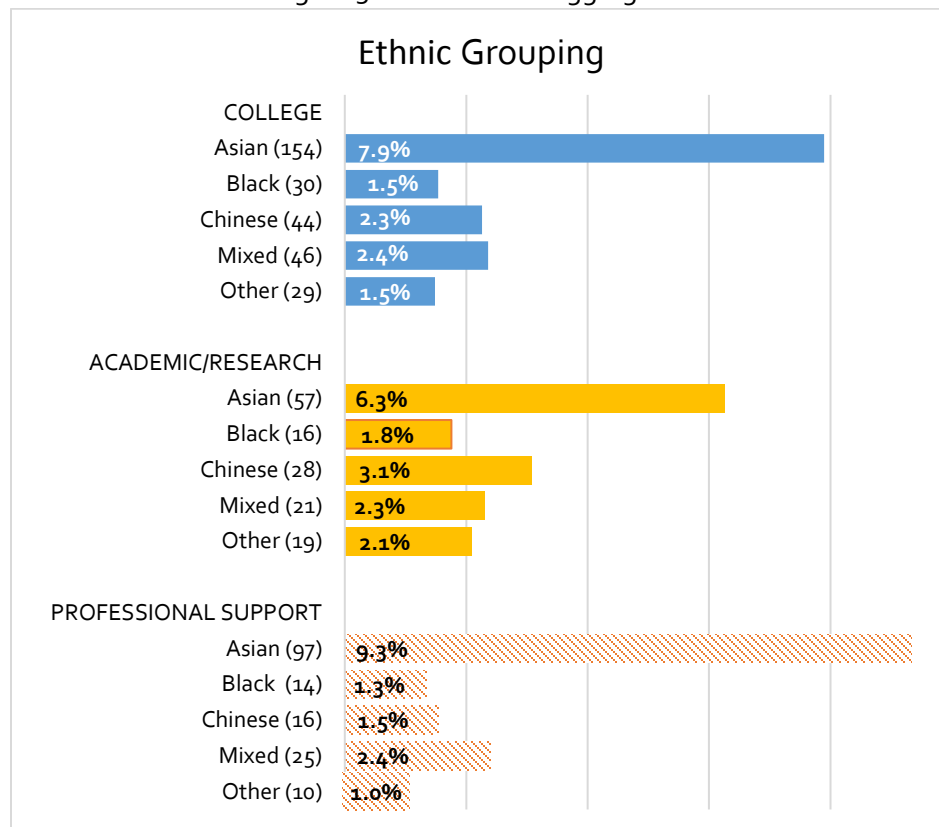


Figure 4

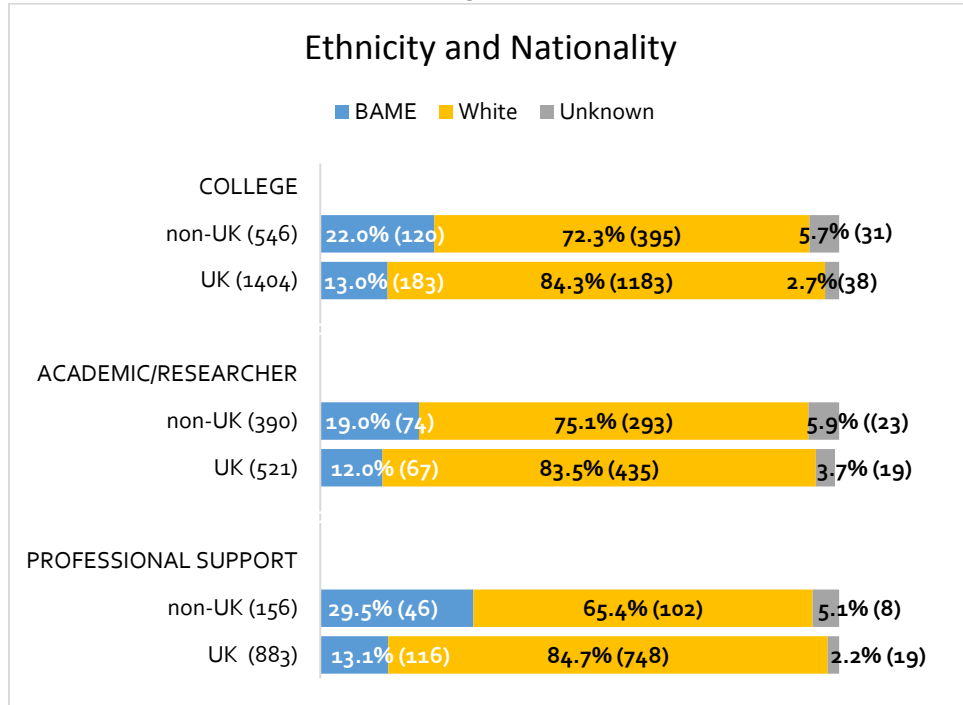


Figure 5

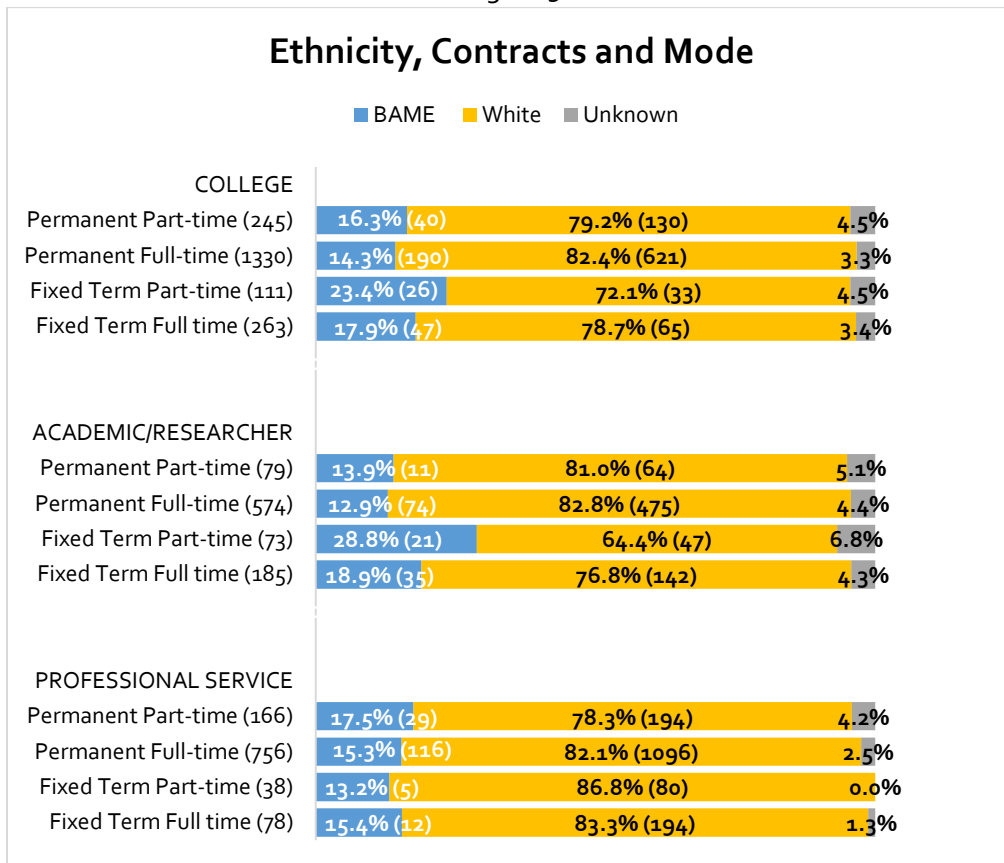
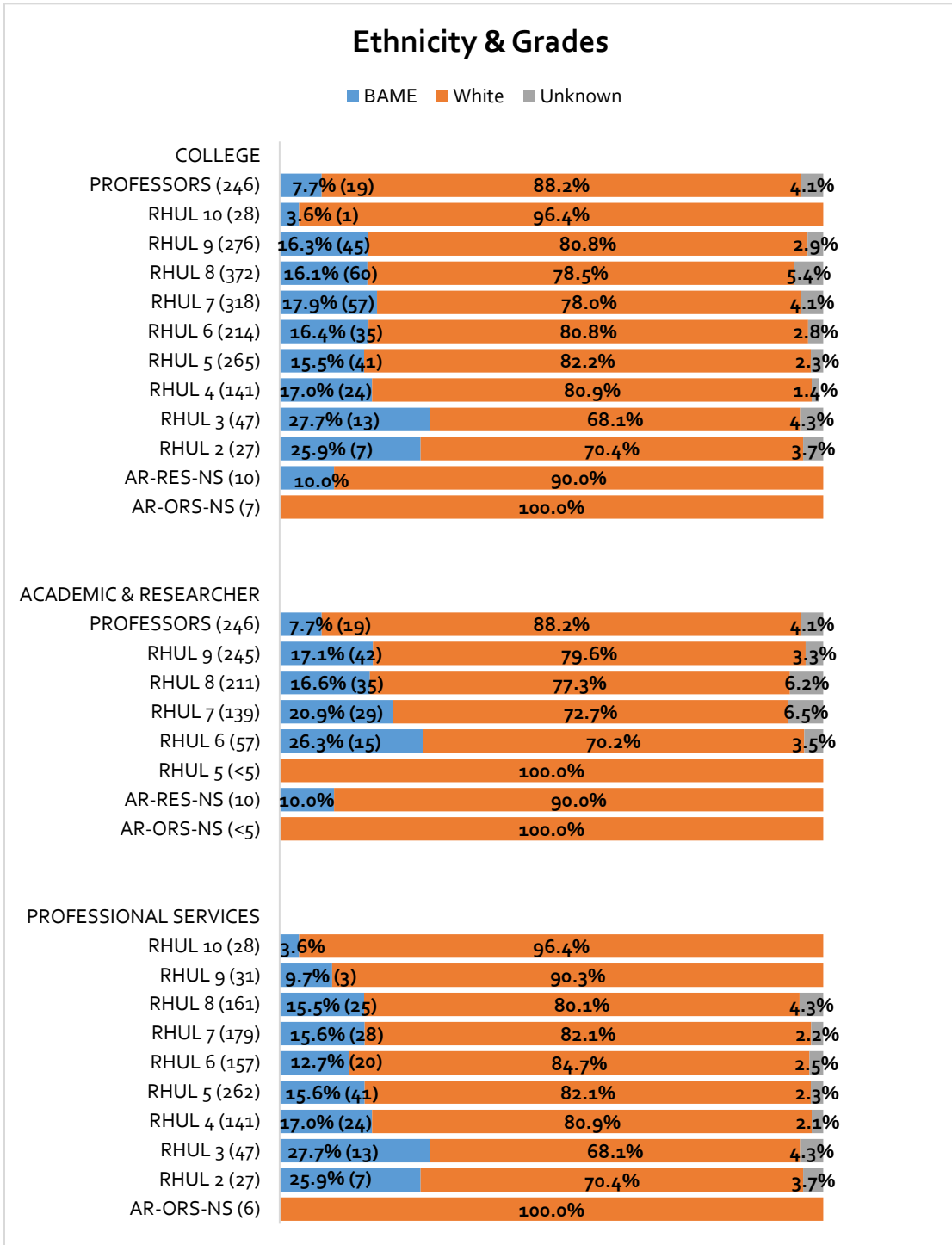


Figure 6



4. SEX

- Administration Grades 1-5 have the highest proportion of females at 82.3% (268) followed by the Administration Grades 6-10 (312) at 63.2%.
- The highest proportion of male staff were in the Manual and Ancillary staff group, 72.2%, followed by Technical, 62.7%, and the Academic staff groups, 61.4%.
- There are a higher proportion of men in the Academic/Researcher staff, with a slightly higher proportion, 58.2% (227) with non-UK nationality.
- The reverse is the case for Professional Services staff, 63.2% (558) from UK and 57.7% (90) of non-UK nationalities are female.
- Proportionately more females work part-time, regardless of whether they are on permanent or fixed term contracts.
- More females are on fixed term contracts, 52.1% (38) of fixed term full-time and 63.1% (70) of fixed term part-time.
- It can be seen that as the grade increases, generally the proportion of men increases, except for the Administrative grade 1-5 where there are proportionately more female grades 4 at 67.4% (95) and 5 at 68.9% (182), see figure 9.

Table 3

Staff Group	F	M	Total
Academic	38.6% (240)	61.4% (381)	621
Administration grades 1 - 5	82.3% (268)	17.7% (58)	326
Administration grades 6 - 10	63.2% (312)	36.8% (182)	494
Manual & Ancillary	27.8% (40)	72.2% (104)	144
Research	47.0% (78)	53.0% (88)	166
Teaching Fellows & Tutors	57.7% (71)	43.1% (53)	123
Technical	37.3% (28)	62.7% (47)	75
Grand Total	53.2% (1041)	46.8% (916)	1949

Figure 7

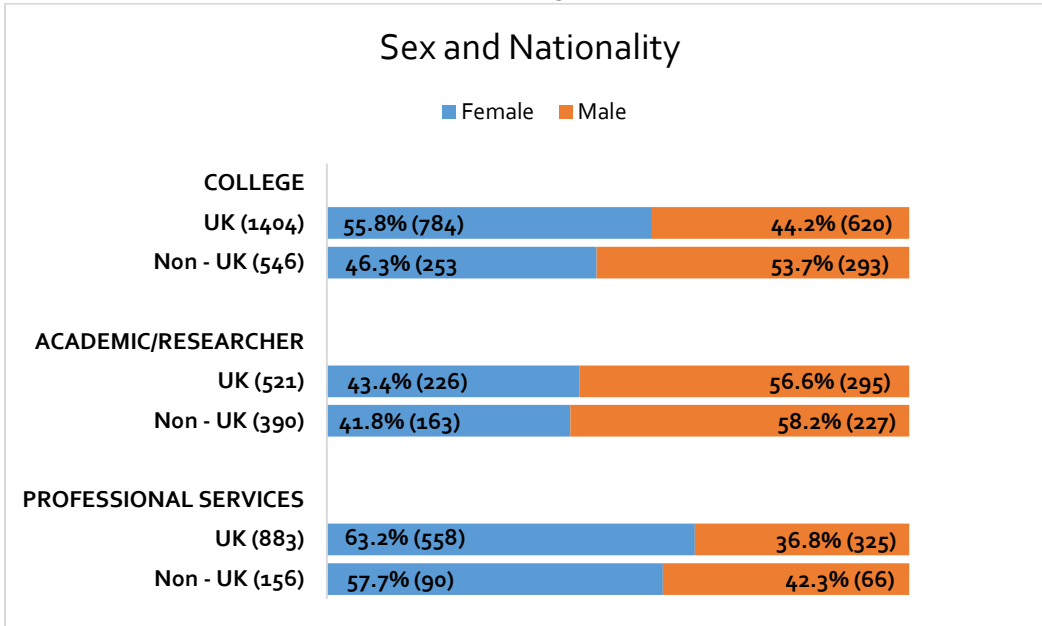


Figure 8

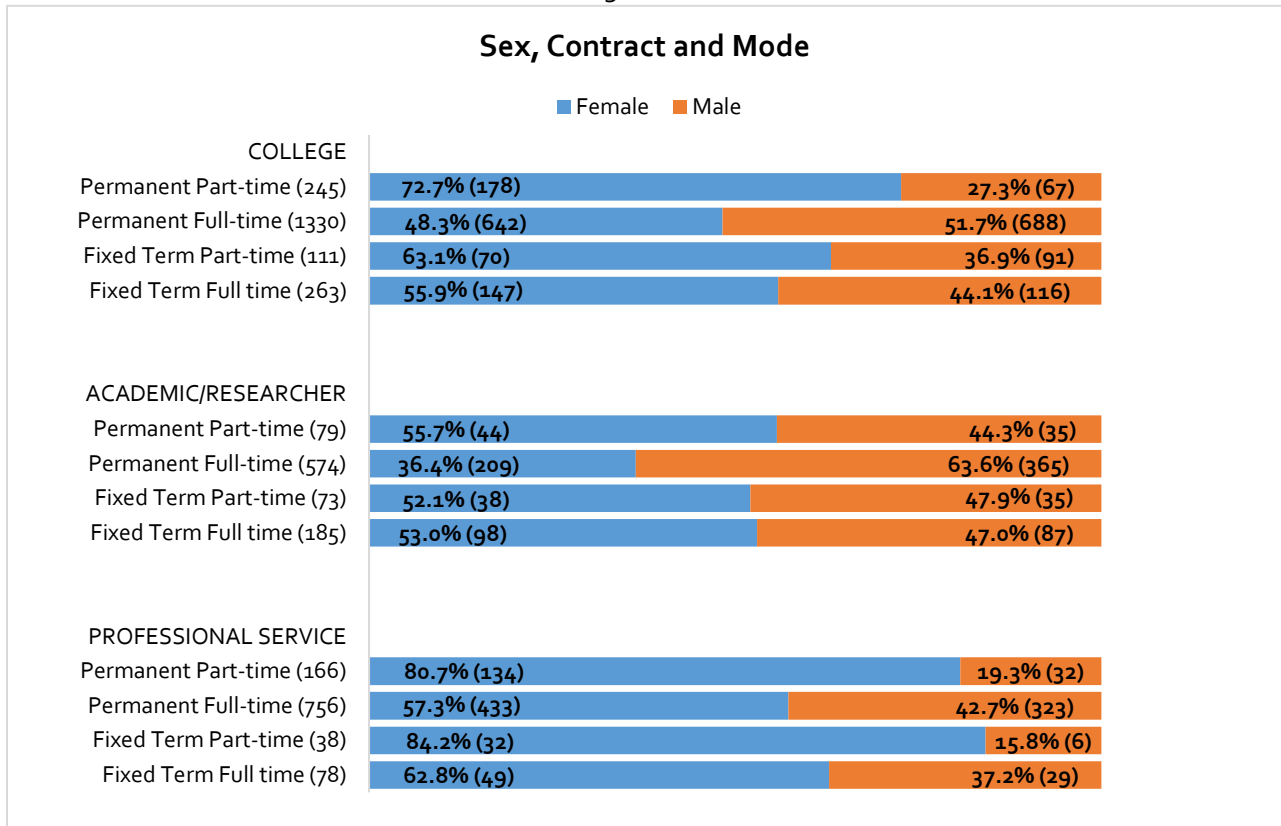
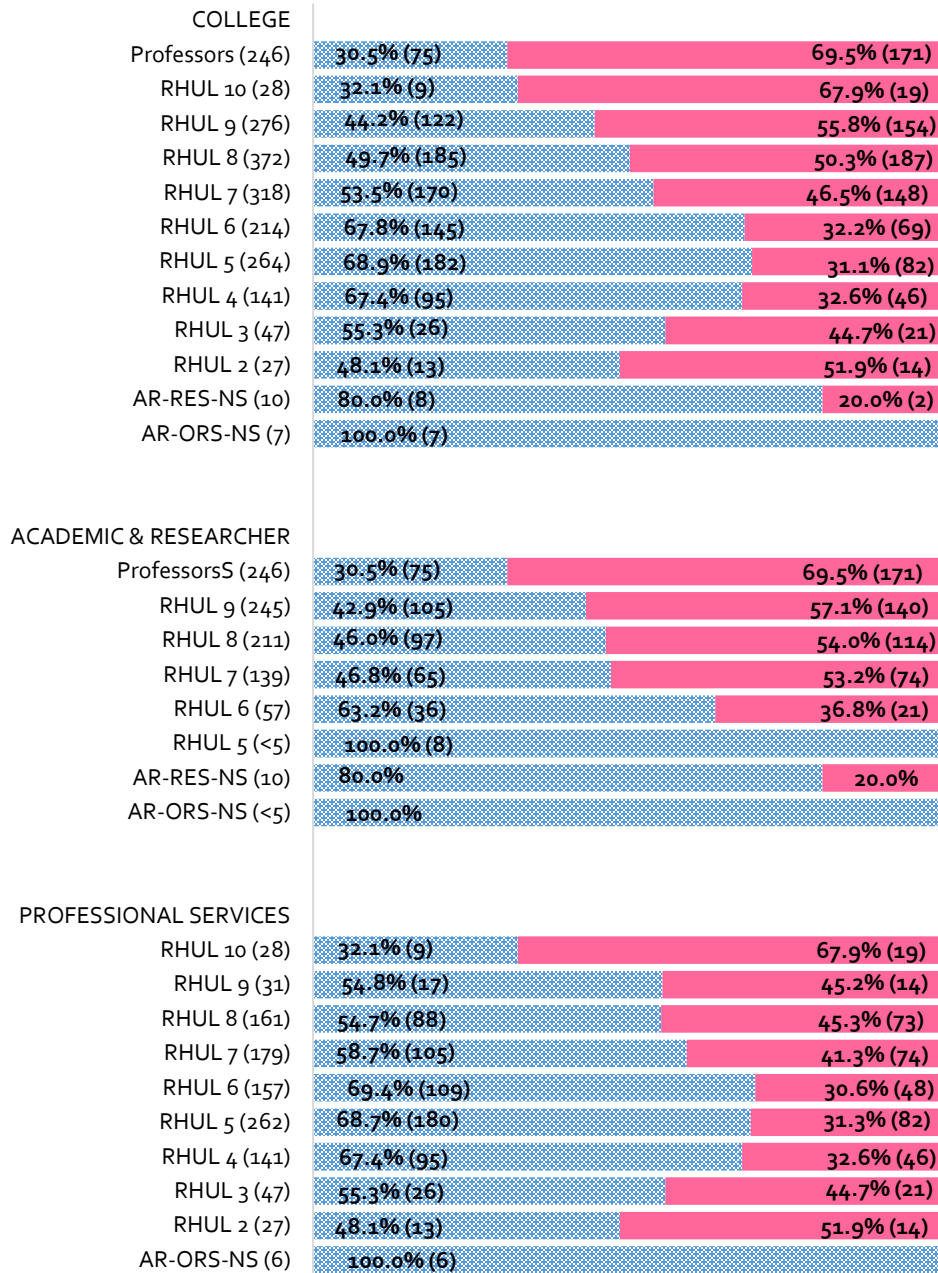


Figure 9

Sex and Grades

Female Male



5. Intersectionality

- At College level, the proportion of BAME staff are fairly evenly distributed across the age groups <30 years – 16.2% (43), 31 to 40 years - 17.7% (95) and 41 to 50 years – 18.0% (94)
- The highest proportion of BAME staff below thirty years is in the Academic/Researcher staff groups, most of whom are Post-Doctoral Research Assistants
- The highest proportion of BAME staff in Professional Services staff groups is in the age group 31 to 40 years, 20.9% (29)
- There is a higher proportion of female BAME staff across the College (Figure 11); female Asian at 54.5% (84) represented the highest proportion (Figure 11)
- 58.6% (156) of 30 year olds and below in the College are female (figure 12)
- 64.6% (42) of academic/research staff are female while there are higher proportion of male in all other age group
- In Professional Services female staff are higher in proportion in all age group.

Figure 10

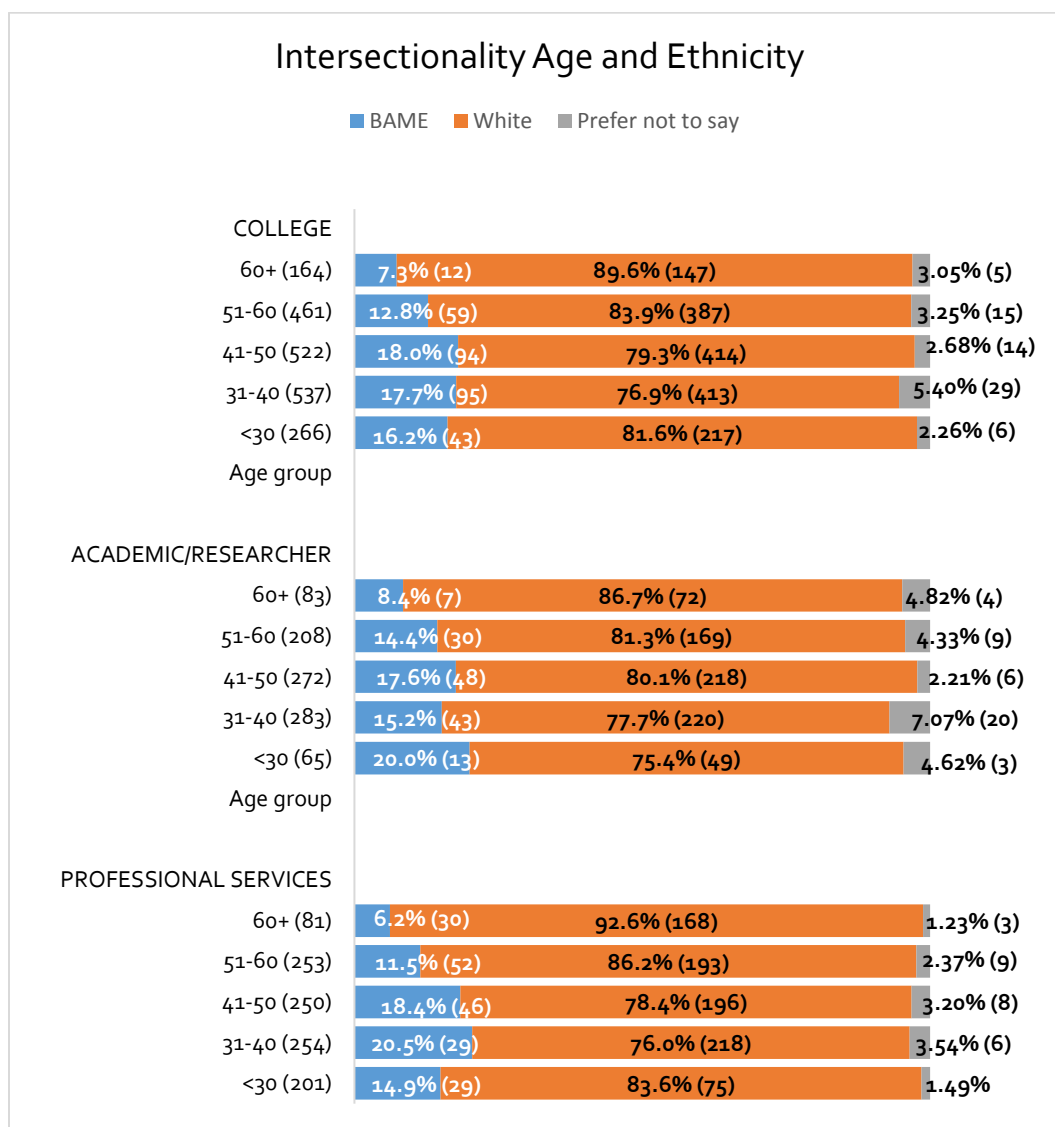


Figure 11

Intersectionality Ethnicity and Sex

■ Female ■ Male

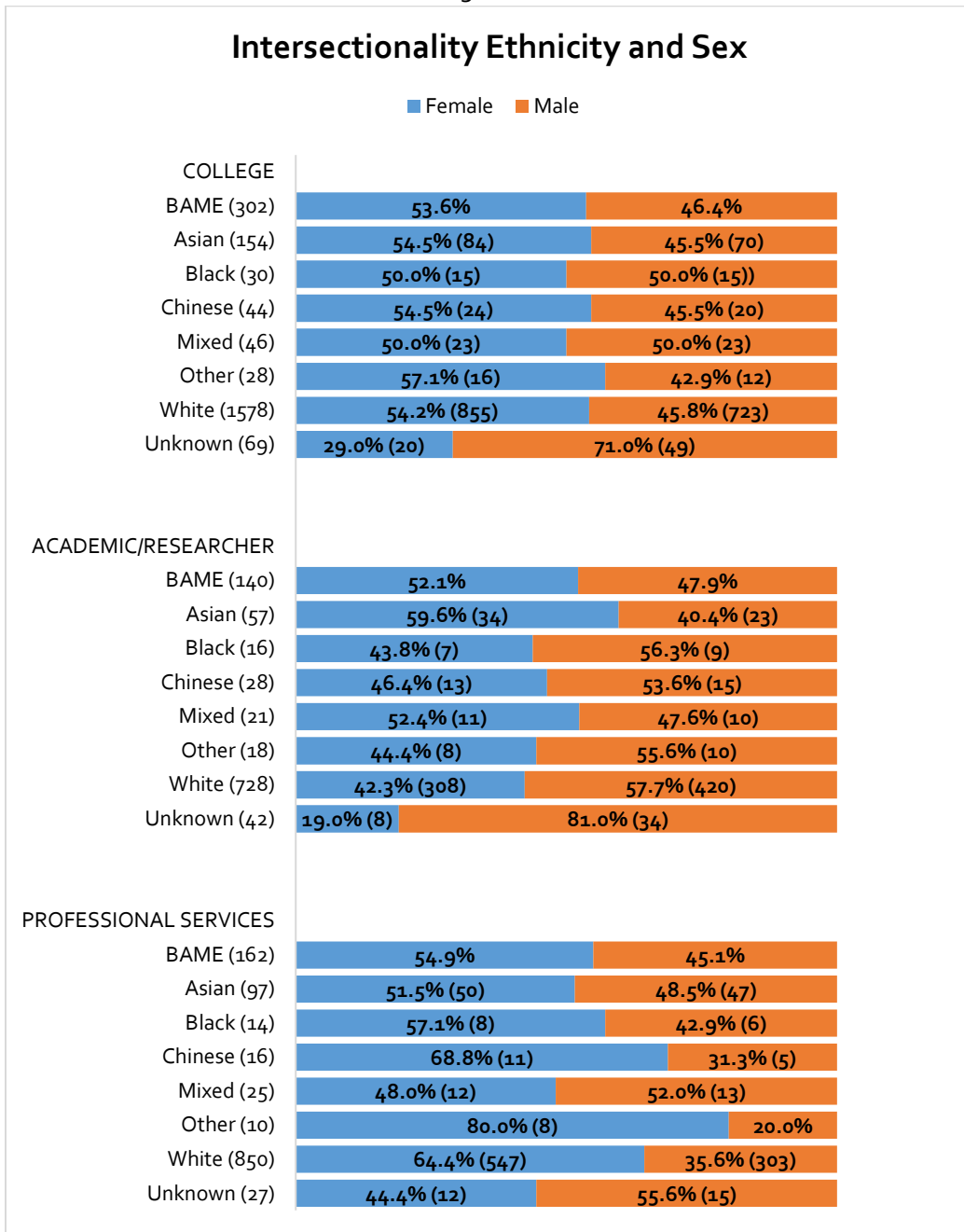
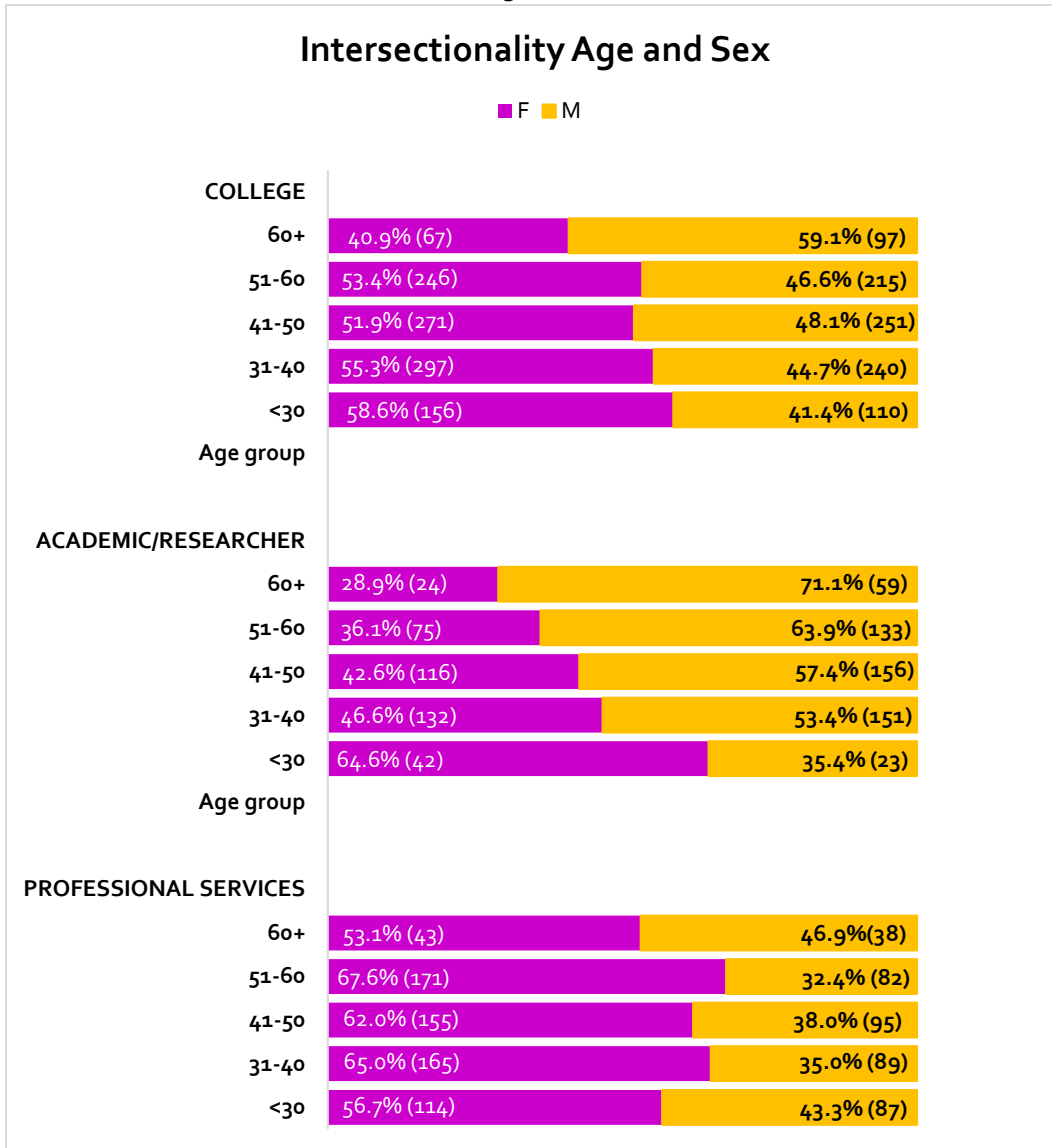


Figure 12



6. Recruitment

- The proportion of BAME applicants decreases as they progress through the recruitment process; regardless of role applied for (Figure 13)
- The proportion of Non-UK applicants also decreases as they progress through the recruitment process (figure 14). The decrease is most marked for academic/research applications.
- Female applicants appear to fare better than male applicants, for both academic/research and professional services roles.
- A higher proportion of UK applicants are successful in getting acceptance, this being most significant in applications for academic/research roles where 66.6%(1420) of applicants are from non-UK nationals and only 48.0% (47) of successful academic/research applicants are from non-UK background.
- We only received 3.4% (194) disabled applicants and out of that only 21.% (8) are successful. (Figure 17)

Figure 13

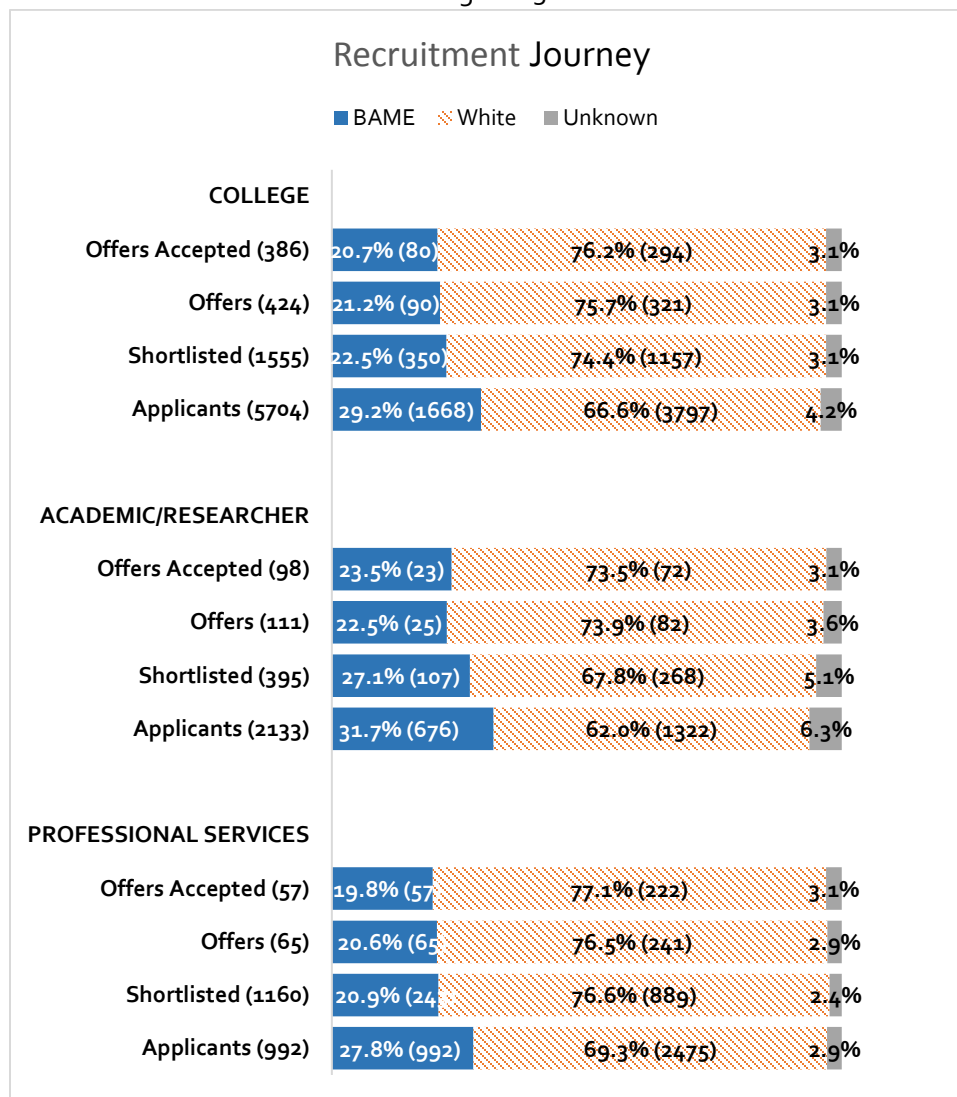


Figure 14

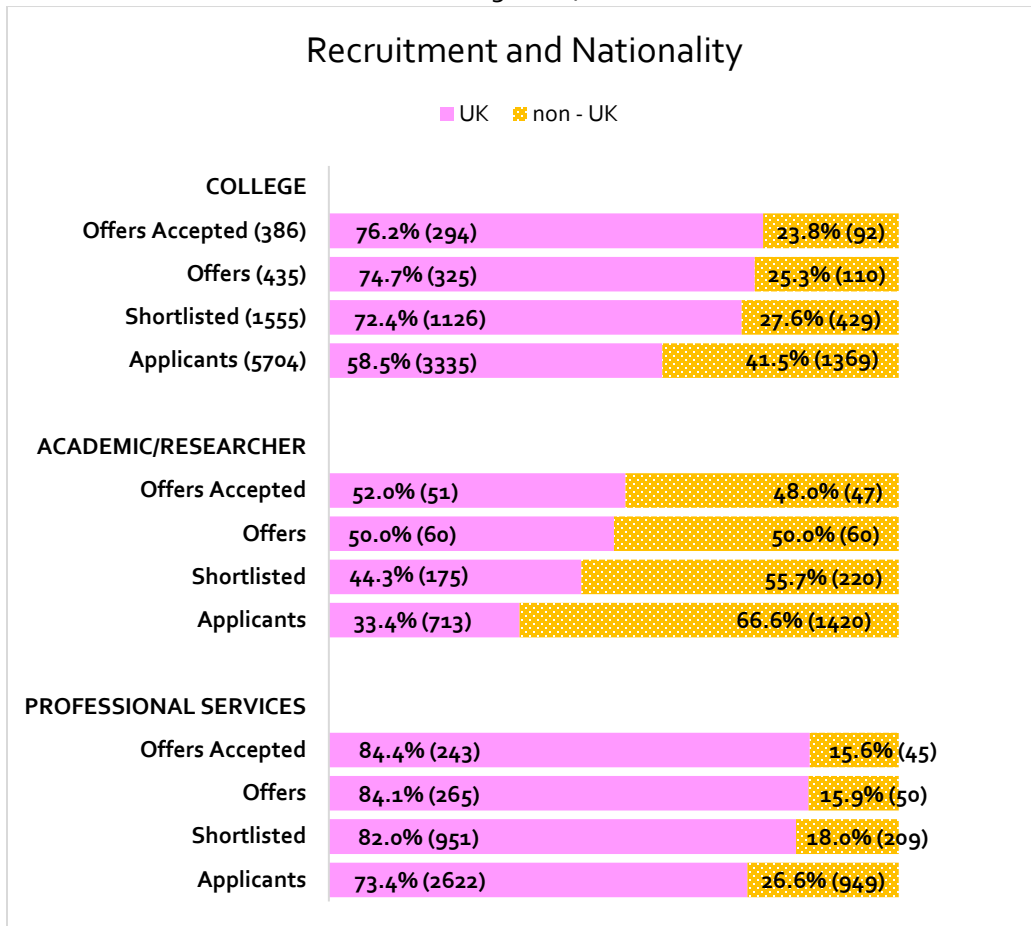


Figure 16

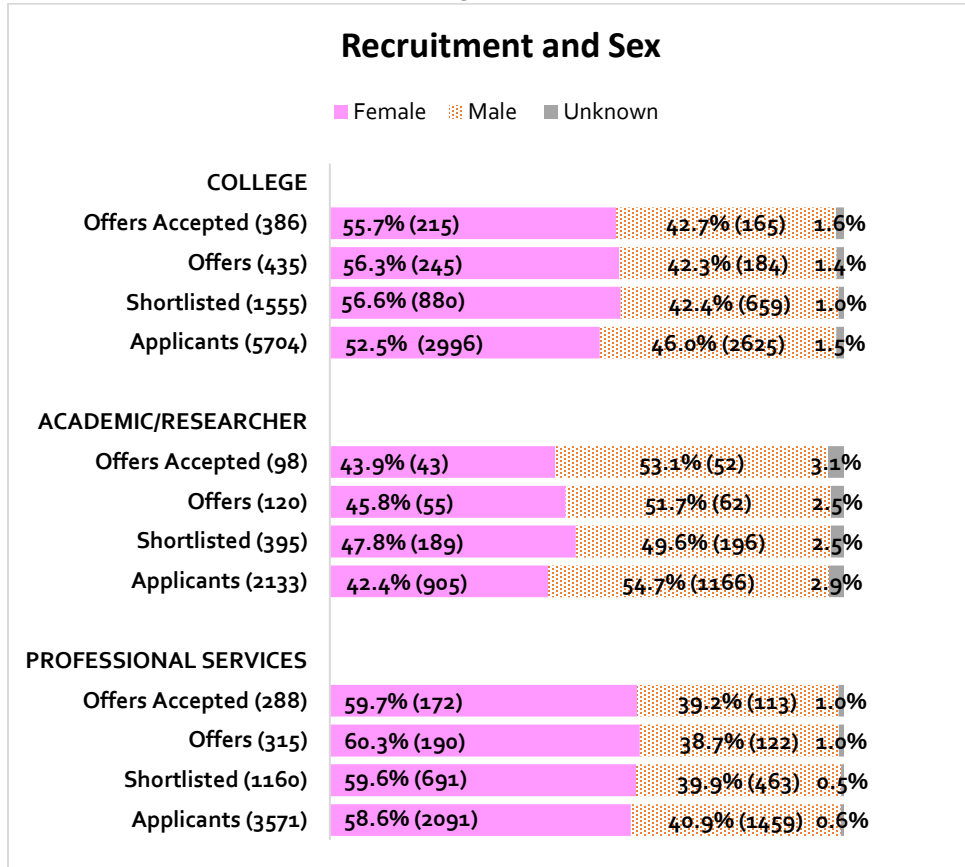
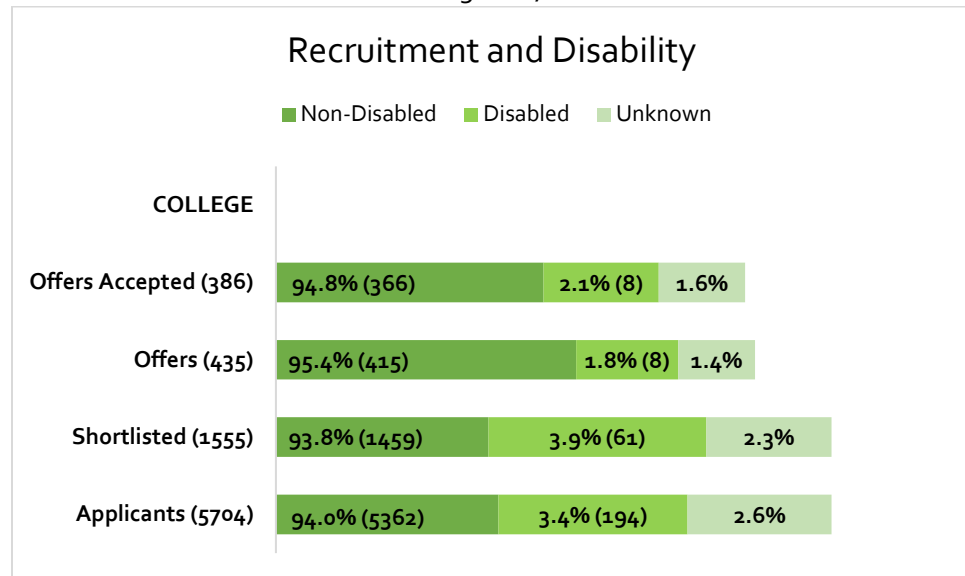


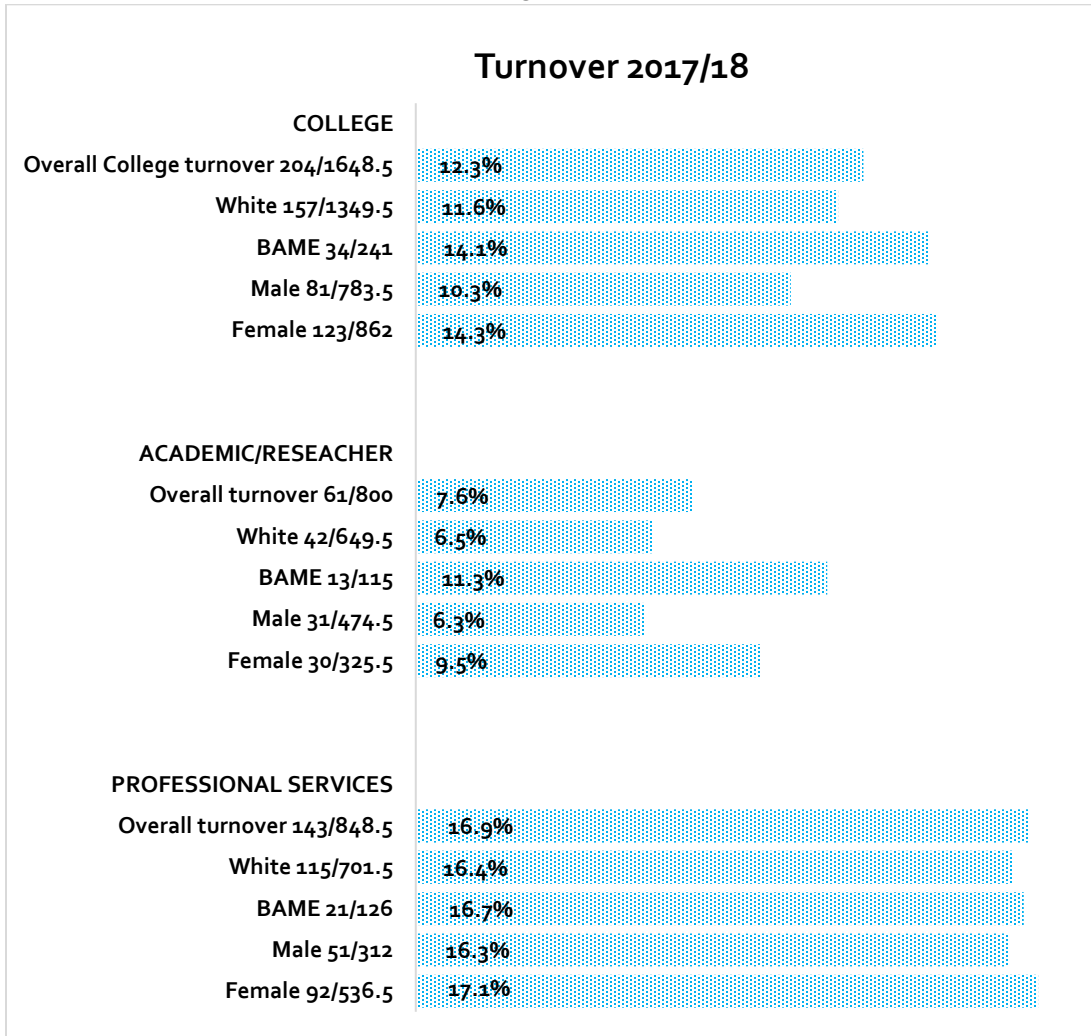
Figure 17



7. Turnover

- The College turnover for 2017 -2018 is 12.3%.
- The highest turnover rate is for BAME staff at 14.1% and for female staff at 14.3%
- There is a higher turnover rate in professional services roles with the highest in female staff.

Figure 18



Key Issues

The key issues from the report are as follows:

- The proportion of BAME staff is higher than benchmark but under-represented given our proximity to London and centres of high BAME population e.g. Slough and Hounslow
- Disability of 2.7% below the benchmark of 4.8%
- The proportion of UK BAME staff is significantly lower than BAME staff from non- UK, figure 4
- Highest proportion of fixed term, part-time staff, 28.8 % (21), is represented in academic/research staff
- Higher proportion of BAME staff is represented at lower grades - 25.9% at Grade 2 and 27.7% at Grade 3 (figure 6)
- 82.3% (268) of administrative grades 1 to 5 and 62.2% (312) administrative grades 6-10 are female. There are proportionally more men in the Manual& Ancillary staff group, 72.2% (104), followed by the Technical staff group at 62.7% (47) (table 3)
- Higher proportion of women work part-time hours - 72.7% (178) on permanent contract and 63.1% (70) on fixed term contracts (figure 8)
- The highest proportion of BAME staff are in the age group 41 to 50 years at 18.0% (94) and 31 to 40 years old at 17.7% (95).
- The highest proportion of female staff are under 30 years, 58.6% (156); a high proportion of whom are academic/research staff
- BAME applicants are proportionately less successful in getting accepted in job roles compared with White applicants (figure 13)
- Non-UK applicants are also proportionately less successful in getting jobs (figure 14)
- There is very little difference between male and female applicants in success in getting jobs, albeit with female applicants appearing to be slightly more successful (figure 16)
- The turnover rate appears to be highest amongst female staff (14.3%) and predominantly in female professional services staff (17.1%).
- The turnover rate for BAME staff is at 14.1%, again highest amongst professional services staff (16.7%)

The key issues highlighted above are similar to previous years and they have been identified in the Equality Scheme 2018-2021. Those pertaining to gender equality have largely been identified in the Institutional Athena SWAN submission, in the Gender Pay Gap reporting and biennial Equal Pay Audit. We have recently submitted an application to renew our Race Equality Charter award and key issues related to racial equality have been analysed in depth. A range of action plans to address or make improvements in relation to the key issues identified are in place. Actions in place may be general and College wide such as

- i) Development of a range of development programmes which are aligned to the needs of the College
- ii) Review and implementation of a refreshed performance and appraisal systems,
- iii) Development of a new recruitment policy and updating of the accompanying guidance on the recruitment process to ensure fair and equitable practices
- iv) Recruitment and Selection, Personal Development Review, Performance Management and Unconscious Bias training are now mandatory for all managers.

- v) The review and development of Human Resources policies will ensure the use of inclusive language and will have equality impact assessments conducted.
- vi) Training developed to support these College wide initiatives have incorporated equality, diversity and inclusive skills and cultural awareness.

Other initiatives in place are more specific to the issues identified, examples are

- i) Continuing the 'Enabling Women Academic Programme' to keep up the progress made in increasing the proportion of female Professors
- ii) Initiate the Gender Pay gap Working Group to identify causes and make recommendations to close the gender pay gaps.
- iii) Initiate the Mandala Programme to support BAME staff in career progression that in the long term will help to increase the number of BAME professors and reduce the BAME pay gap
- iv) Recruit and support LGBT role models ; a Trans Awareness Moodle course has been launched
- v) A proposal to implement a Disability and Adjustment Passport, a tool to support disabled staff

Conclusion

This Annual Staff Equality and Diversity Data Report is the first in this format aimed at producing a document that captures and presents data visually. We hope that it will make it easier for stakeholders to gain an overview of the key equality issues at Royal Holloway and to track the progress and improvements achieved year on year.