



# **University of South Wales**

## **Employment Information**

### **1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017**

**Should you require this document in an alternative format or if you have any queries relating to this report, please contact:**

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**A Welsh version of this report will be made available upon request.**

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The Equality Act 2010 specific duties for Wales require public authorities to publish employment information as of the 31<sup>st</sup> March each year. The following report outlines the employment information for the University of South Wales (USW) for 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017. Where possible, benchmarking statistics from the Equality Challenge Unit's 'Equality in higher education: statistical report 2017 Part 1: staff' have been included. .

## 1. Protected Characteristics Overview

As of 31<sup>st</sup> March 2017, there were 1941 staff employed at USW (excluding those on casual and hourly paid contracts).

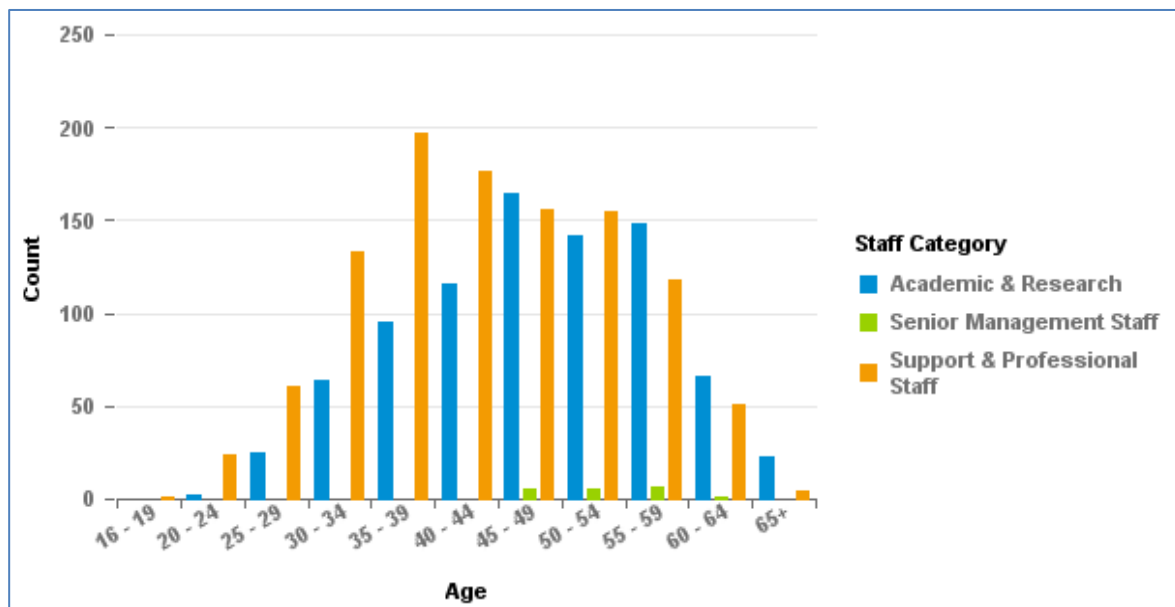
- Age:** The largest proportion of staff are aged 45 to 49; the smallest proportion of staff are aged 16 to 19, 20 to 24 and 65 and over.
- Disability:** 5.5% of staff declared a disability
- Race:** 91.8% of staff are of White ethnicity / 4.4% are Black, Asian, Chinese, Arab, Mixed or Other ethnicity
- Sex:** 53.8% are female / 46.2% are male
- Sexual orientation:** 18.44% of staff are heterosexual; 80 % of staff have not made a declaration.
- Religion & Belief:** 12.2% of staff have no religion; 10.9% are Christian; 2.32% of staff are Hindu, Muslim, Jewish, Buddhist, Sikh, Spiritual or any other religion

## 3. AGE

- The highest proportion of staff are aged 45 to 49 (16.8%), followed by 50 to 54 (15.6%) then 40 to 44 (15%) and 35 to 39 (15%). Last year, 37.09% of staff were over 50; this figure remains almost static at 37.2% this year and higher than 2014/15 when it was 32.39%
- UK HEI comparison: the largest group of staff are aged 31 to 35 (14.6%) followed by 36 to 40 (13.3) and 46 to 50 (13%). 29.5% of staff at UK HEIs are aged over 50, suggesting that USW's workforce is older than the national average.
- Welsh HEI comparison: the largest group of staff are aged 46 to 50 (13.9%), closely followed by 41 to 45 (13.5%), 31 to 35 (13.2%) and 36 to 40 (13.1%). 29.6% of staff are aged over 50, which again suggests that USW workforce is older than the Welsh HEI average.
- 1.4% of staff are aged 25 and under, a minimal increase compared with 1.36% of staff aged 25 and under at USW in 2015/16. 6.6% of Welsh HEI staff are under 25, compared with 5.8% of all UK HEI staff.

The below graph shows that the largest proportion of staff are professional support staff aged 35 to 39, followed by professional support staff aged 40 to 44. The majority of academic staff are aged 45 to 59, with all senior managers being aged over 45.

**Figure 1 – USW Staff by Age 2016/17**



#### 4. DISABILITY

- 5.5% of USW staff have declared that they are disabled, which is comparable to the 5.6% who declared they were disabled last year.
- 70.6% declared they were not disabled (in comparison to 66% last year) and 23.85% have not made a declaration – the proportion of non-declarations has reduced slightly this year compared to 28.31% during 2015/16. This is likely due to the introduction of the new HR self-service system in April 2016 that enables staff to input their own equality data. Further work will take place during 2017/18 to reduce the rate of non-declarations further.

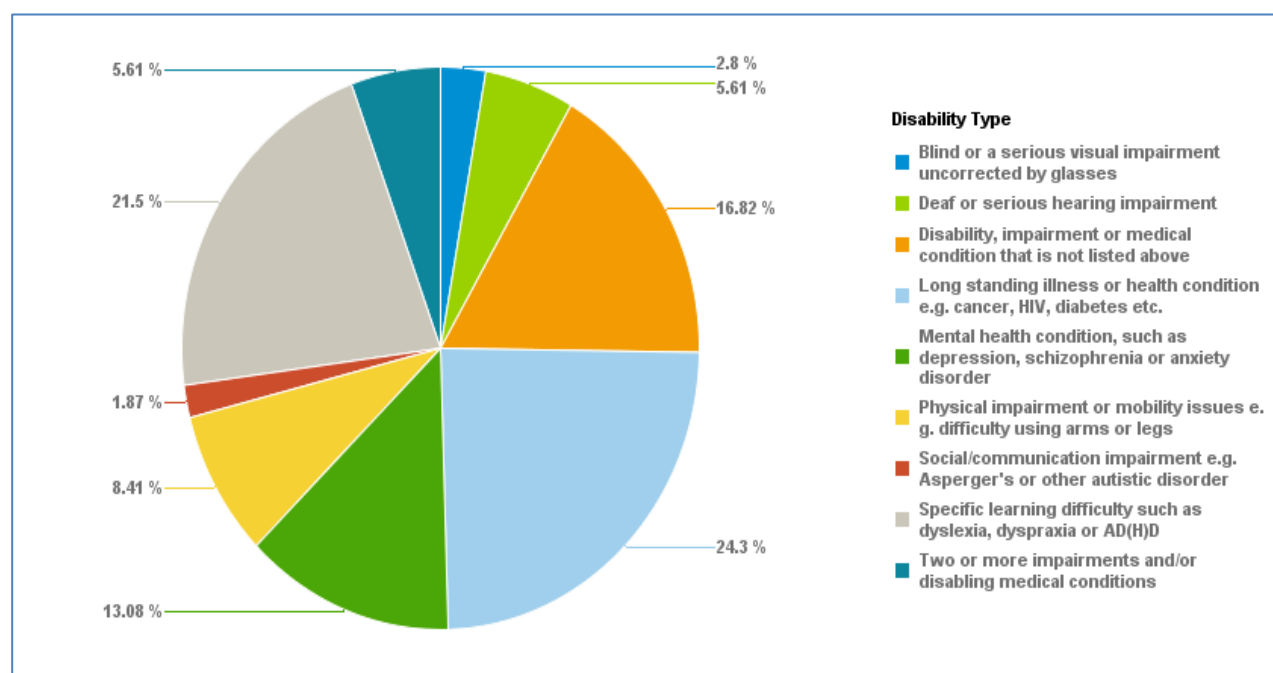
The table below highlights the proportions of staff that have identified as disabled for 2013 to 2017, drawing comparisons with the sector. The percentage of disabled staff at Welsh HEIs is 5.2%, which is lower than USW’s disabled staff proportion of 5.5%. The percentage of disabled staff at all UK HEIs is 4.6%, which is lower 0.9% lower than USW’s proportion of disabled staff. The proportion of undisclosed disability declarations is considerably lower across the UK and Welsh averages. The percentage of disabled staff at USW has increased from 3.1% in 2013/14 to 5.62% in 2015/16, with a slight decrease to 5.5% in 2016/17.

**Figure 2 – Disability at USW 2013 to 2017**

UNIVERSITY OF SOUTH WALES					UK HEI Sector	Welsh HEI Sector
Disabled	2013/14 %	2014/15 %	2015/16 %	2016/17 %	2016/17 %	2016/17 %
Yes	3.1	5.2	5.62	5.5	4.6	5.2
No	68.2	85.1	66.06	70.6	91.9	90.0
Info refused / not disclosed	28.7	9.7	28.31	23.9	3.5	4.8
Total	100	100	100	100	100	100

A range of impairments have been specified by the 5.5% of staff that declared they were disabled. The largest proportion of staff specified that they have ill health / long standing health conditions (24.3%), this remains similar to 2015/16 when 24.1% of disabled staff specified this. The proportion of staff declaring they have a mental health condition has increased from 9.8% in 2015/16 to 13% in 2016/17. The second largest proportion of impairments is ‘specific learning difficulty’ (21.5%), which is broadly similar to last year (19.6%).

**Figure 3 - % Different Types of Impairments at USW**



Data from all UK HEIs also shows:

- The largest proportion of disabled staff experience ill health / a long-standing health condition, at 24.8% this is comparable to USW’s percentage of 24.3%.
- The proportion of disabled staff across UK HEIs with a mental health condition is 10.5%, which is lower than the 13% at USW.
- 20% of UK HEI disabled staff have a specific learning difficulty, compared with 21.5% of disabled staff at USW.

## 5. GENDER IDENTITY

USW collects data on staff that have changed their gender from that assigned at birth. As with all protected characteristics, staff are able to disclose this information during the recruitment process, or through the self-service HR system. As this information concerns small numbers of staff and is classified as sensitive personal data, it is not published within this report.

## 6. RACE

- 91.8% of staff at USW are of a White ethnicity, 4.4% are Black and Minority Ethnic (BME)
- 2.7% of staff have not made a declaration, 1.4% have chosen 'prefer not to say'

The below table outlines the number and percentage of staff by ethnicity for USW for the last four years. The percentages remain largely similar, with 85 staff declaring they are BME in 2014/15, 2015/16 and 2016/17. The percentage has increased slightly due to a static number when there has been an overall reduction in the size of the workforce. Comparable figures for the HEI sector separate UK national staff from non-UK national staff and therefore cannot be used for benchmarking.

**Figure 4 – Summary of Ethnicity of USW Staff**

Ethnicity	2013/14		2014/ 15		2015/ 16		2016/17	
	No.	%	No.	%	No.	%	No.	%
White	1953	94.4	1933	94.3	1822	91.47	1782	91.8
Black & Ethnic Minority	82	4.0	85	4.1	85	4.27	85	4.4
Unknown/ Prefer not to say	34	1.6	32	1.6	85	4.27	74	3.8
<b>Total</b>	2069	100.0	2050	100.0	1992	100.0	1941	100

The breakdown of the staff BME population is as follows:

- Arab: 4.7% (5.88% in 2015/16)
- Asian or Asian British: 50.56% (51.74 in 2015/16)
- Black or Black British: 24.69% (22.35% in 2015/16)
- Mixed: 8.23% (7.06% in 2015/16)
- Other ethnic group: 11.76% (12.94% in 2015/16)

The ethnic groups have not been broken down into further categories due to low numbers of staff in some groups. The breakdown analysis shows that, although the number of BME staff has remained static, the individual staff members may have changed.

**7. RELIGION & BELIEF**

- 12.2% of staff have declared they have no religion or belief. This is an increase from the 7.63% of staff that declared this during 2015/16.
- 10.9% identify as Christian, an increase from 7% in 2015/16.
- 74.5% have made no declaration at all, with 2.16% choosing 'prefer not to say'. This is an improvement in declarations by 9.5% from 2015/16.

The below table shows the percentage of staff for each religion / belief at USW.

**Figure 5 – Religion / Belief of USW Staff**

Religion	2013/2014 % of Staff	2014/2015 % of Staff	2015/16 % of Staff	2016/17 % of staff
No Declaration / Prefer not to say	68.4	61.6	83.99	74.5
No Religion	15.1	20.0	7.63	12.2
Buddhist	0.3	0.4	0.10	0.10
Christian	14.3	15.8	7.08	10.9
Hindu	0.1	0.2	0.10	0.26
Jewish	0.1	0.1	0.00	0.0
Muslim	0.5	0.5	0.20	0.41
Sikh	0.0	0.0	0.05	0.41
Spiritual	0.4	0.6	0.45	0.57
Any other religion or belief	0.7	0.8	0.40	0.57
Total	100.0	100.0	100.0	100.0

Although declaration rates for religion and belief at USW are low, this is not uncommon for the sector. Of the universities that did return religion and belief data to HESA (Higher Education Statistics Agency) in 2016/17 (71.2%), the average declaration rate was 46.1%. USW's is 25.5%. Further work will be undertaken to increase this declaration rate.

## 8. SEXUAL ORIENTATION

The following table indicates the sexual orientation of staff at USW.

**Figure 6 – Sexual Orientation at USW**

Sexual Orientation	2013/2014	2014/2015	2015/16	2016/17
	% of Staff	% of Staff	% of Staff	% of staff
No Declaration / Information refused	68.3	61.32	85.19	80.01
Bisexual	0.4	0.49	0.25	0.36
Gay Man	0.3	0.39	0.35	0.57
Gay woman / lesbian	0.1	0.44	0.30	0.41
Heterosexual	30.8	37.12	13.81	18.44
Other	0.1	0.24	0.10	0.10
Total	100.0	100.0	100.0	100

Of the 80.01% non declarations, 2% of these are 'prefer not to say', leaving 78.01% of staff who have not made any declarations. There has been an increase in sexual orientation declarations by 5.18% in 2016/17, but further work on increasing declarations is needed.

73% of UK HEIs returned sexual orientation data to HESA (Higher Education Statistics Agency) in 2016/17. Of those institutions, 44.4% of staff made a declaration. At USW, 22% of staff made a declaration.

## 9. SEX

The Equality Act requires all public authorities to present data for men and women broken down by: job, grade, pay, contract type and working pattern.

- 53.8% of staff are female; 46.2% are male (this has changed slightly from 53.06% female; 46.94% are male in 2015/16).
- At UK HEIs 54.1% of staff are female, 45.9% are male. This is broadly similar to USW.
- At Welsh HEIs, the gender divide is 55% female and 45% male. USW has a slightly more even gender balance than the Welsh HEI average.

### **Sex & Job Type**

The following table highlights the gender balance in job types at USW for the last four years.



**Figure 7 - % of Sex and Job Type USW**

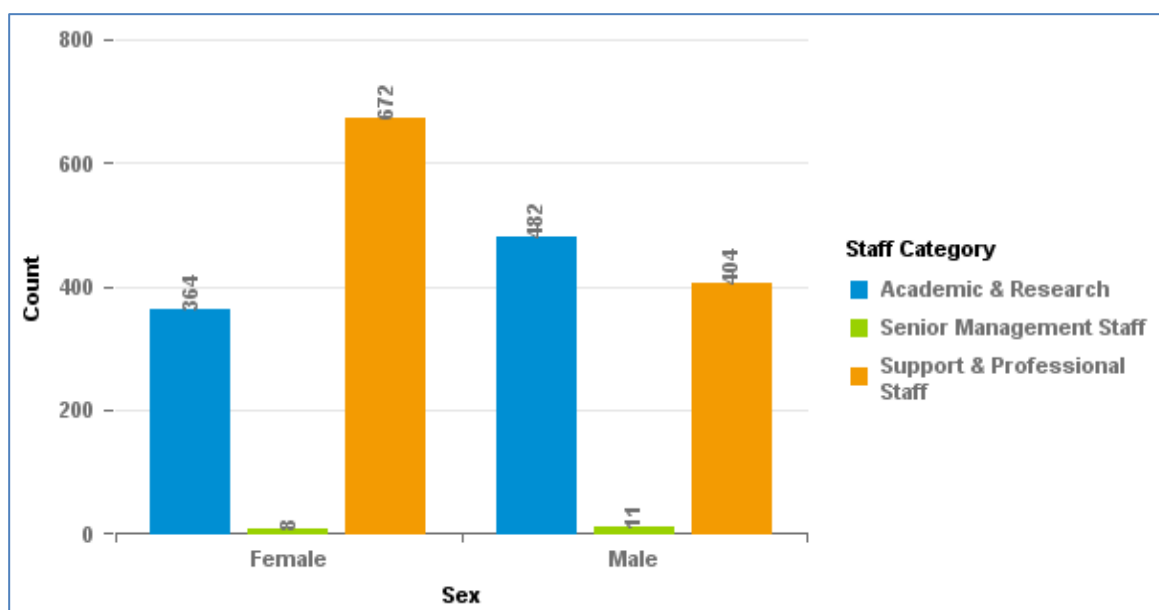
Job Type	2013/2014		2014/2015		2015/16		2016/17	
	Male	Female	Male	Female	Male	Female	Male	Female
Academic & Research	59.8	40.2	58.2	41.8	58.7	41.3	57	43
Support & Professional Staff	37.4	62.6	38.0	62.0	38.2	61.8	57.9	42.1
Senior Management Staff	68.0	32.0	55.6	44.4	77.27	22.73	62.5	37.5

Data for all UK HEIs reveals that 62.7% of professional and support staff are female. At USW, 57.9% of professional support staff are female, meaning that the gender divide is less than that of the national average.

USW data shows that 37.5% of senior management staff are female; this has fluctuated slightly over recent years, but higher than 2015/16.

The following chart demonstrates that there are more male academics than female and significantly more female support and professional staff than male at USW.

**Figure 8 – No. of Staff in Each Job Type by Sex USW**



**Sex & Grade**

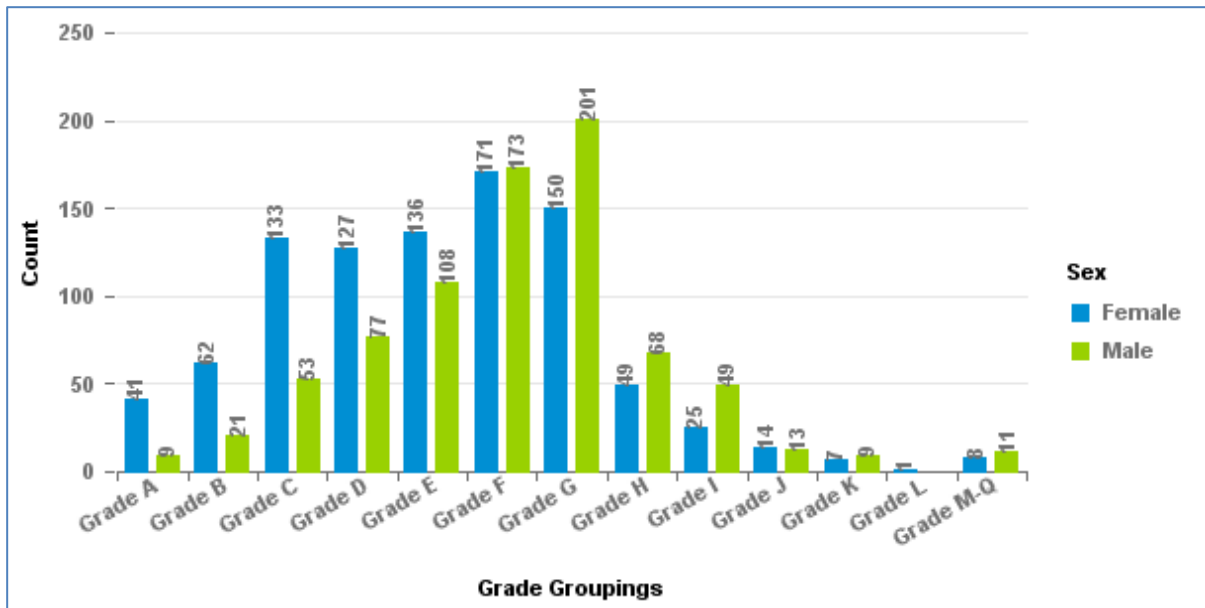
Following the merger of University of Glamorgan and University of Wales Newport in April 2013, there were two pay and grading systems in place at USW up until August 2017. The data for both of these will be presented below. Where there are low numbers of staff in each grade, grades have been amalgamated together to avoid identification.

APPENDIX 2 - USW Employment Information 2016/2017

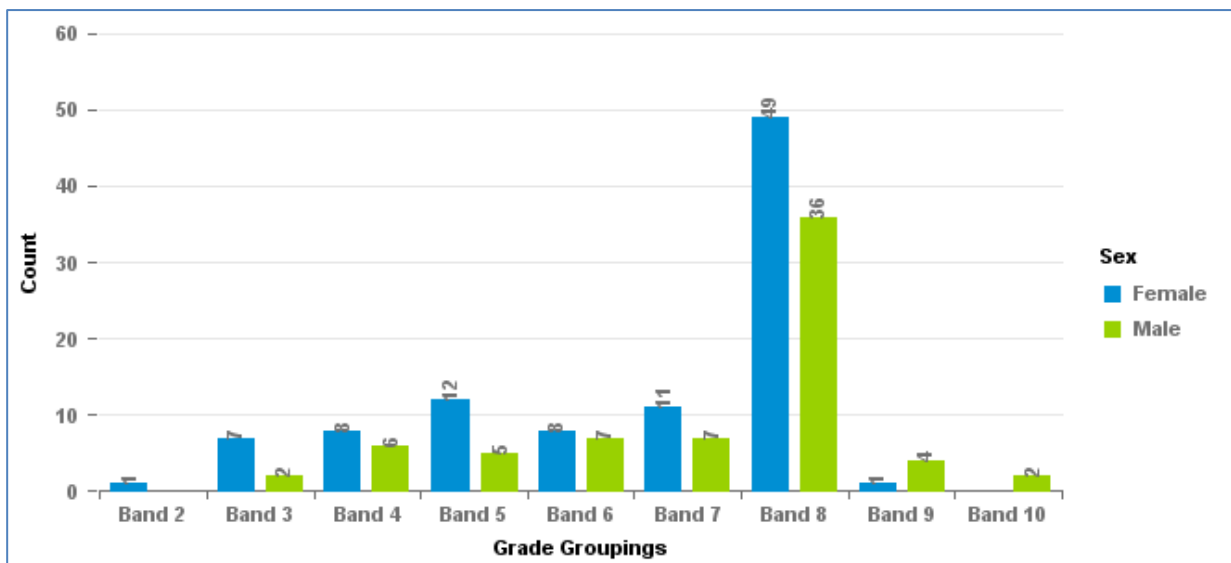
The following charts demonstrate the pay for all USW staff for the two grading systems. Figure 14a shows higher levels of female staff in grades A to E, with equal numbers of male and females at grade F. From grade G, there are higher proportions of male employees than female employees. The proportion of male staff therefore increases as the grades increase.

Figure 14b shows higher levels of female staff at every grade until Band 8, after which there is a higher proportion of men. These patterns remain unchanged from the previous year's data.

**Figure 9a – USW Staff by Sex & Grade**



**Figure 9b – UWN Staff by Sex & Grade**



**Sex & Pay**

The numbers of people employed in the different pay grades is shown below for the two pay and grading systems. Where there are low numbers in certain grades, these have been grouped together to avoid the individuals being identified.

**Figure 10a – Sex and Pay USW**

Grade	Salary		Female	Male	Sum:
Grade A	15052	16618	41	9	50
Grade B	16961	19485	62	21	83
Grade C	20046	23164	133	53	186
Grade D	23879	27629	127	77	204
Grade E	28452	32958	136	108	244
Grade F	33943	39324	171	173	344
Grade G	40523	46476	150	201	351
Grade H	48327	55998	49	68	117
Grade I	57674	63009	25	49	74
Grade J	64893	68836	14	13	27
Grade K	70895	73017	7	9	16
Grade L	75202	75202	1	0	1
Grade M-Q	84622	224644	8	11	19
			<b>924</b>	<b>792</b>	<b>1716</b>

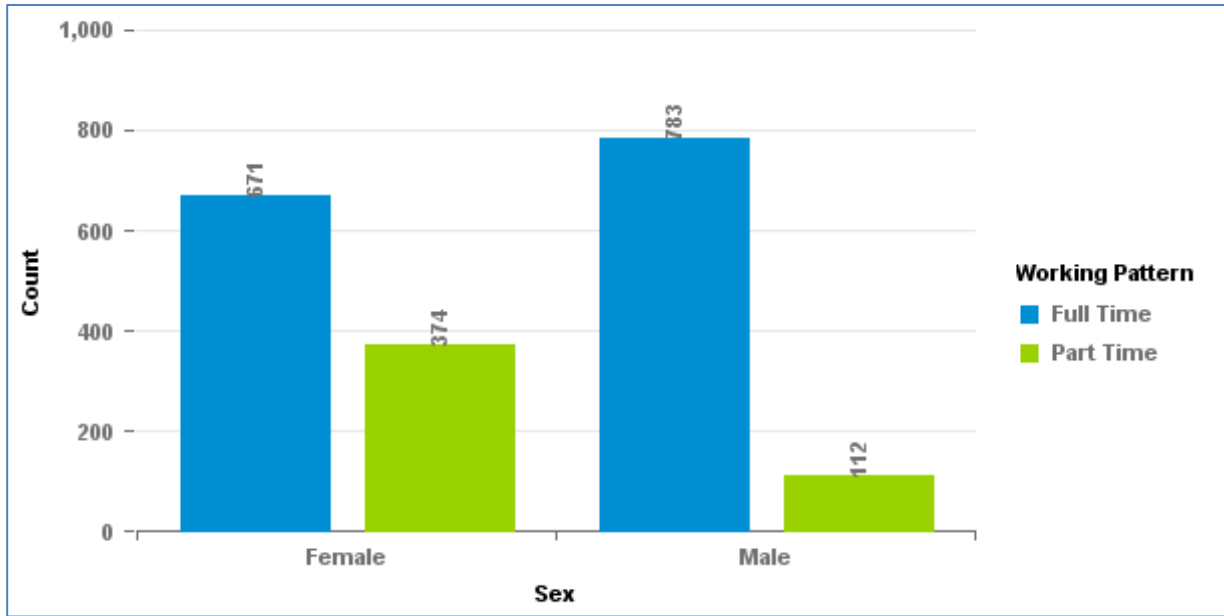
**Figure 10b – Sex and Pay UWN**

			Female	Male	Sum:
Band 2	17399	17399	1		1
Band 3	20046	20624	7	2	9
Band 4	23879	24565	8	6	14
Band 5	28452	29301	12	5	17
Band 6	33943	34956	8	7	15
Band 7	40523	41709	11	7	18
Band 8	48327	49772	49	36	85
Band 9	55998	55998	1	4	5
Band 10	59400	59400		2	2
Sum:			<b>97</b>	<b>69</b>	<b>166</b>

**Sex & Working Pattern**

The following charts show the working pattern of men and women at USW. The charts show that there are considerably more women working part time. This pattern remains unchanged from the previous year's data.

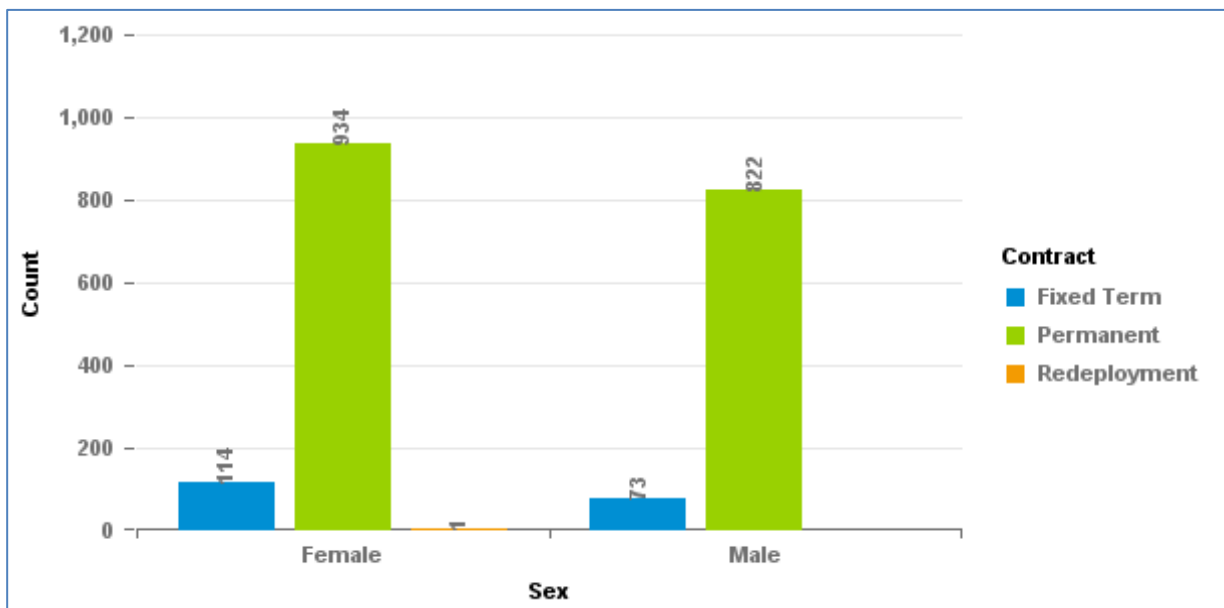
**Figure 11 – Sex of USW Staff by Working Pattern**



**Sex & Contract Type**

The following charts show the contract types of men and women at USW. There are more women on every contract type than men. This data is comparable to previous years.

**Figure 12 – Sex and Contract Type at USW**



## 10. RECRUITMENT

The employment information provisions of the Equality Act require us to publish data for each protected characteristic for people that have applied for a job during 1<sup>st</sup> April 2016 to March 2017, those that have applied to change job within USW, detailing how many were successful and how many were not. The following information details the percentage of people from each protected group who have applied for a position within USW, who have been shortlisted for interview and who have been offered and accepted the position. The data is for all candidates, both those who have applied internally and external candidates. It is not currently possible for the data for internal and external candidates to be presented separately.

The data is based on 4083 applications (354 more than last year), 862 candidates being shortlisted and 289 positions being offered.

### Age

The following tables present data for age and the recruitment process.

**Figure 13 – Age & Recruitment USW %**

Answer	USW		
	Applications	Short -listed for Interview	Formal Offer Made & Accepted
16 - 19	0.4	0.1	0.0
20 - 24	13.9	5.8	8.3
25 - 29	18.2	13.0	9.7
30 - 34	17.4	17.9	18.3
35 - 39	14.2	18.7	18.0
40 - 44	10.8	12.6	15.9
45 - 49	10.1	13.3	11.8
50 - 54	7.9	10.3	6.9
55 - 59	4.8	5.5	5.9
60 - 64	1.9	2.3	3.1
65+	0.4	0.4	0.0
No answer	0	0	0
<b>Total</b>	100	100	100

The above tables show that the highest proportion of applicants were aged 25 to 29, this is the same as last year. The highest proportion of applicants shortlisted were aged 35 to 39, followed closely by 30 to 34. The highest proportion of successful applicants were also aged 30 to 34 and 35 to 39.

### Disability

The following tables show the recruitment process by disability. The data has not been broken down into types of impairments due to the low numbers of declarations in each category.

**Figure 14 – Disability & Recruitment USW %**

	2014/2015			2015/2016			2016/17		
Disability	% applic- ations	% Short listed	% Formal offer made & accepted	% applic- ations	% Short listed	% Formal offer made & accepted	% applic- ations	% Short listed	% Formal offer made & accepted
Disabled	9.4	9.8	10.5	10.04	12.5	8.09	8.7	7.1	4.8
Prefer not to say	2.6	2.9	1.5	2.61	2.05	1.47	1.8	0.8	1
No known disability	88.0	87.3	88.0	87.35	85.45	90.44	89.5	92	94.2
<b>Total</b>	100.0	100.0	100.0	100.0	100.0	100.0	100	100	100

In 2016/17, disabled people are less likely to be offered a position at USW than candidates who are not disabled, with 8.74% of applicants being disabled and 4.8% of disabled applicants being offered the position. This is a similar pattern to last year. There has been a slight drop in the proportion of disabled applicants compared to previous years.

**Gender Identity**

There are a small number of applicants, shortlisted and appointed candidates who have declared that their gender identity differs from their gender assigned at birth. Due to the sensitive nature of this data, it has not been published in this report, but will continue to be monitored on an annual basis.

**Race**

The below table shows that 81.5% of applicants were White, whereas 86.5% of job offers were made to White people. This is a similar pattern to that of the previous three years. The largest proportion of BME applicants were Asian (7%), with 4.2% of successful applicants being Asian. 16.2% of applicants were from a BME background, 12.7% of all shortlisted candidates were from a BME background and 11.1% of successful candidates were from a BME background.

**Figure 15 - Race & Recruitment USW**

Race	2014/2015			2015/2016			2016/17		
	% applications	% Short listed	% Formal offer made & accepted	% applications	% Short listed	% Formal offer made & accepted	% applications	% Short listed	% Formal offer made & accepted
White	81.7	83.7	87.4	83.37	89.74	88.93	81.5	86.0	86.5
Asian or Asian British	5.9	5.4	3.8	4.56	2.35	1.85	7.0	5.5	4.2
Chinese	1.6	1.3	0.3	1.5	1.5	1.48	2.4	2.9	1.4
Black or Black British	2.3	1.3	1.3	2.33	1.07	1.48	2.7	2.2	2.4
Arab	1.2	0.7	0.8	1.77	0.64	1.11	1.8	0.9	1.7
Mixed background	2.3	2.3	1.3	1.21	0.21	1.48	2.3	1.2	1.4
Other ethnic background	0.0	0.0	0.0	2.65	3.42	1.85	0	0	0
Not known / prefer not to say / no response	5.0	5.1	5.1	2.6	1.07	1.85	2.2	1.4	2.4
<b>Total</b>	<b>100.0</b>	<b>99.9</b>	<b>100</b>	<b>100.0</b>	<b>100.0</b>	<b>100</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>

**Religion & Belief**

**Figure 16 – Religion & Belief and Recruitment USW**

Religion or Belief	2014/2015			2015/2016			2015/2016		
	% applications	% Short listed	% Formal offer made & accepted	% applications	% Short listed	% Formal offer made & accepted	% applications	% Short listed	% Formal offer made & accepted
Jewish	0.2	0.2	0.0	0.05	0.0	0.0	0.34	0.46	0
Sikh	0.1	0.1	0.0	0.19	0.0*	0.37	0.2	0	0
Buddhist	0.9	0.9	0.8	0.8	0.64	1.11	0.88	0.7	0
Any other religion or belief	1.2	1.4	1.0	1.18	2.14	1.85	1.05	1.16	0.69
Spiritual	1.5	1.3	1.8	1.53	2.35	1.48	1.35	1.86	2.08
Hindu	1.8	1.4	1.0	1.5	0.21	0.74	2.33	1.74	1.73
Muslim	4.0	3.5	1.5	4.69	2.14	1.48	5.09	3.48	2.77
Prefer not to say	5.1	5.7	5.4	5.69	5.56	5.17	5.22	4.64	5.19
No answer	1.2	1.1	1.3	0.0	0.0	0.0	0	0	0
Christian	37.1	39.2	37.7	35.08	36.75	41.33	33.63	34.57	34.95
No religion	46.8	45.0	49.5	49.29	50.21	46.49	49.94	51.39	52.60
<b>Total</b>	<b>100.0</b>	<b>100</b>	<b>100</b>	<b>100.0</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

\* 0% of Sikh were offered an interview is due to an issue with data

## APPENDIX 2 - USW Employment Information 2016/2017

The above tables show that in 2014/15 and 2015/16 the majority of applicants at USW were Christian or had no religion, with low proportions of applicants and successful candidates from other religions or beliefs.

### Sex

The below table shows that the gender balance of applicants is almost equal during 2016/17, which contrasts with the data from previous years where there were more female applicants than male. As in previous years, the data indicates that female employees were more likely to be recruited than male employees, with 49.5% of applicants being female and 53.29% of offers made to female staff. Further analysis of recruitment data by gender will be undertaken as part of USW's Athena Swan project.

**Figure 17 – Sex & Recruitment USW**

Sex	2014/2015			2015/2016			2016/17		
	% of Applications	% Short listed	% Formal offer made & accepted	% of applications	% Short listed	% Formal offer & accepted	% of applications	% Short listed	% Formal offer & accepted
Prefer not to say	0.6	0.7	0.0	0.94	0.43	1.85	0.86	0.70	0.69
No answer	1.1	1.0	1.5	0	0	0	0	0	0
Male	45.5	43.6	43.3	45.21	33.33	39.48	49.64	48.14	46.02
Female	52.8	54.7	55.1	53.85	66.24	58.67	49.50	51.16	53.29
Total	100.0	100.0	100.0	100.0	100.0	100.0	100	100	100

### Sexual Orientation

**Figure 18 – Sexual Orientation & Recruitment USW**

Sexual Orientation	2014/2015			2015/2016			2016/17		
	% of Applications	% Short-listed	% Formal offer made & accepted	% of Applications	% Short-listed	% Formal offer made & accepted	% of Applications	% Short-listed	% Formal offer made & accepted
Other	0.9	1.1	0.5	0.94	0.85	0.37	0.93	0.46	0.69
Gay woman/lesbian	1.3	2.3	2.8	0.97	1.92	2.58	1.22	1.28	1.73
Gay man	1.8	1.5	1.0	2.09	1.71	2.95	2.06	2.32	2.77
Bisexual	1.4	1.4	1.0	1.85	1.71	1.48	2.40	1.74	1.38
Prefer not to say	5.7	4.7	3.6	6.17	5.98	6.27	6.22	5.80	8.65
No answer	1.4	1.8	1.8	0	0	0	0	0	0
Heterosexual	87.4	87.1	89.2	87.99	87.82	86.35	87.17	88.40	84.78
Total	100	100	100.0	100	100	100.0	100	100	100



The above tables show that the majority of applicants define themselves as 'heterosexual', with small proportions defining as other sexual orientations. There appears to be relatively comparative recruitment between applications from different sexual orientations and then those shortlisted and then offered the positions.

## 11. TRAINING

During 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017, 850 staff attended training events. These include: workshops, e-learning, conferences, seminars and training courses. USW records training through its HR system, all staff that apply to attend training through the system are successful in their application. Due to low declarations of sexual orientation and religion/belief, training data is presented for age, disability, race and sex. Following further work to increase declarations, all characteristics will be presented next year.

### Age

The following table shows the percentage per age group of staff that attended training, compared with the overall staff population; the two datasets are largely comparable.

**Figure 19 - % Age Groups Attended Training Events**

Age Group	% Attended Training	% Overall Staff
16 - 19	0	0.1
20 - 24	1.76	1.3
25 - 29	4.82	4.4
30 - 34	11.53	10.1
35 - 39	15.41	15.0
40 - 44	15.65	15.0
45 - 49	16.12	16.8
50 - 54	14.59	15.6
55 - 59	14.35	14.1
60 - 64	4.59	6.1
65+	1.18	1.4
<b>Grand Total</b>	<b>100.00%</b>	<b>100%</b>

### Disability

5.65% of training events were attended by disabled staff, compared with 5.5% of disabled staff in the overall population; the percentage of disabled staff accessing training events is therefore in line with the workforce composition.

**Figure 20 - % Disabled Employees that Attended Training Events**

Disability	%	% Overall Staff
No	85.29%	70.6%
Prefer not to say	9.18%	23.9%
Yes	5.65%	5.5%
<b>Grand Total</b>	<b>100.00%</b>	<b>100%</b>

**Race**

4.58% of staff that attended training events were from a BME background; this is comparable to 4.4% of staff from the overall workforce that are from a BME background.

**Figure 21 - % Race Groups that Attended Training Events**

Race	%	% Overall Staff
No declaration	1.06%	3.8%
Black & Ethnic Minority	4.58%	4.4%
White	94.35%	91.8%
<b>Grand Total</b>	<b>100.00%</b>	<b>100%</b>

**Sex**

53.8% of the workforce are female, compared with 58.47% of attendees at training events. This suggests that female employees are more likely to attend training than male employees.

**Figure 22 - % Sex that Attended Training Events**

Sex	%	% Overall Staff
Female	58.47%	53.8%
Male	41.53%	46.2%
<b>Grand Total</b>	<b>100.00%</b>	<b>100%</b>

**12. GRIEVANCES**

There were 11 grievances between 1<sup>st</sup> April 2016 and 31<sup>st</sup> March 2017. This is higher than that reported last year due to a number of grievances being raised around a restructuring exercise that took place.

One was a collective grievance, the rest were from individuals. Three grievances were partially upheld. Eight were not upheld. None of the grievances related to any protected characteristics.

Discounting the collective grievance, 4 were brought by women; 6 were brought by men. All of the claimants were in their 40s or 50s. One was disabled; all were White British. Most did not disclose their religion or belief and sexual orientation.

Due to the small number of cases no statistical significance can be found through these statistics. However, they will be analysed each year to ascertain whether there are any trends arising.

USW introduced a new Dignity at Work Policy in December 2015. Under this policy, a new procedure was introduced whereby complaints relating to bullying, harassment, victimisation and discrimination are dealt with under this policy and not the grievance policy as was previously the case. All cases relating to protected characteristics are therefore dealt with under this policy.

Between 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017, there were six Dignity at Work cases. Five of the cases did not relate to any protected characteristic; one did. Three of the complainants were male, three were female. None were disabled, one was BME. No declarations were made in relation to the other protected characteristics.

### 13. DISCIPLINARY

There were nine staff who were the subject of a disciplinary between 1<sup>st</sup> April 2016 and 31<sup>st</sup> March 2017. Of the nine staff, all were male, two were from a BME background and six were White; two were disabled, six were not. The group is too small to disaggregate data further or assess any trends, but will be analysed on an annual basis.

Although this year and last year's data shows that all staff subject to disciplinary were male, the data for previous years has not shown a similar trend. The gender of staff subject to disciplinary will therefore be monitored again for the next report to assess whether this is something that needs further exploration.

### 14. LEAVERS BY PROTECTED CHARACTERISTICS

- 248 staff left USW during the period 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017; this compared to 377 leavers during the previous year and 264 during 2014/15.
- Staff left the University for a range of reasons, including: end of fixed term contracts, resignation, retirement, voluntary severance and leaving to take up a new post.

#### Age

The following chart shows the number of staff in each staff category at age of leaving during 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017. The chart highlights that staff from a range of age groups left the university, with the highest number of leavers being support and professional staff aged 35 to 39 and the lowest number of staff being senior management staff across four different age groups. This contrasts to last year where

the highest number of leavers were aged 55 to 59 and the lowest proportion being those over 65.

**Figure 23 – number of Staff in each Age Group of Leavers at USW**



**Disability**

The following table illustrates the number and percentage of leavers at USW who are disabled and draws comparisons with the overall staff profile. The table shows that 4.4% of leavers left during this period, compared with a disabled population of 5.5%. This suggests that disabled staff were less likely to leave than non-disabled staff this, a trend that has reversed compared with the previous two years.

**Figure 24 – % Disability Status of USW Leavers**

Disabled	2014/2015			2015/2016			2016/17		
	No. of Staff	% of Leavers	% of all Staff at USW	No. of Staff	% of Leavers	% of all Staff at USW	No. of Staff	% of Leavers	% of all Staff at USW
Yes	25	9.5%	5.17%	70	18.57%	5.62%	11	4.4%	5.5%
No	198	75%	85.12%	254	67.37%	66.06%	155	62.5%	70.6%
Information refused / undisclosed	41	15.5%	9.71%	53	14.06%	28.31%	82	33.06%	23.85%
Total	264	100%	100%	377	100%	100%	248	100	100

**Race**

The following table illustrates the ethnicity of leavers at USW and draws comparisons with the overall staff profile. The table shows that 5.24% of leavers were from Black or Minority Ethnic Groups in comparison to 4.4% of staff being from a BME group. This appears to suggest that BME staff are slightly more likely to leave employment at USW than White staff; this pattern has been evident for the last three years.

**Figure 25 – Ethnicity of USW Leavers in comparison to ethnicity of USW staff**

Ethnic Origin	2014/2015			2015/2016			2016/2017		
	No. of Leavers	% of Leavers	% of all Staff at USW	No. of Leavers	% of Leavers	% of all Staff at USW	No. of Leavers	% of Leavers	% of all Staff at USW
White	240	90.9	94.3	354	93.90	91.46	217	87.5	91.8
Black or Ethnic Minority Group	18	6.8	4.1	18	4.77	4.27	13	5.24	4.4
Information Refused / Not known	6	2.3	1.6	5	1.33	4.27	18	7.26	4.1
Total	264	100	100	377	100	100	248	100	100

**Religion & Belief**

The following table illustrates the religious belief of leavers at USW by percentage and draws comparisons with the overall staff profile For USW, 10.89% of leavers were Christian and 77.82% of leavers did not make a declaration or preferring not to say; small proportions of other religions were represented amongst leavers. As large proportions of leavers have not made a declaration, no significance can be drawn from the data. Religion & belief monitoring is a key area for USW to progress for future reporting.

**Figure 26 – % Religion & Belief of Leavers at USW**

Religion	2014/2015		2015/2016		2016/17	
	% of Leavers	% of Staff	% of Leavers	% of Staff	% of Leavers	% of Staff
No Declaration / Prefer not to say	71.21	61.56	67.90	83.99	77.82	74.5
No Religion	11.36	20.05	19.89	7.63	10.89	12.2
Buddhist	0	0.44	0	0.10	0	0.10
Christian	14.02	15.80	10.08	7.08	5.65	10.9
Hindu	1.52	0.20	0	0.10	0.4	0.26
Jewish	0	0.10	0	0	0	0.0
Muslim	1.52	0.49	0.53	0.20	0.4	0.41
Spiritual	0	0.59	1.06	0.05	1.21	0.57
Sikh	0	0	0	0	0	0.41
Any other religion or belief	0	0.78	0.53	0.40	0	0.57
Total	100.0	100	100.0	100	100	100

**Sex**

The below table highlights the number and percentage of leavers at USW by sex in comparison to the overall staff profile for the last three years. It shows that 46.77% of leavers were women in comparison to a staff profile of 53.8% women. This suggests that women were less likely to leave employment than men during 2016/17, which a reverse trend compared to the previous two years.

**Figure 27 – Sex of Leavers at USW**

	2014/2015			2015/2016			2016/2017		
	F	M	Total	F	M	Total	F	M	Total
No. of Staff	139	125	264	205	172	377	116	132	248
% of Leavers	59.0	41.0	100	54.4	45.6	100	46.77	53.23	100
% of USW Staff	53.5	46.5	100	53.06	46.94	100	53.8	46.2	100

**Sexual Orientation**

The following table illustrates the sexual orientation of leavers at USW by percentage and draws comparisons with the overall staff profile. The data shows that 79.5% of leavers had not declared a sexual orientation, comparable with 80% of non-declarations within the overall staff profile. Sexual orientation monitoring is a key area for USW to progress for future reporting.

**Figure 28 – % Sexual Orientation of Leavers at USW**

Sexual Orientation	2014/2015		2015/2016		2016/17	
	% of Leavers	% of USW Staff	% of Leavers	% of USW Staff	% of Leavers	% of USW Staff
No Declaration / Information refused	71.21	61.32	68.17	85.19	79.5	80.01
Bisexual	0.38	0.49	0.27%	0.25	0.31	0.36
Gay Man	0	0.39	1.06%	0.35	0.61	0.57
Gay woman / lesbian	0	0.44	0.27%	0.30	0.36	0.41
Heterosexual	28.41	37.12	29.97%	13.81	19.02	18.44
Other	0	0	0.27%	0.10	0.2	0.10
Total	100.0	100.0	100.0	100.0	100	100