

**ROYAL HOLLOWAY UNIVERSITY OF LONDON**

**EQUALITY MONITORING DATA**

**EMPLOYMENT REPORT: 2007/08**

**ROYAL HOLLOWAY  
EQUALITY MONITORING DATA  
FOR EMPLOYMENT REPORT: 2007/08  
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**ROYAL HOLLOWAY UNIVERSITY OF LONDON  
EQUALITY MONITORING DATA**

**EMPLOYMENT REPORT: 2007/08**

**EXECUTIVE SUMMARY**

**1. Introduction**

We analyse equality data of our staff to meet our legal obligations as set out in the Race Relations (Amendment) Act 2000 (RRAA) and the Race Relations Act 1976 (Statutory Duties) Order 2001, the Disability Equality Duty 2006 and the Gender Equality Duty 2007, and to assess the impact of our equal opportunities policy. There are Codes of Practice on each of the three areas of race, disability and gender and these set out the requirements for equality monitoring and make suggestions as to what is likely to be useful to monitor. To this end, we have been producing detailed annual equality monitoring reports since 2003/04.

In addition, looking ahead to the extending legislation, we include equality monitoring data on age. We do not collect data on sexual orientation or religion or belief and there is no benchmarking data collected or available from HESA. According to the Equality Challenge Unit (ECU), around 20 HEIs are thought to seek information on the sexual orientation of their staff and we will consider these two additional areas over time and look out for good practice in these areas.

**2. Staff profile**

At the end of 2007/08, there were 1444 staff in post. The following table compares the representation of minority ethnic staff, women, and disabled staff over the last five years. The percentage of minority ethnic staff rose between 2004 and 2005 and since then has dropped slightly. There was an increase in the percentage of disabled staff between 2004 and 2006 and since then the figure has remained relatively stable. Overall the percentages of women have remained much the same over this period.

**Minority ethnic staff, women and disabled staff 2004 - 2008**

| <b>Category</b>         | <b>% in 2004</b> | <b>% in 2005</b> | <b>% in 2006</b> | <b>% in 2007</b> | <b>% in 2008</b> |
|-------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Minority ethnic*</b> | 9.2%             | 11.1%            | 11.0%            | 10.4%            | 10.0%            |
| <b>Women</b>            | 49.1%            | 49.5%            | 49.6%            | 49.7%            | 49.7%            |
| <b>Disabled</b>         | 1.8%             | 1.8%             | 2.4%             | 2.4%             | 2.5%             |

*\* of known ethnicity (ethnicity data are not known/refused by 23 staff, or 1.6 % in 2007/08)*

We meet the equality monitoring requirements and report on these in the full report. There are some gaps where further data and/or analysis are required, with the main areas being: mix of staff on permanent or fixed-term contracts, working full-time or part-time, applications and success rates for promotions, and distribution of performance-related pay or bonuses. These, and some other more minor issues, are noted in the recommendations.

## **2.1 Gender**

There are almost equal proportions of men and women staff in the College, with just a slightly lower percentage of women (49.7% compared with 50.3% men).

The balance of men and women varies in different staff groups, with the highest proportion of women is in the clerical group. The lowest are in technical (30.%) and in the academic staff, where women are 31.1% of the total with a higher representation in lecturer posts (41.2%) and lower in professor posts (19.7%).

Overall, there were broadly equal numbers of male and female applicants. However, women were proportionally more successful than men in being shortlisted and in being appointed. Women were just over half of the 246 new starters. Just over half of the 224 leavers were women.

## **2.2 Ethnicity**

There are 10% (142) minority ethnic staff in the College overall, with only a small percentage difference between academic and professional and support staff. This includes UK national and international staff and these two groups have not been separated out for this report. The 10% (142) minority ethnic staff are composed of a range of ethnic groups and include staff of Asian, Chinese, Mixed, Black and other ethnic origin.

The staff group with the highest percentage (17.6%) of minority ethnic staff is ORS, and the group with the lowest (5.6%) is the technical staff.

At 24.7%, a relatively high percentage of applicants were of minority ethnic origin. However, this reduced substantially to 14.9% of those shortlisted and 10.2% of those appointed. All of the minority ethnic groups, with the exception of those of 'mixed' ethnic origin, are proportionately less represented amongst those shortlisted and those appointed. Although only 65% of the applicants (75% of known ethnicity), white people were 90% of those appointed. A total of 13% of new starters were of minority ethnic origin. This included representation from all the main minority ethnic group categories. At 16.1% (16.8% of known ethnicity) of all leavers, minority ethnic staff form a larger percentage than their overall representation in the organisation (10%).

## **2.3 Disability**

Disabled staff form 2.5% of the whole workforce and are the same percentage of academic staff as they are of professional and support staff. This 2.5% is a gradual increase over the last five years, from 1.8% in 2003/04.

It is notable that there is a relatively high percentage of disabled staff in clerical work and none in technical roles. In the academic jobs, although the overall number is small, it is noteworthy that disabled staff are in the lecturer, senior lecturer/reader and professor levels.

Although a low percentage of all applicants (1.9% of all applicants, 2.4% of those for whom disability status is known), disabled applicants were relatively successful in being appointed. Of the new starters, 10 (4%) declared a disability.

Disabled staff were 3.6% of those leaving the organisation, higher than their overall representation, however the numbers are low.

## **2.4 Age**

The workforce is spread across the age groups from 16 to 20 through to over 70. The largest percentage is in the age group 41 to 50, very closely followed by the 31-40 age group.

There were applicants for posts from all age groups and appointments were made at all age groups with the exception of over 70s where no appointments were made. The bulk of applicants and appointments made were in the 21 – 50 age range. New starters were across all age groups, from 16-20 up to 61-70. The highest number were in the 21-30 age group. Leavers were from all age groups. Although numbers vary, they reflect the age range represented in the organisation.

## **2.5 Carers**

Data are not available for staff in relation to their carer responsibilities. However, carer data were collected for job applicants over the reporting period. Overall, just under half did not supply this information. Around 20% of those who responded to the question had carer responsibilities and they were relatively successful in their applications

## **3. Recommendations**

Seventeen recommendations have been made relating to the collection, collation and analysis of data. They are detailed in the full report and cover:

- Facilitation of benchmarking with HESA through the separate presentation of the UK and international staff data by ethnicity
- Increasing gender data for applicants
- Increasing disability status data for applicants and current staff
- Analysis of data by grade, Faculty and/or department, terms of employment, application and success rates for promotion, training applications and outcomes, performance-related pay or bonuses
- Increase applications from disabled people
- Increase of appraisals carried out and reported for all categories of staff
- Completion and central collation of exit interview forms and to collecting more detailed information regarding reason for leaving.
- Keeping up to date with developments on monitoring sexual orientation and religion or belief in higher education
- Collection of data from staff on their carer responsibilities.
- Collection of data regarding the take-up of flexible working options
- Facilitation of benchmarking with HESA and comparable institutions through considering categorisation of staff groups for equality monitoring reporting purposes.

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# ROYAL HOLLOWAY EQUALITY MONITORING DATA FOR EMPLOYMENT REPORT: 2007/08

## 1. INTRODUCTION

This report provides data on the range of our staff in post as of 31<sup>st</sup> July 2008, the results of recruitment and selection, on new starters, staff undertaking learning and development, appraisals, grievances and disciplinarys, and on leavers during the period 1<sup>st</sup> August 2007 to 31<sup>st</sup> July 2008.

We analyse equality data of our staff to meet our legal obligations as set out in the Race Relations (Amendment) Act 2000 (RRAA) and the Race Relations Act 1976 (Statutory Duties) Order 2001, the Disability Equality Duty 2006 and the Gender Equality Duty 2007, and to assess the impact of our equal opportunities policy. There are Codes of Practice on each of the three areas of race, disability and gender and these set out the requirements for equality monitoring and make suggestions as to what is likely to be useful to monitor. To this end, we have been producing detailed annual equality monitoring reports since 2003/04.

In addition, looking ahead to the extending legislation, we include equality monitoring data on age. We do not collect data on sexual orientation or religion or belief and there is no benchmarking data collected or available from HESA. According to the Equality Challenge Unit (ECU), around 20 HEIs are thought to seek information on the sexual orientation of their staff and we will consider these two additional areas over time and look out for good practice in these areas. ECU encourages higher education institutions to monitor sexual orientation if they have provided a safe environment in which to disclose and recommends involving staff network groups and unions in developing any process to monitor sexual orientation.<sup>1</sup> They also highlight that robust statistics on the number of transgender staff do not exist. Again, we will consider good practice in this area as it develops.<sup>2</sup>

This report does not include an analysis of the equal pay audit which is carried out and reported on separately.

At the end of 2007/08, there were 1444 staff in post. The split across the different staff groups is as follows:

**Table 1 Number and percentage of staff in each staff group**

| Staff group | Number of staff | % of staff |
|-------------|-----------------|------------|
| Academic    | 479             | 33.2%      |
| ALC         | 216             | 15.0%      |
| Clerical    | 310             | 21.5%      |
| M&A         | 159             | 11.0%      |
| ORS         | 68              | 4.7%       |

<sup>1</sup> Equality Challenge Unit, webpage entitled 'Should we monitor higher education?' <http://www.ecu.ac.uk/your-questions/monitor-sexual-orientation/?searchterm=sexual%20orientation>, accessed 10.11.09

<sup>2</sup> Equality Challenge Unit (2009), Equality in Higher Education Statistical Report 2009, <http://www.ecu.ac.uk/publications/files/equality-in-he-statistical-report-2009.pdf/view>, accessed 23.10.09

|           |     |      |
|-----------|-----|------|
| Research  | 140 | 9.7% |
| Technical | 72  | 5.0% |

Table 2 compares the representation of minority ethnic staff, women, and disabled staff over the last five years. The percentage of minority ethnic staff rose between 2004 and 2005 and since then has dropped slightly. There was an increase in the percentage of disabled staff between 2004 and 2006 and since then the figure has remained relatively stable. Overall the percentages of women have remained much the same over this period.

**Table 2 Minority ethnic staff, women and disabled staff 2004 - 2008**

| Category         | % in 2004 | % in 2005 | % in 2006 | % in 2007 | % in 2008 |
|------------------|-----------|-----------|-----------|-----------|-----------|
| Minority ethnic* | 9.2%      | 11.1%     | 11.0%     | 10.4%     | 10.0%     |
| Women            | 49.1%     | 49.5%     | 49.6%     | 49.7%     | 49.7%     |
| Disabled         | 1.8%      | 1.8%      | 2.4%      | 2.4%      | 2.5%      |

\* of known ethnicity (ethnicity data are not known/refused by 23 staff, or 1.6 % in 2007/08)

A total of 4454 applicants applied for posts of all categories during the reporting period, 1109 (25%) were shortlisted and 257 (5.8%) were appointed. This includes 4382 applications for permanent posts and 72 for casual and NETH posts. A wide range of media were used to advertise the posts, from national to local press and including specialist journals, websites, the College intranet and word of mouth through existing staff. The media used did not include any targeted at specific groups, such as disabled people. However, each advert includes an equality statement. Successful applicants came via a range of routes, with internal adverts and the intranet producing the most successful results, followed by [www.jobs.ac.uk](http://www.jobs.ac.uk) and dissemination via colleagues/word of mouth. The most successful external medium for higher education posts overall was the [www.jobs.ac.uk](http://www.jobs.ac.uk) recruitment site, especially for academic and research posts. For the remainder, internal routes produced the next most successful number of applicants.

Records for appraisals undertaken show that only 312 (22% of all staff) appraisals of the 1444 staff are reported as having taken place. Even allowing for leavers during the year, this is still a low percentage.

Data were provided by ethnicity and by disability status, though not by gender, for 496 staff who requested training. There are 2,369 records of training completed and this is available by ethnicity, disability, gender and age. These were for staff in all job categories, with the greatest number in the administration grades.

Records on many of the equality monitoring categories are available from 2003/04 and the detail is increasing each year. This will lead to the ability to include more trend data in future reports.



## 2. PROGRESS TOWARDS EQUALITY MONITORING REQUIREMENTS

The following tables sets out the legal equality monitoring requirements. This list draws on the legislation on race, disability and gender. Although the monitoring requirements are set out differently in the three pieces of legislation, this list draws together the broad headings into one comprehensive table. Noted in the right hand column is what has been submitted for inclusion in this report.

It should be noted that the ethnicity data are for all UK and international staff and it has not been disaggregated into those two broad groups. Due to the international nature of applicants to posts in higher education, particularly to academic posts, the ethnicity data would need to be cross-tabulated by UK nationality and ethnic origin if the organisation wishes to benchmark against UK census data and/or HESA data for UK nationality applicants and staff.

**Table 3: Progress towards equality monitoring requirements**

| <b>Category</b>  | <b>Available data</b>  |
|--|--|
| <b>Recruitment</b>   |  |
| Applications for employment (external and internal applicants)   | Application data are available by age, disability, ethnicity and gender.<br>Data for internal applicants for other posts has not been provided.  |
| Numbers successful and unsuccessful at different stages of selection                                       | Results of applications at shortlisting stage and appointment stage are available by age, disability, ethnicity and gender.<br>Also, new starter data are available by these categories.               |
| <b>Staff profile</b>   |  |
| Numbers of staff in post   | Available by disability, ethnicity, gender and age.  |
| Numbers of staff in different departments or sections, level or grade, and type of work                    | Available for different staff groups by age, disability, ethnicity, gender.<br>Available for academic staff by level of post (lecturer; senior lecturer/reader; professor)<br>Not provided by Faculty. |
| <b>Representation of staff by pay</b>  |  |
| Representation by terms of employment (for example, permanent or fixed term contract; full-time/part-time) | Not provided.  |
| <b>Training</b>  |  |
| Training – application rates and outcomes; nomination rates; numbers receiving training                    | Data for training applications and for numbers receiving training are available by age, disability, ethnicity, gender.   |

| <b>Category</b>  | <b>Available data</b>  |
|--|--|
| <b>Progression and reward issues</b>   |  |
| Applicants for promotion   | Not provided available this year because there were no promotion rounds.   |
| Numbers promoted (including temporary promotion)                                 | Not provided available this year because there were no promotion rounds.   |
| Numbers successful and unsuccessful at different stages of the promotion process | Not provided available this year because there were no promotion rounds.   |
| Appraisal mark distributions (performance evaluation ratings)                    | Records of appraisals carried out have been provided by ethnicity, gender, disability and age. There are no appraisal markings allocated in the RHUL appraisal system. |
| Distribution of performance-related pay or bonuses                               | Not provided this year.  |
| <b>Complaints, grievances and disciplinaries</b>                                 |  |
| Harassment and discrimination complaints   | Disciplinaries and grievances included any cases related to harassment and discrimination available by age, disability, ethnicity, gender.                             |
| Other grievances   | Available as for harassment and discrimination complaints.   |
| Disciplinary proceedings and decisions made                                      | Available as for harassment and discrimination complaints.   |
| <b>Leavers</b>   |  |
| Leavers by job category  | Available by age, disability, ethnicity, gender.   |

### **3. GENDER**

Gender data are available for all staff. Some data for job applicants are not available (4.5%), possibly because this part of the equality monitoring form was left uncompleted. Where this is the case, the number of unknown/refused is provided as a footnote to the tables.

#### **3.1 Staff profile - Gender**

There are almost equal proportions of men and women staff in the College, with just a slightly lower percentage of women (49.7% compared with 50.3% men). This situation has been relatively stable over the last five years with a slight increase in the percentage of women recorded. This is broadly in line with the

HESA data which, although they report women in a majority, are just slightly higher at 53.2% in all HEIs.

**Table 4: Percentage of female staff since 2003/04 benchmarked with HESA**

| Category           | % in 2004 | % in 2005 | % in 2006 | % in 2007 | % in 2008 |
|--------------------|-----------|-----------|-----------|-----------|-----------|
| Women staff – RHUL | 49.1%     | 49.5%     | 49.6%     | 49.7%     | 49.7%     |
| Women staff - HESA | 52.4%     | 52.7%     | 53.0%     | 53.1%     | 53.2%     |

The balance of men and women varies in different staff groups. Table 4 shows the percentage of men and women in each broad staff group in 2007/08, compared with the HESA data. This shows a notable higher percentage of women in academic roles in the HESA data compared to women in academic and research roles in Royal Holloway.

**Table 5: % of women staff by staff group, benchmarked with HESA**

| Staff group                           | % Royal Holloway female staff | % HESA Statistics female staff <sup>3</sup> |
|---------------------------------------|-------------------------------|---|
| Academic and research                 | 34.7%                         | 42.6%                                       |
| ALC, Clerical, Manual, ORS, Technical | 61.0%                         | 62.6%                                       |

---

<sup>3</sup> The HESA staff groups included in under the overall heading ‘academic professional’ and comprises: professors/heads of department, senior lecturers and researchers, lecturers, researchers and other grades.

### 3.1.1 Staff profile in each job type

The figure below breaks down the categories at Royal Holloway further, showing the variations in the balance of men and women by staff group. The highest proportion of women is in the clerical group. The lowest are in technical and in the academic staff. This is broadly the same picture in the HESA figures, although the HESA groups are broken down into 13 job categories and are therefore not directly comparable with the groupings below.

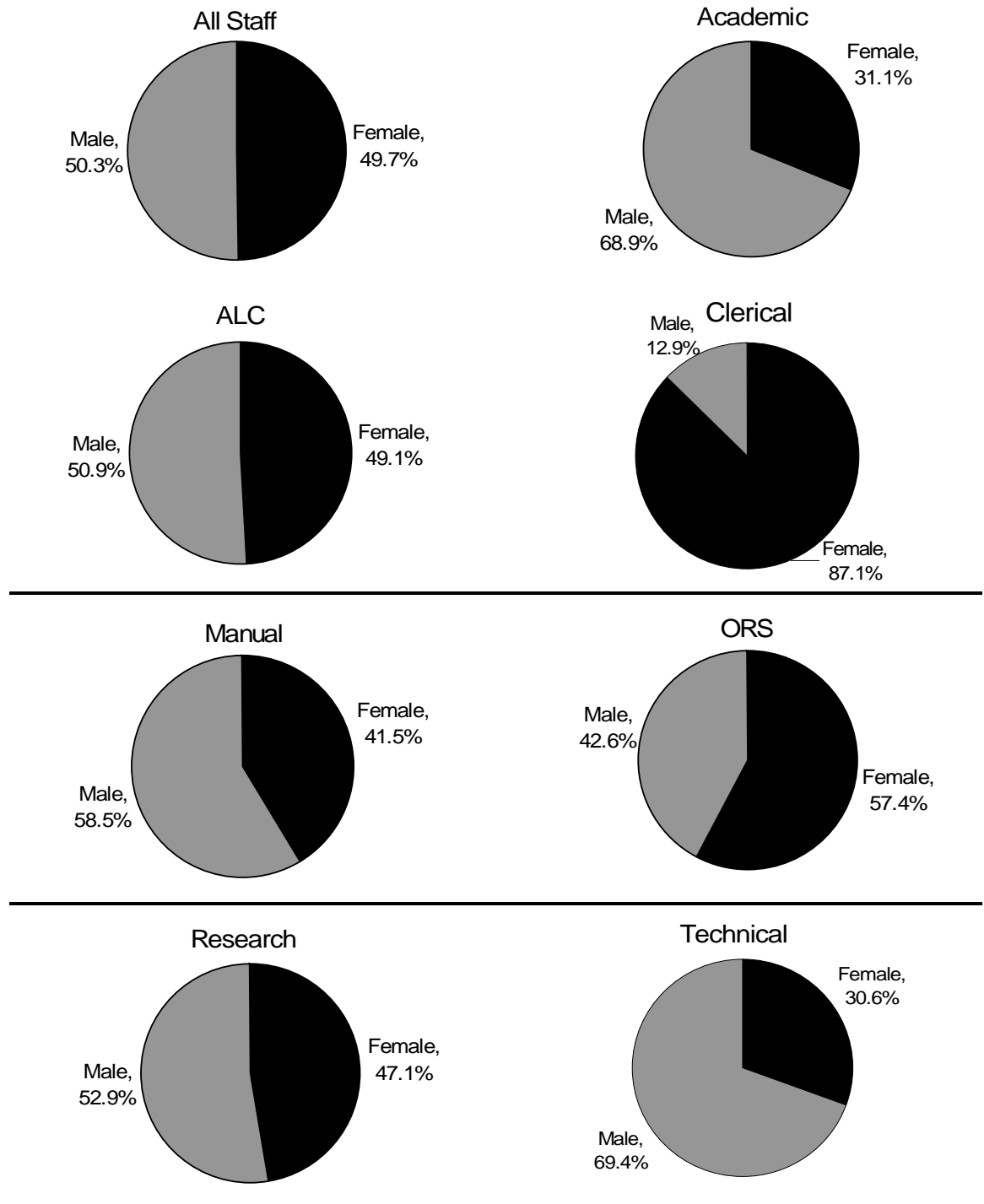
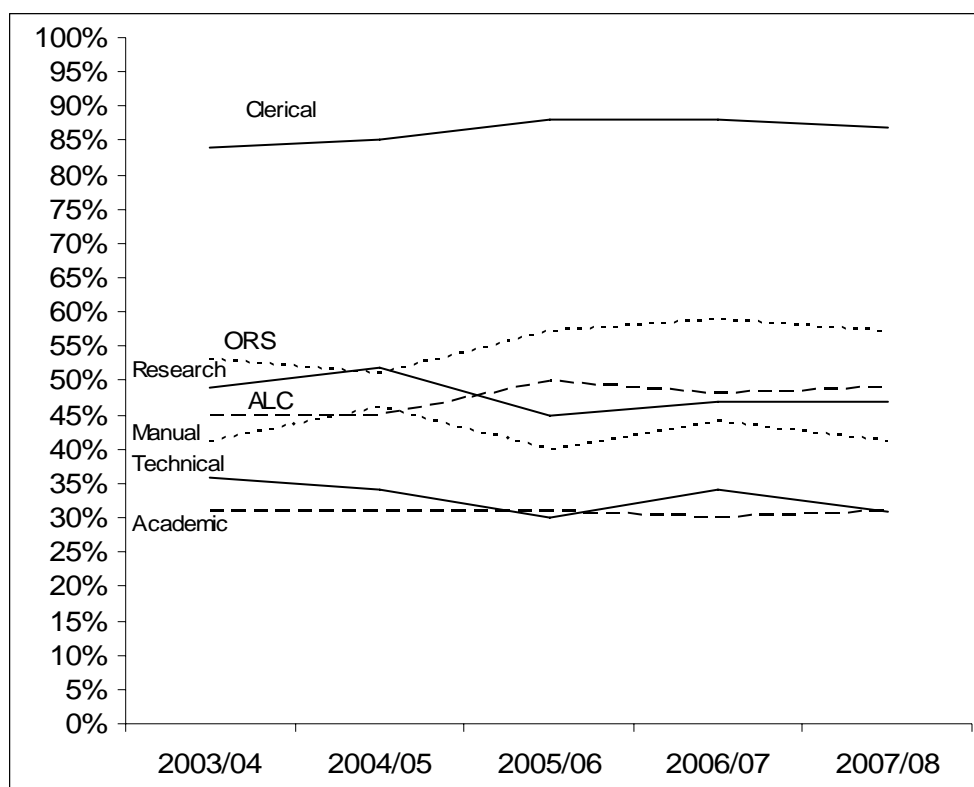


Figure 1 Staff by gender and staff group

Figure 2 shows the percentage of men and women in each staff group between 2003/4 and 2007/8. Over this period the percentage of women in research and technical posts decreased slightly, and increased in ORS, clerical and ALC posts. The percentage of women in manual posts increased in 2004/05, however by 2007/08 had reverted to the same percentage as 2003/04. The percentage in academic posts, at 31%, has remained level throughout.



**Figure 2 Percentage of women in each staff group 2003 to 2008**

The only data that has been provided broken down by levels within a specific staff group is the data for academic staff which is available by professor, senior lecturer and reader, and lecturer.

**Table 6: Female academic staff by level, 2002 - 2008**

| % Female academic staff    | 2002/03 | 2003/04 | 2004/05 | 2005/06 | 2006/07 | 2007/08 | HESA statistics |
|----------------------------|---------|---------|---------|---------|---------|---------|-----------------|
| Lecturer                   | 39.3%   | 41.9%   | 44.4%   | 46.2%   | 39.3%   | 41.2%   | 47.9%           |
| Senior Lecturer and Reader | 31.8%   | 31.7%   | 30.9%   | 35.2%   | 37.1%   | 36.5%   | 38.6%*          |
| Professor                  | 20.7%   | 19.2%   | 18.9%   | 18.6%   | 17.8%   | 19.7%   | 18.7%           |

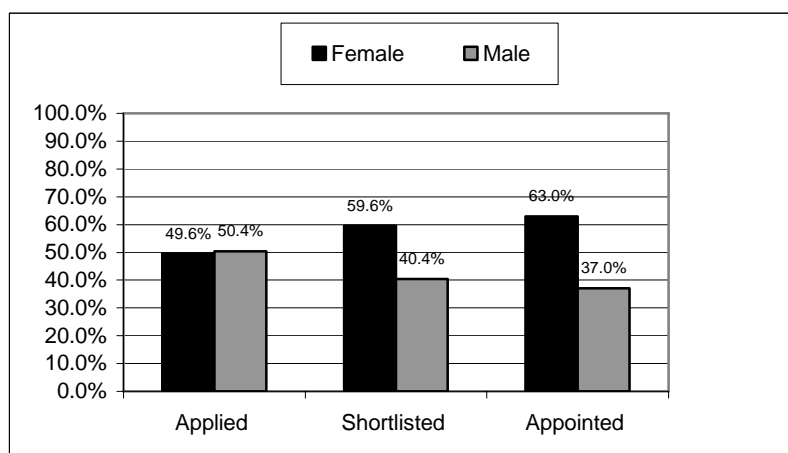
\* Categorized as 'senior lecturers and researchers'

Whereas there have been fluctuations over this period in the percentages of women in lecturing posts, with a particular high in 2005/06, there have been decreases in the proportions of women at professorial level in the same period, although an increase in 2007/08 has raised the percentage to just 1% below the starting point in 2002/03.

## 3.2 Recruitment and Selection – Gender

### 3.2.1 All applicants – excluding casual and NETH

Overall, there were broadly equal numbers of male and female applicants. However, women were proportionally more successful than men in being shortlisted and in being appointed.



*Based on 4185 applicants (gender data unknown for an additional 197)*

**Figure 3 All job applicants and success rates by gender**

This overall assessment varies according to staff group. The gender composition of applicants for the different types of jobs in the College is detailed below and represented in Figure 4.

### 3.2.2 Applicants for different job types

#### **Academic**

The majority of the applicants for academic posts were men. Although this led to a higher percentage of men than women appointed, the success rate for women was greater than the success rate for men at both shortlisting and appointment stages.

#### **ALC**

The majority of applicants for ALC posts were women and they were relatively successful at both shortlisting and appointment stages.

#### **Clerical**

Women were the majority of applicants for clerical posts and their success rate, compared to men, was very high.

#### **M&A**

The majority of the applicants for academic posts were men. The success rate for women was relatively high.

#### **ORS**

Women were just over half of the applicants for ORS posts and were relatively successful at shortlisting and appointment stages.

**Research**

Almost equal numbers of women and men applied for research posts. Women were more successful at both the shortlisting stage and the appointments stage.

**Technical**

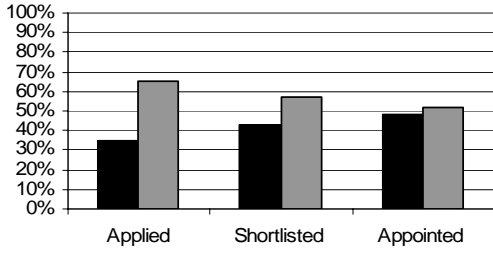
Men were the majority of applicants for technical posts, although women applicants were relatively successful at shortlisting and appointment stages.

**Casual**

In addition to the data for staff, equality monitoring data are available for casual staff. During the reporting period a slightly higher percentage of men than women applied and they were relatively more successful at appointment stage.

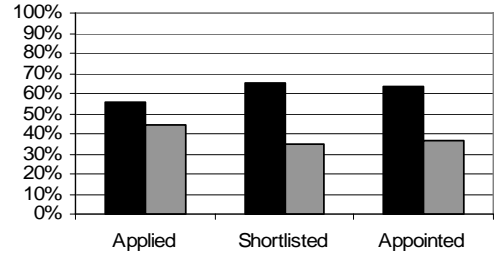
**NETH**

There were 8 applications for a NETH post, with 1 appointed. Of these 8, gender data are only available for 5, all of whom were men.



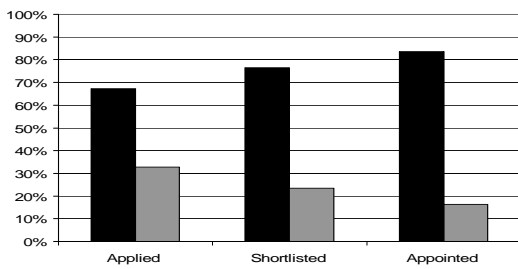
**Academic posts**

Based on 1396 applicants (gender data unknown for an additional 86)



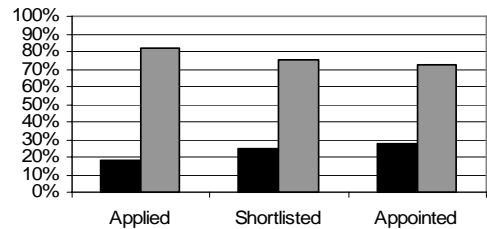
**ALC posts**

Based on 383 applicants (gender data unknown for an additional 4)



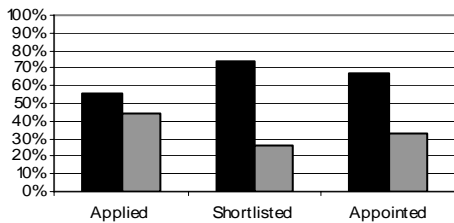
**Clerical posts**

Based on 1365 applicants (gender data unknown for an additional 38)



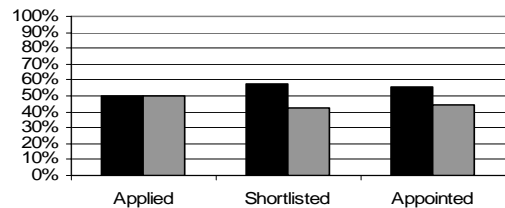
**M&A posts**

Based on 184 applicants (gender data unknown for an additional 10)



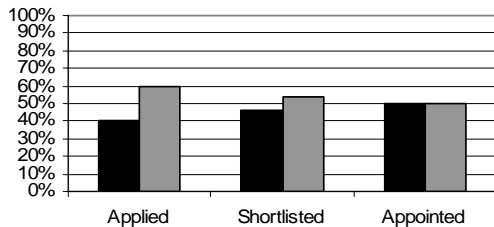
**ORS posts**

Based on 201 applicants (gender data unknown for an additional 22)



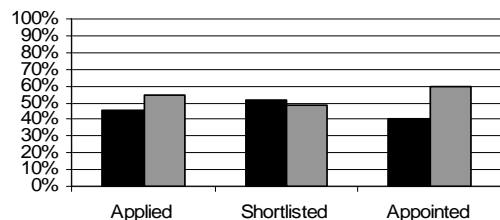
**Research posts**

Based on 396 applicants (gender data unknown for an additional 17)



**Technical posts**

Based on 260 applicants (gender data unknown for an additional 20)



**Casual posts**

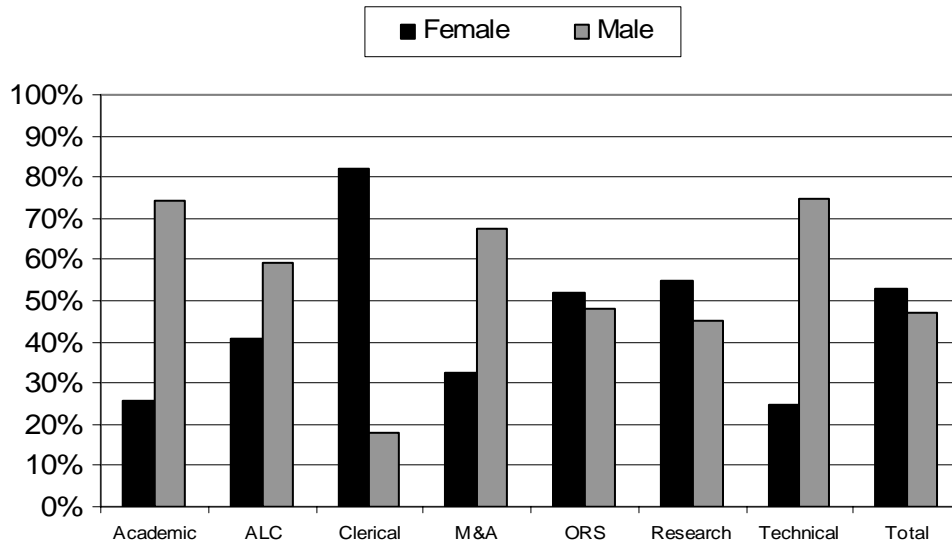
Based on 64 applicants (gender data complete)

**Figure 4 Applicants by gender by job type**



### 3.3 Starters

Women were just over half of the 246 new starters. This varies according to staff group, with the lowest representation of women in technical and in academic jobs and the highest in clerical positions, reflecting the overall composition of existing staff.



**Figure 5 New starters by gender by staff group**

### 3.4 Training

A higher percentage of the generic training completed was by women (58.5%) than by men (41.5%). This is quite a noticeable difference and may reflect that training is taken up by staff in jobs where fewer men are employed. They also formed a relatively high proportion (71.5%) of those who undertook IT training and they were 46.2% of those who did health and safety training.

In contrast, women were 35.6% of those who completed academic development training, reflecting their relative lower representation amongst academic staff.

### 3.5 Appraisals

Of the 312 that have been completed and recorded, 42.3% were women, less than their 49.7% representation in the organisation. This appears to relate to the relatively low percentage of appraisals completed and recorded for clerical staff (11.3%), which has a large percentage of female staff, compared to the percentage of appraisals completed and recorded for academic staff (30.1%), which has a higher percentage of male staff.

### 3.6 Leavers

Just over half of the 224 leavers were women. The gender composition of those leaving from each staff group varies, and overall very broadly reflects the overall gender balance in each grouping, with notable low percentages of women leaving from academic, ALC and M&A posts relative to their representation in those staff groups.

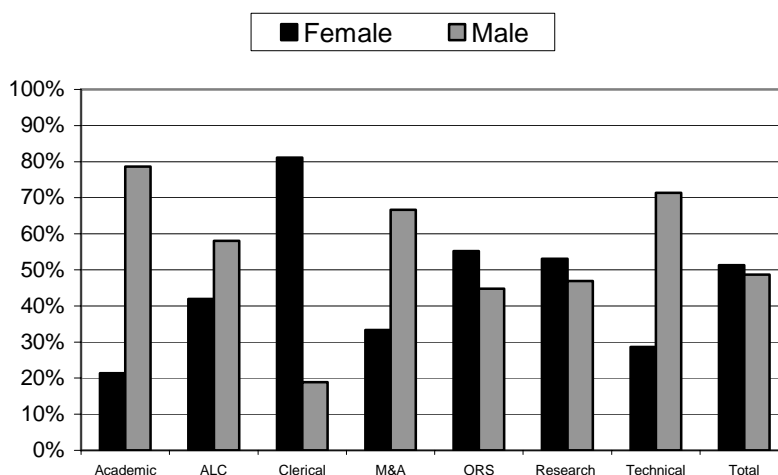


Figure 6 Leavers by gender and staff group

## 4. ETHNICITY

Ethnicity data are available for over 98% of staff, with 23 staff (1.6%) for whom this is unknown/refused. We report on figures for those of known ethnicity and provide the number of unknown/refused as a footnote to the tables.

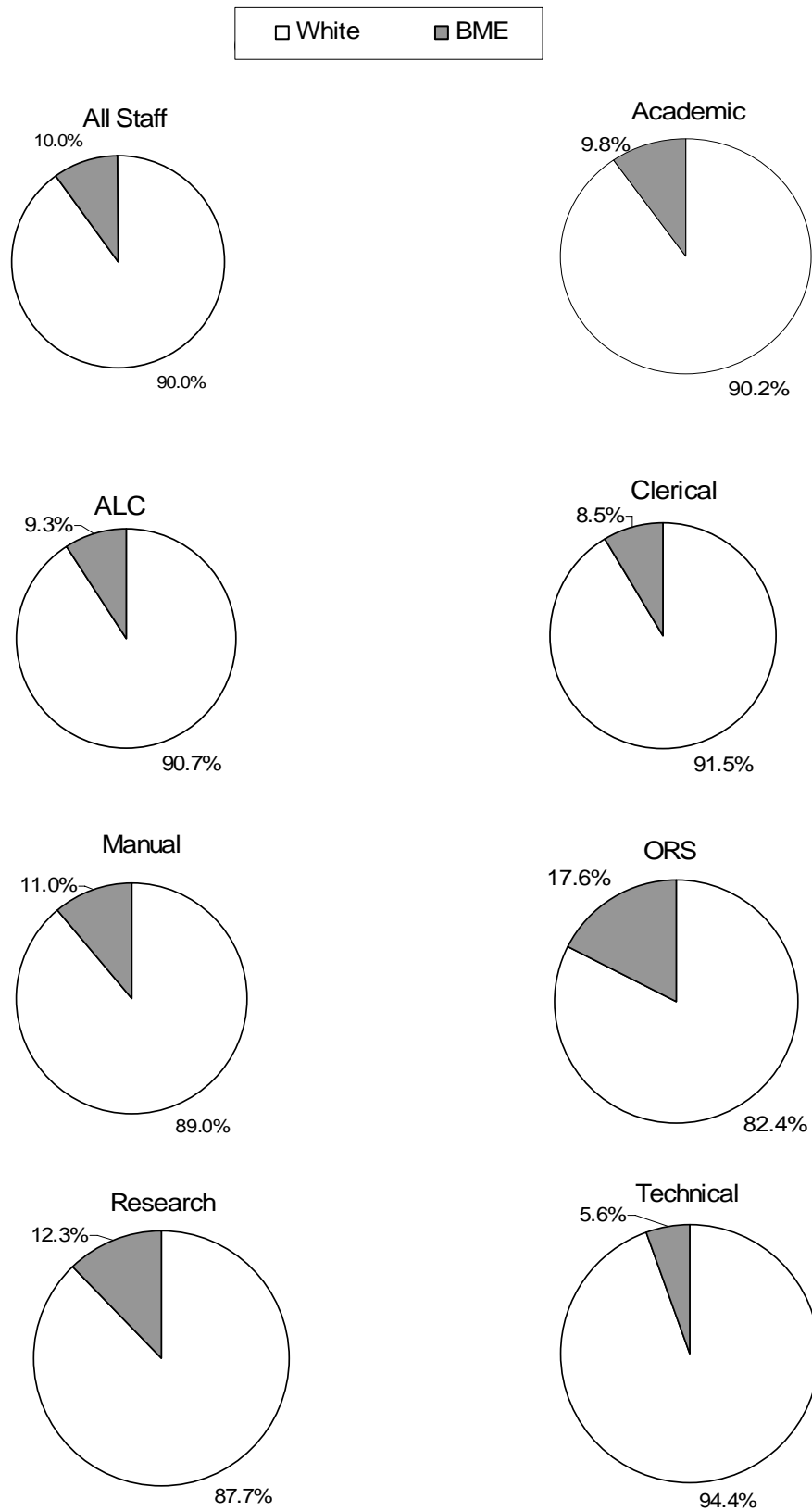
### 4.1 Staff profile - ethnicity

The data below are for minority ethnic staff of all nationalities as the figures for UK nationality staff by ethnicity have not been disaggregated for this report.

There are 10% (142) minority ethnic staff in the College overall, with only a small percentage difference between academic and professional and support staff. This includes UK national and international staff. The HESA percentage for minority ethnic UK national and international staff is 11.4%. The minority ethnic group in the UK employed population in 2008 was 8.7%.<sup>4</sup>

<sup>4</sup> Labour Force Survey, April – June 2008, quoted in Equality Challenge Unit (2009), Equality in Higher Education Statistical Report 2009, p. 26

The staff group with the highest percentage (17.6%) of minority ethnic staff is ORS, and the group with the lowest (5.6%) is the technical staff.



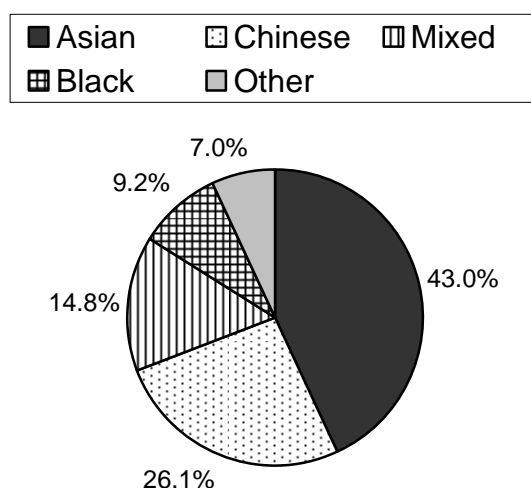
**Figure 7 Ethnicity by staff group**

The table below shows the percentages of minority ethnic staff in each staff group for each year from 2003/04 to 2007/08. Overall, there has been a 1% increase over this period, with differences between the various staff groups. There have been increases in all staff groups except for manual and technical.

**Table 7: % minority ethnic staff in each staff group from 2003 to 2008**

| Staff group       | % minority ethnic staff |              |              |              |             |
|-------------------|-------------------------|--------------|--------------|--------------|-------------|
|                   | 2003/04                 | 2004/05      | 2005/06      | 2006/07      | 2007/08     |
| Academic          | 7.9%                    | 8.1%         | 8.8%         | 8.6%         | 9.6%        |
| ALC               | 7.1%                    | 7.0%         | 7.9%         | 8.0%         | 9.3%        |
| Clerical          | 7.7%                    | 8.6%         | 8.5%         | 9.9%         | 8.4%        |
| Manual            | 13.5%                   | 23.8%        | 18.6%        | 12.9%        | 10.7%       |
| ORS               | 13.8%                   | 21.3%        | 25.7%        | 25.4%        | 17.6%       |
| Research          | 9.5%                    | 6.5%         | 9.1%         | 9.2%         | 12.1%       |
| Technical         | 7.5%                    | 5.5%         | 6.1%         | 9.8%         | 5.6%        |
| Not known/refused | 3.7%                    | 4.0%         | 3%           | 2.3%         | 1.6%        |
| <b>Total</b>      | <b>8.8%</b>             | <b>10.6%</b> | <b>10.7%</b> | <b>10.0%</b> | <b>9.8%</b> |

The 10% (142) minority ethnic staff are composed of a range of ethnic groups and include staff of Asian, Chinese, Mixed, Black and other ethnic origin.



**Figure 8 Minority ethnic staff by ethnic group**

The following compares different ethnic groups within each staff group. With the exception of ORS and research, staff of Asian origin are the single largest minority ethnic group (in ORS Asian and Chinese are equal; in research those of Chinese origin is the highest).

**Table 8: Staff by ethnicity by staff groups**

| Ethnic group | Academic | ALC   | Clerical | Manual | ORS   | Research | Technical | Total |
|--------------|----------|-------|----------|--------|-------|----------|-----------|-------|
| White        | 90.2%    | 90.7% | 91.5%    | 89.0%  | 82.4% | 87.7%    | 94.4%     | 90.0% |
| Asian        | 3.4%     | 5.1%  | 3.9%     | 6.5%   | 5.9%  | 3.6%     | 4.2%      | 4.3%  |
| Chinese      | 2.8%     | 2.3%  | 2.0%     | 0.0%   | 5.9%  | 5.8%     | 1.4%      | 2.6%  |
| Mixed        | 1.5%     | 0.5%  | 2.0%     | 1.9%   | 2.9%  | 1.4%     | 0.0%      | 1.5%  |
| Black        | 1.3%     | 0.9%  | 0.3%     | 1.9%   | 0.0%  | 0.7%     | 0.0%      | 0.9%  |
| Other        | 0.9%     | 0.5%  | 0.3%     | 0.6%   | 2.9%  | 0.7%     | 0.0%      | 0.7%  |

**Table 9: Minority ethnic academic staff (as % of known ethnicity) by level, 2002 - 2008**

| % minority ethnic staff    | 2002/03 | 2003/04 | 2004/05 | 2005/06 | 2006/07 | 2007/08 |
|----------------------------|---------|---------|---------|---------|---------|---------|
| Lecturer                   | 12.2%   | 12.1%   | 12.4%   | 18.2%   | 15.9%   | 16.2%   |
| Senior Lecturer and Reader | 8.9%    | 11.3%   | 11.0%   | 10.6%   | 12.3%   | 14.0%   |
| Professor                  | 0.0%    | 0.0%    | 2.2%    | 2.7%    | 2.4%    | 3.0%    |

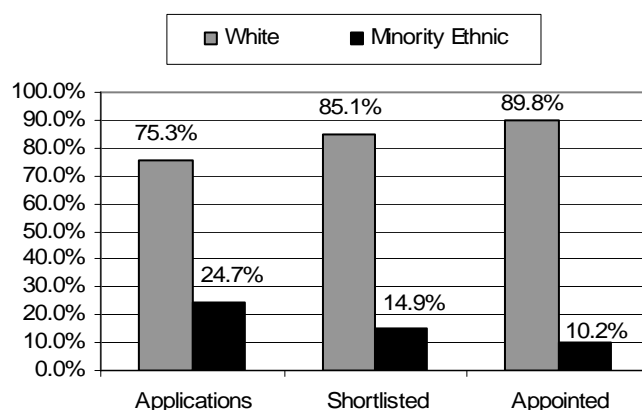
This shows an increase in the percentage of minority ethnic staff at all levels although it should be noted that the numbers at professor level are small (5 minority ethnic staff at this level).

As already stated, it is important to bear in mind that the data for minority ethnic staff are for UK and international staff. The above data are not benchmarked with HESA as the HESA statistical report 2009 concentrates its analysis on minority ethnic staff of UK nationality.

## 4.2 Recruitment and Selection - Ethnicity

### 4.2.1 All staff – excluding casual and NETH

At 24.7%, a relatively high percentage of applicants were of minority ethnic origin. However, this reduced substantially to 14.9% of those shortlisted and 10.2% of those appointed.



*Note: These percentages exclude 14.3% of all applicants for whom ethnic origin data are 'not known/refused'*

**Figure 9 Job applicants and success rates by ethnic origin**

The success rates varied by ethnic group, as indicated below. All of the minority ethnic groups, with the exception of those of 'mixed' ethnic origin, are proportionately less represented amongst those shortlisted and those appointed. Although only 65% of the applicants (75% of known ethnicity), white people were 90% of those appointed.

**Table 10: All applicants by ethnic group excluding casual and NETH, 2007/08**

| <b>Ethnic group</b> | <b>Applications</b> | <b>Shortlisted</b> | <b>Appointed</b> |
|---------------------|---------------------|--------------------|------------------|
| <b>White</b>        | 75.3%               | 85.1%              | 89.8%            |
| <b>Asian</b>        | 12.6%               | 7.3%               | 4.1%             |
| <b>Black</b>        | 3.3%                | 2.0%               | 0.4%             |
| <b>Chinese</b>      | 6.8%                | 4.4%               | 4.5%             |
| <b>Mixed</b>        | 1.2%                | 0.8%               | 1.2%             |
| <b>Other</b>        | 0.8%                | 0.4%               | 0.0%             |

#### **4.2.2 Staff groups**

The data below (Figure 10) show the composition of applicants, shortlistees and appointees in each staff group for those who provided ethnic origin data.

The largest minority ethnic group of applicants for academic, ALC, research and clerical posts were of Asian origin. Together with those of Chinese origin, these form the majority of the minority ethnic applicants for academic posts.

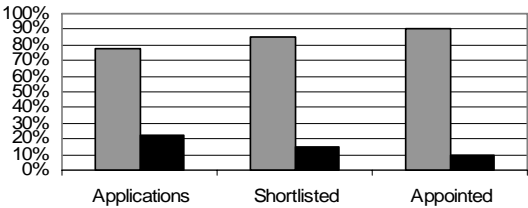
Although smaller in number, in the M&A staff group the mix of applicants differed from the other staff groups in that the largest minority ethnic groups of applicants were of Asian and Black origin, and there is not as marked a difference in success rates for these groups compared with white applicants.

Despite 36% of the applicants of known ethnicity for technical posts being of minority ethnic origin, none of the successful 12 appointees were of minority ethnic origin. It is also noteworthy that although just over 16% of those applicants to ORS posts of known ethnicity were of minority ethnic origin, all of those appointed to ORS posts were white.

Breakdowns showing percentage of individual minority ethnic groups for each staff category – Asian, Black, Chinese, Mixed and Other - are attached (Appendix 1).

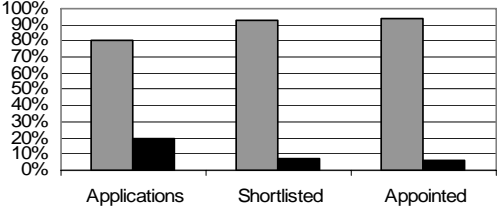


**Academic posts**



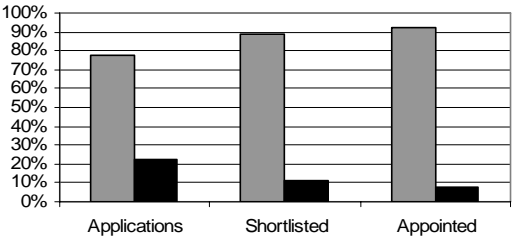
*excludes 139 applicants for whom ethnicity data are unknown/refused*

**ALC posts**



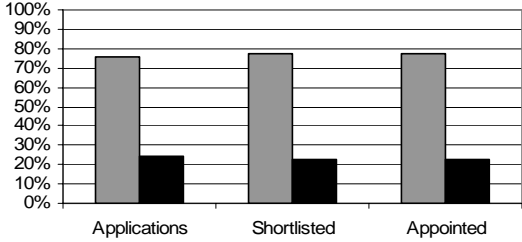
*excludes 53 applicants for whom ethnicity data are unknown/refused*

**Clerical posts**



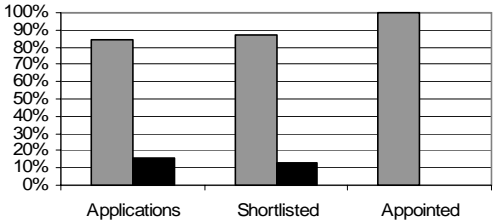
*excludes 243 applicants for whom ethnicity data are unknown/refused*

**M&A posts**



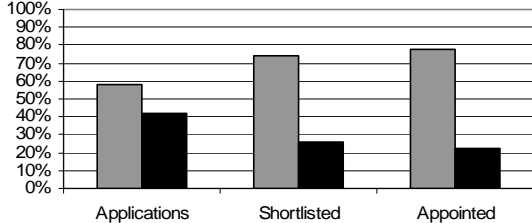
*excludes 45 applicants for whom ethnicity data are unknown/refused*

**ORS posts**



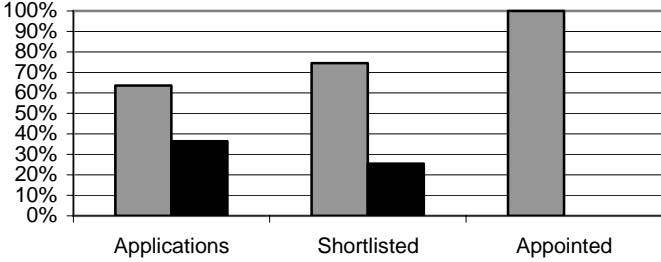
*excludes 58 applicants for whom ethnicity data are unknown/refused*

**Research posts**



*excludes 39 applicants for whom ethnicity data are unknown/refused*

**Technical posts**



*excludes 49 applicants for whom ethnicity data are unknown/refused*

**Figure 10 Job applicants by ethnicity by staff group**

## Casuals

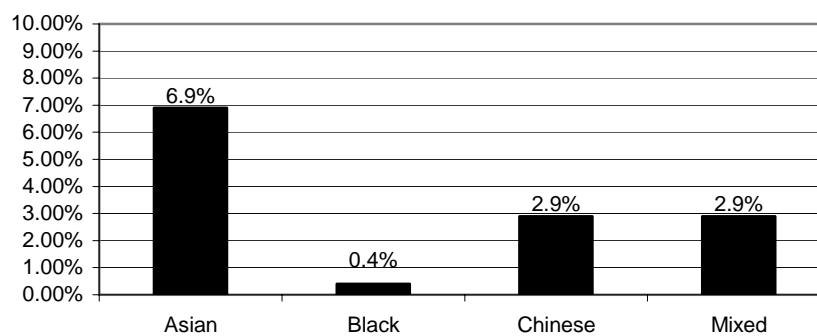
In addition to the data for staff, equality monitoring data are available for casual staff. Ten appointments were made and these include white and minority ethnic successful applicants.

## NETH

There were only 8 applications for a NETH post and numbers are too small to warrant any conclusions regarding ethnicity.

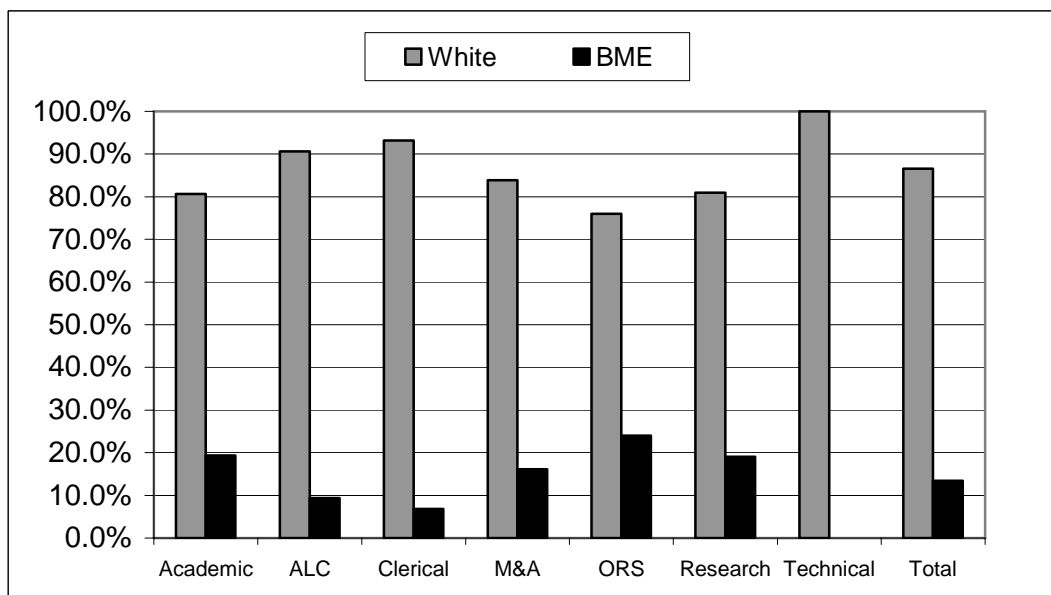
### 4.3 Starters

A total of 13% of new starters were of minority ethnic origin. This included representation from all the main minority ethnic group categories, with Asian the highest percentage. Only 1 new starter did not provide their ethnic origin data.



**Figure 11 Percentage of new starters of each minority ethnic group**

The minority ethnic new starters were appointed to a range of job categories, as set out below.



**Figure 12 New starters by ethnicity and staff group**



#### 4.4 Training

Of the requests for training, 35 (7.1%) were from minority ethnic staff. This is less than their overall representation of 10% in the organisation.

The percentage of generic training completed by minority ethnic staff was 9.9%, almost exactly their representation in the organisation. They also formed a relatively high proportion (12.4%) of those who undertook IT training and they were 6.1% of those who did health and safety training.

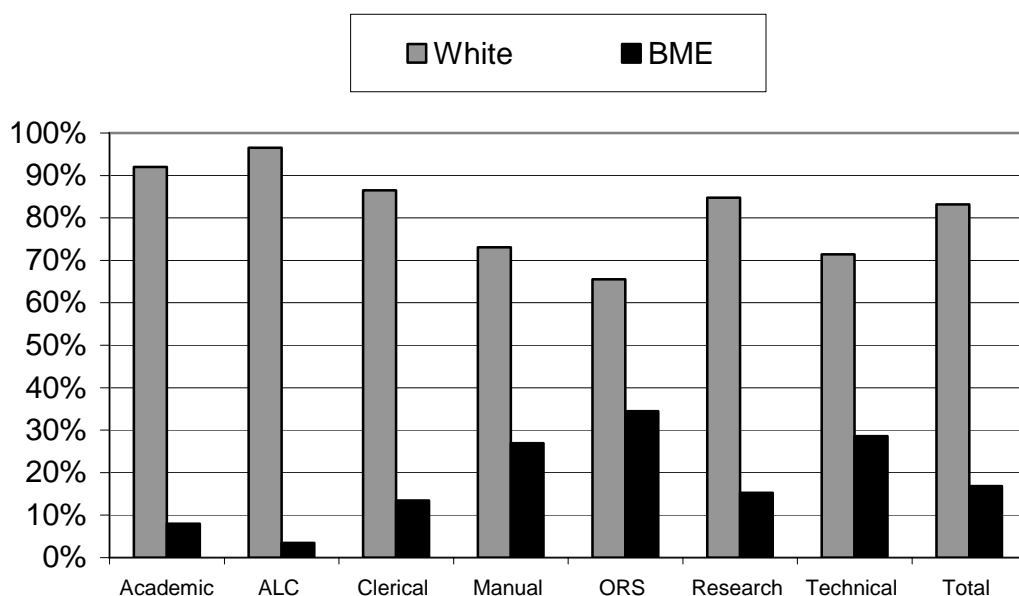
In contrast, minority ethnic staff were 3.4% of those who completed academic development training, much lower than their 9.8% representation amongst academic staff.

#### 4.5 Appraisals

Of the 312 that have been completed and recorded, 10.4% are of minority ethnic origin (3 staff refused to provide ethnicity information). It is notable that this did not include any black staff, but did include all other ethnic groups used for classification purposes.

#### 4.6 Leavers

At 16.1% (16.8% of known ethnicity) of all leavers, minority ethnic staff form a larger percentage than their overall representation in the organisation (10%). These are from a range of minority ethnic groups with no individual ethnic group disproportionately dominating the percentage of leavers.



**Figure 13 Leavers by ethnicity and staff group**

## 5. DISABILITY

### 5.1 Staff profile - disability

Disabled staff form 2.5% of the whole workforce and are the same percentage of academic staff as they are of professional and support staff. This 2.5% is a gradual increase over the last five years, from 1.8% in 2003/04 and is just below the HESA 2.7% figure of all HEI staff, which also saw an increase from 2.4% in 2003/04.

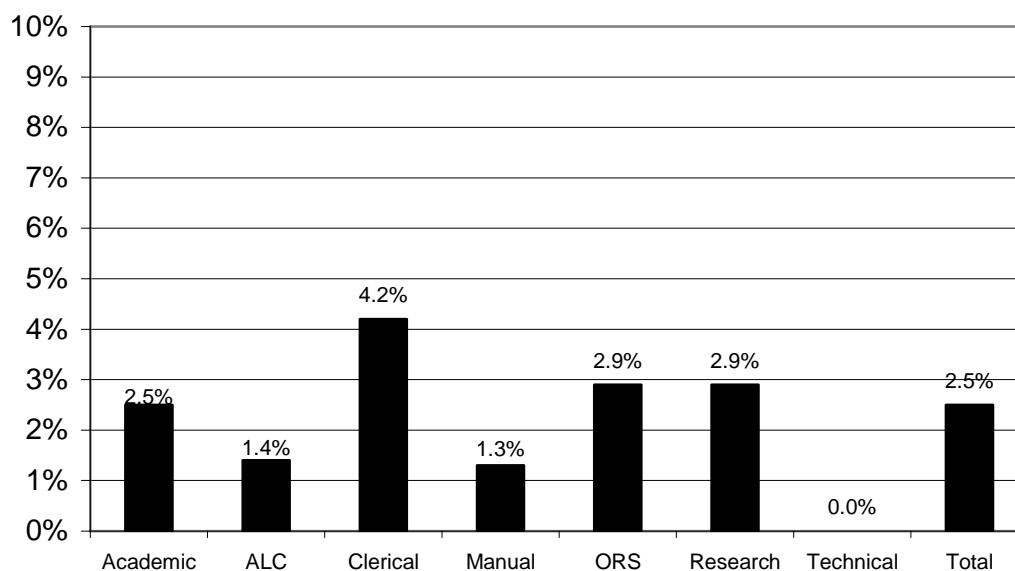
**Table 11: % of disabled staff by staff group, benchmarked with HESA**

| Staff group              | % Royal Holloway disabled staff | % HESA Statistics disabled staff |
|--------------------------|---------------------------------|----------------------------------|
| Academic                 | 2.5%                            | 2.3%                             |
| Professional and support | 2.5%                            | 3.0%                             |

**Table 12: Percentage of disabled staff since 2003/04 benchmarked with HESA**

| Category              | % in 2004 | % in 2005 | % in 2006 | % in 2007 | % in 2008 |
|-----------------------|-----------|-----------|-----------|-----------|-----------|
| Disabled staff - RHUL | 1.8%      | 1.8%      | 2.4%      | 2.4%      | 2.5%      |
| Disabled staff - HESA | 2.4%      | 2.4%      | 2.4%      | 2.6%      | 2.7%      |

Disabled staff are distributed across the different job types. It is notable that there is a relatively high percentage of disabled staff in clerical work and none in technical roles. In the academic jobs, although the overall number is small, it is noteworthy that disabled staff are in the lecturer, senior lecturer/reader and professor levels.



**Figure 14 Percentage of disabled staff in each staff group**

## 5.2 Recruitment and Selection – Disability

### 5.2.1 All staff – excluding casual and NETH

Although a low percentage of all applicants (1.9% of all applicants, 2.4% of those for whom disability status is known), disabled applicants were relatively successful in being appointed. This should be read with caution, as overall numbers are relatively low.

**Table 13: All applicants by disability status, including unknown, excluding casual and NETH 2007/08**

|              | Applied | Shortlisted | Appointed |
|--------------|---------|-------------|-----------|
| Disabled     | 1.9%    | 2.4%        | 2.8%      |
| Not disabled | 77.0%   | 83.3%       | 97.2%     |
| Unknown      | 21.1%   | 14.3%       | 0.0%      |

**Table 14: All applicants by disability status (known status), 2007/08**

|          | Applied | Shortlisted | Appointed |
|----------|---------|-------------|-----------|
| Disabled | 2.4%    | 2.8%        | 2.8%      |

### 5.2.2 Staff groups

Although numbers are small, in several staff groups disabled applicants had a relatively high success rate. The exceptions to this were ALC, M&A and technical.

**Table 15: Disabled applicants by staff group, 2007/08**

| Disabled  | Applied | Shortlisted | Appointed |
|-----------|---------|-------------|-----------|
| Academic  | 2.0%    | 2.7%        | 3.7%      |
| ALC       | 1.6%    | 0.9%        | 0.0%      |
| Clerical  | 2.9%    | 3.3%        | 3.3%      |
| M&A       | 2.4%    | 1.4%        | 0.0%      |
| ORS       | 3.3%    | 8.7%        | 16.7%     |
| Research  | 2.7%    | 4.2%        | 3.7%      |
| Technical | 2.5%    | 1.8%        | 0.0%      |

*Based on the number of applicants in each category for whom disability status is known*

### Casuals

Although numbers are small, it is of note that none of the ten casual staff recruited declared a disability.

## 5.3 Starters

Of the new starters, 10 (4%) declared a disability. These were in academic, clerical, ORS and research posts.

## **5.4 Training**

There were 13 requests for training from disabled staff, which is 2.6% of all requests and is about the same level as their representation in the organisation.

The percentage of generic training completed by disabled staff was 1.9%, which is slightly less than their representation in the organisation. They also formed a 2% of those who undertook IT training and they were 2.6% of those who did health and safety training. They were 2.1% of those who completed academic development training, just a little less than their representation amongst academic staff.

## **5.5 Appraisals**

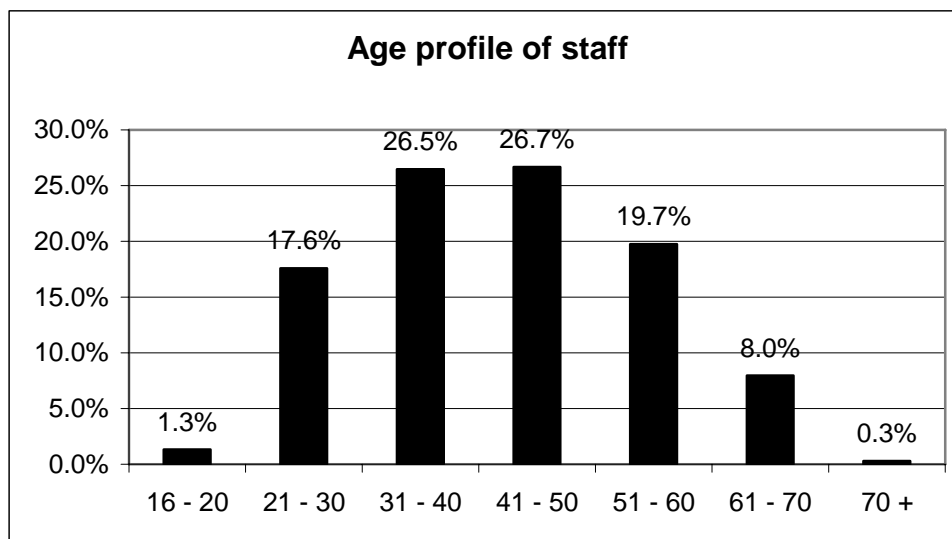
Of the 312 that have been completed and recorded, 3.2% were disabled staff, higher than their percentage representation in the organisation.

## **5.6 Leavers**

Disabled staff were 3.6% of those leaving the organisation, higher than their overall representation, however the numbers are low.

## 6. AGE

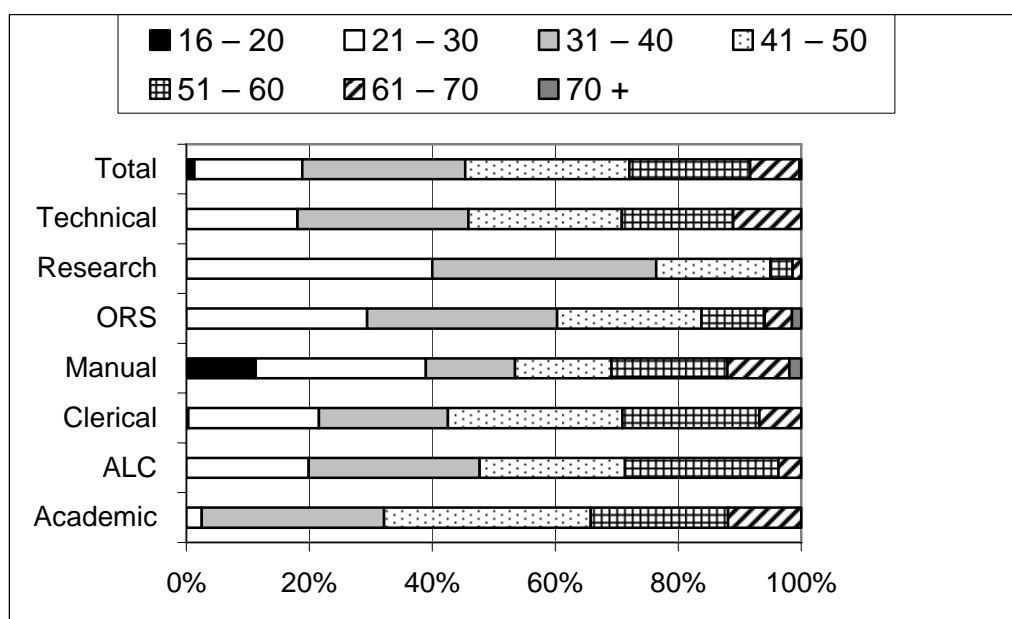
The workforce is spread across the age groups from 16 to 20 through to over 70. The largest percentage is in the age group 41 to 50, very closely followed by the 31-40 age group.



**Figure 15 Age profile of staff**

The proportion of academic and research staff combined is 27.6%, compared to 30.2% of the academic staff (which includes researchers) in the HESA data.

There are a small number of staff (19) in the 16-20 age group, most in manual jobs, and under five in the 70+ age group.

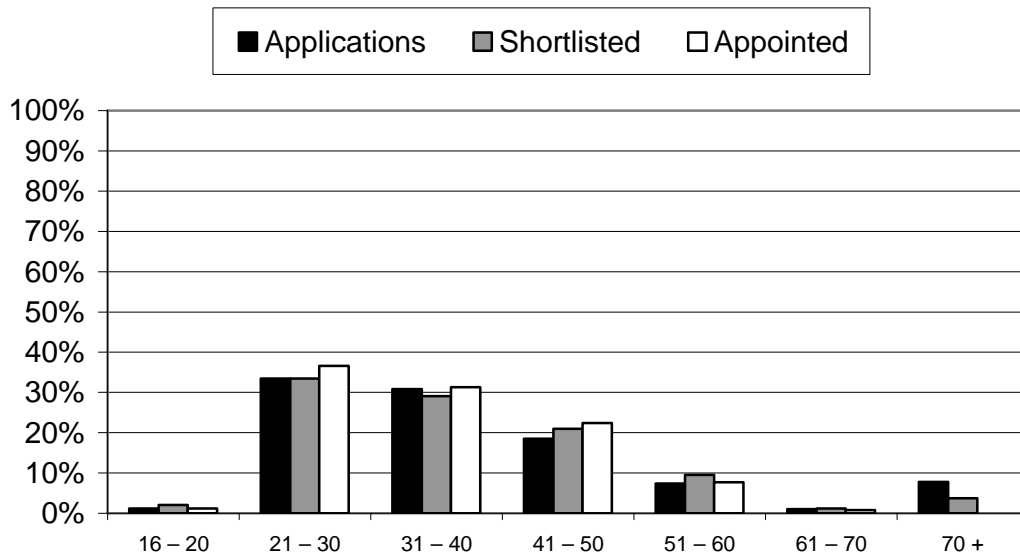


**Figure 16 Age distribution of staff by age and staff group**

## 6.1 Recruitment and Selection - Age

### 6.1.1 All staff – excluding casual and NETH

There were applicants for posts from all age groups and appointments were made at all age groups with the exception of over 70s where no appointments were made. The bulk of applicants and appointments made were in the 21 – 50 age range.



**Figure 17 All applicants by age by success rates**

■ Applications ■ Shortlisted □ Appointed

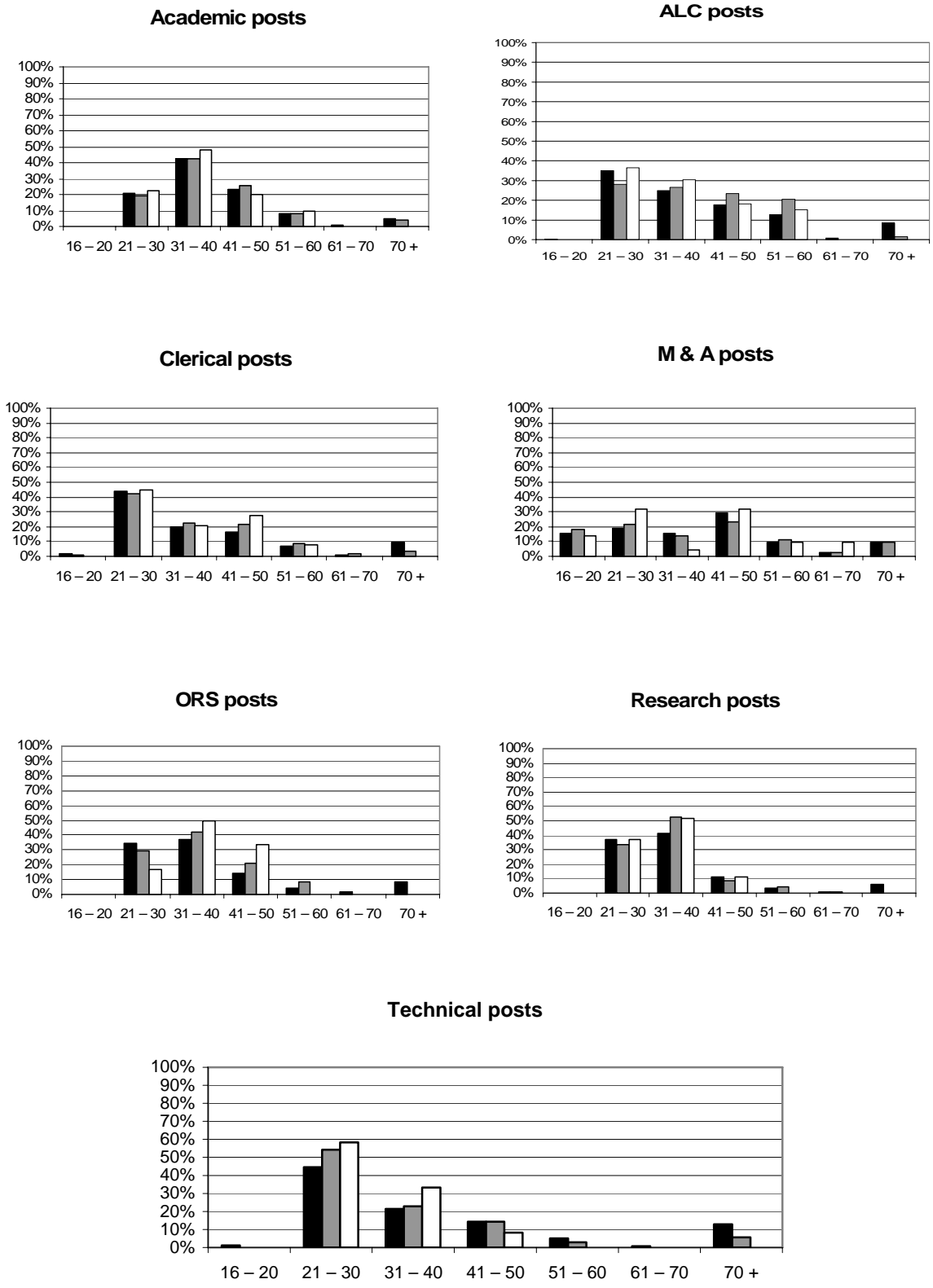


Figure 18 Job applicants by age group by staff group

## Casual staff

Casual staff were appointed in the age groups from 16-20 up to 31-40.

### 6.2 Starters

New starters were across all age groups, from 16-20 up to 61-70. The highest number were in the 21-30 age group.

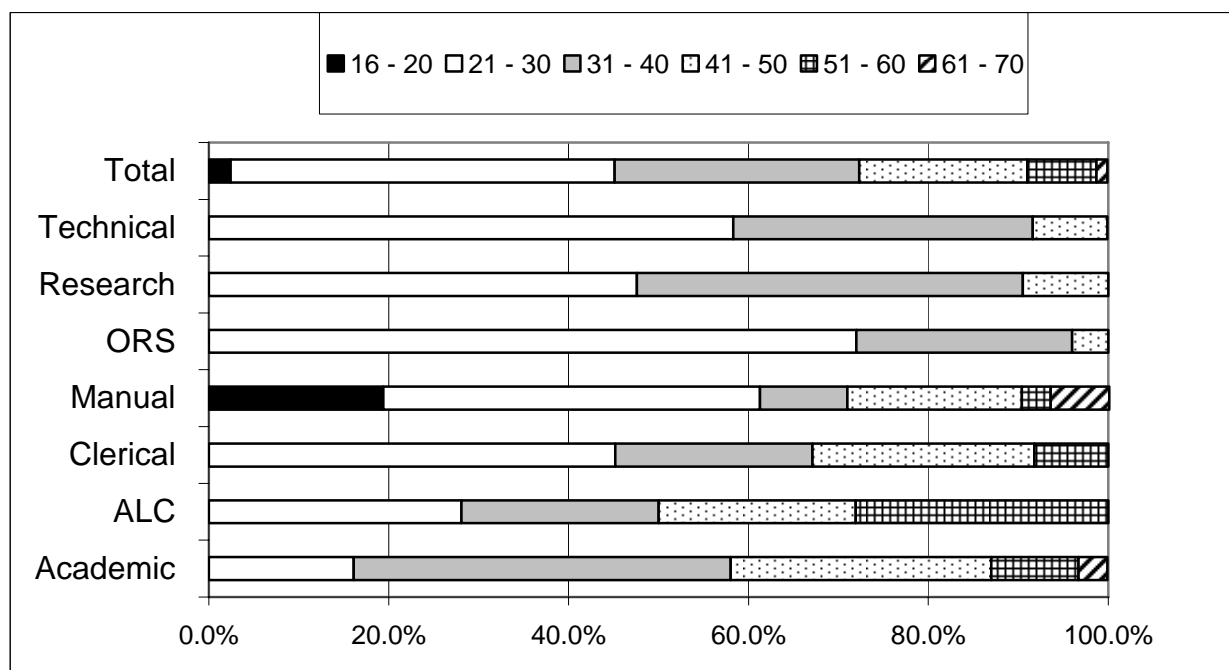


Figure 19 New starters by age group by staff group

### 6.3 Training

Training was taken up by all age groups, with a good spread across the 21-30 to 50-60 range. Reflecting their lower representation in the organisation, the numbers were lower in the 16-20 and 61 and above age groups, though training was still taken up by staff in these groups.

### 6.4 Appraisals

The 312 appraisals which had been carried out and recorded were spread across the age groups broadly in line with the percentage representation in the organisation. The only notable point is that 17.6% were in the 21-30 age group, high compared with their representation of 8.3% in the organisation.

### 6.5 Leavers

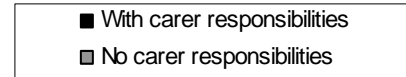
Leavers were from all age groups. Although numbers vary, they reflect the age range represented in the organisation. The largest number of leavers were in the 21-30 age group (34% of leavers).



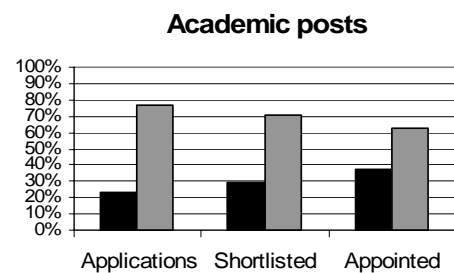
## 7. CARERS

Data are not available for staff in relation to their carer responsibilities. However, carer data were collected for job applicants over the reporting period. Overall, just under half did not supply this information. Around 20% of those who responded to the question had carer responsibilities and they were relatively successful in their applications, except for ORS posts and technical posts.

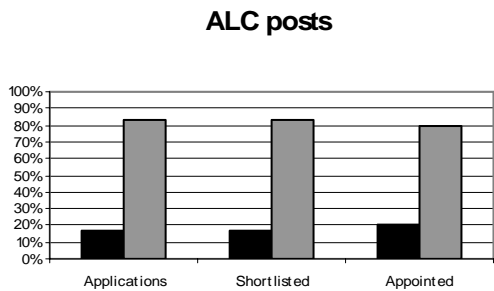
### 7.1 Carers - Recruitment and Selection



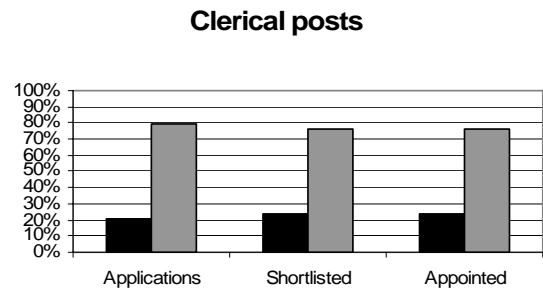
*excludes 2022 applicants for whom carer status is unknown/refused*



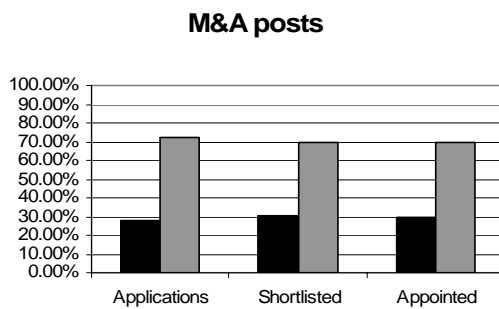
*excludes 650 applicants for whom carer status is unknown/refused*



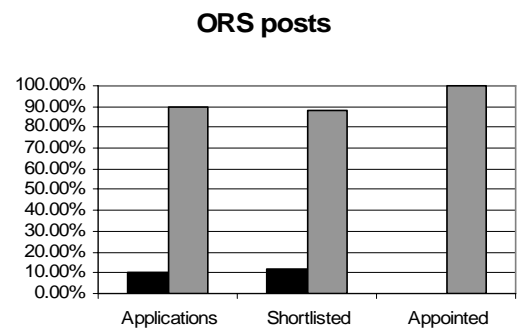
*excludes 181 applicants for whom carer status is unknown/refused*



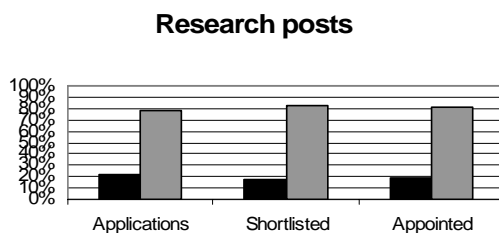
*excludes 671 applicants for whom carer status is unknown/refused*



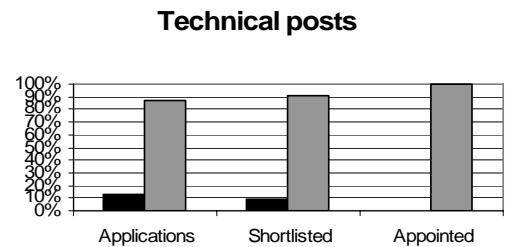
*excludes 114 applicants for whom carer status is unknown/refused*



*excludes 99 applicants for whom carer status is unknown/refused*



*excludes 169 applicants for whom carer status is unknown/refused*



*excludes 138 applicants for whom carer status is unknown/refused*

**Figure 20 Job applicants by carer responsibility by staff group**

## **Casuals**

Numbers are too small to report, with seven out of the ten casual applications not providing this data.

## **8. DISCIPLINARIES AND GRIEVANCES**

Data for disciplinaries and grievances are available from 2003/04 until the current reporting year of 2007/08. We have not amalgamated the lists as some cases will run over two or more years and therefore would be double counted. In future reports it would be useful to amalgamate, say, three years together.

In the current reporting year there were seven cases of disciplinaries or grievances. The staff concerned were from different job categories, male and female, with and without disabilities, and from different age groups. All were from the majority ethnic group. Overall, given the numbers and the general ethnic composition, this does not raise any concerns on equality grounds.

In 2006/07 there were nineteen cases – seven grievances, nine disciplinaries and three unclassified. There was a mix in terms of ethnicity, disability status and gender, with the only notable issue being gender which showed an over-representation of men in the disciplinaries and an over-representation of women in the grievances. The number as yet is too small to be of concern, however this should be monitored over the years.

In 2005/6 there were eleven cases – six grievances and five disciplinaries. There was a mix of men and women with grievances and all men in disciplinaries. This is not yet of concern either on gender or on other equality grounds, particularly as there is no overall pattern across different staff groups.

In 2004/05 there were ten cases – three grievances and seven disciplinaries. The majority of the disciplinaries were men. The grievances were from white and minority ethnic staff, however numbers are too small to be of concern and the data indicate no concerns on other equality grounds.

In 2003/04 there were 9 cases – one grievance and eight disciplinaries, the latter all men.

## 9. RECOMMENDATIONS

The College meets the core requirements for equality monitoring of staff and most of the data are presented in this report. There are some gaps in what was provided, noted in Table 3 of the report. The following are the recommendations from the equality monitoring data for 2007/08.

1. A group should be convened in HR to prioritise the recommendations set out below and plan for their implementation.
2. To enable the data to be benchmarked with other comparable organisations and with the HESA overall data, the ethnicity data should be produced for the UK nationality staff separately from the overall UK/international staff together.
3. There is an unusually large number of job applications for whom gender is unknown. This should be looked into to see why this is the case and to take action to improve the records.
4. Analysis of data by grade in each staff group and by the equality strands of age, disability, ethnicity and gender should be considered.
5. Analysis of data by Faculty and/or department in each staff group and by the equality strands of age, disability, ethnicity and gender should be considered.
6. Analysis of data by terms of employment, for example permanent or fixed term contract; full-time/part time) by the equality strands of age, disability, ethnicity and gender should be considered.
7. Analysis of data by application and success rates for promotion (permanent and temporary) should be carried out by the equality strands of age, disability, ethnicity and gender.
8. Analysis of data for performance-related pay or bonuses should be carried out by the equality strands of age, disability, ethnicity and gender.
9. It would be helpful to separate out the data for senior lecturers from readers and carry out analysis relating to the four equality strands.
10. The current wording of the question relating to asking staff for information regarding disability should be checked to ensure that it is comprehensive, in line with the legislation, and provides enough information for those who fall within the definition of the act to respond appropriately.
11. Efforts should be made to increase applications from disabled people. This relates to all staff groups.
12. Job application data should be provided for internal job applicants.

13. Consideration should be given to how to record data for training applications and outcomes.
14. The low overall reports of appraisals undertaken should be looked into and efforts made to increase appraisals carried out and reported on. The lack of records of appraisals for black staff should be considered.
15. As numbers are small for grievances and disciplinaries, in future reports it would be useful to amalgamate, say, three years grievance and disciplinary data together in order to see any areas of concern in relation to any equality grounds.
16. Efforts should be made to increase the completion and central collation of exit interview forms and to collecting more detailed information regarding reason for leaving.
17. As guidance is produced on monitoring sexual orientation and religion or belief, consideration should be given to following any good practice guidelines.
18. Consideration should be given to the collection of data from staff on their carer responsibilities. As this is collected from job applicants, the collection of this would make that data more comprehensive and useful.
19. Monitoring the take-up of flexible working options would be useful for any analysis of carer responsibility data.
20. For future benchmarking with HESA and comparable institutions, consideration should be given to the staff group categories used for equality monitoring purposes. For example, HESA break down their data into 13 job categories and this should be looked into to decide if this is feasible for the College equality monitoring data.

### Job applicants by ethnic group for each staff group

**Table 16: Applicants by ethnic group, academic posts, 2007/08**

| Ethnic group | Applications | Shortlisted | Appointed |
|--------------|--------------|-------------|-----------|
| White        | 77.9%        | 84.6%       | 90.7%     |
| Asian        | 10.6%        | 5.6%        | 1.9%      |
| Black        | 2.2%         | 1.0%        | 0.0%      |
| Chinese      | 6.8%         | 7.7%        | 7.4%      |
| Mixed        | 1.1%         | 0.5%        | 0.0%      |
| Other        | 1.4%         | 0.5%        | 0.0%      |

*excludes 139 applicants for whom ethnicity data are unknown/refused*

**Table 17: Applicants by ethnic group, ALC, 2007/08**

| Ethnic group | Applications | Shortlisted | Appointed |
|--------------|--------------|-------------|-----------|
| White        | 79.9%        | 92.8%       | 93.9%     |
| Asian        | 9.0%         | 2.4%        | 3.0%      |
| Black        | 3.6%         | 2.4%        | 0.0%      |
| Chinese      | 5.7%         | 1.6%        | 3.0%      |
| Mixed        | 1.5%         | 0.0%        | 0.0%      |
| Other        | 0.3%         | 0.8%        | 0.0%      |

*excludes 53 applicants for whom ethnicity data are unknown/refused*

**Table 18: Applicants by ethnic group, clerical posts, 2007/08**

| Ethnic group | Applications | Shortlisted | Appointed |
|--------------|--------------|-------------|-----------|
| White        | 77.4%        | 88.9%       | 92.4%     |
| Asian        | 10.7%        | 6.7%        | 3.3%      |
| Black        | 3.7%         | 1.6%        | 0.0%      |
| Chinese      | 7.2%         | 2.3%        | 3.3%      |
| Mixed        | 0.8%         | 0.5%        | 1.1%      |
| Other        | 0.3%         | 0.0%        | 0.0%      |

*excludes 243 applicants for whom ethnicity data are unknown/refused*

**Table 19: Applicants by ethnic group, M&A posts, 2007/08**

| Ethnic group | Applications | Shortlisted | Appointed |
|--------------|--------------|-------------|-----------|
| White        | 75.8%        | 77.0%       | 77.3%     |
| Asian        | 16.1%        | 12.6%       | 13.6%     |
| Black        | 6.0%         | 6.9%        | 4.5%      |
| Chinese      | 0.0%         | 0.0%        | 0.0%      |
| Mixed        | 2.0%         | 3.4%        | 4.5%      |
| Other        | 0.0%         | 0.0%        | 0.0%      |

*excludes 45 applicants for whom ethnicity data are unknown/refused*

**Table 20: Applicants by ethnic group, ORS posts, 2007/08**

| Ethnic group | Applications | Shortlisted | Appointed |
|--------------|--------------|-------------|-----------|
| White        | 84.2%        | 87.0%       | 100.0%    |
| Asian        | 6.7%         | 4.3%        | 0.0%      |
| Black        | 3.6%         | 4.3%        | 0.0%      |
| Chinese      | 1.2%         | 4.3%        | 0.0%      |
| Mixed        | 2.4%         | 0.0%        | 0.0%      |
| Other        | 1.8%         | 0.0%        | 0.0%      |

*excludes 58 applicants for whom ethnicity data are unknown/refused*

**Table 21: Applicants by ethnic group, research, 2007/08**

| <b>Ethnic group</b> | <b>Applications</b> | <b>Shortlisted</b> | <b>Appointed</b> |
|---------------------|---------------------|--------------------|------------------|
| White               | 58.3%               | 74.3%              | 77.8%            |
| Asian               | 21.7%               | 11.9%              | 7.4%             |
| Black               | 4.3%                | 0.0%               | 0.0%             |
| Chinese             | 13.1%               | 9.9%               | 11.1%            |
| Mixed               | 2.1%                | 2.0%               | 3.7%             |
| Other               | 0.5%                | 2.0%               | 0.0%             |

*excludes 39 applicants for whom ethnicity data are unknown/refused*

**Table 22: Applicants by ethnic group, technical posts, 2007/08**

| <b>Ethnic group</b> | <b>Applications</b> | <b>Shortlisted</b> | <b>Appointed</b> |
|---------------------|---------------------|--------------------|------------------|
| White               | 63.6%               | 74.6%              | 100.0%           |
| Asian               | 26.8%               | 11.9%              | 0.0%             |
| Black               | 3.9%                | 3.4%               | 0.0%             |
| Chinese             | 5.2%                | 10.2%              | 0.0%             |
| Mixed               | 0.0%                | 0.0%               | 0.0%             |
| Other               | 0.4%                | 0.0%               | 0.0%             |

*excludes 49 applicants for whom ethnicity data are unknown/refused*