Equality and Diversity Annual Report 2017

Monitoring data

Internal Staff

Internal Staff
General

About Internal Staff
Internal staff include academic, academic-related and support staff. In December 2016 the University had around 5,109 staff in these categories. Around 78% of OU staff are based at Walton Hall in Milton Keynes with the remaining staff based at centres in Scotland, Wales, Ireland and England. The recruitment pool is local, national and international for some job categories.

Notes on the data
The 2016 reporting period is from 1 January 2016 to 31 December 2016. In several areas, where data was available, the previous five years' or aggregated data for a number of years is reported.

Staff on unpaid leave as at the 31st December of each year have been included in the headcounts. Consultants and Agency temporary staff are reported separately.

Workforce Composition
Data for five years is included for the entire workforce including staff in the most senior job roles, which is defined as Pro-Vice-Chancellors, Deans, Professors and Heads of Units. Data by location, by unit, by staff category, by grade and by contract type for the most recent year is available for staff to download in Excel format.

Recruitment
There are three stages to the internal staff recruitment process (application, short listing and appointment) and monitoring data is provided for each. Data for the most recent year is provided and data for previous years is available for staff to download in Excel format. Charts include data for five years.

Promotion
In the context of this report, promotion is defined as an improvement in the job grade of an individual. This change to a higher grade could happen for several reasons and thus, four different categories of promotions are included in this section: (1) internal transfer, when an individual moves to a different unit; (2) internal promotion, when an individual is appointed to a different post within the same unit; (3) Job regrade, when an individual's position is re-evaluated (i.e. increase of responsibilities) and (4) Secondment & Placement, when an individual moves to a different post temporarily for development purposes.

Training and Development
The average number of courses undertaken by staff is taken from the Staff Learning Management System (LMS). This system advertises OU training courses and allows staff to enrol for these courses and check their training records. It is estimated that LMS records currently cover between 70% and 90% of the training and development activities undertaken by OU staff, although this varies according to the practice of each unit in recording courses.

Data for the previous year and aggregated data for the previous five years is included.

Staff taking parental leave
The maternity data has been taken from the ResourceLink system used by the Payroll department.

Grievances, Bullying & Harassment
Due to the decreasing use of monitoring forms and the increasing reliability of the database systems used to capture and monitor Grievances, Bullying & Harassment cases for this year's report will no

longer include monitoring forms and only report on the number of cases reported through the HR caseload database.
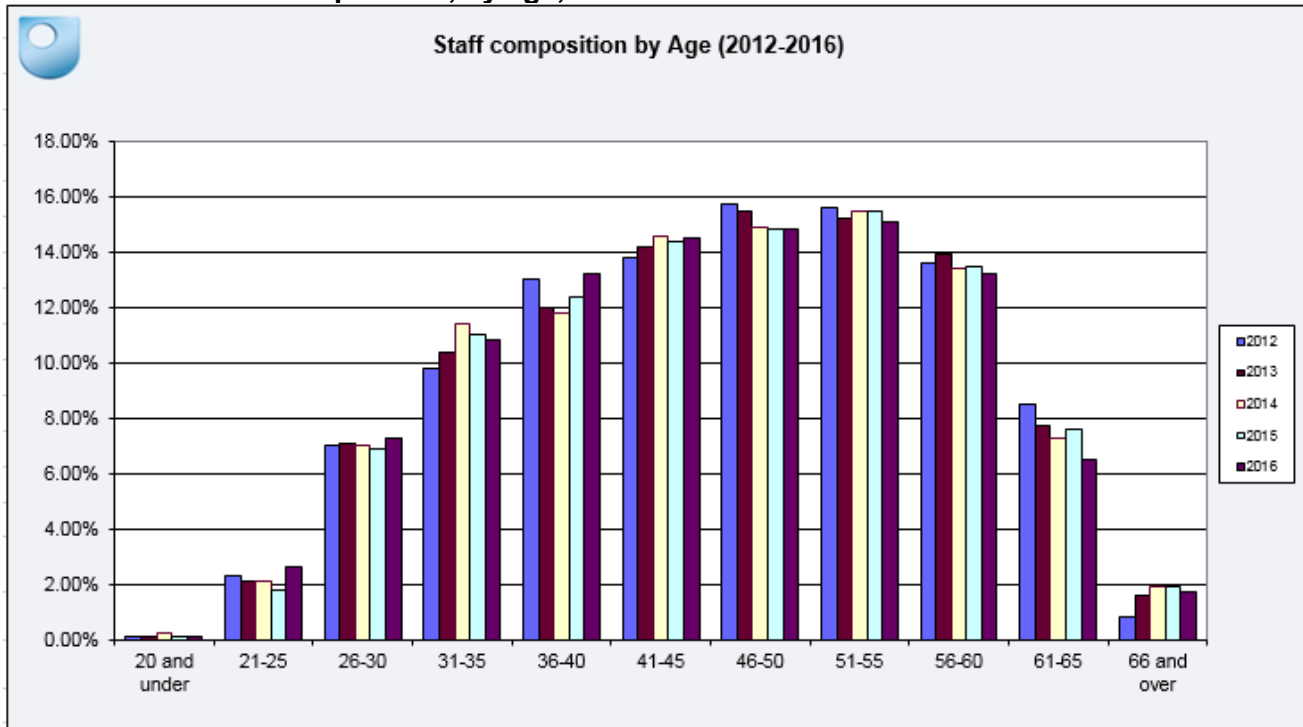
Internal Staff
Age
Workforce Composition

Table 1 shows the number and percentage of overall internal staff workforce by age across five years.

In 2016, there were 5,109 internal staff employed at the OU. Nearly one third (29.97%) were aged between 46 and 55. This trend seems to continue when compared to the data from previous years.

Table 1: Overall workforce composition, by age, 2012-2016

	2012		2013		2014		2015		2016	
	total	% of total	total	% of total	total	% of total	total	% of total	total	% of total
25 and under	122	2.36%	115	2.19%	118	2.24%	97	1.89%	142	2.78%
26-35	866	16.73%	923	17.60%	972	18.44%	917	17.89%	928	18.16%
36-45	1386	26.78%	1379	26.29%	1391	26.38%	1374	26.80%	1418	27.75%
46-55	1616	31.23%	1610	30.70%	1604	30.42%	1556	30.36%	1531	29.97%
56 and over	1185	22.90%	1218	23.22%	1187	22.52%	1182	23.06%	1090	21.33%
Total	5175	100.00%	5245	100.00%	5272	100.00%	5126	100.00%	5109	100.00%

Chart 1: Workforce composition, by age, 2012-2016

Staff composition by Age (2012-2016)

Internal Staff

Age
Senior Staff Composition

Table 2 shows the number and percentage of senior staff by age across five years. Senior Staff include Pro-Vice-Chancellors, Executive Deans, Head of Units and Staff on Grade 10 below Head of Units.

In 2016, the majority of senior staff (86.86%) were aged 46 and over. There has been a similar pattern since 2012. There appears to be a correlation between staff on senior roles and age.

Table 2: Senior staff composition, by age, 2012-2016

	2012		2013		2014		2015		2016	
	total	% of total	total	% of total	total	% of total	total	% of total	total	% of total
25 and under	1	0.42%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
26-35	1	0.42%	2	0.80%	1	0.43%	3	1.24%	1	0.40%
36-45	31	13.03%	22	8.76%	17	7.30%	26	10.79%	32	12.75%
46-55	82	34.45%	91	36.25%	91	39.06%	92	38.17%	102	40.64%
56 and over	123	51.68%	136	54.18%	124	53.22%	120	49.79%	116	46.22%
Total	238	100.00%	251	100.00%	233	100.00%	241	100.00%	251	100.00%

Academic Staff Composition

Table 3 shows the number and percentage of academic staff by grade and age in 2016.

In 2016, the majority of academic staff (63.67%) were aged 46 and over. Similarly, the majority of senior staff members were also aged 46 and over.

There appears to be a correlation between academic staff age and grade.

Table 3: Academic staff composition, by age and grade, 2016

	AC1		AC2		AC3		AC4		PB1		PB2		PB3		total	
	total	%	total	%	total	%	total	%	total	%	total	%	total	%	total	%
25 and under	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
26-35	13	8.4%	86	55.5%	53	34.2%	3	1.9%	0	0.0%	0	0.0%	0	0.0%	155	100.0%
36-45	4	1.4%	52	18.8%	137	49.5%	78	28.2%	5	1.8%	1	0.4%	0	0.0%	277	100.0%
46-55	3	0.8%	13	3.4%	126	33.4%	181	48.0%	26	6.9%	24	6.4%	4	1.1%	377	100.0%
56 and over	1	0.3%	12	3.2%	113	29.7%	167	43.9%	34	8.9%	39	10.3%	14	3.7%	380	100.0%
Total	21	1.8%	163	13.7%	429	36.1%	429	36.1%	65	5.5%	64	5.4%	18	1.5%	1189	100.0%

Internal Staff

Age

Recruitment

Table 4 shows the number and percentage of applicants shortlisted and appointed by age.

In 2016, applicants aged 36 and over were most likely to be shortlisted. In terms of actual appointments, shortlisted applicants aged between 26 and 45 were most likely to be appointed whereas shortlisted applicants aged 46-55 were least likely to be appointed. It is interesting to see that whilst applicants 25 and under are least likely to be shortlisted, once they are shortlisted, they are likely to be appointed.

Table 4: Applications and appointments, by age, 2016

	applicants	shortlisted	% applicants shortlisted	appointed	% shortlisted appointed
25 and under	866	188	21.7%	107	56.9%
26-35	2767	797	28.8%	365	45.8%
36-45	2353	768	32.6%	318	41.4%
46-55	1755	619	35.3%	236	38.1%
56 and over	625	196	31.4%	78	39.8%
Total	8366	2568	30.7%	1104	43%

Promotions

Table 5 shows the number and percentage of promotions by age, whilst table 6 shows aggregated data for five years.

The number of promotions increased from 6.7% (343) in 2015 to 8.9% (453) in 2016. The promotions increased for all age groups, however it was the staff aged between 26 and 35 who were most likely to be promoted in 2016. Of the 928 staff in that age group 149 (16.1%) were promoted. The least likely staff to be promoted were the staff aged 56 and over. There appears to be a correlation between staff age and promotions when looking at the last three years data.

Table 5: Promotions, by age, 2016

	promotions	headcount	% of headcount
25 and under	16	142	11.3%
26-35	149	928	16.1%
36-45	131	1418	9.2%
46-55	115	1531	7.5%
56 and over	42	1090	3.9%
Total	453	5109	8.9%

Table 6: Promotions, by age, 2012-2016

	promotions	avg. headcount	% of avg. headcount

25 and under	76	118.8	64%
26-35	560	921.2	60.8%
36-45	523	1389.6	37.6%
46-55	461	1583.4	29.1%
56 and over	159	1172.4	13.6%
Total	1779	5185.4	34.3%

Internal Staff

Age
Training and Development

Table 7 shows the number of staff that attended training courses in 2016 by age, whilst table 8 shows aggregated data for five years.

The total number of courses taken by staff in 2016 was 1,784. The number of courses staff taking for the most recent year has significantly declined since 2015 where the number of courses taken by staff was 4,425. The average number of courses taken by staff in the most recent year was 0.3 which is 0.6 lower than in 2015.

 All staff except those aged 56 and over took a higher than average number of courses.

Table 7: Training, by age and type of training, 2016

	25 and under	26-35	36-45	46-55	56 and over	Total
Coaching & Mentoring			2	2	1	5
Equality & Diversity	3	12	36	25	12	88
Health & Safety	2	18	30	31	19	100
Leadership & Management			2	1		3
Other*	61	341	445	430	251	1528
Skills Development		15	21	17	7	60
Total	66	386	536	506	290	1784

*Please note that the type of course is not consistently captured across all training and development initiatives within the OU and as such a large proportion of the courses fall under 'Other'.

Table 8: Training, by age, 2012-2016

	courses	avg headcount	avg per avg headcount
25 and under	886	118.8	7.5
26-35	7640	921.2	8.3
36-45	11097	1389.6	8.0
46-55	11741	1583.4	7.4
56 and over	6782	1172.4	5.8
Total	38146	5185.4	7.4

Internal Staff
Age
Leavers

Table 9 shows the number and percentage of leavers by age, whilst table 10 shows aggregated data for five years. Table 11 shows reasons for staff leaving the university.

The turnover rate for 2016 was 9.5% which is notably lower when compared to 2015 data where turnover rate was 14.3%. The highest voluntary turnover rate of internal staff is within age band 25 and under which is different when compared to the previous year data where the highest voluntary turnover rate was within age band 56 and over.

Table 9: Leavers and turnover, by age, 2016

	Involuntary		Voluntary		Total	
	leavers	turnover	leavers	turnover	leavers	turnover
25 and under	4	2.82	20	14.08%	24	16.90%
26-35	28	3.02%	82	8.84%	110	11.85%
36-45	30	2.12%	72	5.08%	102	7.19%
46-55	34	2.22%	75	4.90%	109	7.12%
56 and over	47	4.31%	94	8.62%	141	12.94%
Total	143	2.80%	343	6.70%	486	9.50%

Table 10: Leavers, by age, 2012-2016

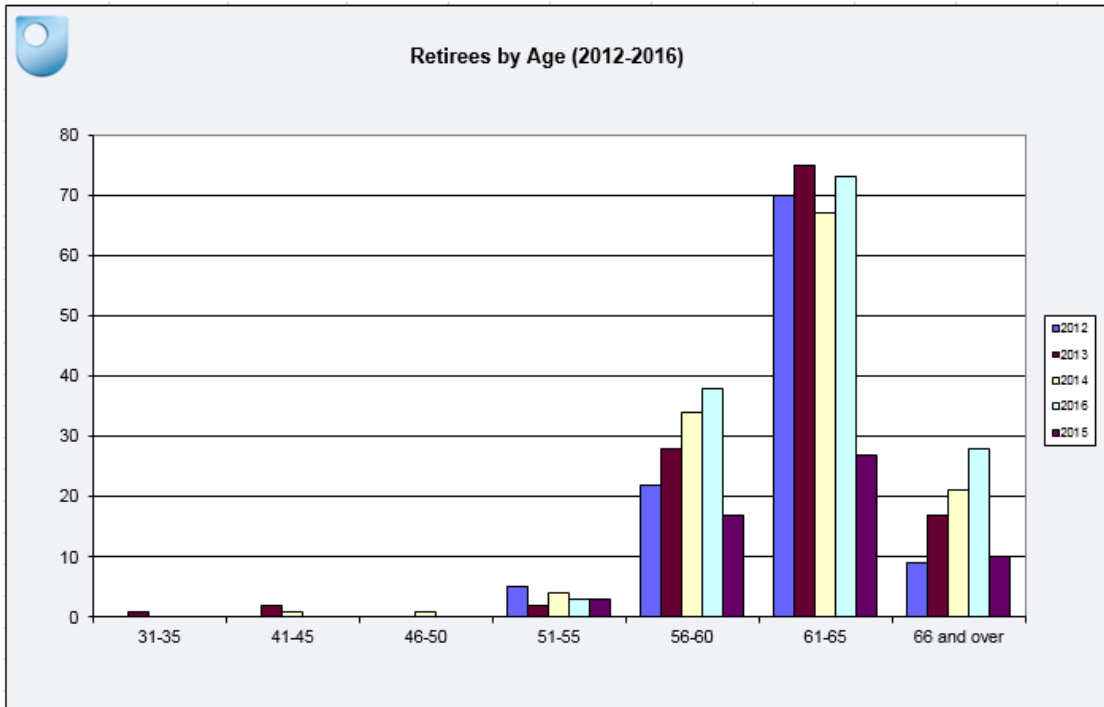|	Involuntary		Voluntary		Total	
	leavers	% of total	leavers	% of total	leavers	% of total
25 and under	32	3.21%	79	4.26%	111	3.89%
26-35	189	18.98%	392	21.12%	581	20.37%
36-45	193	19.38%	384	20.69%	577	20.23%
46-55	259	26.00%	326	17.56%	585	20.51%
56 and over	323	32.43%	675	36.37%	998	34.99%
Total	996	100.00%	1856	100.00%	2852	100.00%

Chart 2: Retirees, by age, 2012-2016

Retirees by Age (2012-2016)

Table 11: Leavers, by age and reason for leaving, 2016

		25 and under		26-35		36-45		46-55		56 and over		Total	
		leavers	% of total	leavers	% of total	leavers	% of total	leavers	% of total	leavers	% of total	leavers	% of total
Involuntary	Deceased					1	33.3%	2	66.7%			3	100%
	Dismissal	1	14.3%	2	28.6%	1	14.3%	2	28.6%	1	14.3%	7	100%
	End of Temporary Contract	2	2.8%	23	31.9%	20	27.8%	11	15.3%	16	22.2%	72	100%
	Ill Health Retirement							2	40%	3	60%	5	100%
	Offer Withdrawn					1	100%					1	100%
	Redundancy									1	100%	1	100%
	Severance			2	3.9%	6	11.8%	17	33.3%	26	51%	51	100%
	Unconfirmed Probation	1	33.3%	1	33.3%	1	33.3%					3	100%
	Total	4	2.8%	28	19.6%	30	21%	34	23.8%	47	32.9%	143	100%
Voluntary	Enhanced early retirement									4	100%	4	100%
	Normal Retirement							1	2.1%	47	97.9%	48	100%
	Resignation - Other	7	6.7%	36	34.6%	27	26%	23	22.1%	11	10.6%	104	100%
	Resignation - Personal Reasons	8	10.8%	19	25.7%	15	20.3%	18	24.3%	14	18.9%	74	100%
	Resignation Work-related	5	5.3%	26	27.7%	28	29.8%	24	25.5%	11	11.7%	94	100%
	Settlement Agreement			1	5.3%	2	10.5%	9	47.4%	7	36.8%	19	100%
	Total	20	5.8%	82	23.9%	72	21%	75	21.9%	94	27.4%	343	100%

Total	24	4.9%	110	22.6%	102	21%	109	22.4%	141	29%	486	100%

Internal Staff

Age
Grievances, Bullying & Harassment

Table 12 shows the number of Grievances, Bullying and Harassment cases by age in 2016, whilst table 13 shows aggregated data for five years.

The number of Grievances, Bullying and Harassment cases increased from 2 in 2015 to 4 in 2016.

Looking at the last five years data, 0.6% of all internal staff raised Grievance or Bullying and Harassment cases, which is 0.2% lower than last year, where the overall figure between 2011 and 2015 was 0.8%.

There were no disability-related tribunal cases in 2016.

Table 12: Grievances, Bullying & Harassment, by age, 2016

	cases	headcount	% of headcount
26-35	1	928	0.1%
36-45	1	1418	0.1%
46-55	1	1531	0.1%
56 and over	1	1090	0.1%
Total	4	5109	0.1%

Table 13: Grievances, Bullying & Harassment, by age, 2012-2016

	cases	avg headcount	% of avg headcount
26-35	1	921.2	0.1%
36-45	9	1389.6	0.6%

9

46-55	8	1583.4	0.5%
56 and over	15	1172.4	1.3%
Total	33	5185.4	0.6%

Reasonable Adjustments

Table 14 shows the number and percentage of reasonable adjustments by age.

There were 8 reasonable adjustment cases in 2016, which is one more when compared to 2015 data. The low number of reasonable adjustment cases in 2016 makes it difficult to make a meaningful comparison.

Table 14: Reasonable Adjustment cases, by age, 2016

	cases	average headcount	% of headcount
25 and under	1	118.8	0.8%
26-35	1	921.2	0.1%
36-45	1	1389.6	0.1%
46-55	3	1583.4	0.2%
56 and over	2	1172.4	0.2%
Total	8	5185.4	0.2%

Internal Staff
Age
Disciplinary cases

Table 15 shows the number of Disciplinary cases by age in 2016, whilst table 16 shows aggregated data for five years.

The number of disciplinary cases decreased by almost half from 0.8% (39) in 2015 to 0.4% (22) in 2016 across all age groups.

Table 15: Disciplinary cases, by age, 2016

	cases	headcount	% of headcount
25 and under	1	142	0.7%
26-35	3	928	0.3%
36-45	3	1418	0.2%
46-55	9	1531	0.6%
56 and over	6	1090	0.6%
Total	22	5109	0.4%

Table 16: Disciplinary cases, by age, 2012-2016

	cases	avg headcount	% of avg headcount
25 and under	3	118.8	2.5%
26-35	38	921.2	4.1%
36-45	48	1389.6	3.5%

46-55	66	1583.4	4.2%
56 and over	51	1172.4	4.4%
Total	206	5185.4	4%

Agile Working

Table 17 shows the number of agile working requests made in 2016 by age.

The total number of agile working requests made in 2016 was 182. The majority 36.81% of agile working requests were made by staff aged between 36 and 45. All agile working requests made by staff were approved.

Table 17: Agile working requests, by age, 2016

	agile working requests	requests granted	requests refused	appeals for denied requests	appeals successful	appeals unsuccessful
25 and under	2	2	0	0	0	0
26-35	33	33	0	0	0	0
36-45	67	67	0	0	0	0
46-55	39	39	0	0	0	0
56 and over	41	41	0	0	0	0
Total	182	182	0	0	0	0

Internal Staff
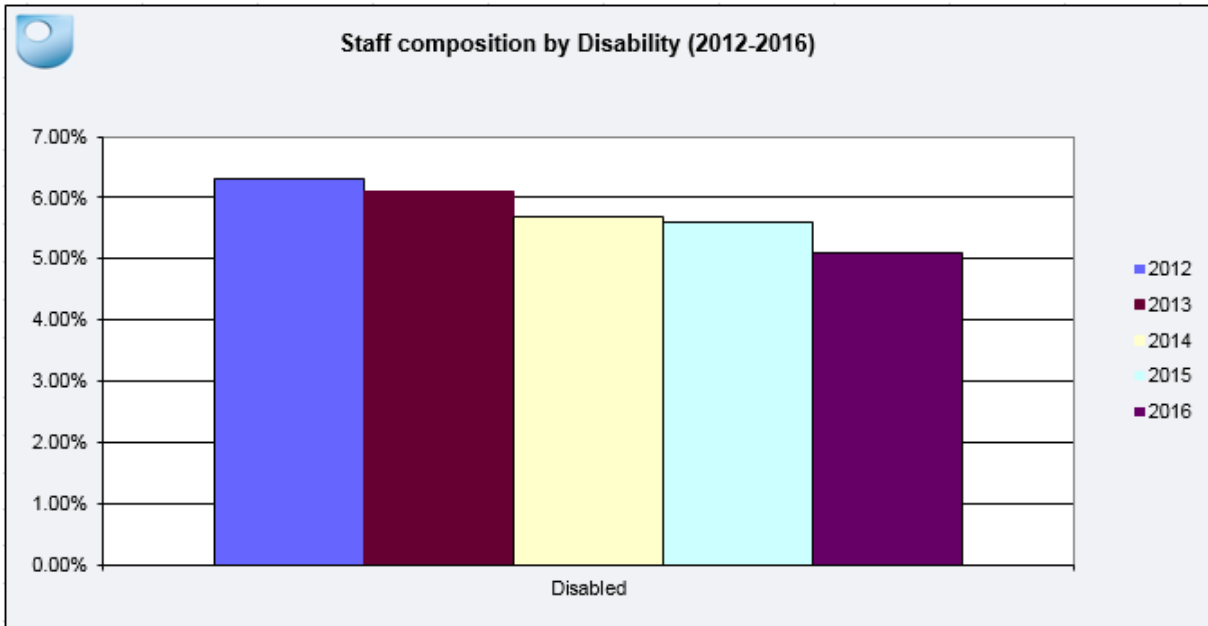
Disability
Workforce Composition

Table 18 shows the number and percentage of overall internal staff, by disability, across five years.

In 2016 the percentage and number of staff with a declared disability decreased from 5.6% in 2015 to 5.1% in 2016. It can be observed that decreasing trend remains stable over the past five years.

Table 18: Overall workforce composition, by disability, 2012-2016

	2012		2013		2014		2015		2016	
	total	% of total	total	% of total	total	% of total	total	% of total	total	% of total
Disabled	324	6.3%	318	6.1%	299	5.7%	288	5.6%	262	5.1%
Non-disabled	4838	93.5%	4907	93.6%	4945	93.8%	4805	93.7%	4790	93.8%
Unknown	13	0.3%	20	0.4%	28	0.5%	33	0.6%	57	1.1%
Total	5175	100%	5245	100%	5272	100%	5126	100%	5109	100%

Chart 3: Workforce composition, by disability, 2012-2016

Staff composition by Disability (2012-2016)

Internal Staff

Disability

Senior Staff Composition

Senior Staff include Pro-Vice-Chancellors, Executive Deans, Head of Units and Staff on Grade 10 below Head of Units.

The percentage of senior staff with a declared disability increased from 2.5% in 2015 to 2.8% in 2016.

Table 19: Senior staff composition, by disability, 2012-2016

	2012		2013		2014		2015		2016	
	total	% of total	total	% of total	total	% of total	total	% of total	total	% of total
Disabled	9	3.8%	8	3.2%	7	3%	6	2.5%	7	2.8%
Non-disabled	227	95.4%	241	96%	225	96.6%	234	97.1%	242	96.4%
Unknown	2	0.8%	2	0.8%	1	0.4%	1	0.4%	2	0.8%
Total	238	100%	251	100%	233	100%	241	100%	251	100%

Academic Staff Composition

Table 20 shows the number and percentage of academic staff by grade and disability.

In 2016, 5.6% of academic staff had a declared disability. The majority (61.19%) of academic staff with a declared disability were employed on AC3 grade.

Table 20: Academic staff composition, by grade and disability, 2016

	AC1		AC2		AC3		AC4		PB1		PB2		PB3		total	
	total	%	total	%	total	%	total	%	total	%	total	%	total	%	total	%
Disabled	0	0.00%	7	10.45%	41	61.19%	18	26.87%	1	1.49%	0	0.00%	0	0.00%	67	100.00%
Non-disabled	20	1.79%	155	13.86%	388	34.70%	410	36.67%	63	5.64%	64	5.72%	18	1.61%	1118	100.00%
Unknown	1	25.00%	1	25.00%	0	0.00%	1	25.00%	1	25.00%	0	0.00%	0	0.00%	4	100.00%
Total	21	1.77%	163	13.71%	429	36.08%	429	36.08%	65	5.47%	64	5.38%	18	1.51%	1189	100.00%

Internal Staff

Disability
Recruitment

Table 21 shows the number and percentage of applicants shortlisted and appointed by disabled status.

In 2016, 37.5% of applicants with a declared disability were shortlisted. This figure is lower when compared to 2015 data where 44.1% of disabled applicants were shortlisted. However, the percentage of staff appointed with declared disability was nearly 50% higher in 2016 (45.5%) than it was observed in 2015 24.8%.

Table 21: Applications and appointments, by disability, 2016

	applicants	shortlisted	% applicants shortlisted	appointed	% shortlisted appointed

Disabled	269	101	37.50%	46	45.50%
Non-disabled	7982	2437	30.50%	1029	42.20%
Unknown	115	30	26.10%	29	96.70%
Total	8366	2568	30.70%	1104	43%

Promotions

Table 22 shows the number and percentage of promotions by disability, whilst table 23 shows aggregated data for five years.

In 2016, staff with a declared disability were as likely to be promoted as staff with no disability. The percentage of staff promoted with a declared disability in 2016 was 8.8% which is higher than it was observed in 2015 where the percentage of staff promoted was 4.6%.

Table 22: Promotions, by disability, 2016

	promotions	headcount	% of headcount
Disabled	23	262	8.8%
Non-disabled	426	4790	8.9%
Unknown	4	57	7%
Total	453	5109	8.9%

Table 23: Promotions, by disability, 2012-2016

	promotions	avg. headcount	% of avg. headcount
Disabled	76	298.2	25.5%
Non-disabled	1696	4857	34.9%
Unknown	7	30.2	23.2%
Total	1779	5185.4	34.3%

Internal Staff
Disability
Training and Development

Table 24 shows the number of staff attending training courses in 2016 by type of training and disability, whilst table 25 shows aggregated data for five years.

The total number of courses taken by staff was 1,784, of which (4.82%) were courses taken by staff with a declared disability.

The average number of courses taken by staff in 2016 was 0.3, with staff with a declared disability taking on average of 0.3 courses.

Table 24: Training, by disability and type of training, 2016

	Disabled	Non-disabled	Unknown	Total
Coaching & Mentoring	0	4	1	5
Equality & Diversity	8	80	0	88
Health & Safety	7	93	0	100
Leadership & Management	1	2	0	3
Other*	67	1433	28	1528
Skills Development	3	57	0	60
Total	86	1669	29	1784

*Please note that the type of course is not consistently captured across all training and development initiatives within the OU and as such a large proportion of the courses fall under 'Other'.

Table 25: Training, by disability, 2012-2016

	courses	avg headcount	avg per avg headcount
Disabled	1718	298.2	5.8
Non-disabled	26099	4857	5.4
Unknown	123	30.2	4.1
Total	27940	5185.4	5.4

Internal Staff
Disability
Leavers

Table 26 shows the number and percentage of leavers by disability, whilst table 27 shows aggregated data for five years. Table 28 shows reasons for staff leaving the university.

For the university as a whole, 3.8% of staff with a declared disability left voluntarily in 2016. This figure is lower when compared to 2015 where 10.2% of staff with a declared disability left the

university voluntarily. The percentage of staff with a declared disability who left involuntarily has also decreased from 9.5% in 2015 to 3.8% in 2016.

One of the main reasons for staff with a declared disability leaving the university was Retirement for voluntary and Ill Health Retirement for involuntary in the last year.

Table 26: Leavers and turnover, by disability, 2016

	Involuntary		Voluntary		Total	
	leavers	turnover	leavers	turnover	leavers	turnover
Disabled	10	3.8%	10	3.8%	20	7.6%
Non-disabled	131	2.7%	329	6.9%	460	9.6%
Unknown	2	3.5%	4	7%	6	10.5%
Total	143	2.8%	343	6.7%	486	9.5%

Table 27: Leavers, by disability, 2012-2016

	Involuntary		Voluntary		Total	
	leavers	% of total	leavers	% of total	leavers	% of total
Disabled	81	8.1%	84	4.5%	165	5.8%
Non-disabled	904	90.8%	1756	94.6%	2660	93.3%
Unknown	11	1.1%	16	0.9%	27	0.9%
Total	996	100%	1856	100%	2852	100%

Table 28: Leavers, by disability and reason for leaving, 2016

		Disabled		Non-disabled		Unknown		Total	
		leavers	% of total	leavers	% of total	leavers	% of total	leavers	% of total
Involuntary	Deceased			3	100%			3	100%
	Dismissal			7	100%			7	100%
	End of Temporary Contract	4	5.6%	67	93.1%	1	1.4%	72	100%
	Ill Health Retirement	3	60%	2	40%			5	100%
	Offer Withdrawn			1	100%			1	100%
	Redundancy			1	100%			1	100%
	Severance	3	5.9%	48	94.1%			51	100%
	Unconfirmed Probation			2	66.7%	1	33.3%	3	100%
	Total	10	7%	131	91.6%	2	1.4%	143	100%
Voluntary	Enhanced early retirement			4	100%			4	100%
	Normal Retirement	3	6.3%	45	93.8%			48	100%
	Resignation - Other	3	2.9%	100	96.2%	1	1%	104	100%
	Resignation - Personal Reasons	1	1.4%	72	97.3%	1	1.4%	74	100%
	Resignation Work-related	3	3.2%	89	94.7%	2	2.1%	94	100%
	Settlement Agreement			19	100%			19	100%
	Total	10	2.9%	329	95.9%	4	1.2%	343	100%
Total		20	4.1%	460	94.7%	6	1.2%	486	100%

Internal Staff
Disability
Grievances, Bullying & Harassment

Table 29 shows the number of Grievances, Bullying and Harassment cases by disability, in 2016 whilst table 30 shows aggregated data for five years.

There were no Grievance or Bullying and Harassment cases raised by staff with a declared disability in 2016 therefore it is not possible to make a comparison.

The historical data over the past five years indicates that on average staff with a declared disability are more likely to file a Grievance or Bullying and Harassment case (2%) as compared to staff without a declared disability (0.6%).

There were no disability-related tribunal cases in 2016.

Table 29: Grievances, Bullying & Harassment, by disability, 2016

	cases	headcount	% of headcount
Non-disabled	4	4790	0.1%
Total	4	5109	0.1%

Table 30: Grievances, Bullying & Harassment, by disability, 2012-2016

	cases	avg headcount	% of avg headcount
Disabled	6	298.2	2%
Non-disabled	27	4857	0.6%
Total	33	5185.4	0.6%

Reasonable Adjustments

Table 31 shows the number and percentage of reasonable adjustments by disability.

The data shows that disabled staff were much more likely to request adjustments to be made in the past year (1.1%) in comparison to non-disabled staff (0.1%). However the low number of reasonable adjustment cases in 2016 makes it difficult to make a meaningful comparison.

Table 31: Reasonable Adjustment cases, by disability, 2016

	cases	average headcount	% of headcount
Disabled	3	262	1.1%
Non-disabled	5	4790	0.1%
Total	8	5109	0.2%

Internal Staff
Disability

Disciplinary cases

Table 32 shows the number of Disciplinary cases by disability in 2016, whilst table 33 shows aggregated data for five years.

There were no disciplinary cases for staff with declared disabilities in 2016. However, the historical data over the past five years does indicate that on average staff with a declared disability are more likely to be involved in a disciplinary case (7.7%) as compared to staff without a declared disability (3.7%).

Table 32: Disciplinary cases, by disability, 2016

	cases	headcount	% of headcount
Non-disabled	22	4790	0.5%
Total	22	5109	0.4%

Table 33: Disciplinary cases, by disability, 2012-2016

	cases	avg headcount	% of avg headcount
Disabled	23	298.2	7.7%
Non-disabled	182	4857	3.7%
Unknown	1	30.2	3.3%
Total	206	5185.4	4%

Agile Working

Table 34 shows the number of agile working requests made in 2016 by disability.

The total number of agile working requests made in 2016 was 182. The majority 95.6% of agile working requests were made by staff without a declared disability and only 4.4% of agile working request were made by staff with a declared disability. All the agile working requests made by staff were approved.

Table 34: Agile working requests, by disability, 2016

	agile working requests	requests granted	requests refused	appeals for denied requests	appeals successful	appeals unsuccessful
Disabled	8	8	0	0	0	0
Non-disabled	174	174	0	0	0	0
Total	182	182	0	0	0	0

Internal Staff
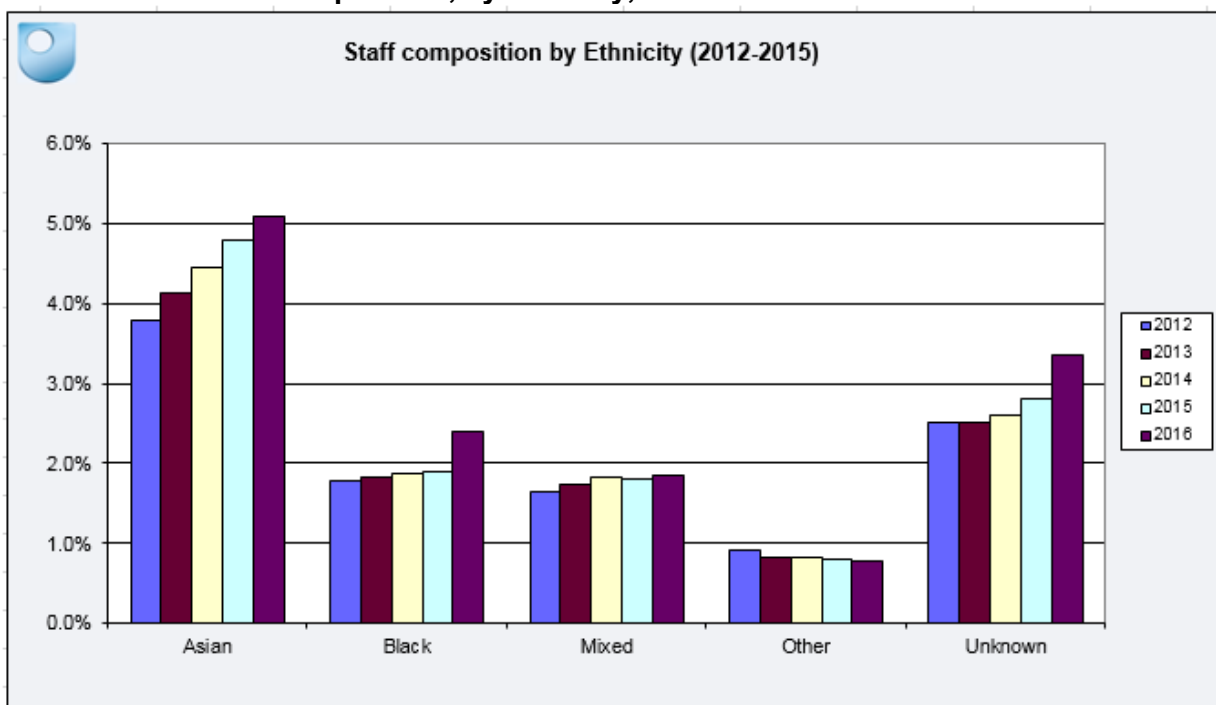## Ethnicity
Workforce Composition

Table 35 shows the number and percentage of overall internal staff workforce by ethnicity across five years.

In 2016, 10.1% of internal staff with a known ethnicity were from an ethnic minority background, up from 9.3% in 2015. Over the past five years the percentage of staff from an ethnic minority background has gradually increased.

Table 35: Overall workforce composition, by ethnicity, 2012-2016

		2012		2013		2014		2015		2016	
		total	% of known	total	% of known	total	% of known	total	% of known	total	% of known
Ethnic Minorities	**Asian**	196	3.8%	217	4.1%	235	4.5%	245	4.8%	260	5.1%
	Black	92	1.8%	96	1.8%	99	1.9%	97	1.9%	123	2.4%
	Mixed	85	1.6%	91	1.7%	96	1.8%	92	1.8%	95	1.9%
	Other	47	0.9%	43	0.8%	43	0.8%	41	0.8%	40	0.8%
	Total	420	8.1%	447	8.5%	473	9.0%	475	9.3%	518	10.1%
White		4627	89.4%	4668	89.0%	4663	88.4%	4507	87.9%	4420	86.5%
Unknown		128	2.5%	130	2.5%	136	2.6%	144	2.8%	171	3.3%
Total		5175	100.0%	5245	100.0%	5272	100.0%	5126	100.0%	5109	100.0%

Chart 4: Workforce composition, by ethnicity, 2012-2016

Internal Staff
Ethnicity
Senior Staff Composition

Senior Staff include Pro-Vice-Chancellors, Executive Deans, Head of Units and Staff on Grade 10 below Head of Units.

The percentage of senior staff from an ethnic minority background has slightly decreased from 7.47% in 2015 to 7.17% in 2016.

Table 36: Senior staff composition, by ethnicity, 2012-2016

		2012		2013		2014		2015		2016	
		total	% of known	total	% of known	total	% of known	total	% of known	total	% of known
Ethnic Minorities	**Asian**	7	2.94%	7	2.79%	8	3.43%	10	4.15%	10	3.98%
	Black	1	0.42%	1	0.40%	1	0.43%	1	0.41%	1	0.40%
	Mixed	5	2.10%	5	1.99%	5	2.15%	5	2.07%	4	1.59%
	Other	2	0.84%	2	0.80%	2	0.86%	2	0.83%	3	1.20%
	Total	15	6.30%	15	5.98%	16	6.87%	18	7.47%	18	7.17%
White		213	89.50%	227	90.44%	209	89.70%	214	88.80%	222	88.45%
Unknown		10	4.20%	9	3.59%	8	3.43%	9	3.73%	11	4.38%
Total		238	100.00%	251	100.00%	233	100.00%	241	100.00%	251	100.00%

Academic Staff Composition

Table 37 shows the number of academic staff by grade and ethnicity.

In 2016, 9.31% of academic staff were from an ethnic minority background.

Table 37: Academic staff composition, by grade and ethnicity, 2016

	AC1		AC2		AC3		AC4		PB1		PB2		PB3		total	
	total	%	total	%	total	%	total	%	total	%	total	%	total	%	total	%
Asian	1	1.69%	17	28.81%	20	33.90%	15	25.42%	3	5.08%	2	3.39%	1	1.69%	59	100.00%
Black	0	0.00%	4	28.57%	8	57.14%	2	14.29%	0	0.00%	0	0.00%	0	0.00%	14	100.00%
Mixed	0	0.00%	4	30.77%	2	15.38%	2	15.38%	0	0.00%	3	23.08%	2	15.38%	13	100.00%
Other	0	0.00%	6	28.57%	6	28.57%	8	38.10%	0	0.00%	1	4.76%	0	0.00%	21	100.00%
White	19	1.82%	123	11.80%	382	36.66%	390	37.43%	60	5.76%	53	5.09%	15	1.44%	1042	100.00%
Unknown	1	2.50%	9	22.50%	11	27.50%	12	30.00%	2	5.00%	5	12.50%	0	0.00%	40	100.00%
Total	20	1.74%	154	13.40%	418	36.38%	417	36.29%	63	5.48%	59	5.13%	18	1.57%	1149	100.00%

Internal Staff
Ethnicity
Recruitment

Table 38 shows the number and percentage of applicants shortlisted and appointed by ethnicity.

Ethnic minority applicants continue to be less likely to be shortlisted (23.41%) in comparison to staff from a white ethnicity (33.57%). A similar pattern can be seen in relation to the percentage of shortlisted applicants being appointed, where shortlisted applicants from an ethnic minority background are less likely to be appointed (35.188%) compared to applicants from a white ethnic background (44.77%).

Table 38: Applications and appointments, by ethnicity, 2016

		applicants	shortlisted	% applicants shortlisted	appointed	% shortlisted appointed
Ethnic Minorities	**Asian**	889	208	23.40%	73	35.10%
	Black	493	109	22.11%	40	36.70%
	Mixed	265	78	29.43%	27	34.62%
	Other	126	20	15.87%	6	30.00%
	Total	1773	415	23.41%	146	35.18%
White		6036	2026	33.57%	907	44.77%
Unknown		557	127	22.80%	51	40.16%
Total		8366	2568	30.70%	1104	42.99%

Internal Staff
Ethnicity
Promotions

Table 39 shows the number and percentage of promotions by ethnicity, whilst table 40 shows aggregated data for five years.

In 2016 staff from ethnic minority backgrounds were on average most likely to be promoted (11.4%). Looking at the data for the past five years, all ethnic minority groups (except for 'Other') were more likely to be promoted when compared with staff from White ethnic background, with Mixed Race staff being most likely to be promoted (41.4%).

Table 39: Promotions, by ethnicity, 2016

		promotions	headcount	% of headcount
Ethnic Minorities	**Asian**	39	260	15%
	Black	7	123	5.70%
	Mixed	10	95	10.50%
	Other	3	40	7.50%
	Total	59	518	11.40%
White		386	4420	8.70%
Unknown		8	171	4.70%
Total		453	5109	8.90%

Table 40: Promotions, by ethnicity, 2012-2016

		promotions	avg. headcount	% of avg. headcount
Ethnic Minorities	**Asian**	92	230.6	39.90%
	Black	37	101.4	36.50%
	Mixed	38	91.8	41.40%
	Other	12	42.8	28%
	Total	179	466.6	38.40%
White		1566	4577	34.20%
Unknown		34	141.8	24%
Total		1779	5185.4	34.30%

Internal Staff
Ethnicity
Training and Development

Table 41 shows the number of staff that attended training courses in 2016 by type of course and ethnicity, whilst table 42 shows aggregated data for five years.

The total number of courses taken by staff in 2016 was 1,784, with 165 were taken by staff from ethnic minority backgrounds.

Over the past five years, staff from a Mixed Race ethnic background on average took the most courses, whilst staff from Asian ethnic backgrounds took the fewest.

Table 41: Training, by ethnicity and type of training, 2016

	Asian	Black	Mixed	Other	White	Unknown	Total
Coaching & Mentoring					4	1	5
Equality & Diversity	4	2	2		80		88
Health & Safety	5	4	2		87	2	100
Leadership & Management					3		3
Other*	70	32	27	10	1345	44	1528
Skills Development	4	1	2		52	1	60
Total	83	39	33	10	1571	48	1784

*Please note that the type of course is not consistently captured across all training and development initiatives within the OU and as such a large proportion of the courses fall under 'Other'.

Table 42: Training, by ethnicity, 2012-2016

	courses	avg headcount	avg per avg headcount
Asian	997	230.6	4.3
Black	491	101.4	4.8
Mixed	542	91.8	5.9
Other	221	42.8	5.2
Unknown	670	141.8	4.7
White	25019	4577	5.5

Total	27940	5185.4	5.4

Internal Staff
Ethnicity
Leavers

Table 43 shows the number and percentage of leavers by ethnicity, whilst table 44 shows aggregated data for five years. Table 45 shows reasons for staff leaving the university.

Overall, voluntary turnover was higher for ethnic minority staff (7.5%) than it was for staff from a non-minority ethnic background (6.5%).

Table 43: Leavers and turnover, by ethnicity, 2016

		Involuntary		Voluntary		Total	
		leavers	turnover	leavers	turnover	leavers	turnover
Ethnic Minorities	Asian	5	1.90%	23	8.80%	28	10.80%
	Black	7	5.70%	8	6.50%	15	12.20%
	Mixed	3	3.20%	7	7.40%	10	10.50%
	Other			1	2.50%	1	2.50%
	Total	15	2.90%	39	7.50%	54	10.40%
White		118	2.70%	286	6.50%	404	9.10%
Unknown		10	5.80%	18	10.50%	28	16.40%
Total		143	2.80%	343	6.70%	486	9.50%

Table 44: Leavers, by ethnicity, 2012-2016

		Involuntary		Voluntary		Total	
		leavers	% of total	leavers	% of total	leavers	% of total
Ethnic Minorities	Asian	47	4.70%	80	4.30%	127	4.50%
	Black	24	2.40%	35	1.90%	59	2.10%
	Mixed	17	1.70%	37	2%	54	1.90%
	Other	13	1.30%	12	0.60%	25	0.90%
	Total	101	10.10%	164	8.80%	265	9.30%
White		857	86%	1636	88.10%	2493	87.40%
Unknown		38	3.80%	56	3%	94	3.30%
Total		996	100%	1856	100%	2852	100%

Table 45: Leavers, by ethnicity and reason for leaving, 2016

		Asian		Black		Mixed		Other		White		Unknown		Total	
		leavers	% of total	leavers	% of total	leavers	% of total	leavers	% of total	leavers	% of total	leavers	% of total	leavers	%of total
Involuntary	Deceased									3	100%			3	100%
	Dismissal			2	28.6%					5	71.4%			7	100%
	End of Temporary Contract	3	4.2%	3	4.2%	1	1.4%			56	77.8%	9	12.5%	72	100%
	Ill Health Retirement									5	100%			5	100%
	Offer Withdrawn									1	100%			1	100%
	Redundancy									1	100%			1	100%
	Severance	2	3.9%	1	2%	2	3.9%			46	90.2%			51	100%
	Unconfirmed Probation			1	33.3%					1	33.3%	1	33.3%	3	100%
	Total	5	3.5%	7	4.9%	3	2.1%			118	82.5%	10	7%	143	100%
Voluntary	Enhanced early retirement									4	100%			4	100%
	Normal Retirement									47	97.9%	1	2.1%	48	100%
	Resignation - Other	10	9.6%	2	1.9%	5	4.8%	1	1%	80	76.9%	6	5.8%	104	100%
	Resignation - Personal Reasons	8	10.8%	6	8.1%					58	78.4%	2	2.7%	74	100%
	Resignation Work-related	5	5.3%			2	2.1%			79	84%	8	8.5%	94	100%
	Settlement Agreement									18	94.7%	1	5.3%	19	100%
	Total	23	6.7%	8	2.3%	7	2%	1	0.3%	286	83.4%	18	5.2%	343	100%
Total		28	5.8%	15	3.1%	10	2.1%	1	0.2%	404	83.1%	28	5.8%	486	100%

Internal Staff

Ethnicity
Grievances, Bullying & Harassment

Table 46 shows the number of Grievances, Bullying and Harassment cases by ethnicity in 2016, whilst table 47 shows aggregated data for five years.

The number of staff filing a Grievance or Bullying and Harassment case is too low to allow for any meaningful comparison for 2016.

The historical data over the past five years indicates that on average, staff from ethnic minority backgrounds are more likely to file a Grievance or Bullying and Harassment case when compared to staff from a White ethnic background. Staff from a Mixed Race ethnic background were most likely to file a Grievance or Bullying and Harassment case (6.5%).

There were no ethnicity-related tribunal cases in 2016.

Table 46: Grievances, Bullying & Harassment, by ethnicity, 2016

	cases	headcount	% of headcount
Asian	1	260	0.4%
White	3	4420	0.1%
Total	4	5109	0.1%

Table 47: Grievances, Bullying & Harassment, by ethnicity, 2012-2016

	cases	avg headcount	% of avg headcount
Asian	4	230.6	1.7%
Mixed	6	91.8	6.5%
White	23	4577	0.5%
Total	33	5185.4	0.6%

Reasonable Adjustments

Table 48 shows the number and percentage of reasonable adjustments by ethnicity.

The number of reasonable adjustment cases during 2016 was too small to allow for any meaningful comparison and no requests were made by staff from ethnic minority backgrounds.

Table 48: Reasonable Adjustment cases, by ethnicity, 2016

	cases	average headcount	% of headcount
White	8	4577	0.2%
Total	8	5109	0.2%

Internal Staff

Ethnicity
Disciplinary cases

Table 49 shows the number of Disciplinary cases by ethnicity in 2016, whilst table 50 shows aggregated data for five years.

There were 6 disciplinary cases involving staff from an ethnic minority background in 2016, although this number is too low to make a meaningful comparison. The historical data over the past five years does indicate that on average staff from ethnic minority backgrounds are more likely to be involved in a disciplinary case (30.1%) when compared to staff of white ethnic background (3.6%).

Table 49: Disciplinary cases, by ethnicity, 2016

	cases	headcount	% of headcount
Asian	4	260	1.5%
Black	2	123	1.6%
White	16	4420	0.4%
Total	22	5109	0.4%

Table 50: Disciplinary cases, by ethnicity, 2012-2016

	cases	avg headcount	% of avg headcount
Asian	16	230.6	6.9%
Black	11	101.4	10.8%
Mixed	5	91.8	5.4%
Other	3	42.8	7%
Unknown	8	141.8	5.6%

White	163	4577	3.6%
Total	206	5185.4	4%

Agile Working

Table 51 shows the number of agile working requests made in 2016 by ethnicity.

The total number of agile working requests made in 2016 was 182. 13.2% of agile working requests were made by staff from ethnic minority backgrounds. All the agile working requests made by these staff were approved.

Table 51: Agile working requests, by ethnicity, 2016

	agile working requests	requests granted	requests refused	appeals for denied requests	appeals successful	appeals unsuccessful
Asian	8	8	0	0	0	0
Black	10	10	0	0	0	0
Mixed	4	4	0	0	0	0
Other	2	2	0	0	0	0
Unknown	1	1	0	0	0	0
White	157	157	0	0	0	0
Total	182	182	0	0	0	0

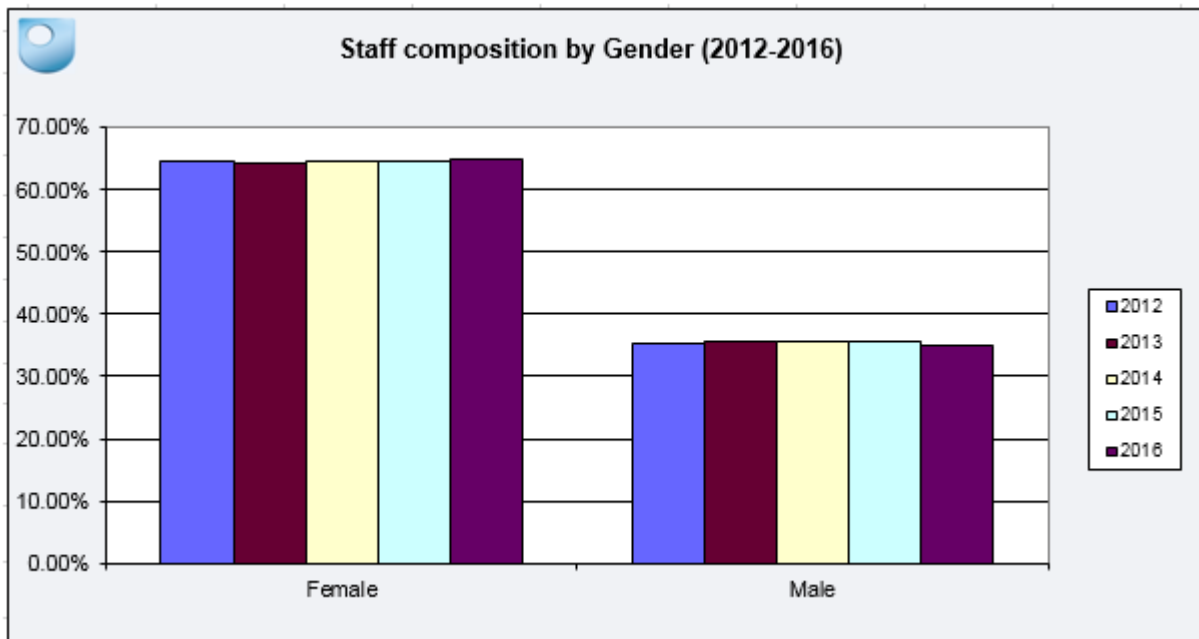# Internal Staff

Gender
Workforce Composition

Table 52 shows the number and percentage of overall internal staff by gender across five years.

The balance between male and female staff has remained relatively unchanged over the past five years, with 2016 showing a distribution of 65% female staff against 35% male staff.

Table 52: Overall workforce composition, by gender, 2012-2016

	2012		2013		2014		2015		2016	
	total	% of total	total	% of total	total	% of total	total	% of total	total	% of total
Female	3341	64.6%	3377	64.4%	3402	64.5%	3308	64.5%	3322	65%
Male	1834	35.4%	1868	35.6%	1870	35.5%	1818	35.5%	1787	35%
Total	5175	100%	5245	100%	5272	100%	5126	100%	5109	100%

Chart 5: Workforce composition, by gender, 2012-2016

Staff composition by Gender (2012-2016)

Internal Staff

Gender
Senior Staff Composition

Senior Staff include Pro-Vice-Chancellors, Executive Deans, Head of Units and Staff on Grade 10 below Head of Units.

The gender distribution of senior staff shows the opposite pattern of the overall gender distribution, with 41% of senior staff being female and 59% being male. The percentage of female senior staff increased from 36.1% in 2015 to 41% in 2016.

Table 53: Senior staff composition, by gender, 2012-2016

	2012		2013		2014		2015		2016	
	total	% of total	total	% of total	total	% of total	total	% of total	total	% of total
Female	80	33.6%	89	35.5%	84	36.1%	87	36.1%	103	41%
Male	158	66.4%	162	64.5%	149	63.9%	154	63.9%	148	59%
Total	238	100%	251	100%	233	100%	241	100%	251	100%

Academic Staff Composition

Table 54 shows the number of academic staff by grade and gender.

The gender distribution of academic staff shows the opposite pattern of the senior staff distribution, with 53.9% of academic staff being female and 46.1% being male.

The data suggests that male academic staff are nearly twice as likely to work in a professorial role than female equivalents.

Table 54: Academic staff composition, by grade and gender, 2016

	AC1		AC2		AC3		AC4		PB1		PB2		PB3		total	
	total	%	total	%	total	%	total	%	total	%	total	%	total	%	total	%
Female	8	1.25%	83	12.95%	260	40.56%	236	36.82%	29	4.52%	21	3.28%	4	0.62%	641	100.00%
Male	13	2.03%	80	14.60%	169	30.84%	193	35.22%	36	6.57%	43	7.85%	14	2.55%	548	100.00%
Total	21	3.28%	163	13.71%	429	36.08%	429	36.08%	65	5.47%	64	5.38%	18	1.51%	1189	100.00%

Internal Staff

Gender
Recruitment

Table 55 shows the number and percentage of applicants shortlisted and appointed by gender.

In 2016, female staff were more likely to be shortlisted (33%) than male staff (27.3%) and of all shortlisted staff, females were more likely to be appointed (45.2%) in comparison to male staff (39.1%).

Table 55: Applications and appointments, by gender, 2016

	applicants	shortlisted	% applicants shortlisted	appointed	% shortlisted appointed
Female	5002	1649	33%	745	45.2%
Male	3364	919	27.3%	359	39.1%

Total	8366	2568	30.7%	1104	43%

Promotions

Table 56 shows the number and percentage of promotions by gender, whilst table 57 shows aggregated data for five years.

In 2016, male staff were more likely on average to be promoted than female staff. However, looking at the last five years, men and women were equally as likely to be promoted.

Table 56: Promotions, by gender, 2016

	promotions	headcount	% of headcount
Female	291	3322	8.8%
Male	162	1787	9.1%
Total	453	5109	8.9%

Table 57: Promotions, by gender, 2012-2016

	promotions	avg. headcount	% of avg. headcount
Female	1143	3350	34.1%
Male	636	1835.4	34.7%
Total	1779	5185.4	34.3%

Internal Staff

Gender

Training and Development

Table 58 shows the number of staff that attended training courses in 2016 by age, whilst table 59 shows aggregated data for five years.

The total number of courses taken by staff in 2016 was 1,784, of which 1,117 were taken by female staff and 667 by male staff.

The average number of courses taken by staff in the most recent year was 0.3, with female staff on average taking less courses (0.3) than male staff (0.4). This pattern is apparent in the 5-year historical data where female staff on average took 5.8 courses against 4.6 courses for males.

There were 12 applicants for the Aspire programme, which began in February 2016. All applicants were accepted on to the programme but 3 have since dropped out. The remaining 9 are due to complete the programme at the end of March 2017.

There were 86 applicants in summer 2016 for the Aurora, the LFHE's women's leadership programme, of which 15 (17.44%) were accepted onto the programme. As the programme runs from Oct 2016 to June 2017 it is difficult to provide with any meaningful analysis.

Table 58: Training, by gender and type of training, 2016

	Female	Male	Total
Coaching & Mentoring	5	0	5
Equality & Diversity	72	16	88
Health & Safety	66	34	100
Leadership & Management	3	0	3
Other	921	607	1528
Skills Development	50	10	60
Total	1117	667	1784

Table 59: Training, by gender, 2012-2016

	courses	avg headcount	avg per avg headcount
Female	19502	3350	5.8
Male	8438	1835.4	4.6
Total	27940	5185.4	5.4

Internal Staff
Gender
Leavers

Table 60 shows the number and percentage of leavers by gender, whilst table 61 shows aggregated data for five years. Table 62 shows reasons for staff leaving the university.

In 2016, voluntary turnover was slightly higher for female staff (6.9%) in comparison to male staff (6.3%). The opposite pattern can be seen for involuntary turnover where turnover for male staff was higher (3.1%) than turnover for female staff (2.6%).

Over the last five years voluntary turnover was higher for female staff (63.7%) in comparison to male staff (36.3%).

The main reasons for female staff leaving the university voluntarily in 2016 were Enhanced Early Retirement and Resignation due to personal reasons, whereas for male staff it was Settlement Agreement.

80.4% of female staff left the university involuntarily due to severance, whereas 42.13% of male members of staff left due to Redundancy and Unconfirmed probation.

Table 60: Leavers and turnover, by gender, 2016

	Involuntary		Voluntary		Total	
	leavers	turnover	leavers	turnover	leavers	turnover
Female	87	2.6%	230	6.9%	317	9.5%
Male	56	3.1%	113	6.3%	169	9.5%
Total	143	2.8%	343	6.7%	486	9.5%

Table 61: Leavers, by gender, 2012-2016

	Involuntary		Voluntary		Total	
	leavers	% of total	leavers	% of total	leavers	% of total
Female	616	61.8%	1182	63.7%	1798	63%
Male	380	38.2%	674	36.3%	1054	37%
Total	996	100%	1856	100%	2852	100%

Table 62: Leavers, by gender and reason for leaving, 2016

		Female		Male		Total	
		leavers	% of total	leavers	% of total	leavers	% of total
Involuntary	Deceased	1	33.3%	2	66.7%	3	100%
	Dismissal	5	71.4%	2	28.6%	7	100%
	End of Temporary Contract	38	52.8%	34	47.2%	72	100%
	Ill Health Retirement	2	40%	3	60%	5	100%
	Offer Withdrawn			1	100%	1	100%
	Redundancy			1	100%	1	100%
	Severance	41	80.4%	10	19.6%	51	100%
	Unconfirmed Probation			3	100%	3	100%
	Total	87	60.8%	56	39.2%	143	100%
Voluntary	Enhanced early retirement	4	100%			4	100%
	Normal Retirement	32	66.7%	16	33.3%	48	100%
	Resignation - Other	67	64.4%	37	35.6%	104	100%
	Resignation - Personal Reasons	55	74.3%	19	25.7%	74	100%
	Resignation Work-related	61	64.9%	33	35.1%	94	100%
	Settlement Agreement	11	57.9%	8	42.1%	19	100%
	Total	230	67.1%	113	32.9%	343	100%
Total		317	65.2%	169	34.8%	486	100%

Internal Staff

Gender
Grievances, Bullying & Harassment

Table 63 shows the number of Grievances, Bullying and Harassment cases by gender in 2016, whilst table 64 shows aggregated data for five years.

The number of staff filing a Grievance or Bullying and Harassment case is too low to make a meaningful comparison for 2016.

The historical data over the past five years shows female staff (0.7%) on average being more likely to file a Grievance or Bullying and Harassment case when compared to male staff (0.5%), however the difference is marginal.

Table 63: Grievances, Bullying & Harassment, by gender, 2016

	cases	headcount	% of headcount
Female	2	3322	0.1%
Male	2	1787	0.1%
Total	4	5109	0.1%

Table 64: Grievances, Bullying & Harassment, by gender, 2012-2016

	cases	avg headcount	% of avg headcount
Female	23	3350	0.7%
Male	10	1835.4	0.5%
Total	33	5185.4	0.6%

Reasonable Adjustments

Table 65 shows the number and percentage of reasonable adjustments by gender.

There were 8 reasonable adjustments cases in 2016, which is one more when compared to 2015 data. Of the 8 reasonable adjustments cases in 2016, 7 were made by female staff. However the low number of reasonable adjustment cases in 2016 makes it difficult to make a meaningful comparison between genders.

Table 66: Reasonable Adjustment cases, by gender, 2016

	cases	average headcount	% of headcount
Female	7	3350	0.2%
Male	1	1835.4	0.1%
Total	8	5185.4	0.1%

Internal Staff
Gender

Disciplinary cases

Table 67 shows the number of Disciplinary cases by gender in 2016, whilst table 68 shows aggregated data for five years.

Male staff were more likely (0.7%) to be involved in a disciplinary case during 2016 when compared to female staff (0.3%). The historical data over the past five years shows a similar pattern, with 5.2% of male staff having been involved in a disciplinary case against 3.3% of female staff.

Table 67: Disciplinary cases, by gender, 2016

	cases	headcount	% of headcount
Female	9	3322	0.3%
Male	13	1787	0.7%
Total	22	5109	0.4%

Table 68: Disciplinary cases, by gender, 2012-2016

	cases	avg. headcount	% of avg. headcount
Female	110	3350	3.3%
Male	96	1835.4	5.2%
Total	206	5185.4	4%

Agile Working

Table 69 shows the number of agile working requests made in 2016 by gender.

The majority 79.1% of agile working requests in 2016 were made by female staff members with 20.9% made by male staff. All the agile working requests made by staff were approved.

Table 69: Agile working requests, by gender, 2016

	agile working requests	requests granted	requests refused	appeals for denied requests	appeals successful	appeals unsuccessful
Female	144	144	0	0	0	0
Male	38	38	0	0	0	0
Total	182	182	0	0	0	0

Internal Staff

Gender

Staff taking parental leave

The number of women taking maternity leave in 2016 was 85, which is more than in 2015. Men taking paternity leave was considerably higher than it was observed in previous years.

The number of staff taking adoption leave was relatively low for both years, with two female and one male staff member taking adoption leave in 2016. Shared Parental Leave was also very low, with only three members of staff taking shared parental leave in 2016.

Table 70: Staff taking maternity leave, 2014-2016

	2014	2015	2016
	Maternity	Maternity	Maternity
Total	89	73	85

Table 71: Staff taking paternity leave, 2014-2016

	2014	2015	2016
	Paternity	Paternity	Paternity
Total	34	39	51

Table 72: Staff taking adoption, by gender, 2014-2016

	2014	2015	2016
	Adoption	Adoption	Adoption
Female	4	1	2
Male	1	0	1
Total	5	1	3

Table 73: Staff taking shared parental leave, by gender, 2014- 2016

	2014	2015	2016
	Shared Parental Leave	Shared Parental Leave	Shared Parental Leave
Female	0	0	1
Male	1	3	2
Total	1	3	3

Internal Staff
Gender
Parental Leave returners

Of the women who returned from maternity leave, the majority (90.9%) returned for more than three months. 4.7% of women returned for 3 months and 6.3% either returned for less than three months or did not return at all. The individuals who did not return or returned from maternity leave for less than three months within the period are required to pay back the difference between statutory maternity pay and the university scheme.

Overall there were less women returning from maternity leave when comparing 2016 to 2015 returners.

The number of staff taking Adoption and Shared Parental leave was too low to make meaningful comparisons for 2016.

Table 74: Women returning from maternity, 2014-2016

	2014		2015		2016	
	total	% of total	total	% of total	total	% of total
Did not return from maternity	5	4.8%	5	6.5%	1	1.6%
Returned for less than 3 months	2	1.9%	2	2.6%	3	4.7%
Returned for 3 months	2	1.9%	0	0.0%	3	4.7%
Returned for more than 3 months	96	91.4%	70	90.9%	57	89.1%
Total	105	100%	77	100%	64	100.0%

Table 75: Staff returning from adoption, 2014-2016

	2014		2015		2016	
	total	% of total	total	% of total	total	% of total
Did not return from adoption	0	0.0%	1	33.3%	0	0.0%
Returned for more than 3 months	2	100%	2	66.7%	3	100.0%
Total	2	100%	3	100.0%	3	100.0%

Table 76: Staff returning from shared parental leave, 2014-2016

	2014		2015		2016	
	total	% of total	total	% of total	total	% of total
Returned for more than 3 months	2	100.0%	2	100.0%	3	100.0%
Total	2	100.0%	2	100.0%	3	100.0%