

EMPLOYEE INFORMATION

APRIL 2023

Contents

List of Tables	3
Notes on the data	5
1. Introduction	6
2. Employee Information Tables	8
Section A: Recruitment.....	8
Section B: Employees	8
Section C: Development.....	15
Section D: Progression.....	17
3. Decision-making: Committee Composition	19

List of Tables

Table 1: The Heriot-Watt Employee Journey aligned to the EHRC guidance	6
Table 2: Overall Staff Profile by age 2017-2022.....	8
Table 3: Overall Staff Profile by disability 2017-2022	8
Table 4: Overall Staff Profile by ethnicity 2017-2022.....	9
Table 5: Overall Staff Profile by gender 2017-2022*Scottish campuses only.....	9
Table 6: Overall Staff Profile by religion & belief 2017-2022	9
Table 7: Overall Staff Profile by and gender identity 2017-2022	10
Table 8: Overall Staff Profile by sexual orientation 2017-2022.....	10
Table 9: Overall Staff Profile by marital status 2017-2022	10
Table 10: Overall Staff Profile job family (academic and professional services staff) 2017-2022.....	11
Table 11: Overall Staff Profile by disability and full time/part time status 2017-2022	11
Table 12: Overall Staff Profile, ethnicity and full time/part time status 2017-2022....	11
Table 13: Overall Staff Profile by gender and full time/part time status 2017-2022..	12
Table 14: Women returning to work after maternity leave 2019-2022.....	12
Table 15: Disabled employees returning to work after disability related absence	13
Table 16: UK disciplinary cases 2021-22	14
Table 17: Employees undertaking PDR by gender - Academic year 2021-22 and 2022-23	15
Table 18: Employees undertaking PDR by ethnicity - Academic year 2021-22 and 2022-23	15
Table 19: Employees undertaking PDR by academic and professional service roles - Academic year 2021-22 and 2022-23	15
Table 20: Participation in academic learning and development by gender 2019-2022	16
Table 21: Participation in POD academic learning and development by gender - by Calendar year 2021 and 2022.....	16
Table 22: Participation in Aurora 2021 and 2022	16
Table 23: Contribution Board cases received by gender, academic and professional services staff covering all grades 2018-2022	17
Table 24: Professional Services regrading cases by gender 2018-2022.....	17
Table 25: Academic Advancement Board cases by gender 2018-2019	17
Table 26: Academic Advancement Board cases by gender 2020-2022.....	18
Table 27: Senior Academic Promotion Board cases by gender 2018-2019	18
Table 28: Senior Academic Promotion Board cases by gender 2020-2022*Scottish campuses only	18
Table 29: University Court gender profile 2018-2022.....	19
Table 30: University Senate gender profile 2018-2022	19
Table 31: University Executive gender profile 2018-2022	19
Table 32: University Committee of Learning and Teaching gender profile 2018-2022	19
Table 33: University Committee of Research and Innovation gender profile 2018- 2022	19

Table 34: Professional Services Leadership Board gender profile 2018-2020..... 20
Table 35: Global Operations Executive gender profile 2020-2022 20

Notes on the data

- This document updates the Employee Information published in April 2021.
- For the purpose of this document we are presenting data for our Scottish Campuses, unless specifically otherwise stated.
- **At this time we have been unable to produce recent data on recruitment. Work is underway to update this information set as soon as possible.**
- The data does not include casual staff.
- %s are subject to rounding.
- A census date of 31 December is used annually unless otherwise stated.
- Data presented based on all staff to preserve anonymity.
- Pay and remuneration information is available under separate cover and can be found at www.hw.ac.uk/equality
- Following advice relating to data protection we have amended the way we present our Employee Information, presenting only percentages to ensure anonymity.
- **Due small numbers we have been unable to produce for publication data referring to grievance (including harassment), disciplinary action (including harassment, dismissals or other reasons for leaving. The information is held internally and requests to use the data will be responded to on a case by case basis.**

1. Introduction

- 1.1 Producing Employee Information across the employee journey helps us to look at how people from different groups are represented at each stage of that journey. This information can help us to see where there are challenges, opportunities and successes. It is an essential part of creating evidence-based action planning.
- 1.2 When we first published our employee information in this format we mapped the data we hold against guidance published by the Equality and Human Rights Commission (EHRC), ‘Employee Information and the Public Sector Equality Duty: A guide for public authorities in Scotland’¹. Specifically, we aligned with recommended areas (p14) to cover outlined in table 1 below.
- 1.3 Following that mapping we then aligned the information we hold as shown in figure 1. In this document we present the information in sections A-D.

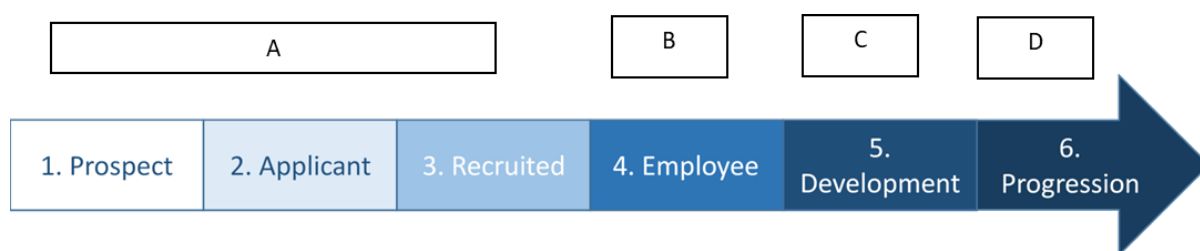


Figure 1: The Employee Journey

Table 1: The Heriot-Watt Employee Journey aligned to the EHRC guidance

EHRC Guidance	Heriot-Watt Employee Information
Recruitment	Section A
Promotion	Section D
Pay and Remuneration	Under separate cover at www.hw.ac.k/equality
Training and Development	Section C
Return after maternity leave	Section B
Return to work of disabled employees following sick leave relating to their disability	Section B
Appraisal	Section C
Grievances (including about harassment)	Section B
Disciplinary action (including for harassment)	Section B
Dismissals and other reasons for leaving	Section B

- 1.5 Alongside information on the Employee Journey we include information relating to the composition of our key influential committees at 3. Decision-making: Committee Composition.

¹ [Employee Information and the Public Sector Equality Duty: A guide for public authorities in Scotland'](#)

- 1.6** It continues to be our intention to produce employee information across the employee cycle; from when someone first considers joining us to when they become part of our employee alumni as outlined above in Figure 1. However, there have been significant challenges in the last two-years in producing the information across all stages of the employee journey.
- 1.7** We launched a new cloud based ERP system in 2021. The Enterprise Resource Planning (ERP) system is a suite of software products which enable a range of business functions such as purchase orders with vendors, invoices for students for fees, expense claims right the way through to employee reporting structures. The cloud-based system will enable faster, more efficient maintenance and provides improved flexibility for users to access remotely and update records as necessary.
- 1.8** Included in the new employee reporting structures are powerful tools to produce dashboards across equality related data to better supporting reporting, monitoring and evidence based actions planning. These tools will be invaluable to our future work. However at this stage there have been significant challenges, particularly related to the data we hold on the recruitment part of the employee journey. This 'section A' data is impeded due to reports showing duplicate records and difficulties in establishing time frames for informative reporting.
- 1.9** **The University has taken the difficult decision to publish the employee information without this data at April 2023. The University is committed to updating the Employee Information as soon as the Recruitment data is available.**

2. Employee Information Tables

Section A: Recruitment

As outlined in the introduction the University has taken the difficult decision to publish this employee information without the recruitment data at this time due to significant system challenges. Work is continuing to bring this section forward as soon as possible.

Section B: Employees

This section covers a range of employee information primarily at our Scottish campuses:

- composition of the our staff population by protected characteristics
- a range of information relating to being an employee including returning to work after absence relating to disability and maternity
- Details relating to discipline and grievance incidents which are combined in a narrative update

Table 2: Overall Staff Profile by age 2017-2022

	2017	2018	2019	2020	2021	2022
25 and under	3%	4%	4%	4%	4%	5%
26-30	9%	8%	7%	7%	8%	9%
31-35	13%	14%	13%	13%	12%	12%
36-40	16%	15%	15%	14%	15%	14%
41-45	11%	11%	13%	14%	15%	15%
46-50	13%	13%	13%	12%	11%	11%
51-65	32%	32%	32%	32%	33%	32%
66 and older	3%	3%	3%	3%	2%	2%

Table 3: Overall Staff Profile by disability 2017-2022

	2017	2018	2019	2020	2021	2022
Information refused	0%	0%	0%	0%	0%	0%
Known disability	3%	3%	2%	2%	5%	5%
Not known	97%	97%	98%	97%	95%	95%

Table 4: Overall Staff Profile by ethnicity 2017-2022

	2017	2018	2019	2020	2021	2022
BME	9%	10%	11%	12%	12%	13%
Information refused	5%	6%	6%	7%	11%	10%
Not known	8%	7%	4%	3%	1%	3%
White	78%	78%	78%	78%	76%	73%

Table 5: Overall Staff Profile by gender 2017-2022*Scottish campuses only

	2017	2018	2019	2020	2021	2022
Female	48%	47%	47%	47%	47%	48%
Male	52%	53%	53%	53%	53%	52%
Not Known						0%

Table 6: Overall Staff Profile by religion & belief 2017-2022

	2017	2018	2019	2020	2021	2022
No religion	21%	18%	21%	27%	33%	37%
Buddhist	0%	0%	0%	0%	0%	0%
Christian – Church of Scotland	11%	10%	9%	9%	8%	7%
Christian – Roman Catholic	5%	4%	5%	5%	6%	6%
Christian – other denomination	5%	4%	5%	5%	6%	5%
Hindu	0%	0%	0%	0%	1%	1%
Jewish	0%	0%	0%	0%	0%	2%
Muslim	1%	0%	1%	1%	1%	0%
Sikh	0%	0%	0%	0%	0%	0%
Spiritual	0%	0%	0%	0%	1%	1%
Any other religion – or belief	1%	1%	1%	1%	1%	1%
Prefer not to say					12%	11%
Information refused	49%	55%	50%	50%	0%	0%
Unknown	6%	8%	7%	0%	30%	28%

Table 7: Overall Staff Profile by and gender identity 2017-2022

Question asked: Is your gender identity the same as the gender you were originally assigned at birth?

	2017	2018	2019	2020	2021	2022
Yes	92%	91%	92%	97%	89%	87%
No	0%	0%	0%	0%	0%	0%
Information refused	1%	1%	1%	3%	1%	1%
Not known	6%	8%	7%	0%	10%	11%

Table 8: Overall Staff Profile by sexual orientation 2017-2022

	2017	2018	2019	2020	2021	2022
Bisexual	1%	1%	1%	1%	2%	2%
Gay man	1%	1%	1%	1%	1%	1%
Gay woman/lesbian	0%	0%	0%	0%	0%	0%
Heterosexual	44%	37%	41%	48%	54%	54%
Other	0%	0%	0%	0%	1%	1%
Information refused	48%	54%	50%	50%	32%	32%
Not known	6%	8%	7%	0%	9%	9%

Table 9: Overall Staff Profile by marital status 2017-2022

	2017	2018	2019	2020	2021	2022
Civil Partnered	0%	0%	0%	0%	1%	1%
Co-habiting	6%	5%	5%	5%	6%	7%
Divorced	2%	2%	2%	2%	2%	2%
Married	47%	44%	43%	42%	41%	40%
Unknown	22%	24%	27%	26%	24%	22%
Other	2%	2%	1%	1%	1%	1%
Prefer not to answer	0%	3%	3%	2%	4%	4%
Separated	1%	1%	1%	1%	1%	1%
Single	15%	14%	13%	14%	16%	18%
Undisclosed	4%	4%	4%	5%	4%	3%
Widow/widower	1%	1%	1%	1%	1%	1%

Table 10: Overall Staff Profile job family (academic and professional services staff) 2017-2022

	2017	2018	2019	2020	2021	2022
Academic	42%	42%	40%	41%	41%	42%
Professional services	58%	58%	60%	59%	59%	58%

Table 11: Overall Staff Profile by disability and full time/part time status 2017-2022

		2017	2018	2019	2020	2021	2022
Full time	Information refused	0%	0%	0%	0%	0%	0%
	Known disability	2%	2%	2%	2%	4%	4%
	Not known	75%	75%	74%	74%	72%	73%
Part Year Worker	Information refused	0%	0%	0%	0%	0%	0%
	Known disability	0%	0%	0%	0%	0%	0%
	Not known	0%	1%	2%	1%	1%	1%
Part time	Information refused	0%	0%	0%	0%	0%	0%
	Known disability	1%	0%	0%	0%	1%	1%
	Not known	22%	21%	22%	22%	22%	21%

Table 12: Overall Staff Profile, ethnicity and full time/part time status 2017-2022

		2017	2018	2019	2020	2021	2022
Full time	BME	7%	8%	9%	9%	10%	11%
	Information refused	4%	5%	5%	6%	8%	7%
	Not known	6%	5%	3%	2%	1%	2%
	White	59%	59%	59%	59%	58%	57%
Part Year Worker	BME	0%	0%	0%	0%	0%	0%
	Information refused	0%	0%	0%	0%	0%	0%
	Not known	0%	0%	0%	0%	0%	0%
	White	0%	1%	1%	1%	1%	1%
Part time	BME	1%	2%	2%	2%	2%	2%
	Information refused	1%	1%	1%	1%	4%	3%
	Not known	2%	2%	1%	1%	0%	1%
	White	19%	18%	18%	18%	17%	15%

Table 13: Overall Staff Profile by gender and full time/part time status 2017-2022

		2017	2018	2019	2020	2021	2022
Full time	Female	30%	30%	30%	30%	31%	32%
	Male	47%	47%	46%	46%	45%	44%
	Unknown						
Part Year Worker	Female	0%	0%	1%	1%	1%	1%
	Male	0%	1%	0%	0%	0%	0%
	Unknown						
Part time	Female	5%	16%	16%	15%	15%	14%
	Male	18%	6%	7%	7%	8%	7%
	Unknown						

Table 14: Women returning to work after maternity leave 2019-2022²

	2019	2020	2021	2022
Academics	48%	47%	20%	20%
Professional Services	52%	53%	80%	80%

² Data only collected from 2019

Table 15: Disabled employees returning to work after disability related absence³

	Category	Disabled employees on a disability related absence %	Number of employees on a disability related sickness absence	Occurrences of sickness absence on a disability related absence	Returner number	Non returner number
2017	Academic	0%	<i>not available</i>	0	0	0
	Professional Services	9%	<i>not available</i>	5	5	0
2018	Academic	20%	<i>not available</i>	5	5	0
	Professional Services	54%	<i>not available</i>	25	25	0
2019	Academic	7%	<i>not available</i>	5	5	0
	Professional Services	32%	<i>not available</i>	10	10	0
2020	Academic	0%	<i>not available</i>	0	0	0
	Professional Services	35%	<i>not available</i>	15	15	0
2021	Academic	0%	<i>not available</i>	0	0	0
	Professional Services	12%	10	30	30	0
2022	Academic	2%	5	10	5	5
	Professional Services	6%	5	15	10	5

³ Numbers (except percentages) rounded to nearest 5

Disciplinary Cases 2021-22

Data on discipline cases are regularly reported to the University's governance committees including the Committee on Joint Negotiation and Consultation and Staff Committee. The purpose of this document is to provide an outline of cases over the recent period. To maintain the confidence of those who bring forward complaints the decision has been taken to outline a summary of cases rather than a table where cases could be identified. Below is a summary of the cases.

Table 16: UK disciplinary cases 2021-22

- Over 2021/22 15 cases were brought forward
- The gender split of those facing actions was 80% male and 20% female
- Cases were similarly spread between full time and part time staff (53% to 47%)
- The vast majority of incidents were brought but full time employees (97%)
- The cases included incidents of discrimination relating to race, gender and disability
- Allegations included use of discriminatory language, bullying behaviour and verbal abuse
- Around 75% of the incidents resulted in disciplinary action including dismissal and first, second and final written warnings

We take incidents seriously and encourage all our employees to come forward should an incident take place.

Section C: Development

Information on our development offering update is not broken down by campuses and is presented for the entire University community.

Table 17: Employees undertaking PDR by gender - Academic year 2021-22 and 2022-23⁴

	2021-22	2022-23
Females	52%	52%
Males	47%	48%
Did not give gender	0%	0%

Table 18: Employees undertaking PDR by ethnicity - Academic year 2021-22 and 2022-23

	2021-22	2022-23
BME	37%	43%
Information refused	6%	5%
Not known	3%	3%
White	55%	50%

Table 19: Employees undertaking PDR by academic and professional service roles - Academic year 2021-22 and 2022-23

	2021-22	2022-23
Academic	52%	49%
Professional Services	48%	51%

⁴ PDR data was collected via ERP for the first year in 22/23 - PDR data not available for 2020

Table 20: Participation in academic learning and development by gender 2019-2022

	2019-2020			2020-21				2021-22			
	Female	Male	Total	Female	Male	No gender identified	Total	Female	Male	No gender identified	Total
Research Futures	70%	71%	71%	47%	57%	20%	52%	66%	71%	10%	69%
Postgraduate Programmes	3%	3%	3%	5%	6%	0%	5%	11%	7%	0%	8%
LEADS Professional & Occupational	12%	12%	12%	1%	1%	0%	1%	0%	0%	0%	0%
	14%	13%	14%	47%	36%	80%	41%	23%	23%	90%	23%

Table 21: Participation in POD academic learning and development by gender - by Calendar year 2021 and 2022

	2020	2021	2022
Female	61%	57%	57%
Male	36%	37%	38%
Do not have gender	2%	6%	6%

Table 22: Participation in Aurora 2021 and 2022⁵

	2021-22	2022-23
Academics	60%	63%
Professional Services	40%	38%

⁵ HWU did not participate in Aurora over 2020 due to COVID-19 pandemic

Section D: Progression

Progression information refers to the mechanism in place for career progression including contribution and promotion. The information contained refers to our Scottish Campuses.

Pay related information, including pay gap information, is under separate cover and can be found at www.hw.ac.uk/equality.

Table 23: Contribution Board cases received by gender, academic and professional services staff covering all grades 2018-2022⁶

	2018			2019			2021			2022		
	F	M	Total	F	M	Total	F	M	Total	F	M	Total
Academic	26%	68%	49%	24%	45%	37%	46%	48%	47%	43%	59%	51%
Professional Services	74%	32%	51%	76%	55%	63%	54%	52%	53%	57%	41%	49%

Table 24: Professional Services regrading cases by gender 2018-2022

	2018		2019		2020		2021		2022	
	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
Cases	76%	24%	54%	46%	14%	86%	67%	33%	54%	46%
% Promoted	75%	80%	60%	85%	100%	100%	83%	100%	85%	91%

Table 25: Academic Advancement Board cases by gender 2018-2019

Grade applied for	2018				2019			
	Female	Male	%F success	%M success	Female	Male	%F success	%M success
6	0	0	N/A	N/A	0	0	N/A	N/A
7	50%	50%	100%	50%	0	0	N/A	N/A

⁶ No Contribution Board cases in 2020

Table 26: Academic Advancement Board cases by gender 2020-2022

Grade applied for	2020				2021				2022			
	F	M	%F success	%M success	F	M	%F success	%M success	F	M	%F success	%M success
6	0	0	N/A	N/A	0	0	N/A	N/A	0	0	N/A	N/A
7	50%	50%	0%	100%	33%	67%	100%	100%	50%	50%	100%	0%

Table 27: Senior Academic Promotion Board cases by gender 2018-2019

Grade applied for	2018				2019			
	F	M	%F success	%M success	F	M	%F success	%M success
8	31%	69%	100%	73%	21%	79%	100%	93%
9	34%	66%	80%	74%	45%	55%	67%	44%
10	27%	73%	50%	36%	7%	93%	100%	54%
Total	32%	68%	79%	71%	30%	70%	75%	63%

Table 28: Senior Academic Promotion Board cases by gender 2020-2022*Scottish campuses only

Grade applied for	2020				2021				2022			
	F	M	%F success	%M success	F	M	%F success	%M success	F	M	%F success	%M success
8	30%	70%	100%	100%	33%	67%	100%	100%	47%	53%	100%	78%
9	27%	73%	83%	56%	29%	71%	71%	59%	26%	74%	50%	71%
10	24%	76%	75%	46%	45%	55%	50%	50%	40%	60%	50%	40%
Total	27%	73%	88%	67%	37%	63%	61%	58%	35%	65%	64%	63%

3. Decision-making: Committee Composition

The University has a range of governance committees that oversee the running of the University and take decisions across all aspects of the institution. Presented below is information relating to their composition. These committees operate University-wide.

Table 29: University Court gender profile 2018-2022

	2018-2019	2019-2020	2020-21	2021-22
Female	32%	36%	30%	21%
Male	68%	64%	70%	79%

Table 30: University Senate gender profile 2018-2022

	2018-2019	2019-2020	2020-21	2021-22
Female	35%	38%	46%	43%
Male	65%	62%	54%	58%

Table 31: University Executive gender profile 2018-2022

	2018-2019	2019-2020	2020-21	2021-22
Female	38%	38%	27%	33%
Male	63%	63%	73%	67%

Table 32: University Committee of Learning and Teaching gender profile 2018-2022

	2018-2019	2019-2020	2020-21	2021-22
Female	35%	41%	50%	47%
Male	65%	59%	50%	53%

Table 33: University Committee of Research and Innovation gender profile 2018-2022

	2018-2019	2019-2020	2020-21	2021-22
Female	44%	47%	50%	42%
Male	56%	53%	50%	58%

Table 34: Professional Services Leadership Board gender profile 2018-2020⁷

	2018-2019	2019-2020
Female	57%	60%
Male	43%	40%

Table 35: Global Operations Executive gender profile 2020-2022

	2020-21	2021-22
Female	48%	52%
Male	52%	48%

⁷ PSLB was replaced by the GOE in 2020