Brunel University London

Workforce Equality & Diversity Annual Report August 2019 – July 2020

Table of Contents

Introduction **3**

Executive Summary **4**

- Staff Composition 4
- Equality, Diversity and Inclusion 5
- Contract Type 6
- Turnover and Length of Service 6
- Reward and Recognition 7
- Career Development 8
- Talent Acquisition 10
- Employee Relations and Wellbeing 10

1. Staff Composition **11**

1.1 FTE and Headcount – All Employees 12

1.2 FTE and Headcount: Hourly Paid Lecturers 13

1.3 FTE and Headcount: Graduate Teaching Assistants (GTAs) and Demonstrators 14

1.4 Employee Composition – Brunel vs. Comparator Group 15

1.5 Employee Composition by Protected Characteristics and Visa Status 18

1.6 Employee Composition – Gender Balance 20

1.7 Employee Composition – Contract Type 22

1.7 Employee Composition – Contract Type continued 23

1.8 Employee Composition – Length of Service 26

1.9 Employee Turnover 27

1.10 Headcount of Leavers - Protected Characteristics 29

1.10 Headcount of Leavers - Protected Characteristics continued 30

1.11 Leavers' reasons for leaving 30

2. Reward and Recognition **31**

2.1 Gender Pay Gap 32

2.2 Ethnicity Pay Gap 33

2. Reward and Recognition ***cont.***

2.3 Disability Pay Gap 34

2.4 Equal Pay Analysis 35

2.4 Awards for Excellence 39

2.5 Recognition and Appreciation 40

3. Career Development **41**

3.1 Academic Promotions 42

3.2 Academic Promotion – Overview 43

3.3 Academic Promotions – Gender Analysis 44

3.4 Academic Promotion – Ethnicity Analysis 45

3.5 Academic Promotion – Other Equality Characteristics 46

3.6 Professional Development Review (PDR) 47

3.7 Compliance Training Completion 48

4. Talent Acquisition **51**

4.1 Talent Acquisition – Vacancies and Applications 52

4.2 Talent Acquisition – Applicant Characteristics 53

5. Employee Relations & Wellbeing **55**

5.1 Human Resources Casework 56

5.2 Trade Union Facility Time 57

5.3 Occupational Health (OH) 58

5.4 Employee Assistance Programme 59

5.5 Sickness Absence 60

6. Definitions and Background Information **61**

6.1 Definitions and Background Information 62

6.2 Abbreviations for University Colleges and Directorates 63

Introduction

The University has numerous statutory requirements to share information and data on a wide range of areas including gender pay gap and trade union facility time data. However, we aim to be as transparent as possible with our reporting, challenges and key priorities for equality, diversity and inclusion.

This report provides a statistical overview of Brunel's workforce data with particular reference to the three year period from **01 August 2017 to 31 July 2020** and to the most recent of these years, from **01 August 2019 to 31 July 2020.**

Data used in this report were sourced from Brunel's ERP System (Unit4 Business World) referred to internally as the CHIME system.

Where appropriate, Brunel's data has been benchmarked against comparable Higher Education Institutions using the following sources:

- **HEIDI (Higher Education Information Database for Institutions)**
  Online data store of summary HESA return data for all Higher Education Institutions

- **UCEA (University & Colleges Employers Association)**
  Higher Education Workforce Report 2020
  Health and safety annual report for 2019

This report aims to provide range of information to provide a deeper understanding or our workforce, including equality, diversity and inclusion. If you require further information or if you have any questions then please email us at HRsystems@brunel.ac.uk

Executive Summary

Staff Composition

Headcount and FTE

- Our figures show FTE increases for teaching staff over the course of the year.
  Academic – Teaching and research (+5.6%) Academic – Teaching only (+36.2%)

- FTE for professional staff is up in the year (+8.2%) and also for administrative staff (+5.0). FTE for support staff has reduced (-2.1%). The down-ward trend for Ancillary, Maintenance and Miscellaneous is continuous since 15/16.

- The University is committed to the fair use of casual and atypical contracts of employment and work continues to convert HPLs to permanent fractional contracts where appropriate. This year we have seen a significant drop in HPL staff (-21.1%).

- The College of Business, Arts and Social Sciences employs the highest number of HPLs with individuals undertaking smaller pieces of work compared to other Colleges. On average 10 HPLs are employed in CBASS to undertake 1 FTE of work but this reflects subject disciplines and the need for HPLs with specific specialisms such as music.

- In recent years the number of casual workers has remained steady with a slight increase last year. However, this year there has been a reduction of 13% in FTE for casual workers. The majority of casual workers are student workers via job shop and the pandemic will have impacted on the availability of on campus work opportunities such as the requirement for student ambassadors for open days.

- Compared to Brunel, Universities of York, Surrey, Southampton, Reading, Kent and Bath operate with a higher ratio of Non-academic and Support staff FTE to Academic FTE. All comparators have a greater percentage of their Academic FTE in the form of Teaching Only FTE. City University, Queen Mary, Royal Holloway, Kent and Reading staff this higher FTE with a higher percentage of Teaching only FPE within their Academic FPE. This equates to more staff with smaller FTE.

- For teaching only staff, Brunel employs just over 3 staff for every 1 FTE. Compared to our comparator group, Brunel University London employs a lower percentage of research only staff.

Equality, Diversity and Inclusion

- Improvements in reporting FTE calculations in this year's report has revealed an interesting trend in terms of the gender profile of our employees. Where before we reported an approximate 50:50 split for female/male in terms of headcount, this FTE analysis shows that only in 2019/20 have women caught up with men in terms of FTE. The improved FTE reporting shows that while Brunel employs more women, men work more days for the University; women continue to work more part time hours than men.

- Over the period 2017-2019 there has been a increase in the percentage of FTE for BAME employees. In the year to July 2020 32.8% of FTE is BAME. This is higher than the national HE average and is likely more favourable due to our location.

- We are seeing decreases year on year in the percentage of employees declaring a disability, along with increases in the number of unknown. We remain below the HE average at 5% declaration rate. This is an area of concern, especially as declaration rates for other protected characteristics have improved since we introduced CHIME; we have seen a notable increase in staff declaring religion and sexual orientation

- Most staff at Brunel are between the ages of 35-54 and nationally in HE most staff are between the ages of 31-55.

- In light of BREXIT we are this year reporting nationality, grouped into the Common Travel Area (CTA)*, other English Speaking countries (Int. Eng), other non-English Speaking countries (Int. Non-Eng), and the EU minus Ireland. Over the three years there have been slight declines in FTE for employees from the CTA, and increases in FTE for employees from non-English Speaking countries and the EU (minus Ireland)

- Gender balance remains a challenge at Brunel, particularly in senior academic and research positions, where women remain under represented. The growth in new teaching only positions has gone some way to redress the imbalance In the professional grades, women dominate the S grades. From the H3 to H5 grades there is a more even gender split.

- While there is a reasonable gender balance in most departments, Estates, Information Services, and Engineering continue to be male dominated and HR and Academic and Student Services continues to be female dominated.

Contract Type

- Brunel is committed to the responsible use of fixed term contracts and procedures are in place to convert colleagues on fixed term contracts of 4 years or more to permanent contracts. The data shows that the use of fixed term contracts continue to decline whereas the use of permanent contracts increases. As more HPLs are converted to permanent fractional contracts in the coming year we anticipate that the proportion of permanent contracts will increase further.

- The highest proportion of fixed term contracts continue to be used for research funded positions particularly in BCAST and the College of Engineering, Design and Physical Sciences.

- The use of Term Time Only contracts has declined year on year.

Turnover and Length of Service

- The majority of leavers over the past year did so due to resignation (264) followed by the expiry of fixed term contracts (113).

- The length of service in all years is decreasing and there is an increase in FTE for employees with less than 3 years service. The FTE of staff aged 60+ is also declining.

- There is a gender imbalance, in terms of leavers, with more female leavers than male. In 2019/20 this was especially so for administrative and support staff, as well as research only staff. Among male staff, professional and administrative staff saw increases in leaver numbers.

- Younger staff are still more likely to leave this year (25-34) but the proportion has fallen in the past year.

Data Note: Academic staff were grouped by HESA academic function "***Teaching and Research***" are Academics and include Lecturers, Senior Lecturers and Professors, "Teaching only" include Teaching Fellows/ Associate Teaching Fellows and Educational Academics. "Teaching only *(HP)"* represent Hourly Paid staff. "Research only" includes Research Assistants, Research Fellows and Research Professors. Non-academic staff are grouped by employment conditions. "***Support***" include Ancillary, Maintenance, Miscellaneous, Technical, Administrative" include Clerical and Related Administrative staff and Work Placement employees on S grades. *"Professional"* are professional employees on H grades.

Reward and Recognition

Pay Gap Data

- With the phasing out of the historic Research Incentive Scheme and a new Reward and Recognition Strategy that recognises contribution across all University activities, we have seen a more balanced use of bonuses that has positively impacted our gender and ethnicity bonus gaps.
- Our ethnicity pay gap has improved; the difference between hourly pay of staff from different backgrounds compared to our non-BAME population has decreased.
- Year on year our gender pay gaps were reducing slowly. Regretfully this year we have seen our first increase. Of particular concern is the increase in the proportion of women in the lowest salary bands. Looking at employee composition, we can see that there has been a 7% increase in the lowest paid population of women, with no change in the proportion of men and women in the higher salary ranges. This suggests more focus is needed to address gender balance in our lowest quartile and to support women with career progress in our clerical and manual job families. . We are committed to addressing these gaps through our Pay Gap Action Plan and our new Equality and Diversity Strategy.
- Our ethnicity pay gaps show year on year improvement, with figures this year being our lowest so far. Our bonus ethnicity pay gaps have also improved significantly, from 27.7% in 2019 down to -12.2% in favour of BAME Employees in 2020. This year for the first time the average bonus amounts for our BAME academics was higher than for our non-BAME academics.
- There is a large difference between our ethnicity mean bonus gap (-39%) and median bonus gap (+15%). This is because of the significant difference between the lowest bonus given to an employee and the highest bonus.
- The difference between declared disability and non-disabled is £2.22 an hour, giving an 8% mean pay gap in favour of non-disabled staff. The ONS reports the UK disability pay gap is 12% and our data is more favourable. However, The unknown or undeclared staff population is high, particularly amongst our student workers, and so we recognise that some care is needed with these figures.

- Challenges in addressing pay gaps at Brunel include that we have:
    - a higher proportion of women and BAME employees in support, domestic lower paid roles;
    - a higher proportion of men in academic related and senior and management roles
    - fewer BAME staff in senior positions;
    - more women working part time and in lower paid positions than men;
    - salary progression for women increasing at a slower rate than men.

- Gender pay gap reporting only shows the difference in average pay between women and men. It does not measure equal pay, which relates to what women and men are paid for the same or similar jobs or work of equal value. Therefore, we undertake additional equal pay analysis as part of our annual report. This analysis shows that women and men are relatively equally paid for doing the same or similar jobs. However there are some roles where there is a difference in average hourly pay:
    - academic jobs have a relatively small pay gap (<5%)
    - in administrative and clerical roles there is a small gap in favour of women (<5%)
    - our largest pay gap, in favour of men, is ancillary and maintenance staff (23.8% - a small reduction o the 24.2% last year)
    - we have small gaps in favour of men amongst some professional and technical roles.

Recognition

- A higher number of women than men are nominating and being nominated for awards for both Awards for Excellence and Recognition.
- Professional Services continue to utilise these awards more than the colleges, however there is a pleasing increase of activities from the colleges.
- There was only one panel in this year, therefore the numbers are lower, and will increase substantially in 2020/21.
- Most of the awards were given in two categories team work and excellence

Career Development

Academic Promotion

- 65% success rate out of total applications (higher than last year 53%, 52% in 2017/18 38% success in 2016/17 and 62% in 2015/16).
- Success rates were similar across BCAST, CEDPS and CBASS (67-68%) and slightly lower in CHLS (61%).
- Of the applicants comparing by gender, there was a similar percentage proportional success rate compared to men (67% compared to 65%)
- Of the academics who were eligible for promotion there was a slightly lower overall application and success rate for women.
- Overall there is a lower (-18%) average proportional success rate for BAME applicants this year if we combine data from the three colleges and compare within the population who applied.
- The relative percentage success rates comparing non-BAME and BAME employees show that there was a lower average success rate across all colleges for BAME academics of those who applied. 12% lower in CBASS, 11% lower in CEDPS and 51% lower in CHLS.
- Comparing the application and success rates by ethnicity category for the eligible population of academics there was very little difference comparing BAME and non-BAME in CBASS and CEDPS at College level. In CHLS however there was a lower proportional application rate and success rate for BAME academics at all academic levels than non-BAME academics.

PDR

- PDR completion in 2019/20 has reduced considerably compared to previous years. 'PDR light' was introduced this year in recognition of the impact of responding to the challenges of the pandemic on staff workloads. The lighter process provided a framework to recognise individual achievements in what has been the most challenging of years and to identify what support and development might be needed for the year ahead whilst recognising that objectives set last year will have been overtaken given recent events.

Learning and Development

- A key priority of the Staff Development Team this year has been to review the L&S offering and to move programmes online where possible. This has included induction, coaching and management development programmes.

Compliance Training

- Mandatory compliance training remains an important priority for the University although this has been an area of challenge this year due to the impact of the pandemic on workloads and needing to move face to face sessions online. Completion rates are monitored regularly and reported to Executive Board and Audit Committee. 37% of staff are 100% compliance with 74% of staff close to full compliance.

Talent Acquisition

- A partial recruitment freeze was introduced in March 2020 due to the financial uncertainty associated with the impact of the pandemic. Consequently the number of vacancies filled reduced from 82% in 2018/19 to 66% in 2019/20.

- Critical vacancies were advertised following consideration by a Recruitment Panel, chaired by the Vice-Chancellor. Where possible vacancies were advertised internally to minimise increased headcount while maximising opportunities for internal development and promotion. In the period October 2019 – September 2020 a total of 56 professional services roles were recruited to internally.

Employee Relations and Wellbeing

Casework

- We have seen a noticeable decrease in the number of employment relations cases this year with a total of 46 informal and 48 formal cases compared to 92 informal and 46 formal in 2018/19. In addition to increased HR Business Partnering capacity and training, it is also likely that the high prevalence of working from home necessary to support the pandemic response has impacted favourably the number of employment disputes. The majority of cases related to managing long term and short term sickness absence (34) followed by grievances (13), disciplinaries (11), performance management (8) and probation (7).

Trade Union Facility Time

- It is a statutory requirement to publish the time spent by trade union officials on union duties or 'facility time'. In the past reporting year, 22 employees undertook trade union duties. Time spent on trade union duties represented 0.04% of the University's total pay bill.

Occupational Health and EAP Utilisation

- Occupational Health provision with OH Works concluded in September 2019, and between October 2019 and August 2020 we used ad hoc provision through Hillingdon Hospital OH Services and in-house provision. With effect from 1 September 2020 we appointed Duradiamond, and will be able to update stats moving forward. The data we have shows that there has been a positive increase in health surveillance (10 employees in 2018/19 compared to 29 this year) and this will increase further as we work with our new provider to support employees in higher risk areas.

- Our Employee Assistance Programme is relatively new but we now have a full year of data, which shows that 52 members of sought assistance this year. The main reason for contact was for counselling which is offered face to face, online and by telephone.

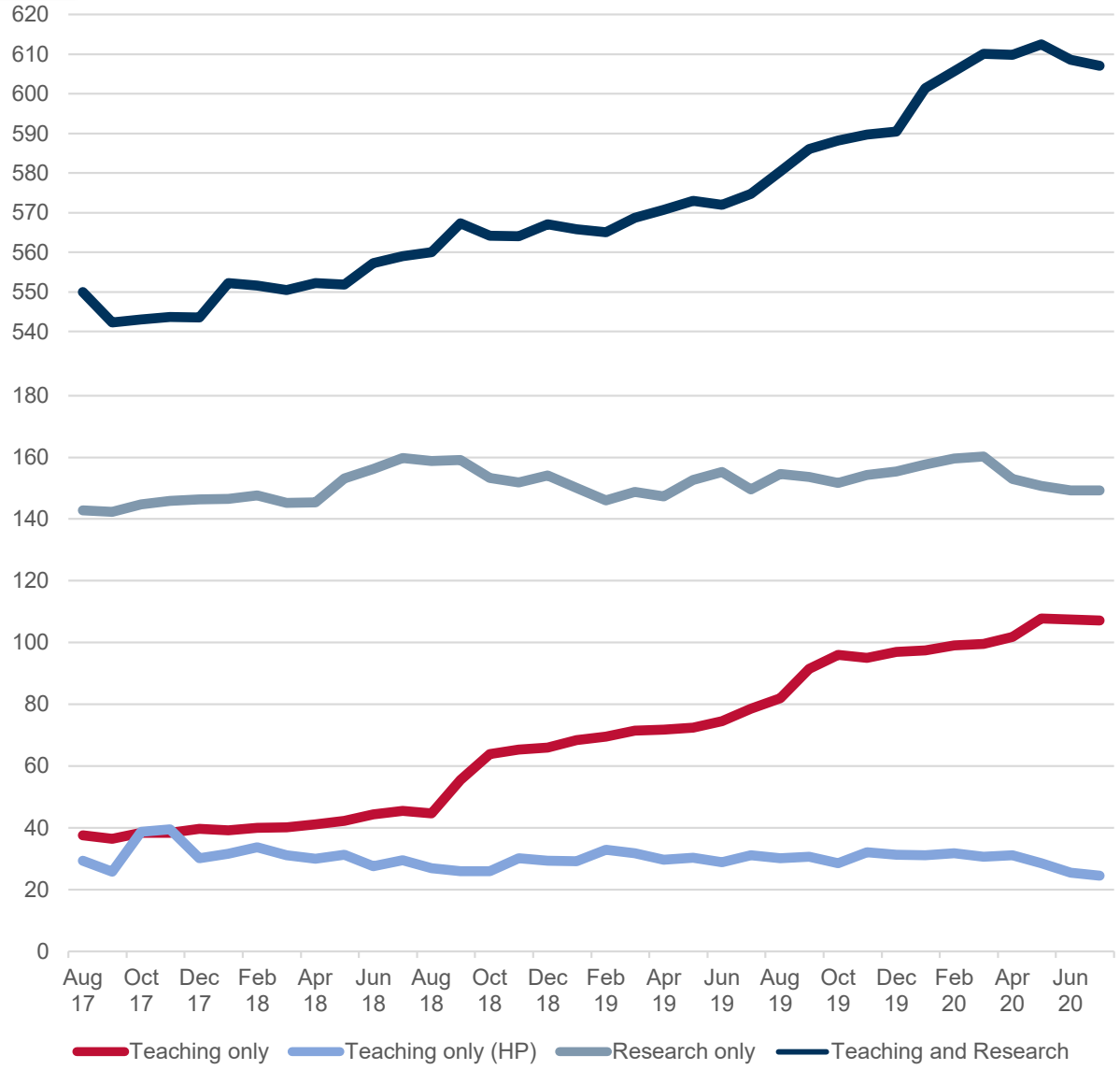
Sickness Absence

- The most common reasons for sickness absence remain minor illness such as coughs, colds and flu. The average number of full days lost due to sickness absence ranges from 6 days for administrative and support staff to 1 day for teaching and research staff. The national average in 2019 was 4.5 days.

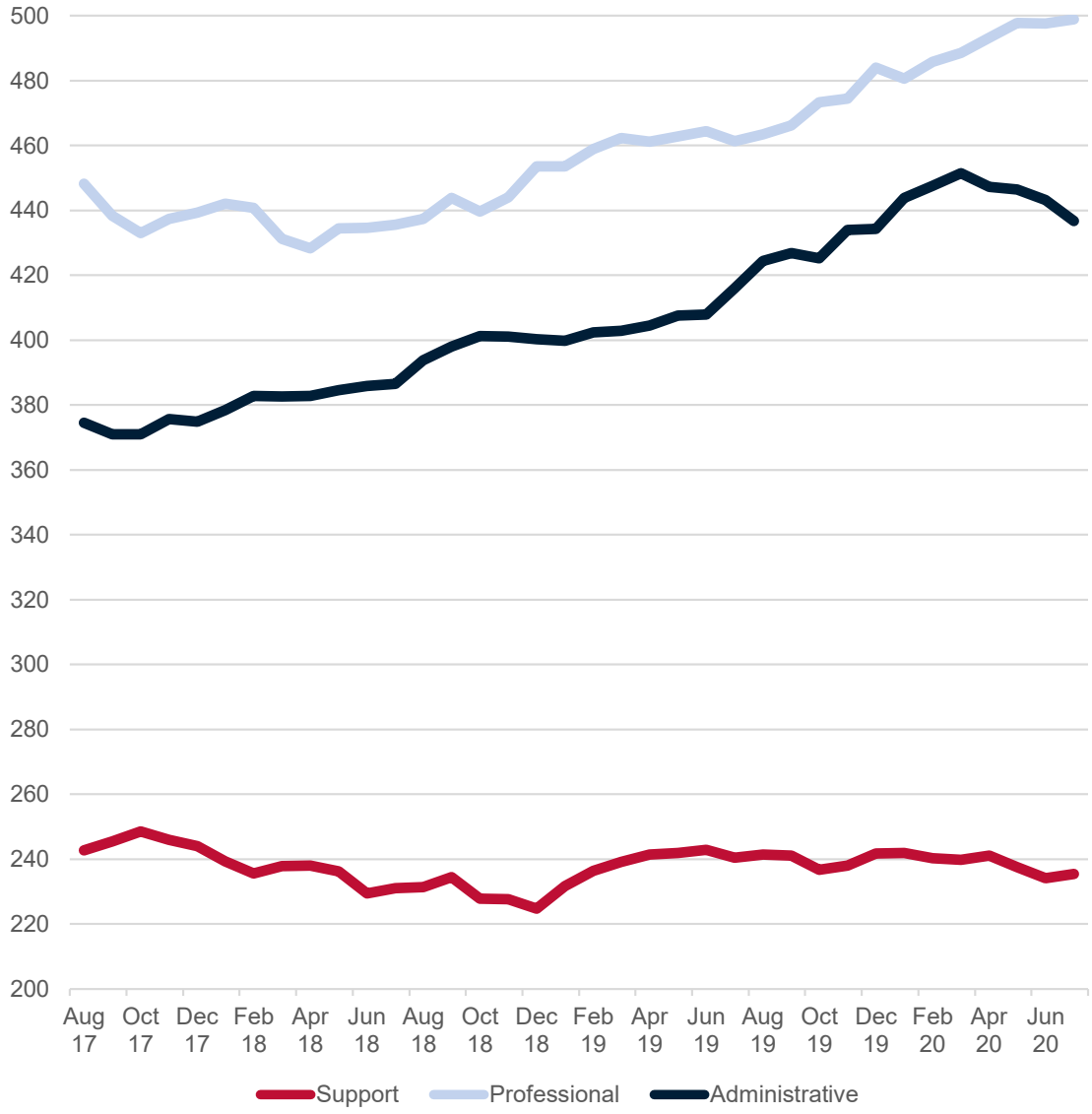
1. Staff Composition

1.1 FTE and Headcount – All Employees

1.1.a Monthly FTE – Academic and Research

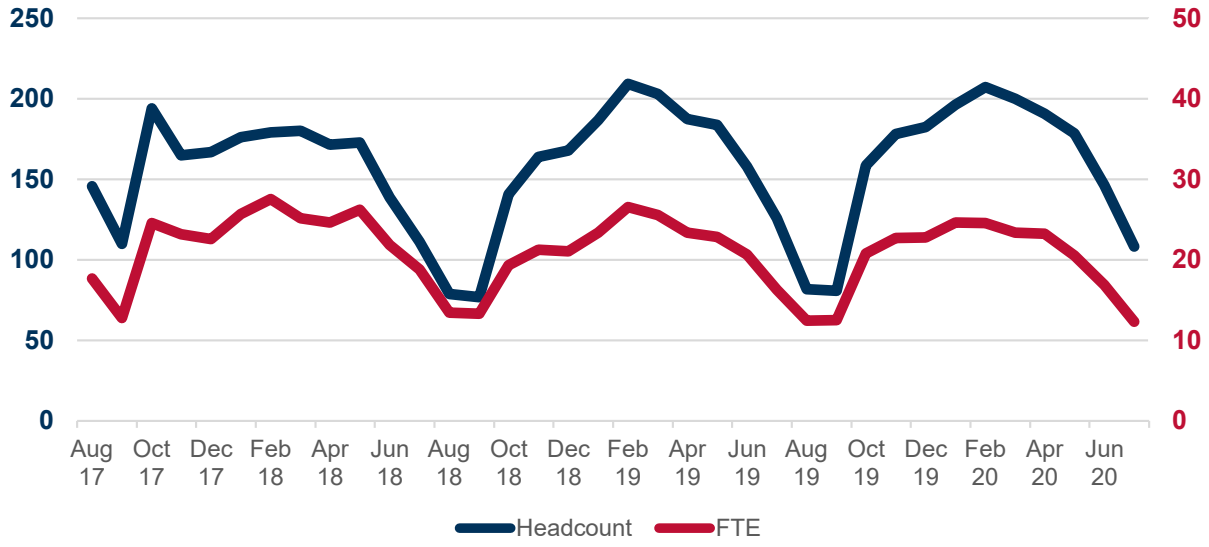


1.1.b Monthly FTE – Administrative, Professional & Support



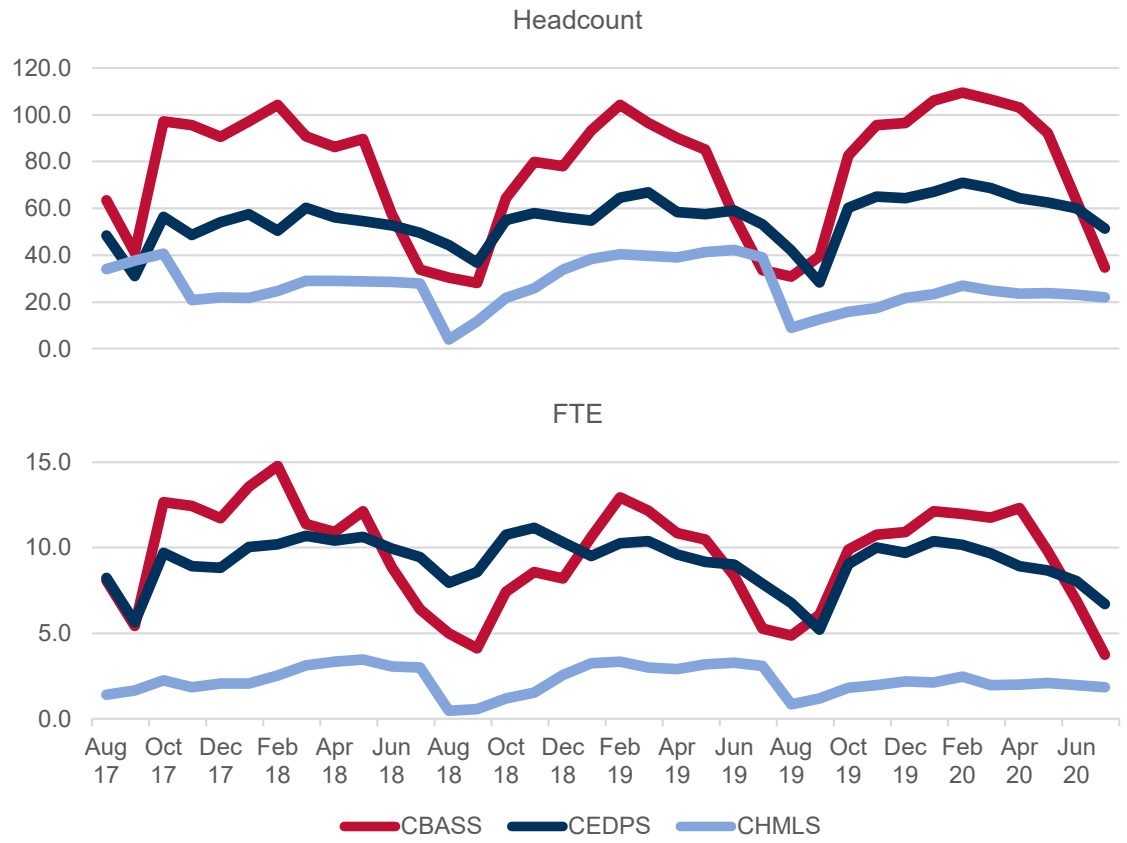
1.2 FTE and Headcount: Hourly Paid Lecturers

1.2.a **Monthly Headcount and FTE : Hourly Paid Lecturers**



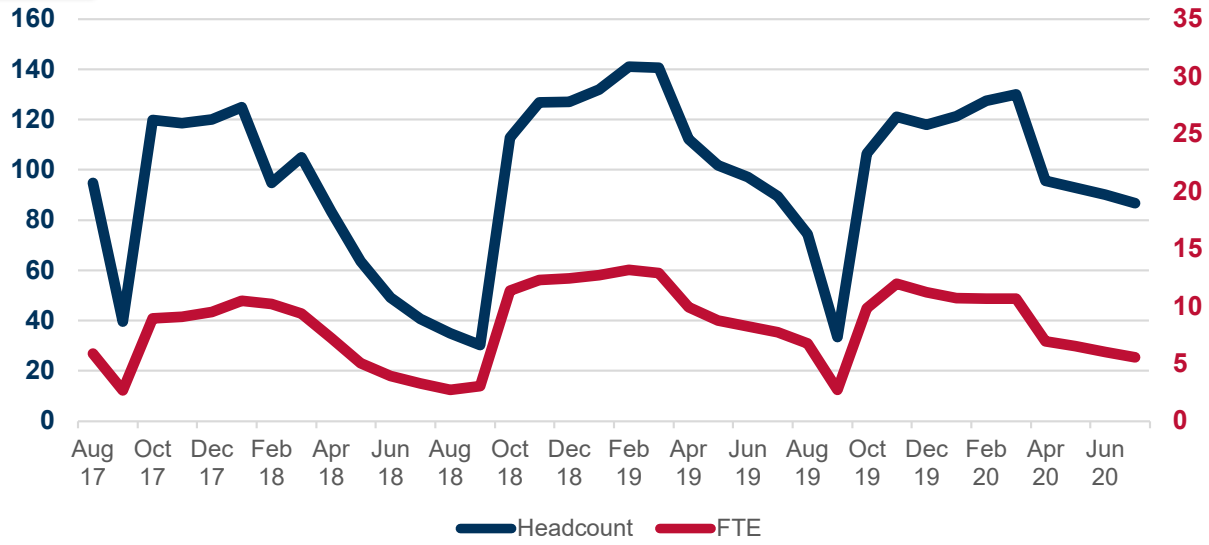
Hourly Paid Lecturing FTE follows the academic cycle, with CBASS having the largest FTE and largest number of hourly paid staff employed.

1.2.b **Monthly Headcount and FTE : Hourly Paid Lecturers - by College**

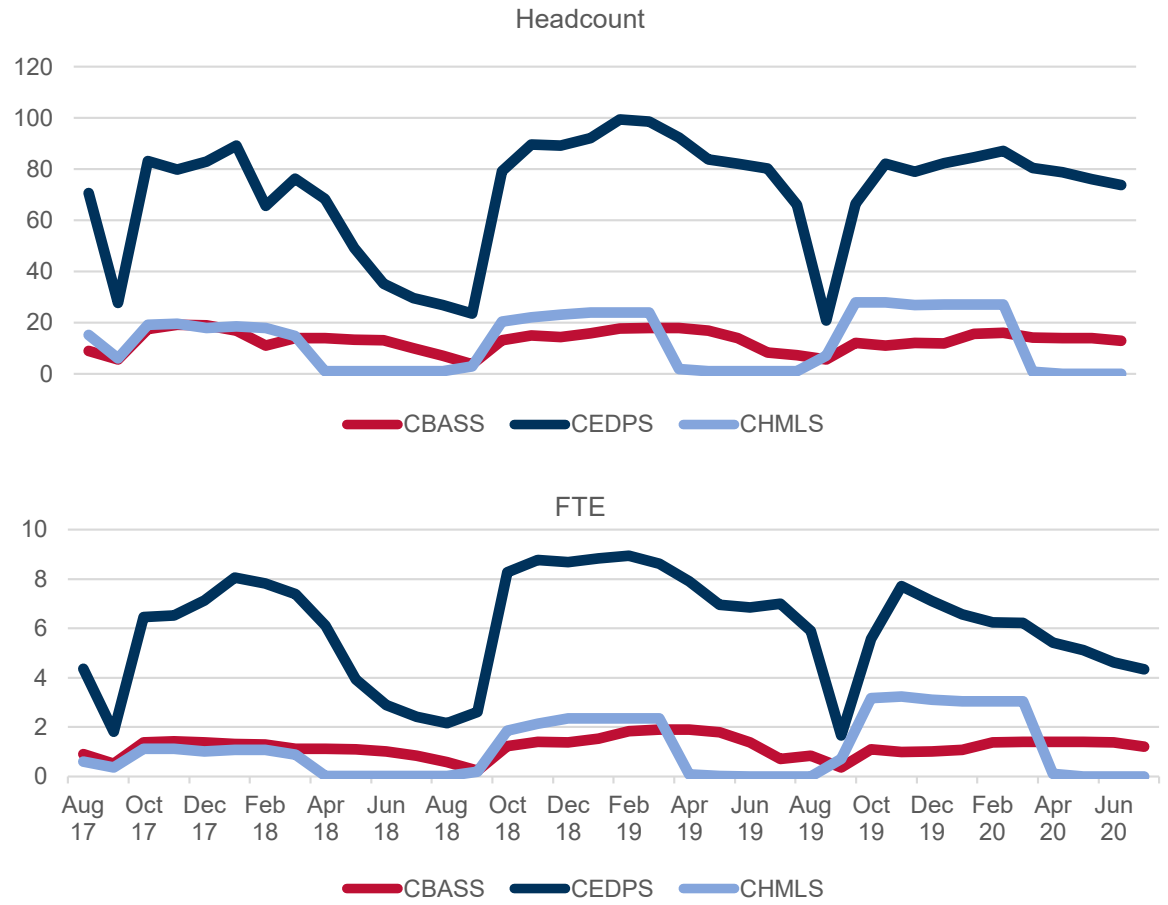


1.3 FTE and Headcount: Graduate Teaching Assistants (GTAs) and Demonstrators

1.3.a Monthly Headcount and FTE : GTAs and Demonstrators



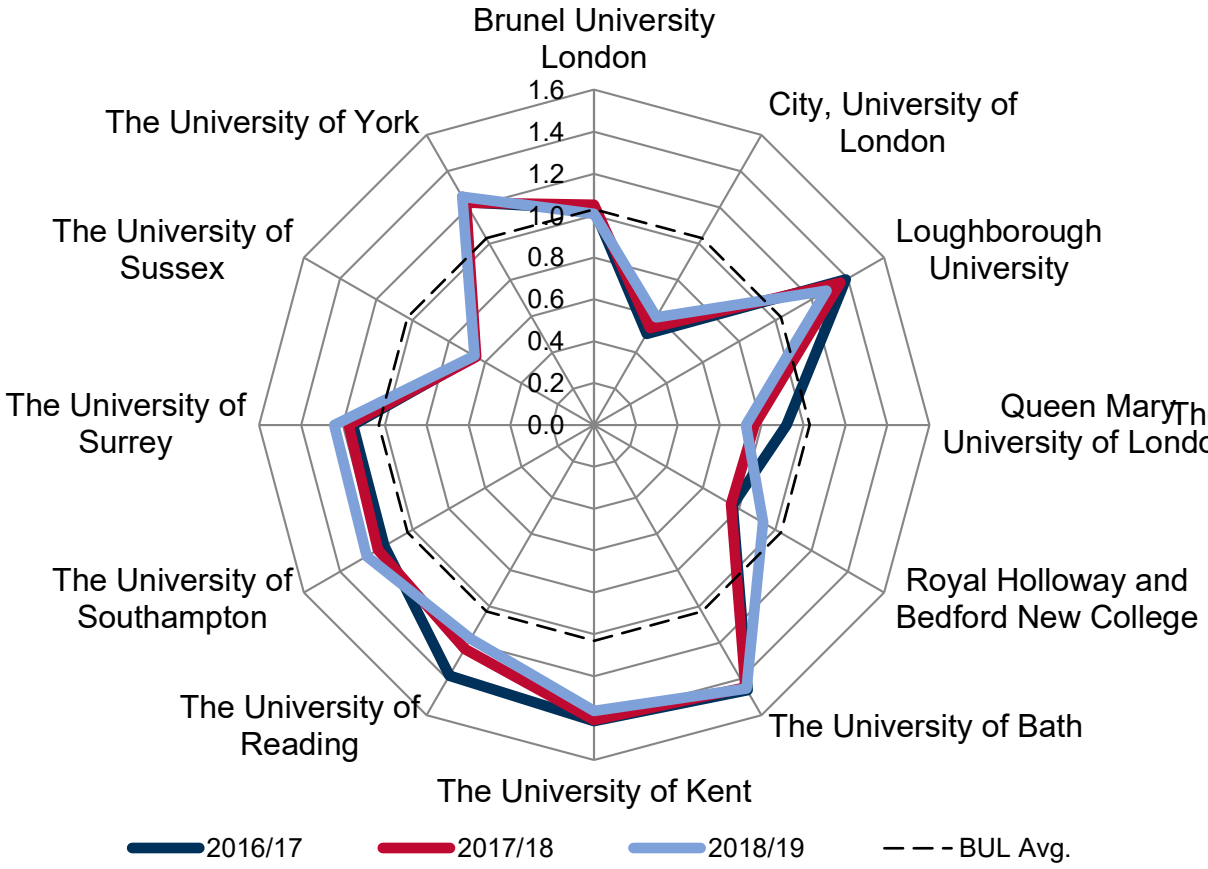
1.3.b Monthly Headcount and FTE : GTAs and Demonstrators - by College



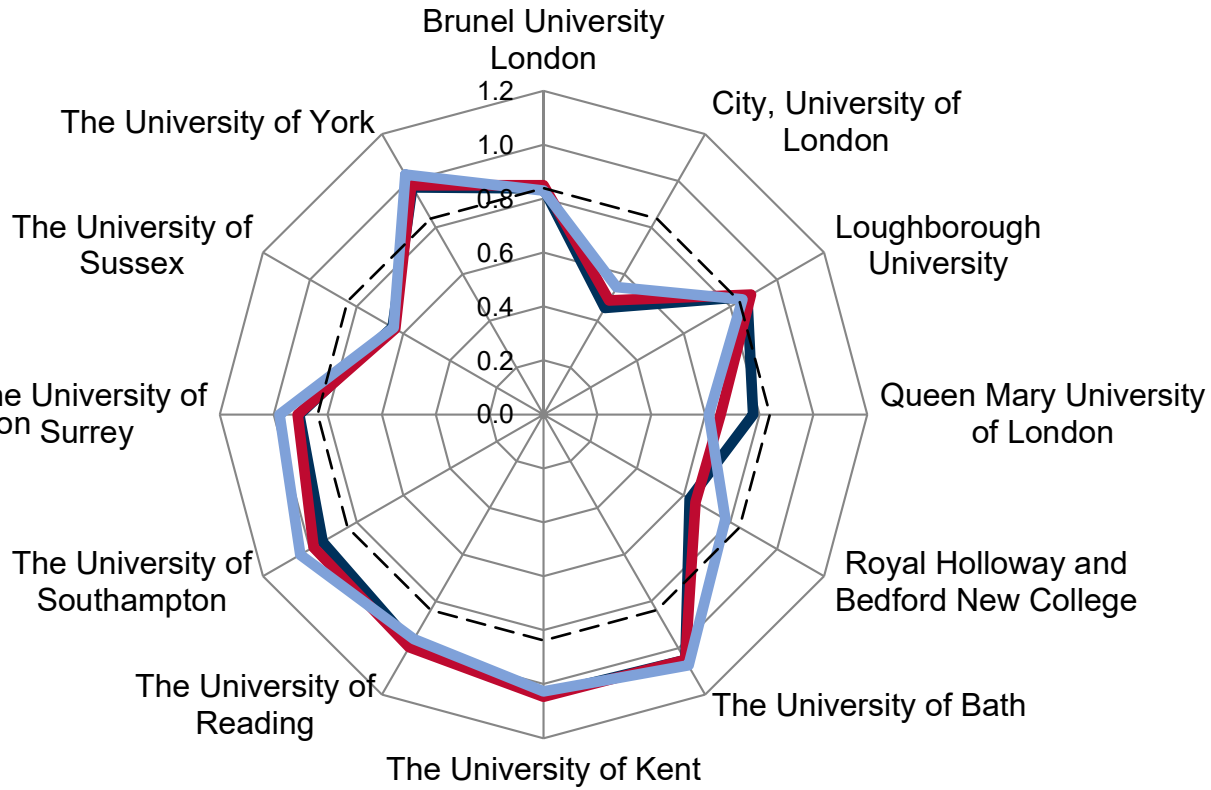
In a similar vein to Hourly Paid Lecturing, FTE for Graduate Teaching assistants and Demonstrators follows the academic cycle, with CBASS having the largest FTE and largest number of hourly paid staff employed.

1.4 Employee Composition – Brunel vs. Comparator Group

1.4.a Non-Academic FTE per 1 FTE Academic

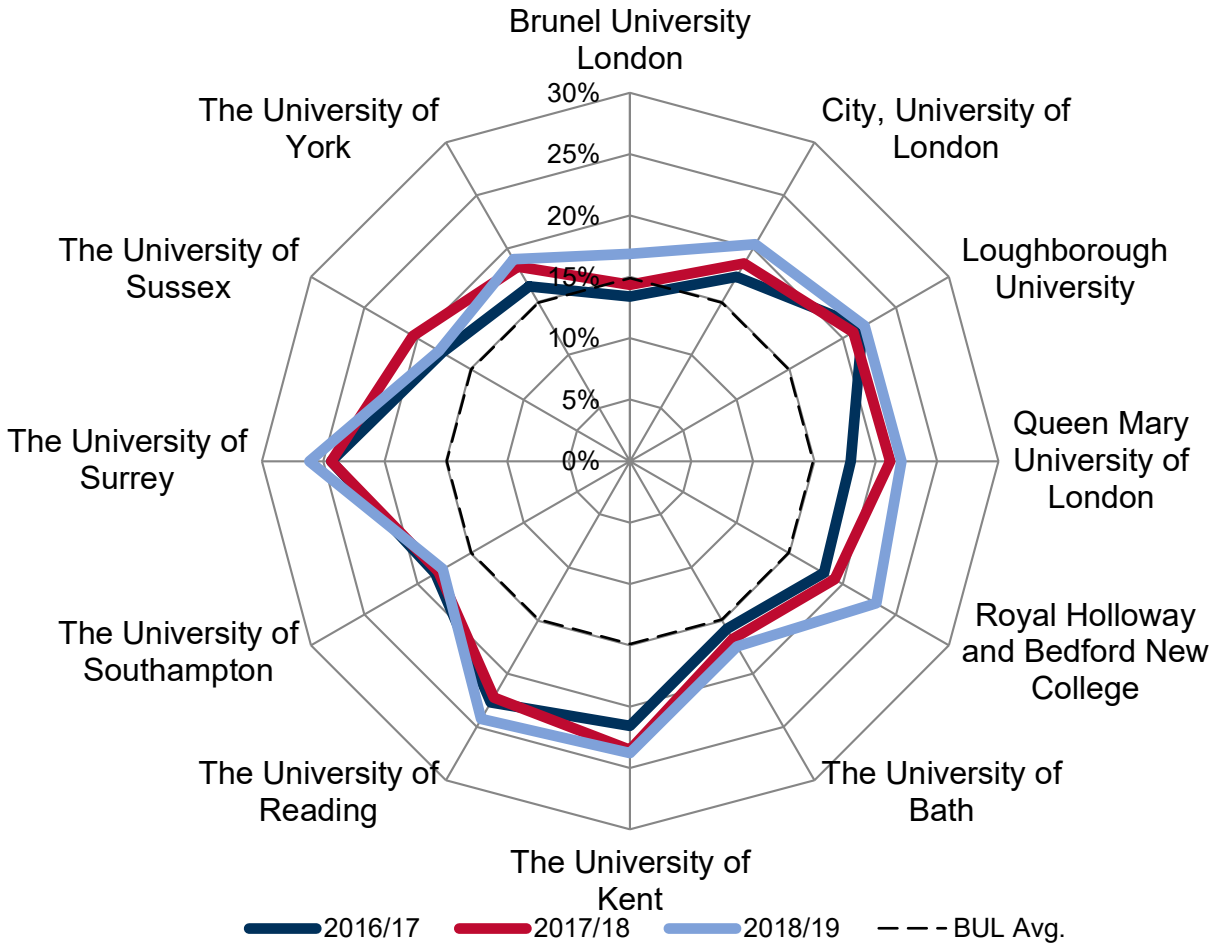


1.4.b Support Staff FTE per 1 FTE Academic

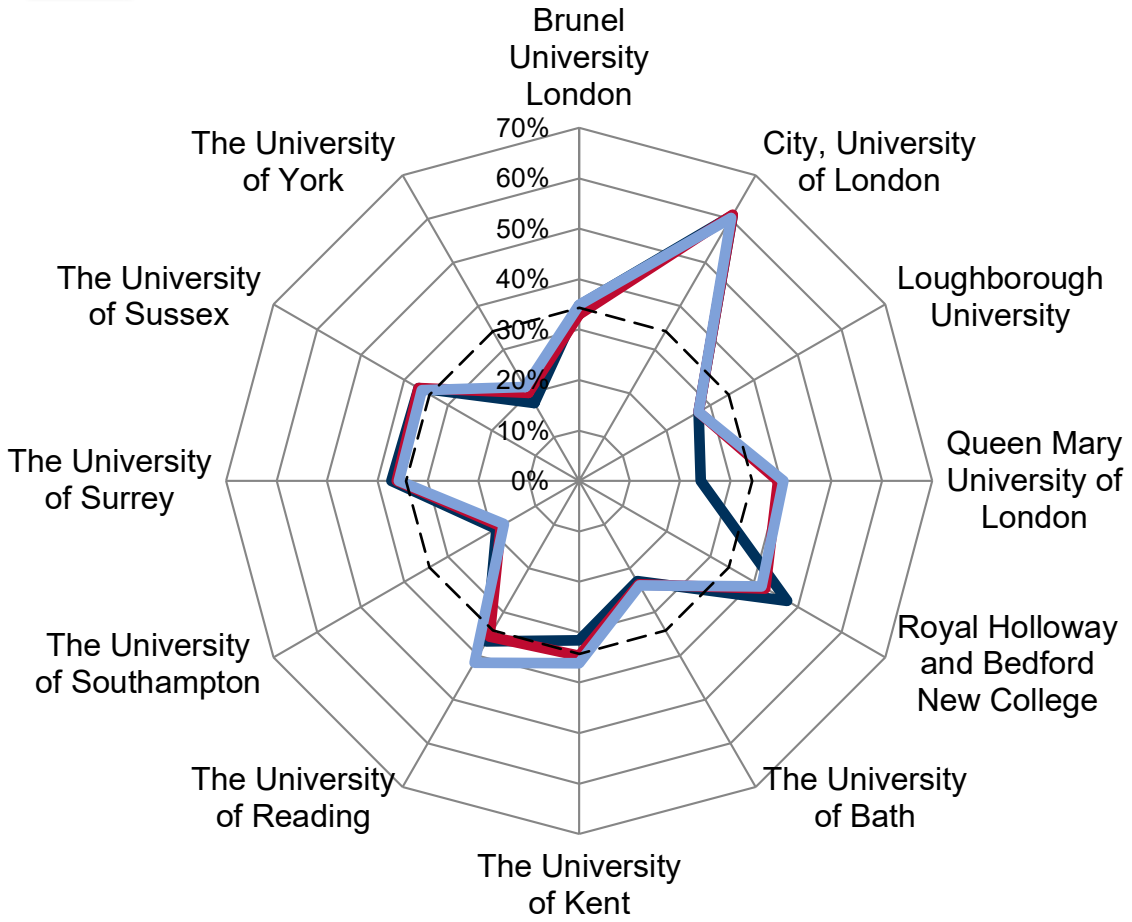


When compared to Brunel University London, Universities of York, Surrey, Southampton, Reading, Kent and Bath operate with a higher ratio of Non-academic and Support staff FTE to Academic FTE.

1.4.c Teaching only as a % of Academic (FTE)



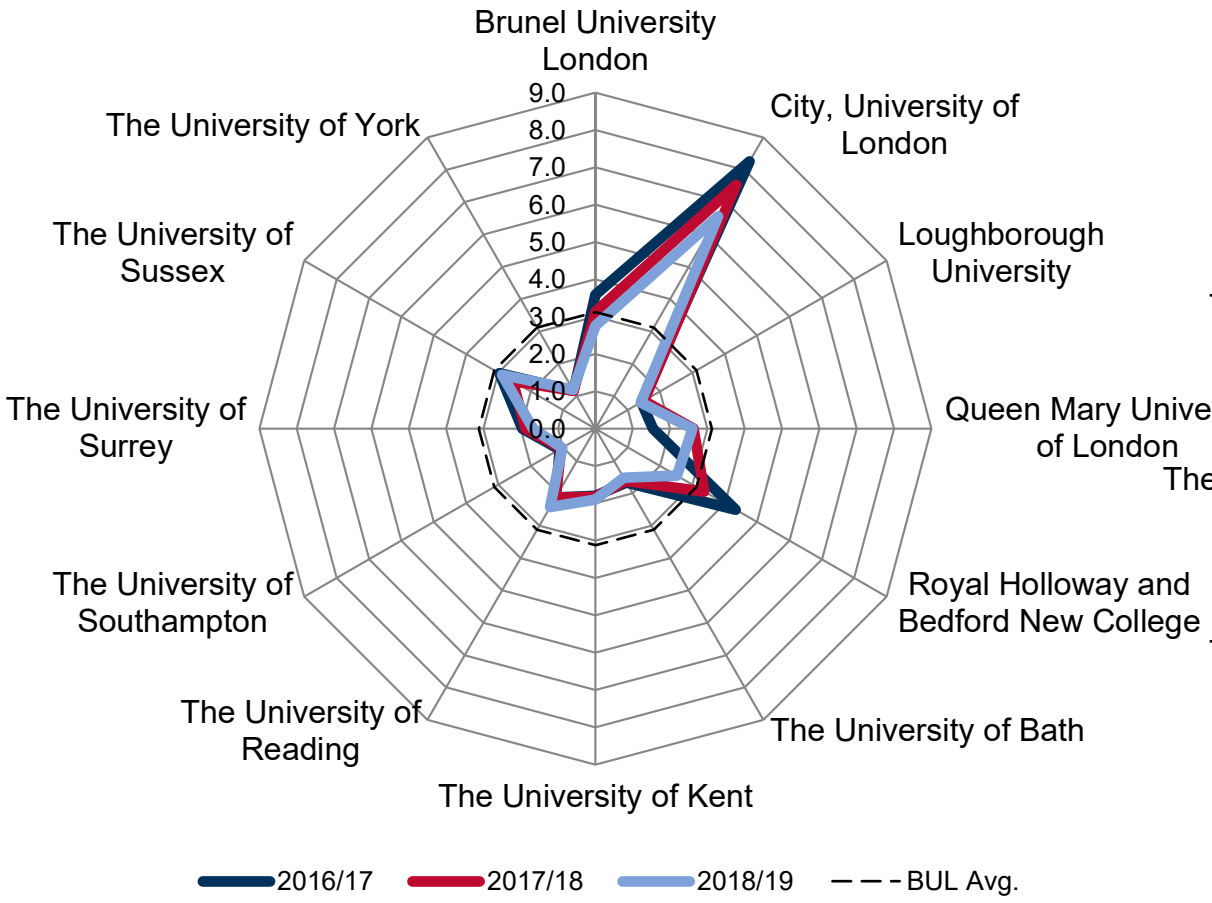
1.4.d Teaching only as a % of Academic (FPE)



When compared to Brunel University London, all comparators have a greater percentage of their Academic FTE in the form of Teaching Only FTE. City University, Queen Mary, Royal Holloway, Kent and Reading staff this higher FTE with a higher percentage of Teaching only FPE within their Academic FPE. This equates to more staff with smaller FTE. The remaining HEIs use fewer staff with more FTE.

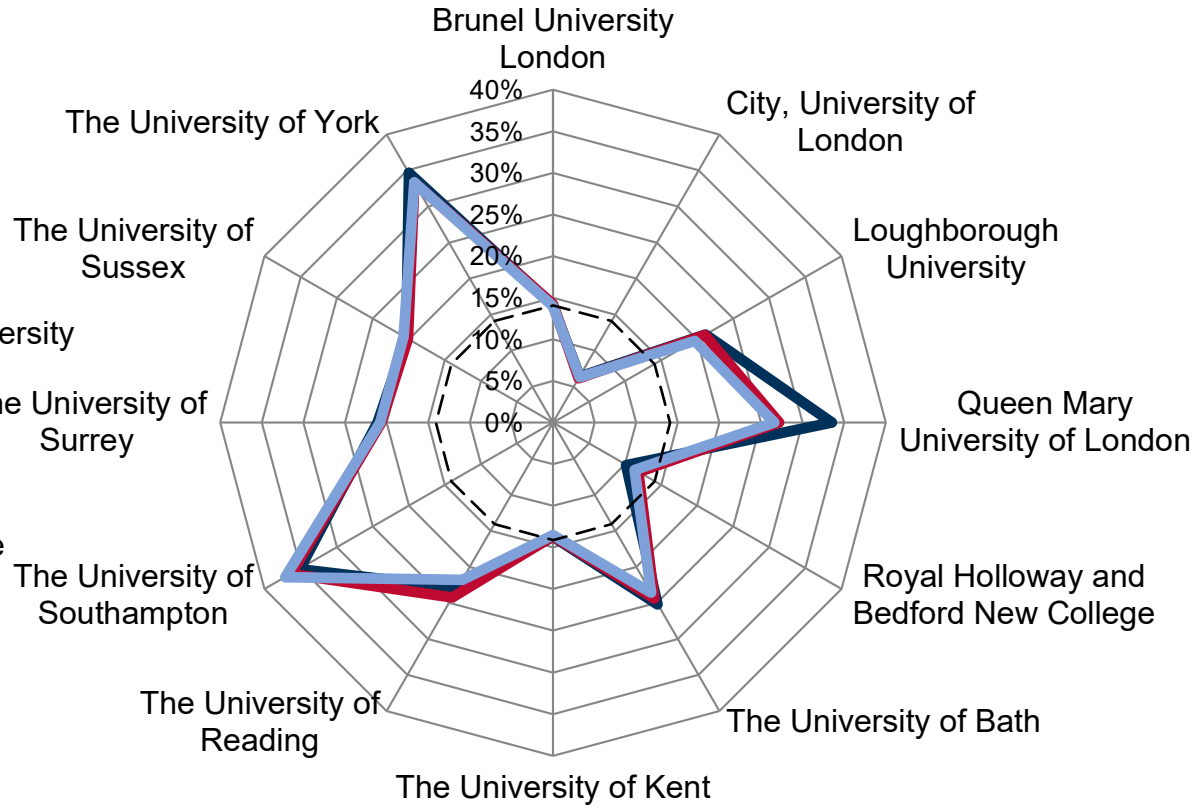
***FPE** is a headcount figure that is calculated to avoid double counting of staff on fractional contracts in different types of job (e.g., 50% admin 50% research assistant)*

1.4.e Teaching Only – Ratio of FPE : FTE



For teaching only staff, Brunel University London operates with just over 3 staff for every 1 FTE. Royal Holloway used more in the past, but now used less. City university employs between 7 and 8 staff for each 1 FTE of teaching only FTE

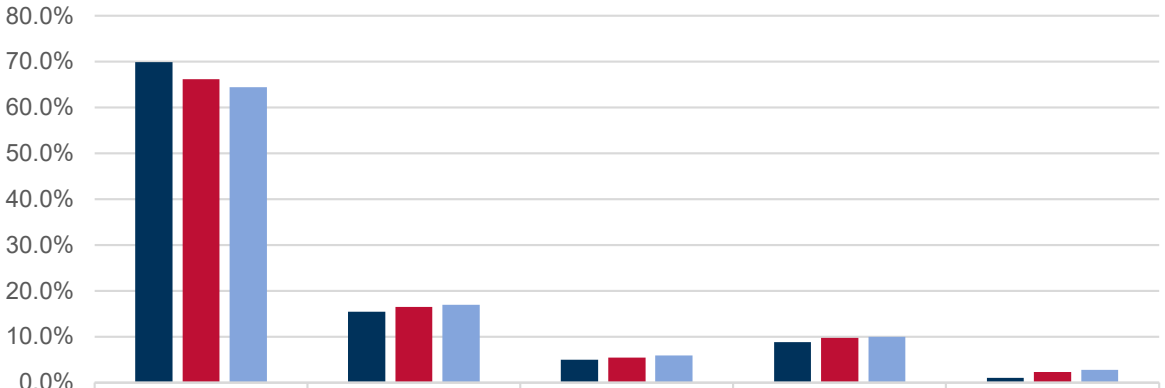
1.4.f Research Only as a % of Academic FPE



When compared to Brunel University London, Universities of York, Sussex, Surrey, Southampton, Reading, Bath, Queen Mary and Loughborough operate with a higher percentage of research only staff.

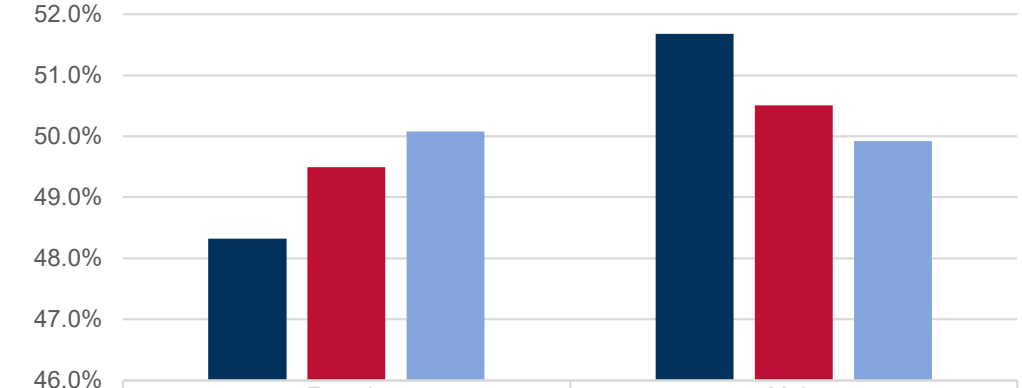
1.5 Employee Composition by Protected Characteristics and Visa Status

1.5.a Ethnicity



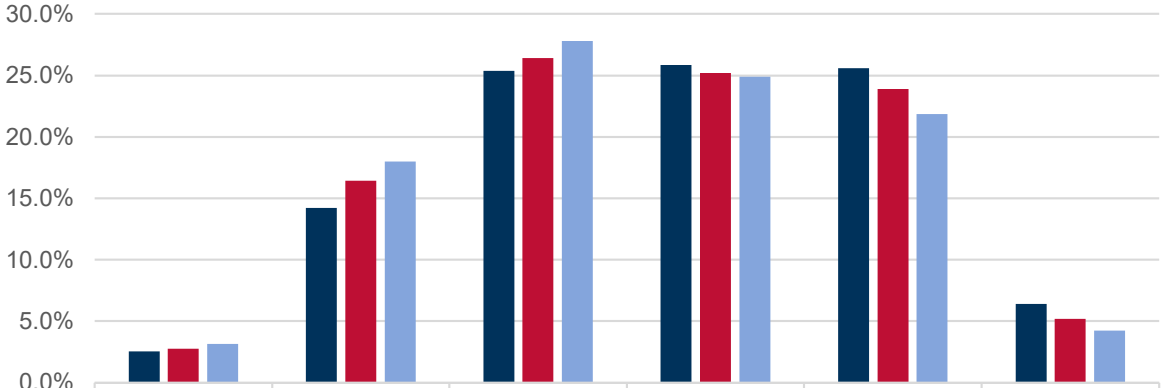
	White	Asian	Black	Other	Unknown
2017-18	69.9%	15.4%	4.9%	8.8%	1.0%
2018-19	66.2%	16.4%	5.4%	9.7%	2.2%
2019-20	64.5%	16.9%	5.9%	10.0%	2.7%

1.5.b Gender



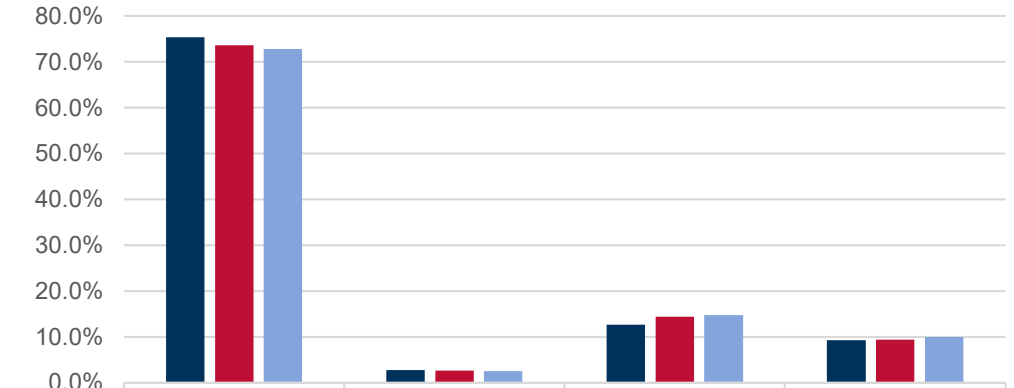
	Female	Male
2017-18	48.3%	51.7%
2018-19	49.5%	50.5%
2019-20	50.1%	49.9%

1.5.c Age Band



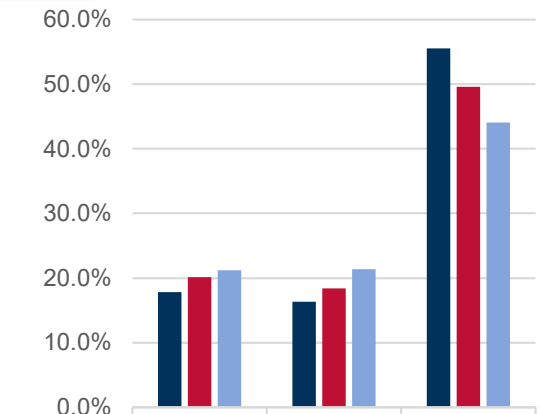
	16-24	25-34	35-44	45-54	55-64	65+
2017-18	2.6%	14.2%	25.4%	25.9%	25.6%	6.4%
2018-19	2.8%	16.4%	26.4%	25.2%	23.9%	5.2%
2019-20	3.1%	18.0%	27.8%	24.9%	21.9%	4.2%

1.5.d Nationality

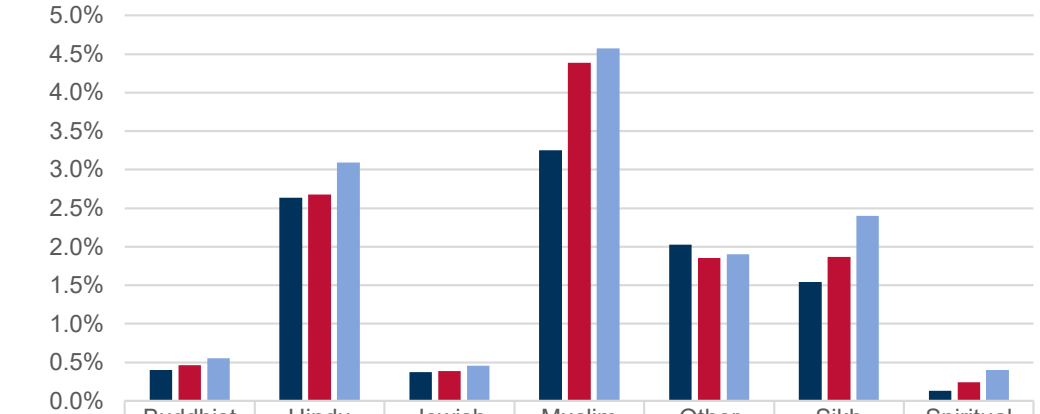


	CTA	Int. Eng	Int. Non-Eng	EU*
2017-18	75.3%	2.8%	12.7%	9.2%
2018-19	73.6%	2.7%	14.4%	9.4%
2019-20	72.9%	2.5%	14.7%	9.9%

1.5.e Religious Belief

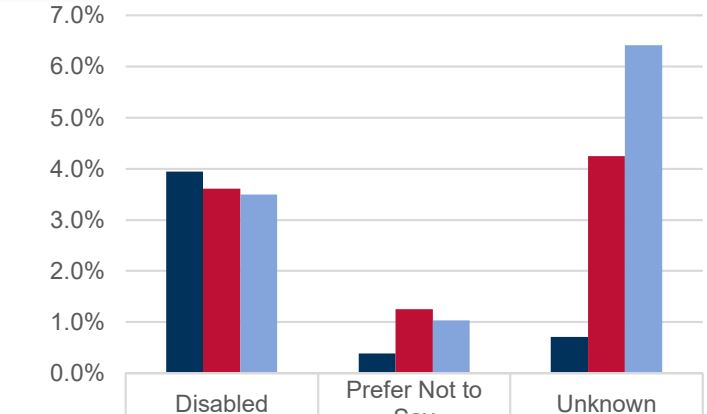


	Christian	None	Unknown
2017-18	17.8%	16.3%	55.6%
2018-19	20.2%	18.4%	49.6%
2019-20	21.2%	21.4%	44.0%



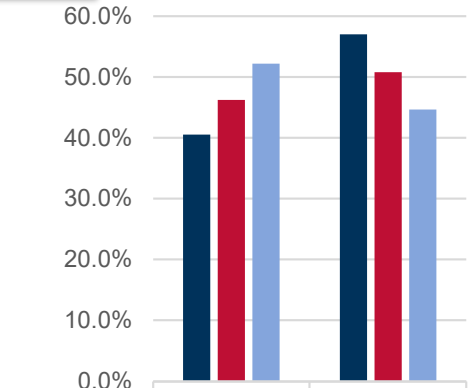
	Buddhist	Hindu	Jewish	Muslim	Other	Sikh	Spiritual
2017-18	0.4%	2.6%	0.4%	3.3%	2.0%	1.5%	0.1%
2018-19	0.5%	2.7%	0.4%	4.4%	1.9%	1.9%	0.2%
2019-20	0.6%	3.1%	0.5%	4.6%	1.9%	2.4%	0.4%

1.5.f Disability Status

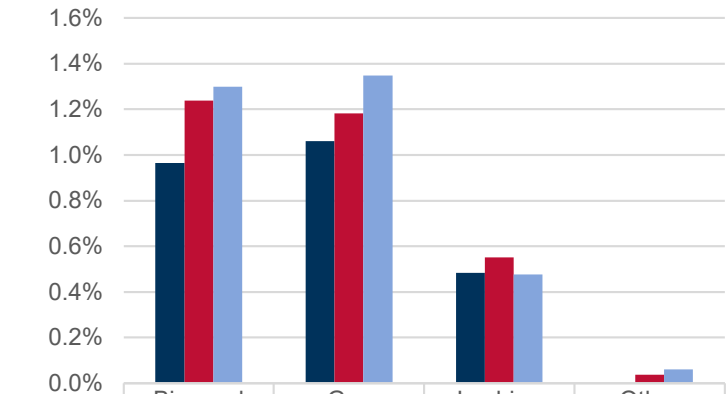


	Disabled	Prefer Not to Say	Unknown
2017-18	3.9%	0.4%	0.7%
2018-19	3.6%	1.2%	4.2%
2019-20	3.5%	1.0%	6.4%

1.5.g Sexuality

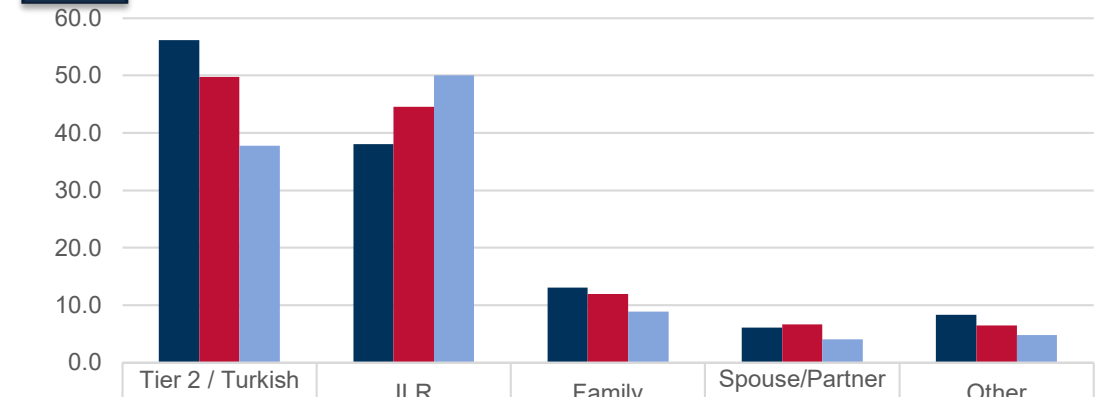


	Hetero	Unknown
2017-18	40.5%	57.0%
2018-19	46.2%	50.8%
2019-20	52.2%	44.6%



	Bisexual	Gay	Lesbian	Other
2017-18	1.0%	1.1%	0.5%	0.0%
2018-19	1.2%	1.2%	0.6%	0.0%
2019-20	1.3%	1.3%	0.5%	0.1%

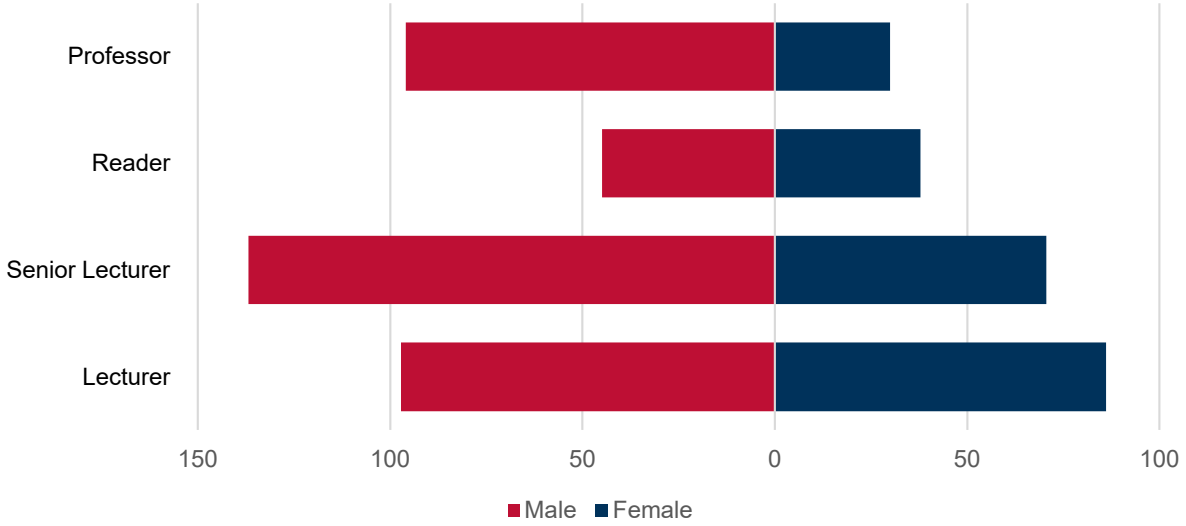
1.5.h Visa Status



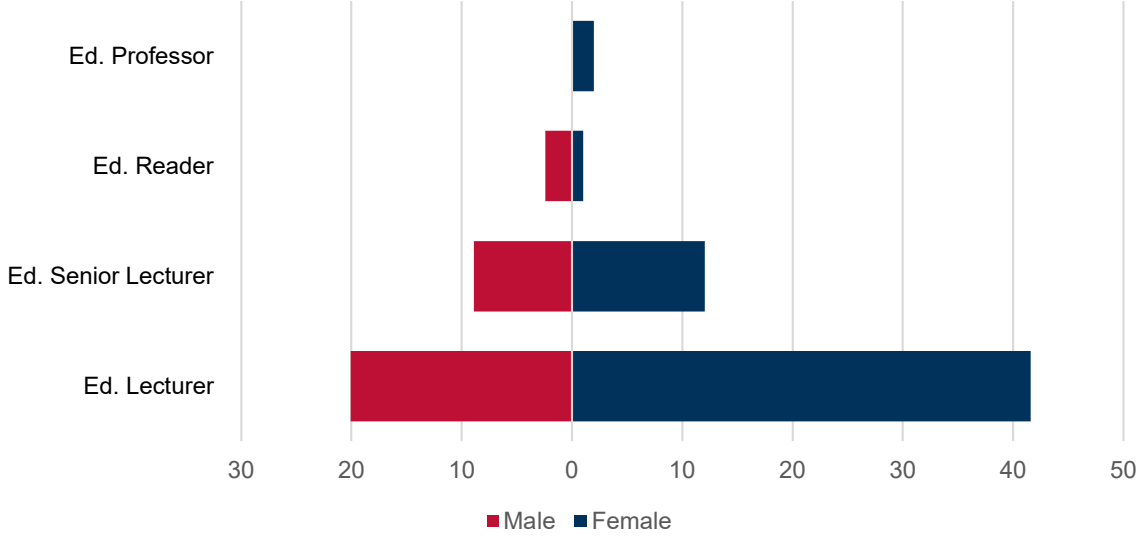
	Tier 2 / Turkish Worker	ILR	Family	Spouse/Partner LTR	Other
2017/18	56.2	38.0	13.1	6.1	8.3
2018/19	49.7	44.6	12.0	6.7	6.5
2019/20	37.7	50.0	8.9	4.1	4.8

1.6 Employee Composition – Gender Balance

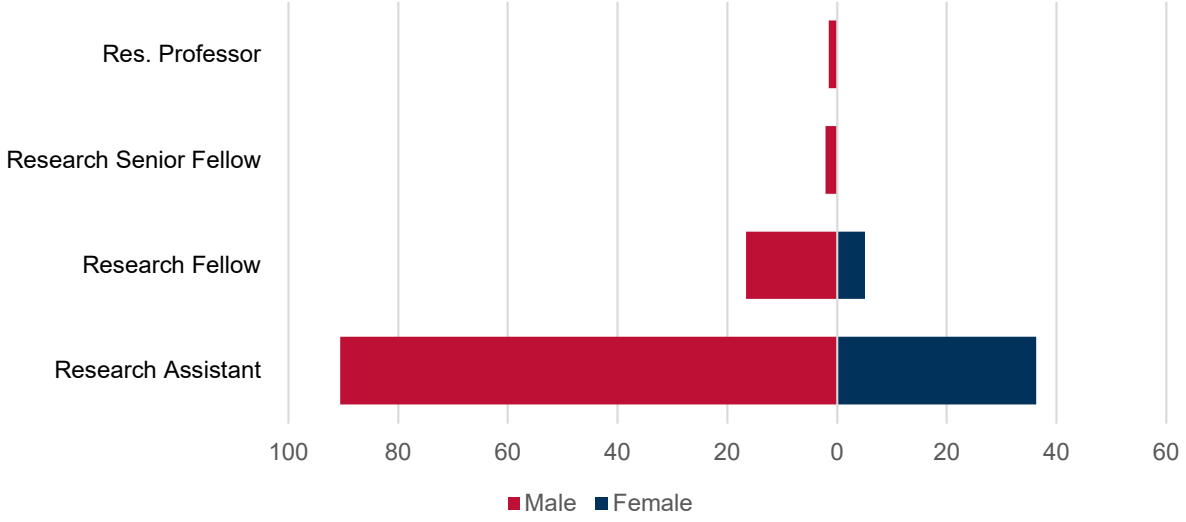
1.6.a Teaching and Research



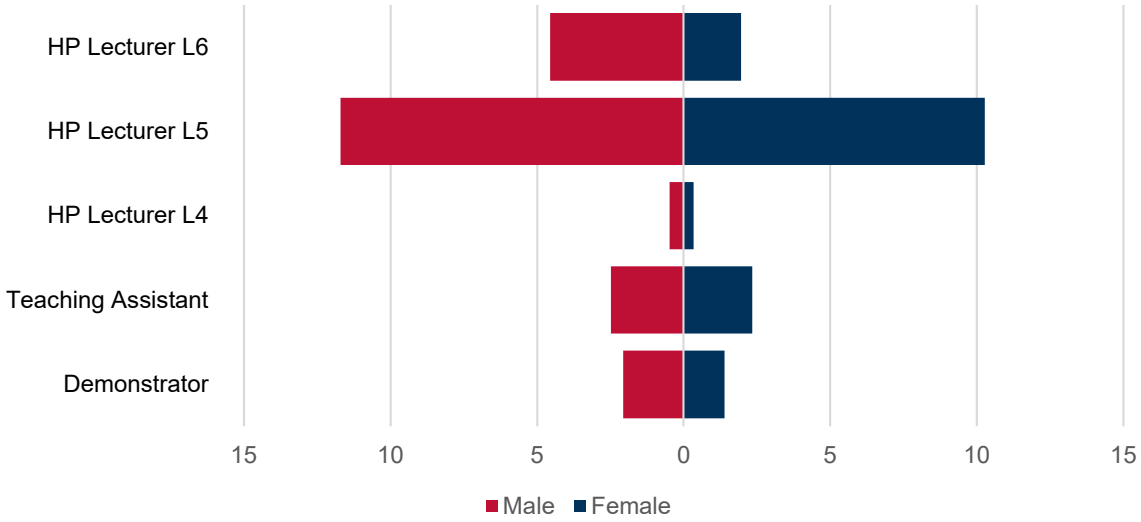
1.6.b Teaching only



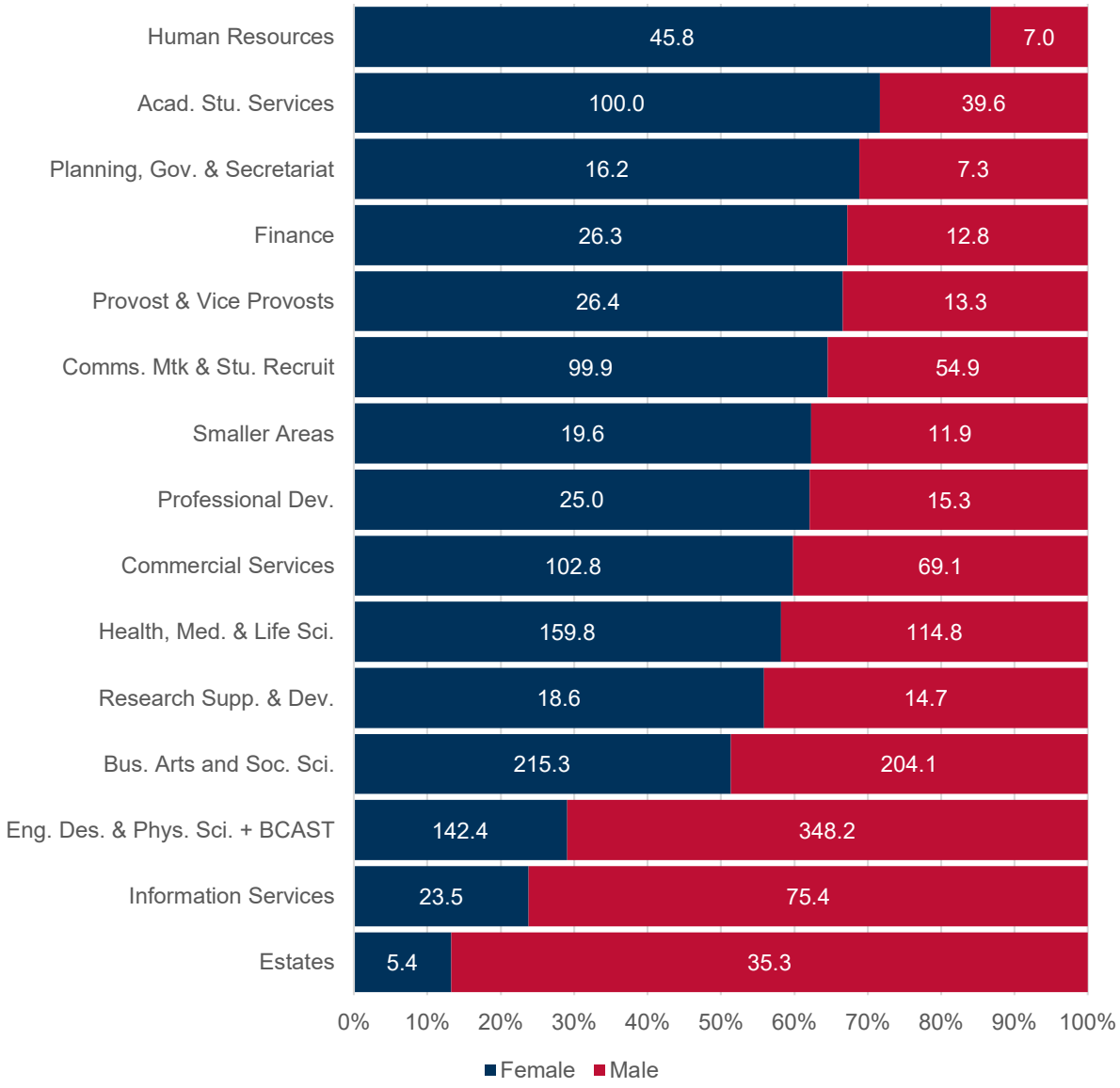
1.6.c Research only



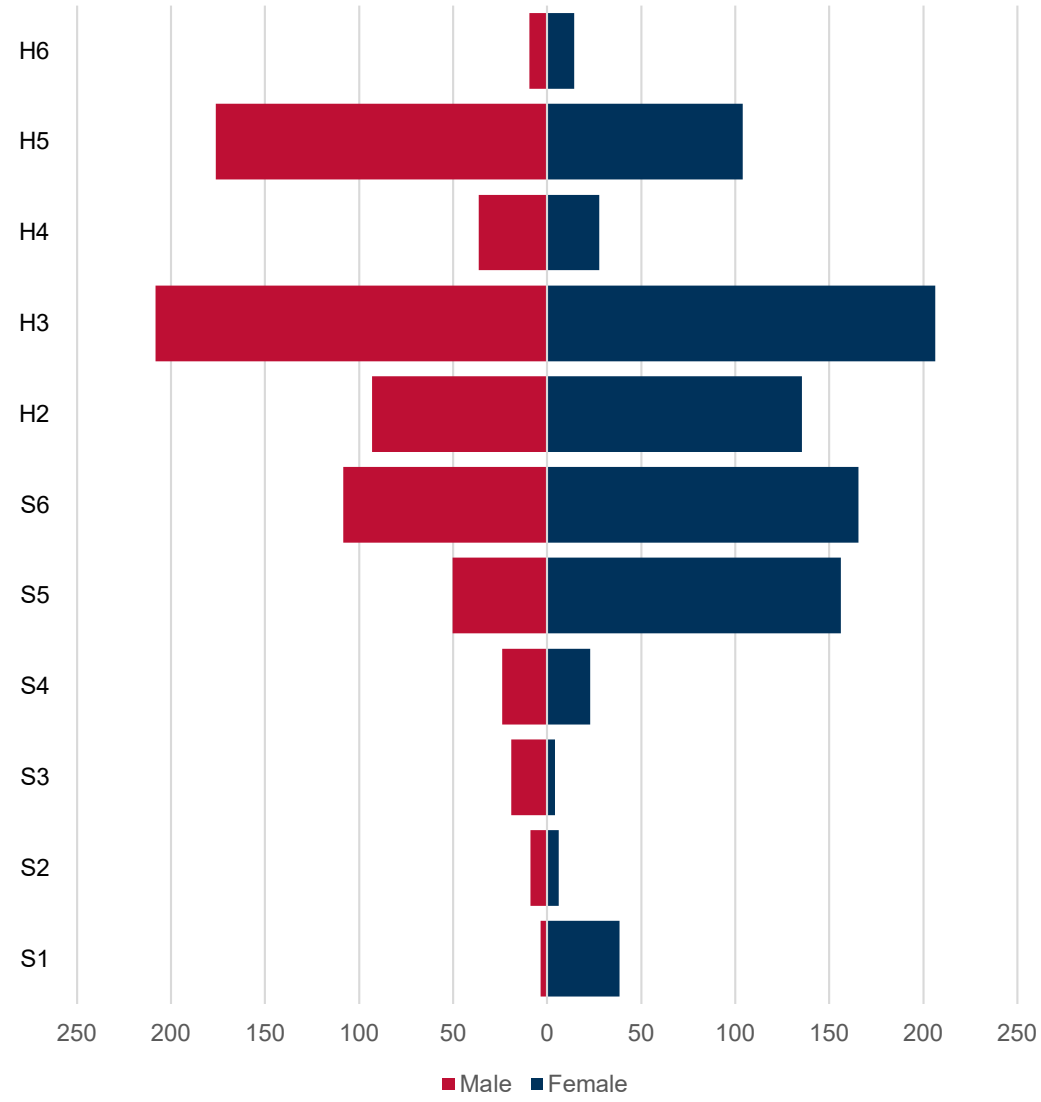
1.6.d Hourly Paid Teaching



1.6.e Gender Balance by Directorate – 2019-20

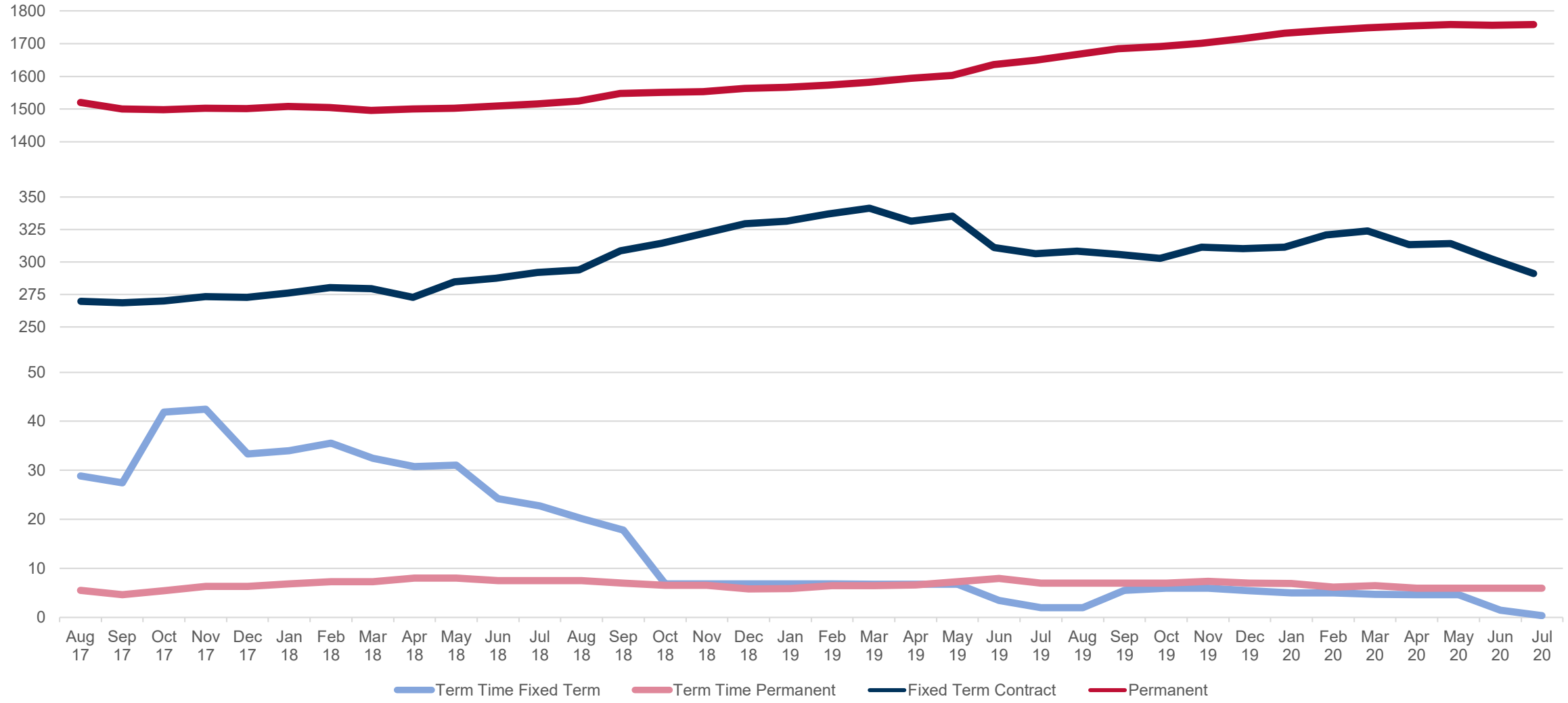


1.6.f Gender Balance by Employment Grades



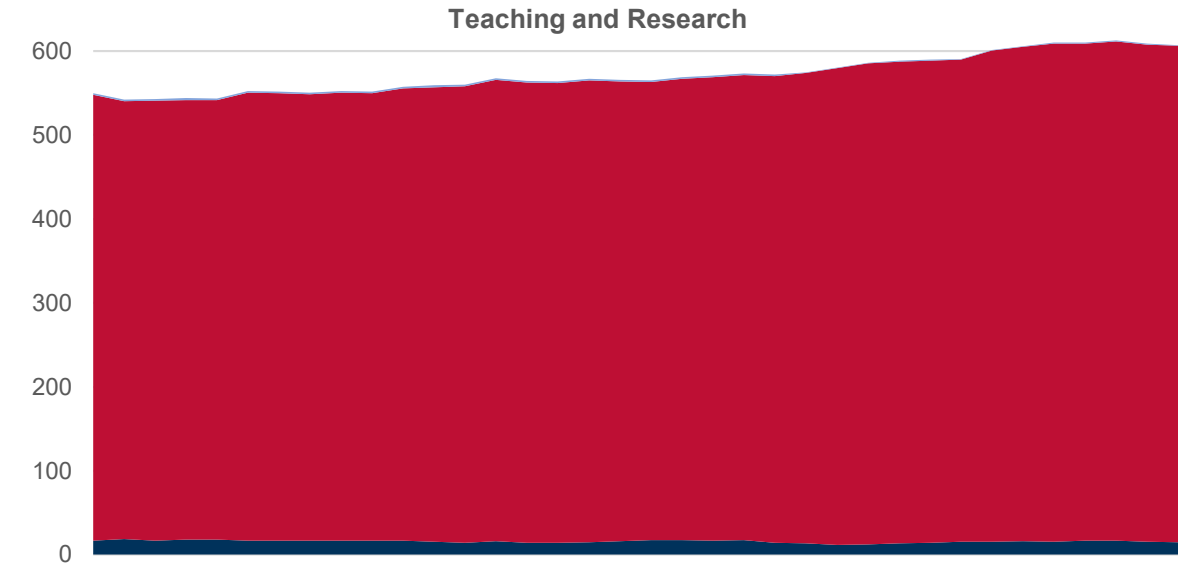
1.7 Employee Composition – Contract Type

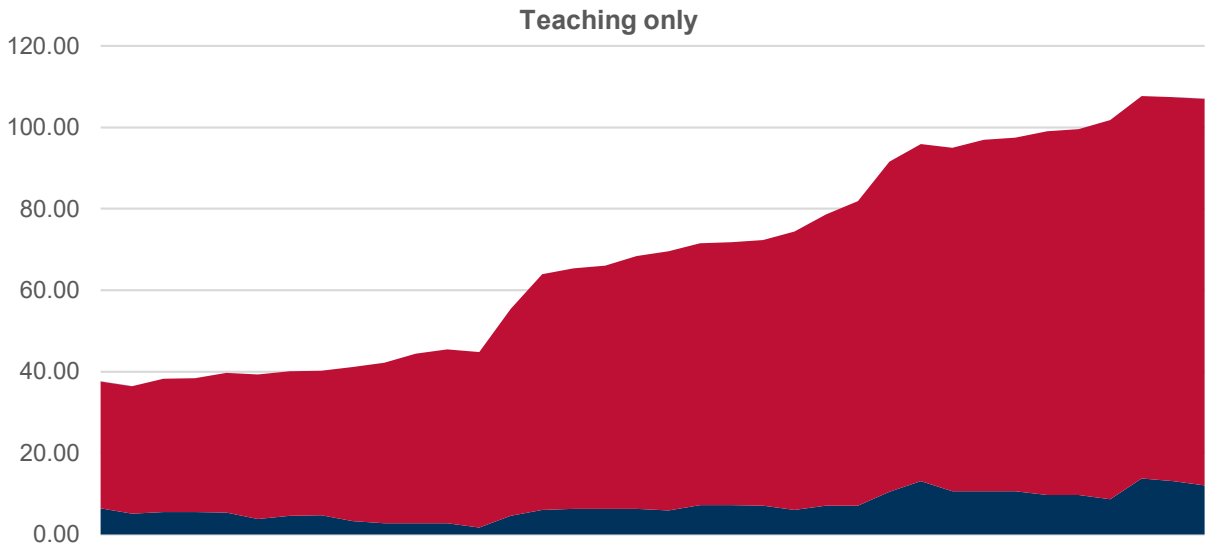
1.7.a **Monthly Totals for FTE under various Contract Types for All Employees**

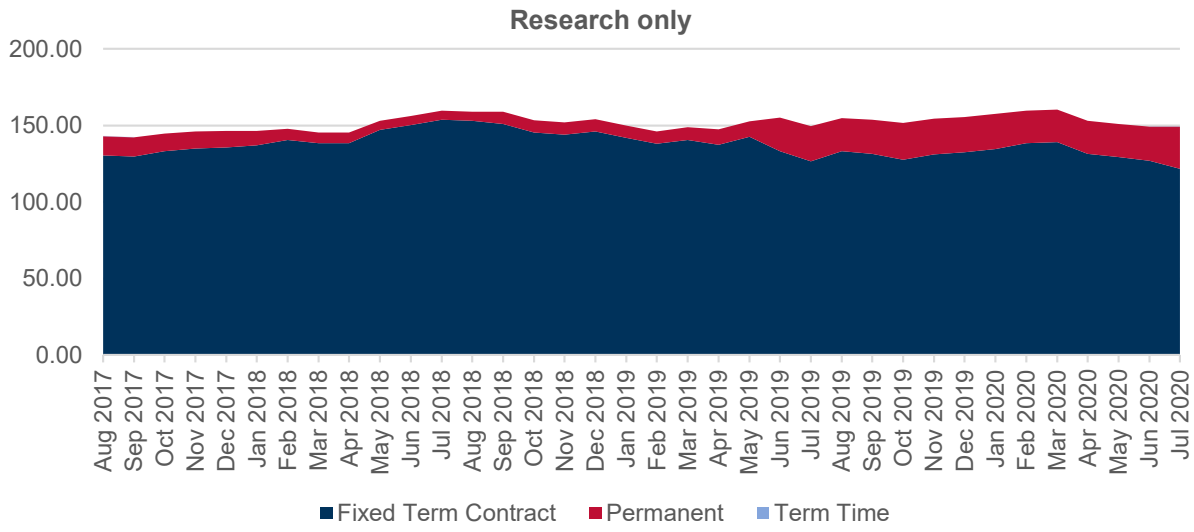


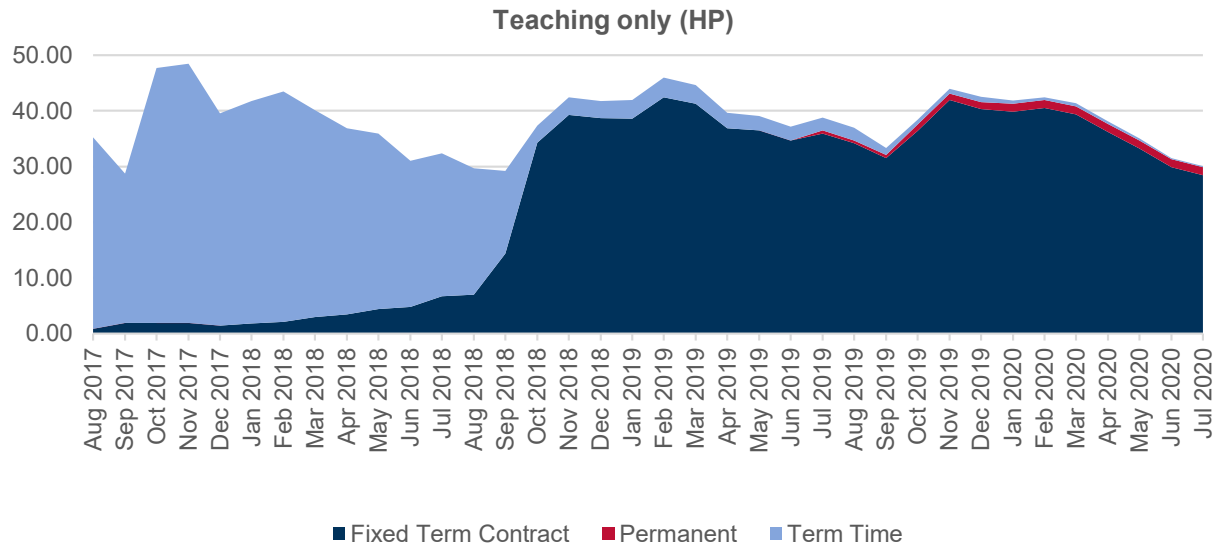
1.7 Employee Composition – Contract Type *continued*

1.7.b **Monthly Totals for FTE under various Contract Types for Academic Staff –** *Staked Charts*

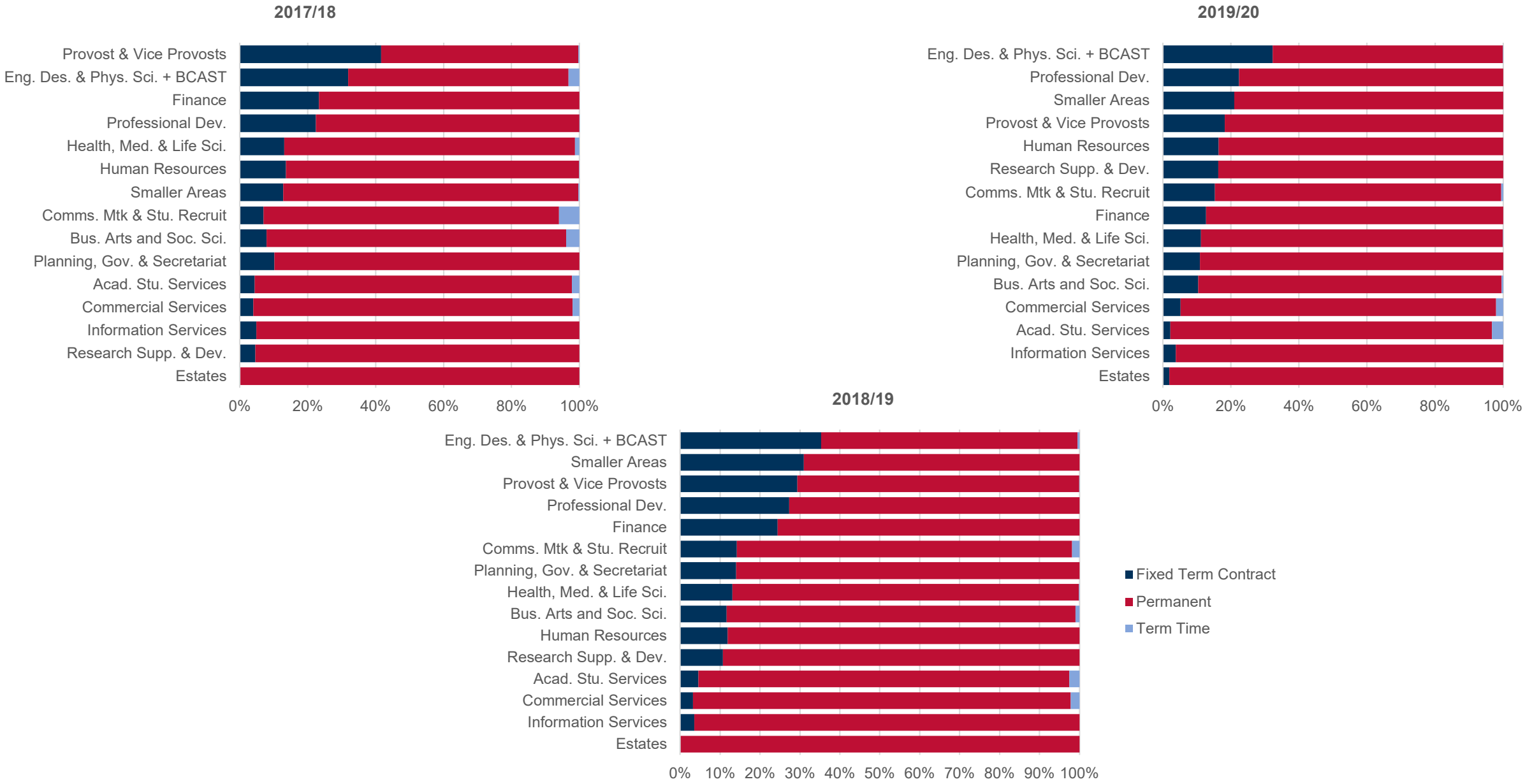




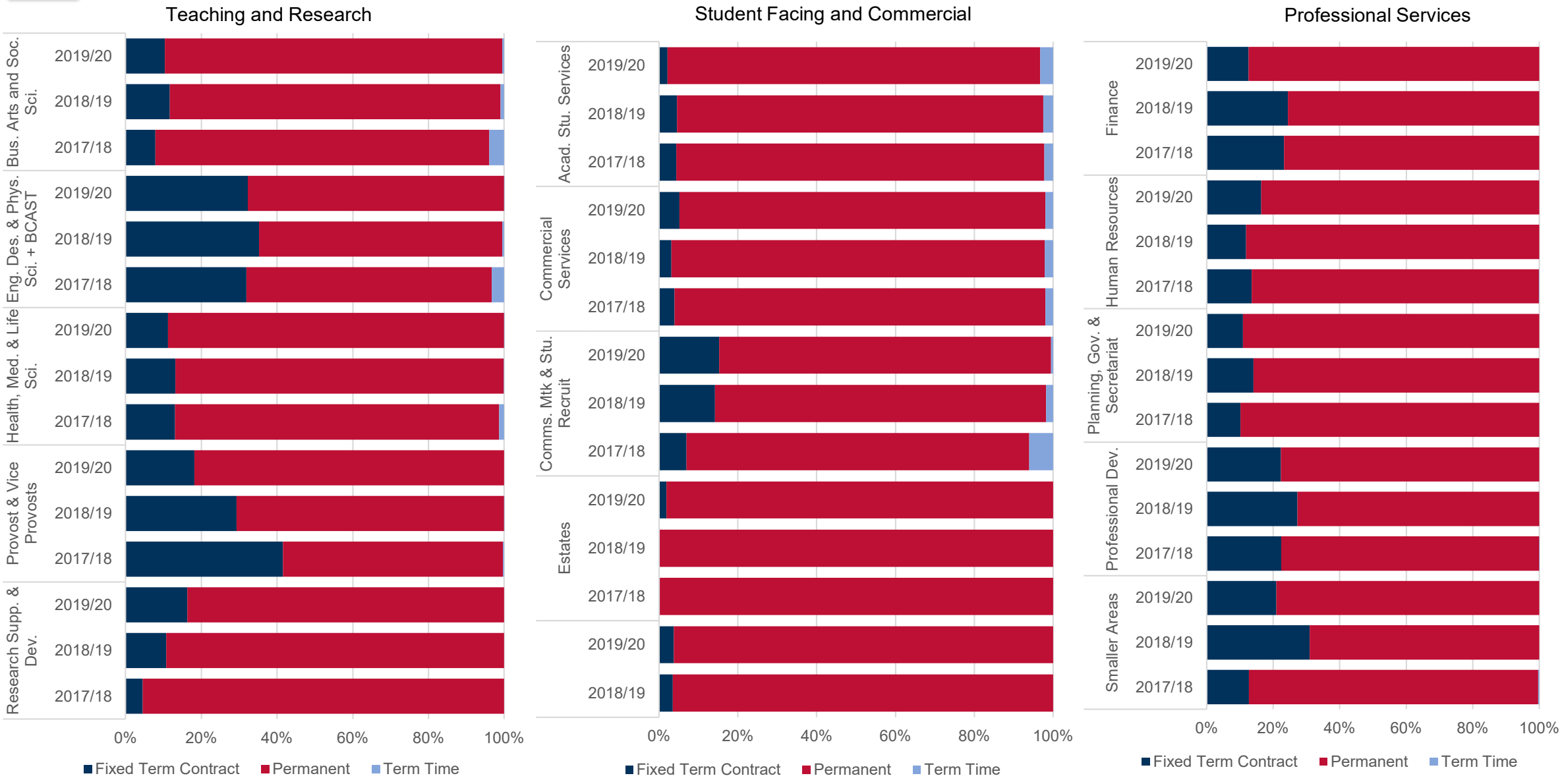




1.7.c Percentage of FTE under various Terms and Conditions by Directorate – *sorted by % fixed term contracts*

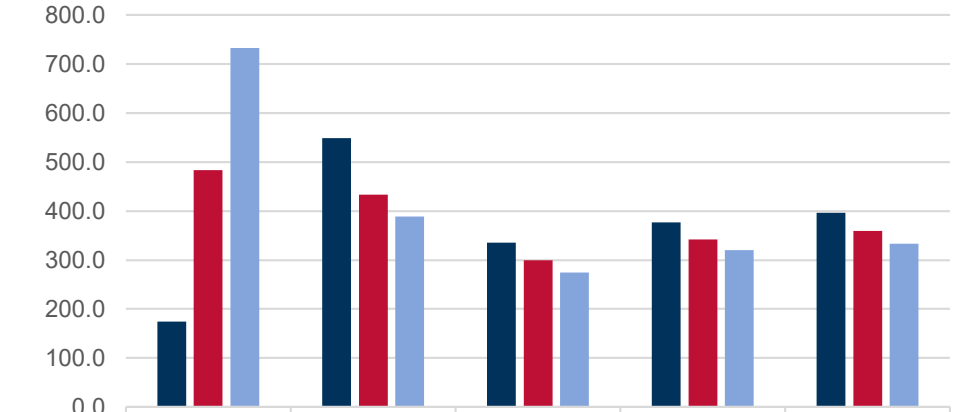


1.7.d **Percentage of FTE under various Terms and Conditions by Directorate** – *grouped by year*



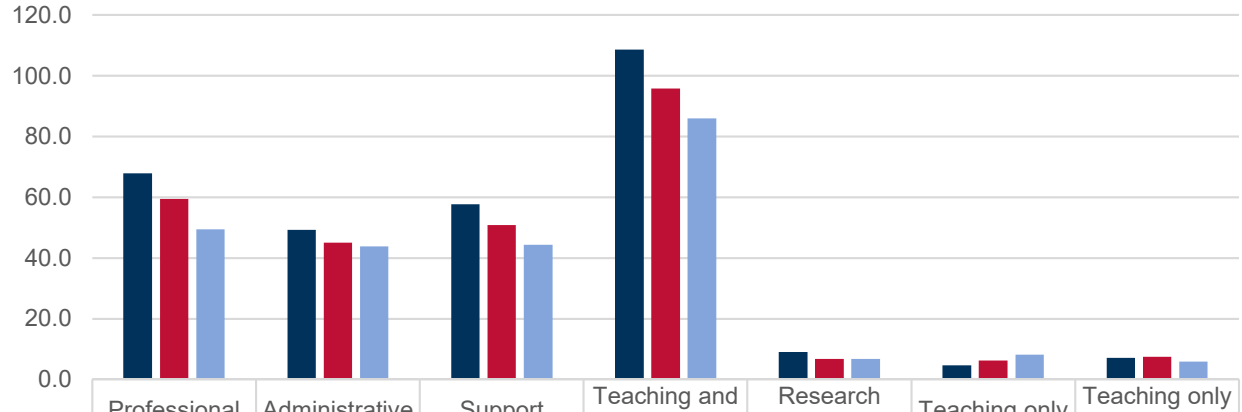
1.8 Employee Composition – Length of Service

1.8.a FTE by Length of Service



	up to 2 years	3 - 5 years	6 - 10 years	10 - 15 years	15+ years
2017/18	174.4	548.6	335.6	376.9	396.7
2018/19	483.7	433.3	299.1	341.7	359.2
2019/20	732.6	388.7	274.6	320.5	333.4

1.8.b FTE of Employees aged 60+

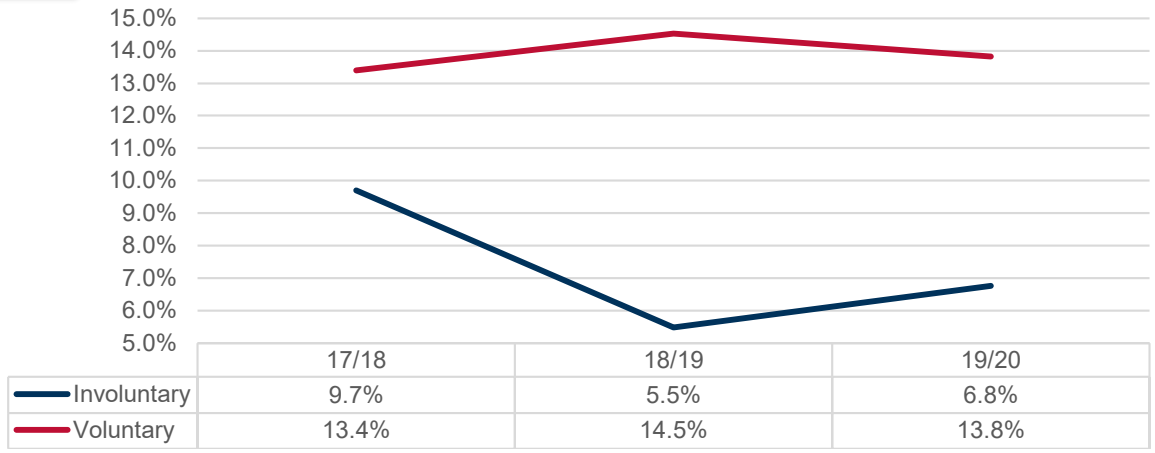


	Professional	Administrative	Support	Teaching and Research	Research only	Teaching only	Teaching only (HP)
2017/18	67.9	49.2	57.7	108.7	9.0	4.7	7.0
2018/19	59.4	45.0	50.8	95.8	6.8	6.1	7.4
2019/20	49.5	43.9	44.4	86.0	6.7	8.1	5.8

The length of service in all years is decreasing and there is an increase in FTE for employees with less than 3 years service. The FTE of staff aged 60+ is also declining.

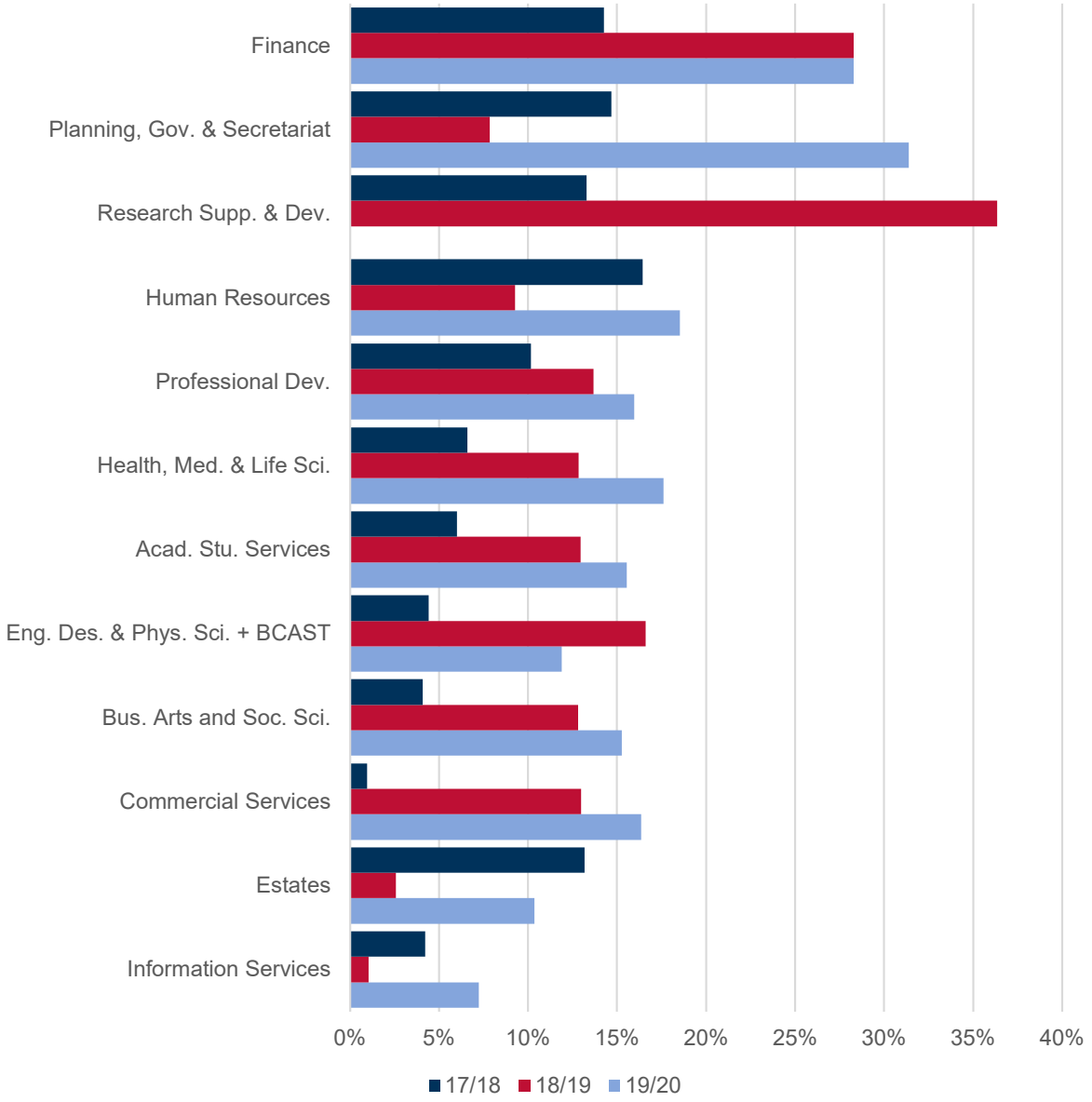
1.9 Employee Turnover

1.9.a Turnover Rates

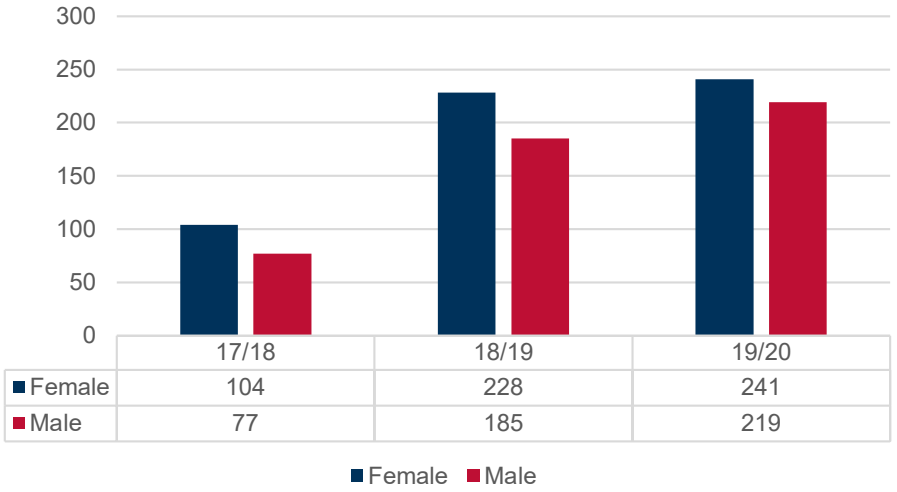


	17/18	18/19	19/20
Involuntary	9.7%	5.5%	6.8%
Voluntary	13.4%	14.5%	13.8%

1.9.b Percentage Turnover by Department



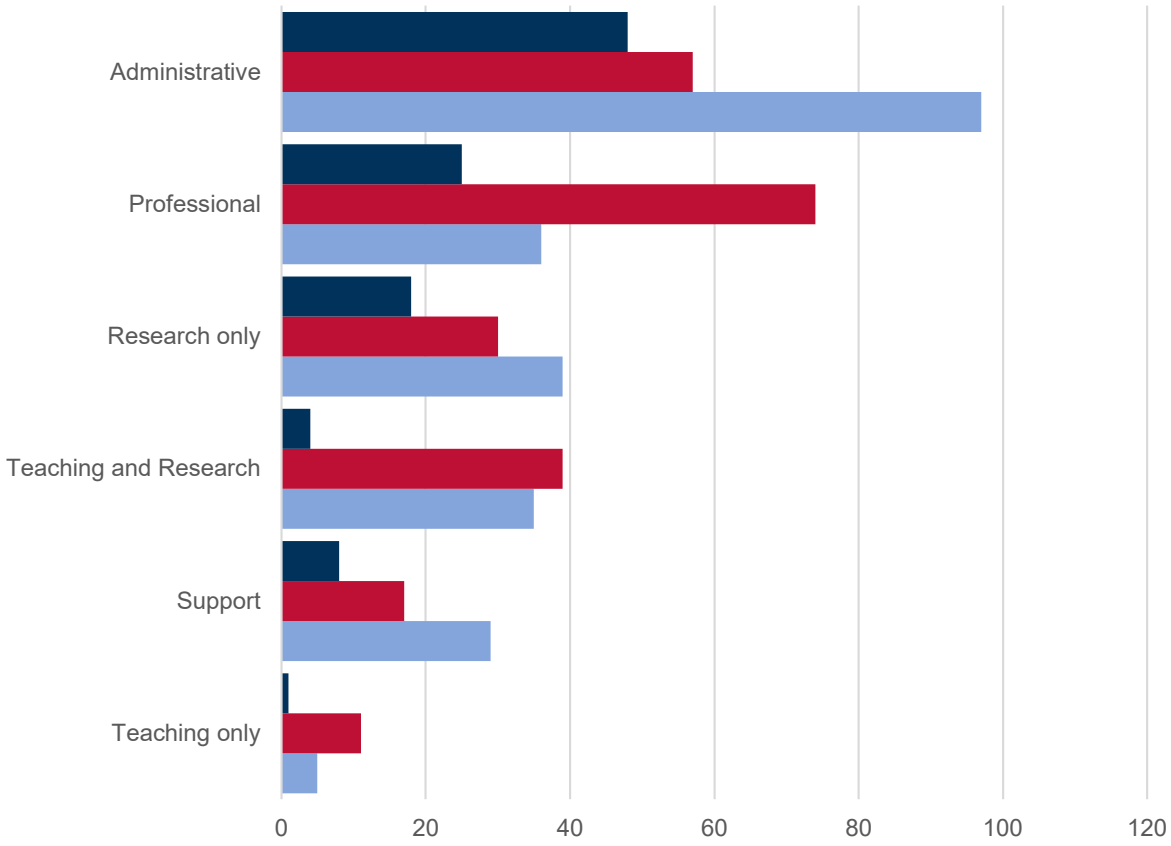
1.9.c Headcount of Leavers by Gender



	17/18	18/19	19/20
Female	104	228	241
Male	77	185	219

1.9.d Headcount of Leavers by Functional Group and Gender

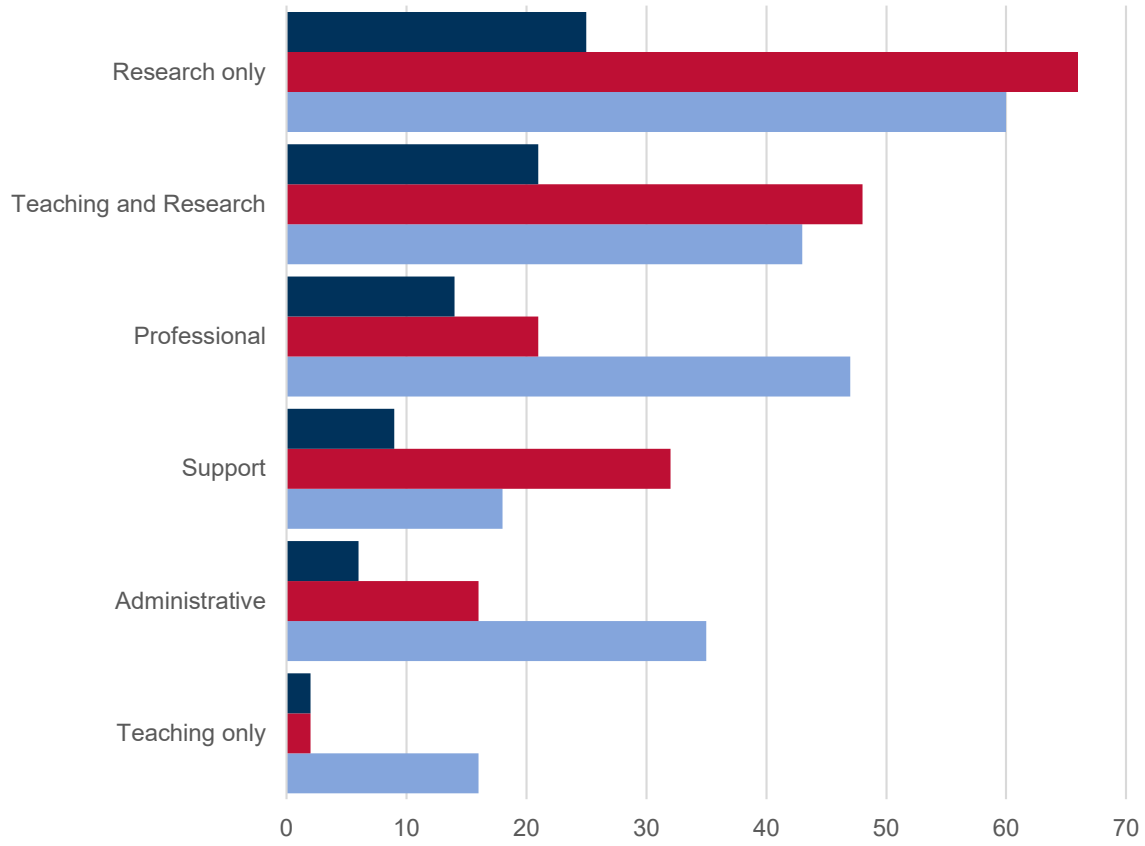
Female



	Teaching only	Support	Teaching and Research	Research only	Professional	Administrative
17/18	1	8	4	18	25	48
18/19	11	17	39	30	74	57
19/20	5	29	35	39	36	97

17/18 18/19 19/20

Male

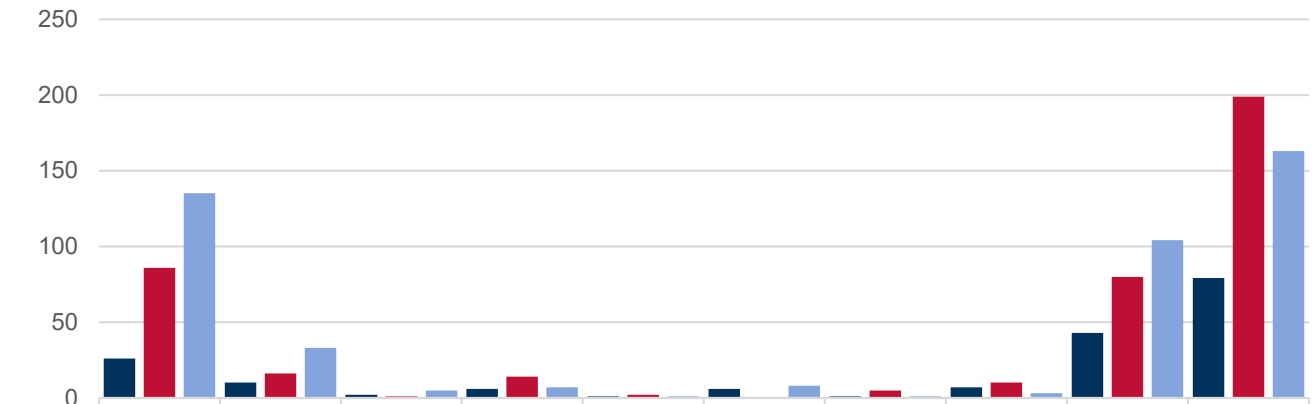


	Teaching only	Administrative	Support	Professional	Teaching and Research	Research only
17/18	2	6	9	14	21	25
18/19	2	16	32	21	48	66
19/20	16	35	18	47	43	60

17/18 18/19 19/20

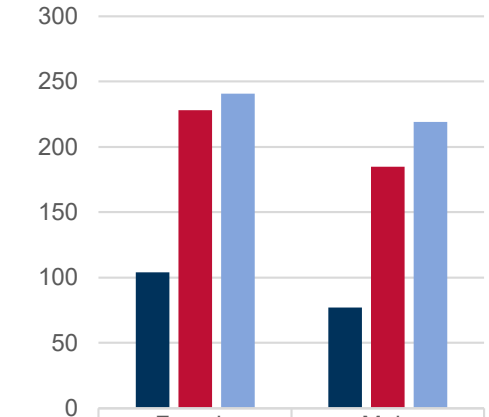
1.10 Headcount of Leavers - Protected Characteristics

1.10.a Religion



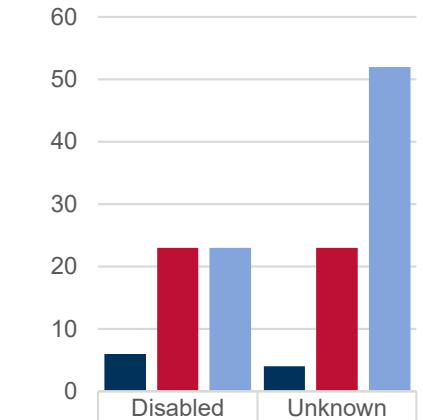
	Christian	Muslim	Buddhist	Hindu	Jewish	Sikh	Spiritual	Other	None	Unknown
17/18	26	10	2	6	1	6	1	7	43	79
18/19	86	16	1	14	2	0	5	10	80	199
19/20	135	33	5	7	1	8	1	3	104	163

1.10.b Gender



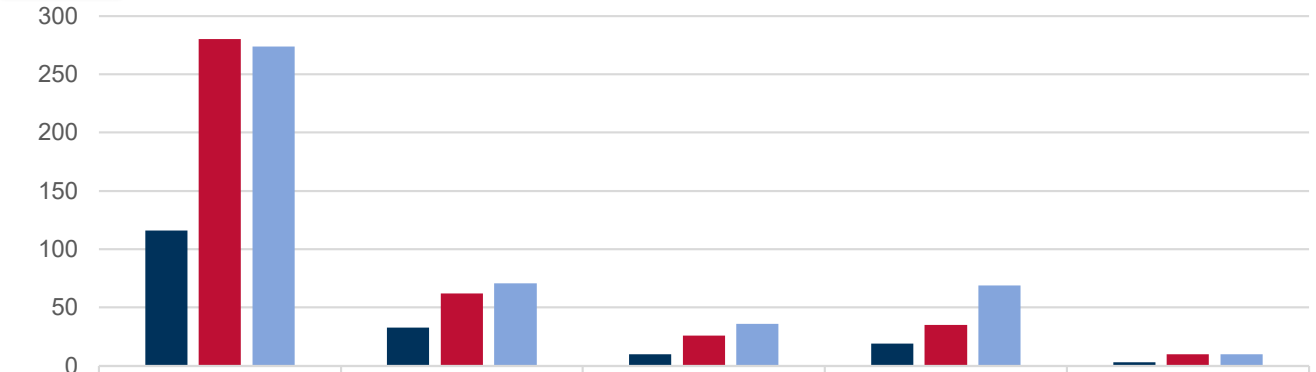
	Female	Male
17/18	104	77
18/19	228	185
19/20	241	219

1.10.c Disability Status



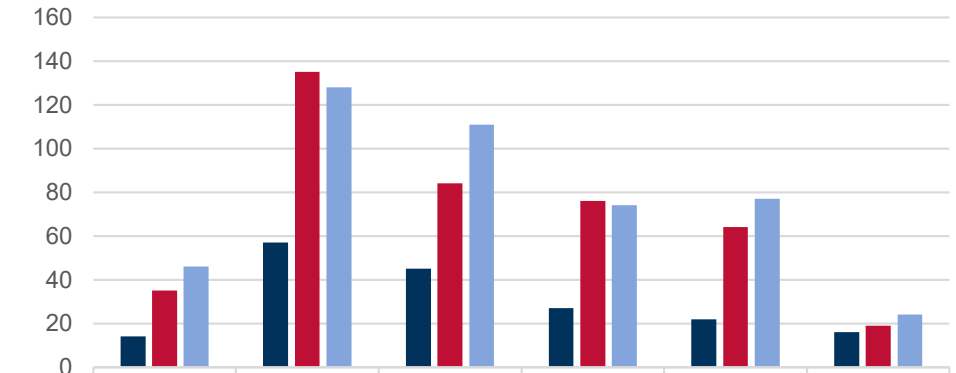
	Disabled	Unknown
17/18	6	4
18/19	23	23
19/20	23	52

1.10.e Ethnicity



	White	Asian	Black	Other	Unknown
17/18	116	33	10	19	3
18/19	280	62	26	35	10
19/20	274	71	36	69	10

1.10.f Age Band

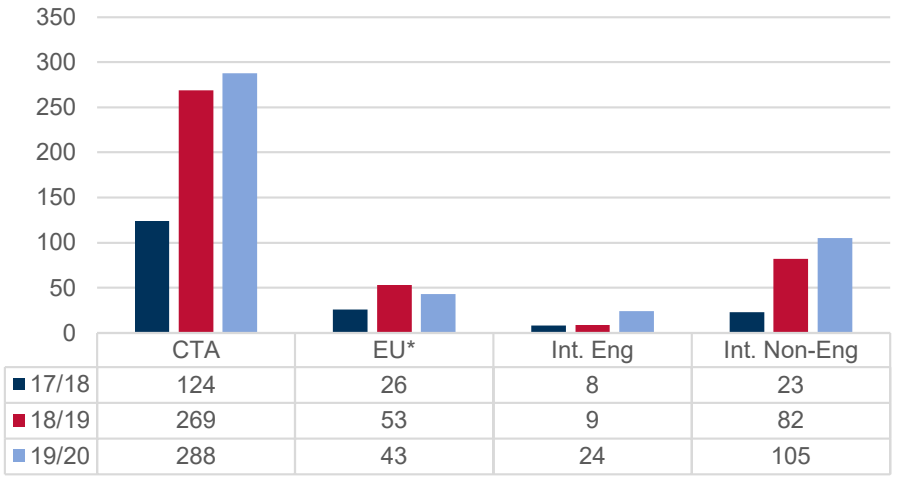


	16-24	25-34	35-44	45-54	55-64	65+
17/18	14	57	45	27	22	16
18/19	35	135	84	76	64	19
19/20	46	128	111	74	77	24

1.10 Headcount of Leavers - Protected Characteristics *continued*

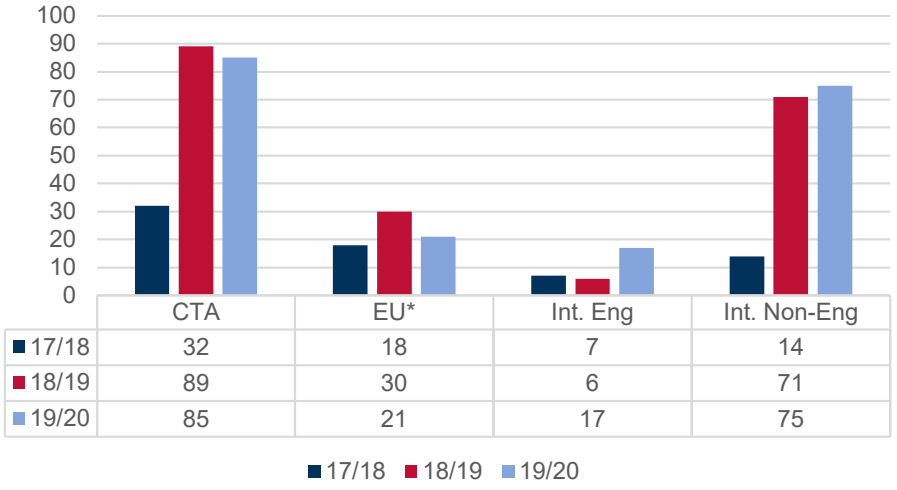
1.10.g Leavers by Nationality Group

All Staff



	CTA	EU*	Int. Eng	Int. Non-Eng
17/18	124	26	8	23
18/19	269	53	9	82
19/20	288	43	24	105

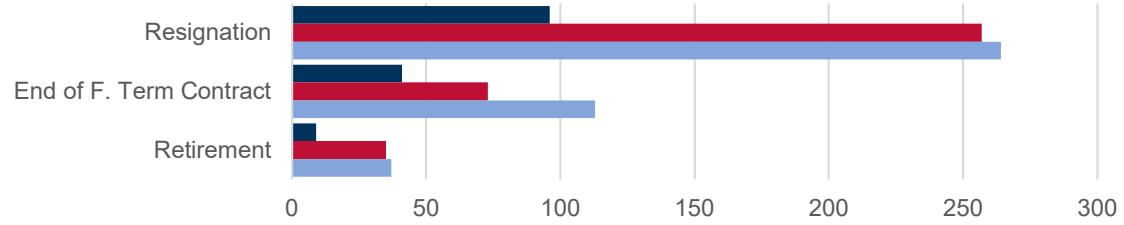
Academic and Research



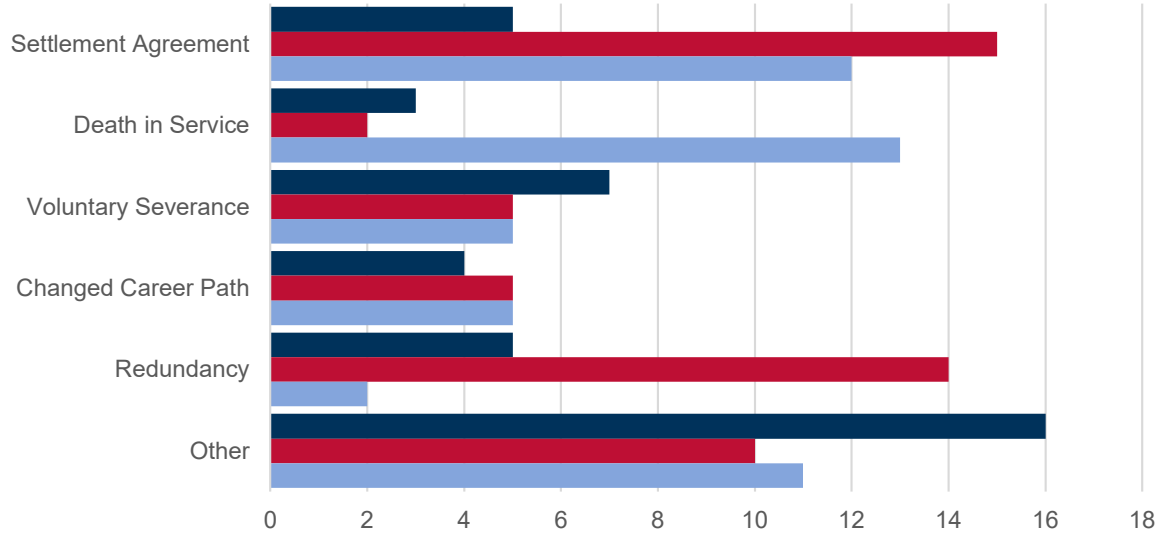
	CTA	EU*	Int. Eng	Int. Non-Eng
17/18	32	18	7	14
18/19	89	30	6	71
19/20	85	21	17	75

1.11 Leavers' reasons for leaving

1.11.a Most Common Reasons *(above)* and Other Reasons *(below)*



	Retirement	End of F. Term Contract	Resignation
17/18	9	41	96
18/19	35	73	257
19/20	37	113	264



	Other	Redundancy	Changed Career Path	Voluntary Severance	Death in Service	Settlement Agreement
17/18	16	5	4	7	3	5
18/19	10	14	5	5	2	15
19/20	11	2	5	5	13	12

2. Reward and Recognition

2.1 Gender Pay Gap

Gender Pay Gaps	2017/18	2018/19	2019/20	2020/21	Difference (2021-2020)
Mean	20.04%	19.83%	18.48%	**20.4%**	**+1.92%**
Median	23.58%	25.67%	21.52%	**27.9%**	**+6.38%**
Mean Bonus	47.28%	43.70%	45%	**7.5%**	**-37.5%**
Median Bonus	33.3%	25.00%	34%	**-2.9%**	**-36.9%**
Proportion of women receiving bonuses:	2.78%	3.08%	2.43%	**1.27%**	**-1.16%**
Proportion of men receiving bonuses:	2.75%	3.21%	6.24%	**4.61%**	**-1.63%**
Proportion of Men and Women staff in salary quartiles:					
	Women Men	Women Men	Women Men	**Women Men**	**diff (%W)**
Lower Quartile	Q1 63% 37%	Q1 63% 37%	Q1 61% 39%	**Q1 68% 31%**	**Q1 +7%**
Lower Middle Quartile	Q2 58% 42%	Q2 57% 43%	Q2 61% 39%	**Q2 56% 43%**	**Q2 -5%**
Upper Middle Quartile	Q3 49% 51%	Q3 48% 52%	Q3 49% 51%	**Q3 49% 51%**	**Q3 0%**
Upper Quartile	Q4 38% 62%	Q4 36% 64%	Q4 38% 62%	**Q4 38% 62%**	**Q4 0%**

2.2 Ethnicity Pay Gap

Ethnicity Pay Gaps	2018	2019	2020	Difference (2019-2018)
Mean	20.49%	20.3%	**12.41%**	**-7.89%**
Median	21.17%	22.01%	**11.02%**	**-10.99%**
Mean Bonus	62%	27.76%	**-12.2%**	**-39.96%**
Median Bonus	25%	11.76%	**27.7%**	**+15.94%**
Proportion of non-BAME receiving bonuses:	4.03%	4.45%	**3.2%**	**-1.25%**
Proportion of BAME receiving bonuses:	1.21%	2.88%	**2.19%**	**-0.69%**
Proportion of BAME and non-BAME staff in salary quartiles:	Non-BAME BAME	Non-BAME BAME	**Non-BAME BAME**	**%difference BAME**
Lower Quartile	Q1 47% 51%	Q1 46% 54%	**Q1 51% 44%**	**-10%**
Lower Middle Quartile	Q2 64% 33%	Q2 65% 35%	**Q2 59% 36%**	**+1%**
Upper Middle Quartile	Q3 69% 29%	Q3 71% 29%	**Q3 64% 33%**	**+3%**
Upper Quartile	Q4 76% 22%	Q4 73% 27%	**Q4 68% 29%**	**+2%**

* Proportions do not include unknown

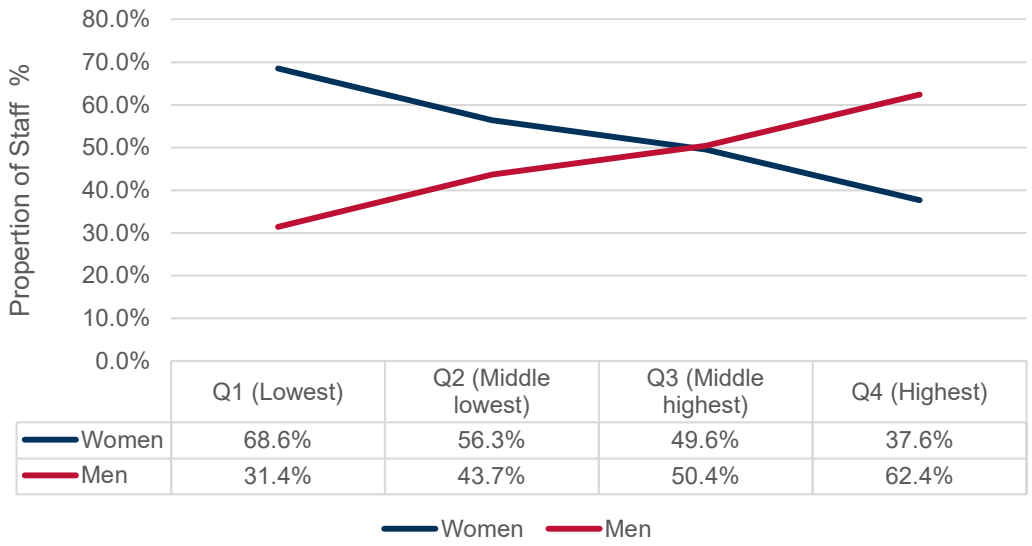
2.3 Disability Pay Gap

Disability Pay Gaps	2019				2020				Difference (2019-2018)
Mean	10.53%				8%				-2.53%
Proportion of non-disabled and disabled staff in salary quartiles		Disabled	Non-disabled	Unknown	Disabled	Disabled	Non-disabled	Unknown	
Lower quartile (Q1)	(Q1)	3.6%	93%	3.4%	(Q1)	2.70%	55.48%	0.57%	-0.9%
Lower middle quartile (Q2)	(Q2)	5.2%	86%	12.8%	(Q2)	4.13%	85.63%	0.43%	-1.7%
Upper middle quartile (Q3)	(Q3)	4.5%	89%	6.5%	(Q3)	4.12%	85.80%	0.99%	-0.38%
Upper quartile (Q4)	(Q4)	2.4%	67%	30.6%	(Q4)	2.70%	88.92%	2.13%	+0.3

The difference between declared disability and non-disabled is £2.22 an hour, giving an 8% mean pay gap in favour of non-disabled staff. The ONS reports the UK disability pay gap is 12% so we are doing better than the national picture.
https://www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/disability/articles/disabilitypaygapsintheuk/2018#nearly-one-in-five-of-the-uk-population-aged-16-to-64-years-was-disabled

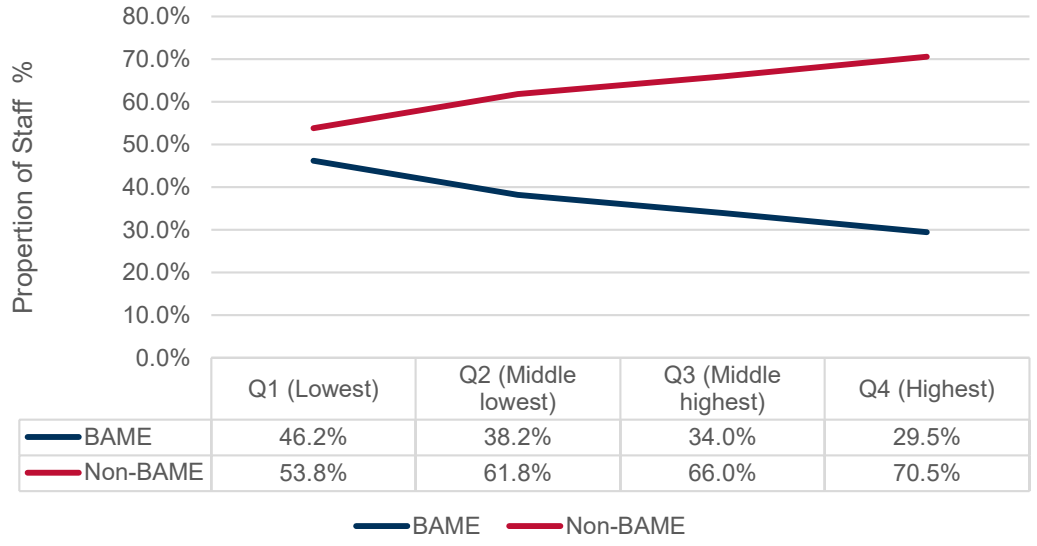
2.4 Equal Pay Analysis

2.4.a Proportions of Man and Women within the Four Quartile Ranges



	Q1 (Lowest)	Q2 (Middle lowest)	Q3 (Middle highest)	Q4 (Highest)
Women	68.6%	56.3%	49.6%	37.6%
Men	31.4%	43.7%	50.4%	62.4%

2.4.b Proportions of BAME and Non-BAME within the Four Quartile Ranges

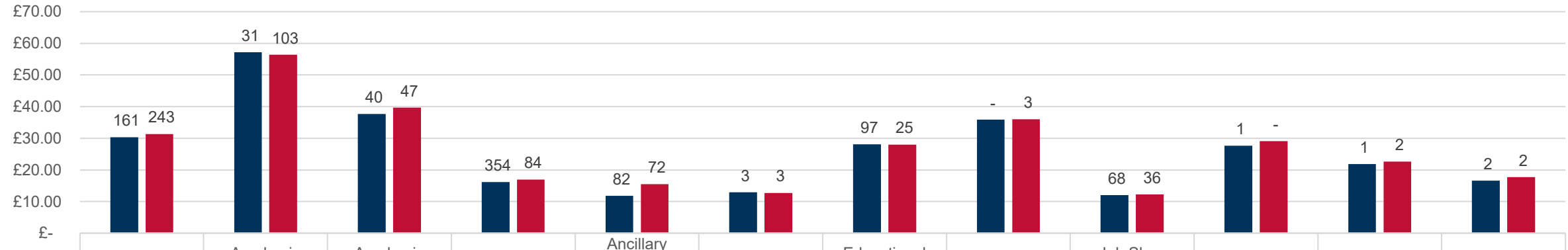


	Q1 (Lowest)	Q2 (Middle lowest)	Q3 (Middle highest)	Q4 (Highest)
BAME	46.2%	38.2%	34.0%	29.5%
Non-BAME	53.8%	61.8%	66.0%	70.5%

- These figures show we have a higher proportion of women and BME staff in lower paid roles compared with men and non-BME staff.
- This is not the case across all job families, however it is substantial and shows us we are likely to have vertical and horizontal occupational segregation.

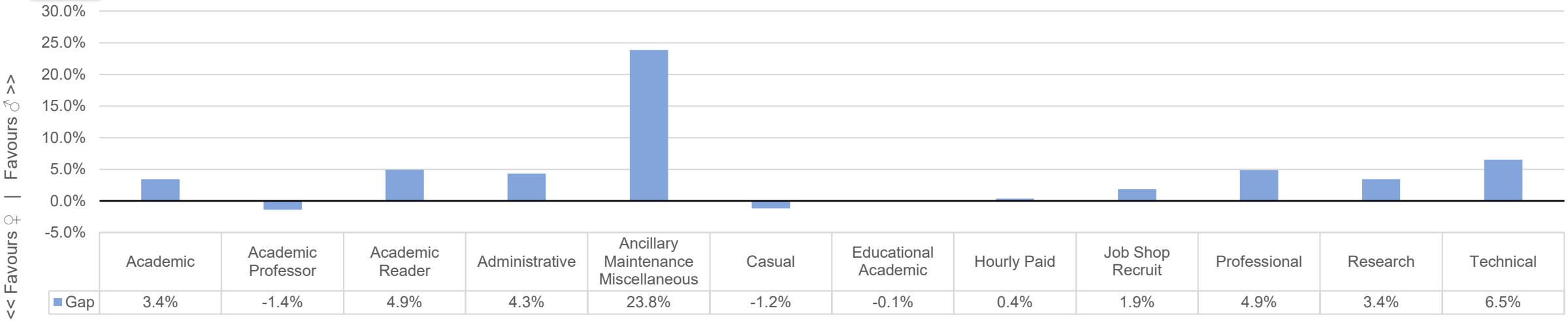
2.4.c Average hourly pay plotted for each pay grade by gender.

* For examples of typical grades see definitions page 65



	Academic	Academic Professor	Academic Reader	Administrative	Ancillary Maintenance Miscellaneous	Casual	Educational Academic	Hourly Paid	Job Shop Recruit	Professional	Research	Technical
Women	£30.30	£57.17	£37.71	£16.21	£11.80	£12.92	£28.04	£35.88	£12.09	£27.68	£21.83	£16.59
Men	£31.38	£56.39	£39.66	£16.95	£15.49	£12.77	£28.02	£36.02	£12.32	£29.10	£22.60	£17.74

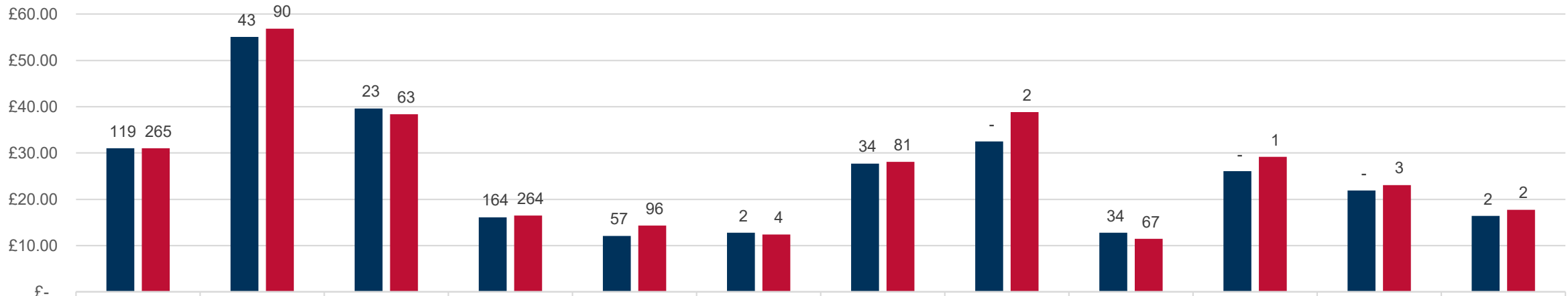
2.4.d Gender Pay Gaps by job family



	Academic	Academic Professor	Academic Reader	Administrative	Ancillary Maintenance Miscellaneous	Casual	Educational Academic	Hourly Paid	Job Shop Recruit	Professional	Research	Technical
Gap	3.4%	-1.4%	4.9%	4.3%	23.8%	-1.2%	-0.1%	0.4%	1.9%	4.9%	3.4%	6.5%

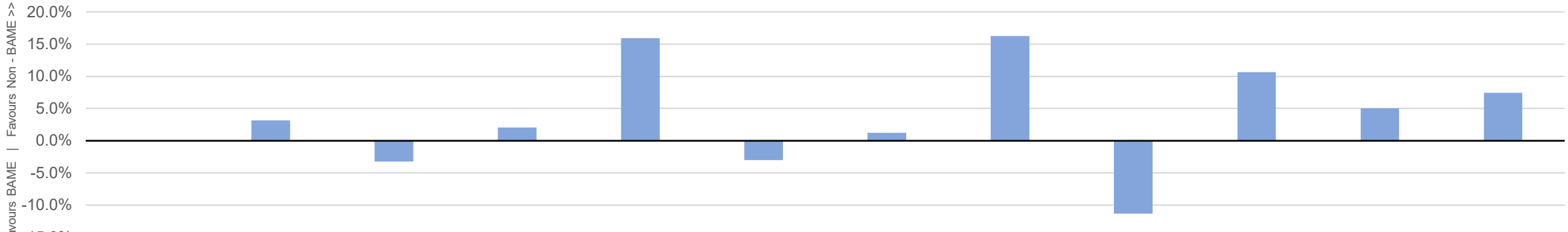
2.4.e Average hourly pay plotted for each pay grade by ethnicity.

* For examples of typical grades see definitions page 65



	Academic	Academic Professor	Academic Reader	Administrative	Ancillary Maintenance Miscellaneous	Casual	Educational Academic	Hourly Paid	Job Shop Recruit	Professional	Research	Technical
BAME	£31.06	£55.09	£39.63	£16.14	£12.07	£12.77	£27.73	£32.52	£12.77	£26.06	£21.94	£16.41
Non-BAME	£31.02	£56.88	£38.40	£16.48	£14.36	£12.39	£28.08	£38.83	£11.47	£29.16	£23.10	£17.74

2.4.f Ethnicity Pay Gaps by job family



	Academic	Academic Professor	Academic Reader	Administrative	Ancillary Maintenance Miscellaneous	Casual	Educational Academic	Hourly Paid	Job Shop Recruit	Professional	Research	Technical
Gap	-0.1%	3.1%	-3.2%	2.1%	15.9%	-3.0%	1.2%	16.2%	-11.3%	10.6%	5.0%	7.4%

Pay Equality Summary

Gender Pay Gap

- shows there are more men in higher paid roles than women.

Mean Gender Pay Gap +**20.4%** Median Gender Pay Gap +**27.9%**

- The Mean Bonus Gender pay gap is +**7.5**% in favour of men, but the Median is **-2.9%,** in favour of Women

Ethnicity Pay Gap (Basic 2way - 'White'/'BME')

- There are more employees identifying as white Caucasian in the three higher pay quartiles compared with other ethnicities, collectively.

Mean Ethnicity Pay Gap +**12.4%** Median Ethnicity Pay Gap +**11.0%**

Disability Pay Gap (Basic 2way - 'non-disabled'/'disabled')

Mean Disability Pay Gap +**8.0%**

Equal Pay Analysis

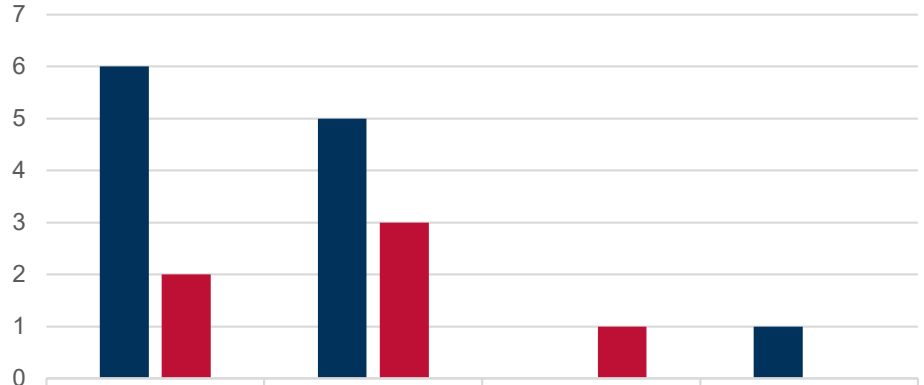
- Shows that for doing the same job, men and women are relatively equally paid, however there are some roles where a difference in average hourly pay has been identified for men and women in roles of the same grade.

All data from March 2020 payslip (includes all employees) Excludes those who are not on relevant full pay on the snapshot date of 31st March 2020. Bonus Data from March 2019-20 includes Honorariums and Performance Related Payments and RIS.

2.5 Awards for Excellence

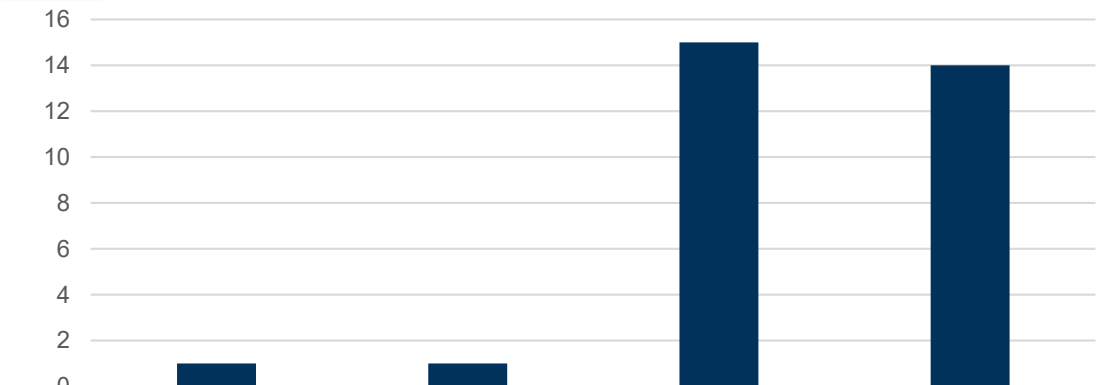
All details relate to outcomes from a single panel in Dec 2019. The June 2020 panel was cancelled due to the COVID-19 pandemic.

2.5.a Value of Supported Award



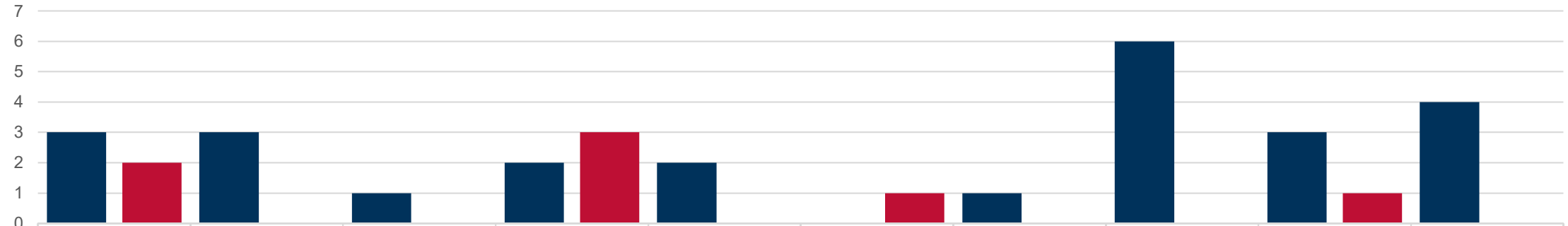
	£500.00	£1,000.00	£1,500.00	£3,500.00
Female	6	5		1
Male	2	3	1	

2.5.b Type of Supported Award



	Community	Innovation and ideas	Quality and Excellence	Teamwork
Total	1	1	15	14

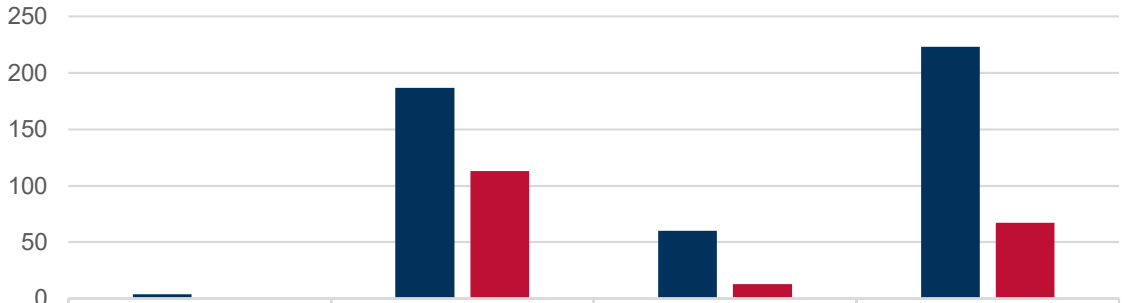
2.5.c Nominations by Gender across Academic Directorates and Professional Staff



	CEDPS	Professional	BCAST	CEDPS	Professional	Professional	Professional	CBASS	CEDPS	Professional
	500			1000		1500	3500			
	Supported							Rejected		
F	3	3	1	2	2		1	6	3	4
M	2			3		1			1	

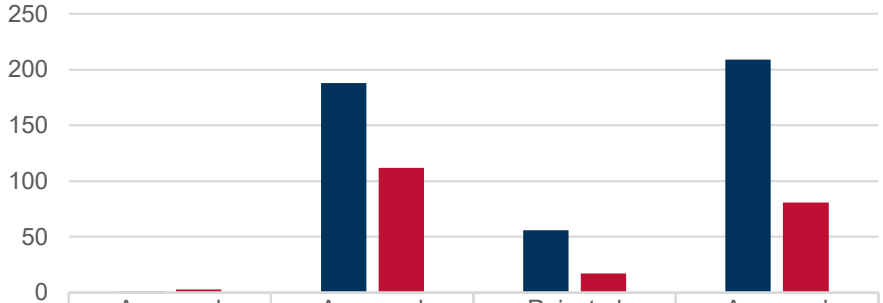
2.6 Recognition and Appreciation

2.6.a Recognition Type by Gender of Nominator



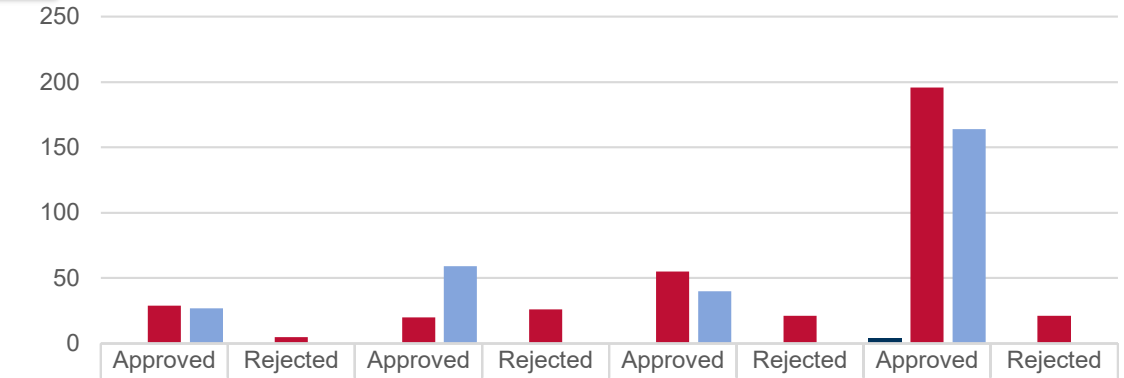
	Approved 100.00	Approved 25.00	Rejected	Approved Thank You
F	4	187	60	223
M		113	13	67

2.6.b Recognition Type by Gender of Nominee



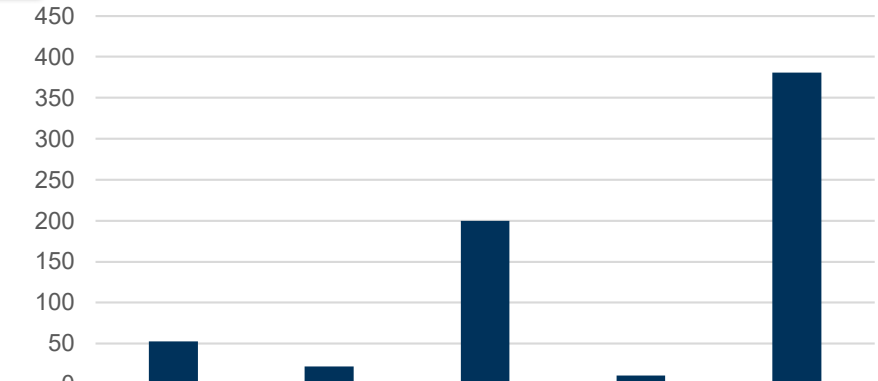
	Approved 100.00	Approved 25.00	Rejected	Approved Thank You
F	1	188	56	209
M	3	112	17	81

2.6.c Nominations by Type across Academic Directorates and Professional Staff



	Approved CBASS	Rejected CBASS	Approved CEDPS	Rejected CEDPS	Approved CHLS	Rejected CHLS	Approved Professional	Rejected Professional
100.00							4	
25.00	29	5	20	26	55	21	196	21
Thank You	27		59		40		164	

2.6.d Nominations by Category



	Community	Innovation and ideas	Quality and Excellence	Sustainability and Improvement	Teamwork
Total	53	22	200	11	381

3. Career Development

3.1 Academic Promotions

Promotions Workshop Attendees

Since the last Promotions round in 2019, 97 employees have been to one or more Academic Promotions workshops.
Of the employees who attended the promotions workshops, there was a similar overall success rate (64%) compared with those who did not (66%).
Success rate is calculated as the proportion of those successful compared with those that applied.

Applications

104 applications were made for promotion (88 in 2018/19, 78 in 2017/18, 91 in 2016/17 and 101 in 2015/16).
68 people were promoted in 2019/20 (up from 47 in 2018/2019 (41 in 2017/18 39 in 2016/17 and 63 in 2015/16)
27 were promoted from CBASS, 22 from CEDPS, 17 from CHLS and 2 from BCAST.

Success Rates

65% success rate out of total applications (higher than last year 53%, 52% in 2017/18 38% success in 2016/17 and 62% in 2015/16) (Table 1). This is calculated by the number of successful promotions of those who applied. Success rates were similar across BCAST, CEDPS and CBASS (67-68%) and slightly lower in CHLS (61%).

Applications Compared to Number of Eligible Staff

	Applications	Academics eligible for promotion	% eligible who applied
Brunel Centre for Advanced Solidification Technology	3	37	8%
College of Business, Arts and Social Sciences	40	279	14%
College of Engineering, Design and Physical Sciences	36	252	14%
College of Health and Life Sciences	25	191	13%
Grand Total	104	759	14%

3.2 Academic Promotion - Overview

	Applied	Recommended at DPP	Recommended at CPP	Successful	%Success
BCAST	3	2	2	2	67%
Senior Research Fellow	1	0	0	n/a	n/a
Reader	1	1	1	1	100%
Professor	1	1	1	1	100%
CBASS	40	30	27	27	68%
Lecturer	1	1	1	1	100%
Senior Lecturer	19	15	15	15	79%
Reader	18	12	9	9	50%
Professor	2	2	2	2	100%
CEDPS	36	27	21	22*	61%
Senior Research Fellow	1	1	1	1	100%
Lecturer	1	1	1	1	100%
Senior Lecturer	14	11	10	10	71%
Reader	16	13	9	10	63%
Professor	4	1	0	n/a	n/a
CHLS	25	17	17	17	68%
Senior Lecturer	16	12	12	12	75%
Reader	6	4	4	4	67%
Professor	3	1	1	1	33%
Grand Total	104	76	67	68	65%

3.3 Academic Promotions – Gender Analysis

	Applicants	Successful	%Success	%Difference
Women	39	26	67%	2%
Men	65	42	65%	

	Applied	Recommended at DPP	%success at DPP	Successful	%success of those who applied	%difference by gender success
BCAST	3	2	67%	2	67%	n/a
Men	3	2	67%	2	67%	
CBASS	40	30	75%	27	68%	13%
Women	16	12	75%	12	75%	
Men	24	18	75%	15	63%	
CEDPS	36	27	75%	22	61%	7%
Women	9	7	78%	6	67%	
Men	27	20	74%	16	59%	
CHLS	25	17	68%	17	68%	-25%
Women	14	8	57%	8	57%	
Men	11	9	82%	9	82%	
Grand Total	104	76	73%	68	65%	

Women had a similar percentage proportional success rate compared to men (67% compared to 65%).

There was a higher proportional success for women in CBASS and CEDPS. In CBASS 75% of women applicants and 63% of men applicants progressed through the DPP and CPP to be successfully promoted. In CEDPS 67% of women and 59% of men applicants progressed through the DPP and CPP to be successfully promoted. In CHLS however the success rate for women was lower compared to men with 57% women and 82% men applicants progressed through the DPP and CPP to be successfully promoted.

3.4 Academic Promotion – Ethnicity Analysis

	Applicants	Successful	%Success	%Difference
BAME	39	21	54%	-18%
White	65	47	72%	

	Applied	Recommended at DPP	%success at DPP	Successful	%success of those who applied	%difference by ethnicity category success
BCAST	3	2	67%	2	67%	n/a
BAME	2	1	50%	1	50%	
Non-BAME	1	1	100%	1	100%	
CBASS	40	30	75%	27	68%	-12%
BAME	15	9	60%	9	60%	
Non-BAME	25	21	84%	18	72%	
CEDPS	36	27	75%	22	61%	-11%
BAME	18	13	72%	10	56%	
Non-BAME	18	14	78%	12	67%	
CHLS	25	17	68%	17	68%	-51%
BAME	4	1	25%	1	25%	
Non-BAME	21	16	76%	16	76%	
Total	104	76		68	65%	

The relative percentage success rates comparing non-BAME and BAME employees show that there was a lower average success rate across all colleges for BAME academics. 12% lower in CBASS, 11% lower in CEDPS and 51% lower in CHLS.

3.5 Academic Promotion – Other Equality Characteristics

Disability

2 of 104 Applications (1.9%) were from employees who declared they have a disability. The academic population currently has 15 individuals who have declared their disability of 888 academics and this is a proportion of 1.69%.

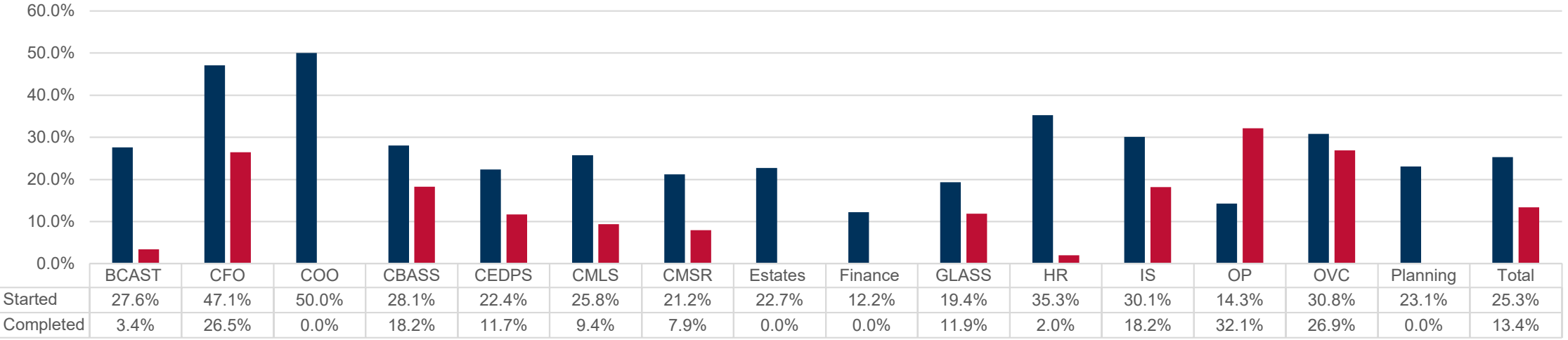
Sexual Orientation

4 of 104 of Applications (3.9%) were from employees who had declared their sexual orientation as something other than ‘Prefer not to say’ or ‘Straight/Heterosexual’. This 3.9% therefore includes employees who identify and have declared themselves to be bisexual or gay or other. Compared to the University academic proportions, the same population makes up 3% (27 of 888).

The numbers of employees declaring their sexual orientation and disability is low (<10) and analysis has therefore not been carried out further.

3.6 Professional Development Review (PDR)

3.6.a Percentage of employee PDRs started and completed by College / Directorate



	BCAST	CFO	COO	CBASS	CEDPS	CMLS	CMSR	Estates	Finance	GLASS	HR	IS	OP	OVC	Planning	Total
Started	27.6%	47.1%	50.0%	28.1%	22.4%	25.8%	21.2%	22.7%	12.2%	19.4%	35.3%	30.1%	14.3%	30.8%	23.1%	25.3%
Completed	3.4%	26.5%	0.0%	18.2%	11.7%	9.4%	7.9%	0.0%	0.0%	11.9%	2.0%	18.2%	32.1%	26.9%	0.0%	13.4%

College/Directorate	Started	Completed
BCAST	8 (27.6%)	1 (3.4%)
CFO	16 (47.1%)	9 (26.5%)
COO	1 (50.%)	0 (.%)
CBASS	117 (28.1%)	76 (18.2%)
CEDPS	73 (22.4%)	38 (11.7%)
CMLS	33 (25.8%)	12 (9.4%)
CMSR	32 (21.2%)	12 (7.9%)
Estates	5 (22.7%)	0 (.%)
Finance	5 (12.2%)	0 (.%)
GLASS	31 (19.4%)	19 (11.9%)
HR	18 (35.3%)	1 (2.%)
IS	43 (30.1%)	26 (18.2%)
OP	4 (14.3%)	9 (32.1%)
OVC	8 (30.8%)	7 (26.9%)
Planning	3 (23.1%)	0 (.%)
Total	397 (25.3%)	210 (13.4%)

Year	Started	Completed
2016/17	77.1%	40.4%
2017/18	73.4%	39.4%
2018/19	83.9%	44.0%

Data as of 09 Dec 2020

3.7 Compliance Training Completion

3.7.a University Wide Summary

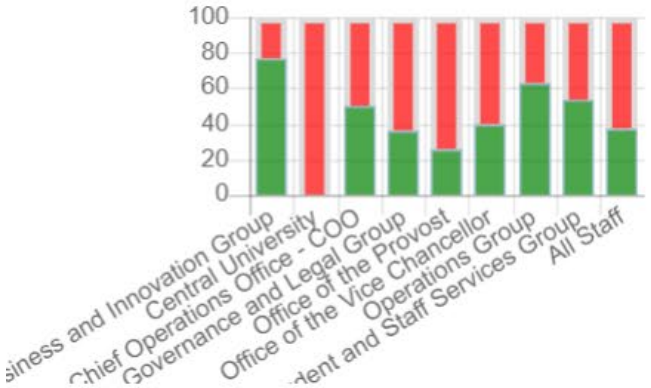
Total Staff	Total Fully Compliant	Percentage Fully Compliant
2172	820	37.75%

Towards compliance
73.86%

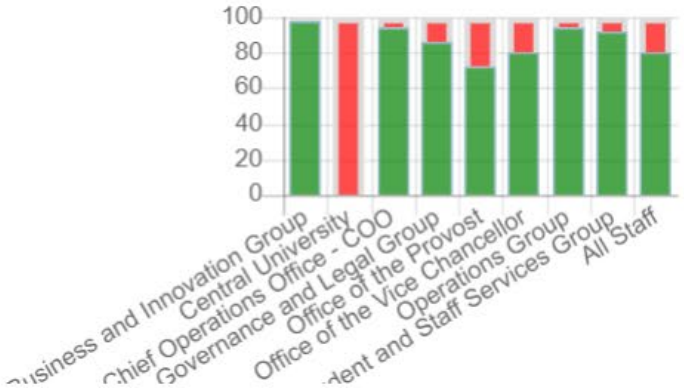
Anti-Bribery	Data Protection	Equality	Health and Safety		Environment	Infomation Security	UKVI	PREVENT
80.20%	61.51%	77.58%	Module 1	Module 2	75.97%	65.33%	74.54%	71.36%
			79.83%	78.45%				

3.7.b Compliance Training Completion by Topic

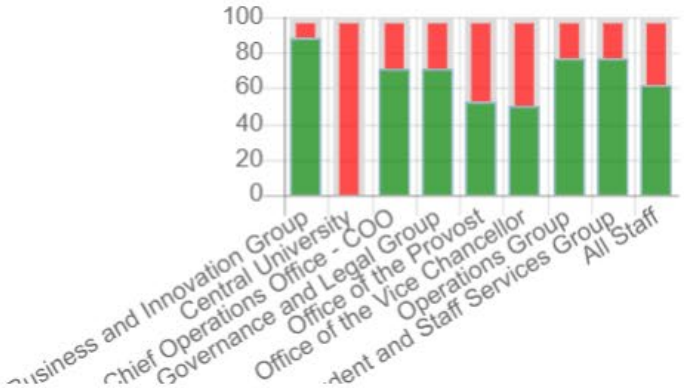
Overall Compliance



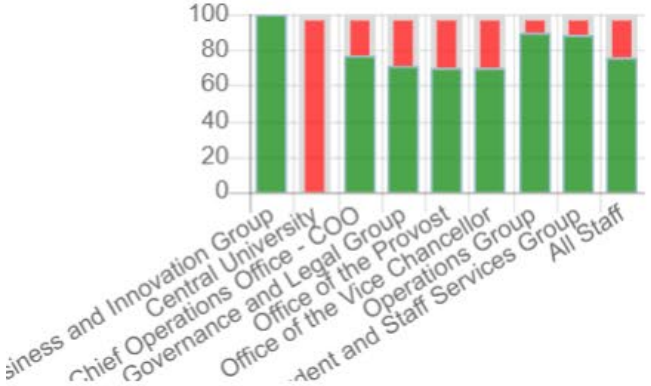
Anti-Bribery



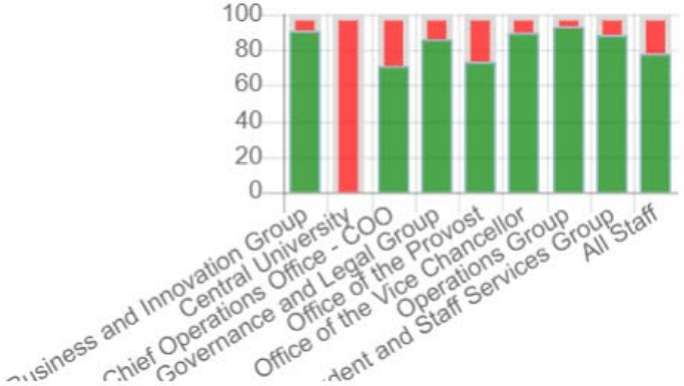
Data Protection



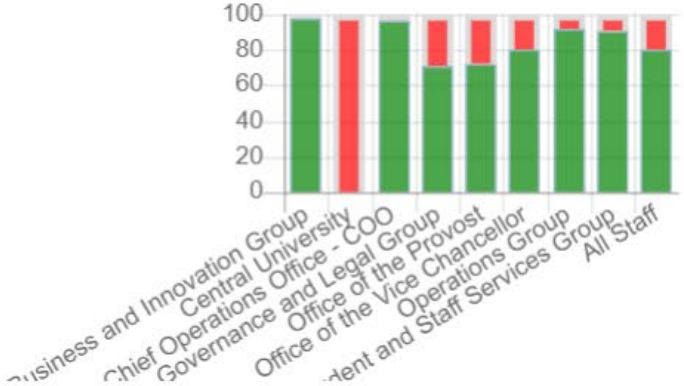
Environmental Sustainability



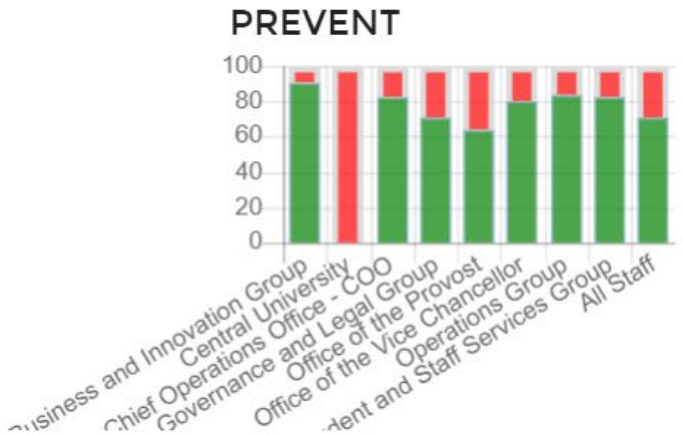
Equally Different

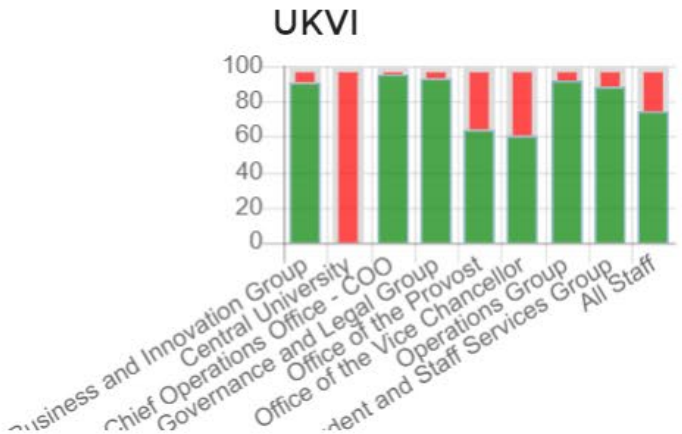


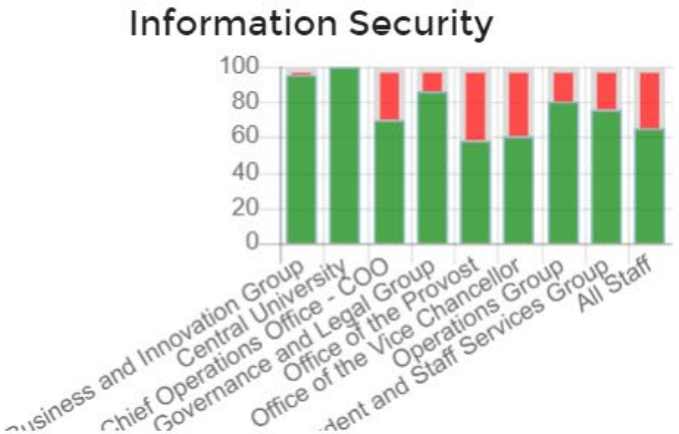
Health and Safety 1



3.7.b Compliance Training Completion by Topic - *continued*



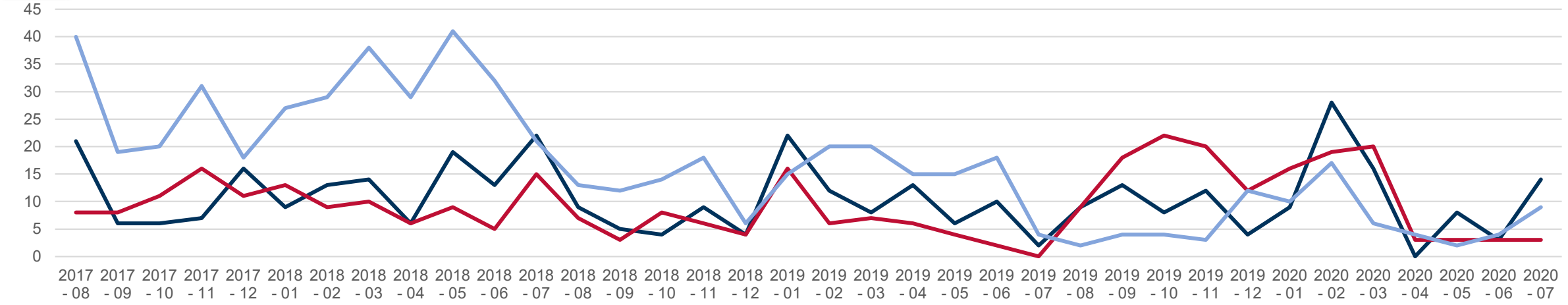




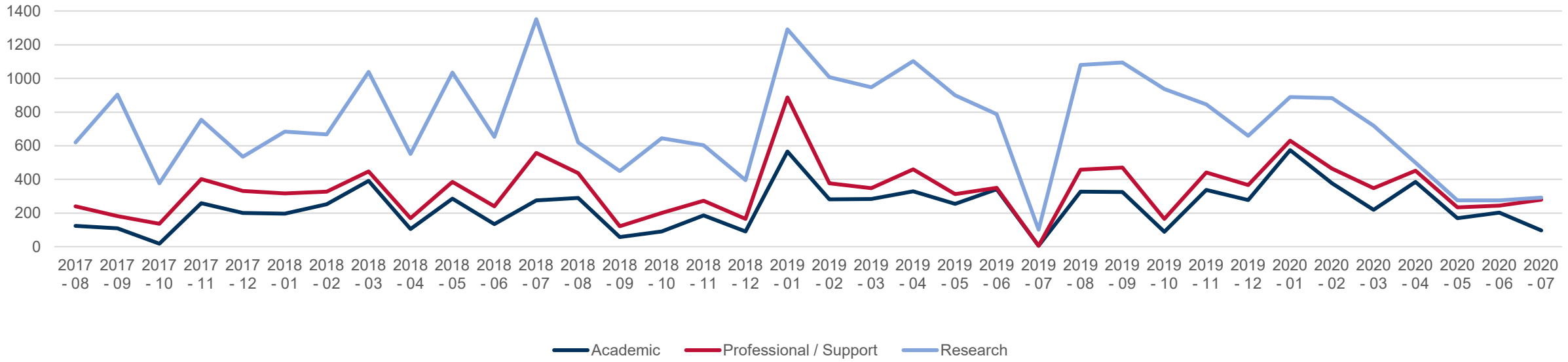
4. Talent Acquisition

4.1 Talent Acquisition – Vacancies and Applications

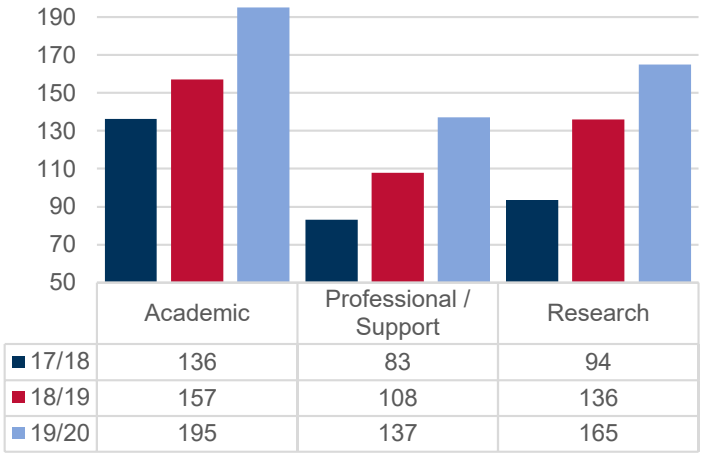
4.1.a Job Vacancies advertised per month



4.1.b Job Applications per month

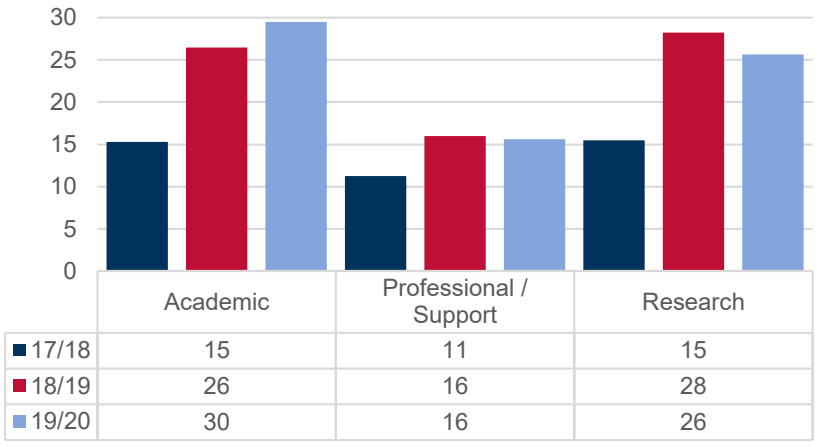


4.1.c Average days taken to recruit



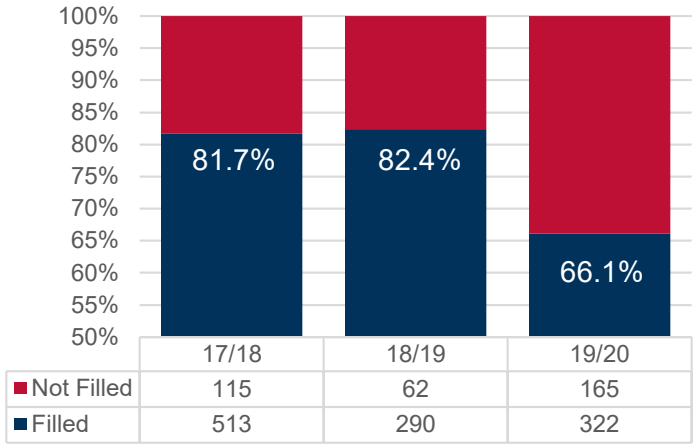
	Academic	Professional / Support	Research
17/18	136	83	94
18/19	157	108	136
19/20	195	137	165

4.1.d Average applications per vacancy



	Academic	Professional / Support	Research
17/18	15	11	15
18/19	26	16	28
19/20	30	16	26

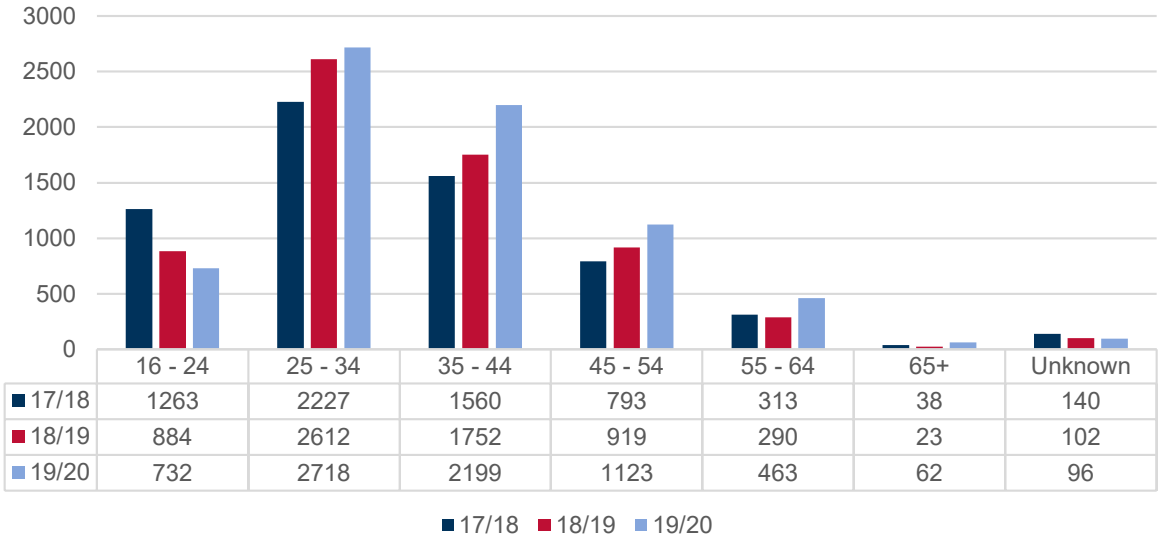
4.1.e Percentage of vacancies filled



	17/18	18/19	19/20
Not Filled	115	62	165
Filled	513	290	322

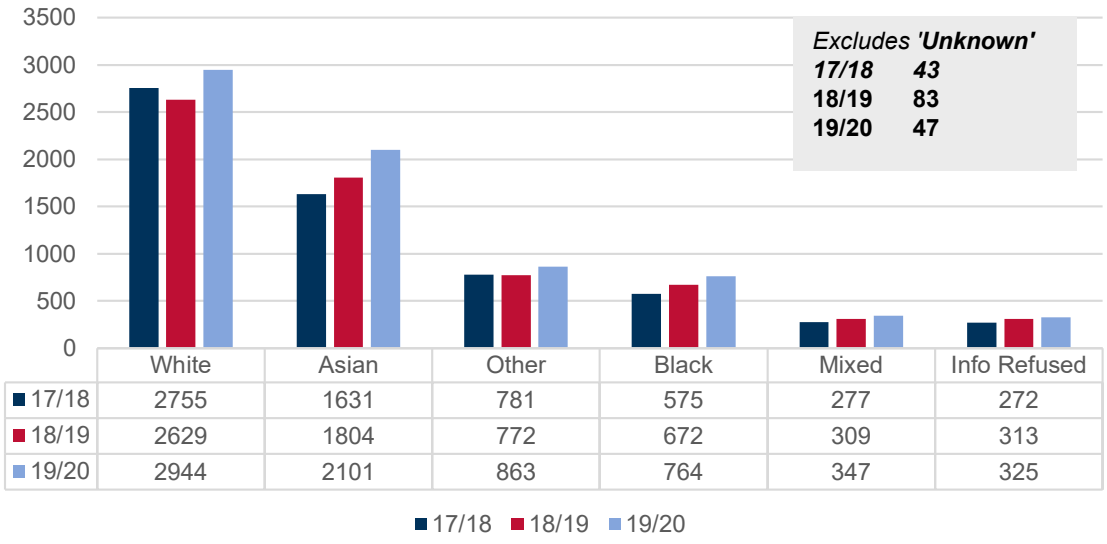
4.2 Talent Acquisition – Applicant Characteristics

4.2.a Applicant Age Bands



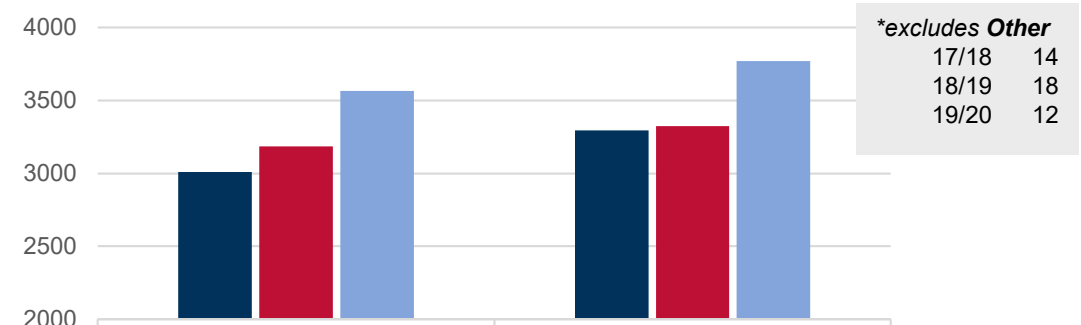
	16 - 24	25 - 34	35 - 44	45 - 54	55 - 64	65+	Unknown
17/18	1263	2227	1560	793	313	38	140
18/19	884	2612	1752	919	290	23	102
19/20	732	2718	2199	1123	463	62	96

4.2.b Applicants by ethnicity



	White	Asian	Other	Black	Mixed	Info Refused
17/18	2755	1631	781	575	277	272
18/19	2629	1804	772	672	309	313
19/20	2944	2101	863	764	347	325

4.2.c Applicants by Gender

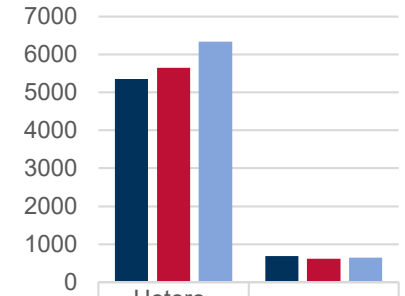


*excludes **Other**

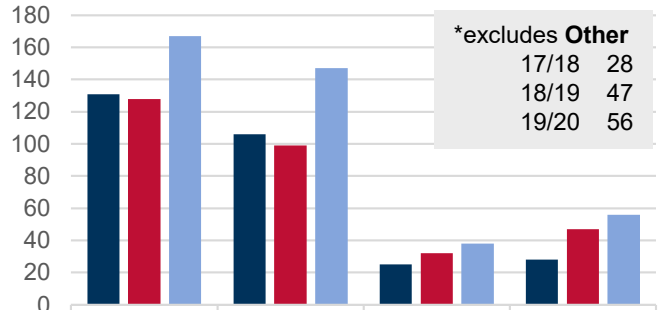
17/18	14
18/19	18
19/20	12

	Women	Men
17/18	3009	3294
18/19	3186	3322
19/20	3565	3770

4.2.d Applicants by Sexuality



	Hetero-sexual	Unknown
17/18	5355	689
18/19	5653	623
19/20	6340	643

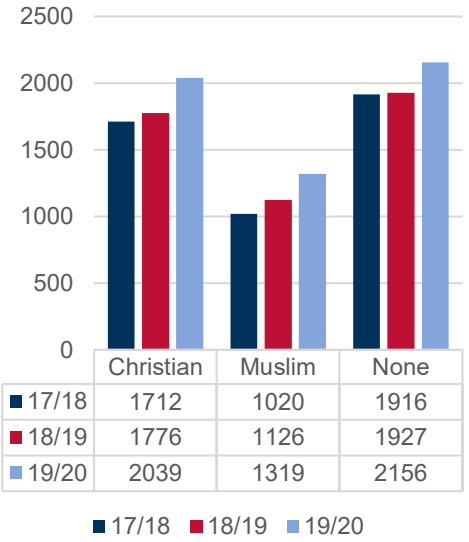


*excludes **Other**

17/18	28
18/19	47
19/20	56

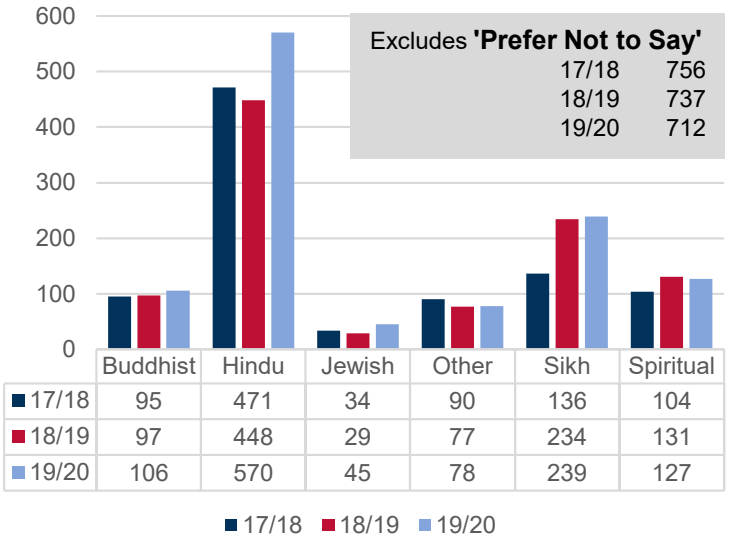
	Bi-Sexual	Gay	Lesbian	Other
17/18	131	106	25	28
18/19	128	99	32	47
19/20	167	147	38	56

4.2.e Applicants by Religion



	Christian	Muslim	None
17/18	1712	1020	1916
18/19	1776	1126	1927
19/20	2039	1319	2156

17/18 18/19 19/20



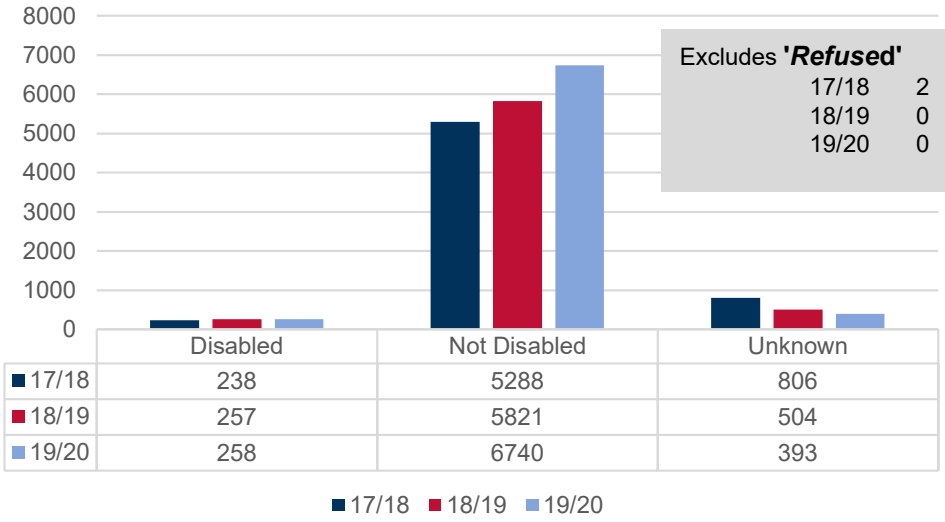
Excludes **'Prefer Not to Say'**

17/18	756
18/19	737
19/20	712

	Buddhist	Hindu	Jewish	Other	Sikh	Spiritual
17/18	95	471	34	90	136	104
18/19	97	448	29	77	234	131
19/20	106	570	45	78	239	127

17/18 18/19 19/20

4.2.f Applicants by Disability



Excludes **'*Refused*'**

17/18	2
18/19	0
19/20	0

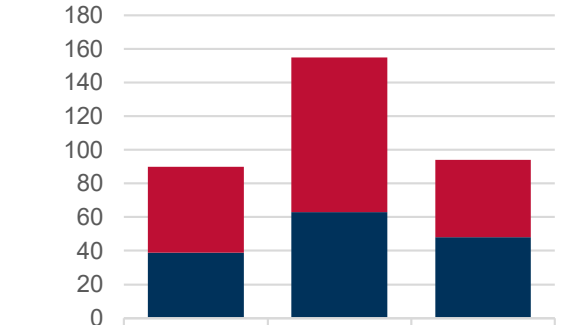
	Disabled	Not Disabled	Unknown
17/18	238	5288	806
18/19	257	5821	504
19/20	258	6740	393

17/18 18/19 19/20

5. Employee Relations & Wellbeing

5.1 Human Resources Casework

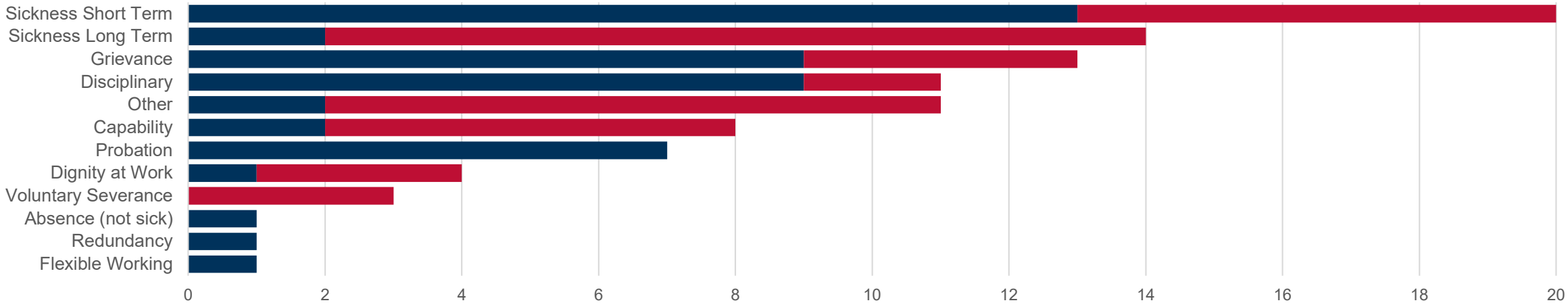
5.1.a Number of cases being managed by year



	2017/2018	2018/2019	2019/2020
Informal	51	92	46
Formal	39	63	48

- The expansion of the HR Business Partner team has facilitated improved advisory, monitoring and management of employee casework
- The increase in sickness absence cases stems from better monitoring

5.1.b Number of Cases by type (Formal and informal)



	Flexible Working	Redundancy	Absence (not sick)	Voluntary Severance	Dignity at Work	Probation	Capability	Other	Disciplinary	Grievance	Sickness Long Term	Sickness Short Term
Formal	1	1	1	0	1	7	2	2	9	9	2	13
Informal	0	0	0	3	3	0	6	9	2	4	12	7

5.2 Trade Union Facility Time

5.2.a **Trade Union Facility Time 01/04/2019 – 31/03/2020**

Number of employees who were relevant union officials during the relevant period	Full-Time equivalent employee number
22	20.54

Percentage of time	Number of employees
0%	11
1-50%	11
51-99%	0
100%	0

Cost of facility Time	Costs
Provide the total cost of facility time	£45,608.26
Provide the total pay bill	£125.4m
Provide the percentage of the total pay bill spent on facility time	0.04%

Time spent on paid trade union activities as a percentage of total paid facility time hours	**9.9%**

It is a statutory requirement to publish the time spent by trade union officials on union duties or ‘facility time’.

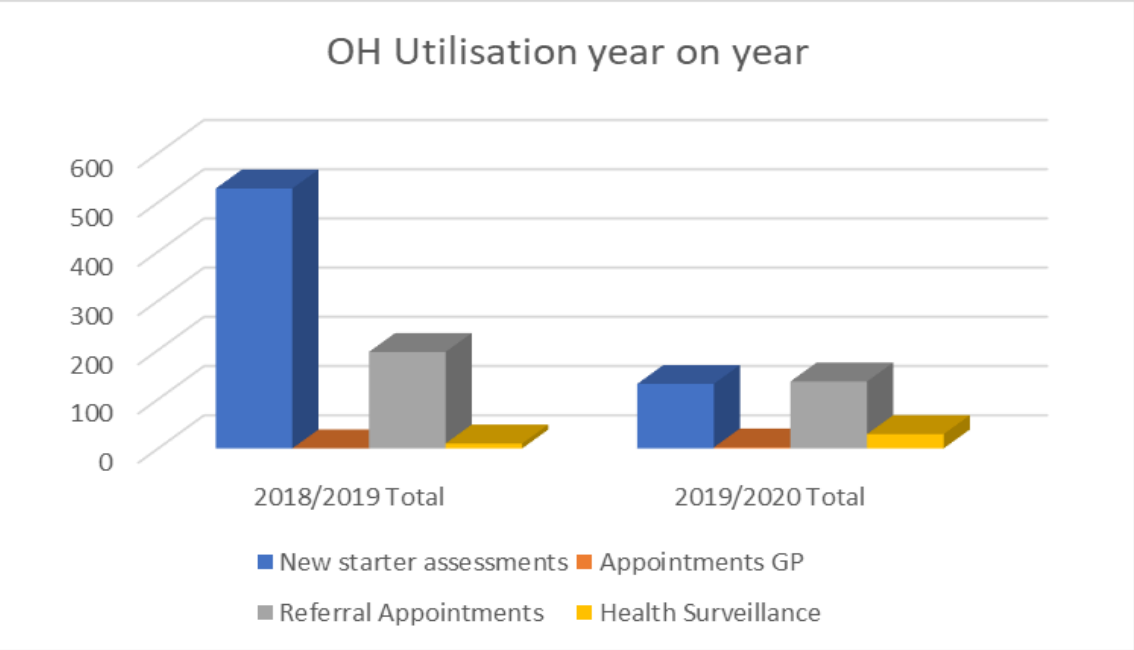
5.3 Occupational Health (OH)

5.3.a **Occupational Health utilisation year on year**

Occupational Health provision with OH Works concluded in September 2019, between October 2019 and February 2020, services were provided by Hillingdon Hospital Occupational Health Services.

After this time we provided OH services internally ahead of appointing a new provider with effect from 1 September 2020.

We look forward to greater in depth review of our statistics with Occupational Health within the new provision.



Two key highlights in the table are:

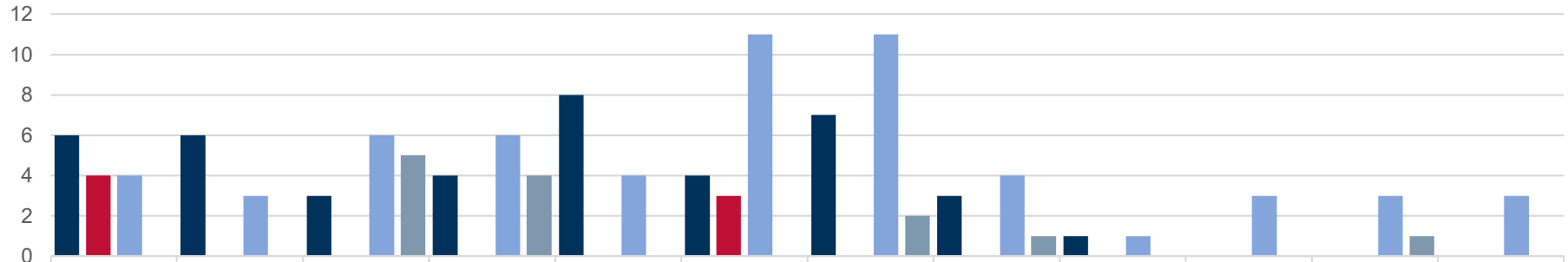
- The increase in Health Surveillance – from only 10 instances in 2018/2019 to 29 in year. This is a positive move as we work closely with our OH provision to ensure we are proactively supporting employees in areas where appropriate.

- The reduction in New Starter Assessments from 528 to 131. This was due to our change to invite new employees to undertake an assessment if they felt it would be beneficial (for instances where they have an underlying health condition or may benefit from reasonable adjustments) rather than a blanket invite to all new starters. This is a positive change, removing unnecessary costs, whilst enabling us to support new appointments that may require adjustments to best support their new position.

5.4 Employee Assistance Programme

Utilisation of our Employee Assistance Programme with Care First

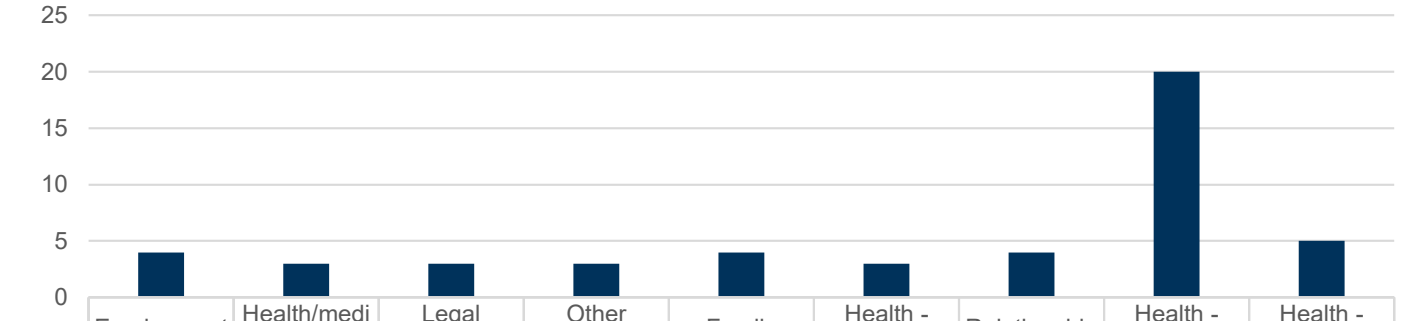
5.4.a Total Contacts



	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020
AC Face-toFace/Video	6	6	3	4	8	4	7	3	1	0	0	0
Online Counselling	4	0	0	0	0	3	0	0	0	0	0	0
Telephone - Counsellor	4	3	6	6	4	11	11	4	1	3	3	3
Telephone - Information Specialist	0	0	5	4	0	0	2	1	0	0	1	0

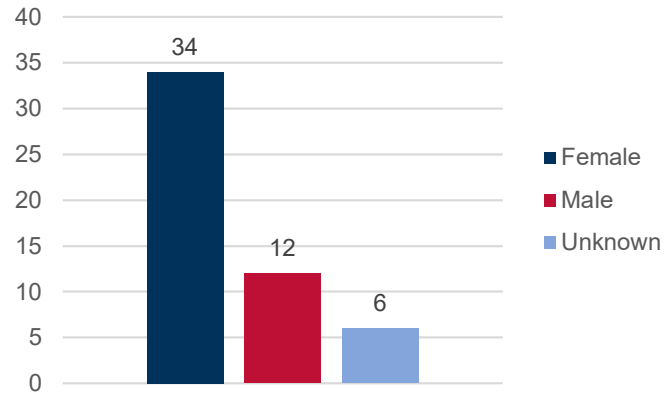
AC Face-toFace/Video Online Counselling Telephone - Counsellor Telephone - Information Specialist

5.4.b Reasons for Contacting the Service



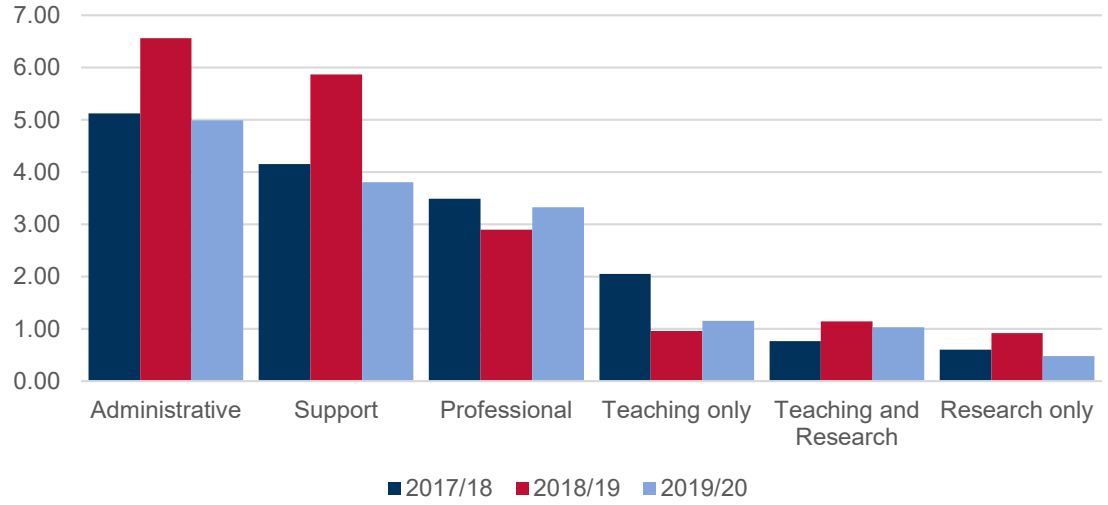
	Employment	Health/medical	Legal Information	Other Information	Family	Health - Physical	Relationship	Health - Emotional	Health - Emotional
	Information				Personal				Work Related
Total	4	3	3	3	4	3	4	20	5

5.4.c Contacts by Gender

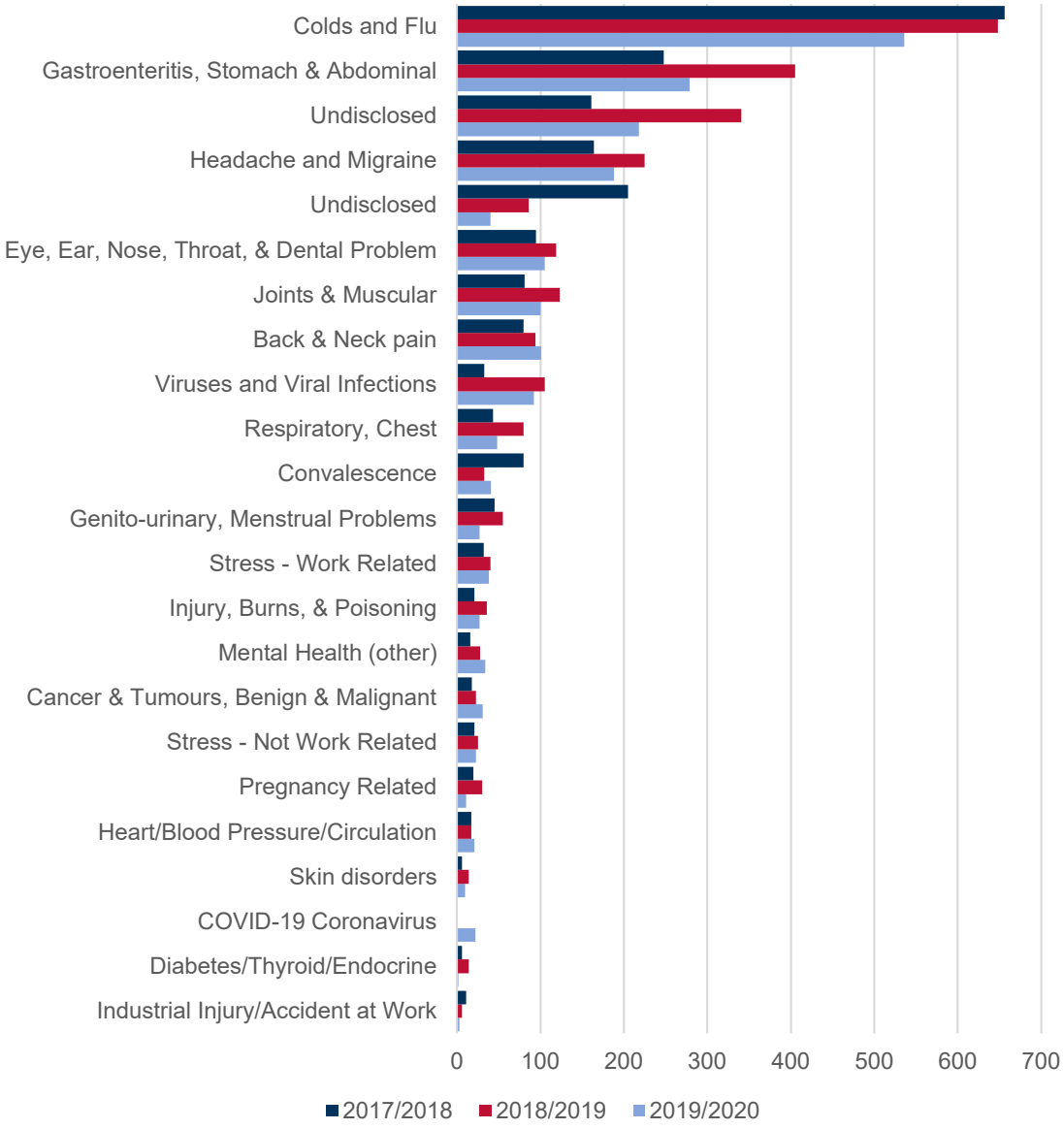


5.5 Sickness Absence

5.5.a Average FTE Days lost per FTE Staff Member

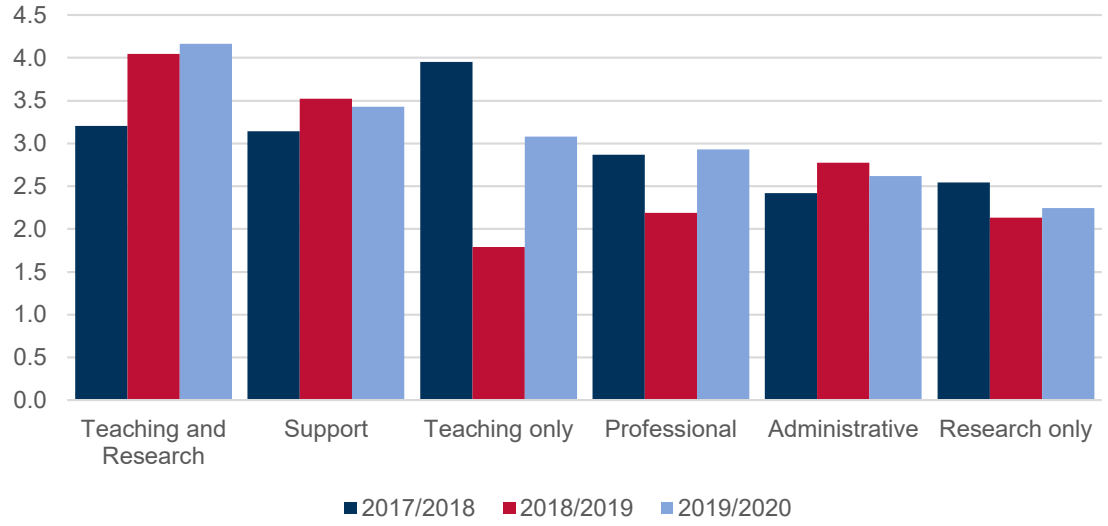


5.5.b FTE Working Days lost with Reason



5.5.c Average Length of Sickness in Days

(for sickness periods less than 28 Days)



6. Definitions and Background Information

6.1 Definitions and Background Information

Headcount: number of employees. Each employee counts as one, irrespective of how many hours they are contracted to work.

Fulltime hours: 35 hours at BUL

Full Time Equivalent (FTE): For an individual FTE is the hours they are contracted to work, expressed as proportion of full-time hours (35 hours at BUL). For an organisation it is the sum of these individual FTEs for all its employees. FTE is a measure of the total workload, expressed as a headcount.

Full Person Equivalent (FPE): For an individual FPE is the time they are contracted to work on distinct activities, expressed as a proportion of the total time they are contracted to work. Individuals contracted to work on different activities are therefore expressed as multiple fractional FPE figures that add up to one. For an organisation, FPE is the sum of these of FPE figures for all its employees. This provides a headcount figure that avoids double counting in HEIs where staff are be shared across different departments and different job functions within the HEI. (e.g., a person who is 50% research assistant and 50% administrator is counted as two halves , half research, half support).

Functional Groups: Functional Groups are defined in terms of Job Family and academic function as follows:

- ***Administrative:*** Administrative, Apprentice, Graduate Intern, Work Placement
- ***Excluded:*** PGCE Student (Non-employee)
- **Other:** Examiner, Governor, Honorary Appointment, Job Shop Recruit, One Off Payments
- ***Professional:*** Professional, Contractors (Directly employed)
- ***Support:*** Ancillary Maintenance Miscellaneous, Casual, Technical
- ***Teaching and Research:*** Lecturers, Senior Lecturers, Professors & Readers
- ***Research only:*** All Research employees (Inc. Research Assistants and Fellows, International Researchers, Research Professors)
- ***Teaching only:*** Educational Academic/Teaching Fellow, Educational Professor, Educational Reader, Professional Practice Academic, Professional Academic Professor
- ***Teaching only (HP):*** Hourly Paid Lecturer/Link Tutors

Support Staff' referred to in pages 13-15 are defined as employees on non-academic contracts who fall within major groups 1-4 of the ONS Standard Occupational Classification (SOC). It therefore includes any employees on non-academic contracts who fall within Major groups 1-4

- ***Major Group 1:*** Managers, directors and senior officials
- ***Major Group 2:*** Professional occupations
- ***Major Group 3:*** Associate professional and technical occupations
- ***Major Group 4:*** Administrative and secretarial occupations
- ***Major Group 5:*** Skilled trades occupations
- ***Major Group 6:*** Caring, leisure and other service occupations
- ***Major Group 7:*** Sales and customer service occupations
- ***Major Group 8:*** Process, plant and machine operatives
- ***Major Group 9:*** Elementary occupations

BUL Comparator Group: City University of London, Loughborough University, Queen Mary University of London, Royal Holloway and Bedford New College, The University of Bath, The University of Kent, The University of Reading, The University of Southampton, The University of Surrey, The University of Sussex, The University of York.

Total Turnover – *(*All Leavers / average employee headcount) x 100

Voluntary Turnover – *(*Voluntary Leavers / average employee headcount) x 100

Voluntary Leavers categorised as:
Better Career Prospects, Changed Career Path, Death, Ill Health, Voluntary Resignation , Resignation due to Maternity reasons, Offered Better Remuneration elsewhere, By Mutual Agreement, Relocation, Study Leave, Better Training & Development Opportunities and Voluntary Severance

Non Voluntary Leavers categorised as:
Compromise Agreement, Dismissed, Dismissed Due to Capability, Early Retirement, Early Retirement in Managerial Interest, End of Contract, Funding Withdrawn, Ill Health Early Retirement, Normal Retirement, Probation Not Confirmed, Redundancy , Some Other Substantial Reason

Average length of service leavers *- Total Length of Service for all Voluntary Leavers during period / total number of voluntary leavers*

% Recent Recruitment Turnover *– Total Voluntary Leavers who were recruited within the last year divided by the number of new recruits (employed within the last 12 months) x 100*

Sickness Absence:

Average sickness days per employee per annum *– Total number of working (Monday to Friday) days lost due to sickness absence (including long term) divided by the employee headcount*

Average length of sickness absence period *– Total number of working days lost due to absence in the period (academic year) divided by the number of instances of absence (absence periods) in the period*

% of absence which is long term *- Number of working days lost classed as long term (over 20 consecutive working days) divided by total number of working days lost due to sickness absence*

Recruitment:

Average Working days to fill vacancy – *Total number of working days (from vacancy notification to date of job offer) divided by total number of new recruits (excludes time taken for CRB checks etc)*

Average Applicants per vacancy – *Total applicants divided by total vacancies*

Typical Grades – WP (Work placements), **S1** (domestic assistants), **S2** (supervisors, team leaders), **S3** (junior technicians, junior clerical employees), **S4** (Technical clerical positions), **S5** (administrators and senior technicians), **S6** (senior administrators), **R1** (research assistants and fellows) **H2** (professional employees and associate lecturers) **H3** (lecturers and professional employees) **H4** (senior professional employees), **H5** (Senior Lecturers and senior professional employees) **H6** (Senior managers) **ACRE** (Academic readers) **ACP** (Academic Professors) **EMP** (Emeritus Professors) **HPD** (hourly paid demonstrators) **HPGTA** (hourly paid graduate teaching assistants) **HPLEC** (Hourly paid lecturers (both UG and PG)) **HPNS** (Hourly Paid non-spinal – other hourly paid employees not using the published rates) **FSNA** (Fixed sum non-academic – professional employees on protected salaries or off scale spot salaries)

6.2 Abbreviations for University Colleges and Directorates

Directorate	Abbreviation
Brunel Centre for Advanced Solidification Technology - BCAST	**BCAST**
Chief Finance Officer - CFO	**CFO**
Chief Operations Office - COO	**COO**
College of Business, Arts and Social Sciences - CBASS	**CBASS**
College of Engineering, Design and Physical Sciences - CEDPS	**CEDPS**
College of Health, Medicine and Life Sciences - CHMLS	**CHMLS**
Commercial Services Directorate	**COMSD**
Communications, Marketing and Student Recruitment - CMSR	**CMSR**
Estates Directorate	**EST**
Finance Directorate	**FIN**
Governance, Legal, Academic and Student Services - GLASS	**GLASS**
Human Resources Directorate	**HR**
Information Services Directorate	**IS**
Office of the Provost	**OP**
Office of the Vice Chancellor	**OVC**
Planning Directorate	**PLAN**
Vice Provost - Education	**VP-Ed**
Vice Provost - Students, Staff and Civic Engagement	**VP-Stu**
Central University	**CENTU**
Engagement Strategy and Support Unit - ESSU	**ESSU**
Vice Provost - Research	**VP-R**
Institutes	**INST**
Procurement	**PROC**
Central Research Funds	**CRFs**
Strategic Projects and Change	**STRPC**