



Heriot-Watt University Employee Information

April 2021

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Notes on the data

- For the purpose of this document we are presenting data for our Scottish Campuses, unless specifically otherwise stated (recruitment and decision-making: committee composition).
- All staff refers to staff across the University including Edinburgh Business School(EBS) (following EBS joining the School of Social Sciences in 2019).
- 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 is available broken down into Services/Schools
- Data presented based on all staff to preserve anonymity
- Pay and remuneration (by gender, ethnicity and disability) – contained under separate cover within the Heriot-Watt University Equal Pay Statement 2021-25
- **Where the tables refer to a very small number of individuals, totals have been omitted or aggregated to avoid the risk of identification, in line with the Information Commissioner’s Office Anonymisation Code of Practice <https://ico.org.uk/media/1061/anonymisation-code.pdf>**
- **Where data refers to a unit of 5 or less we have replaced the figure with <5 in the number column/row and N/A in the percentage column/row 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** This document presents employee information across the employee cycle; from when someone first considers joining us to when they become part of our employee alumni (Figure 1: The Employee Journey). The data we collect helps us know more about who makes up our employee community so that we can celebrate our diversity and supports us in identifying where we can improve.
- 1.2** There are some gaps in our data and we are continuing to improve our data processes with a new cloud based ERP system launched in 2021. We collect data across all protected characteristic groups¹ although our most accurate data continues to focus be gender, ethnicity and disability. Along with the data outlined below we include information about the composition of our decision-making committees at 3) Decision-making: Committee Composition.
- 1.3** We mapped the data we hold against guidance published by the Equality and Human Rights Commission, *'Employee Information and the Public Sector Equality Duty: A guide for public authorities in Scotland'*². Specifically we aligned with the recommendation (p14) to cover the following areas:
- Recruitment
 - Promotion
 - Pay and Remuneration
 - Training and Development
 - Return after maternity leave
 - Return to work of disabled employees following sick leave relating to their disability
 - Appraisal
 - Grievances (including about harassment)
 - Disciplinary action (including for harassment)
 - Dismissals and other reasons for leaving
- 1.4** To provide consistency we created a similar outline to the student journey and present employee information across 6 stages of the employee cycle as outlined in Figure 1: The Employee Journey. We present the information in sections A-D in this document.

¹ There are nine protected characteristic groups: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. More information can be found at www.equalityhumanrights.com/en/equality-act/protected-characteristics

² www.equalityhumanrights.com/en/publication-download/employee-information-and-public-sector-equality-duty-guide-public-authorities

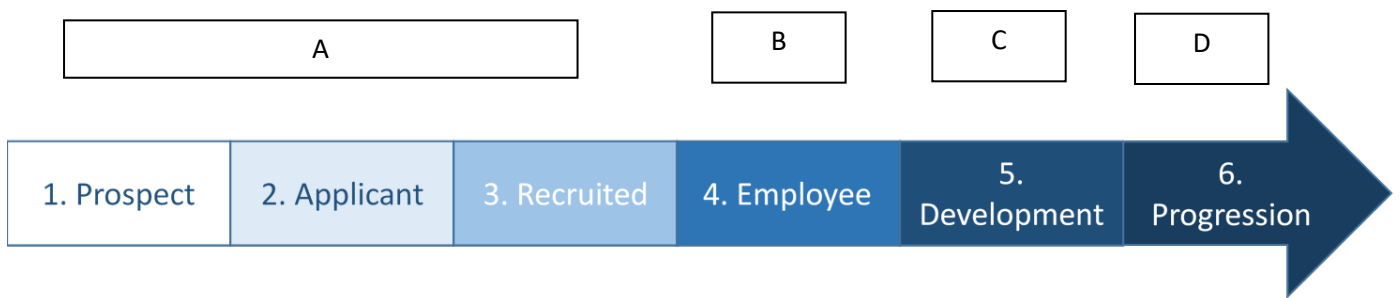


Figure 1: The Employee Journey

1.5 We use a 31 December census date for the data included in this document. Where possible we are presenting data from 2017-2020 so that trend information is shown. Where possible we present data for our campuses in Scotland, Dubai and Malaysia. This data is has been used as the baseline for staff related actions contained within our Equality Outcomes 2021-25.

2) Heriot-Watt University Employee Information

A) 1. Prospect, 2. Applicant and 3. Recruited

The data presented below covers the stage of the employee journey where people first consider joining Heriot-Watt through to being recruited. This data covers all of the University including vacancies for posts at Dubai and Malaysia.

Table 1: Applicants: Academic and Professional Service Roles by gender 2017-2020

	2017-2018			2018-2019			2019-2020		
	Female	Male	Not known	Female	Male	Not known	Female	Male	Not known
Academic	415	1094	71	526	1508	210	746	1551	70
Professional Services	67	87	11	69	91	13	109	115	-
Grand total	482	1181	82	595	1599	223	855	1666	70

Table 2: Applicants: Academic and Professional Service Roles by ethnicity 2017-2020

	2017-2018			2018-2019			2019-2020		
	BME	White	Not known	BME	White	Not known	BME	White	Not known
Academic	893	558	129	1089	865	290	1453	808	106
Professional Services	57	92	16	54	102	17	63	156	-
Grand total	950	650	145	1143	967	307	1516	964	111

Table 3: Applicants: Academic and Professional Service Roles by disability 2017-2020

	2017-2018			2018-2019			2019-2020		
	Known disability	No known disability	Not known	Known disability	No known disability	Not known	Known disability	No known disability	Not known
Academic	42	1420	118	58	1917	269	62	2232	73
Professional Services	6	148	11	-	146	22	14	209	-
Grand total	48	1568	129	63	2063	291	76	2441	74

Table 4: Recruitment: Academic and Professional Service Roles by gender 2017-2020

	2017-2018			2018-2019			2019-2020		
	Female	Male	Not known	Female	Male	Not known	Female	Male	Not known
Academic	45	97	9	62	88	4	55	105	-
Professional Services	11	9	-	12	8	-	-	11	-
Grand total	56	106	10	74	96	4	60	116	-

Table 5: Recruitment: Academic and Professional Service Roles by ethnicity 2017-2020

	2017-2018			2018-2019			2019-2020		
	BME	White	Not known	BME	White	Not known	BME	White	Not known
Academic	58	80	13	54	83	17	65	93	7
Professional Services	-	15	-	-	14	-	-	15	-
Grand total	63	95	14	58	97	19	66	108	7

Table 6: Recruitment: Academic and Professional Service Roles by disability 2017-2020

	2017-2018			2018-2019			2019-2020		
	Known disability	No known disability	Not known	Known disability	No known disability	Not known	Known disability	No known disability	Not known
Academic	-	105	41	-	125	26	6	155	-
Professional Services	-	16	-	-	17	-	-	16	-
Grand total	-	121	46	-	142	28	6	171	-

B) 4. Employees

The following data provides information about the composition of our employees across protected characteristic groups. This data is mainly for Scottish campuses only.

Table 7: Overall Staff Profile by Protected Characteristic: Campus location and age 2017-2020*Scottish campuses only

	2017		2018		2019		2020	
	N	%	N	%	N	%	N	%
25 and under	57	3%	86	4%	89	4%	84	4%
26-30	166	9%	149	8%	143	7%	151	7%
31-35	262	13%	270	14%	272	13%	261	13%
36-40	309	16%	294	15%	295	15%	298	14%
41-45	208	11%	210	11%	264	13%	298	14%
46-50	260	13%	246	13%	260	13%	257	12%
51-65	629	32%	606	32%	642	32%	670	32%
66 and older	53	3%	55	3%	62	3%	59	3%
Grand total	1944	100%	1916	100%	2027	100%	2078	100%

Table 8: Overall Staff Profile by Protected Characteristic: Campus location and disability 2017-2020*Scottish campuses only

	2017		2018		2019		2020	
	N	%	N	%	N	%	N	%
Information refused	-	-%	-	-%	-	-%	-	-%
Known disability	61	3%	49	3%	49	2%	50	2%
Not known	1881	97%	1866	97%	1977	98%	2026	97%
Grand total	1944	100%	1916	100%	2027	100%	2078	100%

Table 9: Overall Staff Profile by Protected Characteristic: Campus location and ethnicity 2017-2020*Scottish campuses only

	2017		2018		2019		2020	
	N	%	N	%	N	%	N	%
BME	174	9%	185	10%	230	11%	242	12%
Information refused	101	5%	117	6%	130	6%	147	7%
Not known	154	8%	128	7%	77	4%	64	3%
White	1515	78%	1486	78%	1590	78%	1625	78%
Grand total	1944	100%	1916	100%	2027	100%	2078	100%

Table 10: Overall Staff Profile by Protected Characteristic: Campus location and gender 2017-2020*Scottish campuses only

	2017		2018		2019		2020	
	N	%	N	%	N	%	N	%
Female	924	48%	901	47%	957	47%	968	47%
Male	1020	53%	1015	53%	1070	53%	1110	53%
Grand total	1944	100%	1916	100%	2027	100%	2078	100%

Table 11: Overall Staff Profile by Protected Characteristic: Campus location and religion & belief 2017-2020*Scottish campuses only

	2017		2018		2019		2020	
	N	%	N	%	N	%	N	%
No religion	407	21%	339	18%	433	21%	554	27%
Buddhist	8	0%	6	0%	8	0%	7	0%
Christian – Church of Scotland	218	11%	185	10%	189	9%	189	9%
Christian – Roman Catholic	104	5%	85	4%	100	5%	113	5%
Christian – other denomination	90	5%	73	4%	104	5%	111	5%
Hindu	8	0%	-	-%	8	0%	9	0%
Jewish	0	0%	-	-%	-	-%	-	-%
Muslim	10	0%	6	0%	11	1%	23	1%
Sikh	-	-%	-	-%	-	-%	-	-%
Spiritual	7	0%	6	0%	7	0%	9	0%
Any other religion – or belief	22	1%	16	1%	19	1%	20	1%
Information refused	948	49%	1046	55%	1008	50%	1040	50%
Unknown	121	6%	149	8%	137	7%	-	-%
Grand total	1944	100%	1916	100%	2027	100%	2078	100%

Table 12: Overall Staff Profile by Protected Characteristic: Campus location and gender identity 2017-2020*Scottish campuses only³

	2017		2018		2019		2020	
	N	%	N	%	N	%	N	%
Yes	1795	92%	1747	91%	1871	92%	2020	97%
No	-	-%	-	-%	-	-%	-	-%
Information refused	24	1%	17	1%	17	1%	53	3%
Not known	121	6%	149	8%	137	7%	0	0%
Grand total	1944	100%	1916	100%	2027	100%	2078	100%

Table 13: Overall Staff Profile by Protected Characteristic: Campus location and sexual orientation 2017-2020*Scottish campuses only

	2017		2018		2019		2020	
	N	%	N	%	N	%	N	%
Bisexual	15	1%	13	1%	16	1%	22	1%
Gay man	15	1%	13	1%	13	1%	21	1%
Gay woman/lesbian	6	0%	-	-%	-	-%	6	0%
Heterosexual	857	44%	702	37%	837	41%	990	48%
Other	-	-%	-	-%	-	-%	-	-%
Information refused	926	48%	1035	54%	1017	50%	1034	50%
Not known	121	6%	149	8%	137	7%	-	-%
Grand total	1944	100%	1916	100%	2027	100%	2078	100%

³ Question asked: *Is your gender identity the same as the gender you were originally assigned at birth?*

Table 14: Overall Staff Profile by Protected Characteristic: Campus location and marital status 2017-2020*Scottish campuses only

	2017		2018		2019		2020	
	N	%	N	%	N	%	N	%
Civil Partnered	6	0%	-	-%	6	0%	6	0%
Co-habiting	123	6%	93	5%	94	5%	99	5%
Divorced	47	2%	42	2%	44	2%	43	2%
Married	909	47%	850	44%	868	43%	874	42%
Unknown	430	22%	454	24%	538	27%	545	26%
Other	35	2%	35	2%	30	1%	26	1%
Prefer not to answer	-	-%	53	3%	52	3%	49	2%
Separated	19	1%	19	1%	23	1%	23	1%
Single	289	15%	263	14%	266	13%	301	14%
Undisclosed	71	4%	85	4%	90	4%	97	5%
Widow/widower	15	1%	17	1%	16	1%	15	1%
Grand total	1944	100%	1916	100%	2027	100%	2078	100%

Table 15: Overall Staff Profile by campus location and job family (academic and professional services staff) 2017-2020*Scottish campuses only

	2017		2018		2019		2020	
	N	%	N	%	N	%	N	%
Academic	816	42%	796	42%	808	40%	845	41%
Professional services	1128	58%	1120	58%	1219	60%	1233	59%
Grand total	1944	100%	1916	100%	2027	100%	2078	100%

Table 16: Overall Staff Profile by campus location, disability and full time/part time status 2017-2020*Scottish campuses only

	2017		2018		2019		2020		
	N	%	N	%	N	%	N	%	
Full time	Information refused	-	-%	-	-%	-	-%	-	-%
	Known disability	44	2%	40	2%	39	2%	42	2%
	Not known	1459	75%	1430	75%	1504	74%	1543	74%
Part Year Worker	Information refused	-	-%	-	-%	-	-%	-	-%
	Known disability	-	-%	-	-%	-	-%	-	-%
	Not known	-	-%	28	1%	31	2%	30	1%
Part time	Information refused	-	-%	-	-%	-	-%	-	-%
	Known disability	17	1%	8	0%	9	0%	7	0%
	Not known	422	22%	408	21%	442	22%	453	22%
	Grand total	1944	100%	1916	100%	2027	100%	2078	100%

Table 17: Overall Staff Profile by campus location, ethnicity and full time/part time status 2017-2020*Scottish campuses only

		2017		2018		2019		2020	
		N	%	N	%	N	%	N	%
Full time	BME	145	7%	156	8%	189	9%	196	9%
	Information refused	86	4%	99	5%	101	5%	119	6%
	Not known	119	6%	92	5%	55	3%	45	2%
	White	1155	59%	1124	59%	1199	59%	1226	59%
Part Year Worker	BME	-	-%	-	-%	-	-%	-	-%
	Information refused	-	-%	-	-%	-	-%	-	-%
	Not known	-	-%	-	-%	-	-%	-	-%
	White	-	-%	26	1%	27	1%	26	1%
Part time	BME	29	1%	29	2%	38	2%	43	2%
	Information refused	15	1%	17	1%	28	1%	27	1%
	Not known	35	2%	34	2%	21	1%	18	1%
	White	360	19%	336	18%	364	18%	373	18%
Grand total		1944	100%	1916	100%	2027	100%	2078	100%

Table 18: Overall Staff Profile by campus location, gender and full time/part time status 2017-2020*Scottish campuses only

		2017		2018		2019		2020	
		N	%	N	%	N	%	N	%
Full time	Female	582	30%	573	30%	615	30%	623	30%
	Male	923	47%	898	47%	929	46%	963	46%
Part Year Worker	Female	-	-%	7	0%	24	1%	25	1%
	Male	-	-%	22	1%	8	0%	6	0%
Part time	Female	97	5%	306	16%	318	16%	320	15%
	Male	342	18%	110	6%	133	7%	141	7%
Grand total		1944	100%	1916	100%	2027	100%	2078	100%

Table 19: Women returning to work after maternity leave 2019-2020*Scottish campuses only⁴

	2019		2020	
	N	%	N	%
Academics	10	48%	8	47%
Professional Services	11	52%	9	53%
Grand total	21	100%	17	100%

Table 20: Disabled employees returning to work after disability related absence*Scottish Campuses only

	Category	Disabled employees on a disability related absence %	Disabled employees on a disability related absence number	Returner number	Non returner number
2017	Academic	-%	-	-	-
	Professional Services	9%	-	-	-
2018	Academic	20%	-	-	-
	Professional Services	54%	23	23	-
2019	Academic	7%	-	-	-
	Professional Services	32%	12	12	-
2020	Academic	-%	-	-	-
	Professional Services	35%	14	14	-

⁴ data only collected from 2019

Protected characteristic related grievances.

2017-19: 2 discrimination grievances were raised, neither was upheld

2019-202: 0 discrimination grievances were raised

Discipline Cases 2018-2020

Table 21: Cases initiated between August 2020 – December 2020

Gender disciplined employee	Job Type	Reason	Outcome
F	Manual	Conduct	Resigned before process complete
M	Manual	Conduct	In progress
M	Manual	Conduct	No case found
M	Technical	Conduct	No case found
M	Technical	Attendance	Written Warning

Table 22: Cases initiated between August 2019 – July 2020

Gender disciplined employee	Job Type	Reason	Outcome
F	A&R	Performance	In progress
F	A&R	Conduct	In progress
F	A&R	Conduct	In progress
F	A&R	Performance whilst warning live	Final Written Warning
F	Manual	Conduct	Dismissed
F	Professional Services	Attendance	Resigned before process complete
M	A&R	Conduct	In progress
M	A&R	Conduct	No case found
M	Manual	Conduct	Written Warning
M	Manual	Conduct	First warning for 1 allegation; no case found for 3 allegations
M	Manual	Conduct	No case found
M	Manual	Conduct	Dismissed
M	Professional Services	External Conduct	No case found
M	Professional Services	Attendance	Written Warning
M	Professional Services	Conduct	Final Written Warning

Table 23: Cases initiated between August 2018 – July 2019

Gender disciplined employee	Job Type	Reason	Outcome
F	A&R	Performance	In progress
F	A&R	Conduct	In progress
F	A&R	Conduct	In progress
F	A&R	Performance whilst warning live	Final Written Warning
F	Manual	Conduct	Dismissed
F	Professional Services	Attendance	Resigned before process complete
M	A&R	Conduct	In progress
M	A&R	Conduct	No case found
M	Manual	Conduct	Written Warning
M	Manual	Conduct	First warning for 1 allegation; no case found for 3 allegations
M	Manual	Conduct	No case found
M	Manual	Conduct	Dismissed
M	Professional Services	External Conduct	No case found
M	Professional Services	Attendance	Written Warning
M	Professional Services	Conduct	Final Written Warning

C) 5. Development

Development data helps to show who is accessing opportunities and support us in tailoring relevant interventions and understand where there are gaps in provision alongside celebrating uptake of opportunities.

PDR information is presented from 2018 due to data issues in the 2017 collection.

Table 24: Employees undertaking PDR⁵ by gender 2018-2019

	2018		2019 ⁶	
	N	%	N	%
Females	985	48%	187	59%
Males	1069	52%	131	41%
Grand total	2054	100%	318	100%

⁵ PDR information is presented from 2018 due to data issues in the 2017 collection.

⁶ At the time of writing PDR 2019 round still not completed, hence the numbers being so small

Table 25: : Employees undertaking PDR by ethnicity 2018-2019

	2018		2019	
	N	%	N	%
BME	147	7%	27	8%
Information refused	88	4%	15	5%
Not known	916	45%	10	3%
White	903	44%	266	84%
Grand total	2054	100%	318	100%

Table 26: Employees undertaking PDR by academic and professional service roles 2018-2019

	2018		2019	
	N	%	N	%
Academic	850	41%	85	27%
Professional Services	1204	59%	233	73%
Grand total	2054	100%	318	100%

Table 27: Participation in academic learning and development by gender 2017-2020

	2017-2018			2018-2019			2019-2020		
	Females	Males	Total	Females	Males	Total	Females	Males	Total
Research Futures	105	207	312	71	145	216	344	542	886
Postgraduate Programmes	17	12	29	14	8	22	17	26	43
LEADS	23	67	90	31	67	98	57	94	151
Professional and Occupational Development Training	61	91	172	95	109	204	70	99	169
Grand total	206	377	603	211	329	540	488	761	1249

Table 28: Participation in Aurora (headcount) 2016-2019⁷

	2016-2019	
	N	%
Academics	28	49%
Professional Services	29	51%
Grand total	57	100%

⁷ HWU did not participate in Aurora over 2020 due to COVID-19 Pandemic

D) 6. Progression

We know that supporting progression of protected characteristic groups can have a positive impact on EDI across the University.

Table 29: Contribution Board cases received by gender, academic and professional services staff covering all grades 2018-2019*Scottish campuses

	2018		2019	
	Females	Males	Females	Males
Academics	10	30	9	25
Professional Services	28	14	28	31
Grand total	38	44	37	56

Table 30: Professional Services regrading cases by gender 2018-2019*Scottish campuses only

	2018		2019	
	Females	Males	Females	Males
Cases	16	-	15	13
Promoted	12	-	9	11
% Promoted	75%	80%	60%	85%

Table 31: Academic Advancement Board cases by gender 2018-2019*Scottish campuses only

Grade applied for	2018				2019			
	Females	Males	%F success	%M success	Females	Males	%F success	%M success
6	-	-	N/A	N/A	-	-	N/A	N/A
7	-	-	100%	50%	-	-	N/A	N/A
Grand total	-	-	100%	50%	-	-	N/A	N/A

Table 32: Senior Academic Promotion Board cases by gender 2018-2019*Scottish campuses only

Grade applied for	2018				2019			
	Females	Males	%F success	%M success	Females	Males	%F success	%M success
8	-	11	100%	73%	-	15	100%	93%
9	10	19	80%	74%	15	18	67%	44%
10	-	11	50%	36%	-	13	100%	54%
Grand total	19	41	79%	71%	20	46	75%	63%

Table: Other reasons for leaving (by PC – gender, ethnicity and disability) 1 January 2018 - 31 December 2018 *Scottish Campuses only - not available

3) Decision-making: Committee Composition

We are taking concrete steps to make sure we have more diversity in our decision-making. To date we only have information on gender and will be working to address wider disclosure over 2021-25.

Table 33: University Court gender profile 2018-2020

	2018-2019		2019-2020	
	N	%	N	%
Females	8	32%	9	36%
Males	17	68%	16	64%
Grand total	25	100%	25	100%

Table 34: University Senate gender profile 2018-2020

	2018-2019		2019-2020	
	N	%	N	%
Females	24	35%	27	38%
Males	45	65%	44	62%
Grand total	69	100%	71	100%

Table 35: University Executive gender profile 2018-2020

	2018-2019		2019-2020	
	N	%	N	%
Females	6	38%	6	38%
Males	10	63%	10	63%
Grand total	16	100%	16	100%

Table 36: University Committee of Learning and Teaching gender profile 2018-2020

	2018-2019		2019-2020	
	N	%	N	%
Females	6	35%	7	41%
Males	11	65%	10	59%
Grand total	17	100%	17	100%

Table 37: University Committee of Research and Innovation gender profile 2018-2020

	2018-2019		2019-2020	
	N	%	N	%
Females	8	44%	8	47%
Males	10	56%	9	53%
Grand total	18	100%	17	100%

Table 38: Professional Services Leadership Board gender profile 2018-2020

	2018-2019		2019-2020	
	N	%	N	%
Females	12	57%	12	60%
Males	9	43%	8	40%
Grand total	21	100%	20	100%