Board of Management
Students, Staff & Equalities Committee

Date of Meeting	Wednesday 15 March 2017
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Agenda Item	13
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Action	For Noting

City of Glasgow College
Students, Staff & Equalities Committee
Staffing Profile

STAFF TURNOVER

For the period 01 November 2016 – 31 January 2017 staff turnover was 3.02 %.

A total of 41 people left the College during this period, 44% of leavers were female and 56% were male.

Of the 41 leavers, 34% were recorded as Retirement, with 61% recorded as resigations. The leavers were distributed relatively evenly across various departments. The HR department had the highest number of leavers within the period.

Please see Figures 1-4 below for a detailed breakdown in relation to leavers for the period.
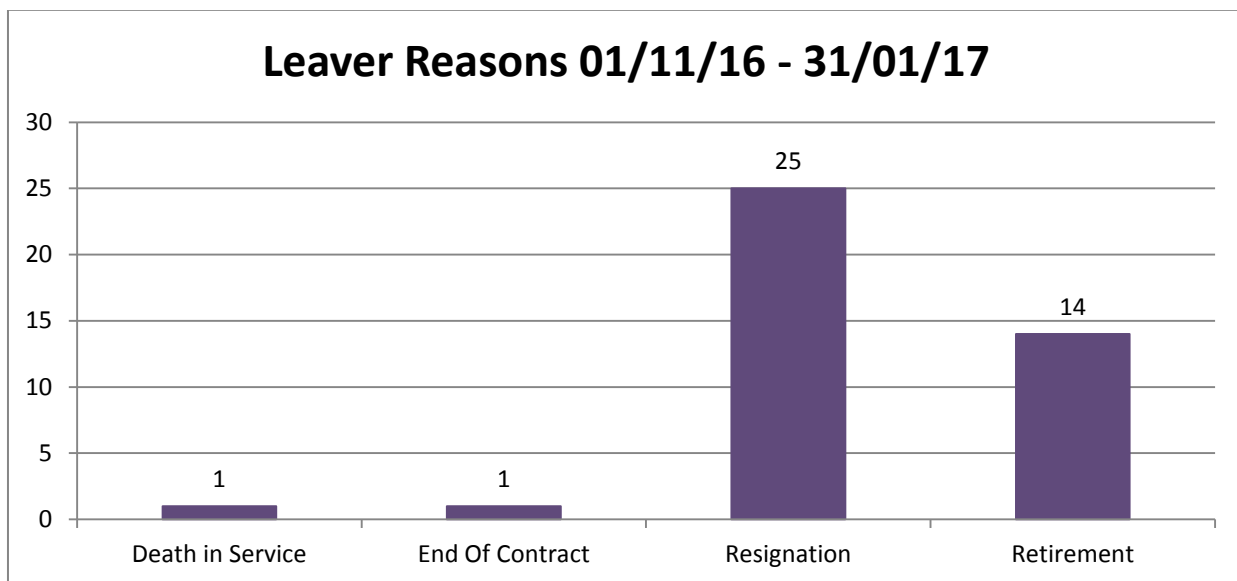

Figure 1: Breakdown of Leaving Reasons

Gender	
Female	18
Male	23
Grand Total	**41**

Figure 2 : Leavers by Gender

Staff Type	
Curriculum Head	**02**
HOService	**01**
Lecturer	**15**
Senior Lecturer	**04**
Support	**19**
Grand Total	**41**

Figure 3: Leavers by Staff Type

Department	Number of Leavers
HR	4
Built Environment	3
Construction Crafts (Trowel Occupations)	3
Community & Schools Engagement	2
Design Crafts	2
Hairdressing	2
Hospitality	2
Student Acommodation & Services	2
Student Development	2
3D Design	1
Admissions & Student Support	1
Applied Computing Technologies	1
Business	1
Corporate Development	1
Engineering and Energy	1
Executive Office	1
Faculty of Nautical Studies	1
Finance Section	1
Fitness	1
Food	1
Information Technology	1
Learning Technology	1
Libraries	1
Payroll	1
Safety & Wellbeing	1
Social Science	1
Sports Coaching	1
Sports Therapy	1
Total	**41**

Figure 4 : Leavers by Department

NEW STARTS / RECRUITMENT

A total of 34 people joined the College between 01 November 2016 and 31 January 2017.

Of the 34 new starts 65% were female and 35% male. The departments with the highest number of new starts were the Faculty of Education & Society (8) and Student Development (4).

Please see Figures 5-6 below for a detailed breakdown in relation to new starts for the period.

Department	Fixed Term	Permanent	Temporary	Total
Faculty of Education & Society	1		7	8
Student Development	1		3	4
Infrastructure		3		3
Applied Computing Technologies			2	2
Faculty of Creative Industries		1	1	2
Student Acommodation & Services	1		1	2
Admissions & Student Support		1		1
Construction Crafts (Trowel Occupations)			1	1
Engineering and Energy			1	1
Equality, Diversity & Inclusion		1		1
Faculty of Business	1			1
Faculty of Leisure & Lifestyle			1	1
Fine Arts		1		1
Hairdressing		1		1
Hospitality			1	1
HR		1		1
Libraries and Learning Technology		1		1
Marine Engineering Cadet Courses			1	1
Student Experience	1			1
Total	**5**	**10**	**19**	**34**

Figure 5: New Starts by Department and Contract Type

Ethnic Origin	Female	Male	Total
Any Mixed or Multiple Ethnic Group	1		1
Any Other White Ethnic Group	1		1
Pakistani, Pakistani Scottish or Pakistani British	1	1	2
Prefer not to say		1	1
Unknown		1	1
White - British	3	5	8
White - Northern Irish	1		1
White - Scottish	15	4	19
Total	**22**	**12**	**34**

Figure 6: New Starts by Ethnic Origin and Sex

ALL STAFF EMPLOYED

A total of 1354 individuals were employed during the period 01 November 2016 until 31 January 2017. This compares with 1298 for the same period last year.

(Note "Support Staff" includes Executive, Director and Heads of Service. "Academic Staff" includes all lecturers and Academic Staff up to and including Faculty Directors.)

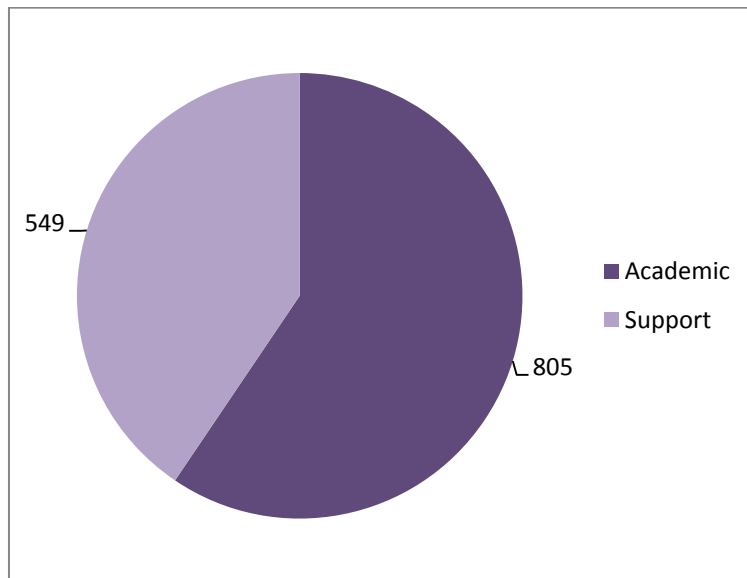Please see figures 7 -13   below for a detailed breakdown of new starts.

Figure 7- Breakdown of all staff employed during quarter (Headcount)

STAFF AGE PROFILE

Age Range	Female	Male	Grand
16 - 19	2	3	5
20 - 25	22	17	39
26 - 30	40	39	79
31 - 35	81	48	129
36 - 40	81	61	142
41 - 45	102	78	180
46 - 50	101	102	203
51 - 55	134	93	227
56 - 60	117	100	217
61 - 70	50	65	115
71 or over	6	12	18
Total	**736**	**618**	**1354**

Figure – 8 Age Breakdown of all staff employed during quarter (by headcount)
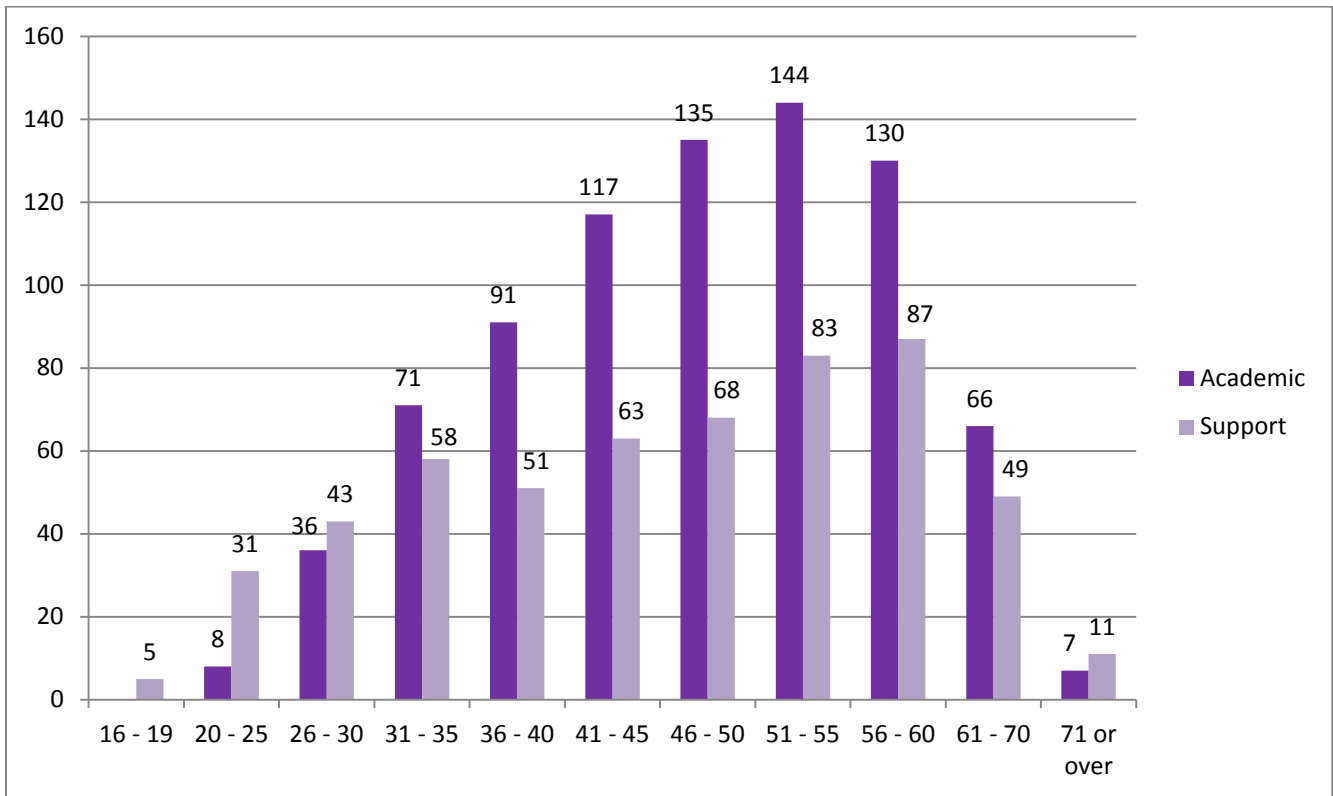
Figure – 9 Age Breakdown of all staff employed during quarter (by headcount)

STAFF GENDER PROFILE

Sex	Total
Female	736
Male	618
Grand Total	**1354**

Figure –10 Gender Breakdown of all staff employed during quarter (by headcount)
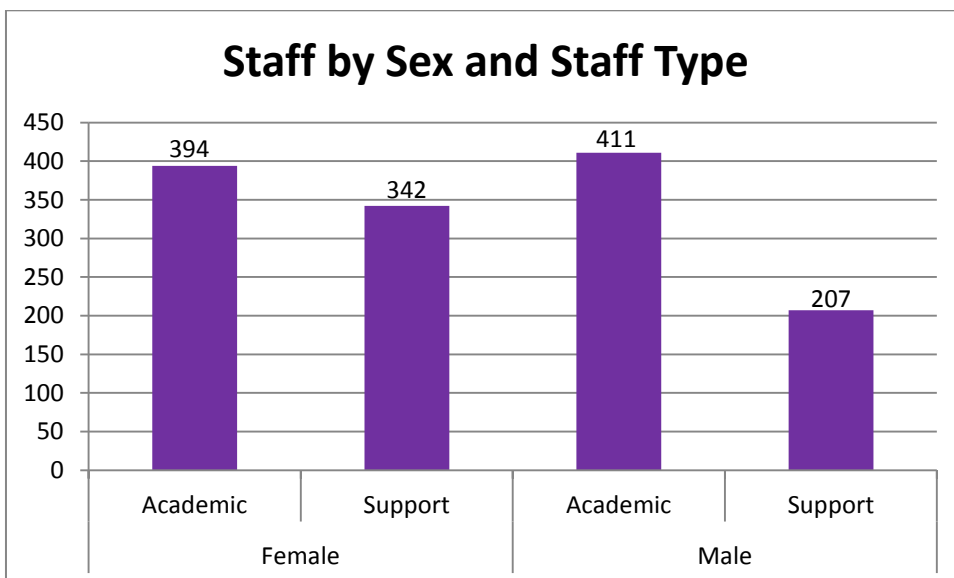
Figure –11 Gender Breakdown of all staff employed during quarter (by headcount)

Ethnic origin	Female	Male	Total
African, African Scottish or African British	2	4	6
Any Mixed or Multiple Ethnic Group	6	3	9
Any Other Asian Ethnic Group	4	4	8
Any Other Caribbean or Black Ethnic Group		1	1
Any Other Ethnic Group	3	7	10
Any Other White Ethnic Group	33	23	56
Bangladeshi, Bangladeshi Scottish or Bangladeshi British		3	3
Black, Black Scottish or Black British	2	3	5
Chinese, Chinese Scottish or Chinese British	4		4
Indian, Indian Scottish or Indian British	3	4	7
Pakistani, Pakistani Scottish or Pakistani British	5	10	15
Prefer not to say	28	36	64
White - American	2	1	3
White - British	253	196	449
White - English	7	23	30
White - Irish	9	9	18
White - Northern Irish	6	2	8
White - Polish	5	2	7
White - Scottish	364	286	650
White - Welsh		1	1
Total	**736**	**618**	**1354**

Figure – 12 Breakdown of all staff employed during quarter by Ethnic Origin (Headcount)

Disability	Female	Male	Total
Deaf/Hearing Impairment	1	4	5
Developmental Condition (e.g. autistic spectrum disorder or asperger's syndrome)		1	1
Learning Difficulty - Specific (e.g. dyslexia, dyspraxia or AD(H)D)	4	6	10
Long Term Illness, Disease or Condition (e.g. cancer, HIV, diabetes, chronic heart disease, or epilepsy)	20	9	29
Mental Health Condition (e.g. depression, schizophrenia or anxiety disorder)	6	3	9
Multiple Disabilities	3		3
None	662	551	1213
Other Impairment or Condition	10	2	12
Physical Impairment	2	3	5
Prefer not to say	23	38	61
Unseen disability	5	1	6
Total	**736**	**618**	**1354**

Figure – 13 Breakdown of all staff employed during quarter by Disability (Headcount)

MATERNITY, PATERNITY, SHARED PATENTAL LEAVE AND ADOPTION LEAVE

Absence	Academic	Support	Total
Maternity	5	8	13
Paternity	0	0	0
Adoption	0	0	0
Shared Parental Leave	0	0	0
Total	**5**	**8**	**13**

Figure 14: Staff on Maternity & Paternity Leave during period

DISCIPLINARY HEARINGS AND GRIEVANCES

	Academic	Support	Total
Disciplinary	1	1	2
Grievance	3	2	5
Total	**4**	**3**	**7**

Figure 15: Number of Disciplianary & Grievance Hearincing during period

SUPPORT STAFF ABSENCES

(Support, Head of Service, Directors & Executive)

Department	Working days lost	Sick Occurrences
CORPORATE DEVELOPMENT	**177**	**8**
Corporate Development	8.5	3
International	14.5	1
Marketing	154	4
FACULTIES (SUPPORT)	**685**	**57**
Faculty of Building, Engineering & Energy	63	12
Faculty of Business	100	4
Faculty of Creative Industries	237	14
Faculty of Education & Society	77	9
Faculty of Leisure & Lifestyle	67	2
Faculty of Leisure and Lifestyle	65	13
Faculty of Nautical Studies	76	3
FINANCE	**274**	**31**
Admissions & Student Support	15	6
Finance	83	3
Finance Section	86	13
Payroll	5	2
Student Data & Research	85	7
INFRASTRUCTURE	**1234**	**71**
Estates	32.5	7
Facilities	729.5	40
Information Technology	80	11
Infrastructure	154	7
Student Acommodation & Services	173	5
Timetabling	65	1
NEW CAMPUS & STUDENT DEVELOPMENT	**467**	**42**
Administration	59	5
Learning Technology	156	12
Libraries	142	9
New Campus & Student Development	2	1
Student Development	108	15
OTHER	**74**	**8**
Executive Management Team	1	1
Executive Office	48	4
Performance	25	3
PEOPLE & CULTURE	**51**	**9**
HR	49	8
Organisational Development	2	1
STUDENT EXPERIENCE	**7**	**3**
Student Experience	7	3
Total	**2969**	**229**

ACADEMIC STAFF ABSENCES

(Lecturer, Senior Lecturer & Curriculum Head)

Department	Working days lost	Sick Occurrences
Faculty of Building, Engineering & Energy	**286.5**	**21**
Built Environment	3	2
Construction Crafts (Dry)	85	5
Construction Crafts (Trowel Occupations)	158	4
Electrical & Electronic Engineering	9	3
Engineering and Energy	27.5	5
Faculty of Building, Engineering & Energy	1	1
Industry Academy (STEM)	3	1
Faculty of Business	**500.5**	**66**
Accounting	71.5	6
Applied Computing Technologies	62.5	12
Business	208	11
Digital Technologies	10	3
Faculty of Business	5	1
Industry Academy (Business)	1	1
Languages	72.5	9
Law & Procurement	42	8
Marketing and Retail	26	13
Tourism	2	2
Faculty of Creative Industries	**385**	**44**
Design & Drama	118	12
Design Crafts	83	5
Fine Arts	112	11
Graphic Arts	7	2
Industry Academy & Youth Employability Development	6	3
Media	5	6
Photography	54	5
Faculty of Education & Society	**527**	**48**
Care	120	5
Community & Schools Engagement	87	12
ESOL	185	15
Essential Skills	112	9
Faculty of Education & Society	3	1
Social Science	1	2
Trade Union Education Centre	19	4
Faculty of Leisure & Lifestyle	**105.5**	**27**
Beauty	27.5	9
Fitness	11	2
Food	6	2
Hairdressing	14	7
Hospitality	34	3
Industry Academy (Leisure & Lifestyle)	1	1
Sports Coaching	10	2
Sports Therapy	2	1

Faculty of Nautical Studies	**143**	**13**
Deck Cadet Courses	3	2
Deck Senior Marine and Short Courses	15	2
Faculty of Nautical Studies	2	1
Industry Academy (Nautical)	35	2
Marine Engineering Cadet Courses	19	3
Practical Engineering	69	3
Infrastructure	**3**	**1**
Facilities	3	1
Student Experience	**60**	**11**
Student Development	60	11
Total	**2010.5**	**231**

Long term Sickness

Long term sickness is classifieid as a period of absence of 20 or more consecutive absence days.

Support Staff

Department	Instances of long term sickness
CORPORATE DEVELOPMENT	3
FACULTIES (SUPPORT)	10
FINANCE	4
INFRASTRUCTURE	19
NEW CAMPUS & STUDENT DEVELOPMENT	8
OTHER	0
PEOPLE & CULTURE	1
STUDENT EXPERIENCE	0

Academic Staff

Department	Instances of long term sickness
Faculty of Building, Engineering & Energy	5
Faculty of Business	7
Faculty of Creative Industries	6
Faculty of Education & Society	10
Faculty of Leisure & Lifestyle	1
Faculty of Nautical Studies	2
Infrastructure	0
Student Experience	1

Absence due to Stress

	Academic	Support	Total
Work Related Stress	4	2	6
Non Work Related Stress	4	2	6
Total	**8**	**4**	**12**

Academic Staff - There are 8 members of staff absent due to stress, 4 are absent with work related stress and 4 with non work related stress.

Support Staff - There are 4 members of staff absent due to stress, 2 are absent with work related stress and 2 with non work related stress.

All staff who are absent due to illness are supported, if appropriate, by the Employee Assistance Programme (confidential counselling) and/or by an Occupational Health GP.