

# Equal Pay Review 2019

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## 1. Executive Summary

We are committed to equal pay for work of equal value founded on a reward system free from bias. We aim to eliminate any bias in our reward processes and recognise that in order to achieve equal pay for employees doing equal work we should operate processes which are transparent and based on fair criteria.

Our 2019 Equal Pay Review assesses the remuneration of our 6,264 regular (contracted) employees as at 31<sup>st</sup> August 2019 by the protected characteristics of gender, ethnicity, and disability. This report presents the key findings of that review and is published alongside our 2019 statutory Gender Pay Gap report.

### *Equal Pay by gender*

- This review demonstrates that there are **no significant equal pay gaps** (using the Equality and Human Rights Commission definition of that term<sup>1</sup>) by gender within our pay grades (Levels 1-7). Therefore, we believe we can, at an **institutional level**, demonstrate that we provide equal pay for work of equal value by pay grade in respect to gender. However, this review also highlights that there are examples of more significant equal pay gaps by pay levels **within** Job Families.
- Our mean equal base pay gaps by gender and individual pay level for employees on **pay levels 1-6** are all **less than** 1.0 per cent. Again, there are examples of more significant equal pay gaps by pay levels **within** Job Families.
- **53.3 per cent of our employees are women and 46.7 per cent are men.**
- As at 31 August 2019, our **University Executive Board** retained a proportionate representation of women (**50.0 per cent**).
- Women continue to make up **26.8 per cent of all Level 7 roles (62.0 per cent of MSA Level 7 roles and 24.7 per cent of ERE Level 7)**.
- **Our mean pay gap by gender for all employees (irrespective of grade) has reduced since 2018.** In 2019 our mean base pay gap by gender for all employees, irrespective of grade (including those on NHS pay scales) is **+20.4 per cent** (in favour of men), **a decrease of 0.3 of a percentage point<sup>2</sup>.**
- **Our median pay gap by gender for all employees has remained static since 2018.** In 2019 our median base pay gap by gender for the same population is **+11.1 per cent**.
- Excluding employees on Level 7 and Clinical pay, our mean base pay gap (for employees at Levels 1-6 only) reduces from **+20.4 per cent** to **+12.0 per cent** whilst the median base pay gap remains static **+11.1 per cent**.
- Our equal pay gap by gender has continued to close for Level 7 employees in both MSA and ERE job families. In 2019, the mean base pay equal pay gap is **+3.2 per cent** (down from +5.6 per cent in 2017) whilst the median is **+2.9 per cent** (+2.9 per cent in 2017).
- Our overall mean pay gap by gender for all employees on **NHS pay scales** in 2019 is **+12.4 per cent** (up from +11.5 per cent in 2017). Our median is **+6.2 per cent** which is unchanged from 2017.
- High value payments, such as Clinical Excellence Awards (the clear majority of bonus pay by value) and consultancy payments, which are more often paid to men due to more men holding positions eligible for such awards, have a skewing effect on our overall bonus pay statistics for gender pay gap reporting purposes. However, they have little overall impact on our 'total pay' statistics for reporting under the Equal Pay Review.
- **72.4 per cent of eligible women** Clinical Academics now receive a Clinical Excellence Award, compared to **71.6 per cent of eligible men.**
- Our analysis shows that at an institutional level, the variation in appraisal ratings by gender, was -0.6 per cent.

<sup>1</sup> The Equality and Human Rights Commission defines a gender pay gap of 5% or more as 'significant', while recurring differences of 3% or more merit further investigation.

<sup>2</sup> The University's 2019 **statutory Gender Pay Gap return** (which is based on a slightly different methodology and a different reporting date) provides a similar picture, with respective mean and median pay gaps of **+18.8 per cent** and **+18.3 per cent**. This indicates a continued small decrease in the mean gender pay gap since the initial statutory report in 2017, but a small increase in the median gender pay gap. We are confident that this gender pay gap does not stem from paying men and women differently for work of equal value, but is instead these two calculations reflect the significant gender differences of occupations across the University and the attrition of women at higher pay grades.

### ***Equal Pay by ethnicity***

- This Review demonstrates that there are **no significant equal pay gaps** (using the Equality and Human Rights Commission definition of that term<sup>3</sup>) by ethnicity within our pay grades (Levels 1-6). However, there are examples of more significant equal pay gaps by pay levels **within** Job Families.
- **93.0 per cent** of staff have now disclosed their ethnicity (remaining static cent since 2018). **14.5 per cent** of staff declared their ethnicity to be Black, Asian or minority ethnic (BAME); a small increase of 1.2 percentage points since 2018.
- As at 31 August 2019, our **University Executive Board** retained a proportionate representation of BAME members (15.0 **per cent**).
- Our **mean pay gap by ethnicity** for all employees, irrespective of grade is **+6.3 per cent** (in favour of White employees). This has decreased by **three** percentage points since 2017.
- Our **median pay gap by ethnicity** for the same population is **+5.7 per cent**. This remains unchanged since 2017.
- Excluding employees on Level 7 and Clinical pay, our mean base pay gap for employees at Levels 1-6 reduces from **+6.3 per cent** to **+4.1 per cent** whilst our median base pay gap also remains constant at **+5.7 per cent**.
- Our individual mean base pay equal pay gaps by ethnicity for employees on **pay levels 1-6** are all **less than 3.0 per cent**.
- Our analysis shows that many of the equal pay variances by ethnicity, including those in the Level 7 and Clinical pay bandings, are often influenced by small sample sizes, shorter length of service (and therefore reduced incremental progression within pay levels) of BAME employees.
- Our analysis shows that at an institutional level, the variation in appraisal ratings by ethnicity, was **+0.1 per cent**.

### ***Equal Pay by disability***

- This Review demonstrates that there are **no significant equal pay gaps** (using the Equality and Human Rights Commission definition of that term<sup>4</sup>) by disability within our pay grades (Levels 1-7). However, there are examples of more significant equal pay gaps by pay levels **within** Job Families.
- **94.7 per cent** of staff have disclosed their disability status, a small decrease of 0.2 percentage points since the 2018 Equal Pay Review. **4.2 per cent** of staff declared that they have a disability, a small increase of 0.4 percentage points since 2018. This may remain an underestimate given that disability rates in wider society are substantially higher than this.
- Our **mean pay gap by disability** for all employees irrespective of grade is **+15.2 per cent** (in favour of non-disabled employees). This represents an increase of **4.6** percentage points since 2017.
- Our **median pay gap by disability** for the same population is **+11.1 per cent**. This remains unchanged since 2017.
- Excluding employees on Level 7 and Clinical pay, our mean base pay gap for employees at Levels 1-6 reduces from **+15.2 per cent** to **+8.3 per cent** whilst the median base pay gap also reduces from **+11.1 per cent** to **+8.4 per cent**.
- Our individual mean equal base pay gaps by disability and individual pay level for employees on **pay levels 1-6** are all **less than 2.7 per cent**.
- Our analysis shows that many of the equal pay variances by disability, including those in the Level 7 and Clinical pay bandings, are strongly influenced by small sample sizes.
- Our analysis shows that at an institutional level, the variation in appraisal ratings by disability, was **+1.1 per cent**.

Where data sets remain too small to draw firm conclusions regarding possible causes of unequal pay, it is the intention of future equal pay reviews to attempt to work with Equality Charter working groups to investigate further via qualitative investigation and analysis.

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<sup>3</sup> The Equality and Human Rights Commission defines a gender pay gap of 5% or more as 'significant', while recurring differences of 3% or more merit further investigation.

<sup>4</sup> The Equality and Human Rights Commission defines a gender pay gap of 5% or more as 'significant', while recurring differences of 3% or more merit further investigation.

## 2. Background information and methodology

This report is produced as part of our wider commitment to monitoring equality and to provide analysis and recommendations in relation to the reward management, policy and practice of the University. Operating on a three-year cycle, our annual Equal Pay Reviews now report on the following core and rotating elements:

Core elements	Rotating elements
<ul style="list-style-type: none"><li>• Equal Pay Policy</li><li>• Pay</li><li>• Pay protection arrangements</li><li>• Bonus pay</li><li>• Allowances for skills and responsibilities</li><li>• Equality and Diversity awareness</li><li>• Equality and Diversity monitoring (incl. progress against Equal Pay action plans)</li></ul>	<ul style="list-style-type: none"><li>• <b>Year 1</b> – Position on and progression through pay scales and Recruitment and Promotion</li><li>• <b>Year 2</b> – Additional payments, allowances and benefits and Contribution pay</li><li>• <b>Year 3</b> – Job Evaluation</li></ul>

In the second year of our three-year cycle, our 2019 Review looks at additional payments, allowances and benefits and contribution pay. This report should therefore be read as a continuation of the 2018 Equal Pay Review.

Throughout this report:

- Pay gaps represent the difference in average salary between two groups of employees, as a percentage of the typically higher-paid group.
- A pay gap preceded by '+' favours men, and employees who self-identified as white or without a disability.
- A pay gap preceded by '-' favours women, and employees who self-identified as BAME or with a disability.

In a number of instances, where populations constituted five or fewer colleagues, it has been necessary to remove data from this report to reduce the risk of inadvertently identifying individual colleagues. Where this has been necessary, pay gaps have been replaced by a generic statement of either '<3%' (less than 3 per cent), '>3%' (greater than 3 per cent), or '>5%' (greater than 5 per cent) to indicate the pattern, but not the detail. No further analysis or commentary is offered in respect of these gaps.

## 3. Monitoring pay differences across equality groups

### Are arrangements in place for monitoring pay differences across equality groups and contractual arrangements?

Our equal pay reviews draw attention to, and take action to address, gaps where they exist. Statutory gender pay gap reporting, and the [Government's consultation](#) on statutory ethnicity pay reporting, is helping to refine the national and local focus on the underlying causes of pay inequality that are important to all of us.

Our monitoring also includes; equality charter working groups (e.g. Athena SWAN, Race Equality Charter etc.), reports to Audit Committee, Equality, Diversity and Inclusion Committee and Council. All have an important role in embedding equality, diversity and inclusion into the decision making of the University.

### Who receives the outcomes of this monitoring, and when?

Data is shared with and input sought from:

- the three trades unions recognised by the University (UCU, Unite and UNISON),
- the Chairs of our Staff Networks
- the Chairs of institutional Equality Charter Self-Assessment Teams

We aim to share completed Gender Pay Gap and Equal Pay Review reports with the University Equality, Diversity and Inclusion Committee and University Executive Board in late January or early February each year.\* Both reports are then made publicly available on the University's [Equal Pay](#)

[and Gender Pay Gap Reporting webpage](#). Additionally, our statutory Gender Pay Gap Report is made publicly available on the UK Government's [Gender Pay Gap portal](#).

*\* We aim to share Faculty level equal pay data with local Equality, Diversity and Inclusion Committees, as well as HR Business Partners, by July to enable further local, detailed, analysis and action.*

### **Do the recipients of these reports have sufficient authority to take any required action?**

[University Council](#) has the highest level of accountability for ED&I; ensuring we are compliant with legal and regulatory requirements; that it understands the equality and diversity challenges in the Sector; and that we are making progress against our key ED&I objectives.

The role of the [University Executive Board](#) (UEB) is to advise the President and Vice-Chancellor on day-to-day management and decision-making. The President and Vice-Chancellor, and members of UEB have overall management responsibility. Day to day responsibility is delegated to all managers whilst all colleagues have a duty to support and uphold the principles of our ED&I related policies, including equal pay.

All institutional committees and governance structures have a responsibility to ED&I, including equal pay. Faculty ED&I Committees\* are therefore empowered to define local action plans to investigate and address any localised equal pay issues and action plans that may be identified.

*\* These principles are adapted and adopted for Professional Services such that the Professional Services Leadership Team (PSL) becomes the EDI Committee for Professional Services (PS) with the Chief Operating Officer as Chair.*

### **3.1 Is there an equal pay action plan with an appropriate timetable to deal with any identified issues?**

Whilst the drivers of pay gaps are well understood at an institutional level (primarily reflecting attrition of women at higher pay grades), previous Equal Pay Reviews evidenced that these gaps were, gradually, closing. However, there is also evidence that progress has now plateaued. We are committed to identifying, addressing and removing any institutional systemic or structural barriers in our Reward and Recognition schemes that may contribute to this slow down and implementing measures that will have a positive impact.

Updates to the [University's Equal Pay Action Plan](#) are included in each annual Equal Pay Review. Other equality action plans exist across the University (e.g. institutional and departmental Equality Charter action plans) that will also contribute to closing equal pay gaps through addressing wider cultural and systemic barriers but are not explicitly part of the Equal Pay Action Plan.

Closing the gender pay gap demands a long-term cultural shift. Culture change is difficult to achieve and sustain so we will need to go beyond what is mandatory (i.e. statutory gender pay gap reporting) and look at other cultural factors (e.g. bullying and harassment) that might be contributing to pay gaps. We will do this through employee surveys and focus groups to understand the lived experiences of our colleagues from diverse backgrounds and protected characteristics.

We recognise the need to take a multifaceted approach to driving sustainable change. We believe that this can be achieved through structural inclusion – recognising that everything we do to promote equal pay feeds into, and from, the way we manage our people. How we bring people into the University, and how we reward and promote them needs to be rooted in equitable and bias-free systems. Structural inclusion needs to be supported by behavioural inclusion – recognising that our people operating within those structures need to approach it with an inclusive mindset. If we don't deliver behavioural inclusion, the structural inclusion won't work – people will continue to apply their own inherent biases, inwardly and outwardly and it will be "business as usual".

### **3.2 Our 2019 statutory Gender Pay Gap**

Our 2019 statutory [Gender Pay Gap](#) return identified mean and median pay gaps of +18.8 per cent and +18.3 per cent, respectively. This is a continued, albeit small reduction in our mean gender pay



gap (0.01 percentage points) and a small increase (2.1 percentage points) in our median gender pay gap. Our return also showed mean and median bonus pay gaps of **+46.5** per cent and **+33.3** per cent.

### 3.3 University of Southampton gender pay gap trend

Our mean equal pay gap by gender has reduced from +23.0 per cent to **+20.4** per cent between 2011 and 2019. This was impacted by a temporary, but significant, increase to +28.3 per cent, as reported in our 2013 Equal Pay Review.

Figure 3.1, below, shows that, whilst a positive trend is identified, progress is incremental and appears to have plateaued. Whilst the overall trend is one of a reducing pay gap by gender, our pay gap remains wider than both the UK economy as a whole and the wider HE sector and with national trends noted in the New JNCHES pay gap data, and by the [ONS](#).

### 3.4 Benchmarking our statutory gender pay gap and our equal pay gap

Data collected by the Office for National Statistics (ONS) through the Annual Survey of Hours and Earnings (ASHE) report, calculates hourly rates of pay (excluding overtime) and therefore is the best comparison to the methodology for the statutory gender pay gap calculations. The gender pay gap at a sector level decreased in 2019 to **+15.9** per cent (mean) and increased to **+15.5** per cent (median).

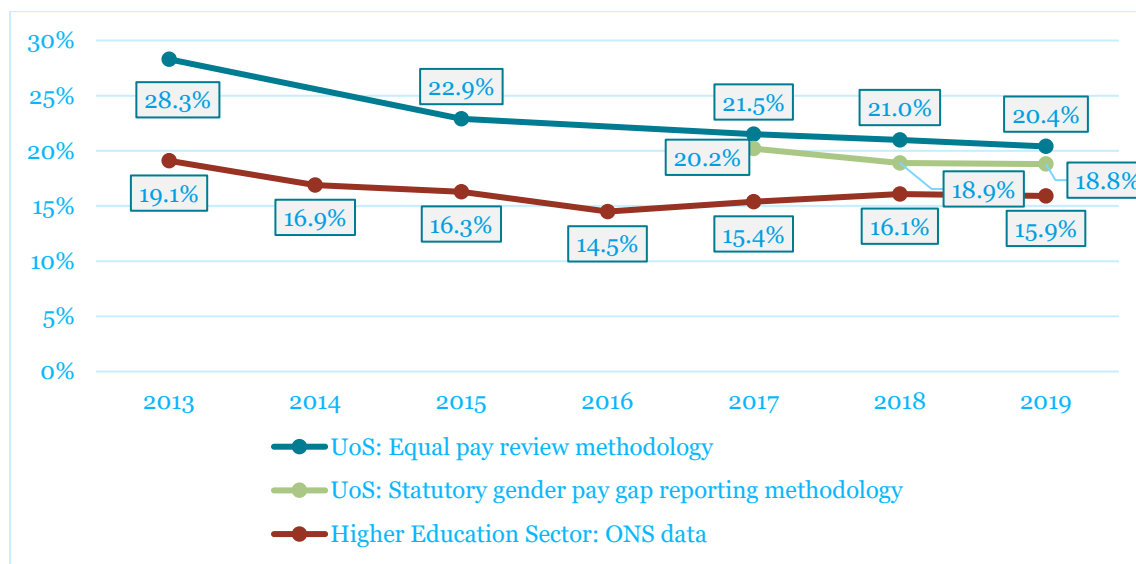
**Table 3.1:** Gender pay gap in higher education sector (ONS data)

Year	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
<b>Mean pay gap</b>	+19.1 per cent	+16.9 per cent	+16.3 per cent	+14.1 per cent	+15.5 per cent	+16.1 per cent	+15.9 per cent*
<b>Median pay gap</b>	+19.4 per cent	+16.0 per cent	+15.0 per cent	+14.8 per cent	+14.3 per cent	+15.0 per cent	+15.5 per cent*

Source: [ASHE](#). Based on hourly earnings excluding overtime for all employees

\* 2019 data is still marked as 'provisional' by the ONS at time of writing.

**Figure 0.1:** Institutional mean gender pay gap figures as reported in Equal Pay Reviews since 2013 and statutory gender pay gap reports since 2017, compared with ONS data for the higher education sector



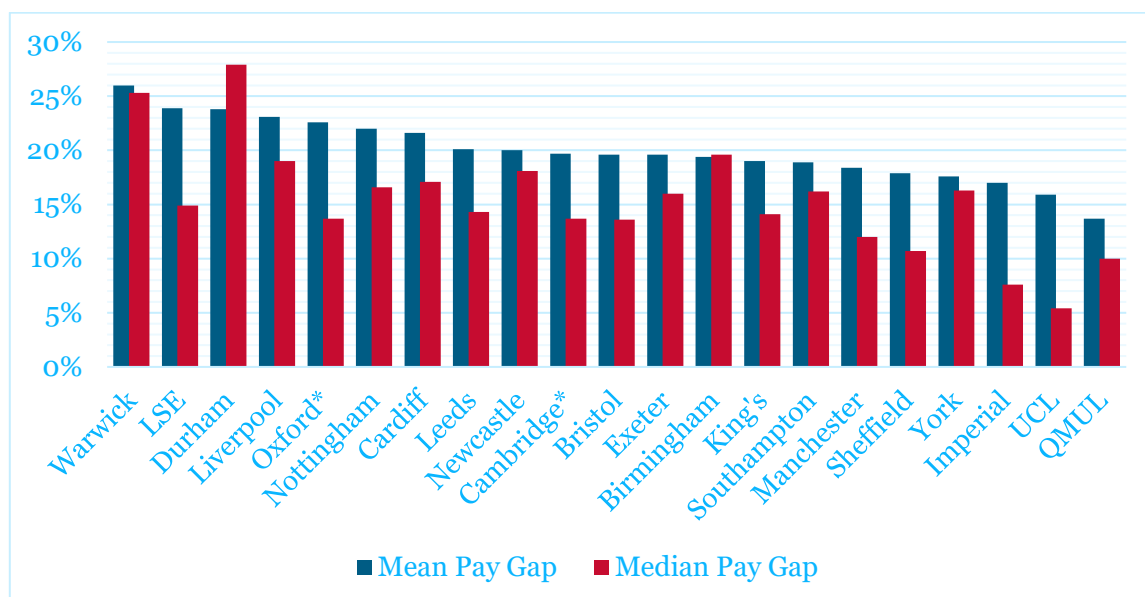
Source (ONS data): ASHE, based on hourly earnings for all higher education sector employees, excluding overtime

### How do we compare to other Russell Group universities?

We know that our peers in the Russell Group experience similar challenges to us, and statutory Gender Pay Gap information indicates that our statutory Gender Pay Gap statistics are similar to others in the Group, with examples both above and below our own gaps. Russell Group universities' statutory gender pay gap reports can be found on the [government portal](#).



**Figure 2.2:** Gender Pay Gaps (%) – Russell Group Institutions (March 2019 publication)



**Note:** Figures for Oxford and Cambridge exclude colleges that reported separately. Scottish and Northern Irish universities were not required to publish gender pay gap data.

In March 2019, every Russell Group university, including Southampton, posted an improved (i.e. lower) mean gender pay gap in 2018, compared with 2017, and 12 (of 21 reporting) posted an improved median gender pay gap figure. Overall, we had one of the lower mean pay gaps in 2019, and a fairly typical median pay gap.

Whilst it is prudent and appropriate to compare ourselves against our peer group, as well as the wider HE sector and the UK economy as a whole, we are committed to taking independent action to address our own pay gaps, alongside ensuring we deliver equal pay for equal work.

### 3.5 Equality and Diversity Awareness

#### Have all those involved in making pay decisions been trained in best employment practice related to equality and diversity legislation, with refresher training provided as appropriate?

Our online [Equality and Diversity Briefing](#) module introduces employees to the importance of equality, diversity, inclusivity and fairness. All staff are required to complete this course.

Our online [Managing Diversity](#) module is designed for staff with people management responsibilities. The course covers topics, including supporting staff with reasonable adjustments, dealing with bullying and harassment, recruiting new staff fairly, and understanding our legal requirements under the Equality Act 2010.

#### Raising the profile of Equality, Diversity and Inclusion

Everyone at the University of Southampton is unique. We represent different genders and gender identities, ethnicities, age-groups, faith and beliefs and different socio-economic backgrounds. To benefit from our diversity, we must create and embed a culture of inclusivity where we are encouraged to be ourselves at work and where every one of us feels able to have our own voice and represent our own ideas.

We will be presenting a new Equality, Diversity and Inclusion strategy to Council in November 2020 setting out a roadmap to tackling under-representation, inequality, as well as issues faced by members of our community relating to gender identity and expression, faith and belief and socio-economic backgrounds.

Previous equal pay reviews have noted that in order to consider protected characteristic groups other than gender, ethnicity and disability more thoroughly, action is required to encourage positive disclosure (including re-disclosure) among existing staff, as well as action to improve overall

representation. The following tables provide an overview of how representative we are (as at 31<sup>st</sup> August 2019) of employees by protected characteristics, pay levels and Job Families.

**Table 3.2:** Comparison of institutional representation of protected characteristics against representation by pay level, demonstrating vertical segregation of roles.

	Gender		Ethnicity		Disability	
Institutional representation	53.3%	46.7%	14.5%	85.5%	4.2%	95.8%
Pay Level	Female	Male	BAME	White	With Disability	Without Disability
1a	73.6%	26.4%	31.7%	45.7%	6.3%	78.5%
1b	45.1%	54.9%	15.3%	74.8%	5.3%	87.1%
2a	64.6%	35.4%	11.2%	79.8%	6.2%	90.0%
2b	73.5%	26.5%	10.3%	84.9%	4.8%	91.8%
3	63.6%	36.4%	7.2%	88.6%	5.3%	89.0%
4	54.4%	45.6%	18.5%	77.8%	5.2%	90.1%
5	50.1%	49.9%	14.2%	79.8%	3.0%	92.0%
6	36.9%	63.1%	11.9%	77.8%	2.9%	92.4%
7	26.8%	73.2%	9.8%	77.7%	1.7%	92.7%
Clinical	38.5%	61.5%	19.8%	70.0%	0.7%	96.3%

*NB – 'Unknown' and 'Refused' categories are not included*

**Table 3.3:** Comparison of institutional representation of protected characteristics against representation by pay level and job family, demonstrating vertical segregation of roles.

Pay Level	Job Family														
	CAO			TAE			MSA			ERE			RESN		
	%F	%BAME	%Disabled	%F	%BAME	%Disabled	%F	%BAME	%Disabled	%F	%BAME	%Disabled	%F	%BAME	%Disabled
1a	73.7%	31.9%	6.3%												
1b	35.7%	14.3%	4.8%	57.1%	14.3%	0.0%	63.4%	19.5%	7.3%						
2a	53.2%	9.7%	6.5%	42.1%	0.0%	5.3%	73.8%	13.8%	6.2%						
2b	23.5%	3.9%	3.9%	47.5%	7.5%	7.5%	80.1%	11.0%	4.7%						
3	15.4%	4.6%	4.6%	39.9%	9.2%	5.2%	75.9%	7.0%	5.4%						
4	16.7%	0.0%	25.0%	35.5%	9.7%	4.8%	67.6%	8.5%	4.9%	48.4%	25.8%	5.1%	100.0%	4.5%	9.1%
5				14.7%	5.9%	0.0%	58.3%	6.8%	2.8%	48.0%	18.2%	3.2%	100.0%	0.0%	0.0%
6							57.1%	1.3%	2.6%	34.0%	13.4%	3.0%			

NB – 'Unknown' and 'Refused' categories are not included

**Table 3.4:** Comparison of institutional representation of protected characteristics against representation by pay level and job family, demonstrating vertical segregation of roles.

Level 7 Pay Bandings	Job Family					
	MSA			ERE		
	%F	%BAME	%Disabled	%F	%BAME	%Disabled
MSA 20	64.3%	0.0%	0.0%			
MSA 21	90.0%	0.0%	0.0%			
MSA 22	0.0%	0.0%	0.0%			
MSA 23	25.0%	0.0%	0.0%			
MSA 24	0.0%	0.0%	0.0%			
ERE Band A				27.0%	12.0%	1.9%
ERE Band B				16.7%	4.8%	1.2%
ERE Band C				20.0%	6.7%	2.2%

NB – 'Unknown' and 'Refused' categories are not included

**Table 3.5:** Comparison of institutional representation of protected characteristics against representation by pay level and job family, demonstrating vertical segregation of roles.

Pay Grouping	%F	%BAME	%Disabled
	Clinical Lecturer (in training)	55.0%	27.5%
Clinical Lecturer (Senior)	0.0%	100.0%	0.0%
Senior/Principal Teaching Fellow	28.6%	14.3%	0.0%
Clinical Academic Consultant	32.6%	15.7%	1.1%

### 3.6 Staff Engagement

#### Staff Engagement and Diversity surveys

We have run staff engagement surveys for a number of years and, in 2019, we ran our first survey relating to protected characteristics. This inaugural Staff Equality and Diversity survey's focus was sex/gender and race/ethnicity. The results of both surveys have been incorporated into the work of our Athena SWAN and Race Equality Charter commitments and respective action plans.

#### Engaging with employees with protected characteristics

In addition to our ongoing relationship with trades unions representatives, staff and students have come together to form [networks and societies](#) to represent, support and engage members who share a similar background, characteristic or common cause. These groups are autonomous, with their own terms of reference and aims for their members. We will consult and where appropriate engage them in developing new relevant policies or amending existing ones. We will also engage them in the development and implementation of Equality Diversity and Inclusion action plans.

## 4. Equal Pay Policy

### Is there an Equal Pay Policy?

Our [Equal Pay Policy](#) sets out our commitment to the principle of equal pay for all our employees.

### Is the policy consistent with the Equality Act 2010?

Our [Equal Pay Policy](#) is consistent with both domestic and European legislation, including the UK's Equality Act 2010 and the Public Sector Equality Duty.

### Has the policy been communicated to staff and the recognised trades unions?

Our [Equal Pay Policy](#) is written, and updated, in consultation with the trades unions recognised by the University and is publicly available on our webpages.

### Has someone with sufficient authority been designated as being responsible for policy implementation?

All members of the University Executive Board are responsible for ensuring that employment practice within their respective faculties and services is compliant with institutional policies.

The Executive Director of Human Resources is responsible for ensuring that our employment policies and practices comply with equal pay legislation.

Every colleague is responsible for ensuring their own personal and professional practice is compliant with institutional policies.

### Have appropriate systems been clearly defined to ensure effective implementation and monitoring of the policy?

We work closely with the trades unions via a joint negotiating committee (JNC), who consult on University policies, including Equal Pay. This consultation and discussion process enables a strategic level challenge to the effective implementation of the Equal Pay Policy.

Where appropriate, we will also consult and engage with our Staff Networks in developing new policies or amending existing ones.

Our Equal Pay Review format and content reflects the [New JNCHEs Equal Pay Reviews Guidance for Higher Education Institutions \(2018\)](#).

We compare our progress against national and HE sector trends based on data published by the ONS and HESA (respectively) and against our Russell Group peers.

## 5. Equal pay

This section focuses on evaluating ‘equal’ or ‘like’ work, by comparing employees’ pay by gender, ethnicity, disability and pay level (grade) within each of our Job Families.

For the avoidance of doubt, payments in the Higher Responsibility Zone (HRZ) are reflected in this report in ‘base pay’ calculations (rather than ‘total pay’), reflecting that HRZ payments are aligned to pay spine points and the inclusion of those additional duties into the core responsibilities of the role.

In keeping with this year’s focus on ‘additional’ and ‘contributory’ payments, this section pays particular attention to any pay gaps that may be influenced by payment in the HRZ (see Sections 8 and 9 of this report for more information).

To aid interpretation of this report and the application of the Equality and Human Rights Commission definition of a gender pay gap and appropriate action to take, we have colour coded our equal pay gaps as follows:

**Table 5.1:** Summary of coloured coded pay gaps and legends

Pay gap	Colour code	Description
0.0% to 2.9%		No action required.
3.0% to 4.9%		Singular or persistent (across mean, median, base or total pay calculations) equal pay gaps meriting further investigation.
5.0% and above		Singular, multiple or persistent equal pay gaps (across mean, median, base or total pay calculations) in excess of 5% which, if unjustified, require immediate action to correct.
↑		Equal pay gap has increased since the last Equal Pay Review
↓		Equal pay gap has decreased since the last Equal Pay Review
→		Equal pay gap has remained static since the last Equal Pay Review

Our headline mean equal pay gaps by gender, ethnicity and disability within each pay level (Levels 1-7) across the University were:

**Table 5.2:** Basic mean equal pay gaps by protected characteristic and pay level (Levels 1-7)

Pay Level	Gender	Ethnicity	Disability
1a	+0.5% ↑	-0.6% ↑	+0.3% ↑
1b	-0.7% ↑	+0.1% ↓	-0.1% →
2a	+0.1% ↓	+2.8% →	-0.1% ↓
2b	-0.7% ↑	+1.1% ↑	+0.1% ↓
3	+0.3% ↑	+2.9% ↑	+1.1% ↑
4	0.0% ↓	+2.6% ↑	+0.5% ↑
5	+0.8% ↑	+2.1% ↑	+2.6% ↓
6	+0.9% ↓	+0.8% ↓	-0.5% →
7	+3.2% ↓	+5.1% ↓	+2.2% ↑

*NB – Although persistent throughout earlier Equal Pay Reviews, the gender and ethnicity gaps at Level 7 indicate a reduction of 1.1 per cent and 1.9 per cent respectively since 2018.*

A number of observations can be made in relation to equal pay by gender, ethnicity and disability in relation to base pay.

**Table 5.3: A summary of observations of equal pay by base pay**

By gender:

- It is important to understand the concentration of male and female colleagues in different grades (vertical segregation) and the factors that can influence this (both internal and external to the University)
  - Women make up:
    - **53.3** per cent of all our colleagues
    - **41.8** per cent of the Academic population (Levels 4-7) **up 0.4 of a percentage point since 2018.**
    - **63.9** per cent of the Professional Services population, **static since 2018.**
    - **40.1** per cent of Clinical Academics, **up 1.4 percentage point since 2018.**
    - **45.7** per cent of Faculty Board (full board) membership across the University (including Professional Services), **up four percentage points since 2018.** Representation is not consistent between Faculty Boards with women representing anything from **30.0** per cent in the Faculty of **Engineering and Physical Sciences (up five percentage points since 2018)** to **56.3** per cent in the Faculty of **Environmental and Life Sciences** (up from 55.6 per cent in 2018).
  - There is notable vertical gender segregation with women making up:
    - **66.9** per cent of colleagues paid on Levels 1-3 (remaining fairly static with the 66.4 per cent representation in 2017 and 66.8 per cent in 2018).
    - **50.0** per cent of colleagues paid on Levels 4-6 (remaining consistent with the 49.9 per cent in 2017 and 49.6 in 2018).
    - **26.8** per cent of colleagues paid on Level 7, (up from 26.5 in 2017 and 2018). As noted above, this is heavily influenced by the differences in gender splits in ERE Level 7 and MSA Level 7 roles.
  - The clustering of male colleagues on higher grades and female colleagues on lower and middle grades has a strong impact on our gender pay gap; excluding Level 7 and Clinical pay the mean base pay gap reduces from **+20.4** per cent to **+12.0** per cent whilst the median base pay gap remains static **+11.1** per cent.
- Where equal pay gaps in excess of 5.0 per cent existed, they were often influenced by the 'dominant' comparison population (whether female or male) having combinations of greater length of service or service in post, usually facilitating that group to increment further up the pay level than the other population. Whilst no immediate identifiable pattern is obvious in these particular gaps that can be related to the Reward and Recognition framework, if persistent, this may be suggestive of other recruitment and retention or cultural issues in those areas. This will be shared with the institutional Athena SWAN SAT to cross reference against their own investigations. This does not negate the possibility of other contributory factors (e.g. age or the 'glass ceiling effect' that have been identified in previous Equal Pay Reviews).
- Additionally, where equal pay gaps in excess of 5.0 per cent existed, they were often impacted by the distribution of payments in the Higher Responsibility Zone. There is some evidence to suggest that receipt of payment in HRZ's was, but not always, linked to the greater length of service of the dominant group in the comparison.
- We believe that equal pay gaps by gender calculated using only staff on University terms and conditions (i.e. Levels 1-7 and excluding Clinical) are most representative, as we have the ability to directly control these pay arrangements (as opposed to those influenced by NHS pay scales). Applying this principle, the mean gender pay gap, irrespective of grade (using our equal pay methodology) reduces further, to **+19.6** per cent whilst the median remains **+11.1** per cent.
- Over the years, we have made a significant commitment to the elimination of gender stereotyping. Our recruitment and reward systems are designed to be free from bias and based on fair criteria and we have made commitments to ensuring our employees understand the causes and impact of unconscious bias. Nevertheless, the positive impact seen from earlier interventions has, for the second consecutive year, shown signs of plateauing and there continues to be notable vertical segregation. The causes of this distribution warrant further investigation and must be taken forward at both institutional and Faculty level through Athena SWAN action plans. The following sub-sections highlight some of these issues in greater detail.
- The lesson from this is that we need to be better at raising awareness of unconscious bias, each time there is a decision to be made. This training needs to be progressive and continual, at the

point of need (e.g. when writing job description content, when participating in recruitment and selection panels or promotion panels, when assessing business cases for discretionary allowances etc.)

By ethnicity:

- At **14.5** per cent of our total workforce, our BAME employees are broadly reflective of wider society (approximately 14 per cent nationally and 14.2 per cent in Southampton in the 2011 census) and greater than Hampshire's BAME population (approximately 7 per cent in the 2011 census).
- This diversity is not reflected equally across faculties, ranging from **11.3** per cent in the Faculty of **Environmental and Life Sciences** to **22.9** per cent in the Faculty of **Engineering and Physical Sciences**. BAME representation is also inconsistent across the pay grades, ranging from **7.2** per cent representation at Level **3** to **31.9** per cent representation at Level **1a**.
- BAME employees now make up **10.1** per cent of Faculty Board (full board) membership across the University (including Professional Services). However, this is again not consistent within individual faculties with representation ranging from **zero** in the Faculty of **Environmental and Life Sciences** up to **21.4** per cent in the Faculty of **Medicine**.
- Most equal pay gaps exceeding 3.0 per cent at Level 7 and amongst Clinical pay levels are considered to be strongly influenced by small sample sizes or by populations of colleagues with protected characteristics of five or fewer individuals.
- Equal pay gaps in excess of 5.0 per cent were usually influenced by the 'dominant' comparison population having combinations of greater length of service or service in post, facilitating that group to increment further up the pay level than the other population. Where no immediate pattern related to the Reward and Recognition framework is obvious but, if persistent, this may be suggestive of other recruitment or retention issues or cultural issues in those areas. This will be shared with the institutional Race Equality Charter SAT to cross reference against their own investigations.
- Additionally, equal pay gaps in excess of 5.0 are also often impacted by the distribution of payments in the HRZ.

By disability:

- At **4.2** per cent of our total workforce, our disability declaration rate remains lower than wider society (approximately 18.0 per cent nationally and 16.0 per cent in Hampshire (according to the 2011 census).
- We recognise that there is likely to be a difference between 'local' line management knowledge of colleagues with disabilities (i.e. for managing reasonable workplace adjustments etc.) and those disabilities that may (or may not) be formally recorded on MyHR.
- We also recognise that a colleague's disability status may change over time but, as diversity data tends to be captured at a single point in time (usually at the point of hire), our formal records may not capture this.
- As noted in the 2018 Equal Pay Review, there is also evidence to suggest that certain employment groups may be less willing to declare disabilities, with disclosure rates noticeably lower amongst colleagues in the Clinical pay grouping (**0.7** per cent) but higher amongst the CAO and Research Nurse job families (**19.1** and **8.3** per cent respectively). This under-representation may also simply be a result of us not recruiting a proportionate number of people with a declared disability.
- Colleagues with declared disabilities make up just **1.2** per cent of Faculty Board (full board) membership across the University (including Professional Services). Out of five faculties and Professional Services, only one Faculty Board can confirm membership of a colleague with a declared disability.
- Most equal pay gaps exceeding 3.0 per cent at Level 7 and amongst Clinical pay levels are considered to be strongly influenced by small sample sizes or by populations of colleagues with protected characteristics of five or fewer individuals.
- Equal pay gaps in excess of 5.0 per cent were often influenced by the 'dominant' comparison population having combinations of greater length of service or service in post, facilitating that group to increment further up the pay level than the other population. While no immediate pattern related to the Reward and Recognition framework is obvious, if persistent, this may suggest other recruitment, retention or cultural issues in those areas. This will be shared with the institutional Disability Confident SAT to cross reference against their own investigations.
- Additionally, equal pay gaps in excess of 5.0 per cent are also often impacted by the distribution of payments in the HRZ.



## 5.1 Equal pay by gender

The majority of mean and median base pay equal pay gaps by gender, Pay Level (Levels 1-6) and Job Family are less than 3.0 per cent.

**Table 5.4:** Basic equal pay gaps by gender and Job Family (Levels 1-6)

Pay Level	Job Family									
	CAO		TAE		MSA		ERE		RESN	
	Mean	Median	Mean	Median	Mean	Median	Mean	Median	Mean	Median
1a	+0.5% ↑	0.0% →			<3.0% →	<3.0% →				
1b	-1.4% ↑	0.0% →	>3.0% ↓	>5.0% →	+1.3% ↑	0.0% →				
2a	+5.2% ↑	+7.1% ↑	+0.5% ↓	+2.3% ↓	-2.5% ↓	-5.2% ↓				
2b	+9.3% ↑	+13.2% ↑	+2.7% ↑	+5.7% ↑	-2.9% ↑	-6.0% ↑				
3	+3.4% ↑	+2.9% ↑	+0.8% ↑	+2.9% ↑	-1.4% ↑	-6.1% ↑				
4	>3.0% ↓	<3.0% ↓	+2.8% ↑	+2.9% →	+1.3% ↑	+2.9% →	-0.3% ↓	0.0% ↓	0.0% →	0.0% →
5			<3.0% →	<3.0% →	+4.0% ↑	+5.7% ↑	-0.7% ↑	-3.0% ↑	<3.0% →	<3.0% →
6					+1.3% ↓	0.0% →	+1.4% →	+2.9% →		

Comparison with the 2018 Equal Pay Review demonstrates the dynamic nature of equal pay analysis, with consistent pay gaps between the two years in only the **CAO Level 2b** and **TAE Level 1b** pay bands.

The equal pay gaps in excess of 5.0 per cent, and where both comparison populations have more than five individuals, all appeared to be influenced as follows:

- The group favoured by the pay gap had, on average, greater lengths of service (either by length of service with the university or length of service in post). Given that incremental progression within the core zone is a contractual right, and discretionary progression is by exception that extra service will have enabled more individuals in that particular population to increment to the top of the pay level than their counterparts in the other population.
- Additionally, the group favoured by the pay gap also had a higher percentage of individuals paid in the Higher Responsibility Zone. Six out of eight pay gaps (including those with populations of five or fewer individuals) appear to be influenced by the inclusion of payments in the Higher Responsibility Zones. The only pay gap apparently not influenced by a HRZ was in the MSA Job Family at Level 3, but where 41.7 per cent of women were paid at the top of the pay level, compared to 21.3 per cent of men which may reflect a slight lead in length of service of women over men.
- The absence of sizable mean pay gaps (in excess of 5.0 per cent) in most instances suggests that there might not be significant equal pay issues.

There were no additional equal pay gaps in excess of 3.0 per cent across mean and median measures, and where both comparison populations have more than five individuals.

The overall Level 7 mean and median equal pay gaps by gender (irrespective of Job Family) are **+3.2** per cent and **+2.9** per cent respectively (down from +4.3 per cent and up from +2.0 in 2018). The following table sets out the equal pay gaps across MSA and ERE Level 7 by pay bandings within Level 7.

**Table 5.5:** Basic equal pay gaps by gender and Job Family (Level 7)

Pay Level	Job Family			
	MSA		ERE	
	Mean	Median	Mean	Median
MSA 7 (20)	<3.0% ↓	>5.0% →		
MSA 7 (21)	>5.0% →	>5.0% →		
MSA 7 (22)	<3.0% →	<3.0% →		
MSA 7 (23)	>3.0% ↓	>5.0% →		
MSA 7 (24)	<3.0% →	<3.0% →		
ERE 7 (Band A)				
ERE 7 (Band B)			+0.4% ↓	+1.0% →
ERE 7 (Band C)			-1.0% ↓	-7.7% ↑

Comparison with the 2018 Equal Pay Review demonstrates little change in the overall pattern of pay gaps, although there have been reductions in the mean pay gaps at **MSA 7 (20)**, **MSA 7 (23)** and **ERE 7 (Band C)**.

The only equal pay gap in excess of 5.0 per cent, and where both comparison populations have more than five individuals was ERE 7 (Band C), which favoured women, which appears to have been influenced by:

- Women only represent 20.0 per cent of colleagues in this Professorial band. Within this population:
  - 10.0 per cent of women had less than one year’s service with the University, and in Professorial post. In contrast, there were no zero men in this grouping with less than one year’s service with the University and only 5.4 per cent of men in Band C had less than one year’s service in Professorial post.
  - 80.0 per cent of women had five or more years’ service with the University, and only 30 per cent had five or more years’ service in post. In contrast, 86.5 per cent of men had five or more years’ service with the University and 70.3 per cent of men had five or more years’ service in post.
- This might have provided colleagues with longer service (men) the opportunity to have developed a wider/deeper portfolio of work relevant to supporting an application for re-banding and thus may have enabled more men to increment higher up the pay level than women. However, this pay gap favours women and is indicative that variations in pay can have disproportionately large effects when dealing with small groups of people. In this case, the average pay of a relatively small population of women is significantly influenced by a small number of highly paid ‘star players’, whereas the average pay of the larger population of men is influenced to a lesser degree by a small population of ‘star players’.
- NB – Inclusion of our (then) Interim Vice-Chancellor’s salary did not reduce the equal pay gap by either mean or median measures.

Our reward mechanisms at this level are considered via a biennial pay review. This is significant for new starters who will not see any change in their starting salary for up to two years. It is usual for someone to be at their band for a minimum of two years before applying for re-banding, allowing sufficient time to demonstrate evidence of esteem indicators at the higher professorial bands. It is also worth noting that the opportunity to apply for re-banding is biennial, so may indirectly increase the length of service in a particular band, before an application can be submitted.

The were no additional equal pay gaps in excess of 3.0 per cent across mean and median measures, and where both comparison populations have more than five individuals.

Clinical academic staff perform a wide range of roles, and we have eleven clinical (NHS) pay grades to reflect this. For the purposes of demonstrating equal pay gaps by “like” or “equal” work between clinical roles, those clinical pay grades have been grouped together into broadly similar roles as follows:

**Table 5.6:** Basic equal pay gaps by gender and pay grouping (Clinical)

Clinical Pay Grouping	Mean Equal Pay Gap	Median Equal Pay Gap
Clinical Lecturer (in Training)	+0.3% ↓	0.0% →
Clinical Lecturer (Senior)	<3.0% ↓	<3.0% ↓
Senior/Principal Teaching Fellow	<3.0% →	<3.0% →
Clinical Academic Consultant	+2.1% ↑	0.0% ↓

Comparison with the 2018 Equal Pay Review demonstrates reductions in pay gaps in the **Clinical Lecturer (in Training)**, **Clinical Lecturer (Senior)** and **Clinical Academic Consultant** pay groupings.

There were no equal pay gaps by gender in excess of 5.0 per cent and there were no recurring gender equal pay gaps across mean and median measures in excess of 3.0 per cent.

Comparison by individual clinical pay grades provides a more granular analysis, all of which are less than 3.0 per cent and again highlights the low numbers of employees in those pay grades:

**Table 5.7:** Basic equal pay gaps by gender, pay grade and Job Family (Clinical)

Pay Grades	Job Family	
	Clinical	
	Mean	Median
AMCS/AMCF	<3.0% →	<3.0% →
AMNL/AMRF	+0.3% ↓	0.0% ↓
AMNS/AMSF/AMNR	<3.0% →	<3.0% →
AMPL	<3.0% →	<3.0% →
AMPS	<3.0% →	<3.0% →
CADT	<3.0% →	<3.0% →
Clinical Consultant	+2.2% ↓	+2.9% ↓

## 5.2 Equal pay by ethnicity

The majority of mean base pay equal pay gaps by ethnicity, Pay Level and Job Family are less than 3.0 per cent.

**Table 5.8:** Basic equal pay gaps by ethnicity and Job Family (Levels 1-6)

Pay Level	Job Family									
	CAO		TAE		MSA		ERE		RESN	
	Mean	Median	Mean	Median	Mean	Median	Mean	Median	Mean	Median
1a	-0.6%	0.0%			<3.0%	<3.0%				
	↑	→			→	→				
1b	+0.1%	0.0%	<3.0%	<3.0%	+0.4%	0.0%				
	↓	→	→	↑	↓	→				
2a	+7.9%	+6.5%	<3.0%	<3.0%	+1.7%	0.0%				
	↑	↑	→	→	↓	↓				
2b	>5.0%	<3.0%	>3.0%	<3.0%	+1.1%	+1.4%				
	↑	→	→	→	↑	↑				
3	<3.0%	<3.0%	+5.2%	+8.4%	+2.2%	+5.7%				
	→	→	↑	↑	→	↑				
4	<3.0%	<3.0%	-1.7%	+1.5%	+3.1%	+8.5%	+1.4%	0.0%	>5.0%	>5.0%
	→	→	↓	↑	↑	↑	↑	→	↑	↑
5			>5.0%	>5.0%	+3.1%	+2.9%	+1.2%	+2.9%	<3.0%	<3.0%
			→	→	↑	↓	↑	→	→	→
6					>5.0%	>5.0%	-0.1%	0.0%		
					↑	↑	↓	↓		

Although there is greater variation in pay gaps than by gender, this may be due to greater variations in proportionate representation of BAME employees across the Job Families. Significant proportionate under-representation may be a potential factor in the gaps seen in the TAE, MSA and RESN Job Families, which may be indicative of vertical segregation and the 'glass ceiling' effect.

Comparison with the 2018 Equal Pay Review again demonstrates the dynamic nature of equal pay analysis, with consistent pay gaps between the two years in only the **TAE Level 5** pay band.

However, this year's analysis reveals more equal pay gaps in excess of 5.0 per cent than in 2018. Of these, and where both comparison populations have more than five individuals, all appeared to be influenced as follows:

- The group favoured by the pay gap had, on average, greater lengths of service (either by length of service with the university or length of service in post). That extra service will have enabled more individuals in that particular population to increment to the top of the pay level than their counterparts in the other population.
- Additionally, the group favoured by the pay gap also had a higher percentage of individuals paid in the Higher Responsibility Zone. Five out of eight pay gaps (including those with populations of five or fewer individuals) appear to be influenced by payments in the HRZ.
- Unlike gender, more ethnicity pay gaps within Job Families exceed 5.0 per in both mean and median measures. However, of these, half are also influenced by populations of five or fewer individuals in one or both of the comparison populations, making it problematic to draw conclusions. As these gaps are also, generally, towards the top of the Job Family's pay scale, it is possible that these are reflective of the vertical segregation of roles.

There were no additional equal pay gaps in excess of 3.0 per cent across mean and median measures, and where both comparison populations have more than five individuals.

The following table sets out the equal pay gaps across MSA and ERE Level 7 by pay bandings within Level 7.

**Table 5.9:** Basic equal pay gaps by ethnicity and Job Family (Level 7)

Pay Level	Job Family			
	MSA		ERE	
	Mean	Median	Mean	Median
MSA 7 (20)	<3.0% →	<3.0% →		
MSA 7 (21)	<3.0% ↓	<3.0% ↓		
MSA 7 (22)	<3.0% →	<3.0% →		
MSA 7 (23)	<3.0% →	<3.0% →		
MSA 7 (24)	<3.0% →	<3.0% →		
ERE 7 (Band A)			-1.1% ↑	+1.0% ↓
ERE 7 (Band B)			<3.0% →	<3.0% →
ERE 7 (Band C)			<3.0% ↓	>5.0 ↑

Comparison with the 2018 Equal Pay Review demonstrates the dynamic nature of equal pay analysis, with no consistent pay gaps between the two years and little change in the overall pattern of pay gaps. However, there has been a reduction in the mean pay gap at **MSA 7 (21)** and some movement in **ERE 7 (Band C)**, probably reflecting the departure of the previous Vice-Chancellor.

For the purposes of demonstrating equal pay gaps by “like” or “equal” work the clinical pay grades have again been grouped together into broadly similar roles as follows:

**Table 5.10:** Basic equal pay gaps by ethnicity and pay grouping (Clinical)

Clinical Pay Grouping	Mean Equal Pay Gap	Median Equal Pay Gap
Clinical Lecturer (in Training)	-3.2% ↑	0.0% →
Clinical Lecturer (Senior)	<3.0% ↓	<3.0% ↓
Senior/Principal Teaching Fellow	<3.0% →	<3.0% →
Clinical Academic Consultant	+1.9% ↓	+2.9% ↓

Comparison with the 2018 Equal Pay Review demonstrates no consistent pay gaps between the two years and a significant reversal of pay gap in the **Clinical Lecturer (Senior)** pay grouping (from >5.0 per cent in 2018 to <3.0 per cent in 2019). Such variations are indicative that small changes can have disproportionately large effects on statistics when dealing with small groups of people.

Comparison by clinical pay grades demonstrates that the majority of equal pay gaps are less than 3.0 per cent, but again highlights the low numbers of employees within those pay grades from a BAME background and the associated difficulties with drawing conclusions regarding such small populations.

**Table 5.11: Basic equal pay gaps by ethnicity and Job Family (Clinical)**

Pay Level	Job Family	
	Clinical	
	Mean	Median
AMCS/AMCF	<3.0% →	<3.0% →
AMNL/AMRF	-5.2% ↑	-4.1% ↑
AMNS/AMSF/AMNR	<3.0%	<3.0%
AMPL	<3.0% →	<3.0% →
AMPS	<3.0% →	<3.0% →
CADT	<3.0% →	<3.0% →
Clinical Consultant	+1.9% ↓	+2.9% ↓

Comparison with the 2018 Equal Pay Review again demonstrates no consistent pay gaps between the two years, although there has been an overall increase in the AMNL/AMRF pay gap whilst the median pay gap in the **Clinical Academic Consultant** pay level has reduced from +5.8 per cent in 2018 to +2.9 per cent in 2019).

The only equal pay gap in excess of 5.0 per cent, and where both comparison populations have more than five individuals, was at **AMNL/AMRF**. We note that this is now a legacy pay scale (having been replaced by CADT) and no further appointments are being made to it.

### 5.3 Equal pay by disability

A majority of mean base pay equal pay gaps by declared disability status, Pay Level (Levels 1-6) and Job Family are less than 3.0 per cent. However, as with ethnicity, the greater variation in gaps is most likely due to smaller proportionate representation of colleagues with disabilities across the University and our Job Families. However, those small sample sizes also make it problematic to draw firm conclusions and further qualitative investigation and analysis may be appropriate. In the majority of gaps identified in the following table, populations of colleagues with declared disabilities were made up of five or fewer individuals.

**Table 5.12: Basic equal pay gaps by disability and Job Family (Levels 1-6)**

Pay Level	Job Family									
	CAO		TAE		MSA		ERE		RESN	
	Mean	Median	Mean	Median	Mean	Median	Mean	Median	Mean	Median
1a	+0.3% ↑	0.0% →			<3.0% →	<3.0% →				
1b	<3.0% →	<3.0% →	<3.0% ↓	<3.0% →	<3.0% →	<3.0% →				
2a	<3.0% →	<3.0% →	>5.0% ↑	>5.0% ↑	0.0% ↓	0.0% ↓				
2b	>5.0% →	>5.0% →	>3.0% →	>5.0% →	+1.5% ↑	+2.9% →				
3	>5.0% →	>5.0% →	+3.5% ↑	0.0% →	+1.6% ↓	+2.9% ↓				
4	<3.0% →	<3.0% →	+0.1% ↓	0.0% ↓	+1.1% ↑	+2.9% ↓	+0.9% ↓	0.0% ↓	>5.0% ↑	>3.0% →
5			<3.0% ↓	<3.0% →	+3.1% ↓	+5.7% ↓	+2.2% ↓	+7.1% ↓	<3.0% →	<3.0% →

Pay Level	Job Family									
	CAO		TAE		MSA		ERE		RESN	
	Mean	Median	Mean	Median	Mean	Median	Mean	Median	Mean	Median
6					>3.0%	<3.0%	-0.2%	0.0%		
					→	→	↓	↓		

Comparison with the 2018 Equal Pay Review again demonstrates the dynamic nature of equal pay analysis. This time with more consistent pay gaps between 2018 and 2019 than by gender or ethnicity (in **CAO Level 2a**, **CAO Level 2b**, **TAE Level 2b**, **MSA Level 5** and **RESN Level 4**). but also reveals fewer pay gaps in excess of 3.0 per cent.

The equal pay gaps in excess of 5.0 per cent are predominantly influenced by populations of five or fewer individuals in one or both of the comparison populations, making it problematic to draw conclusions, with the exception of MSA Level 5 which appears to have been influenced by:

- Proportionate under-representation of employees with a declared disability (2.9 per cent)
- 40.7 per cent of employees with no declared disability are paid at the top of the pay level, reflecting an average length of service and time in post that in both cases is approximately double that of employees with declared disabilities
- A further 11.4 per cent of employees with no declared disability are paid in the HRZ, whilst there are no employees with a declared disability in the HRZ

Whilst this is one of the persistent equal pay gaps since 2018, both the mean and median measures have reduced since 2018 (from +3.9 per cent and +8.5 per cent respectively)

There were no additional equal pay gaps in excess of 3.0 per cent across both mean and median measures, and where both comparison populations have more than five individuals.

The overall Level 7 mean and median equal pay gaps by disability (irrespective of Job Family) are -2.1 per cent and -2.5% per cent respectively. The following table sets out the equal pay gaps across MSA and ERE Level 7 by pay bandings within Level 7 and Clinical pay groupings.

Again, equal pay gaps in excess of 5.0 per cent, or in excess of 3.0 per cent thresholds and where both comparison populations have more than five individuals, are predominantly influenced by populations of five or fewer individuals in one or both of the comparison populations, making it problematic to draw conclusions.

**Table 5.13:** Basic equal pay gaps by disability and Job Family (Level 7)

Pay Level	Job Family			
	MSA		ERE	
	Mean	Median	Mean	Median
MSA 7 (20)	<3.0%	<3.0%		
	→	→		
MSA 7 (21)	<3.0%	<3.0%		
	→	→		
MSA 7 (22)	<3.0%	<3.0%		
	→	→		
MSA 7 (23)	<3.0%	<3.0%		
	→	→		
MSA 7 (24)	<3.0%	<3.0%		
	→	→		
ERE 7 (Band A)			-0.2%	0.0%
			↓	↓
ERE 7 (Band B)			<3.0%	<3.0%
			→	→
ERE 7 (Band C)			>3.0%	<3.0%
			↓	↓



**Table 5.14:** Basic equal pay gaps by disability and pay grouping (Clinical)

Clinical Pay Grouping	Mean Equal Pay Gap	Median Equal Pay Gap
Clinical Lecturer (in Training)	<3.0% ↓	<3.0% ↓
Clinical Lecturer (Senior)	<3.0% →	<3.0% →
Senior/Principal Teaching Fellow	<3.0% →	<3.0% →
Clinical Academic Consultant	>5.0% ↑	>5.0% ↑

**Table 5.15:** Basic equal pay gaps by disability and Job Family (Clinical)

Pay Level	Job Family	
	Clinical	
	Mean	Median
AMCS/AMCF	<3.0% →	<3.0% →
AMNL/AMRF	<3.0% ↓	<3.0% ↓
AMNS/AMSF/AMNR	<3.0% →	<3.0% →
AMPL	<3.0% →	<3.0% →
AMPS	<3.0% →	<3.0% →
CADT	<3.0% →	<3.0% →
Clinical Consultant	>5.0% ↑	>5.0% ↑

#### 5.4 Equal pay by contract type

The following section considers equal pay gaps by contract type (open-ended and fixed-term) and protected characteristic and makes the following observations:

**Table 5.16:** Summary of observations of equal pay by contract type

<p>By gender:</p> <ul style="list-style-type: none"> <li>The majority of mean and median equal pay gaps (within pay level) did not exceed 3.0 per cent.</li> <li>In the majority of equal pay gaps in excess of 5.0 per cent within Job Families and pay levels, which tended to favour men, women employees were either proportionately represented or proportionately under-represented. Based on the assumption that over-representation of women in a group where the pay gap exceeded 5 per cent in favour of men would indicate a disproportionate negative impact on women, this suggests that although women were impacted, they were not <b>disproportionately</b> impacted.</li> <li>Equal pay gaps in excess of 5.0 per cent were usually influenced by the ‘dominant’ comparison population having combinations of greater length of service or service in post, facilitating that group to increment further up the pay level than the smaller population.</li> </ul>
<p>By ethnicity:</p> <ul style="list-style-type: none"> <li>The majority of mean and median equal pay gaps (within pay level) did not exceed 3.0 per cent.</li> <li>In the majority of equal pay gaps in excess of 5.0 per cent employees with a self-declared BAME status were either proportionately represented or proportionately under-represented. There were no examples of pay gaps with populations predominantly occupied by colleagues</li> </ul>

with a self-declared BAME ethnicity, suggesting that employees with a BAME ethnicity were not disproportionately impacted.

- Equal pay gaps in excess of 5.0 per cent were usually influenced by the ‘dominant’ comparison population having combinations of greater length of service or service in post, facilitating that group to increment further up the pay level than the smaller population.

By disability:

- The majority of mean and median equal pay gaps (within pay level) did not exceed 3.0 per cent.
- In the majority of equal pay gaps in excess of 5.0 per cent employees with a self-declared disability were proportionately under-represented. There were no examples of pay gaps with populations predominantly occupied by colleagues with a self-declared disability, suggesting that employees with a declared disability were not disproportionately impacted.
- Equal pay gaps in excess of 5.0 per cent were usually influenced by the ‘dominant’ comparison population having combinations of greater length of service or service in post, facilitating that group to increment further up the pay level than the smaller population.

### **Are there differences in pay between people in different equality groups working different contractual arrangements? Is there an objective justification?**

At an institutional level, irrespective of Job Family, the majority of equal pay gaps between employees on both open-ended and fixed-term contracts were less than the lower **3.0** per cent threshold.

There were only two equal pay gaps in excess of 5.0 per cent within pay grade (Levels 1-7) for employees working on open-ended contracts, and where both comparison populations have more than five individuals.

- At **Level 5**, the disability equal pay gap (+2.9 per cent mean and +7.1 per cent median) was influenced by greater lengths of service (both length of service with the university and length of service in post) for those with no declared disability. Additionally, those with no declared disability were proportionately over-represented in the Higher Responsibility Zone.
- At **Level 7**, the ethnicity equal pay gap (+6.2 per cent mean and +4.9 per cent median) is, in the absence of any MSA Level 7 colleagues who have declared a BAME ethnicity, dominated by the vertical segregation of ERE Level 7 professorial bands. BAME colleagues are, broadly, proportionately represented in the professoriate (13.9 per cent). However, that drops to just 5.6 in Band B and 5.2 per cent in Band C.

The only three equal pay gaps to do so for employees working on fixed-term contracts were **Level 2b** (by gender: -3.7 per cent mean, -5.6 per cent median; and by ethnicity: +4.5 per cent mean and +9.2 per cent median) and **Level 6** (by ethnicity: +5.0 mean and +5.7 per cent median). In all three cases, pay gaps were influenced by:

- The group favoured by the pay gap had, on average, greater lengths of service (either by length of service with the university or length of service in post). That extra service will have enabled more individuals in that particular population to increment to the top of the pay level than their counterparts in the other population.
- In addition, the gender pay gap at Level 2b may be related to women, on average having a starting pay of +6.1 per cent above the lowest pay point, compared to men, who had an average starting pay of +0.34 per cent above the lowest pay point.

There were no additional equal pay gaps in excess of 3.0 per cent across mean and median measures within pay grade (Levels 1-7) for employees working on open-ended contracts, and where both comparison populations have more than five individuals. The only equal pay gap to do so for employees working on fixed-term contracts was at **Level 2a** (by gender: +4.9 per cent mean and +3.4 per cent median). This was influenced by:

- 45.0 per cent of women had less than one year’s service, compared to 37.5 per cent of men
- 25.0 per cent of men had more than five years’ service, compared to 9.1 per cent of women
- These differences in length of service will have enabled more men (75.0 per cent) to reach the top three points of the pay level than women (36.4 per cent)

**Are there any examples of significant differences in pay (more than 5.0 per cent) between people in different equality groups working different contractual arrangements doing the same job?**

Due to the diverse nature of jobs and job titles used across the University there is currently no systemised mechanism for identifying and comparing 'like jobs' by any measures other than job family and pay level. It is therefore problematic to monitor and assess employees by particular equality group or contract type with 'like jobs'.

At an institutional level, by both Pay Level and Job Family, the majority of equal pay gaps are less than the lower 3.0 per cent tolerance. The equal pay gaps in excess of 5.0 per cent within pay grade for employees working on open-ended contracts, and where both comparison populations have more than five individuals, were:

- By gender: **ERE Level 6** (+5.7 per cent mean and +1.5 per cent median), **MSA Level 2a** (-5.2 per cent mean and -3.5 per cent median) and **MSA Level 2b** (-6.0 per cent mean and -2.8 per cent median).
- By ethnicity: **MSA Level 3** (+5.5 per cent mean and +2.2 per cent median) and **MSA Level 5** (+5.7 per cent mean and +3.5 per cent median).

In all cases, the group favoured by the pay gap had, on average, greater lengths of service (either by length of service with the university or length of service in post). That extra service will have enabled more individuals in that particular population to increment to the top of the pay level than their counterparts in the other population.

In addition, the following equal pay gaps in excess of 5.0 per cent within pay grade for employees working on open-ended contracts, and where both comparison populations have more than five individuals, were influenced by length of service and also by the inclusion of payments in the HRZ:

- By gender: **CAO Level 2a** (+5.6 per cent mean and +7.1 per cent median) and **CAO Level 2b** (+9.5 per cent mean and +13.2 per cent median)
- By ethnicity: **CAO Level 2a** (+7.2 per cent mean and +6.5 per cent median) and **TAE Level 4** (-9.1 per cent mean and 0.0 per cent median)
- By disability: **ERE Level 5** (+8.5 per cent mean and +2.6 per cent median) and **MSA Level 2b** (+5.7 per cent mean and +1.8 per cent median)

There were no additional equal pay gaps in excess of 3.0 per cent across both mean and median measures for employees working on open-ended contracts by gender, ethnicity or disability.

One equal pay gap in excess of 5.0 per cent within pay grade for employees working on fixed-term contracts, and where both comparison populations had more than five individuals, was **MSA Level 2b** (by gender: -6.2 per cent mean and -8.4 per cent median; and by disability: -5.7 per cent mean and -2.3 per cent median). By both characteristics, the group favoured by the pay gap had, on average, greater lengths of service (either by length of service with the university or length of service in post). That extra service will have enabled more individuals in that particular population to increment to the top of the pay level than their counterparts in the other population.

Two other equal pay gaps in excess of 5.0 per cent within pay grade for employees working on open-ended contracts, and where both comparison populations have more than five individuals, were both influenced by the inclusion of an apprentice and, in the case of MSA Level 4, payments in the HRZ:

- **MSA 2a** (By gender: +5.0 per cent mean and +1.2 per cent median)
- **MSA Level 4** (By ethnicity: +5.1 per cent mean and +4.3 per cent median)

There were only two equal pay gaps (by ethnicity) for employees on **fixed-term contracts** to exceed 3.0 per cent across both mean and median measures, and where both comparison populations have more than five individuals:

- **MSA Level 3** (+3.8 per cent mean and +4.3 per cent median)
- **TAE Level 4** (+3.1 per cent mean and +4.3 per cent median)

In both cases, these pay gaps may be influenced by proportionate under-representation of employees with a declared BAME ethnicity and populations of just six individuals in both cases. Additionally, the pay gap at **TAE Level 4** was again influenced by White employees having longer service potentially enabling more White employees to have incremented to the top of the pay level.

**Are there any examples of significant differences in pay (more than 5 per cent) between jobs of equal value predominantly occupied by people in different equality groups working different contractual arrangements?**

The following analysis highlights **only** those populations (by Pay Level and/or Job Family) with equal pay gaps in excess of 5.0 per cent, that are predominantly occupied by a particular equality group. Where a population is predominantly occupied by people with a different equality group, even if the pay gap relates to a different equality group, this may be indicative of an intersectional relationship between the pay gap and the predominant population.

**Open-ended contracts** – By Pay level alone there were no pay gaps in excess of 5.0 per cent predominantly occupied by people from a different equality groups. However, looking at pay gaps in excess of 5.0 per cent by both Pay Level and Job Family, the following were predominantly occupied by people from different equality groups:

- Pay gap by gender: **Clinical Lecturer in training** (75.0 per cent female, in a total population of five or fewer), **MSA 2a** (76.3 per cent female), **MSA 7** (63.3 per cent female) and **TAE 1b** (60.0 per cent female, in a total population of five or fewer)
- Pay gaps by gender and disability: **MSA 2b** (79.5 per cent female)
- Pay gap by ethnicity: **MSA 3** (75.7 per cent female)

**Fixed-term contracts** – By Pay Level alone, only **Level 2b** had a pay gap in excess of 5.0 per cent. In this instance, where the pay gap was by both gender and ethnicity, 84.7 per cent of the population were women. Looking at pay gaps in excess of 5.0 per cent, by both Pay Level and Job Family, the following were predominantly occupied by people from different equality groups:

- Pay gap by gender: **MSA 2a** (29.4 per cent BAME) and **MSA 2b** (85.2 per cent female)
- Pay gap by gender and ethnicity: **MSA 4** (80.0 per cent female), **MSA 6** (75.0 per cent female) and **TAE 2b** (81.8 per cent female)

**5.5 Equal pay by working pattern**

The following section considers equal pay gaps by working pattern (full-time and part-time) and protected characteristic.

**Table 5.17: Summary of observations of equal pay by working pattern**

<p>By gender:</p> <ul style="list-style-type: none"> <li>• The majority of mean and median equal pay gaps (within pay level) did not exceed 3.0 per cent.</li> <li>• In the majority of equal pay gaps in excess of 5.0 per cent women employees were either proportionately represented or proportionately under-represented. There were no examples of any pay gaps predominantly occupied by women, again suggesting that although women were impacted, they were not <b>disproportionately</b> impacted.</li> <li>• Equal pay gaps in excess of 5.0 per cent were often influenced by the ‘dominant’ comparison population having combinations of greater length of service or service in post, facilitating that group to increment further up the pay level than the smaller population.</li> </ul>
<p>By ethnicity:</p> <ul style="list-style-type: none"> <li>• The majority of mean and median equal pay gaps (within pay level) did not exceed 3.0 per cent.</li> <li>• In the majority of equal pay gaps in excess of 5.0 per cent employees with a self-declared BAME status were either proportionately represented or proportionately under-represented. There were no examples of any pay gaps predominantly occupied by employees with a self-declared BAME ethnicity, suggesting that they were not disproportionately impacted.</li> <li>• Equal pay gaps in excess of 5.0 per cent were often influenced by the ‘dominant’ comparison population having combinations of greater length of service or service in post, facilitating that group to increment further up the pay level than the smaller population.</li> </ul>
<p>By disability:</p>

- The majority of mean and median equal pay gaps (within pay level) did not exceed 3.0 per cent.
- In the majority of equal pay gaps in excess of 5.0 per cent employees with a self-declared disability were proportionately under-represented. There were no examples of any pay gaps predominantly occupied by with a self-declared disability status, suggesting that they were not disproportionately impacted.
- Equal pay gaps in excess of 5.0 per cent were often influenced by the ‘dominant’ comparison population having combinations of greater length of service or service in post, facilitating that group to increment further up the pay level than the smaller population.

### **Are there differences in pay between people in different equality groups working different working patterns? Is there an objective justification?**

The majority of equal pay gaps between employees on full-time working patterns were less than the 3.0 per cent threshold. There were only two equal pay gaps in excess of 5.0 per cent within pay grade for employees working on full-time working patterns, and where both comparison populations have more than five individuals. These gaps, both by disability (**Level 5** +2.4 per cent mean and +5.7 per cent median; and **Level 7** +1.0 per cent mean and -5.1 per cent median) were influenced by:

- The group favoured by the pay gap had, on average, greater lengths of service (either by length of service with the university or length of service in post). That extra service will have enabled more individuals in that particular population to increment to the top of the pay level than their counterparts in the other population.
- Additionally, at just 1.7% of the Level 7 population, employees with declared disabilities were significantly under-represented, perhaps indicative of the vertical segregation of roles as well as a general under-reporting of declared disabilities.
- The absence of sizable mean pay gaps (in excess of 5.0 per cent) in both instances suggests that there might not be significant equal pay issues.

**Level 2a** was the only equal pay gap (by ethnicity) in excess of 3.0 per cent across mean and median measures within pay grade for employees working on full-time working patterns, and where both comparison populations have more than five individuals. At +3.3 per cent mean and +3.5 per cent median the pay gap appears to be influenced by:

- 34.6 per cent of White employees had five or more years’ service, compared to 26.7 per cent of BAME employees. This gap increased between those employees with five or more years’ service in post (21.5 per cent of White employees compared to 6.6 per cent of BAME employees).
- This appears to have contributed to 60.8 per cent of White employees being paid on the top three pay points of the pay level and into the HRZ compared to 46.6 per cent of BAME employees.
- Furthermore, 13.3 per cent of the BAME population were employed as apprentices, drawing the average salary down.

The majority of equal pay gaps between employees on part-time working patterns, were less than the 3.0 per cent threshold. The equal pay gaps in excess of 5.0 per cent within pay grade for employees working on part-time working patterns, and where both comparison populations have more than five individuals, are influenced as follows:

- By gender: **Level 2a** (-1.8 per cent mean and -6.4 per cent median), **Level 6** (+4.5 per cent mean and +5.1 per cent median) and **Level 7** (+6.2% mean and +12.9% median)
- By ethnicity: **Level 3** (+6.3 per cent mean and +11.0 per cent median) and **Level 4** (+6.2 per cent mean and +11.1 per cent median)

Excluding the pay gap at **Level 7**, in all four cases, pay gaps appear to be influenced by:

- The group favoured by the pay gap had, on average, greater lengths of service (either by length of service with the university or length of service in post). That extra service will have enabled more individuals in that particular population to increment to the top of the pay level than their counterparts in the other population.
- Additionally, the group favoured by the pay gap also had a higher percentage of individuals paid in the Higher Responsibility Zone with four out of four pay gaps (excluding Level 7) being influenced.

Due to the complexities of the MSA Level 7 pay groupings and the depth and breadth of the ERE Level Professorial Bands that are included in this level of analysis, it is problematic to draw firm conclusions on causality for this pay gap. However, at 26.0 per cent of the Level 7 population on part-time working patterns, women were proportionately under-represented. Once again, the fact that women were not the predominant occupants of this pay gap population suggests that they were not disproportionately impacted by the pay gap itself, but more by the under-representation within the population.

There were no additional equal pay gaps in excess of 3.0 per cent across both mean and median measures within pay grade for employees working on part-time working patterns, and where both comparison populations have more than five individuals.

**Are there any examples of significant differences in pay (more than 5 per cent) between jobs of equal value predominantly occupied by people in different equality groups working different working patterns doing the same job?**

Due to the diverse nature of jobs and job titles used across the University there is currently no systemised mechanism for identifying and comparing 'like jobs' by any measures other than job family and pay level. It is therefore problematic to monitor and assess employees by particular equality group or working arrangements with 'like jobs'.

The majority of equal pay gaps between employees within Pay Levels and Job Families on **full-time** working patterns continued to be less than the lower 3.0 per cent threshold. The equal pay gaps in excess of 5.0 per cent within pay grade for employees working on full-time working patterns, and where both comparison populations have more than five individuals, were:

- By gender: **CAO 2a** (+6.0 per cent mean and +8.0 per cent median), **CAO 2b** (+9.9 mean and +13.2 per cent median), **CAO 3** (+6.6 per cent mean and +13.2 per cent median), **MSA 4** (+2.0 per cent mean and +5.7 per cent median), **MSA 5** (+4.9 per cent mean and +5.7 per cent median), **TAE 3** (+1.9 per cent mean and +5.7 per cent median), **TAE 5** (+3.9 per cent mean and +7.1% per cent median)
- By ethnicity: **MSA 4** (+3.7 per cent mean and +5.7 per cent median) and **TAE 3** (+4.7 per cent mean and +5.7 per cent median)
- By disability: **ERE 5** (+2.2. per cent mean and +5.7 per cent median) and **MSA 5** (+2.1 per cent mean and +5.7 per cent median)

These pay gaps appear to be influenced by:

- The group favoured by the pay gap had, on average, greater lengths of service (either by length of service with the university or length of service in post). That extra service will have enabled more individuals in that particular population to increment to the top of the pay level than their counterparts in the other population.
- Additionally, the group favoured by the pay gap also had a higher percentage of individuals paid in the Higher Responsibility Zone.

Another pay gap between employees on **full-time** working patterns to exceed 5.0 per cent, but not influenced by the inclusion of the HRZ was **ERE Level 6** (-0.7 per cent mean and -5.2% median). In this instance, the gap appears to be influenced by a narrow difference in lengths of service. The reduction to nearly zero in the median calculation suggests that there might not be significant equal pay issues.

Two subsets of **Level 7** had pay gaps in excess of 5.0 per cent by both gender and ethnicity. **ERE 7 Band C** (where the mean pay gap was -1.9 per cent and the median pay gap was -8.2 per cent) and **MSA 7** (where the mean pay gap was +19.6 per cent and the median pay gap was +21.1 per cent).

**ERE7 (Band C)** was influenced by:

- Similar to the pattern noted in Section 5.1, this pay gap, which favours women, is again influenced by variations in pay in a very small population of six women having a disproportionate effect on their average pay, compared to twenty-four men.
- Men, on average, had 2.2 times the length of service and 4.4 times the length of service in Professorial post of their female counterparts. This was reflected in 92.0 per cent of men having five or more years' service compared to 66.7 per cent of women and 72.0 per cent of men having five or more years' service in post compared to 16.7 per cent of women. It is worth noting that



this is a largely unique situation applicable to the Professorial pay bands. In *most* other cases at Band A and below, service in post will be closely aligned to length of service in Pay Level.

- However, 50.0 per cent of the women in this population were paid in the top three pay points or higher of this Professorial pay band, compared to 20.0 per cent of their male counterparts. 72.0 per cent of men were paid in the lower half of the pay band (32.0 per cent on the lowest spine point) whilst only 33.3 per cent of women were paid in the lower half of the pay band (all on the lowest spine point)

**MSA 7** was influenced by:

- Within the individual pay bandings, most mean equal pay gaps are less than 5.0 per cent. The only exception is MSA Level 7 (21) but is again influenced by a small total population (ten individuals) and five or fewer individuals in one of the comparison populations
- Median pay gaps in individual pay bandings exceed 5.0 per cent in MSA Level 7 (20), MSA Level 7 (21) and MSA Level 7 (23) and are again all influenced by small total populations and/or five or fewer individuals in one of the comparison populations

There were no additional equal pay gaps in excess of 3.0 per cent across both mean and median measures within pay grade and Job Families for employees working on full-time working patterns, and where both comparison populations have more than five individuals.

The equal pay gaps in excess of 5.0 per cent within pay grade for employees working on **part-time** working patterns, and where both comparison populations have more than five individuals, were:

- By gender: **ERE Level 6** (+3.4 per cent mean and +5.1 per cent median)
- By ethnicity: **ERE Level 4** (+8.4 per cent mean and +16.2 per cent median) and **MSA Level 3** (+6.1 per cent mean and +13.7 per cent median)

These gaps were predominantly influenced by the group favoured by the pay gap having, on average, greater lengths of service (either by length of service with the university or length of service in post). That extra service will have enabled more individuals in that particular population to increment to the top of the pay level than their counterparts in the other population.

Other pay gaps to exceed 5.0 per cent were:

- By gender: **MSA 2a** (-3.4 per cent mean and -7.6 per cent median)
- By ethnicity: **ERE Level 5** (+0.3 per cent mean and +5.7 per cent median)

These gaps were also influenced, to a lesser extent by differences in length of service, but also by the inclusion of payments within the HRZ. However, in the case of ERE Level 5, the near absence of a mean pay gap suggests that there might not be significant equal pay issues.

A final gap between employees on **part-time** working patterns to exceed 5.0 per cent was present at **ERE Level 7 (Band A)**, where the mean pay gap was +5.4 per cent and the median gap was +2.0 per cent. This gap was most influenced by 5.0 per cent of men were also paid above the highest pay point for Professorial Band A, reflecting an assimilation of base pay as part of the introduction of Professorial Bands A, B and C in 2015.

There were no equal pay gaps in excess of 3.0 per cent across both mean and median measures within pay grade and Job Families for employees working on part-time working patterns, and where both comparison populations have more than five individuals.

**Are there any examples of significant differences in pay (more than 5 per cent) between jobs of equal value predominantly occupied by people in different equality groups working different working patterns?**

The following analysis highlights **only** those populations (by Pay Level and/or Job Family) with equal pay gaps in excess of 5.0 per cent that are **also** predominantly occupied by a particular equality group. Where a population is predominantly occupied by people with a different equality group, even if the pay gap relates to a different equality group, this may be indicative of an intersectional impact between the pay gap and the predominant population. However, at this time, and in part due to the small



intersectional population sizes involved in many of the gaps there is insufficient evidence to identify a causal relationship between the intersecting protected characteristics and the pay gap.

**Full-time working patterns** – By Pay Level alone, there were no equal pay gaps, in excess of 5.0 per cent, predominantly occupied by people from a different equality group. However, looking at pay gaps by both Pay Level and Job Family, there were two pay gaps, in excess of 5.0 per cent predominantly occupied by people from different equality groups:

- Pay gap by gender: **MSA Level 7** (67.9 per cent female)
- Pay gap by disability: **ERE Level 5** (22.0 per cent BAME ethnicity, suggesting employees with a BAME ethnicity and disability may be disproportionately impacted by the pay gap)

**Part-time working patterns** – By Pay Level alone, the following pay gaps in excess of 5.0 per cent were, predominantly, occupied by people from a different equality group:

- Pay gap by gender: **Level 6** (62.2 per cent female)
- Pay gap by ethnicity: **Level 3** (88.0 per cent female) and **Level 4** (83.3 per cent female), suggesting that women with a BAME ethnicity may be disproportionately impacted by the pay gaps

Looking at pay gaps by both Pay Level and Job Family, the following gaps in excess of 5.0 per cent were, predominantly, occupied by people from different equality groups:

- Pay gap by gender: **MSA 2a** (85.2 per cent female) and **MSA 6** (91.7 per cent female)
- Pay gap by ethnicity: **ERE 4** (79.6 per cent female), **ERE 5** (80.1 per cent female), **MSA 3** (91.8 per cent female), **TAE 3** (70.4 per cent female) suggesting that women with a BAME ethnicity may be disproportionately impacted by the pay gaps
- Pay gap by disability: **MSA 5** (87.7 per cent female) suggesting that women with a disability may be disproportionately impacted by the pay gap

## 6. Additional payments – bonus pay

Our 2019 statutory Gender Pay Gap report showed mean and median bonus pay gaps of **+46.5** per cent and **+33.3** per cent, respectively, and that a higher proportion of men than women received bonus pay.

**Table 6.1:** Comparison of Bonus Pay Gaps as reported in statutory Gender Pay Gap returns

Bonus Pay Gaps	2017	2018	2019
Mean Bonus Pay Gap	+54.1%	+60.2%	+46.5%
Median Bonus Pay Gap	+50.0%	+33.3%	+33.3%

In comparison to 2018, there has been a modest decrease in the mean bonus pay gap whilst the median has remained static.

- High value payments, such as Clinical Excellence Awards and consultancy payments, remain disproportionately paid to men and is a key factor in our statutory bonus pay gaps.
- Staff Achievement Awards remain the most frequently used and widely recognised form of bonus payment. There was a reduction in the number of Staff Achievement Awards in 2019, and their use continued to favour women (in 2018 we reported more women than men had received Staff Achievement Awards, which was the first time this had happened since 2011).

Our Equal Pay Review does not report a collective bonus equal pay gap so there is no directly comparable calculation in this report. It does, however, report on three key 'bonus' pay elements: Staff Achievement Awards, Clinical Excellence Awards and Royalty and Consultancy payments.

**Table 6.2:** Summary of observations of equal pay and bonus pay

Staff Achievement Awards (SAA)	<p>Our <a href="#">Staff Achievement Award policy</a> is designed to reward outstanding achievements from our staff across all levels and all types of role.</p> <p>In implementing the 2017 Equal Pay Action Plan, eligibility is determined and supported by an approved business case which must demonstrate consideration of the potential equal pay implications in the relevant faculty or</p>
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	<p>service, benchmarked salary data and include a justification for authorising payment.</p> <p>There remains substantial year-on-year variation in this picture, reflecting the discretionary nature of SAA's.</p>
<b>Clinical Excellence Awards (CEA)</b>	<p>Some clinical academic staff receive performance-related supplementary pay awards from the NHS, called CEAs, which recognise and reward NHS consultants and academic GPs who perform 'over and above' the standard expected of their role.</p> <p>These awards are determined and funded by the NHS, outside of the University's decision-making powers. Lower value level 1-9 awards are decided locally by NHS Employer Based Awards Committees (EBACs), whilst higher value level 9-12 awards are decided nationally by the Advisory Committee on Clinical Excellence Awards (ACCEA) and its sub-committees.</p> <p>The Scheme aims to be completely open, and offer every applicant an equal opportunity. Individual applications are considered on merit and the process is competitive. Awards are also monitored to ensure that the Scheme is implemented fairly. The Annual Report of ACCEA records the conclusions of this monitoring.</p>
<b>Royalty and Consultancy payments</b>	<p>Royalty payments processed by the University are reflective of the achievements of an individual's own published works and are not the result of or influenced by our internal decision-making processes.</p> <p>As such, we do not consider these as 'bonus' payments but are included in this report because they meet the statutory Gender Pay Gap definition.</p> <p>Whilst this review does not question the validity or eligibility of payments made under its <a href="#">Consultancy Policy (2012)</a>, this report notes that these provisions (now seven years old), and are due to be reviewed and updated to ensure compliance with equal pay considerations.</p>
<b>Observations</b>	
<p><b>By gender:</b></p> <ul style="list-style-type: none"> <li>• 51.8 per cent of SAA recipients were women and there was a -24.8 per cent equal pay gap (in favour of women).</li> <li>• Representation of women recipients of SAAs ranged from 33.3 per cent in the Faculties of Arts and Humanities and Engineering and Physical Sciences up to 72.5 per cent in the Faculty of Medicine.</li> <li>• Men tend to receive more SAA's (collectively) than women, but at a slightly lower average value.</li> <li>• The pay gap in the value of CEAs between men and women has continued to reduce, down from +43.3 per cent in 2017, to +21.3 per cent in 2018 and +11.8 per cent in 2019.</li> <li>• 32.8 per cent of total CEA recipients were women. <ul style="list-style-type: none"> <li>▪ 39.9 per cent of CEA (Levels 1-8) recipients</li> <li>▪ 22.2 per cent of CEA (Level 9) recipients</li> <li>▪ 30.8 per cent of CEA (Levels 10-12) recipients</li> </ul> </li> <li>• Although proportionately under-represented overall, women made up approximately 30.0 per cent of CEA recipients by both open-ended and fixed-term contracts and by full-time and part-time working patterns.</li> <li>• It is again worthy of note that, of the eligible female Clinical Academics, 72.4 per cent received a CEA, compared to 71.6 per cent of eligible male Clinical Academics. Although this represents a small decrease since 2018 of women recipients, this also reflects a small increase of eligible women (from twenty-seven to twenty-nine), whilst the number of eligible men has remained static at sixty.</li> <li>• Given that the CEA process is one of "self-nomination", any practical positive action will be focused on encouraging and supporting applications to be made and looking at options to expand opportunities and experience for women.</li> <li>• Women made up 19.6 per cent of recipients of Royalty and Consultancy payments, this was fairly consistent across Faculties, with representation ranging from 15.3 per cent in Faculty of Engineering and Physical Sciences to 40.0 per cent in Medicine, despite Faculty of Engineering</li> </ul>	

and Physical Sciences having the highest number of women recipients. Nonetheless, women experienced a +61.2 per cent pay gap, largely as a result of high value payments to just three men in Faculty of Medicine.

**By ethnicity:**

- 10.6 per cent of SAA recipients had a self-declared BAME status, indicating a proportionate under-representation of recipients (especially when just 4.3 per cent of recipients' ethnicity was either unknown or had been refused). However, this was not consistent across all faculties and professional services. Representation of BAME recipients of SAAs ranged from 0.0 per cent in Faculty of Arts and Humanities (albeit only three SAAs were made in total) up to 43.8 per cent in Faculty of Social Sciences. With the exception of the Faculty of Social Sciences, BAME employees were under-representative of both institutional and faculty BAME populations.
- Just 10.1 per cent of all CEA recipients had a self-declared BAME status, but only 49.4 per cent of recipients were White. The remaining 40.5 per cent of recipients were either unknown or had declined to declare their ethnicity. This represents a broadly proportionate representation of BAME employees, accounting for the Faculty of Medicine's 11.4 per cent of employees with a self-declared BAME status.
- 64.3 per cent of eligible BAME Clinical Academics received a CEA compared to 72.1 per cent of eligible White Clinical Academics.
- 20.6 per cent of recipients of Royalties or Consultancy payments had a self-declared BAME status, compare of 67.6 per cent of recipients with a self-declared White ethnicity.

**By disability:**

- 2.7 per cent of SAA recipients had a declared disability, indicating a slight under-representation of the University's population of employees with a declared disability. A further 19.1 per cent of recipients had an unknown or refused to declare disability status.
- Just 1.1 per cent of CEA recipients had a self-declared disability, representing a proportionate under-representation. However, there was a further 30.3 per cent of recipients whose disability status was either unknown or had been declined to be declared.
- 3.9 per cent of Royalty and Consultancy payment recipients had a self-declared disability, representing a proportionate representation of the University's population of employees with a declared disability. However, with only 7.8 per cent of recipients with an unknown or refused to declare disability status, it is unlikely that this would change significantly to match national levels of representation.

**Do people in different equality groups have equal access to and, on average, receive equal bonus payments?**

The following table provides a breakdown of mean equal pay gaps of the three main 'bonus' payment types by protected characteristic. The apparent equal pay gap for bonus payments across each of the three protected characteristics analysed here remains a concern.

**Table 6.3:** Comparison of bonus payments equal pay gaps by protected characteristics

	Total No. of payments	Pay Gap	Gender		Ethnicity		Disability	
			Pay gap	%F recipients	Pay gap	%BAME recipients	Pay gap	% recipients with disability
Staff Achievement Awards	278	Mean	-24.8%	51.8%	+16.4%	9.3%	+8.0%	3.2%
		Median	-65.6%		+50.0%		+44.3%	
Clinical Excellence Awards	64	Mean	+11.8%	32.8%	+15.5%	14.1%	>5.0%	14.1%
		Median	+58.3%		+60.0%		>5.0%	
Royalty and Consultancy Payments	102	Mean	+61.2%	19.6%	-32.0%	20.5%	>5.0%	3.9%
		Median	+38.4%		-98.3%		>5.0%	

Comparison with the 2018 Equal Pay Review demonstrates significant swings in some pay gaps (e.g. the mean pay gap by gender for Staff Achievements increasing from -7.6 per cent in 2018 to -24.8 per cent, or the median pay gap by ethnicity increasing from +6.3 per cent to +50.0 per cent.) It is again appropriate to note that such variations are indicative that small changes can have disproportionately large effects on statistics when dealing with relatively small groups of people.

Whilst there is nothing in policy or procedure that would systemically restrict “equal access to” these types of bonus payments, there does appear to be an unequal distribution. The apparent proportionate under-representation of each of the three protected characteristics amongst recipients in some categories remains concerning. However, it is also recognised that representation does vary between faculties, directorates and job families and, particularly in the case of disability, may also be influenced by a degree of under-disclosure.

Nonetheless, even where there is proportionate representation of people with different characteristics, there remain significant pay gaps, indicative of inconsistent application of ‘bonus’ payment values. In 2018/19, we implemented revised business cases to encourage a more robust scrutiny of nominations for payment, but it remains too early to determine if those changes have had a significant impact. This will be revisited in the 2020 Equal Pay Review.

## 7. Additional payments – allowances for skills and responsibilities (aggregated as total pay)

In addition to the bonus payments addressed in Section 6, “additional payments” include longer-term pensionable payments and ad-hoc, shorter-term, non-pensionable, payments. When these additional payments are added to basic pay, the overall pay gap (irrespective of grade) changes:

**Table 7.1:** Comparison of institutional “base pay” and “total pay” gaps (irrespective of pay level)

		“base pay” gap	“total pay” gap	Percentage point variation +/-
By gender	Mean	+20.4%	+21.2%	+0.8 ↑
	Median	+11.1%	+11.1%	0.0 →
By ethnicity	Mean	+6.3%	+6.3%	0.0 →
	Median	+5.7%	+5.7%	0.0 →
By disability	Mean	+15.2%	+16.1%	+0.9 ↑
	Median	+11.1%	+11.1%	0.0 →

The inclusion of these “additional payments” does not significantly impact the institutional pay gaps, but it does change some equal pay gaps by Pay Level. The contributing factors to these total pay gaps are explored in more detail in Sections 8 and 9 of this report.

**Table 7.2:** Total mean and median equal pay by protected characteristic and pay level (Levels 1-7)

Pay Level	Gender		Ethnicity		Disability	
	Mean	Median	Mean	Median	Mean	Median
1a	+1.4%	0.0%	+0.6%	0.0%	+1.5%	0.0%
1b	+8.5%	+17.5%	-1.9%	0.0%	-3.2%	-1.8%
2a	+1.3%	0.0%	+3.6%	+2.6%	+0.8%	+2.6%
2b	+0.4%	-1.6%	+1.0%	+2.9%	+0.4%	+2.9%
3	+1.8%	0.0%	+3.1%	+8.4%	+1.4%	+5.7%
4	0.0%	0.0%	+2.7%	+2.9%	+0.6%	0.0%
5	+0.7%	0.0%	+1.9%	+2.9%	+2.9%	+5.7%
6	+0.7%	+2.9%	+1.6%	0.0%	+0.3%	+0.3%
7	+2.5%	+4.5%	+5.1%	+5.7%	+3.7%	+1.7%

However, the following pay gaps bear further explanation:

- The equal pay gap at Level 1b is influenced by the Security Team who receive a working time premia allowance for their unique shift pattern.
- The equal pay gap at Level 3 is influenced by a working time premia allowance payable to a small group of Mechanical Chargehands/Engineers for a unique working pattern covering callouts and standby working.
- The equal pay gaps at Level 7 are influenced by both the diverse natures between roles, especially amongst MSA Level 7 roles, as well as the proportionate under-representation of women and employees with BAME ethnicities or declared disabilities. In particular, just 5.8 per cent of Level 7 employees with a declared BAME ethnicity received an additional allowance, compared to 24.8 per cent of employees with a declared White ethnicity. Some of these allowances are associated with specific posts and duties, so the gaps may be indicative of biases in appointments to those posts.

**Table 7.3:** Total mean and median equal pay by protected characteristic and pay level (Levels 1-7) working open-ended contracts

Pay Level	Gender		Ethnicity		Disability	
	Mean	Median	Mean	Median	Mean	Median
1a	+1.2%	0.0%	+0.7%	0.0%	+1.1%	0.0%
1b	+8.7%	+18.8%	-2.0%	-1.2%	-4.3%	-11.5%
2a	+1.3%	0.0%	+2.0%	+2.7%	+1.1%	+1.3%
2b	+0.3%	0.0%	+0.2%	+2.9%	+0.3%	+1.7%
3	+2.3%	0.0%	+2.2%	+2.9%	+0.8%	+1.4%
4	+1.1%	0.0%	+0.5%	0.0%	+0.5%	0.0%
5	+1.3%	0.0%	+1.2%	+2.9%	+3.2%	+7.1%
6	+0.7%	+2.9%	+1.1%	0.0%	+0.4%	+0.3%
7	+1.6%	+3.9%	+6.6%	+6.7%	+5.6%	+4.8%

- The contributing factors to the gaps at Levels 1b and 7 remain largely unchanged, but the pay gap at Level 5, by disability, is influenced by 4.5 per cent of colleagues on open-ended contracts with no declared disability receiving some kind of additional allowance, most often a market supplement, compared to zero employees with a declared disability.

**Table 7.4:** Total mean and median equal pay by protected characteristic and pay level (Levels 1-7) working fixed-term contracts

Pay Level	Gender		Ethnicity		Disability	
	Mean	Median	Mean	Median	Mean	Median
1a	<3.0%	<3.0%	<3.0%	<3.0%	<3.0%	<3.0%
1b	<3.0%	<3.0%	<3.0%	<3.0%	>3.0%	>3.0%
2a	+4.9%	+3.4%	>5.0%	<3.0%	>3.0%	<3.0%
2b	-3.7%	-5.6%	+4.5%	+9.2%	-1.6%	-2.9%
3	-2.4%	-3.0%	+2.7%	0.0%	+4.8%	+2.9%
4	0.0%	-0.9%	+1.5%	+2.9%	+1.6%	0.0%
5	-0.6%	+2.2%	+3.3%	+4.3%	+0.9%	+1.4%
6	+0.3%	-3.0%	+5.6%	+5.7%	<3.0%	<3.0%
7	<3.0%	<3.0%	>5.0%	>5.0%	<3.0%	>5.0%

- The pay gaps at Level 2a appear to be influenced by a single employee in a population of nineteen individuals on fixed-term contracts, receiving a total salary slightly above the basic rate of pay.
- The pay gaps at Level 6 appears to be influenced by just two employees, in a population of twenty-seven individuals on fixed-term contracts, receiving Responsibility Allowances.

**Table 7.5:** Total mean and median equal pay by protected characteristic and pay level (Levels 1-7) working full-time working patterns

Pay Level	Gender		Ethnicity		Disability	
	Mean	Median	Mean	Median	Mean	Median
1a	-0.3%	0.0%	>5.0%	<3.0%	>5.0%	<3.0%
1b	+7.2%	+19.1%	-3.3%	-1.3%	>3.0%	<3.0%
2a	+1.5%	+2.6%	+4.2%	+2.5%	+1.2%	+2.6%
2b	+1.5%	+2.9%	+0.4%	+2.9%	+0.9%	+2.9%
3	+2.4%	+2.9%	+2.4%	+5.0%	+1.1%	+2.9%
4	+0.7%	0.0%	+2.0%	+2.9%	+0.7%	0.0%
5	+1.3%	0.0%	+2.2%	+2.9%	+2.7%	+5.7%
6	+0.8%	+2.9%	+1.1%	+2.9%	-0.4%	-2.7%
7	+1.6%	+2.4%	+4.0%	+3.9%	+2.2%	-1.4%

- The pay gaps at Level 1a and Level 3 appear to be influenced by claimed overtime payments.
- Once again, the pay gap at Level 5, appears to be influenced by 4.6 per cent of colleagues with no declared disability receiving some kind of additional allowance, most often a market supplement, compared to zero employees with a declared disability.

**Table 7.6:** Total mean and median equal pay by protected characteristic and pay level (Levels 1-7) working part-time working patterns

Pay Level	Gender		Ethnicity		Disability	
	Mean	Median	Mean	Median	Mean	Median
1a	-0.2%	0.0%	-0.7%	0.0%	0.0%	0.0%
1b	+0.6%	0.0%	+0.9%	0.0%	<3.0%	<3.0%
2a	-1.3%	-3.1%	+2.6%	0.0%	<3.0%	>3.0%
2b	-1.5%	0.0%	+2.1%	+1.4%	>3.0%	<3.0%
3	+0.9%	0.0%	+6.4%	+11.0%	+2.2%	+1.4%
4	-0.5%	-3.0%	+6.2%	+11.1%	+0.9%	+1.5%
5	+1.7%	0.0%	-4.2%	+2.9%	+3.6%	+2.9%
6	+4.1%	+3.6%	+2.7%	+2.5%	<3.0%	<3.0%
7	+5.4%	+11.3%	>5.0%	>3.0%	>5.0%	>5.0%

- The pay gap at Level 3 appears to be influenced by a single employee on part-time working patterns, receiving a working-time premia and a proportionately under-representative population of employees with a declared BAME ethnicity.
- The pay gap at Level 4 appears to be influenced by two employees on part-time working patterns, receiving allowances for Additional Skills and Responsibilities and a slightly under-representative population of employees with a declared BAME ethnicity.

## 8. Additional payments – allowances for skills and responsibilities (disaggregated to component level)

This section looks at the “additional payments” of Section 7 in greater detail, disaggregating the ‘total pay’ factor into its constituent pay elements.

In implementing the 2017 Equal Pay Action Plan, eligibility for most of the payments examined here is determined and supported by an approved business case which must demonstrate consideration of the potential equal pay implications in the relevant faculty or service, benchmarked salary data and include a justification for authorising payment.

Due to the individual nature of business cases, it is not possible to include an analysis of the decision-making rationales and the apparent pay gaps they may contribute to. It is too early since implementation to determine their impact, but it is anticipated that regular reporting of statutory pay gaps to Faculty management teams will enable better informed decision-making in the future.



**Table 8.1:** Summary of observations of allowances for skills and responsibilities

By protected characteristic	<ul style="list-style-type: none"> <li>• Recipients of working time premia payments:             <ul style="list-style-type: none"> <li>○ 30.6 per cent were women</li> <li>○ 10.5 per cent were BAME</li> <li>○ 4.0 per cent had declared disabilities</li> </ul> </li> <li>• Recipients of payments for additional skills and responsibilities:             <ul style="list-style-type: none"> <li>○ 42.5 per cent were women</li> <li>○ 10.4 per cent were BAME</li> <li>○ 1.9 per cent had declared disabilities</li> </ul> </li> <li>• Recipients of responsibility payments:             <ul style="list-style-type: none"> <li>○ 38.2 per cent were women</li> <li>○ 10.9 per cent BAME</li> <li>○ 1.1 per cent had declared disabilities</li> </ul> </li> </ul>
By contract type	<ul style="list-style-type: none"> <li>• Recipients of working time premia were:             <ul style="list-style-type: none"> <li>○ 93.6 per cent on an open-ended contract</li> <li>○ 28.6 per cent were women</li> <li>○ 12.2 per cent were BAME</li> <li>○ 4.1 per cent had declared disabilities</li> </ul> </li> <li>• Recipients of payments for additional skills and responsibility:             <ul style="list-style-type: none"> <li>○ 93.0 per cent were on open-ended contracts</li> <li>○ 42.5 per cent were women</li> <li>○ 12.3 per cent were BAME</li> <li>○ 1.9 per cent had declared disabilities</li> </ul> </li> <li>• Recipients of responsibility payments:             <ul style="list-style-type: none"> <li>○ 90.6 per cent were on open-ended contracts</li> <li>○ 41.4 per cent were women</li> <li>○ 11.5 per cent were BAME</li> <li>○ 1.5 per cent had declared disabilities</li> </ul> </li> </ul>
By working pattern	<ul style="list-style-type: none"> <li>• Recipients of working time premia:             <ul style="list-style-type: none"> <li>○ 95.5 per cent were on full-time working patterns</li> <li>○ 30.0 per cent were women</li> <li>○ 14.0 per cent were BAME</li> <li>○ 4.0 per cent had a declared disability</li> </ul> </li> <li>• Recipients of payments for additional skills and responsibility:             <ul style="list-style-type: none"> <li>○ 78.9 per cent were full-time working patterns</li> <li>○ 38.9 per cent were women</li> <li>○ 13.3 per cent were BAME</li> <li>○ 2.2 per cent had declared disabilities</li> </ul> </li> <li>• Recipients of responsibility payments:             <ul style="list-style-type: none"> <li>○ 90.6 per cent were on full-time working patterns</li> <li>○ 35.6 per cent were women</li> <li>○ 12.6 per cent were BAME</li> <li>○ 1.1 per cent had declared disabilities</li> </ul> </li> </ul>

**Do people in different equality groups and people working particular contractual arrangements have equal access to and, on average, receive equal payments for working time premia (overtime, shift pay, standby or call-out pay)?**

We offer a range of working time premia, which are governed by University policy. As such there are no restrictions to entitlement by either protected characteristic or contractual arrangement.

**Working Time premia** – are available to colleagues at Pay Levels 1-3 and those employed under contracts mirroring NHS terms and conditions. Entitlement to these payments are determined by the contract of employment with reference to any unique working times, patterns or restrictions relevant to a colleague’s place of work (e.g. the Security or Student Life teams).

The majority of working time premia equal pay gaps, by gender, ethnicity and disability were all below the lower 3.0 per cent threshold, irrespective of pay level, contract type or working pattern. However, where gaps did exceed 3.0 per cent, they were mostly in excess of the upper 5.0 per cent threshold.



Equal pay gaps, by ethnicity and disability, were influenced by populations of five or fewer individuals making it problematic to draw firm conclusions.

There was an overall proportionate under-representation in recipients by gender and ethnicity. Very few colleagues on fixed-term contracts or working part-time working patterns received these contractual premia. Linked to the unique working times, patterns or restrictions of the workplace this may indicate an absence of fixed-term or part-time working in those discrete areas. Therefore, the majority of equal pay gaps are likely to be influenced by the under-representation of protected characteristics within those discrete subsets of colleagues rather than a biased 'decision-point'. Instead, the recruitment and retention of people with protected characteristics in these discrete areas of work should be monitored and reported on.

**TOIL and Overtime** – In addition to the above contractual Working Time Premia, staff at Levels 1-3 are entitled to Time off in Lieu (TOIL) if they're asked to work "overtime". In certain circumstances the University may award enhanced payments.

If there is a regular requirement to work in excess of contractual hours, recognition is built into contracts of employment as a recurring working-time premia, (as detailed above). This is intended to push working practice to a contractual basis rather than being 'hidden' in casual working/payments.

Regardless of when additional/overtime hours are worked they are not subject to mutuality of obligation and, as such, are entirely voluntary. The reasons why some colleagues are able to take on ad hoc, infrequent additional hours, and others are not, is not recorded and therefore cannot inform the analysis of the available data.

Additionally, as TOIL should always be taken in the first instance and is not recorded when taken, and payment should only be made in exceptional circumstances, it is impossible to report with certainty what entitlements have been accrued.

Analysis of payment for overtime appears to demonstrate a broad consistency in the populations of employees with declared ethnicities and disabilities receiving overtime payments at 'plain rate' and 'enhanced rate' of pay. However, proportionately fewer women received 'enhanced rate' overtime than 'plain rate' overtime, despite working (on average) a similar number of hours in each category. In contrast, proportionately more men received 'enhanced rate' overtime payments than 'plain rate' payments. This may reflect more women working part-time hours and only being eligible for 'enhanced rate' payments once they have worked up to and beyond the FTE working week, and probably less ability to work unsocial hours and at weekends.

Additional levels of scrutiny should be applied to the payment of overtime, as opposed to the taking of TOIL to ensure that equality impacts are fully considered, and that regular overtime is properly recognised in contracts of employment.

**Do people in different equality groups and people working particular contractual arrangements have equal access to and, on average, receive equal allowances for skills, responsibility etc.?**

We offer a range of allowances for skills and responsibilities that are governed by University policy. As such there are no restrictions to entitlement by either protected characteristic or contractual arrangement.

The majority of equal pay gaps, by gender and ethnicity were above the upper 5.0 per cent threshold. There was disproportionate under-representation of female employees and those with declared disabilities amongst recipients. No payments were made to employees on fixed-term contracts at Levels 1-7. However, with the exception of equal pay gaps at Level 7, these were almost all influenced by populations of five or fewer individuals, making it problematic to draw firm conclusions.

**Responsibility Allowances** - as a discrete and separate pay element from those used to recognise additional skills and responsibilities, we remunerate colleagues if and when they are required by the University to assume significant additional responsibilities for a minimum of three months. It is expected that such additional responsibilities will account for between 15% and 50% of the individual's role.

Responsibility Allowances may be awarded to eligible Level 6 and 7 employees, subject to an approved business case. Certain senior academic posts (e.g. Head of School) attract a specific value of allowance related to their responsibilities.

The majority of equal pay gaps related to this pay element exceeded the upper 5.0 per cent threshold but were again also influenced by proportionate under-representation and small population sizes (often of five or fewer individuals).

As entitlement is often determined by the contract of employment, with reference to unique additional responsibilities, including senior academic roles, pay gaps may be influenced by the decision-making bodies responsible for appointments to those posts and the availability/quality of suitable applicants.

Additional levels of scrutiny should be applied to the appointment process to senior academic roles to ensure that equality impacts are fully considered.

**Market Supplements** – There may be exceptional circumstances when, for individuals, individual roles or particular groups of roles in certain disciplines, the grading determined for a post may result in an inability to successfully recruit to or retain staff in particular posts. In such cases it may be appropriate to pay a market supplement in addition to the basic salary. Market Supplements are payable to eligible employees on University grades up to, and including, Level 7.

The majority of Market Supplement payments were made at Levels 3-6 with the majority of equal pay gaps exceeding 5.0 per cent across gender, ethnicity and disability. However, the majority of gaps were also influenced by small populations, including five or fewer of a particular characteristic, making it problematic to draw firm conclusions. There was largely proportionate (if slightly under) representation of women (47.7 per cent), BAME colleagues (11.6 per cent) colleagues with disabilities (2.3 per cent). There were examples of some larger variations when intersecting with contract types and working patterns as well as at individual pay levels. It is also noticeable that there were few payments made to employees on fixed-term contracts or part-time working patterns.

**Do people in different equality groups and people working particular contractual arrangements have equal access to and on average receive equal benefits, e.g. pension, medical insurance, sick pay?**

All benefits are governed by University or Scheme policy and as such there are no restrictions to entitlement by either protected characteristic or contractual arrangement. We have not previously had mechanisms in place to monitor participation in these schemes by protected characteristics. Unfortunately, due to the impact of the Covid-19 pandemic in early 2020, it was not possible to include a full analysis of these benefits. It is expected that this analysis of benefits will be carried forward into the 2020 Equal Pay Review.

**Pensions:** University employees have access to a number of [pension schemes](#), each with different scheme benefits.

**Medical insurance:** All colleagues are able to individually contract with AXA PPP (for medical healthcare) and Unum Dental (for dental insurance), who market direct to employees of British universities and colleges. Additionally, voluntary health assessments are available to all employees at a (self-funded) discounted rate.

**Sick Pay:** Colleagues have access to a [contractual sick pay scheme](#) that runs concurrent to, and is off-set against, statutory sick pay entitlements. Eligibility criteria vary by terms and conditions of employment, as set out below, but not by protected characteristic, working pattern or contract type.

**Do people in different equality groups and people working particular contractual arrangements have equal access to maternity leave, paternity leave and shared parental leave and adoption leave benefits?**

We have a statutorily compliant suite of family friendly policies with additional generous contractual pay provisions which are available to all staff irrespective of pay level, job family, contract type or working arrangements.

**Family Leave Pay:** We have access to a range of contractual family leave pay schemes that run concurrent to, and are off-set against, statutory pay entitlements. Eligibility is determined by length of service, as set out below, but not by protected characteristic, working pattern or contract type.

- **Contractual Maternity Pay:** Eligible employees will be entitled to receive twenty-six weeks Contractual Maternity Pay (CMP), followed by a further thirteen weeks of Statutory Maternity Pay (SMP). Eligible employees must have been continuously employed by the University for a minimum fifty-two weeks by the fifteenth week before the expected week of childbirth and on their return to work must commit to work for a minimum period of fifty-two weeks.
- **Contractual Adoption Pay:** Eligible employees will be entitled to receive twenty-six weeks Contractual Adoption Pay (CAP), followed by a further thirteen weeks of Statutory Adoption Pay (SAP). Eligible employees must have been continuously employed by the University for a minimum fifty-two weeks by the week in which they were notified of being matched for adoption and on their return to work must commit to work for a minimum period of fifty-two weeks.
- **Contractual Paternity Pay:** Eligible employees will be entitled to receive two weeks Contractual Paternity Pay. Eligible employees must have been continuously employed by the University for twenty-six weeks by the fifteenth week before the expected week of childbirth or, in the case of adoption, the week in which they were notified of being matched for adoption. There is no return to work period required to retain CPP.
- **Shared Parental Leave Pay:** We do not currently offer enhanced contractual pay entitlements to employees taking Shared Parental Leave. Employees eligible for statutory payments must have at least twenty-six weeks continuous employment with the University by the fifteenth week before the expected week of childbirth or, in the case of adoption, by the week in which they were notified of being matched for adoption.

Concerns have previously been raised that the requirement to return to work or repay CMP deters employees (predominantly women) on fixed-term contracts from taking CMP during maternity leave. In response to those concerns, this review notes that:

- an employee's entitlement to CMP is determined by their length of service and not the University's ability to afford the payments; affordability therefore does not come into any management decision-making (whether at an institutional or departmental level) regarding an employee's entitlement to CMP.
- our CMP scheme is available to anyone with appropriate service who returns to work for fifty-two weeks afterwards. The decision to receive the payment during their leave or suspend payment until their continued employment status is clarified sits with the employee.
- we acknowledge that the current scheme's requirement for employees to return to work for a fixed period is influenced by the generous terms of the current scheme. To consider removing or reducing the required return to work period might need to be reflected in a reduced CMP entitlement. However, there is currently ongoing work to clarify the circumstances in which CMP is repayable.

Historically our Equal Pay Reviews have not reported on the retention rates of those employees who opted to receive their CMP during their maternity leave or those who opted to suspend it. Nor have we reported on those that have been required to repay their CMP as a result of being unable to complete the required return to work period. However, our institutional Athena SWAN submission does report on maternity return rates and so, to further address the unquantified nature of the above concerns our Equal Pay Action Plan includes an action to work closely with our institutional Athena SWAN activities to monitor and report on these factors in the future. Additionally, as part of action planning for these initiatives, we will ensure that family-leave guidance includes examples of partners using paternity and shared parental leave flexibly and positively to improve awareness and perceptions of shared parental leave options.

### **Do people in different equality groups and people working particular contractual arrangements have equal access to training and continuing professional development?**

We offer comprehensive free training to all staff, encompassing all job families and Pay Levels. Access to training and continuing professional development (CPD) is informed by the needs of the individual and relevance to their role.

Historically our Equal Pay Reviews have not reported on participation rates in these initiatives by protected characteristics and we have previously only had limited monitoring mechanisms in place. As part of our Athena SWAN and Race Equality Charter activities, we will identify mechanisms for

improving our understanding of the demographic profiles of delegates on our internal training and CPD activities to identify any potential areas of disadvantage.

### **Do people in different equality groups and people working particular contractual arrangements have equal access to flexible working arrangements?**

We have a statutorily compliant [Flexible Working Policy](#) available to all staff irrespective of pay level, job family, contract type or working arrangements. Requests are considered on a case by case basis, informed by the needs of the individual and the potential impact of the request on their place of work.

We recognise flexible working means different things to different people and that a significant proportion of our staff are already able to work flexibly, including: working from home or a different office location, changes in working pattern and longer working days in term-time, and remote access to a broad range of licensed applications. Although unmeasured, it is commonly understood that the most frequent flexible working requests are those which are managed locally and informally to accommodate 'daily' unplanned work-life balance needs. Flexible working practices that can be measured are those that temporarily or permanently change working hours or working patterns.

As part of both our Equal Pay, Athena SWAN and Race Equality Charter action planning, we will identify mechanisms for improving our systematic data capture, recording and monitoring of flexible working requests from the point of submission through to the point of approval/rejection. Improving our data capture will improve our understanding of any potential areas of disadvantage.

## **9. Contribution pay**

'Contribution-related pay' includes all forms of additional pay related to the contribution of individuals or teams. It includes accelerated and additional increments, and various types of non-consolidated bonuses.

### **Are all equality groups entitled to participate in contribution-related pay systems?**

We offer a limited range of 'contribution-related' pay schemes, governed by University policy. As such there are no restrictions to entitlement.

**Additional incremental pay progression** - Colleagues on University grades up to and including Level 6 who demonstrate progression in capability and competence above the normal expectation, or who take on additional responsibility within the Core Zone of their current level, may be eligible for an additional increment, i.e. one further spinal point, to be awarded at any time over and above that of the normal annual increment.

**Higher Responsibility Zone (HRZ)** - A Higher Responsibility Zone (HRZ) exists above the Core Zone of each University grade up to and including Level 5. This may be used to remunerate colleagues assuming additional responsibilities, above those typically expected for their substantive grade, where a promotion or re-grade is not appropriate.

Movement through the HRZ is limited to a maximum of one spinal point in any 12-month period. Once paid in the HRZ, any progression within the zone is dependent on the employee taking on further additional qualifying responsibilities. Otherwise, only the Cost of Living Uplift is applied to the employee's existing HRZ spinal point. Payment in the HRZ should be subject to continuous (annual) review to determine if there is an ongoing need for the redistribution of the qualifying additional responsibilities, if those responsibilities have ceased or if the substantive job has continued to evolve to the point where job re-evaluation should be considered.

### **If so, are the outcomes proportionate?**

Eligibility for payment in the HRZ is determined and supported by an approved business case which must demonstrate consideration of the potential equal pay implications in the relevant faculty or service, benchmarked salary data and include a justification for authorising payment.

The impact of payments in the HRZ on equal pay gaps has been noted in Section 5 of this Review. In many cases, where the HRZ contributed to pay gaps in excess of 5.0 per cent, it was associated with the dominant population having a greater length of service. This may suggest that, in some cases, payment in the HRZ is not only being used to reward 'additional duties', but possibly also as an alternative to incremental progression or retention payment.

There is evidence to suggest that, in some cases, payment in the HRZ has been continuous for multiple years, but there is no evidence available to suggest that regular reviews of continued eligibility or business need are carried out which may contribute to the 'grade creep' of some roles.

We also identified a general dis-proportionate under-representation of women recipients within pay levels. As payment in the HRZ is based on undertaking additional responsibilities (with the possible exception of employees on TUPE terms and conditions), it is unclear from this analysis why women are under-represented.

**Are part-time workers and those on fixed, short-term, term-time or indefinite contracts equally entitled to participate in contribution-related pay systems?**

As noted above, there are no restrictions to entitlement to any of our 'contribution-related' pay schemes, including availability to employees on fixed-term contracts or working part-time hours.

**Are objective and evidence-based criteria used to assess eligibility for contribution-related pay?**

Requests for additional incremental progression or payment in the HRZ must be supported by an approved business case demonstrating consideration and justification for the potential equal pay implications, including recommendations for proportionate action to address inequalities.

Business cases require sign-off by the Head of School/Director/Executive Director and the Dean/Chief Operating Officer. Head of Faculty Finance/Finance Managers and HR Business Partners are also sighted on business case content to ensure the request is compliant with local and institutional reward and financial strategies.

**If so, are they transparent and free of bias?**

All 'contribution-related' pay schemes are governed by University policy which are published and accessible on University web-pages.

The contents of individual business cases are not publicly available for analysis but, with effect from 2020, the impact of local decision-making on local equal pay gaps will be made available to Faculty Management teams on a regular basis through the provision of Faculty level Gender Pay Gap reports (applying the statutory methodology). The impact of these decisions on institutional equal pay gaps are included in the annual Equal Pay Review cycles.

There is insufficient data since introduction of the more robust governance of allowances to determine whether decisions since 2018 are free(er) of bias. However, in light of the potential impact of payment in the HRZ impacting equal pay gaps, it may be appropriate to recommend an systematic annual review of HRZ arrangements.

**Are performance ratings and awards of contribution-related pay checked regularly to identify any examples of bias?**

Our annual performance review process is supported by policy, guidance and appraisal templates which support a fair and consistent framework across all staff.

Moderation ensures that every appraisal is carried out fairly in comparison with others across our University and that our people are being recognised for the contribution they have made. Moderation helps pick up any biases and address these. It ensures appraisees are being assessed in comparison to their peers so that contribution can be objectively recognised.

However, it should be noted that at present, there are procedural differences between employees at Levels 1-3, Levels 4+, Clinical Academics with Honorary Consultant Contracts.

**Levels 1-3:** Our policy on Personal Performance Development Reviews includes the expectation that reviews will be carried out within a framework of equality and diversity as outlined in our Equal Opportunities Policy in a fair and equitable way. There is no procedural requirement for the outcomes of [Personal Performance Development Reviews](#) to be moderated.

**Level 4+:** We have two appraisal policies for Level 4+ staff (one that applies to [MSA, CAO and TAE staff](#) and one that applies to [ERE staff](#)) – both contain the expectation that all appraisals will be



carried out within a framework of equality and diversity, as outlined by our Equal Opportunities Policy in a fair and equitable way. [Appraisal outcomes](#) are moderated, usually in the month following the closure of the appraisal window.

**Clinical Academics with Honorary Consultant Contracts** : There is no requirement for clinical academics to use our online appraisal system. It is expected that a joint appraisal will take place, in line with the [Follett Principles](#) to capture both **clinical and academic** appraisal information.

**Is there any evidence of bias in the distribution of performance ratings?**

Performance appraisal ratings are explored in more detail in **Section 10** of this review, but there is no evidence of bias in the distribution of performance ratings.

**Have those responsible for making decisions on contribution-related pay been appropriately trained in best employment practice related to equality and diversity legislation?**

As noted in Section 3.5, all staff are required to complete the our [Equality and Diversity Briefing](#) module as an introduction to the importance of equality, diversity, inclusivity and fairness and to establish a common and consistent basic understanding of equality law and our University policies.

Our [Managing Diversity](#) module is designed for staff with management (and decision-making) responsibilities including an understanding our legal requirements under the Equality Act 2010.

**10. Performance assessment outcomes**

**Table 10.1:** Summary of observations relating to performance appraisal outcomes by protected characteristic

<p>By gender:</p> <ul style="list-style-type: none"> <li>• The overall variance in appraisal ratings between men and women was -0.6 per cent.</li> <li>• Between employees in Professional Services roles (outside of Faculties), appraisal ratings varied by -2.2 per cent by gender.</li> <li>• Between employees in Faculties, appraisal ratings varied by -0.3 per cent by gender.</li> </ul>
<p>By ethnicity:</p> <ul style="list-style-type: none"> <li>• The overall variance in appraisal ratings between White and BAME employees is -0.2 per cent.</li> <li>• Between employees in Professional Services roles (outside of Faculties), appraisal ratings varied by +1.5 per cent by ethnicity.</li> <li>• Between employees in Faculties, appraisal ratings varied by -0.1 per cent by ethnicity.</li> </ul>
<p>By disability:</p> <ul style="list-style-type: none"> <li>• The overall variance in appraisal ratings between disabled and non-disabled employees is +1.1 per cent.</li> <li>• Between employees in Professional Services roles (outside of Faculties), appraisal ratings varied by +1.5 per cent by disability.</li> <li>• Between employees in Faculties, appraisal ratings varied by +0.8 per cent by disability.</li> </ul>
<p>By contract type:</p> <ul style="list-style-type: none"> <li>• The overall variance between men and women on open-ended and fixed-term contracts were, respectively, -0.5 per cent and -0.9 per cent. Amongst Professional Services colleagues, these variances were -2.2 per cent and -4.4 per cent respectively. Amongst Faculty based colleagues these variances were +0.1 per cent and -1.3 per cent respectively.</li> <li>• The overall variance between appraisal outcomes of BAME and White ethnicities on open-ended and fixed-term contracts were +0.1 per cent and -1.9 per cent respectively. Amongst Professional Services colleagues, these variances were +1.0 per cent and +7.1 per cent respectively. Amongst Faculty based colleagues these variances were +0.2 per cent and -1.5 per cent respectively.</li> <li>• The overall variance between appraisal outcomes by declared disability on open-ended and fixed-term contracts were, respectively, +1.7 per cent and -1.5 per cent. Amongst Professional Services colleagues, these variances were +2.9 per cent and -12.6 per cent respectively. Amongst Faculty based colleagues, these variances were +0.9 per cent and +0.5 per cent respectively.</li> </ul>
<p>By working pattern:</p> <ul style="list-style-type: none"> <li>• The overall variance between men and women on full-time and part-time working patterns were, respectively, -1.1 per cent and -2.3 per cent, again favouring women. Amongst</li> </ul>

Professional Services colleagues, these variances became -2.5 per cent and -6.3 per cent respectively. Amongst Faculty based colleagues, these variances became -0.9 per cent and -1.4 per cent respectively.

- The overall variance between appraisal outcomes of BAME and White ethnicities on full-time and part-time working patterns were +0.3 per cent and -0.9 per cent respectively. Amongst Professional Services colleagues, these variances became +1.9 per cent and +0.2 per cent respectively. Amongst Faculty based colleagues, these variances became +0.5 per cent and -1.5 per cent respectively.
- The overall variance between appraisal outcomes by declared disability on full-time and part-time working patterns were, respectively, +0.9 per cent and +1.4 per cent. Amongst Professional Services colleagues, these variances became +0.4 per cent and 0.0 per cent respectively. Amongst Faculty based colleagues, these variances became +1.2 and -0.6 per cent respectively.

The appraisal process has been equality impact assessed, prior to introduction, and issues of fairness and equality are addressed as part of the appraisal training and moderation process. Deans and Directors are accountable for ensuring staff are appraised appropriately.

Since implementing online appraisals (2015) we are able to track, monitor and quality assure appraisal completion rates and overall contribution of individuals against objectives – appraisal completion rates have improved from 67% in 2016 to 78% across all grades in 2018.

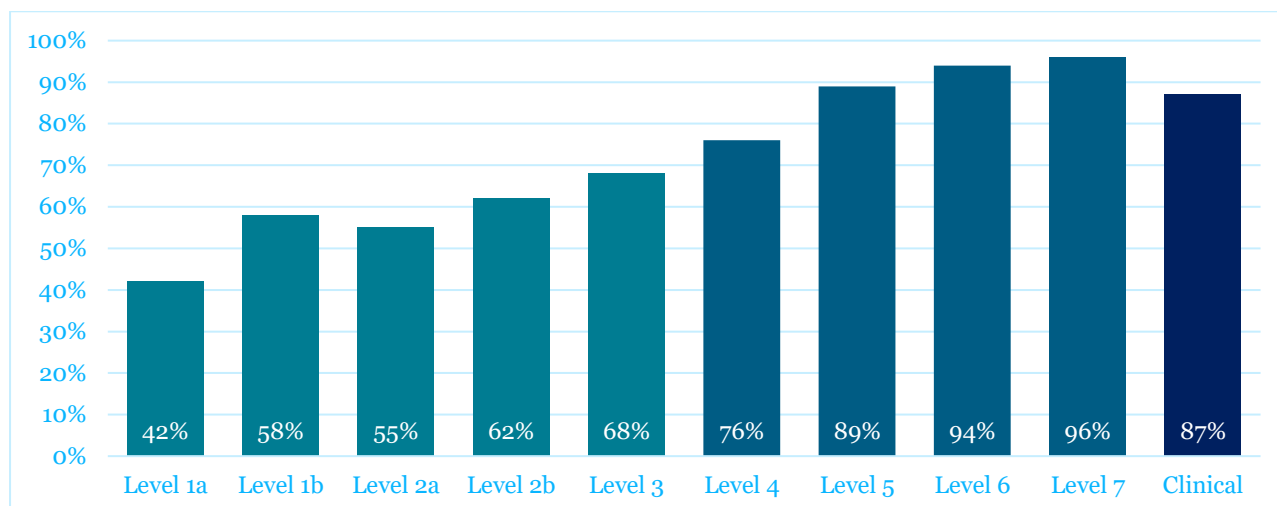
It should be noted that at present, this analysis relies solely on appraisals recorded in MyHR and therefore only reflects practice amongst staff at Levels 4-7. It therefore excludes employees at Levels 1-3 who currently complete paper based Personal Performance Development Reviews (PPDRs).

The variations in performance assessments by gender, ethnicity and disability status (as well as comparisons between academic, professional services and ‘all staff’ groupings) indicated little variation between characteristics (usually by less than 1.0 per cent), although there were greater variations by pay level. In these instances, such variances (in excess of 3.0 per cent or 5.0 per cent) were the result of very small numbers of staff getting a rating above or below a rating of 3.

Although they do not look at exactly the same sample populations, **Figure** and **Figure** look at employees self-reporting in the staff engagement survey that they’d had an appraisal or PPDR in the last year, by grade. As noted above, we are only able to compare system-based data on appraisal completion rates (for L4-7 colleagues) against the self-declared rates of appraisal in the survey. It is therefore worthy of comment that colleagues who complete a paper based PPDR (Levels 1-3), and who are more likely to be in the CAO and TAE Job Families, were significantly less likely to declare that they’ve had a performance review than their Level 4+ colleagues in the 2018 Staff Engagement Survey (Q7). Without a system-based solution to enable centralised monitoring of the appraisal process, it is problematic to draw conclusions, but this is clearly an area where further work should take place.

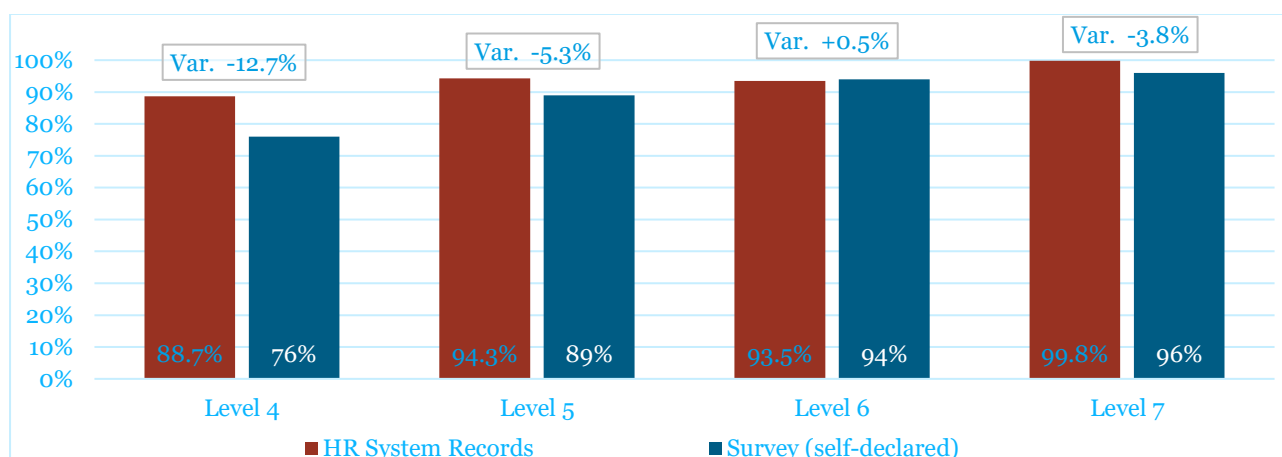


**Figure 10.1:** Employees self-reporting in the Staff Engagement Survey that they've had an appraisal or PPDR in the last year



*Note: survey conducted in Autumn 2018*

**Figure 10.2:** Levels 4 to 7 appraisal completion rate – HR system records v self-declaration in Staff Engagement Survey



*Note: survey conducted in Autumn 2018*

## 11. Conclusions

We are committed to pay and conditions free from discrimination through our Equal Pay Policy, the Universities and Colleges Employers Association (UCEA) framework agreement and equal pay legislation. On the basis of the data presented here, we believe we can continue, at an institutional level, to demonstrate that we provide equal pay for work of equal value with respect to gender. This review has also highlighted that there are examples of more significant gender equal pay gaps by pay levels **within** Job Families. We believe we can, cautiously, continue to demonstrate the same with respect to both ethnicity and disability but note the ongoing limitations on drawing firm conclusions associated with some of the smaller data sets involved. Continued efforts to encourage positive disclosure (including re-disclosure) of diversity data, as well as action to improve overall representation across the University will help to support and evidence our commitment to diversity and inclusiveness.

This review has also identified mean and median pay gaps by gender of **+20.4** per cent and **+11.1** per cent, respectively, when rates of pay for all employees are compared irrespective of grade. Our 2019 statutory Gender Pay Gap return also showed mean and median gender pay gaps of **+18.8** per cent and **+18.3** per cent respectively. Our pay gaps also continue to be impacted by discretionary additional allowances and payments and this review draws particular attention to the possible impact

of payment in Higher Responsibility Zones and the need to implement a review of eligibility and continued need for such payments.

We remain confident that most of these pay gaps do not stem from paying men and women differently for work of equal value, but instead reflect the gender differences of occupations across the University and the attrition of women at higher pay grades, particularly at ERE Level 7. The underlying reasons for this are many and varied, and reflect cultural and structural situations both within the University, and in wider society, that will take time to change (e.g. the glass ceiling effect). We are committed that such factors should not be an excuse for inaction on our own part and will play our own role as an agent for positive societal change.

As noted in previous Equal Pay Reviews, we have taken steps to address these trends, and there is evidence that some of those measures were having a positive effect. However, the evidence from the two immediately preceding Equal Pay Reviews, and the continued presence of a gender pay gap and the apparent existence of a 'glass ceiling effect' for all the three main characteristics analysed here, suggests that the initial positive impact of these initiatives has slowed.

With respect to ethnicity, disability and other protected characteristics we have a clear commitment to diversity and inclusiveness. The overall picture for equal pay gaps by ethnicity and disability was broadly positive at an institutional level, but inconclusive in some analyses due to small populations. However, equal pay gaps in excess of the upper 5.0 per cent threshold were identified when intersecting pay levels within Job Families, suggesting a more fragmented picture in some areas. These are areas where further qualitative investigation and analysis through our Equality Charter working groups may provide helpful insight.

These gaps will require continued and sustained work to address imbalances and further interventions identified to stimulate progress. This is within the remit of our Equality Charters, such as Athena SWAN, the Race Equality Charter and Disability Confident to explore and make recommendations on. It is anticipated that the closer ties being established across our equality initiatives will provide a solid foundation on which to progress. To address the challenges this review, and others, are highlighting, we will widen representation and create an inclusive environment. We will not realise the benefits of a diverse and inclusive culture without a relentless focus. We will set ambitious objectives to guide our efforts and hold ourselves to account.

We will challenge ourselves to do all we can to ensure that pay equality, as part of our wider equality and diversity agenda, is central to everything that we do. We are a unique institution, constituted by unique faculties, services and people. We will ensure that all of our efforts at faculty and service level are specific and relevant to their contexts whilst ensuring consistency within our over-arching institutional aspiration to be a leading inclusive and diverse employer.

We recognise that we will occasionally face difficult decisions because our resources are finite. When faced with these challenges we will remain committed and clear-sighted of our aspirations and will return to the evidence set out in reports such as this, Athena SWAN or Race Equality submissions as the starting point for discussions on how we can do things better.

The outcomes of this review will be reported to those with devolved responsibility for promotion, recruitment and pay recommendations at School, Faculty or Professional Service level.

Our Equality, Diversity and Inclusion Committee and other relevant bodies should consider the findings of this review and make recommendations for any further activity where they consider that actions are not already underway or sufficiently covered, in order to positively influence the pay gaps highlighted in this report.

## 12. Equal Pay Action Plan

Whilst the University is able to demonstrate sustained improvement over the last decade, increasing female representations at senior levels, reducing barriers to promotion and gradually reducing our gender pay gap, it is recognised that there is still some way to go in achieving our long-term aims and we continue to review our policies, processes and practices to maintain our progress.

The University is committed to pay and conditions free from discrimination through our [Equal Pay Policy](#), the [Universities and Colleges Employers Association \(UCEA\) framework agreement](#) and equal pay legislation.

Action Point	Date Added	Target Date	Delivery Date	Status	Commentary
<p>3. Review and, where necessary, update reward and recognition policies to clarify University policy positions, with the intention of improving clarity, aiding consistency of practice and promoting up-front consideration of matters of equality. In particular:</p> <ul style="list-style-type: none"> <li>Refresh of the University's Equal Pay policy, which was last updated in January 2009.</li> <li>Make clearer the University's policy positions on pay on appointment, pay on promotion and discretionary pay increments.</li> <li>Evaluate options for increased and ongoing scrutiny of 'bonus' payments (including Clinical Excellence Awards, consultancy, research and royalty payments, per gender pay gap reporting) and 'additional' payments (including market supplements, additional increments and HRZ increments – whether during the employee lifecycle or at point of recruitment) to explicitly</li> </ul>	<p>February 2018 (updated May 2019 to alter target date and update scope to include starting pay)</p>	<p>Review stage: By 31 October 2018. Approvals, process changes and publication (where appropriate): By 31 August 2021 (originally 31 March 2019)</p>	<p>Initial review and update of content of four key policies was completed in October 2018 but final approval and implementation has been impacted by other priority work, including the impact of COVID-19.</p>	<p>In progress.</p>	<p>The project has, to date, focused on four key policies:</p> <ul style="list-style-type: none"> <li>Family Friendly (maternity/paternity/adoption)</li> <li>Holiday and time-off</li> <li>Salary</li> <li>Allowances</li> </ul> <p>The project is now into the stakeholder engagement stage for consultation on the proposed amendments. The original 31 March 2019 target date for policy publication has been changed to 31 August 2021, subject to existing JJNC timelines.</p> <p>The increased scrutiny of 'additional' and 'bonus' payments has resulted in improved business case rationales to be evidenced in the decision-making process. New business case templates are now available on the relevant webpages and are required to be attached to ServiceNow tickets.</p>

Action Point	Date Added	Target Date	Delivery Date	Status	Commentary	
	address matters of gender and race equality prior to payment.					Additionally, HR will provide Faculty EDI Committees with regular School Level reports on additional and bonus payments and respective equal pay gaps (using the statutory pay gap methodology).
6.	Review and, where necessary, update leave, time off, family friendly (maternity/paternity/ parental/adoption leave) and flexible working policies in with a view to improving clarity (especially for those on part-time and fixed-term contracts) promoting positive attitudes towards protected characteristics, and to ensure continued support for employees seeking to balance work and non-work responsibilities (especially for those with caring commitments). This will include seeking input from the Parents' and Carers' Network and other University staff diversity networks.	February 2018 (updated May 2019 to alter target date)	Review stage: By 31 March 2019. Approvals, process changes and publication (where appropriate): By 31 August 2021 (originally 31 October 2019)	Initial review and update of content of policy content was completed in October 2018 but final approval and implementation has been impacted by other priority work, including the impact of COVID-19.	In progress	The project is now into the stakeholder engagement stage for consultation on the proposed amendments. The original 31 March 2019 date for policy publication will be pushed back to 31 August 2021, subject to existing JJNC timelines.
7.	Put in place personal objectives for senior managers (Deans and Executive Directors) to reduce gender pay gap inequities in their areas of responsibility.	February 2018	Long term, but reviewed annually through gender pay gap reporting.	Ongoing – long term objective, subject to annual equal pay reviews.	In progress	With the move from eight to five faculties and the requirement for all Faculty Boards to regularly convene as a local Equality, Diversity and Inclusion Committee, all members of these boards (including Professional Services) now have a personal commitment to address and reduce inequalities within their Faculty or Service.
8.	Target 40 per cent women in senior roles and management positions by 2025, building on	February 2018	31 July 2025	Ongoing	In progress	In addition to UEB being gender and ethnicity balanced (as at 31 August

Action Point	Date Added	Target Date	Delivery Date	Status	Commentary	
	existing 30 per cent commitment, which has largely been met.					<p>2019), women made up 41.7 per cent of Faculty Board (full boards) and 45.8 per cent of Faculty Operational Boards across the University.</p> <p>However, there remains inconsistency within Faculties and Professional Services which will now be monitored as part of the annual Equal Pay Review cycle and as part of Athena SWAN and Race Equality Charter monitoring activities.</p>
9.	Continued senior level commitment to supporting female, BAME and disabled promotion and career progression through (for instance) regular and meaningful appraisals, interview coaching, targeted development programmes (such as Springboard), leadership circles, mentoring (including reverse mentoring) and women's employee networks (WiSET+).	February 2018	Ongoing	Ongoing	In progress	<p>The 2018 staff engagement survey results indicated:</p> <ul style="list-style-type: none"> <li>• 78% of respondents (and 76% of women respondents) said they had an appraisal or PPDR in the last 12 months</li> <li>• 52% of respondents (and 57% of women respondents) said they received regular, constructive and timely feedback on their performance</li> </ul> <p>We are now able to monitor completion rates of appraisals (for Level 4-7 employees), with the aim of ensuring that staff are receiving the appropriate support with their career development with 89.1 per cent rate of completion amongst that employee group.</p>

Action Point	Date Added	Target Date	Delivery Date	Status	Commentary
					<p>The Equality, Diversity and Inclusion Team is working closely with the Chairs of the University Staff Networks (WiSET+, Pulse, Shine and the Parent and Carers' Network) to promote joint-working and stakeholder engagement opportunities, including on Equal Pay Reviews and EDI policy content.</p> <p>Training for promotion was offered to everyone that got a promotion interview with a very high attendance. Our Equality Charters working groups are looking to make recommendations to the Leadership and Management Development Team on future enhancements targeted at people with different characteristics.</p>
10.	<p>Put in place measures to promote:</p> <ul style="list-style-type: none"> <li>• Joined up working and action planning across the University's various equality working groups (e.g. Athena SWAN, Race Equality Charter, Disability Confident, Technicians Commitment, Concordat) to investigate and address the challenges facing employees with protected characteristics.</li> <li>• Improved data collection and analysis across those equality working groups, including options for qualitative data collection and analysis</li> </ul>	May 2019	31 <sup>st</sup> August 2019	31 <sup>st</sup> March 2020	<p>Completed</p> <p>We have implemented an Athena SWAN Forum of departmental Athena SWAN Self-Assessment Teams enabling peer review and support between Schools and Faculties and enabling departmental analysis and action plans to better support each other and institutional submissions.</p> <p>We have implemented an Equality Charters Programme Board, bringing together the work of all our institutional equality charter</p>

Action Point	Date Added	Target Date	Delivery Date	Status	Commentary
<ul style="list-style-type: none"> <li>Independent, self-managed equality working groups (e.g. Athena SWAN Self-Assessment Teams, Race Equality Charter Working Groups, Staff Networks etc.)</li> </ul>					<p>commitments, ensuring oversight by ‘institutional decision-makers’ and enabling action plans to better complement each other in delivering our ED&amp;I strategy.</p> <p>We have refreshed our institutional Equality Diversity and Inclusion Committee, chaired by Professor Mark Spearing (our ED&amp;I Champion).</p> <p>The Equality, Diversity and Inclusion Team is committed to delivering a ‘toolkit’ to better enable independent, self-managed equality charter working groups.</p>
<p>11. In response to the impact of COVID-19 on the workplace, and working with colleagues from the Equality Charter Self-Assessment Teams will:</p> <ul style="list-style-type: none"> <li>increase the visibility and promotion of all flexible working arrangements across the University, e.g. a ‘Work and Family’ webspace or portal signposting to existing and new policy and guidance etc. relating to flexible working/working from home</li> <li>increase the visibility of flexible working arrangements available (particularly at point of advert/recruitment) encouraging more applications from women (particularly including senior roles - Level 5 upwards)</li> </ul>	May 2020	31 <sup>st</sup> August 2021		New	To be owned by the Reward, Recognition and Inclusion Team and HR Operations Team and balanced against existing workload/project priorities.



Action Point	Date Added	Target Date	Delivery Date	Status	Commentary
<ul style="list-style-type: none"> <li>• identify mechanisms for tracking flexible working arrangements from the point of request through to approval/rejection</li> <li>• establish guidance that supports flexible working subject to the service delivery needs of the University</li> <li>• monitor and report on the retention, or repayment, rates of colleagues taking contractual family leave payments</li> <li>• Additionally, as part of action planning for these initiatives, we will ensure that family-leave guidance includes examples of partners using paternity and shared parental leave flexibly and positively to improve awareness and perceptions of shared parental leave options</li> <li>• identify mechanisms for improving our systematic data capture, recording, monitoring and understanding of flexible working requests from the point of submission through to the point of approval/rejection. Improving our data capture will improve our understanding of any potential areas of disadvantage.</li> </ul>					
<p>12. <b>Training and development:</b></p> <p>Working with our colleagues in Staff Networks, Equality Charter Self-Assessment Teams and the Trades Unions, we will:</p> <ul style="list-style-type: none"> <li>• explore recommendations to promote (or promote differently) the opportunities for professional development and facilitate staff taking the time to attend those opportunities.</li> </ul>	May 2020	31 <sup>st</sup> August 2021		New	To be owned by the Equality, Diversity and Inclusion Team and Leadership and Management Development Team. Work to develop new resources will be factored into existing workload in terms of design and delivery time as 2021 is resource intensive delivering the new

Action Point	Date Added	Target Date	Delivery Date	Status	Commentary
<ul style="list-style-type: none"> <li>ensure that EDI is more obviously weaved into the new Leadership and Management Development programme and that this is done via different people scenario case studies and the range of recourse that is referred to.</li> <li>ensure, as a minimum, that all members of Equality Charter Self-Assessment Teams complete the University's online Managing Diversity and Unconscious Bias modules.</li> <li>ensure that anyone participating in recruitment and promotion panels complete the University's online Managing Diversity and Unconscious Bias modules.</li> <li>identify mechanisms for improving our systematic data capture, recording, monitoring and understanding of the demographic profiles of delegates on our internal training and CPD activities to identify best practice as well as any potential areas of disadvantage.</li> </ul>					Leadership and Management Development Programme.
<p>13. <b>Additional Payments:</b></p> <p>Working with our colleagues in Staff Networks, Equality Charter Self-Assessment Teams and the Trades Unions, we will:</p> <ul style="list-style-type: none"> <li>Take steps to engage with our NHS partner employers to identify if more can be done to increase the representation of women applying for Clinical Excellence Awards, particularly for national level recognition. Action should focus on</li> </ul>	May 2020	31 <sup>st</sup> August 2021		New	To be owned by the Reward, Recognition and Inclusion Team

Action Point	Date Added	Target Date	Delivery Date	Status	Commentary
<p>encouraging applications to be made and looking at options to expand opportunities and experience for employees with protected characteristics.</p> <ul style="list-style-type: none"> <li>• With a specific focus on developing guidance on options for ‘positive action’, we will work with colleagues from the Staff Networks, Equality Charter Self-Assessment Teams and the Trades Unions to explore options to address the under-representation of people with protected characteristics in receipt of ‘additional payments’ and ‘bonus payments’ etc. described in this review and the Gender Pay Gap Report.</li> </ul>					
<p>14. <b>Working Time Premia:</b></p> <p>Working with our colleagues in Staff Networks, Equality Charter Self-Assessment Teams and the Trades Unions, we will:</p> <ul style="list-style-type: none"> <li>• identify and implement mechanisms to monitor and review the recruitment and retention of people by their protected characteristics in these discrete areas of work and incorporate those findings in the next Equal Pay Review to look at Working Time Premia (scheduled for 2022).</li> <li>• identify and implement additional levels of scrutiny to be applied to the working of additional hours and the promotion of TOIL rather than payment. Where payment of overtime is necessary, it will</li> </ul>	May 2020	31 <sup>st</sup> August 2022		New	<p>To be owned by the Reward, Recognition and Inclusion Team</p> <p>Equal pay gaps related to Working Time Premia are likely to be influenced by the under-representation of protected characteristics within those discrete subsets of eligible colleagues rather than a biased ‘decision-point’.</p>

Action Point	Date Added	Target Date	Delivery Date	Status	Commentary
<p>be subject to such scrutiny and governance as necessary to ensure that equality impacts are fully considered, and that regular overtime is properly recognised as working time premia in contracts of employment.</p> <ul style="list-style-type: none"> <li>We will apply additional levels of scrutiny to the appointment process to senior academic roles, and especially those that attract a Responsibility Allowance, to ensure that equality impacts are fully considered.</li> </ul>					
15.	May 2019	31 <sup>st</sup> August 2021		New	<p>To be owned by the Reward, Recognition and Inclusion Team</p> <p><a href="#">Developing staff disclosure – Equality Challenge Unit</a></p>
16.	May 2020	31 <sup>st</sup> August 2021		New	<p>To be owned by Reward and Recognition Team</p> <p>Staff Network Chairs are already invited to participate in the review stage, but the Terms of Reference need to be formally updated to include both them and representatives from the Equality Charters.</p>
17.	May 2020	31 <sup>st</sup> August 2021		New	<p>To be owned by Reward and Recognition Team</p>