

# CAPITA



**Surveys and Research**  
Delivering quality survey,  
research and analysis solutions

**The University of Leeds**

Equal Pay Audit

April 2016

Project Number 7574



## Organisational Contact Information

**Address:**

Capita Surveys and Research  
Spa House  
Hookstone Park  
Harrogate  
North Yorkshire  
HG2 7DB

Tel: 01423 818700

Fax: 01423 818777

Web: [www.capitasurveys.co.uk](http://www.capitasurveys.co.uk)

## University Foreword

The University supports the principle of equal pay for work of equal value and recognises that we should operate a pay system that is transparent, based on objective criteria, free from bias and delivers in line with the University's commitment to equality and diversity and in line with the Equality and Inclusion Strategy.

### What is an Equal Pay Review?

An Equal Pay Review involves the comparison of the pay of staff doing equal work, investigating the causes of any pay gaps by gender, ethnicity, disability or working pattern and planning to close any gaps that cannot be justified on grounds other than one of those characteristics. It uses existing Human Resource data to provide an overview of pay patterns across the institution.

An equal pay review is concerned with an important, but narrow, aspect of potential discrimination in employment - unequal pay for equal work. It does not directly address other aspects of inequality, but such aspects may be highlighted by the pay review.

The University is committed to achieving equal pay because it is the fair way to reward people for the work they do. To support this, the University appointed an independent specialist to undertake a comprehensive and independent review. They undertook an analysis of basic pay levels between equality groups and an analysis of the staffing profile to identify possible causes of any pay differences. The review was carried out using data correct at July 2015.

The review examined potential differences in pay between the following equality groups to test whether they are significant and to determine their cause:

- Gender
- Contract Status
  - Fixed Term and Permanent
  - Full-Time and Part-Time
- Age
- Service
- Disability
- Ethnicity

The review also included an analysis of starting pay by looking at the pay of staff with less than one year's service.

This document includes a summary of the key findings and recommendations from this review, as well as a full report of the results.

The University is committed to working with the trade unions to:

- Discuss any differences in levels of pay between men and women;
- Review the reasons for, and possible causes of, differences in pay
- Identify how to close gaps in pay that cannot be attributed to reasons/causes other than discrimination.

## Key Findings & Recommendations

### Pay Gap Analysis

The University of Leeds standard pay scale, ranges from grade 2 to grade 10. Within each grade are a number of incremental spine points, through which individuals ordinarily progress at a rate of one spine point annually, until the top of the grade is reached. Discretionary incremental spine points exist at all grades to provide the scope to reward high performing staff who have already reached the top of grade with additional incremental pay increases. Separate scales exist for Professorial and Clinical staff, both of which also operate incremental systems.

The key analysis is by pay grade. Staff in the same pay grade within the standard pay scale are in jobs that have been subjected to an analytical job evaluation scheme (Higher Education Role Analysis or HERA) and rated as being equivalent.

Overall gaps in pay between different equality groups are often the result of the uneven distribution of staff in different equality groups by pay grade within an organisation.

### Gender Pay Gap

We found no significant pay gaps<sup>1</sup> when we analysed the average basic pay of male and female staff in the same pay grade for grades 2 to 9, the incremental grade 10 and Professorial Zones 1 and 2.

The average basic pay of female staff was slightly higher in grades 2, 7, 8 and 10 (incremental scale), while male staff earned slightly more in grades 3, 4, 5, 6, 9, 10 non standard and the three Professorial Zones.

The average basic pay of male staff on the incremental scale of grade 10 is very similar to that for female staff (£67,572 and £68,395 respectively). There is a, however, significant pay gap for staff on grade 10 non standard pay arrangements because female staff earn average basic pay of £95,828, which is 11.5% less than male staff (£108,295), although there is only a small number of staff (55) covered by these arrangements.

It should be noted that above grade 10 non standard pay arrangements are not a single pay grade in the sense of the other pay grades because they cover a collection of senior roles at different management levels, including professors (although most professors are now on one of the three Professorial Zone pay bands), heads of services and VCEG members.

A key feature of the workforce is the uneven distribution of male and female staff by pay grade. There is a higher proportion of female staff in the lower grades and a lower proportion of female staff in the higher grades in the University. This is common within organisations in higher education and elsewhere. For example, HESA data for 2014-15 shows that only 23% of professors are female in UK HEIs<sup>2</sup>.

---

<sup>1</sup> The EHRC definition of a significant pay gap is a gap of 5% or more or a consistent pattern of lesser differences (3% or more) in favour of a particular group.

<sup>2</sup> HESA Statistical First Release 225, 21 January 2016.

# CAPITA

We recommend the University reviews its recruitment and promotion procedures to ensure there is no bias in appointing to senior posts and reviews its arrangements for succession planning and leadership development to help it to achieve a more even gender distribution of staff in its higher grades.

## **Staff Group Analysis**

Our analysis of the average basic pay of male and female staff in the same grade for each staff group found the gender pay gap is generally negligible. This is the key analysis since staff in these jobs on the standard pay scale have been rated as equivalent using an analytical job evaluation system.

The distribution of male and female staff by pay grade within each staff group is skewed in that there are generally more male staff in the higher pay grades and more female staff in the lower pay grades. This skewed distribution causes some significant differences in the average basic pay earned by all male and all female staff within some staff groups, particularly within Academic, Ancillary, Professional & Managerial, and Technical staff groups.

## **Ethnic Group Pay Gaps**

The lack of data on ethnicity for a large number of staff continues to hinder the analysis of pay by ethnic group and makes it difficult to draw definitive conclusions as to the size of any pay gap. We recommend that the University continues to explore ways of encouraging staff to disclose this information so that records are as complete as possible in order to allow the University to meet its obligations in promoting and monitoring equality for ethnic groups under the Equality Act 2010.

Our analysis of the average basic pay of white and BME staff in the same grade found no significant pay gaps for those grades with significant numbers to allow robust analysis.

The available data suggests that, overall, BME staff earn significantly less (10.8%) than white staff but this is largely because there is a lower proportion of BME staff in higher grades and a higher proportion in lower grades, compared to white staff. Some 18% of BME staff are in the lowest pay grade, 2, compared to 5% of white staff. The proportion of white staff working in higher pay grades (grade 8 and above) is also higher (at 36%) than the proportion of BME staff (28%).

BME staff are also more likely to work part-time (31%) than white staff (25%).

## **Contractual Analysis**

### **Full and Part Time Staff**

When hours of work are standardised, we found no significant pay gaps<sup>3</sup>, when we analysed the average basic pay of part time and full time staff in the same pay grade - with the exception of Professorial Zone 3, where part-time staff earn on average 12.6% more than

---

<sup>3</sup> The EHRC definition of a significant pay gap is a gap of 5% or more or a consistent pattern of lesser differences (3% or more) in favour of a particular group.

# CAPITA

full-time staff. Part-time staff had higher average basic pay in grades 2, 3, 4, 5, 7, 8 and 9, whilst full-time staff earned more in grades 6, 10 non standard and Professorial Zones 1 - 3.

Overall, the average basic pay for all part-time staff is significantly lower (18.1%) than the corresponding figure for all full-time staff, even when hours are standardised. This overall pay gap is the result of the uneven distribution of part-time and full-time staff by pay grade. Some 19% of part-time staff are in the lowest pay grade, 2, while less than 2% of full-time staff are in this grade. The proportion of full-time staff is higher in most of the other, higher pay grades.

We recommend the University reviews its recruitment and promotion procedures and flexible working arrangements to ensure there are no barriers to part-time staff working in senior roles or similarly, senior staff in full time roles wishing to work flexibly or part time to facilitate a more even distribution of part-time staff in its higher grades.

## **Permanent and Fixed Term Contract Staff**

We found significant pay gaps, and a consistent pattern of pay gaps, when we analysed the average basic pay of fixed term and permanent staff in the same pay grade. Significant pay gaps, in favour of permanent staff, were found in grades 3, 4, 5, 6, 7 and 10 non standard. Permanent staff also earned more than fixed term staff in grades 2 and 8. Fixed term staff earned more than permanent staff in grade 10 non standard and Professorial Zone 1 roles, although the samples of fixed term staff are small. We recommend further investigation of the reasons for this gap. The key reason may be that fixed term contract staff generally have significantly less service than permanent contract staff – only 6% of fixed term staff have more than five years service, compared with 70% of staff on a permanent contract. This is subsequently likely to have an impact on pay because the University has an incremental pay structure.

The University's standard pay scale, ranges from grade 2 to grade 10. Within each grade are a number of incremental spine points, through which individuals ordinarily progress at a rate of one spine point annually, until the top of the grade is reached. Discretionary incremental spine points exist at all grades to provide the scope to reward high performing staff who have already reached the top of grade with additional incremental pay increases. Separate scales exist for Professorial and Clinical staff, both of which also operate incremental systems.

Overall, the average basic pay for fixed term contract staff is significantly lower (16.1%) than that for permanent staff. This overall pay gap is also the result of the uneven distribution of fixed term and permanent staff by pay grade. There are significantly higher proportions of permanent staff in the highest grades (above grade 8).

We recommend the University monitors its use of fixed term contracts to ensure they are used appropriately and also considers the length of its incremental scales.

## **Disability**

The lack of data on the disability status group of large numbers of staff continues to hinder the analysis of pay by disability and makes it difficult to draw definitive conclusions as to the size of any pay gap.

# CAPITA

We found no significant disability pay gaps when we analysed the average basic pay of disabled and non-disabled staff in the same pay grade. Disabled staff had higher average basic pay in grades 2 to 9; above grade 9 the numbers of disabled staff are too small to allow any robust analysis.

We recommend that the University explores ways of encouraging staff to disclose this information so that records are as complete as possible in order to allow the University to meet its obligations in promoting and monitoring equality for disabled staff under the Equality Act 2010.

## **Length of Service**

Average basic pay generally increases with length of service but there are some important differences by gender. While the average basic pay earned by male staff continues to rise steadily with length of service, female average basic pay rises more slowly, and this is particularly noticeable after 20 years' service.

## **Age Analysis**

Average basic pay for all staff generally increases with age but there are some important differences by gender. Female average basic pay is only slightly behind male average basic pay until age 30 to 39, after which it falls increasingly behind male earnings; beyond age 40 - 49 female earnings start to decline.

This finding for the University is similar to national trends.

## **Analysis of Starting Pay**

We carried out an analysis of the basic pay of "new starters" by looking at the pay of the 1,306 staff with less than 12 months' service at July 2015 in order to see if there were any significant differences in pay by equality group. We assumed that the pay of these staff was unlikely to have increased since they started their employment with the University and that their pay at July 2015 would effectively be their starting pay. It was not always possible to undertake a robust analysis for staff in some grades because of the small number of staff in some equality groups.

Our analysis by gender, ethnicity, fixed term/permanent contract status and part time/full time contract status shows there are no significant "starting pay" pay gaps for staff in the same grade; there are, however, a small number of pay gaps identified in the analyses, as detailed below:

- Gender – no significant pay gaps; the "starting pay" of women is slightly higher in grades 5, 7, 8 and 9 while it is slightly higher for men in grades 2 and 4.
- Ethnicity - there is not a significant "starting pay" ethnicity gap but the number of known BME staff in the higher grades (above 8) is less than 10 and this may affect the reliability of the analysis.
- Fixed Term/Permanent Contract Status - there is not a significant "starting pay" fixed term/permanent contract status gap for grades 2 to 9. However, for grades 6 and 7 the average starting salary for fixed term staff is 3.8% and 4.5% respectively less

# CAPITA

than that for permanent staff. Average starting salaries for fixed term staff are higher than those for permanent staff in grades 8 and 9.

- Part and Full Time Contract Status – there is no significant “starting pay” part/full time contract status gap for grades 2 to 8. Part time staff on grade 6 have an average starting salary which is 3.2% below that of full-time staff, but for each of grades 7 and 8 part-time starting salaries are 2.8% higher than full-time.

Please note the sample of staff with less than 12 months service who are disabled is too small to undertake a robust analysis of the gap in starting salaries between those who are known to be disabled and not disabled.

The size of the samples of new staff are also small when analysed by pay grade and age band and this makes it difficult to undertake a robust analysis.

## Equal Pay Policy

We understand the University has a formal Equal Pay Policy.

The University should ensure it has someone with sufficient authority to be responsible for implementing the policy and monitoring its effectiveness.

## Summary of Recommendations:

- There is an uneven distribution of male and female staff by grade and this is the cause of the overall gender pay gap of 19.0% within the University (this gap has reduced slightly from 19.3% in the previous equal pay audit). This reflects national patterns and it should not be assumed that the University pay scales are unfair. However it does nevertheless provide a stimulus to press ahead with equality impact assessments and the University’s Equality and Inclusion Strategy.
- We recommend the University continues to review its recruitment and promotion procedures to ensure there is no bias in appointing to senior posts and reviews its arrangements for succession planning and leadership development to help it to achieve a more even gender distribution of staff in its higher grades.

We recommend that the University continues to explore ways of encouraging disclosure so that records are as complete as possible in order to allow the University to meet its obligations in promoting and monitoring equality for ethnic groups and disabled staff under the Equality Act 2010.

- We recommend the University monitors its use of fixed term contracts to ensure these are used appropriately and also considers the length of its incremental pay scales to ensure they are appropriate.
- We recommend further investigation of the available data where there are significant pay gaps between staff in different equality groupings in the same grade, in order to establish the causes of these gaps.



## 1. Introduction

This report presents the results of the equal pay review carried out by Capita for the University of Leeds using data correct at July 2015.

The report contains

- A description of the methodology used to undertake the audit
- The results of the review, particularly
  - An analysis of basic pay levels between equality groups
  - An analysis of the staffing profile to identify the possible causes of any pay differences.
- An appendix containing more details of the data used and our validation and analysis methodologies.

The JNCHES pay agreement includes a recommendation that HEIs conduct an equal pay review following the implementation of their new pay structures, and periodically thereafter, and take action to deal with any unjustified inequities identified. The JNCHES Guidance on Equal Pay Reviews was published to assist HEIs.

The Gender Equality Duty, introduced from 6 April 2007, requires all public sector organisations to develop and publish a policy on developing and maintaining equal pay between men and women employees (as well as other equality groups such as ethnic minorities, full and part time staff and those with disabilities), including measures to address equality in terms of promotion, development and occupational segregation.

The Equality Act 2010 also emphasises the need for pay equality, and the accompanying guidance recommends that employers conduct equal pay reviews.

An equal pay review is the most effective way of establishing precisely what measures organisations need to take and of assessing whether they are paying employees equitably. It also provides an effective demonstration of action to promote equal pay under the terms of the gender equality duty.

### Disclaimer

This Equal Pay Review has been produced by Capita based on information provided by the University. The data provided was subjected to a number of verification and testing processes which resulted in changes being made but Capita does not accept any liability whatsoever for any inaccuracies in the data provided. The analysis, conclusions and recommendations set out in the report represent Capita's best view of the information but Capita does not accept any liability that may arise as a result of any party other than Capita reaching different conclusions concerning the matters dealt with in this report.

# CAPITA

According to the Equality and Human Rights Commission (EHRC), reviews should seek to establish whether there are significant differences in pay between equality groups and, if so, the extent to which these can be objectively justified and due to factors other than membership of a particular equality group. Such a gap (defined as more than 5%) may be regarded as significant enough to warrant further investigation, as may a pattern of lesser differences (i.e. 3% or more) in favour of any particular group.

According to the EHRC, such inequalities in pay can be caused by one or more of the following:

- Lack of a systematic link between responsibilities and pay – i.e. the lack of a factor based job evaluation scheme
- Discrimination against a particular equality group (e.g. gender, race, age etc.)
- The employee's contractual arrangements (e.g. part-time or fixed-term contracts)
- Grading structures (e.g. length of grades and a high number of service-related increments within a grade) which tend to favour men
- Appointment processes (e.g. a higher initial starting salary for longer experience) which favour men
- Pay protection arrangements (red-circling and safeguarded progression)
- Recruitment supplements
- The use of payments for exceptional performance for some groups of staff and not others.

In undertaking this equal pay review we have focused on basic pay. The numbers of staff receiving other payments in addition to basic salary is small.

The equal pay review undertaken has been comprehensive and this report highlights the key analysis and findings. The review examined potential differences in pay between the following equality groups to test whether they are significant and to determine their cause:

- Gender
- Contract Status
  - Fixed Term and Permanent
  - Full-Time and Part-Time
- Age
- Service
- Disability
- Ethnicity

We have also carried out an analysis of starting pay by looking at the pay of staff with less than one year's service.

## 2. Gender Pay Gap Analysis

The University provided Capita with anonymised pay data covering 7,297 individuals, of whom 55% are female (3,979) and 45% are male (3,318).

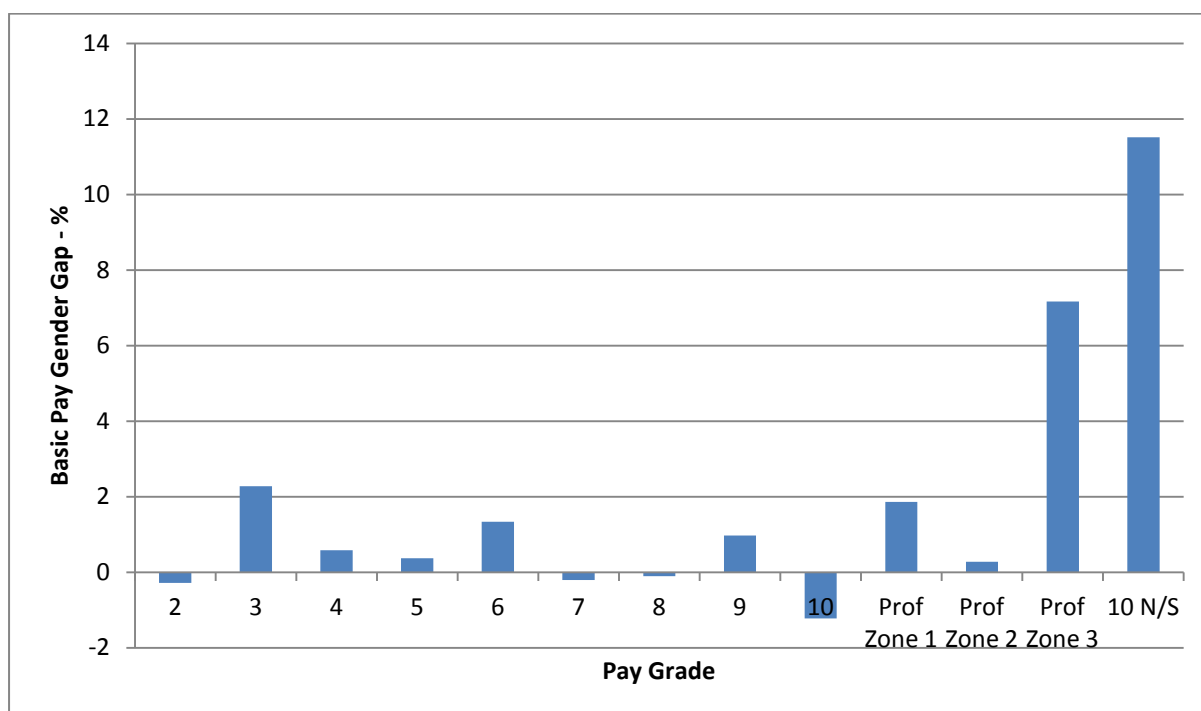
The key analysis is by pay grade since staff in the same pay grade on the University's standard pay scale are in jobs that have been subjected to an analytical role analysis scheme (Higher Education Role Analysis or HERA) and rated as equivalent.

Our analysis found that, with the exceptions of staff employed on non standard grade 10 pay arrangements and those within Professorial Zone 3, there is no significant difference in the average basic pay earned by male and female staff in the same pay grade.

For those staff on grade 10 non standard, female staff earn 11.5% less average basic pay than male staff, and this is a significant basic pay gender gap. However, grade 10 is not technically a single grade in the same way as the other pay grades because it contains a collection of senior posts at different levels including professors (although most professors are now on one of the three Professorial Zone pay bands), Heads of Service and Vice-Chancellor and Executive Group members.

Female staff within professorial Zone 3 earn 7.2% less than their male counterparts. There are, however, only 12 female professors in this pay zone, compared with 49 male staff.

**% Basic Pay Gender Gap by Pay Grade**



The chart above shows the basic pay gap between male and female staff by pay grade. There are four grades (grades 2, 7, 8 and 10) where the average basic pay of female staff is slightly higher than the average basic pay of male staff. The average basic pay of male staff is higher in grades 3, 4, 5, 6, 9, 10 N/S and Professorial Zones 1 - 3.

# CAPITA

It can be seen that the basic pay gap is not significant for staff in pay grades 2 to 9 or in Professorial Zones 1 or 2.

*[Figure 1 in the appendix shows the average basic pay for all staff and for male and female staff by grade, and the basic gender pay gap for each pay grade.]*

## 2.1 Gender Distribution by Grade

Analysis of the distribution of male and female staff by pay grade shows there is an uneven distribution within the University, with a significantly higher proportion of female staff (37%) than male staff (22%) in the lowest pay grades (2, 3, 4 and 5) and a significantly lower proportion of female staff (25%) than male staff (43%) in the highest grades (8 and above).

It is this uneven distribution of male and female staff by grade that is the cause of the overall gender pay gap of 19.0% within the University. This reflects national patterns<sup>4</sup> and it should not be assumed that the University pay scales are unfair.

*[Figure 2 in the appendix shows the distribution of male and female staff by pay grade in chart and table formats.]*

## 2.2 Analysis of the Gender Pay Gap by Age of Staff

Analysis of the difference in the average basic pay earned by male and female staff shows that female staff on average earn less than male staff in all age bands, but that the difference increases with age.

Within the 20 to 29 age band female staff average earnings are 7% below male earnings; the gap then widens steadily until it reaches nearly 32% by the age of 60 and over.

*[Figure 3 in the appendix shows the average basic pay for all staff and male and female staff, as well as the average basic pay gender gap, for each age band ranging from under age 20 up to age 60 and over.]*

The difference in male and female staff average basic pay increases with age because male average basic pay continues to rise steadily with age, whilst female average basic pay increases more slowly after age 20 to 29, and starts to fall away after age 40 to 49.

*[Figure 4 in the appendix shows, in chart form, the profile of the average basic pay earned by male and female staff for each of the six age bands ranging from under age 20 up to age 60 and over.]*

This reflects the consistent trend identified by ASHE data collated by the Office for National Statistics (ONS), which shows, for full-time employees, the gap is relatively small up to and including those aged 30 to 39 (with the exception of the 16 to 17 age group). In fact, in the 22 to 29 age group, women are paid on average slightly more than men. From age 40 onwards, the gap is much wider, with men being paid substantially more on average than

---

<sup>4</sup> The ONS' measure for the gender pay gap is based on median hourly earnings (excluding overtime), and this shows a gap of 19.2% for all employees for April 2015. The average gender pay gap for full-time employees (excluding overtime) is 9.4% at April 2015. Source: Annual Survey of Hours and Earnings (ASHE). Figures are as quoted in ONS Statistical Bulletin 18 November 2015.

# CAPITA

women. This is likely to be connected with the fact that women who have children often take time out of the labour market.

Analysis of the distribution of male and female staff by these age bands shows there is an uneven distribution within the University. The number of staff under age 20 is small. The majority of staff aged 20 to 29 are female (61%) while the majority of staff aged 60 and over are male (59%).

*[Figure 5 in the appendix shows the breakdown of male and female staff by each age band.]*

Analysis of the distribution of all staff by their age band for each pay grade also shows an uneven distribution. This shows, for example, that 38% of all staff aged 20 to 29 are in grades 2 - 4 and only 2% are in pay grades higher than grade 7. While 27% of all staff aged 60 or over are in grades 2 - 4, 47% are in a grade higher than pay grade 7.

## **2.3 Analysis of the Gender Pay Gap by Length of Staff Service**

Analysis of the difference in the average basic pay earned by male and female staff shows that the difference generally increases with length of service.

Overall, female staff with less than two years' service earn 14.9% less average basic pay than male staff with this length of service. Female staff with 20 years or more of service earn 23.7% less average basic pay than male staff with this amount of service.

*[Figure 6 in the appendix shows the average basic pay for all staff and male and female staff, as well as the average basic pay gender gap, for each service band ranging from less than two years' service up to 20 years or more of service.]*

*[Figure 7 in the appendix shows, in chart form, the average basic pay earned by male and female staff for each of the five length of service bands ranging from less than two years' service up to 20 or more years' service.]*

*[Figure 8 in the appendix shows, in chart form, the distribution of male and female staff by service bands ranging from less than two years' service up to 20 or more years' service.]*

The difference in pay by length of service may be due to the higher levels of female staff in lower grade roles. This trend is evident across the labour market with more female staff applying for, and being recruited into, lower grade roles and the University needs to consider how it can mitigate against the impact of this.

## **2.4 Analysis by Staff Group**

This analysis showed there are some significant gender pay gaps within staff groups, as a result of the uneven distribution of male and female staff by grade within each staff group – i.e. there are generally more men in the higher grades and more women in lower grades<sup>5</sup>.

---

<sup>5</sup> Data on employment by occupation. EMP08, from the Labour Force Survey, produced by ONS, for the period January to March 2013 shows nearly 20% of men work as managers and senior officials, compared to 12.6% of women. The proportion of men working in professional occupations was also slightly higher at 14.3%, compared to around 13.3% for women. Male employees are least likely to be working in administrative and secretarial (4.6%), sales and customer services (4.6%) and personal services (3.1%) occupations. Female employees are most likely to be working in administrative and secretarial (17.2%) associate professional and technical (16.9%) and personal service (15.6%) occupations.

# CAPITA

[Figure 9 in the appendix shows, in a table, the size of the overall difference in the average basic pay earned by all male and female staff within each staff group.]

Our analysis of the average basic pay earned by male and female in the same grade for each staff group found the pay gap is generally negligible. Any significant gaps are shown in red font in the following tables.

## 2.4.1. Academic Staff by Grade

When we looked at the average basic pay for male and female academic staff in the same grade, we found no significant pay gaps except for staff on Professorial Zone 3 pay arrangements.

The average pay for female staff in grade 8 is 0.2% more than male staff but male staff earn slightly more in the other grades.

Academic Staff by Grade	All Staff Ave Basic Pay	Male Ave Basic Pay	Female Ave Basic Pay	Gender Basic Pay Gap %
7	36,467	36,542	36,389	0.4
8	43,762	43,730	43,808	-0.2
9	54,443	54,648	54,017	1.2
Prof Zone 1	70,179	70,504	69,189	1.9
Prof Zone 2	83,302	83,342	83,106	0.3
Prof Zone 3	113,703	115,223	107,622	6.6

The majority of academic staff are male (67%) and there is an uneven distribution of male and female staff by pay grade.

[Figure 10 in the appendix shows the distribution of male and female academic staff by pay grade in chart and table form.]

## 2.4.2 Professional & Managerial Staff by Grade

Analysis of the average basic pay for male and female professional and managerial staff in the same grade shows no significant pay gaps except for staff on the grade 10 non standard pay arrangements.

A significant gender pay gap was found for staff on grade 10 non standard pay arrangements; however, this group includes staff at different management levels. Male staff earn slightly more than female staff in the other grades.

Professional & Managerial Staff by Grade	All Staff Ave Basic Pay	Male Ave Basic Pay	Female Ave Basic Pay	Gender Basic Pay Gap %
6	28,794	29,068	28,667	1.4
7	36,305	36,355	36,281	0.2
8	45,814	46,044	45,622	0.9
9	54,624	55,123	54,200	1.7
10 N/S	108,844	116,258	99,312	14.6

The majority of professional and managerial staff are female (61%).

*[Figure 11 in the appendix shows the distribution of male and female professional and managerial staff by pay grade in chart and table form.]*

### 2.4.3 Ancillary Staff

Our analysis of the average basic pay for male and female ancillary staff in the same grade suggests there are no significant pay gaps in any pay grade. Female staff earn slightly more average basic pay in grades 2 and 6, and male staff earn slightly more in grades 3 and 4.

Ancillary Staff by Grade	All Staff Ave Basic Pay	Male Ave Basic Pay	Female Ave Basic Pay	Gender Basic Pay Gap %
2	16,443	16,385	16,475	-0.5
3	18,616	18,677	18,405	1.5
4	21,762	21,872	21,554	1.5
6	33,007	32,870	33,322	-1.4

There are similar numbers of male and female ancillary staff but there is a significantly higher proportion of female staff (81%) in the lowest pay grade (grade 2) than male staff (43%).

*[Figure 12 in the appendix shows the distribution of male and female ancillary staff by pay grade in chart and table form.]*

# CAPITA

## 2.4.4 Clerical Staff

Analysis of the average basic pay for male and female clerical staff in the same grade shows a significant pay gap for grade 7, where female staff earn 7.3% less average basic pay than male staff. Female staff earn more than male staff in grades 3, 4, 5 and 6.

Clerical Staff by Grade	All Staff Ave Basic Pay	Male Ave Basic Pay	Female Ave Basic Pay	Gender Basic Pay Gap %
3	17,728	17,719	17,731	-0.1
4	21,243	21,116	21,280	-0.8
5	25,299	24,936	25,382	-1.8
6	31,077	30,576	31,217	-2.1
7	39,299	40,969	37,964	7.3

Around 6% of male clerical staff are paid at grade 7, compared to 2% of female staff.

*[Figure 13 in the appendix shows the distribution of male and female clerical staff by pay grade in chart and table form.]*

## 2.4.5 Research Staff

Analysis of the average basic pay for male and female research staff in the same grade shows no significant pay gaps. Male staff earn slightly more average basic pay in grades 6 and 8, and female staff earn slightly more in grade 7.

Research Staff by Grade	All Staff Ave Basic Pay	Male Ave Basic Pay	Female Ave Basic Pay	Gender Basic Pay Gap %
6	28,652	29,074	28,304	2.6
7	34,443	34,397	34,500	-0.3
8	43,738	44,061	43,478	1.3

*[Figure 14 in the appendix shows the distribution of male and female research staff by grade.]*

## 2.4.6 Teaching Staff

Analysis of the average basic pay for male and female teaching staff in the same grade shows no significant pay gaps. Female teaching staff earn slightly more in grades 6, 7 and 9 whereas male teaching staff earn slightly more in grade 8.

Teaching Staff by Grade	All Staff Ave Basic Pay	Male Ave Basic Pay	Female Ave Basic Pay	Basic Pay Gender Gap %
6	27,949	27,558	28,354	-2.9
7	35,495	35,455	35,514	-0.2
8	45,561	45,597	45,538	0.1
9	53,620	52,944	54,352	-2.7



[Figure 15 in the appendix shows the distribution of male and female teaching staff by grade.]

## 2.4.7 Technical Staff

The analysis of the average basic pay of male and female technical staff in the same pay grade shows male technical staff have higher average basic pay in grades 4, 5 and 6, although none of these differences are considered large enough to be significant.

Technical Staff by Grade	All Staff Ave Basic Pay	Male Ave Basic Pay	Female Ave Basic Pay	Basic Pay Gender Gap %
4	21,400	21,621	20,935	3.2
5	25,695	25,840	25,554	1.1
6	32,756	32,848	32,514	1.0

[Figure 16 in the appendix shows the distribution of male and female technical staff by grade.]

## 3. Contract Status Pay Analysis

### 3.1 Fixed Terms and Permanent

We found significant pay gaps when we analysed the average basic pay of fixed term and permanent staff in the same pay grade. Fixed term contract staff earned significantly less than permanent staff in the same grade in grades 3, 4, 5, 6, and 7 and 10 non standard. Fixed term staff earned more than permanent staff in grades 9 and Professorial Zone 1, but the samples of fixed term staff in these grades are very small relative to the numbers of permanent staff.

	All Staff Ave Basic Pay	Permanent Ave Basic Pay	Fixed Term Ave Basic Pay	Basic Pay Fixed Term/Permanent Gap %
2	16,407	16,447	15,738	4.3
3	18,025	18,240	17,175	5.8
4	21,321	21,612	20,168	6.7
5	25,422	25,685	24,318	5.3
6	30,560	31,481	28,585	9.2
7	35,645	36,910	34,084	7.7
8	44,755	44,892	43,219	3.7
9	54,457	54,454	54,520	-0.1
Prof Zone 1	70,179	70,081	71,879	-2.6
10 N/S	103,308	111,332	83,748	24.8

# CAPITA

Our analysis of the average basic pay earned by fixed term and permanent staff shows that, overall, staff on a fixed term contract earn 16.1% less average basic pay than permanent staff employed by the University.

	All Staff Average Basic Pay
Fixed Term	£32,485
Permanent	£38,273
Fixed Term/Permanent Gap %	16.1%

The reasons for this gap need further investigation. Our analysis suggests the key reason may be that fixed term contract staff generally have significantly less service than permanent contract staff.

Almost 94% of fixed term contract staff have less than 5 years' service, compared to around 30% of permanent staff. More significantly, 70% of fixed term contract staff have less than two years' service, compared to only 14% of permanent staff.

This is likely to have an impact on pay because the University has an incremental pay structure.

Our analysis of the average basic pay earned by all fixed term contract and all permanent contract staff shows that overall, fixed term contract staff earn 16.1% less than permanent staff.

This pay gap is caused by the uneven distribution of fixed term and permanent staff by pay grade in the University. The proportion of fixed term staff in grade 8 and above is considerably lower than the proportion of permanent staff.

*[Figure 17 in the appendix shows the distribution of fixed term and permanent contract staff by grade.]*

Our analysis shows male fixed term contract staff earn 18.9% less than male permanent staff and female fixed term contract staff earn 13.5% less than female permanent staff.

*[Figure 18 in the appendix shows the proportion of male and female staff on fixed term and permanent contracts.]*

## 3.2 Full and Part Time Staff

We found one significant pay gap when we analysed the average basic pay of part and full time staff in the same pay grade – part-time staff in Professorial Zone 3 earn on average 12.6% more than full-time staff on the same grade. Part-time staff also had higher average basic pay in grades 2, 3, 4, 5, 7, 8 and 9, while full-time staff earned more in grades 6, 10 non standard and Professorial Zone 2.

# CAPITA

## Average full-time/part-time basic pay gap by grade:

	All Staff Ave Basic Pay	Full-Time Ave Basic Pay	Part-Time Ave Basic Pay	Basic Pay Full/Part Time Gap %
2	16,407	16,332	16,423	-0.6
3	18,025	18,018	18,039	-0.1
4	21,321	21,188	21,628	-2.1
5	25,422	25,325	25,685	-1.4
6	30,560	30,760	30,053	2.3
7	35,645	35,522	36,013	-1.4
8	44,755	44,676	45,102	-1.0
9	54,457	54,444	54,561	-0.2
Prof Zone 1	70,179	70,180	70,170	0.0
Prof Zone 2	83,302	83,325	83,144	0.2
Prof Zone 3	114,298	111,756	125,851	-12.6
10 N/S	103,308	104,250	101,783	2.4

Our analysis of the average basic full-time equivalent pay<sup>6</sup> earned by full time and part staff shows that, overall, staff on a part-time contract earn 18.1% less average basic pay than full-time staff employed by the University.

	All Staff Average Basic Pay
Part-Time	£32,173
Full-Time	£39,273
Part-Time/Full-Time Gap %	18.1%

*[Figure 19 in the appendix shows the part-time/full-time contract status average basic pay gap.]*

This pay gap is caused by the uneven distribution of full and part time staff by pay grade in the University. For example, more than 19% of part-time staff are in the lowest grade, grade 2, while only 2% of full-time staff are in this grade. The proportion of full-time staff is also higher in most of the higher grades.

*[Figure 20 in the appendix shows the distribution of full and part time staff by grade.]*

Our analysis shows that overall male part-time staff earn 10.1% less average basic pay than their full-time counterparts and female part-time staff some 16.1% less than their full-time colleagues.

<sup>6</sup> The definition of part-time used was an employee not working the contracted hours for their occupational staff group. Term time only staff were classified as part-time staff for the purpose of this analysis.

# CAPITA

A significantly higher proportion of female staff (37%) work part-time when compared to male staff (15%).

*[Figure 21 in the appendix shows the proportion of male and female staff working full and part time staff.]*

ASHE data for April 2015 shows men working full-time earn 9.4% than women, while men working part-time earn 6.5% less than women. Part-time workers – both men and women – earn less, on average, per hour than their full-time counterparts. A much higher proportion of women work part-time, 41%, compared with men at 11%<sup>7</sup>.

The average basic pay earned by full-time disabled staff (£37,055) is 6.3% lower than for full-time non-disabled staff (£39,567). Part-time disabled staff also earn less (6.5%) average basic pay at £29,923 than those with no known disability, £32,017.

The proportion of known BME staff working part-time is higher at 31% than the proportion of white staff working part-time (25%).

The average basic pay earned by full-time BME staff (£38,280) is 3.4% lower than for full-time white staff (£39,611) whilst part-time BME staff (£23,768) earn 28.1% less than part-time white staff (£33,057). Some 17.8% of BME staff are also in the bottom grade, grade 2, compared to 4.9% of white staff.

---

<sup>7</sup> April to June 2015, Labour Force Survey, Quarter 2, ONS

# CAPITA

## 4. Disability Analysis

There are a significant number of staff (1,372 individuals, equivalent to 19% of all staff) who have not declared their disability status or for whom this status is not known, and this makes it difficult to undertake a robust analysis of pay by disability status. Disability codes were used to classify staff as disabled, not disabled or not known.

Capita recommends that the University continues to explore ways of encouraging disclosure so that staff records are as complete as possible in order to allow the University to meet its obligations in promoting and monitoring equality for disabled staff under the Equality Act 2010.

### 4.1 Analysis by grade

We found no significant disability pay gaps when we analysed the average basic pay of staff known to be disabled and staff known as not being disabled in the same pay grade. Disabled staff had slightly higher average basic pay in grades 2 to 9.

Our analysis of the average basic pay earned by disabled and non-disabled staff shows that overall, disabled staff earn 6.6% less average basic pay than non-disabled staff.

The distribution of disabled and not disabled staff appears to be broadly similar, although there is a slightly higher proportion of disabled staff in the lowest grades (2, 3, 4 and 5) and a lower proportion of disabled staff in grades 7 and 9.

Male disabled staff earn 9.6% less average basic pay than male staff who are not disabled, while female disabled staff earn 3.6% less average basic pay than female staff who are not disabled.

The proportion of female staff (4.0%) and male staff (4.0%) recorded as being disabled are similar.

Full-time disabled staff earn 6.3% less average basic pay than full-time non-disabled staff and part-time disabled staff earn 6.5% less than part-time non-disabled staff.

### 4.2 Analysis by Staff Group

The sample of staff who are known to be disabled within the University, at 294 staff, is too small to allow a robust detailed analysis of average basic pay of disabled and non-disabled staff in the same pay grade within each staff group. However, the pay gaps do not appear to be significant for those grades where there is a minimum of 10 staff recorded as being disabled.

## 5. Ethnicity Analysis

There are a significant number of staff (1,489 individuals, equivalent to 20% of all staff) who have chosen not to disclose their ethnicity or who have not provided any information on their ethnic origin, and this makes it difficult to undertake a robust analysis of pay by ethnicity.

Capita recommends that the University explores ways of encouraging disclosure so that staff records are as complete as possible in order to allow the University to meet its obligations in promoting and monitoring equality for ethnic groups under the Equality Act 2010.

### 5.1 Analysis by grade

Analysis of the average basic pay earned by white and BME staff in the same grade shows there are no significant pay gaps. White staff on average earn more than BME staff within grades 4 - 9 and Professorial Zone 1, whilst BME staff earn slightly more in grades 2 and 3.

#### Average white/BME basic pay gap by grade:

All Staff	All Staff Ave Basic Pay	White Ave Basic Pay	BME Ave Basic Pay	Prefer not to say/ unknown Basic Pay	Basic Pay White/BME Gap %
2	16,407	16,366	16,555	16,318	-1.1
3	18,025	18,087	18,169	17,807	-0.5
4	21,321	21,439	21,245	20,918	0.9
5	25,422	25,473	25,176	25,305	1.2
6	30,560	30,840	30,095	29,875	2.4
7	35,645	35,964	34,968	35,073	2.8
8	44,755	44,905	44,004	44,466	2.0
9	54,457	54,582	53,947	54,135	1.2
Prof Zone 1	70,179	70,221	69,602	70,189	0.9

Our analysis of the average basic pay earned by white and BME staff shows that, overall, BME staff earn 10.8% less average basic pay than white staff employed by the University.

Ethnic group	All Staff Average Basic Pay
BME	£33,848
White	£37,960
Ethnicity Gap %	10.8%

The gap in the average basic pay earned by white and BME staff can be explained by the uneven distribution of white and BME staff across the pay grades. Some 18% of BME staff are in the lowest pay grade, 2 (compared to 5% of white staff), and the proportion of white staff in the highest pay grades (grade 8 and above) is higher at 36% than the proportion of BME staff at 28%.

# CAPITA

The proportion of known BME staff working part-time is higher at 31% than the proportion of white staff working part-time at 25%.

## 5.2 Analysis by Staff Group

Our analysis of the average basic pay earned by staff known to be BME or white in the same grade for each staff group found the pay gap is generally negligible.

### 5.2.1. Academic Staff by Grade

When we looked at the average basic pay for white and BME academic staff in the same grade, we found no significant pay gaps. There are a large number (nearly 19%) of academic staff for whom ethnicity is not known.

Academic Staff by Grade	All Staff Ave Basic Pay	White Ave Basic Pay	BME Ave Basic Pay	Ethnicity Gender Basic Pay Gap %
7	36,467	36,237	36,826	-1.6
8	43,762	43,869	42,617	2.9
9	54,443	54,512	54,176	0.6
Prof Zone 1	70,179	70,221	69,602	0.9

The majority of academic staff for whom ethnicity is known are white (72%) and there is a slightly uneven distribution of white and BME academic staff by pay grade – 19% of BME academic staff are on a grade higher than grade 9, compared to 31% of white academic staff.

### 5.2.2 Professional & Managerial Staff by Grade

Analysis of the average basic pay for white and BME professional and managerial staff in the same grade shows no significant pay gaps.

It was not possible to compare pay for grades 9 and 10 because of the small sample sizes. There are also a large number of professional and managerial staff for whom ethnicity is not known (14%).

Professional & Managerial Staff by Grade	All Staff Ave Basic Pay	White Ave Basic Pay	BME Ave Basic Pay	Ethnicity Basic Pay Gap %
6	28,794	29,065	28,316	2.6
7	36,305	36,341	35,763	1.6
8	45,814	45,863	46,478	-1.3

There is a slightly uneven distribution of white and BME professional and managerial staff by pay grade. Some 20% of BME staff are in the lower pay grade, 6 (compared to 6% of white staff), and, correspondingly, the proportion of white staff in the highest pay grades (grade 7 and above) is higher at 94% than the proportion of BME staff at 80%.

# CAPITA

## 5.2.3 Clerical Staff

Analysis of the average basic pay for white and BME clerical staff in the same grade shows no significant pay gaps, although white staff earn slightly more in grades 4, 5 and 6.

It was not possible to compare pay for grades 2, 3 or 7 because of the small sample numbers of BME clerical staff in these grades. There are a large number of clerical staff (19%) for whom ethnicity is not known.

Clerical Staff by Grade	All Staff Ave Basic Pay	White Ave Basic Pay	BME Ave Basic Pay	Ethnicity Basic Pay Gap %
4	21,243	21,358	21,244	0.5
5	25,299	25,389	24,926	1.8
6	31,077	31,241	30,463	2.5

## 5.2.4 Research Staff

Analysis of the average basic pay for white and BME research staff in the same grade shows no significant pay gaps. BME staff earn slightly more in grade 6 but white staff earn slightly more in grades 7 and 8.

It was not possible to compare pay for other grades because of the small sample size of BME staff. There are a large number of research staff (27%) for whom ethnicity is not known.

Research Staff by Grade	All Staff Ave Basic Pay	White Ave Basic Pay	BME Ave Basic Pay	Ethnicity Basic Pay Gap %
6	28,652	28,644	28,783	-0.5
7	34,443	34,657	34,231	1.2
8	43,738	43,696	43,527	0.4

## 5.2.5 Teaching Staff

Analysis of the average basic pay for white and BME teaching staff in the same grade shows no significant pay gaps. BME staff earn less in grades 7 and 8 but the gap is not significant.

It was not possible to compare pay for other grades because of the small sample size of BME staff and the large number of teaching staff (35%) for whom ethnicity is not known.

Teaching Staff by Grade	All Staff Ave Basic Pay	White Ave Basic Pay	BME Ave Basic Pay	Ethnicity Basic Pay Gap %
7	35,495	35,922	35,885	0.1
8	45,561	45,755	45,156	1.3



# CAPITA

## 5.2.6 Technical Staff

Analysis of the average basic pay for white and BME technical staff in the same grade shows no significant pay gaps. BME staff earn slightly more in grade 6 but the gap is not significant.

It was not possible to compare pay for other grades because of the small sample size of BME staff. There are a large number of technical staff (22%) for whom ethnicity is not known.

Technical Staff by Grade	All Staff Ave Basic Pay	White Ave Basic Pay	BME Ave Basic Pay	Ethnicity Basic Pay Gap %
5	25,695	25,625	25,635	0.0
6	32,756	32,869	33,361	-1.5

## 5.2.7 Ancillary Staff

The small numbers of BME staff in some grades for ancillary staff group means that it is only possible to undertake a comprehensive analysis of the ethnicity pay gap for one grade of ancillary staff – grade 2, where the gap is not significant.

Ancillary Staff by Grade	All Staff Ave Basic Pay	White Ave Basic Pay	BME Ave Basic Pay	Ethnicity Basic Pay Gap %
2	16,443	16,403	16,555	-0.9

The sample of BME ancillary staff in other grades is small but there was no evidence of significant pay gaps in these grades.

## 6. Analysis of Starting Pay

We carried out an analysis of the basic pay of “new starters” by looking at the pay of the 1,306 staff with less than 12 months’ service at July 2015 in order to see if there were any significant differences in pay by equality group.

We assumed that the pay of these staff was unlikely to have increased since they started their employment with the University and that their pay at July 2015 would effectively be their starting pay.

### 6.1 Analysis by Grade

#### Gender

Our analysis shows there is not a significant difference in the average basic “starting pay” of male and female staff for grades 2 to 9. The “starting pay” of female staff is slightly higher in grades 5, 7, and 8, while it is higher for male staff in grades 2, 4, 6 and 9.

The sample of new post holders in grades 10 and above is too small to calculate a pay gap with any reliability.

*[Figure 22 in the appendix shows the average starting basic pay for all staff, male and female staff and the basic starting pay gender gap by grade].*

#### Ethnicity

Our analysis shows there is not a significant difference in the average basic “starting pay” of BME and white staff for grades 2, 4, 5, 6, 7 and 8, but the number of known new BME staff in other grades is less than 10 and therefore too small to be reported.

White staff earn slightly more than BME staff in grades 5, 6, 7 and 8, whilst BME staff earn slightly more in grades 2 and 4. The existence of a significant number of staff for whom their ethnicity was not known (equivalent to 28% of all new starters) also restricts this analysis.

*[Figure 23 in the appendix shows the average starting basic pay for white and BME staff (and for staff of unknown ethnicity or who did not wish to give information on their ethnicity) and the basic starting pay ethnicity gap by grade where the sample size of staff permits].*

#### Disability

The sample of staff with less than 12 months’ service who are known to be disabled is too small to undertake any analysis of the gap in starting salaries between those who are disabled and not disabled.

# CAPITA

## 6.2 Analysis by Contract Status

### Fixed Term and Permanent Staff

Our analysis shows there is no significant difference (i.e. more than 5%) in the average basic “starting pay” between fixed term and permanent staff. However, for grades 6 and 7, fixed term staff earn 3.8% less average “starting pay” in grade 6 and 4.5% less in grade 7.

These gaps may require further investigation.

Permanent staff have slightly higher average starting pay than fixed term staff in grades 2, 3, 4 and 5, but fixed term staff have slightly higher average starting pay in grades 8 and 9.

The sample of new post holders above grade 9 is too small to calculate a pay gap with any reliability.

*[Figure 24 in the appendix shows the average starting basic pay for all staff, fixed term and permanent staff and the basic starting pay contract status gap by grade where the sample size permits this].*

### Part and Full Time Staff

Our analysis shows there is not a significant difference in the average basic “starting pay” of part time and full time staff for grades 2 to 8, although at grade 6 new full-time staff earn 3.2% more average starting pay than part-time staff. Part-time staff have higher starting pay in grades 3, 4, 5, 7 and 8.

The sample of new post holders in grades 9 and above is too small to calculate a pay gap with any reliability.

*[Figure 25 in the appendix shows the average starting basic pay for all staff, full and part time staff and the basic starting pay contract status gap by grade where the sample size permits this].*

### Age Band

The sizes of the samples of new staff are small when analysed by pay grade and age band and this makes it difficult to undertake a robust analysis.

## Appendix: Charts and Tables

**Figure 1: Average basic pay and gender basic pay gap by grade:**

All Staff	All Staff Ave Basic Pay	Male Ave Basic Pay	Female Ave Basic Pay	Basic Pay Gender Gap %
2	16,407	16,378	16,423	-0.3
3	18,025	18,266	17,850	2.3
4	21,321	21,406	21,282	0.6
5	25,422	25,489	25,394	0.4
6	30,560	30,806	30,392	1.3
7	35,645	35,605	35,678	-0.2
8	44,755	44,733	44,777	-0.1
9	54,457	54,654	54,121	1.0
10 (incremental)	67,958	67,572	68,395	-1.2
Prof Zone 1	70,179	70,504	69,189	1.9
Prof Zone 2	83,302	83,342	83,106	0.3
Prof Zone 3	114,298	115,933	107,622	7.2
10 N/S	103,308	108,295	95,828	11.5

Note: The EHRC equal pay review model states that, as a general guide, any differences of 5% or more, or patterns of 3% or more, require exploration and explanation. Pay gaps of 5% or more are highlighted in red.

Figure 1 shows the basic pay gender gap is not significant for staff in pay grades 2 to 9 or on the incremental scale for grade 10. There are four grades (grades 2, 7, 8 and 10 incremental) where the average basic pay of female staff is slightly higher than the average basic pay of male staff. The average basic pay of male staff is slightly higher in grades 3, 4, 5, 6 and 9.

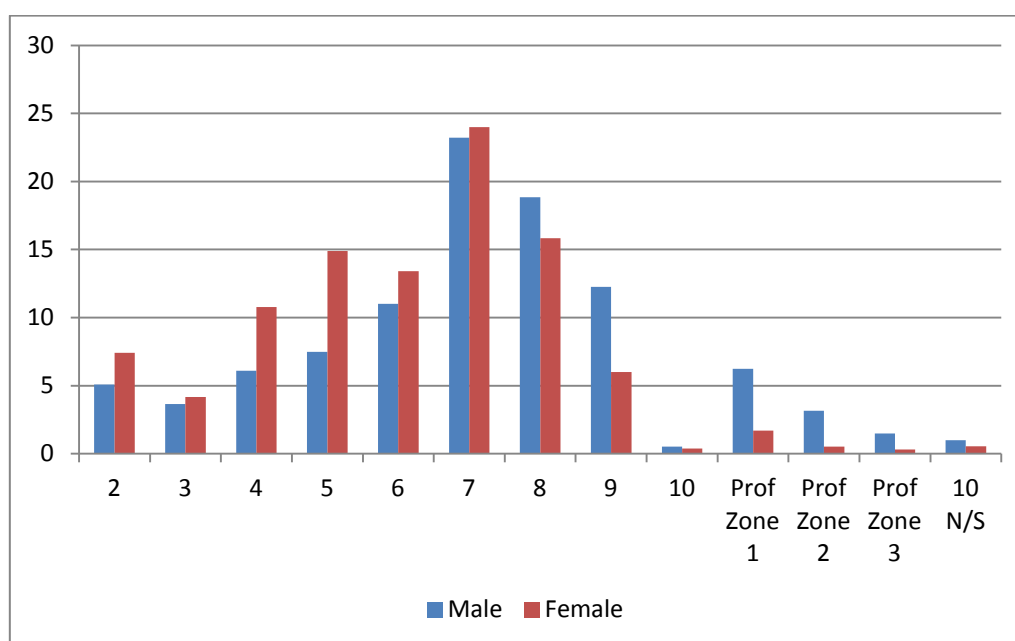
The above grade 10 non standard pay arrangements are not technically a single grade in the same way as the other pay grades because they cover a collection of senior posts at different levels including professors (although most professors are now on one of the three Professorial Zone pay bands), Heads of Service and Vice-Chancellor and Executive Group members.

When we look at the pay of staff on pay arrangements beyond the maximum of grade 10, the basic pay gender gap is significant because female staff earn 11.5% less average basic pay than male staff. There is also a significant pay gap for staff in Professorial Zone 3, where female staff earn 7.2% less than their male counterparts.

**Figure 2: Distribution of Male and Female Staff by Grade**

The chart below shows the gender distribution of staff by grade, and shows, for example, some 15% of female staff are in grade 5 compared to nearly 7% of male staff.

There is a higher proportion of female staff in grades 2 – 7 and a higher proportion of male staff in grades 8 and above.



It is this uneven distribution of male and female staff by grade that is the cause of the overall pay gap.

The table below shows the number (and proportion) of male and female staff in each grade.

Grade	Male (count)	Male (% of male staff)	Female (count)	Female (% of female staff)
2	169	5.1	295	7.4
3	121	3.7	166	4.2
4	202	6.1	429	10.8
5	248	7.5	593	14.9
6	365	11.0	534	13.4
7	770	23.2	955	24.0
8	625	18.9	630	15.8
9	407	12.3	239	6.0
10	17	0.5	15	0.4
Prof Zone 1	207	6.2	68	1.7
Prof Zone 2	105	3.2	21	0.5
Prof Zone 3	49	1.5	12	0.3
10 N/S	30	0.9	21	0.5
<b>Total staff</b>	<b>3,315</b>	<b>100.0</b>	<b>3,978</b>	<b>100.0</b>

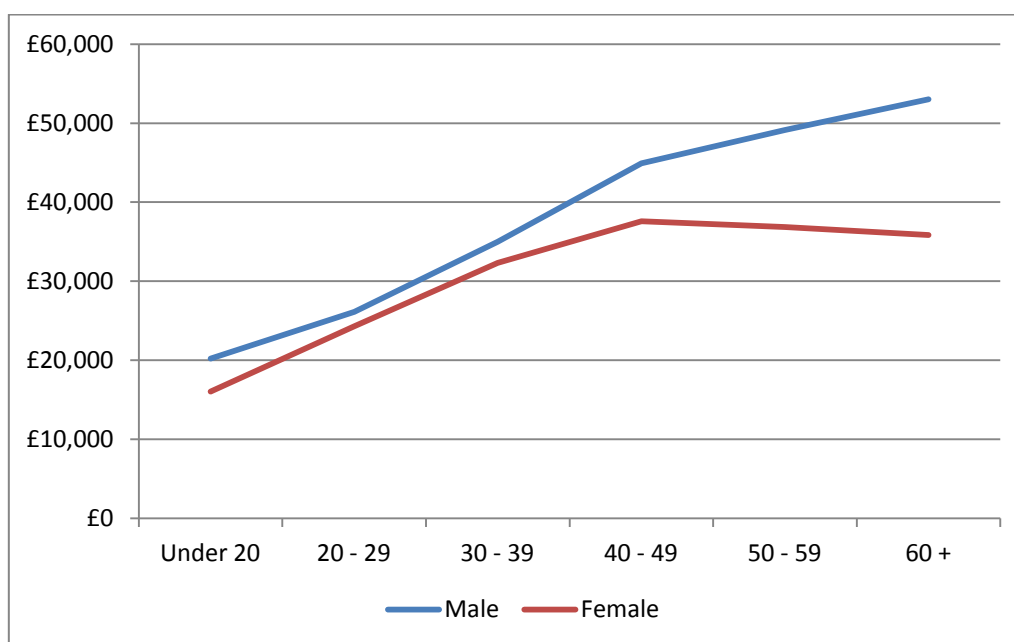
**Figure 3: Average Basic Pay and Gender Basic Pay Gap by Age Band**

The table below shows how the gender pay gap increases with age:

Age Band	All Staff Ave Basic Pay	Male Ave Basic Pay	Female Ave Basic Pay	Basic Pay Gender Gap %
20 – 29	25,030	26,123	24,319	6.9
30 – 39	33,487	34,998	32,322	7.6
40 – 49	40,932	44,926	37,585	16.3
50 – 59	42,640	49,144	36,857	25.0
60 +	45,919	53,032	35,840	32.4

**Figure 4: Average Basic Pay for Male and Female Staff by Age Band**

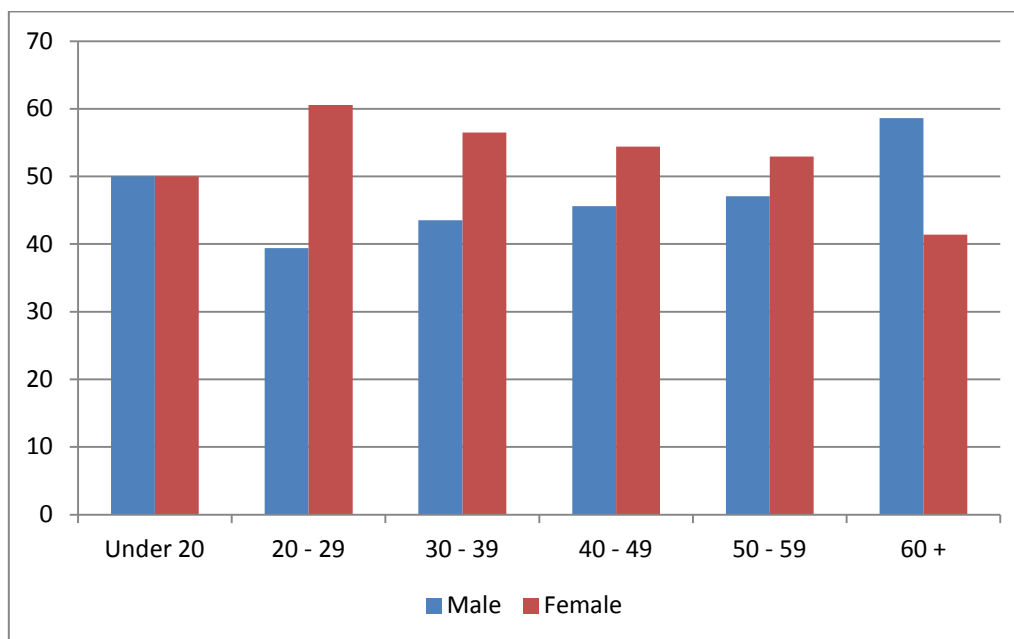
The chart below shows that male average basic pay continues to rise steadily with age. Female average basic pay is only slightly behind male average basic pay until age 30 to 39, after which it falls increasingly behind male earnings. Beyond age 40 – 49 female earnings start to decline.



# CAPITA

**Figure 5: Breakdown of Male and Female Staff by Age Band**

The chart below shows the gender mix of the workforce by age band; for example, within the 20 – 29 years age band 61% of staff are female and 39% are male. The chart shows that female staff predominate in all age bands from age 20 to 59, The level of female predominance decreases with age and the majority of age 60 and over staff are male.



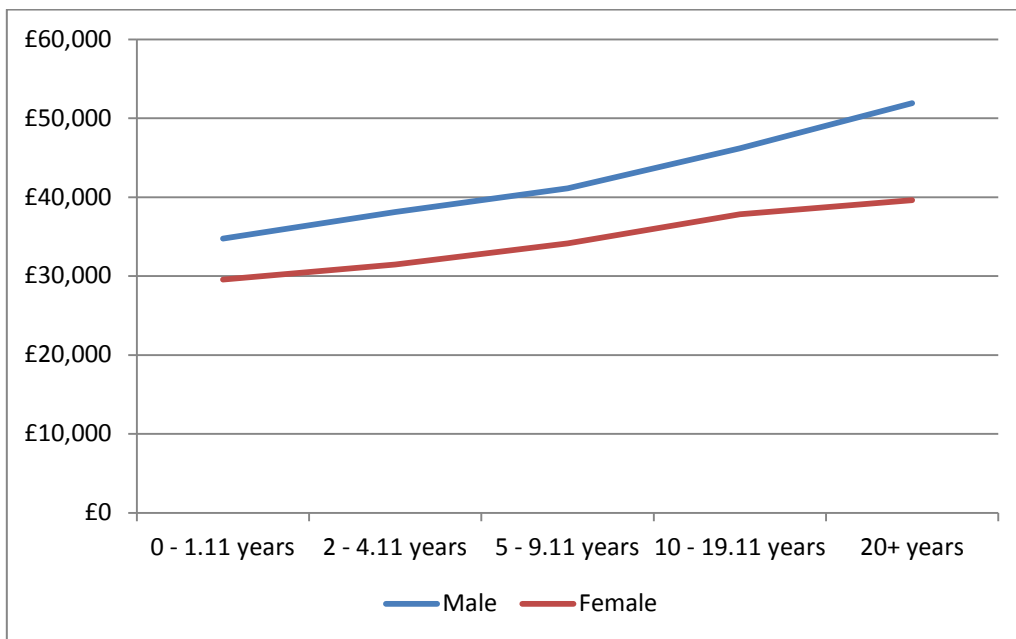
**Figure 6: Average Basic Pay and Basic Pay Gender Gap by Staff Service**

The table below shows the gender pay gap generally increases with length of service.

Service	All Staff Ave Basic Pay	Male Ave Basic Pay	Female Ave Basic Pay	Basic Pay Gender Gap %
0 – up to 2 years	31,898	34,752	29,557	14.9
2 – up to 5 years	34,300	38,121	31,461	17.5
5 – up to 10 years	37,066	41,138	34,140	17.0
10 – up to 20 years	41,693	46,192	37,833	18.1
20 and more years	46,524	51,925	39,598	23.7

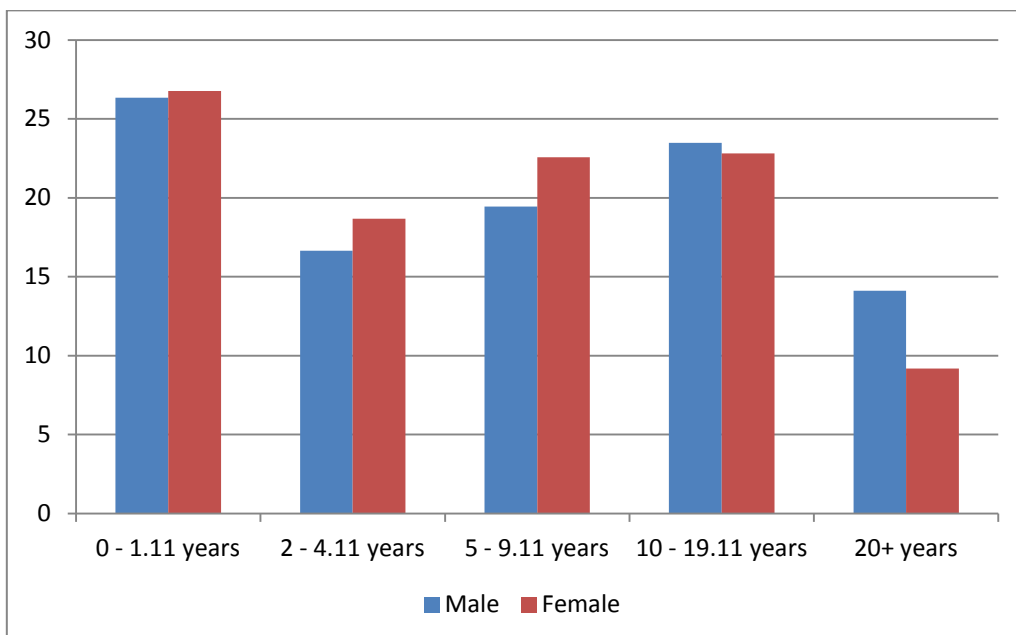
# CAPITA

**Figure 7: Average Basic Pay for Male and Female Staff by Staff Service**



The chart above shows how male average basic pay continues to rise steadily with length of service. Female average basic pay rises at a slower rate and this is particularly noticeable after 20 years' service. With the exception of staff with 20 years' service or more, the majority of staff in each service band are female.

**Figure 8: Distribution of Male and Female Staff by Staff Service Band**



The chart above shows the gender distribution of the workforce by length of service. Some 27% of female staff have less than 2 years' service (compared to 26% of male staff) and only 9% have more than 20 years' service (compared to 14% of male staff).



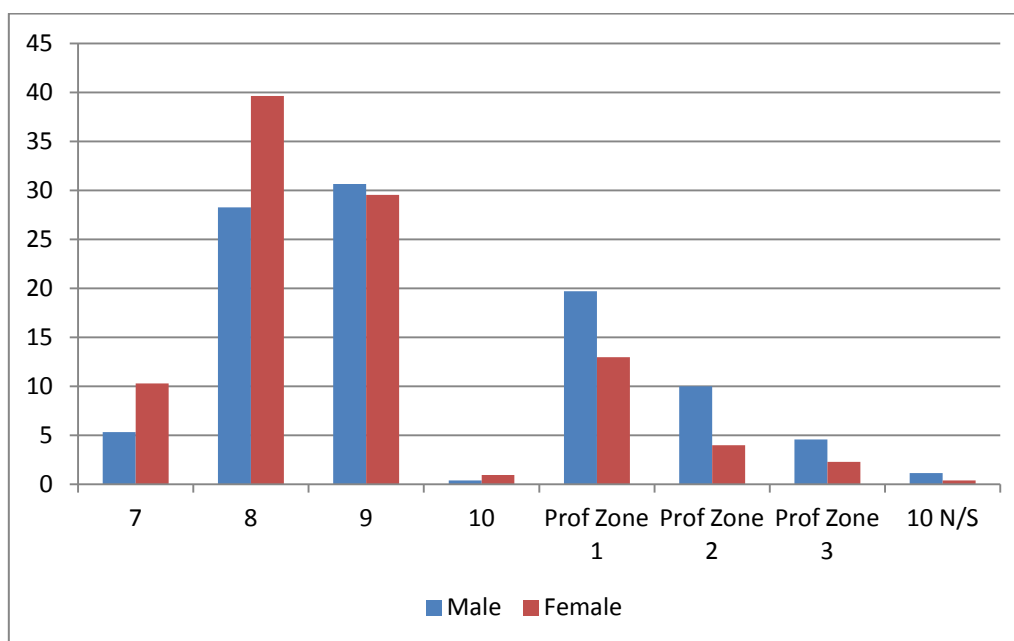
## Figure 9: Basic Pay Gender Gap by Staff Group

Figure 9 shows, in a table, the size of the overall difference in the average basic pay earned by all male and female staff within each staff group.

Staff Group	All Staff Ave Basic Pay	Male Ave Basic Pay	Female Ave Basic Pay	Basic Pay Gender Gap %
Academic	57,546	59,875	52,883	11.7
Ancillary Support	19,180	20,521	17,787	13.3
Clerical Support	24,850	25,006	24,807	0.8
Professional & Managerial	43,174	45,578	41,608	8.7
Research	35,384	35,579	35,165	1.2
Teaching	38,972	39,025	38,941	0.2
Technical Support	28,250	28,908	27,087	6.3

# CAPITA

**Figure 10: Distribution of Male and Female Academic Staff by Grade**



The table below shows the number (and proportion) of male and female academic staff in each grade.

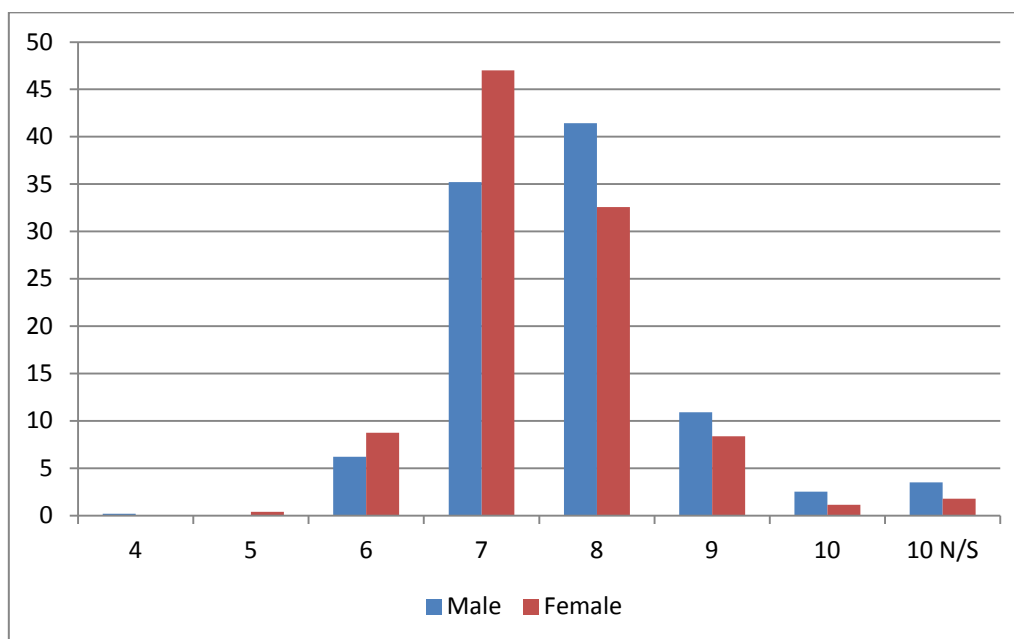
Grade	Male (count)	Male (% of male staff)	Female (count)	Female (% of female staff)
7	56	5.3	54	10.3
8	297	28.3	208	39.6
9	322	30.6	155	29.5
10	4	0.4	5	1.0
Prof Zone 1	207	19.7	68	13.0
Prof Zone 2	105	10.0	21	4.0
Prof Zone 3	48	4.6	12	2.3
10 N/S	12	1.1	2	0.4
<b>Total staff</b>	<b>1,051</b>	<b>100.0</b>	<b>525</b>	<b>100.0</b>

The significant gender basic pay gap of 11.7% for academics is the result of the uneven gender distribution of staff by grade. Some 67% of academic staff are male.

At the lower end, the proportion of female staff in grade 7 (10%) is nearly twice that of male staff (5%), whilst at the opposite end only 21% of female staff are in grades above grade 9, compared to 36% of males.

# CAPITA

**Figure 11: Distribution of Male and Female Professional and Managerial Staff by Grade**



The table below shows the number (and proportion) of male and female professional and managerial staff in each grade.

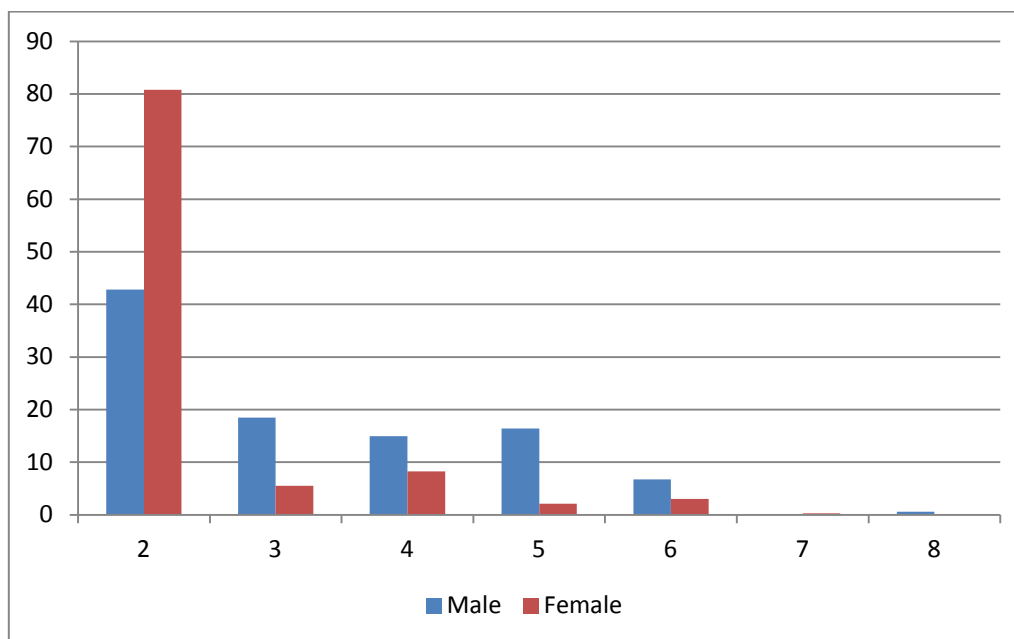
Grade	Male (count)	Male (% of male staff)	Female (count)	Female (% of female staff)
4	1	0.2	0	0.0
5	0	0.0	3	0.4
6	32	6.2	69	8.7
7	181	35.2	371	47.0
8	213	41.4	257	32.6
9	56	10.9	66	8.4
10	13	2.5	9	1.1
10 N/S	18	3.5	14	1.8
<b>Total staff</b>	<b>514</b>	<b>100.0</b>	<b>789</b>	<b>100.0</b>

Some 61% of professional and managerial staff are female. At the lower end, over half (56%) of female staff are in grades 6 and 7, compared to 41% of male staff. At the higher end, there more male staff than female staff in the top grades: 58% of male staff are in grade 8 or above, compared to only 44% of female staff.

The uneven gender distribution of staff by grade explains the significant gender basic pay gap of 8.7% for all professional and managerial staff.

# CAPITA

**Figure 12: Distribution of Male and Female Ancillary Staff by Grade**



The table below shows the number of male and female ancillary staff in each grade.

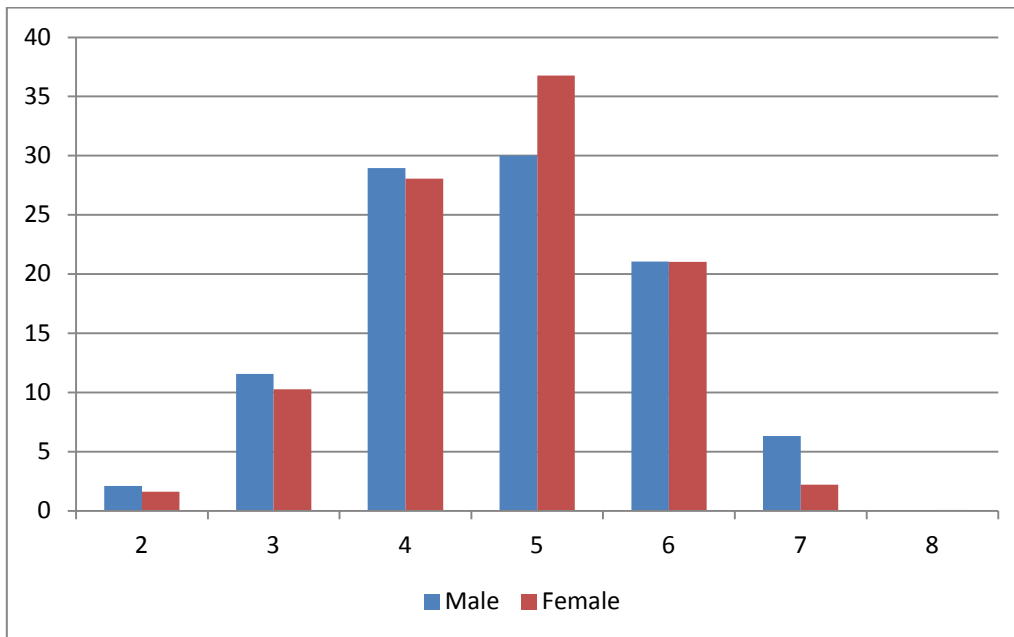
Grade	Male (count)	Male (% of male staff)	Female (count)	Female (% of female staff)
2	146	42.8	265	80.8
3	63	18.5	18	5.5
4	51	15.0	27	8.2
5	56	16.4	7	2.1
6	23	6.7	10	3.0
7	0	0.0	1	0.3
8	2	0.6	0	0.0
<b>Total staff</b>	<b>341</b>	<b>100.0</b>	<b>328</b>	<b>100.0</b>

The chart and table above shows there is a much higher proportion of female staff in grade 2 and a lower proportion of female staff in other grades. Some 81% of female ancillary staff are on grade 2, compared with only 43% of male staff.

The uneven gender distribution of staff by grade explains the significant gender basic pay gap of 13.3% for ancillary staff.

# CAPITA

**Figure 13: Distribution of Male and Female Clerical Staff by Grade**



The table below shows the number of male and female clerical staff in each grade.

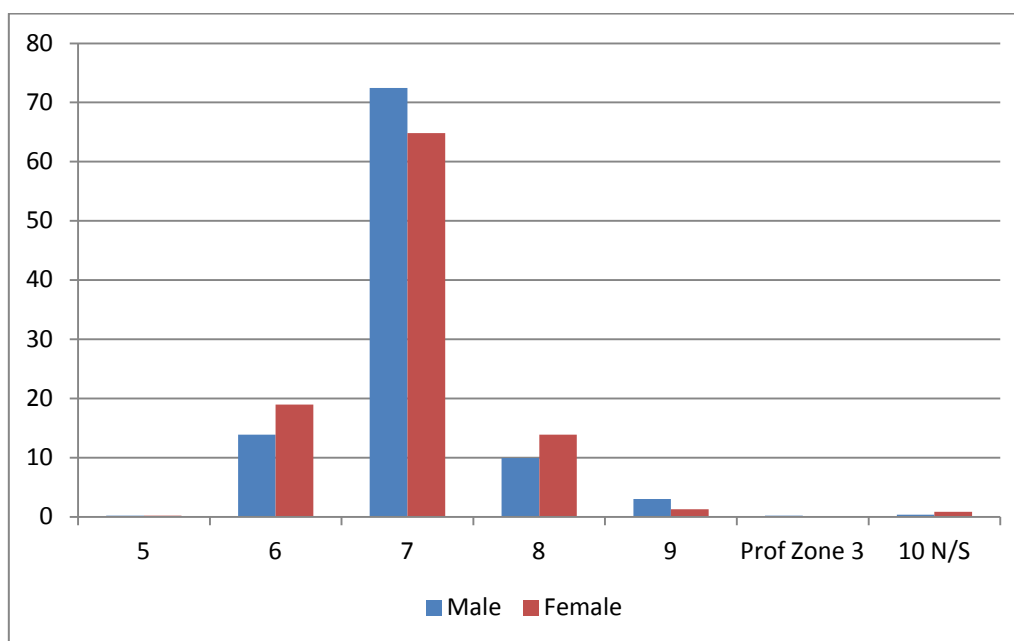
Grade	Male (count)	Male (% of male staff)	Female (count)	Female (% of female staff)
2	8	2.1	22	1.6
3	44	11.6	140	10.3
4	110	28.9	383	28.1
5	114	30.0	502	36.8
6	80	21.1	287	21.0
7	24	6.3	30	2.2
8	0	0.0	1	0.1
<b>Total staff</b>	<b>380</b>	<b>100.0</b>	<b>1,365</b>	<b>100.0</b>

The chart and table above show there is a fairly even distribution of male and female staff by grade. More than 57% of male staff are within grades 5 to 8, compared to 60% of female staff; correspondingly, 43% of male clerical staff are within grades 2 to 4, compared with 40% of females.

The overall analysis of the average basic pay for all male and female clerical staff did not show a significant gender basic pay gap, with male staff earning 0.8% more average basic pay than female staff.

# CAPITA

**Figure 14 Distribution of Male and Female Research Staff by Grade:**



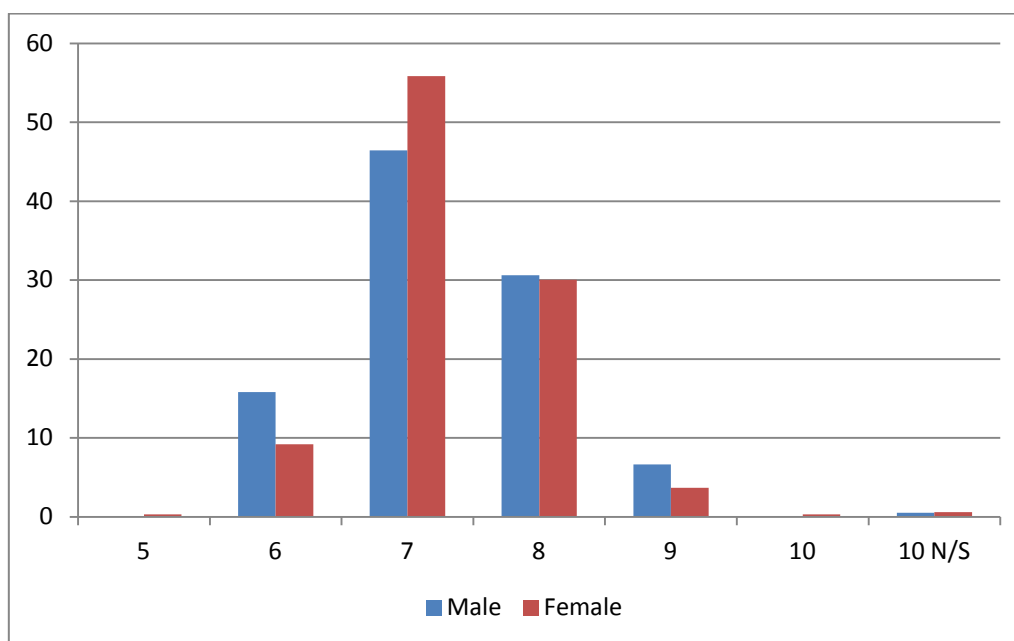
The table below shows the number (and proportion) of male and female research staff in each grade.

Grade	Male (count)	Male (% of male staff)	Female (count)	Female (% of female staff)
5	1	0.2	1	0.2
6	74	13.9	90	18.9
7	387	72.5	308	64.8
8	53	9.9	66	13.9
9	16	3.0	6	1.3
Prof Zone 3	1	0.2	0	0.0
10 N/S	2	0.4	4	0.8
<b>Total staff</b>	<b>534</b>	<b>100.0</b>	<b>475</b>	<b>100.0</b>

The chart and table above shows the proportion of female research staff in grades 6 and 7 (84%) is very similar to the proportion of male staff (86%), and there are slightly more female staff within grade 8 (14% compared to 10% of males). The gender distribution is generally more even than for other staff groups, the overall gender pay gap is 1.2% in favour of male research staff.

# CAPITA

Figure 15: Distribution of Male and Female Teaching Staff by Grade.



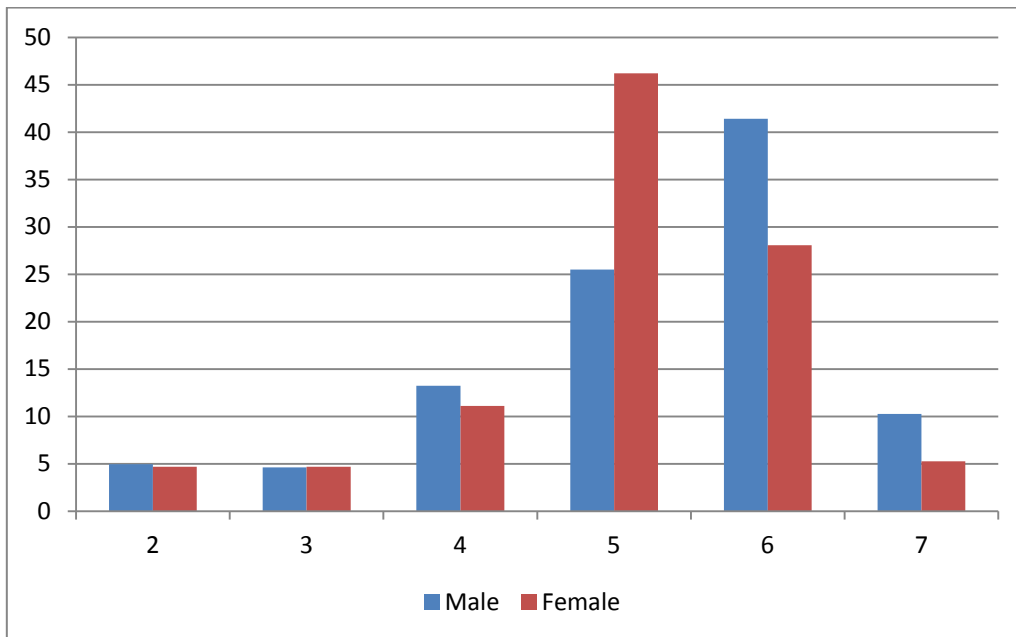
The table below shows the number of male and female teaching staff in each grade.

Grade	Male (count)	Male (% of male staff)	Female (count)	Female (% of female staff)
5	0	0.0	1	0.3
6	31	15.8	30	9.2
7	46	46.4	182	55.8
8	60	30.6	98	30.1
9	13	6.6	12	3.7
10	0	0.0	1	0.3
10 N/S	1	0.5	2	0.6
<b>Total staff</b>	<b>196</b>	<b>100.0</b>	<b>326</b>	<b>100.0</b>

Virtually all teaching staff (99%) are on grades 6 to 9. The table above shows that 65% of female teaching staff are on the two lower grades (6/7) and 34% on the two higher grades (8/9); the proportions for male teaching staff are broadly similar, at 62% and 37% respectively. The overall gender basic pay gap is 0.2% in favour of male teaching staff.

# CAPITA

Figure 16 Distribution of Male and Female Technical Staff by Grade.



The table below shows the number of male and female technical staff in each grade.

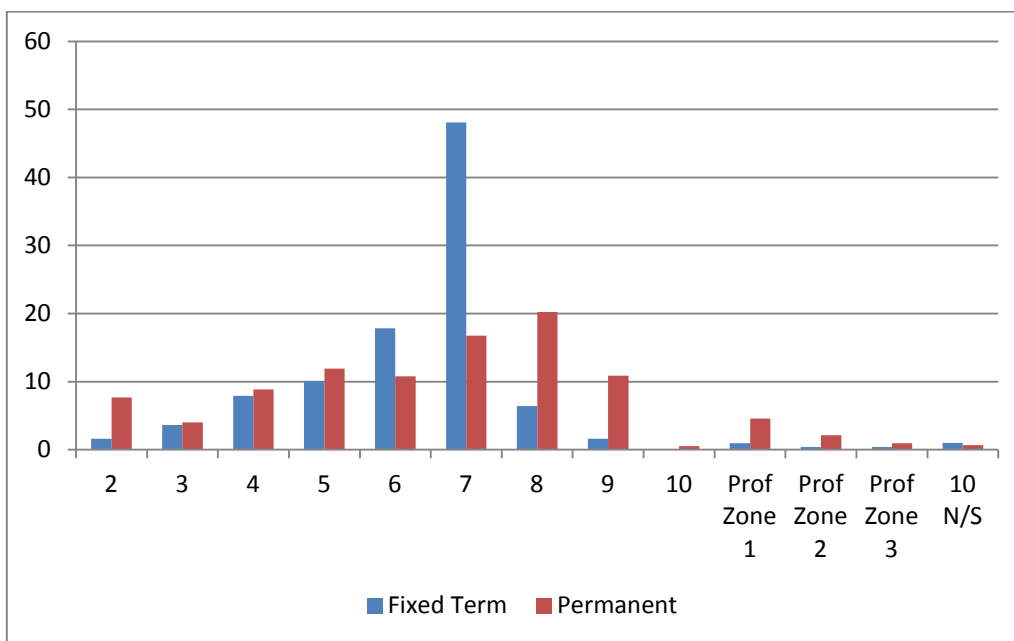
Grade	Male (count)	Male (% of male staff)	Female (count)	Female (% of female staff)
2	15	5.0	8	4.7
3	14	4.6	8	4.7
4	40	13.2	19	11.1
5	77	25.5	79	46.2
6	125	41.4	48	28.1
7	31	10.3	9	5.3
<b>Total staff</b>	<b>302</b>	<b>100.0</b>	<b>171</b>	<b>100.0</b>

The chart and table above show a higher proportion of female technical staff in grade 5 (46%, compared to 26% for males), but a lower proportion of female staff in the highest grades, grade 6 and 7 (33% compared to 52% of males). This is likely to account for the significant overall pay gap whereby male technical staff earn 6.3% more than female technical staff.



# CAPITA

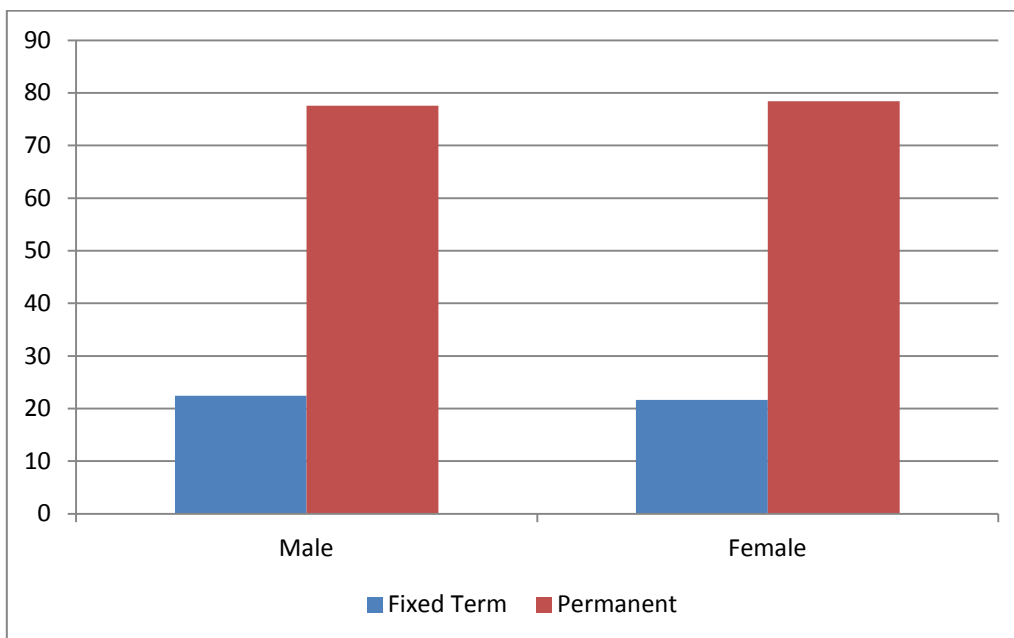
**Figure 17: Distribution of Fixed Term and Permanent Contract Staff by Grade.**



The proportion of fixed term staff in grades 6 and 7 is significantly higher, while there are significantly more permanent staff in the higher grades of 8 and above.

It is this uneven distribution of fixed term and permanent staff by pay grade that explains the significant overall pay gap of 16.1% in favour of permanent staff.

**Figure 18: Proportion of Male and Female Staff on Fixed Term and Permanent Contracts**

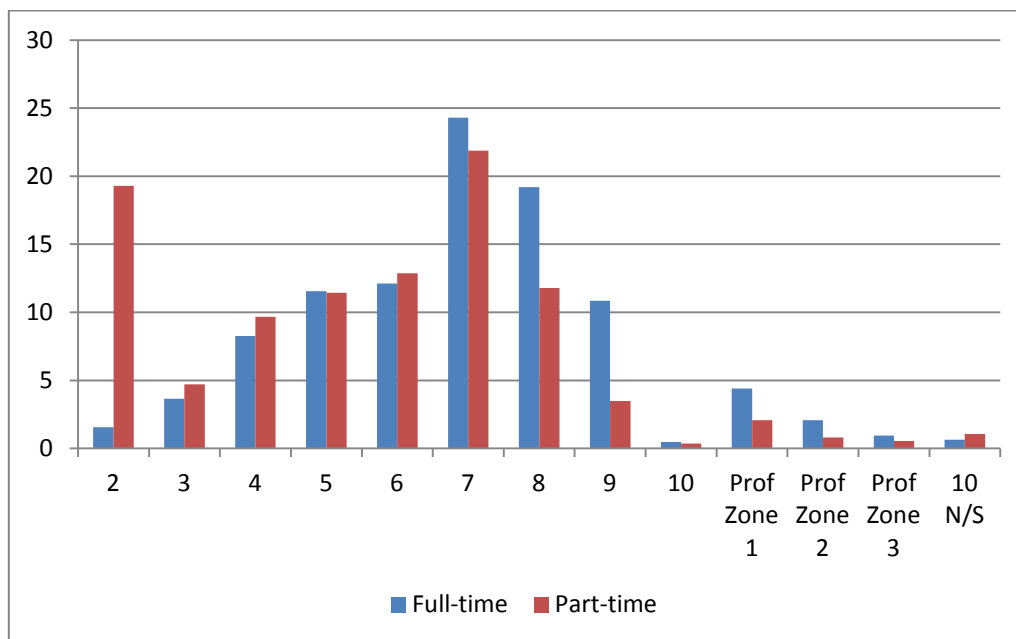


The chart above shows that, to the proportions of male and female staff on fixed term or permanent contracts are very similar.

**Figure 19: Basic Pay Part-time and Full-time Contract Status Gap**

Part Time/Full Time	All Staff Average Basic Pay
Full Time	£39,273
Part Time (FTE salary)	£32,173
Contract Status Gap %	18.1%

**Figure 20: Distribution of Full-Time and Part-Time Staff by Grade**

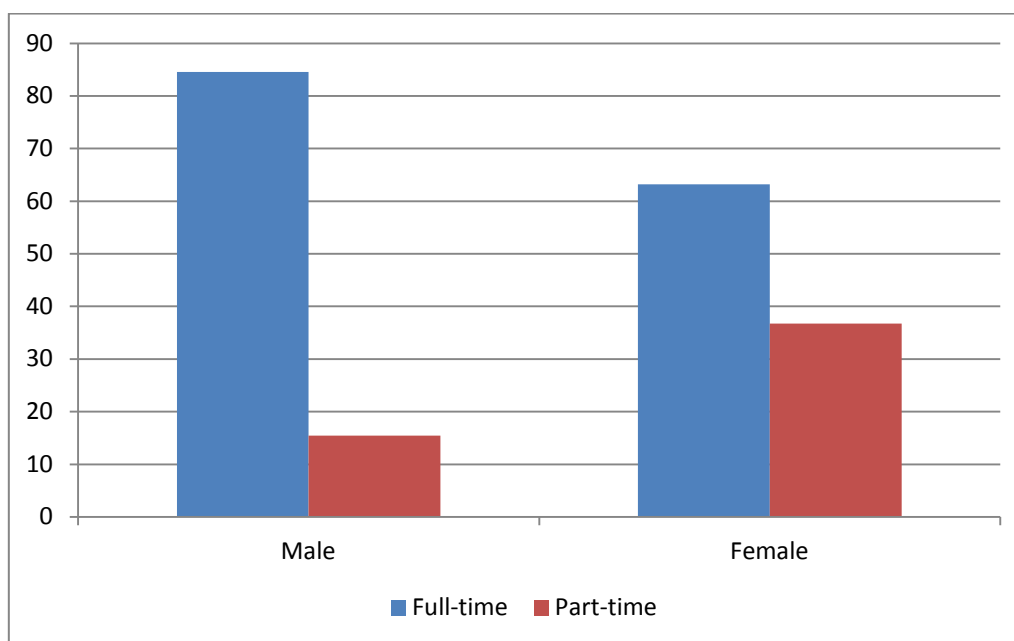


The chart above shows the distribution of full and part time staff by grade. Slightly over 19% of part-time staff are in the lowest grade, grade 2. The proportion of full-time staff in grade 7 and above (63%) is higher than the proportion of part-time staff (42%).

The uneven distribution of part-time and full-time staff by pay grade helps to explain the significant pay gap of 18.1% in favour of full-time staff.

# CAPITA

**Figure 21: Proportion of male and female staff working full and part time staff**



The chart above shows that the proportion of female staff (37%) working part-time is significantly higher than the proportion of male staff (15%).

**Figure 22: Average starting basic pay for all staff, male and female staff and the basic starting pay gender gap by grade.**

Pay Scale Grade	All Staff Ave Starting Basic Pay	Male Ave Starting Basic Pay	Female Ave Starting Basic Pay	Basic Starting Pay Gender Gap %
2	15,651	15,689	15,616	0.5
3	17,164	17,166	17,163	0.0
4	19,948	20,006	19,926	0.4
5	24,005	23,902	24,056	-0.6
6	28,040	28,062	28,025	0.1
7	33,643	33,577	33,708	-0.4
8	42,299	42,041	42,587	-1.3
9	52,879	53,225	52,398	1.6

Note: The sample size of new staff in grades 10, 10 N/S and the Professorial Zones are too small to conduct a robust analysis.

# CAPITA

**Figure 23: Average starting basic pay for all staff, white and BME staff and the basic starting pay ethnicity gap by grade.**

Pay Scale Grade	Do not wish to give info/ not known Ave Starting Pay	White Ave Starting Pay	BME Ave Starting Pay	Basic Starting Pay Ethnicity* Gap %
2	15,572	15,666	15,713	-0.3
4	19,697	20,010	20,150	-0.7
5	23,880	24,044	23,951	0.4
6	28,002	28,176	27,617	2.0
7	33,731	33,679	33,302	1.1
8	42,454	42,342	41,569	1.8

\* Gap expressed as the % BME staff earn less than white staff. Note: The sample size of new staff in grades 3, 9, 10, 10 non standard and the three Professorial Zones are too small to conduct a robust analysis.

**Figure 24: Average starting basic pay for all staff, fixed term and permanent staff and the basic starting pay contract status gap by grade.**

Pay Scale Grade	All Staff Ave Starting Basic Pay	Fixed Term Ave Starting Basic Pay	Permanent Ave Starting Basic Pay	Basic Starting Pay Contract Status (FT v Permanent) Gap* %
2	15,651	15,566	15,672	0.7
3	17,164	17,136	17,184	0.3
4	19,948	19,864	20,054	0.9
5	24,005	23,993	24,023	0.1
6	28,040	27,851	28,939	3.8
7	33,643	33,384	34,940	4.5
8	42,299	43,142	41,998	-2.7
9	52,879	54,053	52,475	-3.0

\* Gap expressed as the % fixed term staff earn less than permanent staff. Negative value indicates where fixed term staff earn more than permanent staff. Note: The sample size of new staff in grades 10, 10 non standard and the three Professorial Zones are too small to conduct a robust analysis.

# CAPITA

**Figure 25: Average starting basic pay for all staff, full and part time staff and the basic starting pay contract status gap by grade**

Pay Grade	All Staff Ave Starting Basic Pay	Full Time Ave Basic Starting Pay	Part Time Ave Starting Basic Pay	Basic Starting Pay Contract Status (Part/Full Time) Gap %
2	15,651	15,669	15,645	0.2
3	17,164	17,144	17,202	-0.3
4	19,948	19,845	20,263	-2.1
5	24,005	23,955	24,141	-0.8
6	28,040	28,355	27,447	3.2
7	33,643	33,406	34,326	-2.8
8	42,299	42,100	43,263	-2.8

Gap expressed as the % part time staff earn less than full-time staff. Negative value indicates where part-time staff earn more than full-time staff. Note: The sample size of new staff in grades 9, 10, 10 non standard and the three Professorial Zones are too small to conduct a robust analysis.

# CAPITA

## Notes

### Methodology

The methodology used for the audit followed JNCHES and EHRC recommendations and was designed to assess the areas of greatest risk and enable the University to identify the actions it needs to take to ensure it does not discriminate and to identify areas where further work may be required. This involved:

- An analysis of the University's pay structure and its staffing establishment.
  - We were provided with documentation in respect of the current pay grades for staff employed by the University.
- Using payroll data and data on the staffing establishment we then carried out an analysis of average pay to identify differences between equality groups and where these exceeded the EHRC guidelines.

To enable pay to be compared for staff working different numbers of hours, earnings data was standardised to the basis of 162.50 hours a month.

The data was then analysed to show where there are significant differences in pay. For simplicity, the formula used for gender analysis was  $(M \text{ less } F) / \text{divided by } M \times 100$ ; where M = average male salaries or earnings and F = average female salaries or earnings, e.g. if men earn £125 and women earn £100, women earn 20% less than men – this can also be stated as men earning 25% more than women.

Other formulae used were

FT - PT/FT x100 where FT = average full time pay and PT=average part time pay

Permanent - Fixed Term/Permanent x100

White - BME/White x100

- To identify possible causes of differences in pay, an analysis of the University's workforce profile was undertaken. This included a profile of each equality group, i.e. gender, ethnicity and age in terms of:
  - The staff group they are employed in
  - The grades the groups are employed in
  - Working patterns (full-time/part-time and fixed term/permanent contract)

These analyses are shown in the report as charts, which make patterns and differences easy to identify. In general where a pay difference is significant as defined by the EOC they are shown in red (> 5%) and blue (> 3%). Detailed data for the charts is provided in the Appendix.

Sub analysis has not been published where there are only 10 or fewer individuals in a particular group because the results are not likely to be robust. Difference in pay levels for

# CAPITA

other small groups may also need to be treated with caution because they may not be typical.

## **Job Evaluation**

We have not conducted an audit of the HERA job evaluation scheme used by the University and the process of using it to implement the pay and grading structure set out below.

We are aware that HERA was developed after a significant period of trials and testing.

## **Definitions and Assumptions**

The numbers of staff receiving additional payments to basic pay is small and, although some of the payments can be significant, the receipt or non-receipt of these payments is unlikely to have any significant impact on the pay gap analysis for different equality groups. This does not mean that the arrangements for making these payments should not be checked to ensure that there are demonstrably fair and there is no inequality treatment of staff in different equality groups.

The analysis of the basic pay of “new starters” looks at the pay of the 1,306 staff with less than 12 months’ service at July 2015 in order to see if there were any significant differences in pay by equality group. We assumed that the pay of these staff was unlikely to have increased since they started their employment with the University and that their pay at July 2015 would effectively be their starting pay.

We have assumed that the pay data provided for July 2015 is representative of the pay of the individuals employed by the University of Leeds.