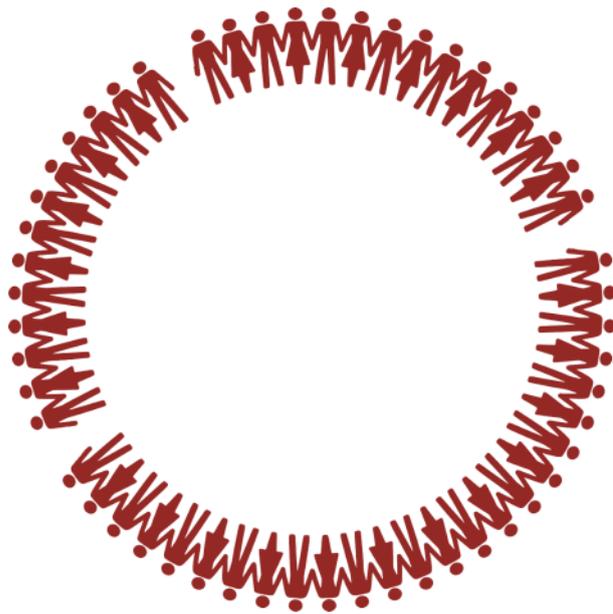


University of Sussex Gender Pay Gap

Report for the year 2016/2017



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Background

All employers with 250 or more employees are now required by law¹ to publish their gender pay gap annually. This will be the first year of compulsory reporting of gender pay gaps. Going forward this data will be published annually.

Publication must include mean and median gender pay gaps, the mean and median gender bonus gaps, the proportion of men and women who received bonuses, and the proportions of male and female employees in each pay quartile.

The **gender pay gap** is a measure of disadvantage (a gap) expressed as a comparison between what, on average, men earn and what, on average, women earn across an organisation. Detailed guidance² has been produced on how this is calculated and the data in this report follows that guidance.

The gender pay gap is based on the calculated “hourly pay” for each relevant employee, which means that data for part-time staff are directly comparable with data for full-time staff.

The gender pay gap data is based on a snapshot date of 31.03.17. For the bonus pay calculations, the relevant period is the 12 month period leading up to the snapshot date.

A gender pay gap is different from an **equal pay gap**. Equal pay is the right for men and women to be paid the same for the same/equivalent work or work of equal value. Equal pay reviews are used to establish whether there are significant pay differences (gaps) for people doing ‘equal work’. A gender pay gap is not necessarily an indication of an equal pay gap.

This report sets out the University’s gender pay gap data for 2016/17³, a high level analysis of the causes of our gender pay gap and the actions we are taking to reduce the gap.

¹ The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017

² ACAS/Government Equalities Office guidance on Managing Gender Pay Reporting (March 2017); CIPD guidance on Gender Pay Gap Reporting (March 2017)

³ For this first reporting year, we have been unable to include in the reported aggregates associate tutors and casual staff. Their exclusion is unlikely to have much effect on the reported figures. However, where relevant to the legislation, they will be included in future years.

Gender pay gap

The mean gender pay gap for the University is 20.8%. The median gender pay gap is 15.3%.

Our staff equality data shows representation of women throughout the organisation is pyramidal, with the percentage of women reducing at each level.

At Grade 10 the workforce is 69% male and 31% female whilst at Grade 2 it is 33% male and 67% female. It is this under representation of women at the higher levels of the organisation that is leading to a gender pay gap.

The median gender pay gap is 15.3%, significantly lower than the mean gender pay gap. This demonstrates that the data is skewed by the majority of high earners being men.

Equal pay at Sussex

The most recent University review into equal pay indicates that Sussex does not have an institutional equal pay issue. The University undertakes an equal pay review every 4-5 years. This allows us to check that no inequality is built into our pay structures. Our grading and pay scales are based on the national framework agreed for all Universities. These are based on the principle of equal pay for work of equal value, with the application of pay points to staff being transparent, consistent and fair.

The most recent University equal pay review, conducted in December 2016, identified only one pay gap by grade that requires further analysis. This was at Grade 8 (a 5.72% median pay gap in favour of men). We are investigating the cause of this gap but overall there is no suggestion that the gender pay gap is the result of an equal pay issue.

Gender Composition by Quartiles

The table below shows the percentage of staff by sex by quartiles. The quartiles split employees evenly into four quarters based on pay. This data shows that for three quarters of our workforce women have greater or equal representation to men. It is only in the final quartile, which contains the highest paid staff, that the representation of women is lower at just over a third.

It is this under representation of women in the highest paid roles that is the underlying cause of the gender pay gap.



Quartile	Men	Women
Lower quartile	32%	68%
Lower-middle quartile	43%	57%
Upper-middle quartile	50%	50%
Upper quartile	65%	35%

Bonus pay gap

The mean bonus pay gap at 58.2% is significantly higher than the mean gender pay gap of 20.8%. Women are receiving lower bonuses than men on average.

The proportion of male and female relevant employees who were paid bonus pay in the 12 month period up to 31 March 2017 shows that 119 men received a bonus compared to 120 women. Due to the overall gender composition (which is 53% female), this equates to a slightly lower proportion of women (7.5%) than men (8.4%) receiving bonus payments.

We know that a significant factor in causing this differential is the awarding of NHS clinical excellence awards. These are paid to eligible staff and are not part of the University's pay award and therefore not within our control. Therefore we recognise that any actions we take will only go some way towards closing this gap.

The value of non-consolidated discretionary bonuses generally increases with increasing grade. As there is a greater representation of men than women at senior grades, this will make the average bonus for men higher than that of women.

Another possible cause is the award of bonuses on a pro-rata basis which means that part-time staff receive a lower bonus amount compared to full-time staff. 32% of all employees are part-time but a higher proportion of these are women (63%) compared to men (37%). Therefore if bonuses have been pro-rated this would be reflected in a larger bonus pay gap as the amounts are not adjusted as with the main gender pay data.

We are undertaking further analysis to better understand and address the underlying causes that we have control of that contribute to the bonus pay gap.

Explaining the causes of our gender pay gap

Overall our analysis illustrates that our gender pay gap is not an equal pay issue, but is instead rooted in the under representation of women in the higher grades within our workforce. We have explored the reasons for this and how we can address it. The key drivers for gender pay gaps are complex and feed into each other.

The representation gap for women within the organisation suggests that one or more of the following is occurring: women are not rising through the ranks; we are failing to attract women to senior posts; and/or we have poor retention of women. We have no evidence of a poor retention rate for women so our analysis has focused on the first two factors.

Flexible Working

We have explored a potential correlation between a lack of part-time and flexible working opportunities at more senior levels with the representation gap at these levels. 32% of our employees are part-time and of these part-time staff, 63% are female. The mean pay gap between full-time and part-time staff is 16.8%, which indicates that full-time staff are disproportionately represented in higher level/higher paid roles.

This suggests that a lack of availability of flexible and part time working in senior roles may be blocking progression for women working part-time within the organization. Equally it may be a factor in fewer women applying for or accepting senior roles.

Our current approach to flexible working was highlighted in a series of focus groups as a barrier for those returning from maternity leave.

Recruitment

As part of our Athena SWAN⁴ work, several Schools have already reviewed their recruitment practices to ensure that inclusive language is used in job advertisements and that our advertisements attract a diverse group of candidates.

Analysis by grade shows that the under representation of women starts from grade 8 and continues into grades 9 and 10. We are reviewing data relating to recent high level appointments to understand how women are represented throughout the process to better target our action. The review will also investigate if there are any differences in starting salaries for men and women.

⁴ The Athena SWAN Charter advances the representation of women in science, technology, engineering, medicine and mathematics (STEMM) in higher education.

The University uses recruitment agencies to support recruitment campaigns for senior positions. We will review the briefing we provide to these agencies to ensure they are seeking a diverse range of applicants. We will also request feedback from them if they have been unable to identify more women applicants to understand if the University can make changes to improve this.

The University encourages those who participate on recruitment panels to undertake training in unconscious bias and several STEM⁵ Schools have made this mandatory as part of their Athena SWAN action plans. Further work needs to be done to reduce the impact of unconscious bias on recruitment decisions.

Progression

We have made progress with the percentage of female professors increasing from 26% in January 2013 to 31% in December 2017, but we know we need to do more to increase the proportion of women in our upper quartile pay band.

Historically women were less likely than men to put themselves forward for academic promotion. Through our Athena SWAN programmes we have taken actions to encourage more applications from women by holding workshops on the academic promotions procedure to demystify the process.

A revision to the academic promotion procedure allows individuals to declare personal circumstances, for example, periods of maternity leave, and for these to be taken into account by promotion panels.

We have started to see an increase in applications for academic promotion from women, but the full benefits will take some time.

⁵ Science, technology, engineering, medicine and mathematics (STEMM)

Our Action Plan

We are committed to tackling our gender pay gap. Actions that will be taken to tackle our Gender Pay Gap are:

1. Flexible Working

1.1 We believe that the biggest impact in tackling recruitment and progression issues will be to re-design our ways of working to become flexible by default. This approach will benefit all employees but is likely to have the most significant impact for women. In addition to addressing the gender pay gap this approach will open up more opportunities to a wider range of staff/applicants, attracting a more diverse workforce.

1.2 Flexible Sussex forms a key part of our Equality, Diversity and Inclusion Strategy under our new Strategic Framework. Our Flexible Sussex agenda will tackle this by changing the way in which we apply our policies and having a culture where we say 'yes' unless there is good reason to say 'no'.

1.3 We will take a proactive approach to flexible working, encouraging and supporting individuals who want greater flexibility and making it easy to arrange and change.

2. Recruitment

2.1 All positions will be advertised as suitable for flexible working by default, unless a clear business case can be made for not doing so. This reason should be clearly stated in the job advertisement to help applicants understand the constraints.

2.2 We will review recruitment data at application, interview and appointment stages for roles advertised for posts at grades 8-10 to identify at what stage in the process we see a drop off in female applicants. We will also review the guidance on starting salaries to ensure there is no unconscious bias in these decisions.

2.3 We will introduce mandatory unconscious bias training for all those involved in the recruitment process.

2.4 We will review the guidance given to recruitment agencies used for filling senior roles to ensure a diverse pool of candidates is actively sought.

3. Progression

3.1 We will ensure that our review of the academic promotions process actively promotes gender equality. The processes are designed to be fair and transparent and to minimise the risk of unconscious bias.

3.2 We will ensure that we manage and develop the talent of all our staff regardless of whether they choose to adopt flexible working arrangements or work traditional full-time hours. We are enhancing our career planning and mentoring for professional services staff and we hope this will increase visibility of women in the workforce.

4. Bonus Pay

4.1 We will undertake a review of our discretionary pay processes to ensure that they are fair and transparent and minimise the risk of unconscious bias.

OUR ACTION PLAN

FLEXIBLE WORKING

Benefits all employees, and women in particular.

Opens up more opportunities to a wider range of staff/applicants, attracting a more diverse workforce.



RECRUITMENT

Positions will be advertised as suitable for flexible working by default.

Mandatory unconscious bias training for everyone involved in the recruitment process.

PROGRESSION

Our academic promotions process will actively promote gender equality.

Enhancing career planning/mentoring for professional services staff to increase visibility of women in the workforce.



BONUS PAY

Review our discretionary pay processes to ensure they are fair and transparent and minimise the risk of unconscious bias.