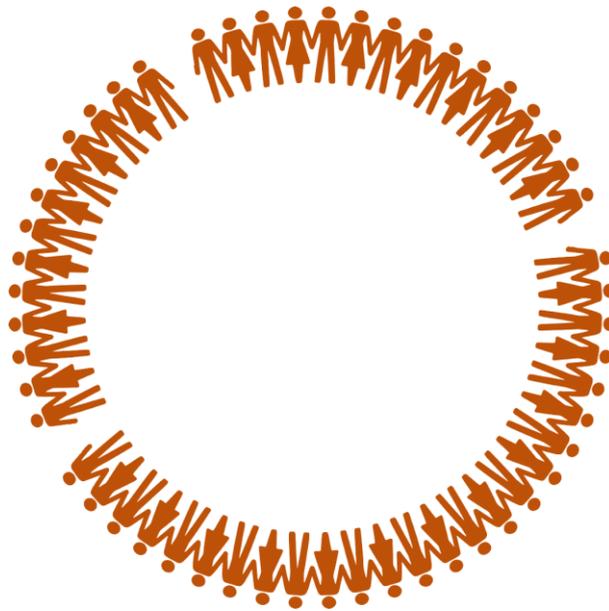


University of Sussex Gender Pay Gap Report

2019



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1. Background

1.1. Our Gender Pay Gap data for 2019 is provided at Annex A. The data shows an increase for both our mean and median gender pay gaps compared to last year.

1.2. Whilst it is disappointing to see an increase rather than an improvement it is not unexpected. This is only the second year of data capture and we cannot yet determine any trends. We were not anticipating any significant change to our gender pay gap data this year. The snapshot date used for this year's pay gap reporting is 31 March 2018. This means that the data we are now reviewing are based on the position four weeks after the publication of the previous data set. Therefore none of our action plan had been implemented to influence this data.

2. Gender Pay Gap 2019

2.1. The mean gender pay gap is 22.5% (1.7% higher than last year's gap) and the median gender pay gap is 18.2% (2.9% higher than last year's gap). One reason for the increase in the gender pay gap figures is the change to the organisation make up. There has been a 5% increase in the number of women in the lower quartile pay band with no significant changes in the gender demographics of the other three quartiles. This explains why statistically the gender pay gap has increased.

2.2. The quartile distribution shows that the under-representation of women in the top quartile is still the main cause of the gender pay gap and that our actions need to focus on how to address this.

3. Gender Bonus Pay Gap 2019

3.1. The mean bonus pay gap is 65.2% and the median bonus pay gap is 40.0%. The proportions of males and females that received a bonus payment between 1 April 2017 and 31 March 2018 is almost the same at 10.8% and 10.7% respectively so the issue is not that more men than women receive bonuses. The mean and the median bonus pay gap are considerably further apart than last year with the mean increasing by 7% (from 58.2% to 65.2%) and the median decreasing by 10% (from 50% to 40%). This reflects the impact on the gap of the very high bonuses paid to some male employees, particularly clinical academic staff – in the form of Clinical Excellence Awards¹.

4. Causes of the Gender Pay Gap

4.1. Gender pay gaps within an organisation are a statistical indicator that help an organisation review how it recruits, retains, promotes and rewards its workforce to ensure that it is equitable. There are a number of factors which can lead to significant gender pay gaps.

Equal Pay

4.2. Equal pay is the right for men and women to be paid the same for the same/equivalent work or work of equal value. The University conducts regular equal pay reviews to ensure that there is no significant equal pay gap at any grade. The payscales for the vast majority of our staff are set nationally and progression within a payscale is through

¹ **Clinical excellence awards** recognise and reward the exceptional contribution of NHS consultants (including honorary NHS consultants) to the values and goals of the NHS and to patient care.

increments that are automatically applied based on length of service. This means that significant equal pay gaps are rare.

4.3. However we are not complacent about equal pay or any discretionary areas within our reward packages and we will continue to take action to eliminate any equal pay issues identified. As a result of our last equal pay review (December 2016), an equal pay gap was identified at Grade 8 which has since been investigated and we are pleased to report that further analysis shows no significant equal pay gap at this grade.

Organisational Composition

4.4. Organisational composition also affects the gender pay gap. Organisational composition shows how the genders are distributed throughout an organisation. Gender pay gaps emerge when the percentage of one sex varies significantly between the different pay quartiles. For Sussex this is a key factor behind our gender pay gap.

4.5. There is occupational segregation across employment sectors that is national within the UK workforce. Figures from the UK Commission for Employment and Skills (UKCES) published in 2015 show that 76.5% of administrative and secretarial roles are filled by female workers. This reflects the picture at Sussex. In our bottom quartile (which covers grades 1-4 and some of grade 5) the vast majority of roles are administrative professional services roles. So it is unsurprising that we have a gender imbalance within this quartile where the ratio of males to females is 27:73. Whilst we will take actions to ensure that these roles are not unconsciously gendered and seek to attract a wide range of candidates, this national occupational segregation is likely to continue to be reflected in our overall organisational gender composition. This will result in an inherent gender pay gap within our organisation.

4.6. In the middle two quartiles the ratio of males to females is close to 50:50 but for the top quartile it is 65:35. Therefore the focus of our actions is to address this imbalance in the top quartile. With an equal distribution of genders within the middle two quartiles of our organisation we need to address why this is not reflected through to the top quartile.

NHS Pay Scales

4.7. One additional factor that does create differences for Sussex is that some of our most highly paid staff are employed within our medical school. The pay scales and discretionary pay awards for Clinical Academics employed in University Medical Schools mirror the NHS pay system and are not within the control of the University. As explained last year, the bonus figures are heavily skewed by the Clinical Excellence Awards². When the Clinical Excellence Awards and any other bonuses paid to staff in BSMS are removed, the mean bonus pay gap is still large, but reduces to 31.3%³.

4.8. Although the guidance for calculation and formal publication of pay gaps and bonus pay gaps requires the inclusion of these staff, it will be important to review the success of our action plan against the data excluding these staff. Not all of the actions we take to address the pay gap overall will apply to this group and this will affect our ability to reduce the pay gap values.

² **Clinical excellence awards** recognise and reward the exceptional contribution of NHS consultants (including honorary NHS consultants) to the values and goals of the NHS and to patient care.

³ UCEA update 17:102 (22 December 2017) advises that Clinical Excellence Awards should be classified as bonus pay.

5. Action Plan

5.1. We have made a commitment to reduce our Gender Pay Gap by half by 2024⁴. We have set what we believe to be a bold target to achieve within 6 years. Once all of the factors described above are taken into account, it would be unrealistic to set a target to completely eliminate our gender pay gap. Therefore we believe that our initial target to halve the figure is ambitious but achievable. We have set a time period that reflects the fact that it will take a number of years for changes we are making to be reflected in the overall composition of our organisation. The majority of our staff are proud to work here and we are lucky to have good staff retention rates.

5.2. Our actions concentrate on those drivers we do control and that are most likely to improve the equality of opportunity and experience for females within our organisation. Annex B shows the action plan we published in March with progress against the actions. It is worth noting that despite good progress in implementing the action plan, these actions will be unlikely to have a significant effect on next year's data (snapshot date – 31 March 2019) as many of the actions require a lead-in time before the changes are likely to be reflected in our data.

5.3. The action plan is still being delivered. We are renewing our Institutional Athena SWAN award this year and our action planning for this will include any additional actions identified to reduce the Gender Pay Gap.

⁴ Target is 10.4% calculated on the basis that the mean gender pay gap based on 2024 data published in March 2025 will be half the mean gender pay gap published in March 2018 (based on 2017 data).

Gender Pay Gap Reporting

1. All employers with 250 or more employees are required by law⁵ to publish their gender pay gap 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.
2. 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. 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 31.03.18. For the bonus pay calculations, the relevant period is the 12 month period leading up to the snapshot date.
3. 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.

Gender Pay Gap Measures

Table 1. Gender Pay Gap Values as at 31 March 2017 and 31 March 2018

Measure	31/03/17	31/03/18	Change (%)
Mean gender pay gap	20.8%	22.5%	1.7%
Median gender pay gap	15.3%	18.2%	2.9%
Mean gender bonus pay gap	58.2%	65.2%	7.0%
Median gender bonus pay gap	50.0%	40.0%	-10%

Table 2. Proportion of males and females who received a bonus: 2017 and 2018

Measure	01/04/16-31/03/17	01/04/17-31/03/18	Change (%)
Proportion of males who were paid bonus pay	8.4%	10.8%	2.4
Proportion of females who were paid bonus pay	7.5%	10.7%	3.2

Table 3. Relative proportions of male and female employees in each quartile pay band as at 31 March 2017 and 31 March 2018

Measure	31/03/17		31/03/18	
	Men	Women	Men	Women
Lower quartile pay band	32%	68%	27%	73%
Lower-middle quartile pay band	43%	57%	45%	55%
Upper-middle quartile pay band	50%	50%	50%	50%
Upper quartile pay band	65%	35%	65%	35%

⁵ The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017

Commitment	Action	Current Position
Flexible Working	Relaunch University Flexible Working approach.	Completed. Flexible Sussex is one of four goals in the University's EDI Strategy Inclusive Sussex. The first implementation within this workstream has been to address flexible working. This has now been completed following a review of the flexible working procedure to streamline the processes for staff and HR and improve the advice and support for staff and managers. A new handbook was published and the revised approach was publicised at the launch of the EDI Strategy and again prior to 1 October 2018 change to all jobs being open to flexible working at the point of recruitment.
Recruitment	All jobs to be advertised as suitable for flexible working by default, unless a clear business case can be made for not doing so	Completed. All recruitment started after 1 October 2018 must now be advertised as open to flexible working unless there are good business reasons to prevent this. Next steps will be to monitor compliance and impact during this calendar year.
	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	In progress. The HR Transformation Programme will be looking at improving supporting IT systems within HR that will assist in providing better management information. We are reviewing the timetables and options for this prior to undertaking any one off manual data collection exercises.
	Review the guidance on starting salaries to ensure there is no unconscious bias in these decisions.	In progress. The HR Transformation Programme will review best practice on inclusive recruitment including that on starting salaries.
	Introduce mandatory unconscious bias training for all those involved in the recruitment process.	Completed. We have purchased a new online training programme for staff on unconscious bias – from Marshall’s (our HR e-learning provider). This is available on the LearnUpon platform https://sussex.learnupon.com/dashboard . Our unconscious bias e-learning aims to increase awareness of unconscious bias and its impact on people with protected characteristics, and to reduce discriminatory behaviour and attitudes in the workplace. All staff are encouraged to complete the training but it is mandatory for staff involved in decision-making in relation to (i) staff recruitment; (ii) staff promotions, and (iii) the discretionary pay review process.
	Review the guidance given to recruitment agencies used for filling senior roles to ensure a diverse pool of candidates is actively sought.	In progress, the University provides recruitment agencies with a clear brief to identify a diverse long list for all recruitment where they are used. A standard brief which can be tailored for the needs of each role is being developed.

Commitment	Action	Current Position
<p>Progression</p>	<p>Ensure that our review of the academic promotions process actively promotes gender equality</p>	<p>In progress. The academic career pathways for teaching fellows and staff on teaching and research contracts are being redesigned and due for launch in February 2019. This forms part of a wider review of our academic promotions processes which will include an equality analysis.</p>
	<p>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.</p>	<p>In progress. With all jobs now being advertised as open to flexible working this should enable more staff who work flexibly to apply for opportunities for career development and promotion.</p>
	<p>Enhancing our career planning and mentoring for professional services staff</p>	<p>In progress. A University-wide mentoring framework was launched in June 2018 https://www.sussex.ac.uk/organisational-development/mentoring. Schools and Professional Services Divisions can set up their own mentoring schemes open to all. There are currently 7 active mentoring partnerships across University Schools and Divisions with others in development.</p>
<p>Reward</p>	<p>Ensure that the discretionary pay processes are fair and transparent and minimise the risk of unconscious bias.</p>	<p>Completed. Following a review of the discretionary pay review process, the process for 2018 was streamlined allowing for quicker and easier analysis, and enabling any impact in relation to gender to be analysed before decisions were finalised. An equality analysis of the 2018 discretionary pay review shows no adverse impact in relation to gender (56% of those receiving an award were female, compared with 53% of the workforce). Introduction of defined amounts for bonuses helped address the difference in the bonus amounts being received. The appointment of a dedicated equality and diversity data officer in late 2018 will enable an analysis of bonus pay to better understand the causes of the bonus pay gap.</p>
	<p>Review the cause of the equal pay issue identified at Grade 8</p>	<p>Completed. Although not in the action plan we made a commitment in the report to investigate an outstanding equal pay issue at grade 8. That review has been concluded and there is no longer a significant equal pay gap at grade 8. The data shows that the equal pay gap at grade 8 identified in the 2016 Equal Pay Review has reduced considerably and is now only 1.2% in favour of men.</p>