

## Overview of Pay Gap Reporting

### What is a pay gap?

A pay gap is a measure of disadvantage (a gap) expressed as a comparison between what, on average, one group of staff earn and what, on average, another earn across an organisation.

### How are they calculated?

Pay gap calculations are based on a snapshot of our payroll data as at 31 March each year. Bonus pay gap calculations are based on bonuses paid throughout the year ending 31 March.

Mean and median pay gaps are calculated based on the hourly pay of full pay relevant employees. Calculations follow [methodology set by Government](#).

Not all staff are included in the calculation. It 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.

Pay is based on the ordinary salary which is gross basic pay and allowances less salary sacrifice (e.g. for pension contributions, childcare, cycle to work schemes) paid in March.

Any staff who are receiving less than full pay because they are on ‘leave’ eg those on maternity leave, long term sick leave are excluded from the calculations. Staff who have been on strike during the relevant pay period are counted as ‘full pay relevant employees’ even though their calculated hourly pay will be less than their normal pay.

### What is the difference between an equal pay issue and a pay gap?

A pay gap is different from equal pay. Equal pay is the right for individuals 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 for people doing ‘equal work’ eg whether men and women at the same grade are paid on average the same amount. A pay gap is not necessarily an indication of an equal pay issue as it explores pay regardless of grade.

### What data do we publish?

For all pay gap data sets that we publish we include the following:

- mean pay gap
- median pay gap
- demographics of staff

There is currently no legal requirement to publish disability and ethnicity pay gap data. At Sussex we use the same data set used for the gender pay gap to calculate disability pay gap data and ethnicity pay gap data which we publish at the same time. We publish slightly different demographic data sets for different pay gaps to illustrate the key drivers for any gap. For the gender pay gap we are legally required to publish demographic data using pay quartiles. To calculate pay quartiles staff are ordered from highest to lowest based on the hourly pay rate used for the pay gap calculations. The data set is then divided equally into four.

Additionally for the gender pay gap we have to publish the following bonus pay gap data

- percentage of men and women receiving bonus pay
- mean gender bonus pay gap

- median gender bonus pay gap

### **What is a bonus pay gap?**

The mean and median bonus pay gaps for gender are calculated in the same way as the main pay gap but compares only the bonus pay paid to male and female relevant employees during the 12 months prior to the snapshot date, expressed as a percentage of the bonus pay paid to male relevant employees. The bonus payment percentages reflect the distribution of bonus payments made to men and women relevant employees, who were paid bonus pay. Bonus payments include discretionary pay awards, long service awards and any other payment classified as a bonus on payroll.

### **When do we publish the data?**

Legally we are required to report our gender pay gap data within one year of the snapshot date (31 March). In practice this means that like most organisations we publish our pay gap data in March based on salaries from the previous year.

### **What is a gender pay gap?**

A gender pay gap shows the difference in the average hourly rate of pay between female staff and male staff in an organisation, expressed as a percentage of average male staff earnings.

A positive gender pay gap shows that female staff typically have lower pay than male employees. At Sussex our mean gender pay gap is higher than our median gender pay gap which reflects the gender demographic of our workforce. There are far more female staff in the bottom pay quartile compared to male staff and the reverse true in the top pay quartile.

### **What are we doing to address our gender pay gap?**

We remain committed to reducing our gender pay gap. We encourage gender equality across the University and our [Gender Equality Action Plan](#) outlines our commitments to improving gender equality. This includes the following actions designed to address gender pay equality:

- A review of the grade 10 equal pay data and pay framework to understand whether there is an equal pay issue to address
- Developing guidance on starting salaries to ensure there is no unconscious gender bias in these decisions and removing current salaries from application forms
- Recruitment agencies used for filling senior roles to aim for at least 50% of females on the longlist (and justify where this cannot be achieved)

### **What is a disability pay gap?**

A disability pay gap shows the difference in the average hourly rate of pay between disabled staff and non-disabled staff in an organisation, expressed as a percentage of average non-disabled staff earnings.

A positive disability pay gap shows that disabled staff typically have lower pay than non-disabled staff. At Sussex our mean disability pay gap is higher than our median disability pay gap which reflects the demographic of our workforce. The percentage of disabled staff is higher in the bottom pay quartile compared to the top pay quartile.

### **What are we doing to address our disability pay gap?**

The Disability Equality and Inclusion Steering Group (DEISG) is reviewing and analysing the disability pay gap data in more detail and will make recommendations for actions in consultation with the Staff Disability Network to address the cause of any significant gaps.

### **What is an ethnicity pay gap?**

An ethnicity pay gap shows the difference in the average hourly rate of pay between Black, Asian and Minority Ethnic (BAME) and white (or non-BAME) employees in an organisation, expressed as a percentage of average white earnings.

A negative ethnicity pay gap means that minority ethnic staff typically have higher pay than white staff. We see this overall for our median and mean ethnicity pay gap. A positive ethnicity pay gap means that minority ethnic staff typically have lower pay than white staff. We see this when we consider academic and professional services staff separately.

### **What are we doing to address our ethnicity pay gap?**

The Race Equality Charter Self-Assessment Team (REC SAT) is reviewing and analysing the ethnicity pay gap data in more detail and will make recommendations for actions to address the cause of any significant gaps.