

## 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 2009.

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 (effective from 1 October 2010) 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 rewarding 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.

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According to the Equality and Human Rights Commission (EHRC), reviews should seek to establish whether there are significant pay 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 (note the definition used includes some elements<sup>1</sup> that are shown, in payroll, as being separate to basic salary). We did undertake an analysis of the “total pay” (defined to include shift pay, weekend enhancements, security enhancements, London weighting and dog handler's allowance) in addition to the above definition of basic pay but this showed relatively small numbers of staff earning relatively small amounts of additional pay with the outcome that the results for basic and total pay were almost identical. There were some exceptions, and these are highlighted in the report.

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
- Age
- Service
- Disability
- Ethnicity

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

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<sup>1</sup> Additional basic salary, salary supplement, market pay and protected pay.

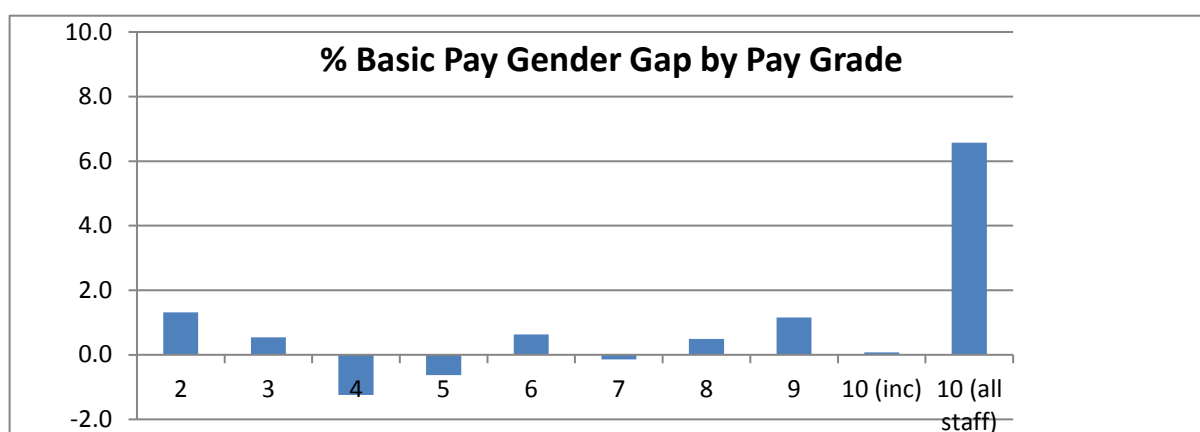
## 2. Gender Pay Gap Analysis

The University provided Capita with anonymised pay data covering 7,409 individuals, of whom 53% are female (3,932) and 47% are male (3,477).

The key analysis is by pay grade since staff in the same pay grade 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 there is no significant difference in the average basic pay earned by male and female staff in the same pay grade, except for grade 10.

When we include staff on non-standard grade 10 pay arrangements, female staff earn 6.6% less average basic pay than male staff on grade 10, 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, heads of service and Vice-Chancellor and Executive Group members.



*[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 Total Pay Analysis

Our analysis of the average total pay (including allowances and enhancements) earned by male and female staff shows that their total pay is generally very similar to their average basic pay. The average additional pay earned by male staff in grades 2 and 3 increases the gender pay gap, while for grade 4 it reverses the gap in favour of female staff to one slightly favouring male staff.

Our investigation into the additional pay earned by staff, shows that male ancillary support staff and security staff earn considerably more average additional pay than the female staff in these grades. We understand that the University is currently in discussions with security staff about pay enhancements.

*[Figure 2 in the appendix shows the average total pay for all staff and male and female staff in grades 2, 3 and 4, and the gender total pay gap for these grades.]*

## 2.2 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 (44%) than male staff (27%) in the lowest pay grades (2, 3, 4 and 5) and a significantly lower proportion of female staff (23%) than male staff (43%) in the highest grades (8, 9, and 10).

It is this uneven distribution of male and female staff by grade that is the cause of the overall gender pay gap of 21.6% within the University. This reflects national patterns<sup>2</sup> and it should not be assumed that the University pay scales are unfair.

*[Figure 3 in the appendix shows the distribution of male and female staff by pay grade in chart and table formats.]*

## 2.3 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 the difference increases with age.

Male and female staff earn similar levels of average basic pay between the ages of 16 and 24 years. However, at the age of 65 and over, female staff earn 42.3% less than male staff of the same age.

*[Figure 4 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 age 16 to 24 up to age 65 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 before dropping off slightly at age 65 and over. However, female average basic pay increases more slowly, then levels off after age 44 and starts to fall away earlier, and at a much sharper rate after age 65.

*[Figure 5 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 age 16 to 24 up to age 65 and over.]*

This reflects the consistent trend identified by ASHE data collated by ONS, which shows the lowest gender pay gap is in the age 22 to 29 group, and thereafter the gender pay gap rises with age. The largest gender pay gap applies to the 40 to 49 and 50 to 59 age categories before reducing after age 60. This trend is generally explained by the fact that women typically begin to leave the labour market temporarily in their late twenties in order to have children, with their subsequent earnings suffering as a result. After this temporary break, women struggle to catch up with their male counterparts in earnings terms. Many women also work part-time after having children, and this can result in lower earnings.

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<sup>2</sup> The ONS' measure for the gender pay gap is based on median hourly earnings, and this shows a gap of 22% for all employees for April 2009. The average gender pay gap for full-time employees is 16.4% at April 2009. Source: Annual Survey of Hours and Earnings (ASHE).

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Analysis of the distribution of male and female staff by these age bands shows there is an uneven distribution within the University. The majority of staff aged 16-24 and 25-34 years are female while the majority of staff aged 55-64 and 65 and over are male.

*[Figure 6 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 46% of all staff aged 16 to 24 are in grade 2 but only 1% are in grade 7 and there are no staff of this age in any higher pay grades. Some 24% of all staff aged 65 or over are in grade 2.

*[Figure 7 in the appendix shows the distribution of staff by age band within each pay grade in chart form.]*

## **2.4 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.

Female staff with less than two years' service earn 14.8% less average basic pay than male staff with this length of service. Female staff with 20 years or more of service earn 29.4% less average basic pay than male staff with this amount of service.

*[Figure 8 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.]*

The difference in male and female staff average basic pay increases with length of service because male average basic pay continues to rise steadily with service while female rises more slowly before falling away slightly after 20 years' service.

*[Figure 9 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.]*

Analysis of the distribution of male and female staff by their length of service for each pay grade also shows an uneven distribution. This shows, for example, that the majority of staff with up to 2 years, 2 to 5 years and 5 to 10 years' service are female, while the majority of staff with 10 years and more of service are male.

*[Figure 10 shows the distribution of male and female staff by length of service while figure 11 shows, in chart form, the distribution of staff by length of service for each pay grade.]*

One-fifth of new staff, with less than two years' service, are in the lowest grade, 2, and slightly more are in grade 7 (presumably new academics).

This highlights the impact of 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.

## 2.5 Analysis by Staff Group

We used the classification of Personnel Sub Area to undertake an analysis of pay by staff group. This analysis showed there are some significant gender pay gaps within these 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 the lower grades<sup>3</sup>.

*[Figure 11 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.

### 2.5.1. 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 grade 10 (including staff on non-standard pay arrangements) but this is not technically a pay grade in the sense of the other pay grades but rather a collection of senior staff at different levels. There is only a pay gap of 0.9% in favour of male staff for academic staff on the incremental scale of grade 10.

The average pay for female staff in grade 7 is 0.5% 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	£33,780	£33,701	£33,875	-0.5
8	£41,287	£41,551	£40,865	1.7
9	£51,739	£51,925	£51,284	1.2
10 (incremental)	£66,713	£66,811	£66,238	0.9
10 (all – including non-standard)	£73,941	£74,659	£70,156	6.0

The majority of academic staff are male (71%) and there is an uneven distribution of male and female staff by pay grade. For example, the proportion of female staff in grade 7 is more than twice that of male staff, while only around half the proportion of female staff are in the top grades of 10 and 10 (non standard).

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

<sup>3</sup> Data from Labour Force Survey, produced by ONS, for the period April to June 2009 shows 19% of men work as managers and senior officials, compared to 11% of women. The proportion of men working in professional occupations was also higher at nearly 15%, compared to around 12.5% for women. Male employees are least likely to be working in administrative and secretarial (5%), sales and customer services (5%) and personal services (3%) occupations. Female employees are most likely to be working in administrative and secretarial (20%) and personal service (15%) occupations.

*The review was carried out using data correct at July 2009*

## 2.5.2 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 grade 10 (including staff on non-standard pay arrangements).

The average basic pay of female professional and managerial staff is more at grades 6, 7 and 10 (incremental scale), while male professional and managerial staff earn more in grades 8 and 9.

A significant gender pay gap was found for grade 10 when staff on non-standard pay arrangements are included, however (as noted earlier) this grade include staff at different management levels.

Professional & Managerial Staff by Grade	All Staff Ave Basic Pay	Male Ave Basic Pay	Female Ave Basic Pay	Gender Basic Pay Gap %
6	£26,583	£26,013	£26,840	-3.2
7	£33,924	£33,859	£33,956	-0.3
8	£43,242	£43,501	£42,991	1.2
9	£52,430	£52,753	£52,055	1.3
10 (incremental)	£67,041	£65,795	£68,418	-4.0
10 (all including non-standard)	£83,502	£89,871	£71,618	20.3

The majority of professional and managerial staff are female (57%) and there is an uneven distribution of male and female staff by pay grade. For example, at the lower end, over half of female staff are in grades 6 and 7, compared to just over one-third of male staff. At the opposite end, there are twice as many male staff as female staff in the top two grades.

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

## 2.5.3 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 grade 3, and male staff earn slightly more in the other grades.



Ancillary Staff by Grade	All Staff Ave Basic Pay	Male Ave Basic Pay	Female Basic Pay	Ave	Gender Basic Pay Gap %
2	£14,860	£15,014	£14,775		1.6
3	£17,327	£17,292	£17,484		-1.1
4	£20,303	£20,440	£20,066		1.8
5	£24,752	£24,873	£24,096		3.1
6	£30,081	£30,109	£30,014		0.3

There are similar numbers of male and female ancillary staff but there is a significantly higher proportion of female staff (84%) than male staff (48%) in the lowest pay grade, grade 2.

*[Figure 14 in the appendix shows the distribution of male and female ancillary staff by pay grade in chart and table form.]*

## 2.5.4 Clerical Staff

Analysis of the average basic pay for male and female clerical staff in the same grade shows no significant pay gaps except for grade 7, where female staff earn 8% less average basic pay than male staff. Further investigation into the reason for this gap shows that there are a higher proportion of male staff receiving discretionary points in this grade.

Male staff also earn slightly more in grade 2 but female staff earn more 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 %
2	£14,176	£14,211	£14,160	0.4
3	£16,869	£16,818	£16,891	-0.4
4	£20,105	£19,729	£20,207	-2.4
5	£24,033	£23,384	£24,156	-3.3
6	£29,153	£28,072	£29,444	-4.9
7	£35,267	£36,274	£33,372	8.0

*[Figure 15 in the appendix shows the distribution of male and female clerical staff by pay grade in chart and table form.]*



## 2.5.5 Research Staff

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

Research Grade	Staff by All Staff Ave Basic Pay	Male Ave Basic Pay	Female Ave Basic Pay	Gender Basic Pay Gap %
6	£27,062	£27,336	£26,833	1.8
7	£32,644	£32,663	£32,621	0.1
8	£42,047	£41,914	£42,254	-0.8
9	£50,061	£50,190	£49,904	0.6

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

## 2.5.6 Teaching Staff

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

Teaching Staff by Grade	All Staff Ave Basic Pay	Male Ave Basic Pay	Female Ave Basic Pay	Basic Pay Gender Gap %
6	£27,270	£27,513	£27,108	1.5
7	£34,729	£34,674	£34,751	-0.2
8	£43,091	£43,298	£42,935	0.8
9	£52,069	£52,468	£51,437	2.0

[Figure 17 in the appendix shows the distribution of male and female teaching staff by grade.]

## 2.5.7 Technical Staff

The analysis of the average basic pay of male and female technical staff in the same pay grade shows no significant gender basic pay gap by grade. Male technical staff have higher average basic pay in grades 4 and 7, while female technical staff earn more average basic pay in grades 3, 5 and 6.

The sample size of technical staff in grade 2 is too small to undertake a robust analysis.

Technical Staff by Grade	All Staff Basic Pay	Ave Male Ave Basic Pay	Female Ave Basic Pay	Basic Pay Gender Gap %
3	£17,434	£17,175	£17,732	-3.2
4	£19,756	£19,852	£19,560	1.5
5	£24,079	£23,955	£24,224	-1.1
6	£30,256	£30,217	£30,357	-0.5
7	£35,063	£35,130	£34,865	0.8

[Figure 18 in the appendix shows the distribution of male and female technical staff by grade.]

## 3. Contract Status Pay Analysis

### 3.1 Fixed Term and Open Ended

We found significant pay gaps when we analysed the average basic pay of fixed term and staff on open ended contracts in the same pay grade. Fixed term contract staff earned significantly less than staff on open ended contracts in the same grade in each of the grades 2 to 9 – the gap ranges from 3.1% less in grade 9 up to 8.6% less in grade 6. Fixed term staff earned more than staff on open ended contracts in grade 10 but the sample of fixed term staff is small at only 27 staff.

Our analysis suggests the key reason may be that fixed term contract staff generally have significantly less service than staff on open ended contracts.

Over 87% of fixed term contract staff have less than 5 years' service, compared to around 35% of staff on open ended contracts. More significantly, nearly 55% of fixed term contract staff have less than two years' service, compared to only 14.7% of staff on open ended contracts.

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 open ended contract staff shows that overall, fixed term contract staff earn 20.5% less than staff on open ended contracts.

Contract Type	All Staff Average Basic Pay
Fixed Term	£28,379
Open ended	£35,691
Contract Status Pay Gap %	20.5%

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This pay gap is caused by the uneven distribution of fixed term and staff on open ended contracts by pay grade in the University. The proportion of fixed term staff in grades 6 and 7 is significantly higher, while there are more staff on open ended contracts in grade 5 and the higher grades of 8, 9, 10 and on the non standard arrangements within grade 10.

*[Figure 19 in the appendix shows the distribution of fixed term and open ended contract staff by grade.]*

Our analysis shows male fixed term contract staff earn 25.5% less than male staff on open ended contracts and female fixed term contract staff earn 13.3% less than female open ended contract staff.

A slightly higher proportion of female staff are on fixed term contracts while slightly fewer are on open ended contracts.

*[Figure 20 in the appendix shows the proportion of male and female staff on fixed term and open ended contracts.]*

## 3.2 Full and Part Time Staff

We found no significant pay gaps (apart from in grade 10) when we analysed the average basic pay of part and full time staff in the same pay grade. Part-time staff had higher average basic pay in grades 5, 6, 7, 8, 9 and 10, while full-time staff earned more in grades 2 and 3.

Our analysis of the average basic full-time equivalent pay<sup>4</sup> earned by full time and part staff shows that overall, part time staff earn 29.8% less than full time staff

*[Figure 21 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. Over one-third of part-time staff are in the lowest grade, grade 2, and there are a higher proportion of part-time staff in grades 3 and 4. The proportion of full-time staff is higher in grades 5 and above.

*[Figure 22 in the appendix shows the distribution of full and part time staff by grade.]*

Our analysis shows male part-time staff earn 30.9% less average basic pay than their full-time counterparts and female part-time staff some 23.6% less than their full-time colleagues.

Significantly more male staff work full-time and significantly more female staff work part-time.

*[Figure 23 in the appendix shows the proportion of male and female staff working full and part time staff.]*

This is in line with labour market statistics showing 41% of women employees work part-time, compared to only 11% of men. Some 78% of all part-time employees are women<sup>5</sup>.

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<sup>4</sup> The definition of part-time used was an employee not working the contracted hours for their occupational staff group. Term time staff was classified as part-time staff for the purpose of this analysis.

The proportion of part-time staff (36%) on fixed term contracts is also higher than the proportion of full-time staff (25%) on these contracts.

Some 38% of fixed term contract staff work part-time, compared to 27% of open ended contract staff who work part-time.

The proportion of staff known to be disabled who work part-time is slightly higher than the proportion of staff known not to be disabled. Around one-third (33.6%) of disabled staff work part-time, compared to 29.9% of non-disabled staff. The average basic pay earned by full-time disabled staff (£35,427) is 5.8% lower than for full-time non-disabled staff (£37,609). However, part-time disabled and non-disabled staff earn nearly the same average basic pay at £26,140 and £26,136 respectively.

The proportion of known BME staff (46%) working part-time staff is much higher than the proportion of white staff working part-time (28%).

The average basic pay earned by full-time BME staff (£35,808) is 5.8% lower than for full-time white staff (£37,960) while part-time BME staff (£18,863) earn 33% less than part-time white staff (£27,966). Nearly 61% of part-time BME staff are also in the bottom grade, grade 2, compared to 23% of white part-time staff.

## 4. Disability Analysis

There are a significant number of staff (1,073 individuals or 14% 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 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 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 disabled and non-disabled staff in the same pay grade. Disabled staff had higher average basic pay in grades 2 to 7, 9 and 10 but the differences are generally small ( they earn between 0.4 and 1.5% more apart from grade 10, where they earn 3.8% more).

Our analysis of the average basic pay earned by disabled and non-disabled staff shows that overall, disabled staff earn 5.5% less average basic pay than non-disabled staff.

Disability Status	All Staff Average Basic Pay
Disabled	£32,310
Not Disabled	£34,176
Disability Gap %	5.5

<sup>5</sup> Number of full-time and part-time employees by sex, March to May 2009, Labour Force Survey, ONS

*The review was carried out using data correct at July 2009*

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The distribution of disabled and not disabled staff appears to be broadly similar, although there is a higher proportion of disabled staff in the lowest grades, 2 and 3, and a lower proportion of disabled staff in the higher grades of 9 and 10.

*[Figure 24 in the appendix shows the distribution of disabled and non-disabled staff by grade.]*

Male disabled staff earn 7.6% less average basic pay than male staff who are not disabled, while female disabled staff earn 3.8% less average basic pay than female staff who are not disabled.

Around 4% of male and female staff are disabled, and a slightly higher proportion of female staff, than male staff, are recorded as not being disabled. There are slightly more male staff for whom the disability status is not known.

*[Figure 25 in the appendix shows the breakdown of male and female staff by their disability status.]*

BME disabled staff earn 3.8% less average basic pay than white disabled staff.

BME disabled staff earn 11.0% more average basic pay than BME non-disabled staff while white disabled staff earn 7.8% less than white non-disabled staff.

Full-time disabled staff earn 6.1% less average basic pay than full-time non-disabled staff but part-time disabled staff earn the same as 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 298 staff, is too small to allow a robust analysis of average basic pay of disabled and non-disabled staff in the same pay grade within each staff group.

## **5. Ethnicity Analysis**

There are a significant number of staff (1,266 individuals or 17% of all staff) who have not disclosed their ethnicity or for whom the ethnic origin is not known, 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 is white staff earn more than BME staff. The pay gap is consistently in favour of white staff and is sufficiently large to be considered significant in terms of the EHRC definition. The size of the gap varies: BME staff earn 0.2% less than white staff in grade 2 but 3.8% less in grade 8.

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We recommend further investigation of the reasons for this gap. Our analysis of the data shows BME staff generally have less service with the University than white staff. For example, some 34.6% of BME have less than two years' service, compared to 21.8% of white staff. Only 4.7% of BME staff have 20 or more years' service, compared to 11.3% of white staff. BME staff are also more likely to work part-time than white staff.

Our analysis of the average basic pay earned by white and BME staff shows that overall, BME staff earn 20% less average basic pay than white staff employed by the University.

Ethnic group	All Staff Average Basic Pay
BME	£27,991
White	£34,980
Ethnicity Gap %	20.0%

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 30% of BME staff are in the lowest pay grade, 2 (compared to less than 10% of white staff), and the proportion of white staff in the highest pay grades (8 to 10 non-standard pay arrangements) is higher than the proportion of BME staff. Nearly 61% of part-time BME staff are also in the bottom grade, grade 2, compared to 23% of white part-time staff.

*[Figure 26 in the appendix shows the distribution of white and BME staff by grade.]*

Male BME staff earn 23.3% less average basic pay than male white staff, while female BME staff earn 18% less average basic pay than female white staff

*[Figure 27 in the appendix shows a breakdown of male and female staff by their ethnicity.]*

The proportion of known BME staff (46%) working part-time staff is much higher than the proportion of white staff working part-time (28%).

## 5.2 Analysis by Staff Group

We used the classification of Personnel Sub Area to undertake an analysis of pay 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. It was not possible to compare pay for grade 7 because of the small sample size of staff. There are also a significant number 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 %
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*The review was carried out using data correct at July 2009*

8	£41,287	£41,468	£40,302	2.8
9	£51,739	£51,801	£51,303	1.0
10 (incremental)	£66,713	£66,826	£65,453	2.1
10 (all – including non-standard)	£73,941	£73,788	£72,789	1.4

The majority of academic staff for whom ethnicity is known are white and there is a slightly uneven distribution of white and BME staff by pay grade.

*[Figure 28 in the appendix shows the distribution of BME and white academic staff by pay grade.]*

## 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 a significant pay gap for grade 8, while BME staff in grades 6 and 7 earn slightly more than their white counterparts.

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

Professional & Managerial Staff by Grade	All Staff Ave Basic Pay	White Ave Basic Pay	BME Ave Basic Pay	Ethnicity Gap %
6	£26,583	£26,625	£26,691	-0.2
7	£33,924	£34,014	£34,312	-0.9
8	£43,242	£43,490	£41,182	5.3

*[Figure 29 in the appendix shows the distribution of BME and white professional and managerial staff by pay grade.]*

## 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. BME staff earn slightly more in grade 2 but white staff earn slightly more in the other grades.

It was not possible to compare pay for grades 7 because of the small sample size of staff. There are also a significant number of clerical staff for whom ethnicity is not known.

Clerical Staff by Grade	All Staff Ave Basic Pay	White Ave Basic Pay	BME Ave Basic Pay	Ethnicity Gap %
2	£14,176	£14,122	£14,293	-1.2
3	£16,869	£16,966	£16,564	2.4
4	£20,105	£20,194	£19,710	2.4

*The review was carried out using data correct at July 2009*



5	£24,033	£24,093	£24,058	0.1
6	£29,153	£29,326	£28,933	1.3

*[Figure 30 in the appendix shows the distribution of white and BME clerical staff by pay grade.]*

Note: The small numbers of BME staff in some grades for other staff groups means that it is not possible to undertake a comprehensive analysis of the ethnicity pay gap for ancillary staff, research staff, teaching staff and technical staff.

## 6. Analysis of Starting Pay

We carried out an analysis of the basic pay of “new starters” by looking at the pay of the 1,116 staff with less than 12 months’ service at July 2009 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 2009 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 4 grades (grades 4, 5, 8 and 9) while it is higher for male staff in the other 4 grades (2,3,6 and 7).

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

*[Figure 31 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 to 9 except for grade 8 but the number of known BME staff in grades 3,5,8 and 9 is less than 10 and this may affect the reliability of the analysis.

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

The existence of a significant number of staff for whom their ethnicity was not known also complicates this analysis.

*[Figure 32 in the appendix shows the average starting basic pay for all staff, white and BME staff and the basic starting pay ethnicity gap by grade].*

*The review was carried out using data correct at July 2009*

## Disability

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

However, the figures suggest that starting salaries for disabled staff are slightly higher than for non-disabled staff in most grades.

## 6.2 Analysis by Contract Status

### Fixed Term and Open Ended Contract Staff

Our analysis shows there is not a significant difference in the average basic "starting pay" of fixed term and staff on open ended contracts for grades 2 to 8.

The starting pay of fixed term staff in grade 4 was higher but for all other grades the starting pay of staff on open ended contracts was slightly higher.

The sample of new post holders in grades 9 and 10 is too small to calculate a pay gap with any reliability.

*[Figure 33 in the appendix shows the average starting basic pay for all staff, fixed and open ended contract staff and the basic starting pay contract status gap by grade].*

### 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 7. The starting pay of full time staff was slightly higher in grade 2 but part-time staff have higher pay in grades 3, 4, 6, 7 and 8.

There appears to be a significant starting pay gap for grade 8 but the sample of new part time staff in this grade is small at only 11 staff.

The sample of new post holders in grades 9 and 10 is too small to calculate a pay gap with any reliability.

*[Figure 34 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].*

## Age Band

The size 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.

Salaries for new staff aged 25 to 34 are higher than those new staff aged 16 to 24 in the same grade, and salaries for new staff aged 35 to 44 are higher than those aged 25 to 34 in grades 6,7 and 8 but slightly lower in grades 2,3 and 9.

## 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	£14,689	£14,815	£14,620	1.3
3	£17,049	£17,097	£17,004	0.5
4	£20,094	£19,922	£20,169	-1.2
5	£24,117	£24,013	£24,164	-0.6
6	£28,547	£28,651	£28,469	0.6
7	£33,561	£33,534	£33,583	-0.1
8	£42,535	£42,634	£42,424	0.5
9	£51,802	£52,004	£51,401	1.2
10 (incremental)	£66,929	£66,940	£66,888	0.1
10 (all staff including non-standard)	£75,254	£76,239	£71,233	6.6

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 three grades (grades 4, 5 and 7) 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 2, 3, 6, 8, 9 and 10 (incremental scale).

When we include staff on non-standard grade 10 pay arrangements, the basic pay gender gap for all staff on grade 10 becomes significant because female staff earn 6.6% less average basic pay than male staff on grade 10.

Grade 10 has different characteristics than other pay grades because it contains a collection of senior posts of different 'sizes' and at different management levels.

**Figure 2: Average total pay and gender total pay gap by grade**

All Staff	All Staff Ave Total Pay	Male Ave Total Pay	Female Ave Total Pay	Total Pay Gender Gap %
2	£14,906	£15,235	£14,724	3.4
3	£17,629	£18,169	£17,134	5.7
4	£20,208	£20,245	£20,191	0.3

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.

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The figures for total pay (including allowances and enhancements) are very similar to those for basic pay with the exception of grades 2 and 3 (and to a lesser extent grade 4) where the additional pay earned by male staff increases the gap (or reverses it in the case of grade 4).

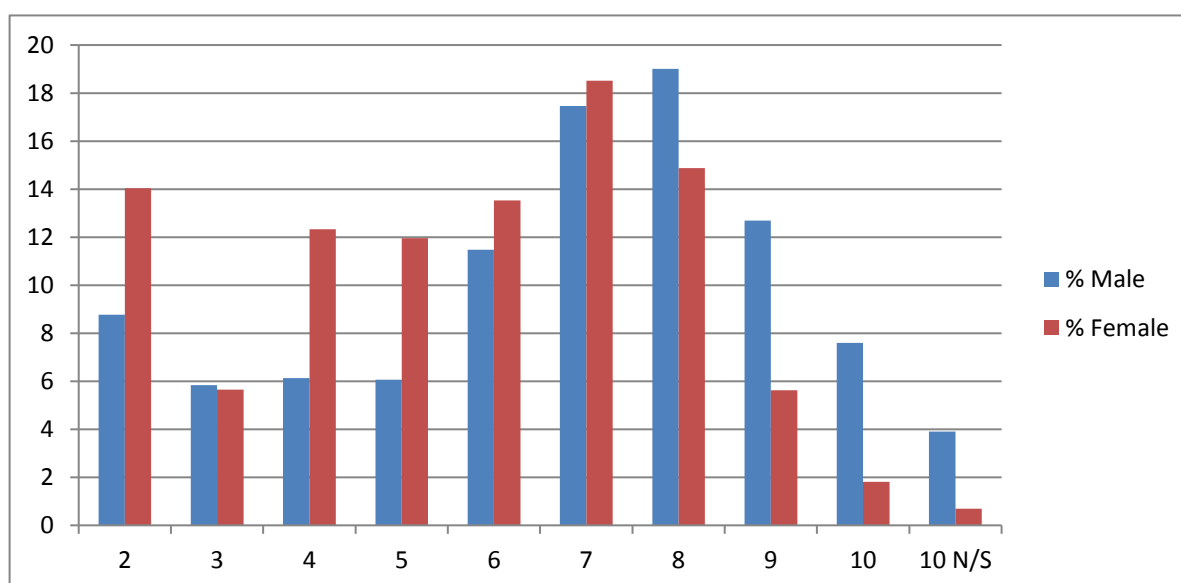
Our investigation into why male staff earn an average of £420 more in additional pay in grade 2 and £1,072 in grade 3 (compared to £104 and £130 more by female staff) suggests that this is due to the additional pay earned by ancillary support staff and security staff in particular in these grades.

We understand that the University is currently in discussions with security staff about pay enhancements.

## Figure 3: Distribution of Male and Female Staff by Grade

The chart below shows the gender distribution of staff by grade, and shows, for example, some 14% of female staff are in grade 2 compared to nearly 9% of male staff.

There is a significantly higher proportion of female staff in grades 2, 4 and 5 and slightly higher proportion of female staff in grades 6 and 7. However, there is a significantly higher proportion of male staff in grades 8, 9, 10 (incremental) and 10 (non-standard).



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.

Gender	Grade									Total Staff
	2	3	4	5	6	7	8	9	10 (all)	
Male	305 (8.8%)	203 (5.8%)	213 (6.1%)	211 (6.1%)	399 (11.5%)	607 (17.5%)	661 (19.0%)	441 (12.7%)	400 (11.5%)	3477
Female	552 (14.0%)	222 (5.6%)	485 (12.3%)	470 (12.0%)	532 (13.5%)	728 (18.5%)	585 (14.9%)	221 (5.6%)	98 (2.5%)	3933

*The review was carried out using data correct at July 2009*

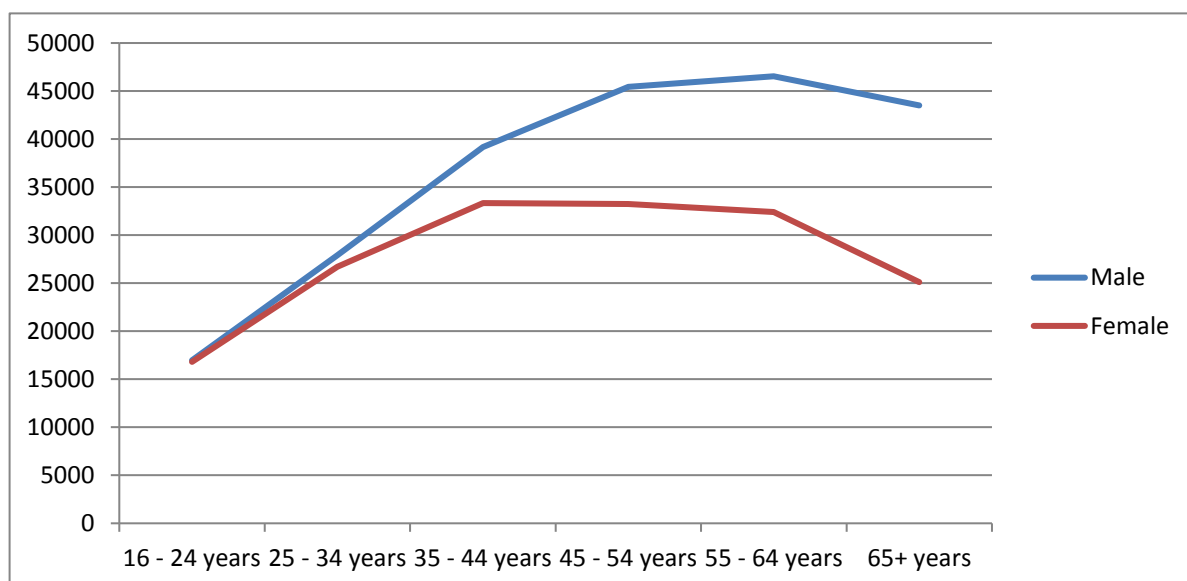
**Figure 4: Average Basic Pay and Gender Basic Pay Gap by Age Band**

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 %
16 - 24 years	£16,864	£16,972	£16,807	1.0
25 - 34 years	£27,233	£27,899	£26,712	4.3
35 - 44 years	£36,154	£39,160	£33,335	14.9
45 - 54 years	£38,959	£45,435	£33,236	26.8
55 - 64 years	£40,116	£46,537	£32,470	30.2
65+ years	£37,120	£43,498	£25,099	42.3

**Figure 5: Average Basic Pay for Male and Female Staff by Age Band**

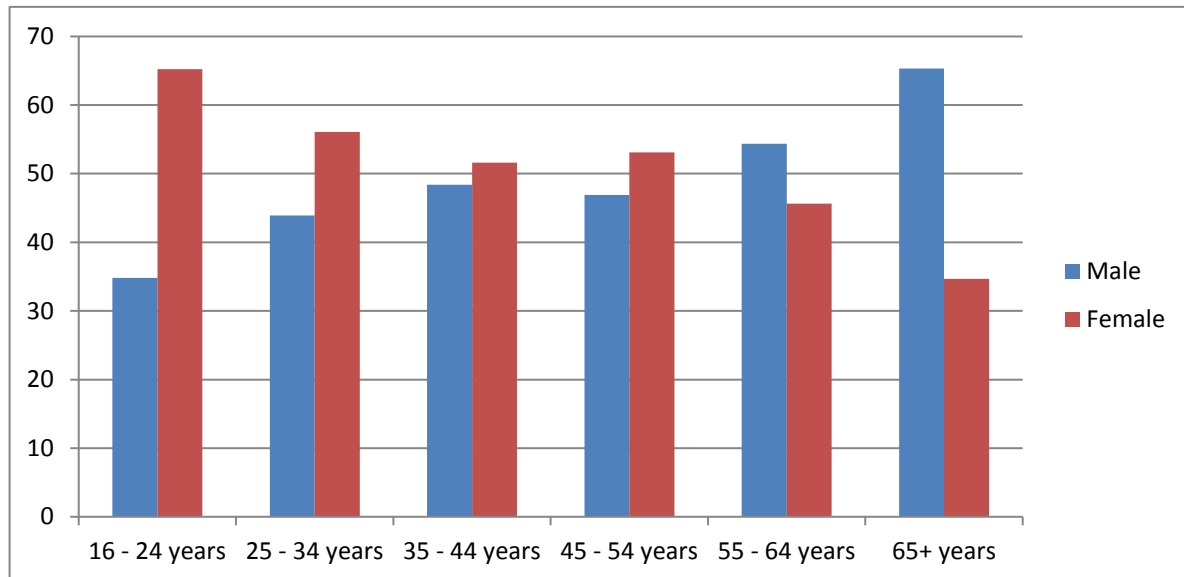
The chart below shows that male average basic pay continues to rise steadily with age before dropping off slightly at age 65 and over. Female average basic pay is only very slightly behind male average basic pay at age 16 to 24 but it increases more slowly and then levels off after age 44 and starts to fall away earlier, and at a much sharper rate after age 65.



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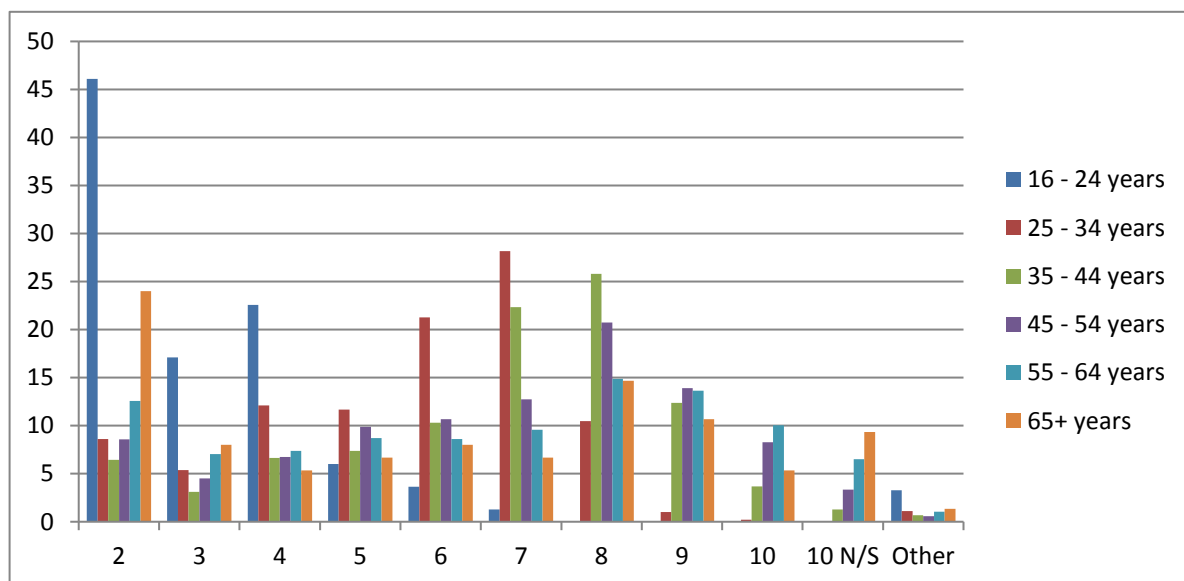
**Figure 6: Breakdown of Male and Female Staff by Age Band**

The chart below shows the gender mix of the workforce by age band. This shows the majority of age 16-24 and 25-34 staff are female while the majority of age 55-64 and 65+ staff are male.



**Figure 7: Distribution of Staff by Age Band within Each Grade**

The chart below shows the distribution of staff by age band across the grades. This shows for example that 46% of staff aged 16 to 24 are in grade 2 but only 1% are in grade 7 and there are no staff of this age in any higher pay grades. Some 24% of staff aged 65 or over are in grade 2.

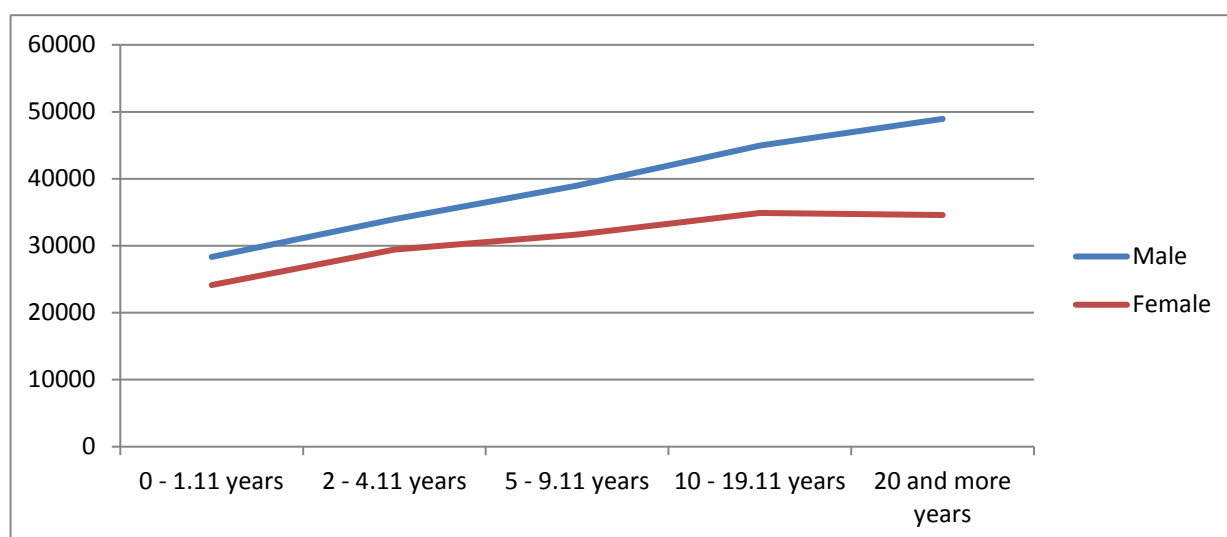


**Figure 8: Average Basic Pay and Basic Pay Gender Gap by Staff Service**

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	£25,830	£28,324	£24,130	14.8
2 – up to 5 years	£31,545	£33,959	£29,437	13.3
5 – up to 10 years	£35,066	£38,963	£31,702	18.6
10 – up to 20 years	£39,898	£44,951	£34,892	22.4
20 and more years	£43,182	£48,941	£34,573	29.4

**Figure 9: Average Basic Pay for Male and Female Staff by Staff Service**

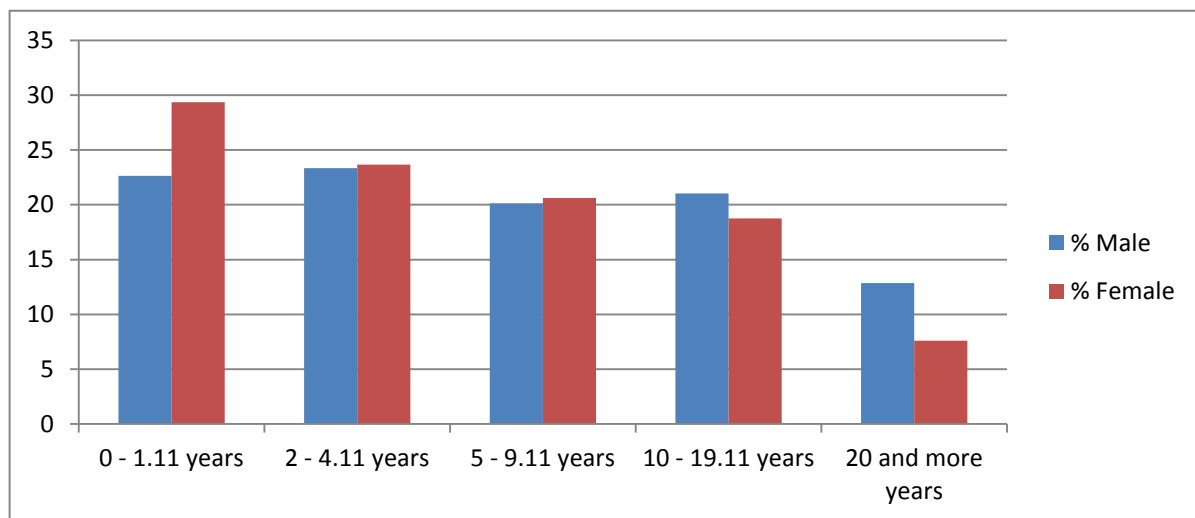


The chart above shows how male average basic pay continues to rise steadily with length of service. Female average basic pay is lower for service of up to 2 years, and then rises more slowly before falling away slightly after 20 years' service. The majority of staff with up to 2 years, 2 to 5 years and 5 to 10 years' service are female, while the majority of staff with 10 years and more of service are male.



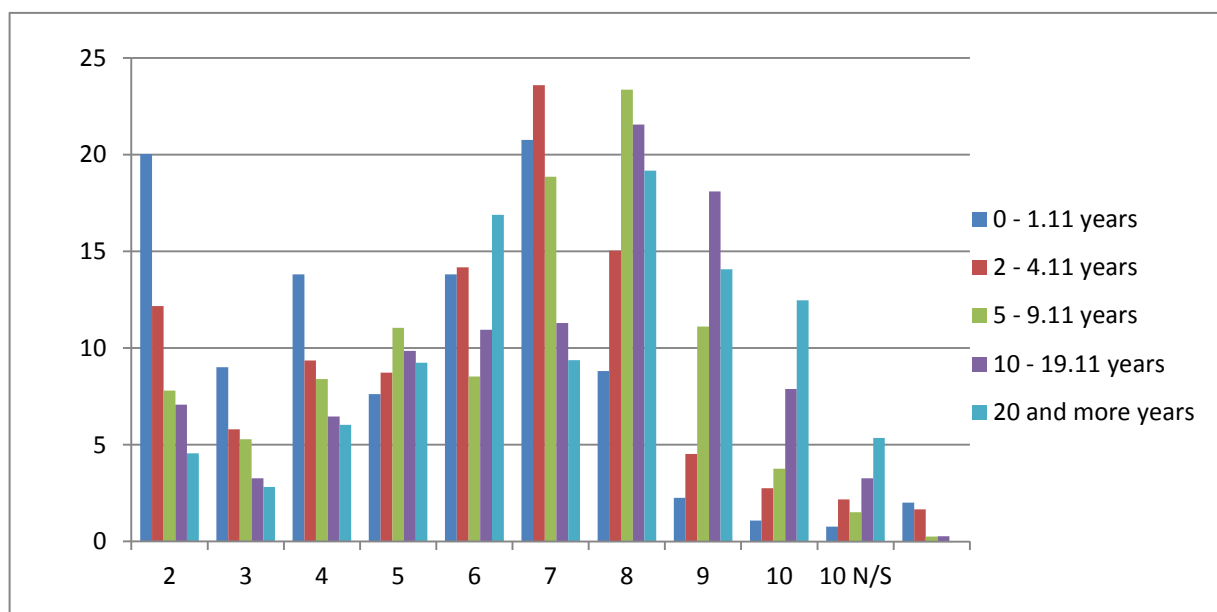
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**Figure 10: Distribution of Male and Female Staff by Staff Service Band**



The chart below shows the gender distribution of the workforce by length of service. Some 29% of female staff have less than 2 years' service (compared to 23% of male staff) and only 8% have more than 20 years' service (compared to 13% of male staff).

**Figure 10: Distribution of Staff by Staff Service Band within Each Grade**



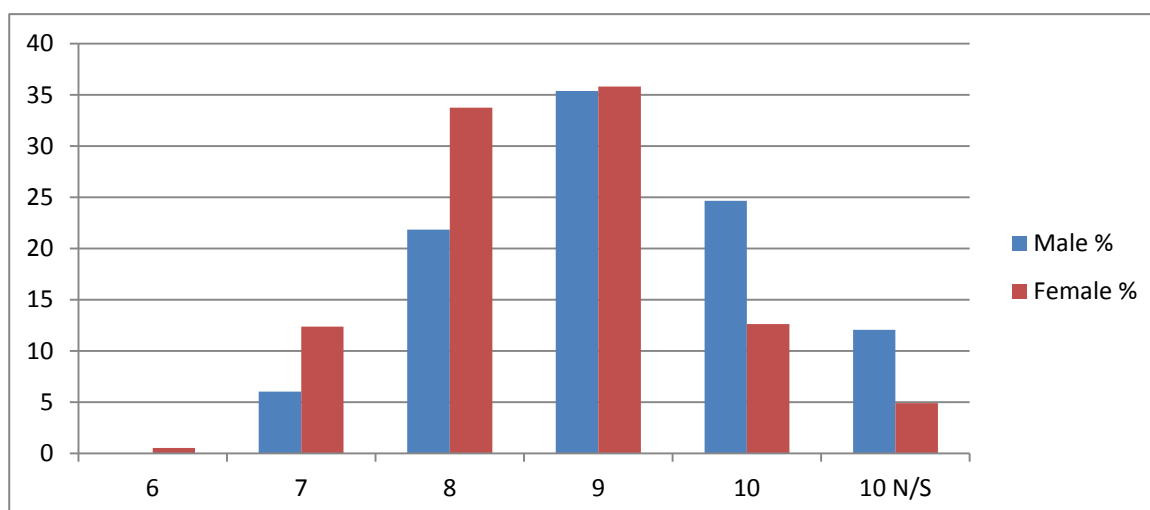
The chart above shows the distribution of staff by length of service and grade. One fifth of new staff, with less than two years' service are in the lowest grade, 2, and slightly more are in grade 7 (presumably new academics).

**Figure 11: Basic Pay Gender Gap by Staff Group**

Figure 11 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.

Sub Group	Basic Pay Gender Gap %
Academic Staff	14.4%
Professional and Managerial Staff	10.8%
Ancillary Support Staff	13.0%
Clerical Support Staff	-0.9%
Research Staff	3.9%
Teaching Staff	4.2%
Technical Support Staff	4.7%
Professors	6.2%

**Figure 12: 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.

Gender	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10 (inc)	Grade 10 (non-std)	Total Academic Staff
Male	0 (0%)	58 (6.0%)	210 (21.9%)	340 (35.4%)	237 (24.7%)	116 (12.1%)	961
Female	2 (0.5%)	48 (12.4%)	131 (33.9%)	139 (35.9%)	49 (12.7%)	18 (4.7%)	387

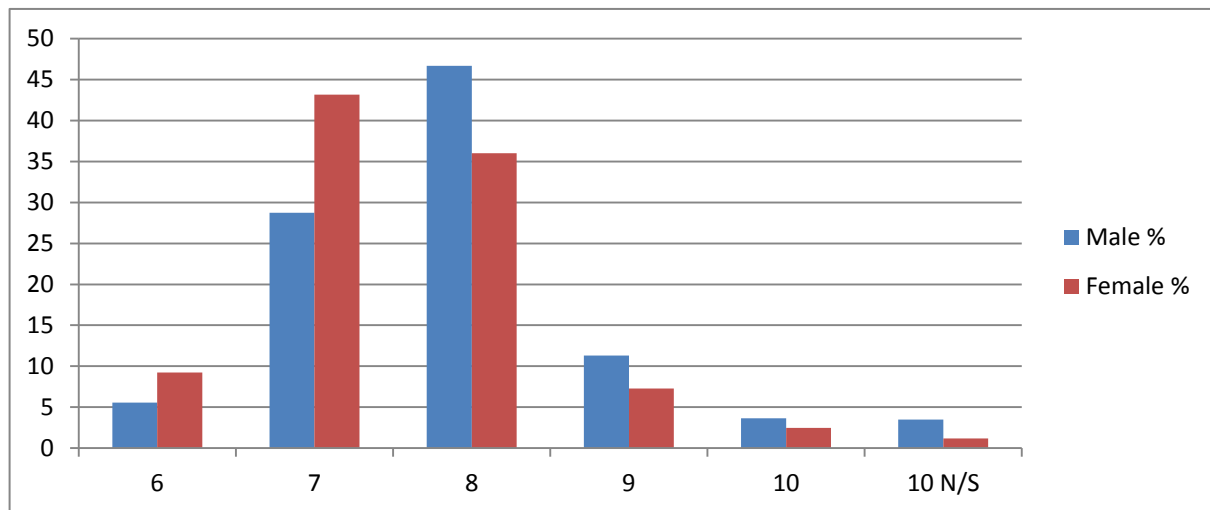
The significant gender basic pay gap of 14.4% for academics is the result of the uneven gender distribution of staff by grade.

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Some 71% of academic staff are male.

At the lower end, the proportion of female staff in grade 7 is more than twice that of male staff, while at the opposite end only around half the proportion of female staff are in the top grades of 10 and 10 (non standard). While there are similar proportions of male and female staff in grade 9, there are more women in grade 8.

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



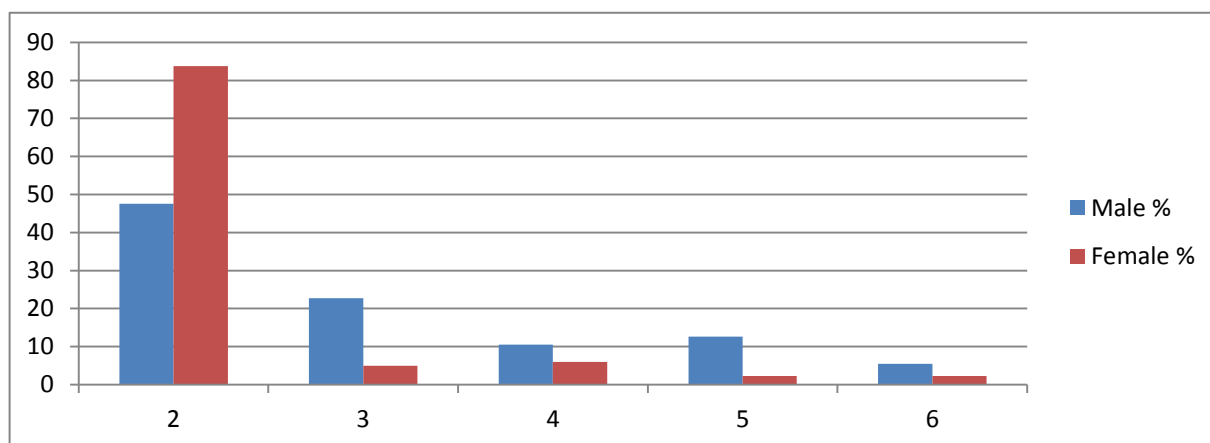
The table below shows the number (proportion) of male and female professional and managerial staff in each grade.

Gender	Grade 6	Grade 7	Grade 8	Grade 9	10 (inc)	10 (non-std)	Total Professional & Managerial Staff
Male	32 (5.6%)	165 (28.7%)	268 (46.7%)	65 (11.3%)	21 (3.7%)	20 (3.5%)	574
Female	71 (9.2%)	332 (43.2%)	277 (36.0%)	56 (7.3%)	19 (2.5%)	9 (2.1%)	769

Some 57% of professional and managerial staff are female. At the lower end, over half of female staff are in grades 6 and 7, compared to just over one-third of male staff. At the opposite end, there are twice as many male staff as female staff in the top 2 grades: 7.2% of male staff are in grade 10 and 10 N/S, compared to only 3.6% of female staff.

The uneven gender distribution of staff by grade explains the significant gender basic pay gap of 10.8% for all professional and managerial staff.

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



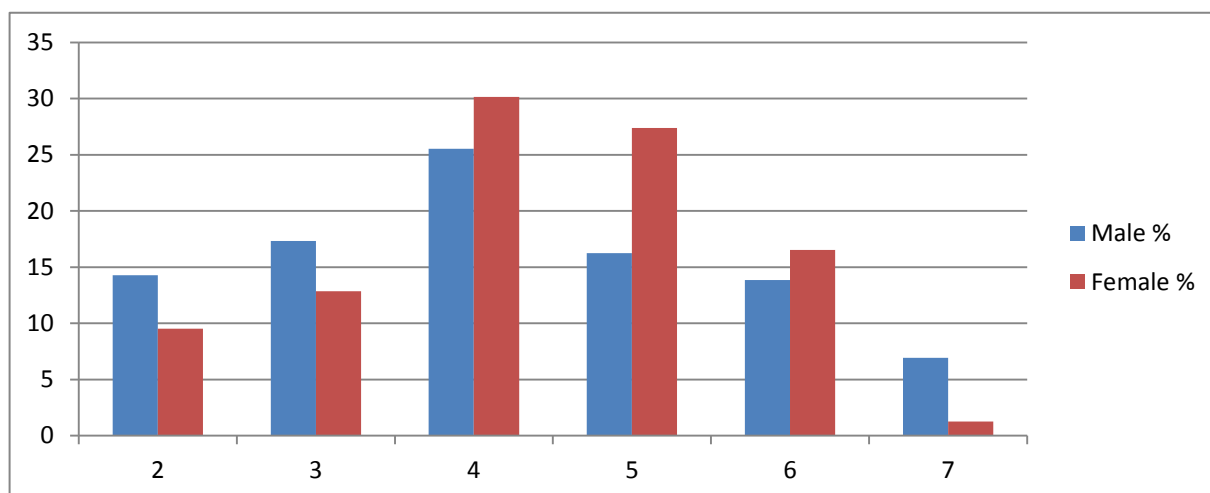
The table below shows the number of male and female ancillary staff in each grade.

Gender	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Total Ancillary Support Staff
Male	226 (47.6%)	108 (22.7%)	50 (10.5%)	60 (12.6%)	26 (5.5%)	475
Female	408 (83.7%)	24 (4.9%)	29 (6.0%)	11 (2.3%)	11 (2.3%)	486

The chart and table above shows there is a higher proportion of female staff in grade 2 and a lower proportion of female staff in other grades.

The uneven gender distribution of staff by grade explains the significant gender basic pay gap of 13.0% for ancillary staff.

**Figure 15: Distribution of male and female clerical staff by pay grade**



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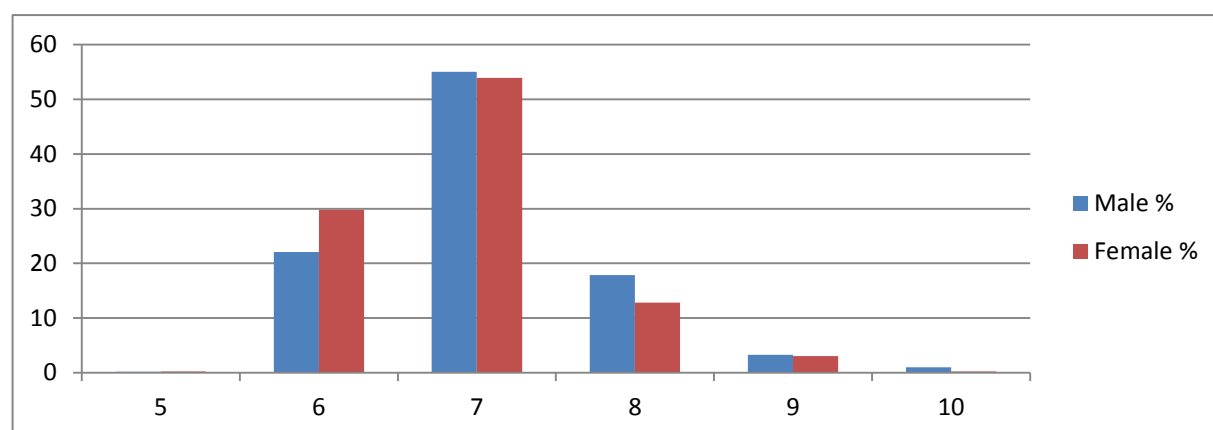
The table below shows the number of male and female clerical staff in each grade.

Gender	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Total Clerical & Staff
Male	66 (14.3%)	80 (17.3%)	118 (25.5%)	75 (16.2%)	64 (13.9%)	32 (6.9%)	462
Female	137 (9.5%)	185 (12.9%)	434 (30.2%)	394 (27.4%)	238 (16.5%)	18 (1.3%)	1439

The chart and table above show there is a higher proportion of male staff in the lowest two grades, grades 2 and 3, and in the highest grade, 7.

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 female staff earning 0.9% more average basic pay than male staff.

**Figure 16 Distribution of male and female research staff by grade:**



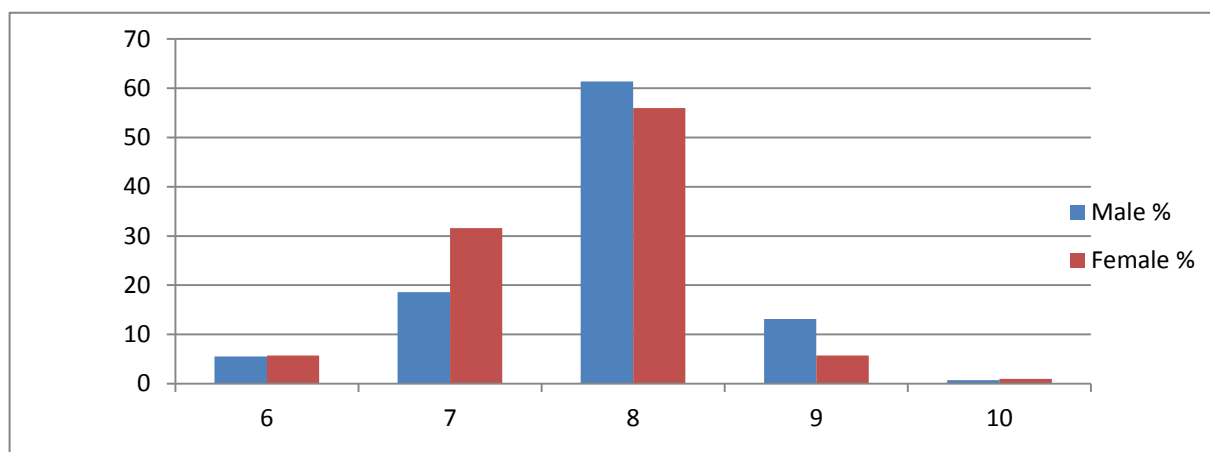
The table below shows the number (and proportion) of male and female research staff in each grade.

Gender	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10 (inc)	Total Research Staff
Male	114 (22.1%)	284 (55.0%)	92 (17.8%)	17 (3.3%)	5 (1.0%)	516
Female	137 (29.8%)	248 (53.9%)	59 (12.8%)	14 (3.0%)	1 (0.2%)	460

The chart and table above shows there is a higher proportion of female staff in grade 6 and a lower proportion in the other grades, although the differences are quite small for some grades. This slightly skewed gender distribution is likely to account for the overall gender pay gap of 3.9% in favour of male research staff.

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**Figure 17: Distribution of male and female teaching staff by grade.**

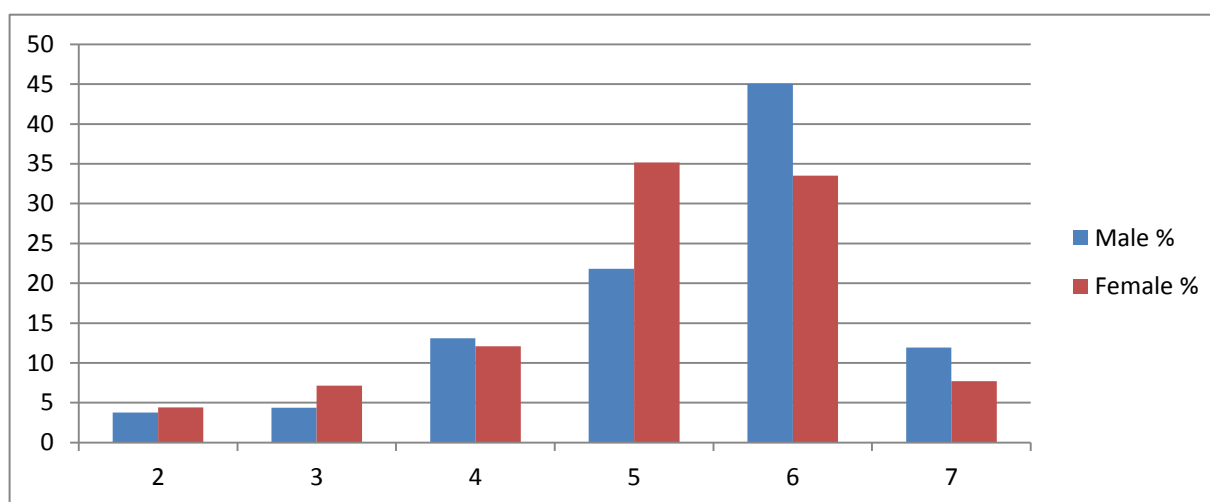


The table below shows the number of male and female teaching staff in each grade.

Gender	Grade 6	Grade 7	Grade 8	Grade 9	Total Teaching Staff
Male	8 (5.5%)	27 (18.6%)	89 (61.4%)	19 (13.1%)	145
Female	12 (5.7%)	66 (31.6%)	117 (56.0%)	12 (5.7%)	209

The chart and table above show there is a higher proportion of female research staff in grade 7 and a lower proportion of these staff in grades 8 and 9. This uneven gender distribution is likely to account for the overall gender basic pay gap of 4.2% in favour of male teaching staff.

**Figure 18 Distribution of male and female technical staff by grade.**



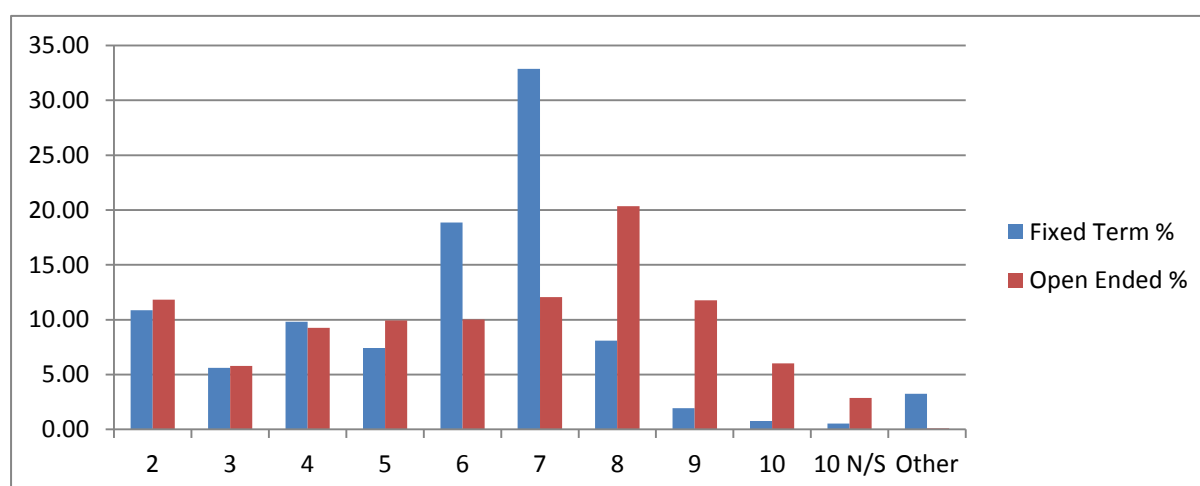
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The table below shows the number of male and female technical staff in each grade.

Gender	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Total Technical Staff
Male	13 (3.8%)	15 (4.4%)	45 (13.1%)	75 (21.8%)	155 (45.1%)	41 (11.9%)	344
Female	8 (4.4%)	13 (7.1%)	22 (12.1%)	64 (35.2%)	61 (33.5%)	14 (7.7%)	182

The chart and table above show there are similar proportions of male and female technical staff in grades 2, 3 and 4, but a higher proportion of female staff in grade 5 and a lower proportion of these staff in grades 6 and 7.

**Figure 19: Distribution of fixed term and open ended contract staff by grade.**



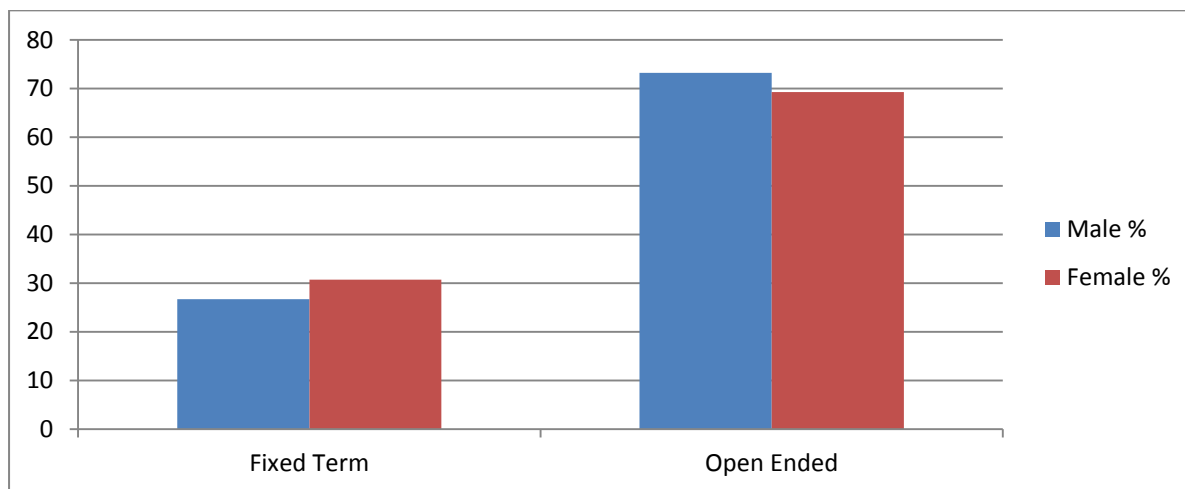
The proportion of fixed term staff in grades 6 and 7 is significantly higher, while there are more staff on open ended contracts in grade 5 and the higher grades of 8, 9, 10 and 10 N/S.

It is this uneven distribution of fixed term and open ended contract staff by pay grade that explains the overall pay gap between fixed term and staff on open ended contracts.

There are a very small number of individuals (13) on other contracts or for whom the contract status is not known.



**Figure 20: Proportion of male and female staff on fixed term and open ended contracts**

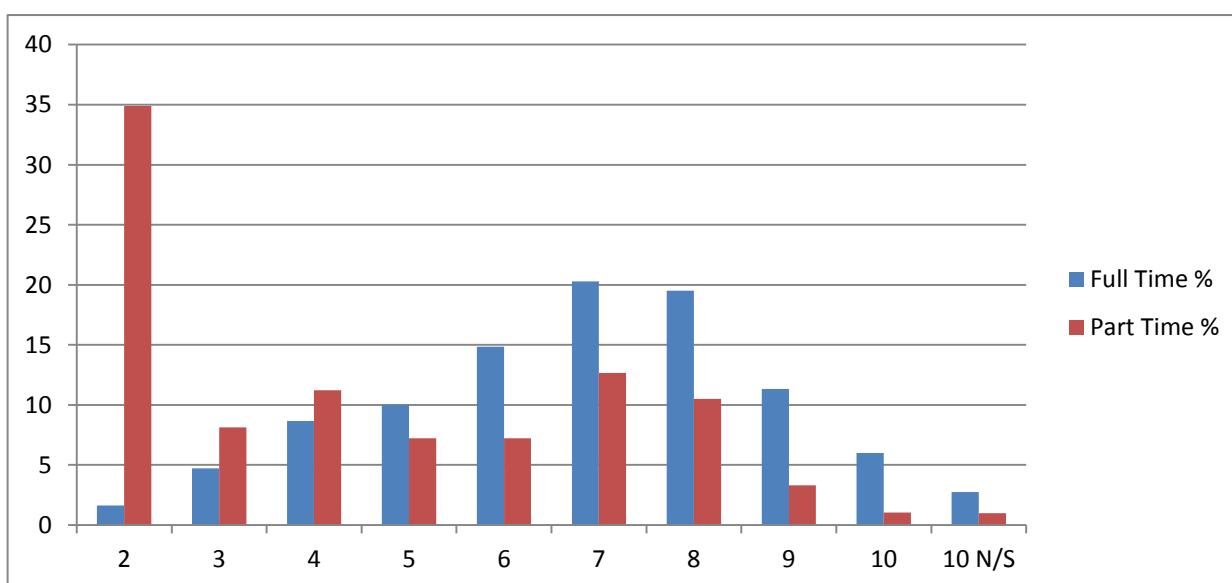


The chart above shows that, when compared to male staff, a slightly higher proportion of female staff are on fixed term contracts while slightly fewer are on open ended contracts.

**Figure 21: Basic Pay Part-time and Full-time Contract Status Gap**

Part Time/Full Time	All Staff Average Basic Pay
Full Time	£36,873
Part Time (FTE salary)	£25,878
Contract Status Gap %	29.8%

**Figure 22: Distribution of full and part time staff by grade.**



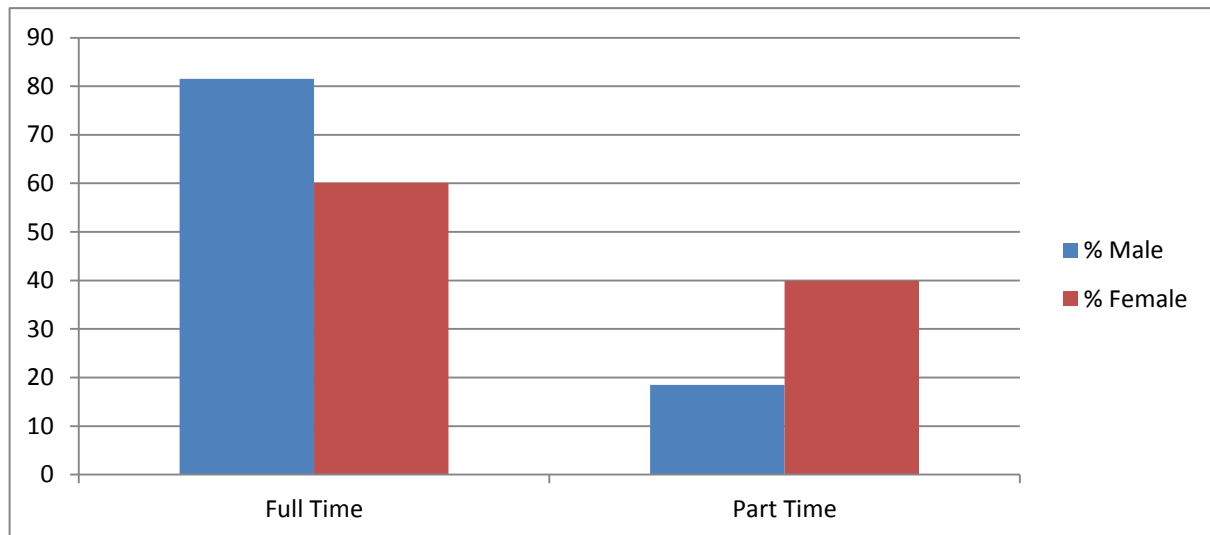
*The review was carried out using data correct at July 2009*

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The chart above shows the distribution of full and part time staff by grade. Some 35% of part-time staff are in the lowest grade, grade 2, and there are a higher proportion of part-time staff in grades 3 and 4. The proportion of full-time staff is higher in grades 5 and above.

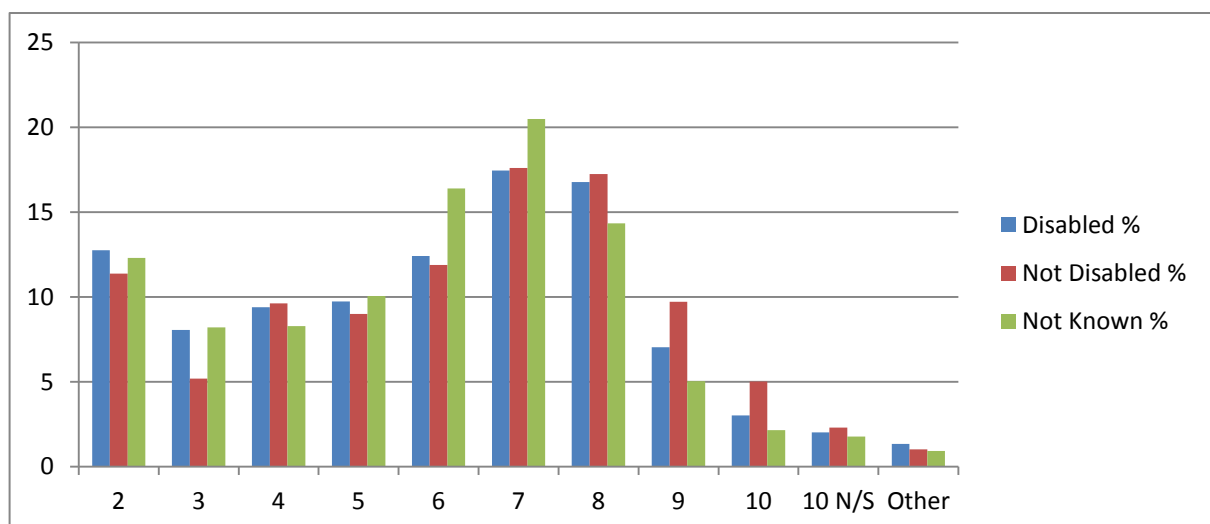
The uneven distribution of part-time and full-time staff by pay grade helps to explain the pay gap between part-time and full-time staff.

**Figure 23: Proportion of male and female staff working full and part time staff**



The chart above shows that significantly more male staff work full-time and significantly more female staff work part-time.

**Figure 24: Distribution of Staff by Disability Status in Each Grade**

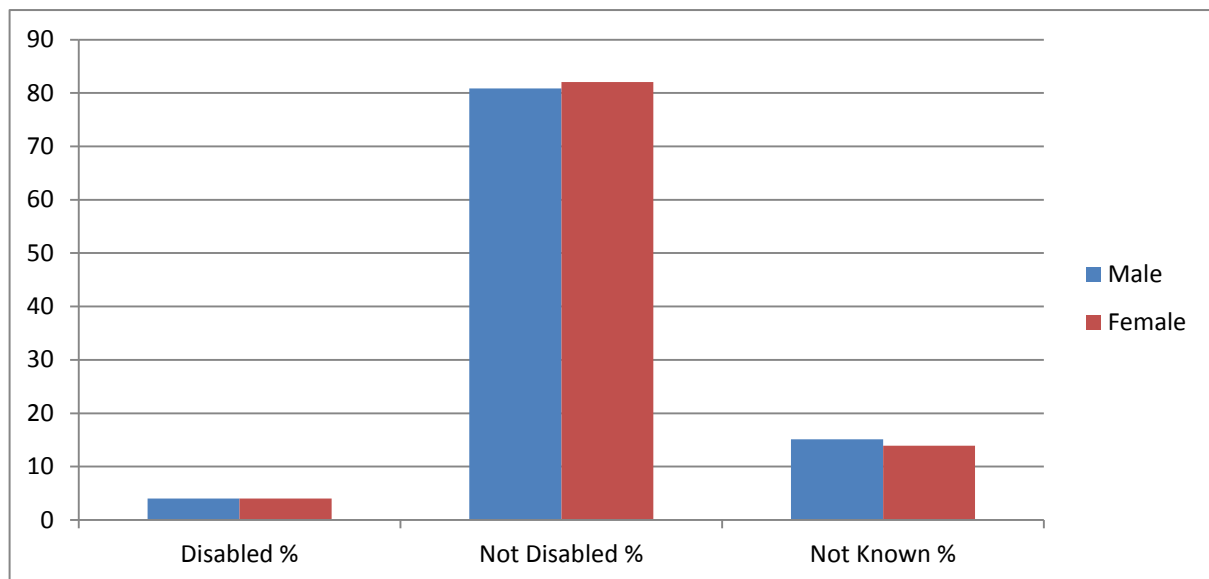


The chart shows the distribution of disabled and not disabled staff appears to be similar, although there is a higher proportion of disabled staff in the lowest grades, 2 and 3, and a lower proportion of disabled staff in the higher grades of 9 and 10.

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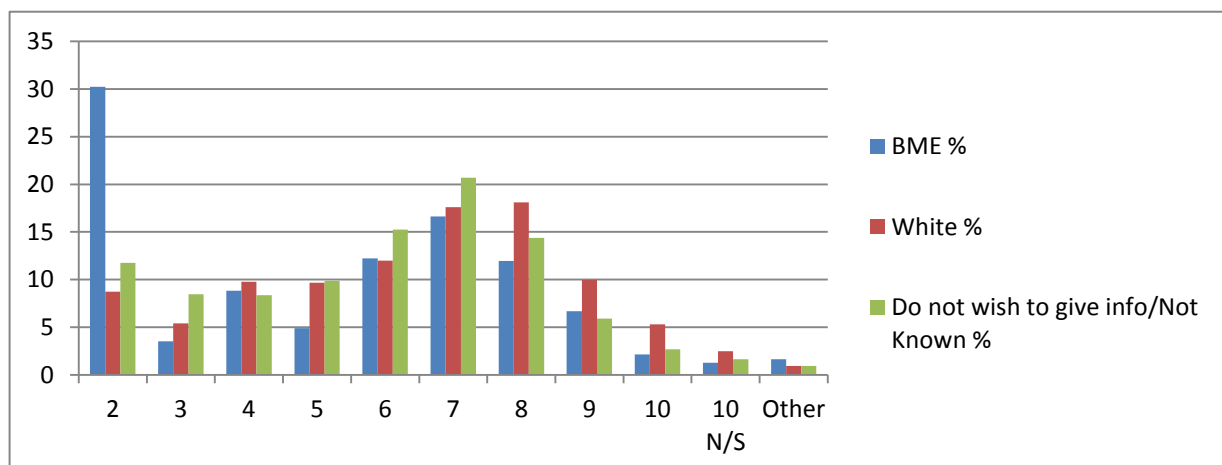
The lack of complete data on the disability status group of staff hindered the analysis of pay by disability and makes it difficult to draw definitive conclusions.

**Figure 25: Breakdown of male and female staff by disability status**



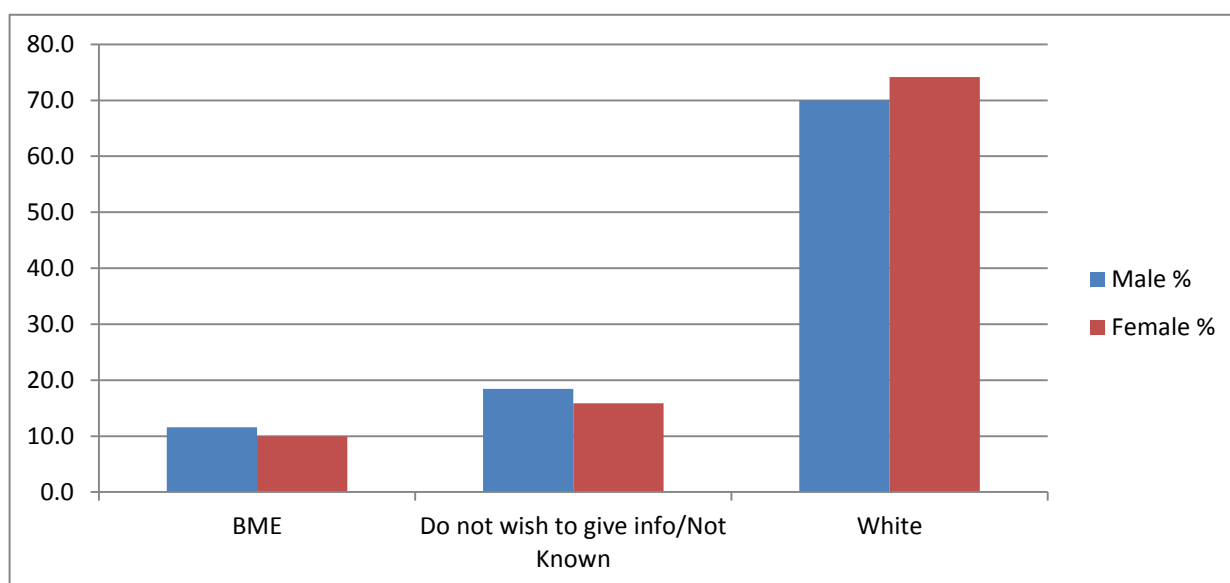
The chart above shows that 4% of male and female staff are disabled. A slightly higher proportion of female staff, than male staff, are recorded as not being disabled and there are slightly more male staff for whom the disability status is not known.

**Figure 26: Ethnic Distribution of Staff by Pay Grade**



The chart above shows 30% of BME staff are in the lowest pay grade, 2 (compared to less than 10% of white staff), and the proportion of white staff in the highest pay grades (8 to 10 N/S) is higher than the proportion of BME staff

**Figure 27: Breakdown of male and female staff by their ethnicity**



The chart above shows a slightly higher proportion of male staff are BME, compared to female BME, while a slightly higher proportion of female are white.

**Figure 28: Distribution of BME and White Academic Staff by Grade**

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

Gender	Grade 7	Grade 8	Grade 9	Grade 10 (inc)	Grade 10 (non-std)	Total Academic Staff
BME	9 (8.6%)	29 (27.6%)	42 (40.0%)	15 (14.3%)	10 (9.5%)	105
White	61 (5.9%)	241 (23.3%)	386 (37.3%)	239 (23.1%)	107 (10.3%)	1034

**Figure 29: Distribution of BME and White Professional and Managerial Staff by Grade**

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

Gender	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10 (all)	Total Prof & Managerial Staff
BME	12 (16.0%)	25 (33.3%)	31 (41.3%)	5 (6.7%)	2 (2.7%)	75
White	81 (7.4%)	396 (36.0%)	451 (41.0%)	103 (9.4%)	62 (5.6%)	1100

**Figure 30: Distribution of BME and White Clerical Staff by Grade**

The table below shows the number (and proportion) of BME and white clerical staff in each grade.

Gender	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6)	Total Clerical Staff
BME	37 (21.9%)	22 (13.0%)	56 (33.1%)	28 (16.6%)	14 (8.3%)	169
White	131 (9.2%)	172 (12.1%)	419 (29.4%)	378 (26.5%)	244 (17.1%)	1424

**Figure 31: 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	£14,102	£14,187	£14,056	0.9
3	£16,136	£16,172	£16,117	0.3
4	£19,105	£18,897	£19,185	-1.5
5	£22,527	£22,387	£22,568	-0.8
6	£26,342	£26,576	£26,173	1.5
7	£31,522	£31,611	£31,436	0.6
8	£40,161	£39,598	£40,681	-2.7
9	£51,236	£50,880	£52,184	-2.6

**Figure 32: 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	£14,212	£14,075	£14,082	0.0
3	£16,228	£16,105	£15,930	1.1
4	£19,235	£19,066	£19,147	-0.4
5	£22,310	£22,594	£23,356	-3.4
6	£26,761	£26,235	£25,941	1.1
7	£31,699	£31,452	£31,468	-0.1
8	£40,866	£39,895	£37,647	5.6
9	£54,579	£50,041	£49,096	1.9

\* Gap expressed as % BME staff earn less than white staff. Negative value indicates where BME staff earn more than white staff.

**Figure 33: Average starting basic pay for all staff, fixed and staff on open ended contracts 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	Open ended Ave Starting Basic Pay	Basic Starting Pay Contract Status (FT v Open ended) Gap* %
2	£14,102	£14,088	£14,124	0.3
3	£16,136	£16,117	£16,159	0.3
4	£19,105	£19,201	£18,838	-1.9
5	£22,527	£22,317	£22,892	2.5
6	£26,342	£26,187	£27,260	3.9
7	£31,522	£31,302	£32,696	4.3
8	£40,161	£40,148	£40,174	0.1

\* Gap expressed as % fixed term staff earn less than staff on open ended contracts. Negative value indicates where fixed term staff earn more than staff on open ended contracts.

**Figure 34: 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	£14,102	£14,187	£14,095	0.7
3	£16,136	£16,127	£16,144	-0.1
4	£19,105	£18,937	£19,249	-1.6
5	£22,527	£22,529	£22,523	0.0
6	£26,342	£26,320	£26,425	-0.4
7	£31,522	£31,465	£32,012	-1.7
8	£40,161	£39,842	£42,071	-5.6

## 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

Open ended - Fixed Term/Open ended 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 (as defined by personnel sub area) they are employed in (which can account for significant differences in pay).
  - The grades the groups are employed in
  - Working patterns

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.



# CAPITA

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 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 following definitions of basic and total pay were used.

Basic pay = basic salary plus additional basic salary+ salary supplement + market pay + protected pay (as shown in payroll data)

Total pay = basic pay plus shift pay + weekend enhancements + dog handlers allowance + security enhancements + London weighting.

The numbers of staff receiving additional payments 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 most common form of additional payment is a shift payment or weekend enhancement. The data provided for July 2009 suggested 46 staff received an enhancement for working on Saturday and 44 for working on Sunday. Some 24 staff received a night shift enhancement and 10 staff an alternating shift payment. Six computer operators also received shift pay.

Some 41 security staff received a security enhancement and 3 staff received a dog handler's allowance.

Some 25 staff were on protected pay arrangements and 2 received market pay.

There were also 17 receiving London weighting payments.

We understand that some staff may receive other payments not included in the above definition.

# CAPITA

The analysis of the basic pay of “new starters” looks at the pay of the 1,116 staff with less than 12 months’ service at July 2009 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 2009 would effectively be their starting pay.

We carried out an analysis of the basic pay of “new starters” by looking at the pay of the 1,116 staff with less than 12 months’ service at July 2009 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 2009 would effectively be their starting pay.

We have assumed that the pay data provided for July 2009 is representative of the pay of the individuals employed by the University of Leeds.

If you require this document in an alternative format (for example braille, large print or e-text) please contact Human Resources at [hr@leeds.ac.uk](mailto:hr@leeds.ac.uk).