

University of the Highlands and Islands

Executive Office

Equal pay statement and pay gap analysis 2017

April 2017

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Introduction

This report updates the information provided in the original plan (2013) and the progress report (2015) about the composition of the workforce within the executive office.

Equal pay within the university

The current university equal pay policy statement is available on the [website](#).

It is proposed to update this to encompass equal pay in respect of ethnicity and disability as well as gender. A revised document is attached.

Equal pay within executive office

The executive office of the university uses an analytical job evaluation scheme for the determination of the grading of all roles, with the exception of those for senior staff, for which the Remuneration Committee retains responsibility for determining the remuneration package.

Utilising the data collected as part of our annual Higher Education Statistics Agency staff record submission we have undertaken periodic reviews of the distribution of roles against the grading structure to assess its effectiveness. For this report the analysis is presented in three tables detailing the whole organisation (table 1) and the two occupational groups; academic staff (table 2) and professional services (table 3) that staff within the executive office fall into.

The latest analysis, based upon the data extracted from our 2015/16 HESA submission, shows that for the majority of roles subject to the job evaluation process (Grade 3 - 8) there remains little difference in the mean salary level, with the gender pay gap ranging between -1.0% and 3.0% (Table 1).

However, there are three instances where the pay gap exceeds 5% and warranted further investigation.

- The gender pay gap for Grade 7, both for all staff and those within professional services, has noticeably increased from 1.8% to 5.6%.

Analysis of the posts within this grade showed that male staff were predominantly long-serving members of staff who had now progressed to the top of the grade; whilst a significant number of the female staff were recent appointments. Their initial placement on the scale being made in line with our published appointment process, which recommends placement on one of the first three points of the grade.

Action: going forward, we will review the operation of this process to ensure that its application is not creating unnecessary barriers to our reducing the gender pay gap.

- Analysis of the pay gap for academic staff on Grades 6 and 8 (5.9% and 6.2% respectively) can be attributed to a combination of: the occupational segregation found in the specific subject areas covered by our small coterie of academic staff; the impact of fixed term funding on roles (Grade 6) and the assimilation of academic leadership roles from our academic partners (Grade 8).

Action: as our direct engagement with teaching and research will be increasing we are planning to review the academic role profiles and career pathways we have in place to ensure they are not contributing to the furtherance of these pay gaps.

Analysis of the gender pay gap

Whilst equal pay within the grade structure (Grade 3 - 8) appears to be being maintained, the mean gender pay gap across these grades has risen from 9% to 14%.

The figure for the mean gender pay gap also rises commensurately with the addition of those employees in management grade 1, from 14% to 17.7%.

When roles in respect of which the remuneration committee retains responsibility for determining the salary of are included the mean gender pay gap increased from 31% to 32%.

The respective median gender pay gaps are: 13.7%, 16.2% and 23.3%. It is noticeable that whilst the median salary level for women remained unchanged (£28,299) the level for men increased across all three groups by 11%

Clearly these figures are extremely disappointing. Whilst the impact of wider societal issues including occupational segregation and the nature of our location in the UK will play their part, a significant proportion of the increase can be attributed to the growth of the institution and the additional pan-university senior academic and leadership roles we have been recruiting as a result, which have been predominately men.

Addressing the gender pay gap

Whilst we are aware of a number of contributing factors to our gender pay gap we will re-examine our job evaluation methodology and pay structure to ascertain whether we have an internal structure which is giving rise to these widening gender pay gaps.

The need for positive action on providing women with leadership and management development opportunities have previously been recognised, with a number of staff having been through the Aurora programme, run by the Equality Challenge Unit, in recent years. However, the median pay gap figures do point to their being a significant imbalance between men and women in the hierarchy. We envisage that addressing this is unlikely to be achieved overnight and will require a combination of structured developmental programmes, opportunities for career progression and support for flexible working practices.

Analysis of the race and disability pay gaps

At the time of the data collection, the university employed only three (male) staff who regard themselves as not being white Scottish or white other, which results in a positive pay gap in favour of BME staff of 24% across the institution and a similarly positive one of 2.4% for all men.

Only seven staff (five men, two women) declared that they had a disability, which results in a mean pay gap of 17.7% for all staff, 30% for men and 9.5% for women.

Addressing the race and disability pay gaps

Whilst the data gives an indicative position, the small number of staff in these respective groups means that any future recruitment/resignation or declaration of status could significantly skew the analysis.

We will review our recruitment practices to ensure that we are not unconsciously placing barriers to candidates from these groups and encourage staff to view the positive benefits of declaring any disability to the university.

EQUAL PAY POLICY 2017



Introduction

The University of the Highlands and Islands is an equal opportunities employer and is committed to the fundamental principle that the pay and conditions of employment of all our staff are non-discriminatory and free from bias. The university supports the principles of equal opportunities in employment, and recognises that in order to achieve equal pay for employees doing equal work it should operate a pay system which is transparent, based on objective criteria and free from gender bias.

In line with the University of the Highlands and Equality and Diversity Charter, the university believes that pay and conditions of employment should be awarded fairly and equitably irrespective of gender, race, disability, age, nationality, religion, creed, political beliefs, marital status, sexual orientation, trade union membership, whether in full time or part time employment, responsibility for dependants, health, socio-economic background or other irrelevant distinction that may cause disadvantage or unfair discrimination.

This policy reflects the legislative framework and guidance produced by the Equality and Human Rights Commission.

Equal Pay Statement

The university supports the principle that regardless of gender, race or disability status all staff should receive equal pay, and thus should not be treated less favourably, as defined in the legislation and as amended from time to time.

Definition of Pay

For the purpose of this policy, and in line with the relevant legislation, pay is defined as:

- the ordinary basic or minimum wage or salary;
- any other consideration, in cash or in kind, which the employee receives directly or indirectly from his/her employer in respect of his/her employment; and
- other terms of written statement of particulars of employment (normally referred to as the “contract”).

Action to implement policy

In order to put its commitment to equal pay into practice the university will:

- examine its existing and proposed pay practices for all its employees including those in non-standard employment and those who are absent (including, but not limited to, for maternity and parental leave, and for urgent family reasons);
- conduct regular equal pay reviews using published guidance and best practice within the sector and determine what action is required to deal with any inequities revealed by the analysis and diagnosis;
- carry out regular monitoring of the impact of its practices;
- inform employees of how these practices work and how their own pay is determined;
- provide training and guidance for Board Members and managers involved in decisions about pay and benefits;

- discuss and agree the equal pay policy with representatives of the Staff Association.

The university intends, through the implementation and monitoring of this policy, to avoid unfair and unlawful discrimination, reward all staff fairly for the work to which they are appointed or promoted having regard to their job related skills, experience, and qualifications.

The university values the contribution its staff make towards its success. By applying this policy the university aims to improve quality and to enhance efficiency, productivity and competitiveness, and its reputation and image as an employer and educational establishment.

Resolving disputes

The university's Grievance Procedures, which have informal as well as formal routes, are available should a member of staff have a general dispute in relation to his/her pay. The university will respond to grievances on equal pay matters as a priority.

Table 1: Gender pay gap analysis by grade (all staff)

	Male (92)	Female (126)	Pay Gap (%)
Grade EO 3			
Mean FTE Salary	-	16609	n/a
Grade EO 4			
Mean FTE Salary	20223	20438	(1.0)
Grade EO 5			
Mean FTE Salary	25764	25305	1.8
Grade EO 6			
Mean FTE Salary	32057	31882	0.5
Grade EO 7			
Mean FTE Salary	40143	37896	5.6
Grade EO 8			
Mean FTE Salary	46941	45503	3.0
Grade MG 1			
Mean FTE Salary	54268	54684	(0.8)
Senior Staff			
Mean FTE Salary	85510	100605	(17.7)

Source: data extracted from University of the Highlands and Islands HESA Staff Record submission 2015/16

Table 2: Gender pay gap analysis by grade (academic)

	Male (24)	Female (13)	Pay Gap (%)
Grade EO 3			
Mean FTE Salary	-	-	-
Grade EO 4			
Mean FTE Salary	-	-	-
Grade EO 5			
Mean FTE Salary	-	22951	n/a
Grade EO 6			
Mean FTE Salary	33707	31722	5.9
Grade EO 7			
Mean FTE Salary	40247	-	n/a
Grade EO 8			
Mean FTE Salary	47418	44459	6.2
Grade MG 1			
Mean FTE Salary	53569	-	n/a
Senior Staff			
Mean FTE Salary	74583	54000	27.6

Source: data extracted from University of the Highlands and Islands HESA Staff Record submission 2015/16

Table 3: Gender pay gap analysis by grade (professional services)

	Male (68)	Female (113)	Pay Gap (%)
Grade EO 3			
Mean FTE Salary	-	16609	n/a
Grade EO 4			
Mean FTE Salary	20223	20438	(1.0)
Grade EO 5			
Mean FTE Salary	25764	25336	1.7
Grade EO 6			
Mean FTE Salary	31841	31935	(0.3)
Grade EO 7			
Mean FTE Salary	40131	37896	5.6
Grade EO 8			
Mean FTE Salary	46702	46024	1.5
Grade MG 1			
Mean FTE Salary	54996	54684	0.6
Senior Staff			
Mean FTE Salary	104242	123908	(18.9)

Source: data extracted from University of the Highlands and Islands HESA Staff Record submission 2015/16