

Oxford Brookes University Equal Pay Audit – 2019

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Executive summary

As part of our commitment to equality, diversity and inclusion, Oxford Brookes University carries out regular equal pay audits with the aim of examining whether staff carrying out work of equal value are paid equitably. Identifying and understanding pay gaps enables us to explore whether the university policies and procedures that determine pay are applied equitably and whether there are any underlying biases in those policies and procedures.

This audit explores the policies and practices that determine basic pay, including starting salaries, automatic and discretionary progression. It also considers other elements of pay and benefits. As well as using pay data to look for evidence of inequity the underlying policies and practices are considered.

Overall there is no evidence of any unexplained pay gaps, suggesting that the requirement of equal pay for work of equal value is being achieved. However, there are some recommendations for actions to ensure that areas that are potentially problematic are well-managed and to embed best practice. These are:

1. Review the information that it gives to recruiting managers about starting salaries and the procedures for requesting and approving an appointment above the bottom of the grade to explore whether there is potential for bias or opportunities to embed good practice.
2. Continue to monitor ACE application and success rates.
3. Ensure that any new reward policies and initiatives or updates to existing policies are carried out with diversity considerations in mind and are underpinned by equality impact assessments.
4. Review documentation of additional payment schemes, ensuring that the criteria for making additional payments and method of calculating payments is clear.
5. Consider publishing central guidance on when additional payments are appropriate and how they should be determined to aid transparency and help to enable consistency between different parts of the organisation.
6. Complete the review of the market supplementation framework and guidelines, including establishing consistent recording of market supplementation. Implement a process of regular monitoring and review.

Scope

This audit examines both salaried and hourly paid staff employed at the census date of 31 March 2019. The focus is on equal pay for work of equal value and therefore this report does not look at overall pay gaps, which are likely to be caused by differences in representation across different grades and occupational groups. This means that mechanisms for movement between grades are not considered in this report. Instead that is picked up by other work streams, including the gender pay gap reporting requirements, Athena Swan, the Race Equality Charter and annual equality, diversity and inclusion reporting.

As well as looking for pay gaps between people of different genders, this report also explores ethnicity, disability, age and contractual status.

Methodology

Our grading structure is underpinned by job evaluation using Higher Education Role Analysis (HERA) and therefore equal work is defined as people employed on the same grade.

The analysis of basic pay is based on the pay received in March 2019. Pay for all staff is uplifted to an annualised, full-time equivalent amount to allow valid comparisons to be drawn.

Analysis of starting salaries is based on the pay in the first month of employment for salaried employees who joined between April 2016 and March 2019. All values are uplifted to an annual, full-time amount using the salary rates that applied from 01 August 2018 to allow comparisons to be drawn.

All pay and employee data is taken from the university's HR/Payroll system, Core HR.

Pay gaps are calculated based on the mean pay for each grade. The majority of our grades comprise only seven incremental points, which means that it is unlikely that the figures would be skewed by outliers. However, the median would be explored as an additional indicator if any unexplained pay gaps were identified.

The uppermost grade for senior staff, SS04 is excluded from analysis. This is because at the census data there were only five people employed at that grade. This meant that the sample was too small to allow meaningful analysis and that there was a high likelihood of individuals being identifiable from any published figures. Where grades have been excluded from individual analyses because the small sample size could result in individuals being identifiable, this is indicated in the report. The pay for university senior managers, Deans and Directors is also excluded from this report. Pay for this group is not underpinned by job evaluation but is determined by the university Remuneration Committee. The Remuneration Committee publishes an annual report, which is available on our [Freedom of Information webpages](#).

Findings of previous audit

The previous equal pay audit was completed in 2016. The audit did not find any significant pay gaps although the report made several recommendations.

Recommendation	Review of progress
Improve the recording and collection of data on pay protection	Pay protection is now recorded in the Core HR/Payroll system in a way that allows HR to report on and monitor it. This is included in this audit.
Improve the recording and collection of data on market supplementation and establish a regular review of market supplementation	This work has been delayed by staffing changes in HR but is currently in progress and will include a review of the market supplementation framework and guidelines. It is expected to deliver a framework for the consistent recording of market supplementation, which will allow a process of regular monitoring and review to be implemented.
Encourage staff to update their EDI information as appropriate to reduce the number of “unknowns”	All staff have access to update this information via the staff portal. The portal is also used for other services such as payslip provision and therefore all staff are encouraged to access it regularly. For both disability and ethnicity information the percentage of staff paid in March 2019 who had not provided any information was less than 5%.
Improve the availability of data on ACE eligibility	A mechanism for identifying staff who are eligible to apply for ACE points has been established and eligibility data is incorporated into the section of this audit that looks at discretionary pay.
Continue to monitor ACE application and success rates for men and women	This is reviewed as part of the analysis of discretionary pay in this audit.
Continue to monitor the proportion of men and women appointed above the bottom of the grade	This is reviewed as part of the analysis of starting salaries in this audit.
Continue to monitor the pay gap between men and women on part-time, fixed-term contracts	This recommendation related to analysis of average pay across the whole institution and not by grade. As such this now falls within the scope of institutional gender pay gap analysis and will be picked up by that work.

Composition of the workforce

The university grading structures for senior and non-senior staff are appended. The grading structure for non-senior staff uses the national pay spine, with one additional point at the top. The senior staff pay spine overlaps with the top of the non-senior staff pay spine and includes additional higher points in increments of approximately 3%.

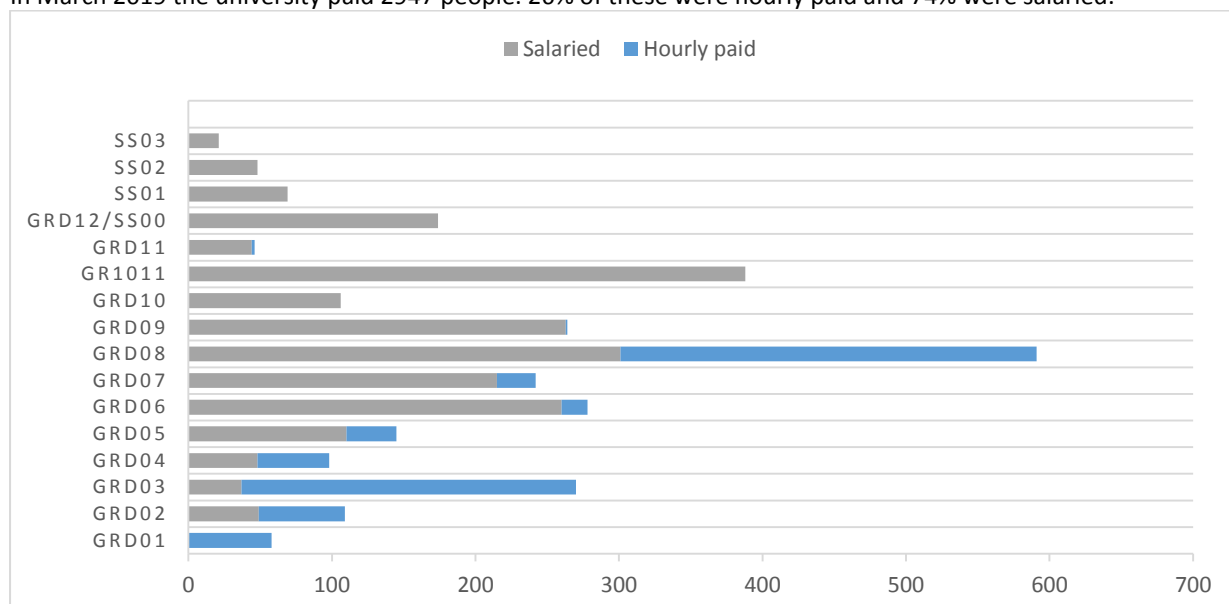
A small number of staff are not paid on these spines. In March 2019 the university paid three people at rates that were not part of the grading structure. This is usually for contracts that are fully or partly funded by a third party such as KTP or NHS, where there is a requirement that the individual is paid at a particular rate. The university also employs Interns who are paid at a single rate that tracks the Voluntary National Living Wage. In March 2019 we paid 16 Interns.

Profile of staff paid in March 2019 by occupational group

		% female	% BAME	% disabled	% part-time	% fixed-term
Salaried	Professional	64%	12%	7%	31%	14%
	Senior professional	54%	9%	1%	9%	11%
	Research	59%	17%	2%	34%	88%
	Teaching	55%	13%	5%	36%	10%
	Professor	45%	5%	4%	25%	8%
	Senior academic	51%	8%	3%	0%	17%
Hourly paid	Associate lecturer	55%	14%	4%		5%
	Associate researcher	80%	20%	9%		91%
	Variable hours	59%	17%	2%		38%
	Casual	69%	26%	8%		100%

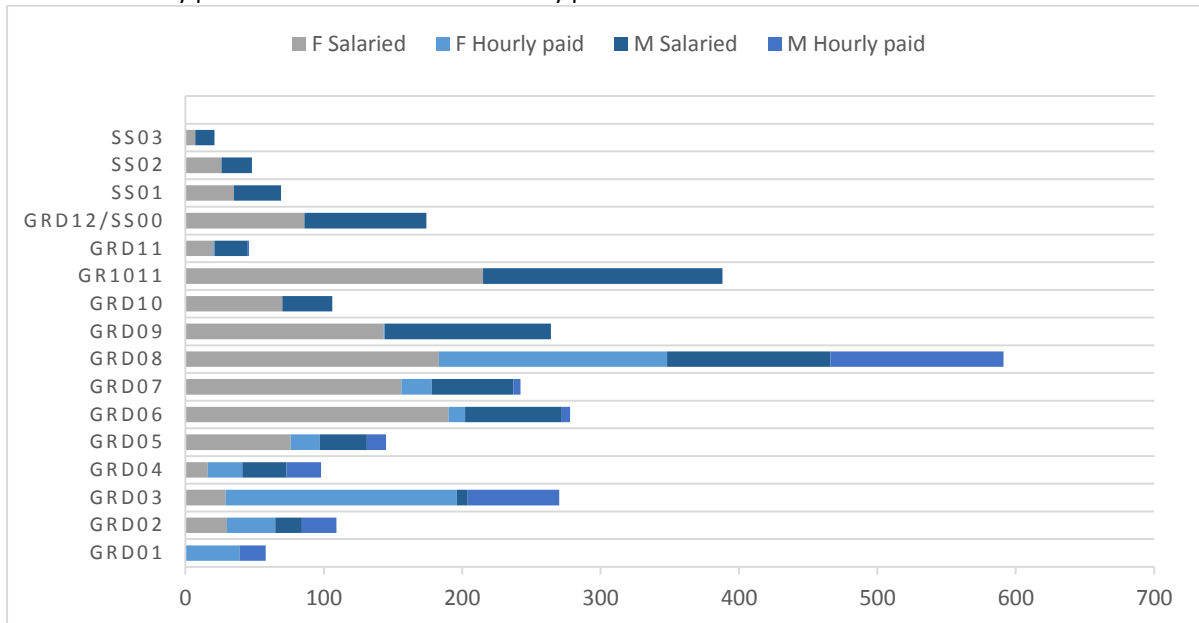
Staff headcount in March 2019 by grade and contractual terms

In March 2019 the university paid 2947 people. 26% of these were hourly paid and 74% were salaried.



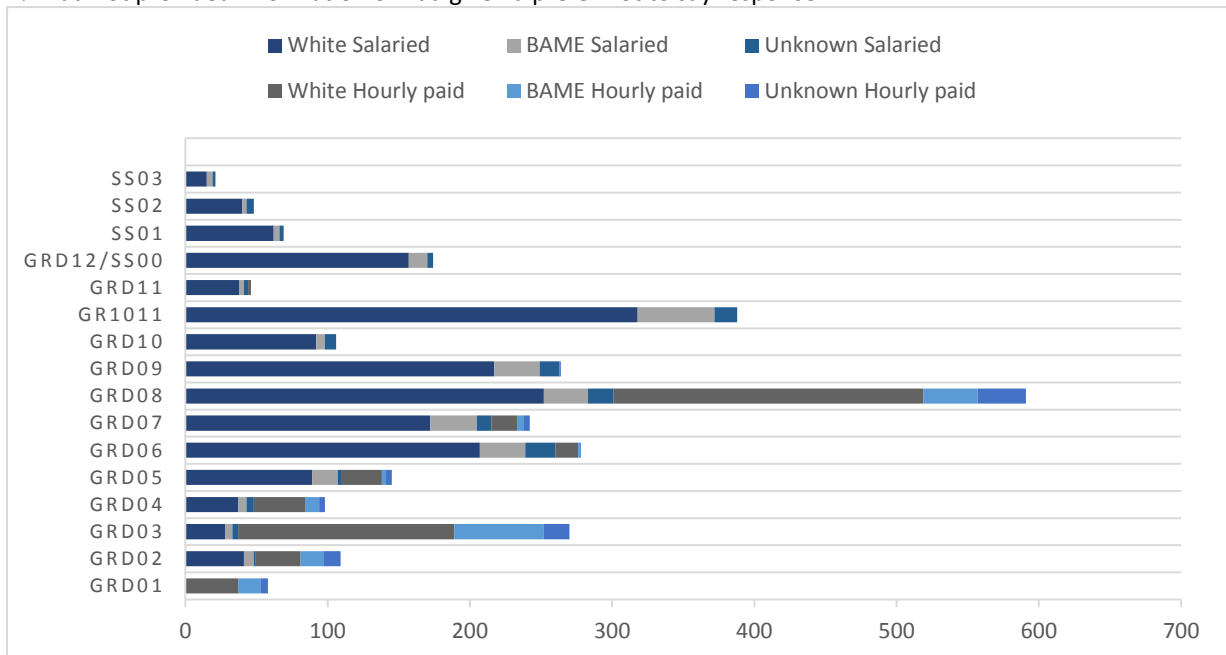
Staff profile by grade, contract type and gender

61% of the individuals paid in March 2019 were women. 44% were salaried women, 29% were salaried men, 17% were hourly paid women and 10% were hourly paid men.



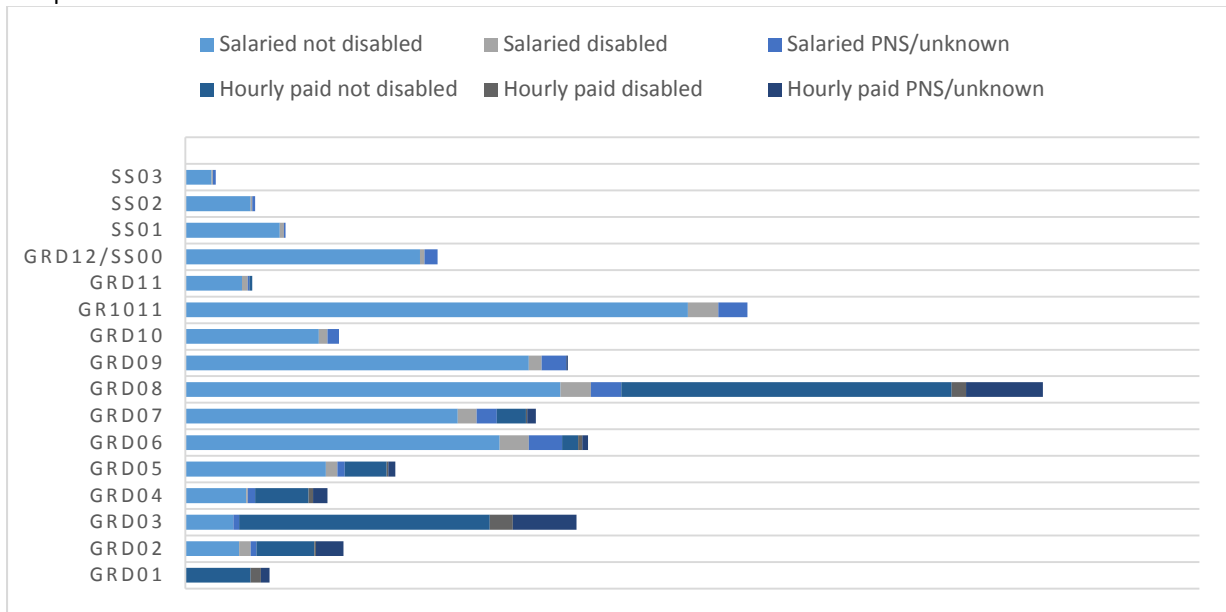
Staff profile by grade, contract type and ethnicity

14% of all staff paid in March 2019 were BAME. 12% of salaried staff and 20% of hourly paid staff were BAME. 7% had not provided information or had given a prefer not to say response.



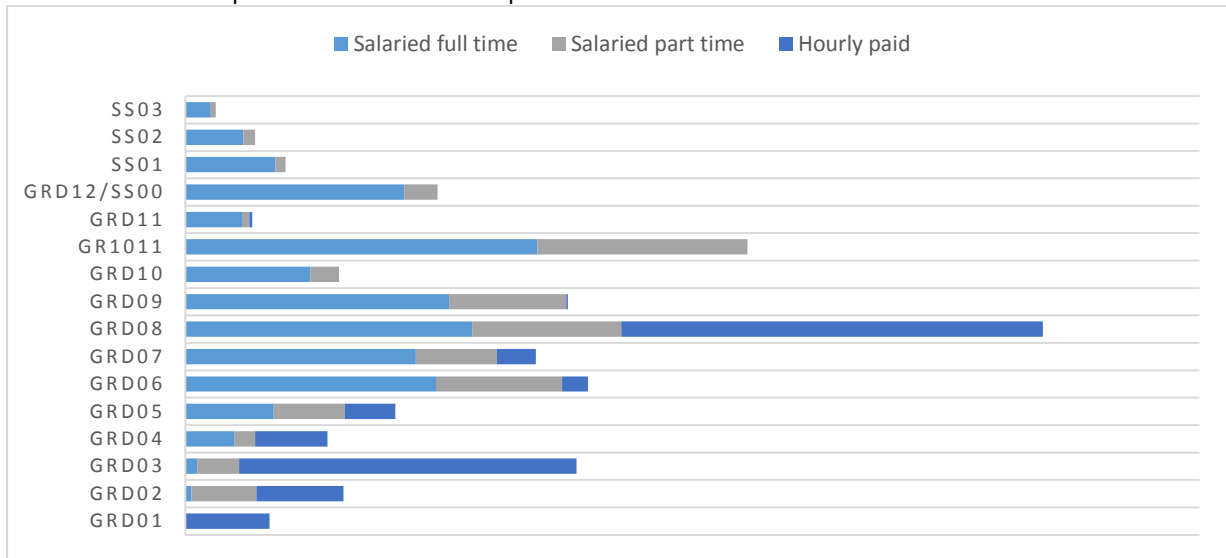
Staff profile by grade, contract type and disability

6% of all staff paid in March 2019 had told us that they had a disability. 6% of salaried staff and 5% of hourly paid staff told us that they had a disability. 10% of all staff had not provided information or had given a prefer not to say response. This figure was higher for hourly paid staff where 19% were unknown/prefer not to say, compared with 7% of salaried staff.



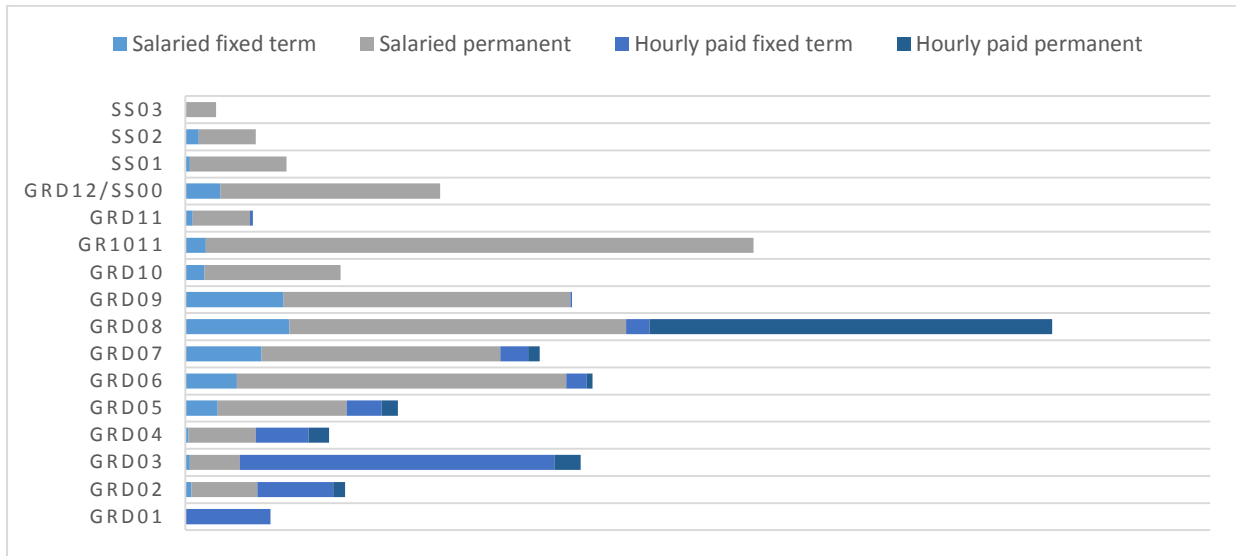
Staff profile by grade, contract type and full/part-time

31% of salaried staff paid in March 2019 were part-time.



Staff profile by grade, contract type and permanent/fixed-term

27% of all staff paid in March 2019 were fixed-term. 16% of salaried staff and 56% of hourly paid staff were fixed-term.



Policies and practices that determine basic pay

Starting salaries

Oxford Brookes grades comprise between two and five automatic incremental progression points. The university recruitment and selection policy states that new employees will usually be paid at the bottom of the grade for their post. Recruiting managers who wish to make an appointment above the bottom of the grade must justify this by evidencing how the appointee's experience and skills will allow them to make a greater contribution than would usually be expected of a new member of staff. Requests to appoint staff above the bottom of the grade must be approved by HR.

The starting salaries of all salaried new starters who joined between April 2016 and March 2019 who were paid on the university grading structure have been included in this analysis. Hourly paid staff are excluded from this analysis as there is no procedure for them to be appointed above the bottom of the grade for their post and the large percentage of salaried staff in some grades could skew the findings.

In this period there were 977 new starters. 206 (21%) of these people were appointed above the bottom of the grade for their post. Staff at higher grades are much more likely to be appointed above the bottom of the grade than those on lower grades.

Number of new starters by grade and starting point from April 2016 to March 2019

Grade	Number of new starters	% appointed	
		above bottom of grade	% appointed at bottom of grade
GRD02	40	15%	85%
GRD03	23	4%	96%
GRD04	36	14%	86%
GRD05	92	2%	98%
GRD06	164	9%	91%
GRD07	137	11%	89%
GRD08	149	21%	79%
GRD09	163	28%	72%
GRD10	29	41%	59%
GR1011	79	46%	54%
GRD11	14	50%	50%
GRD12	22	59%	41%
Senior staff	29	59%	41%
Total	977	21%	79%

Starting salaries: gender

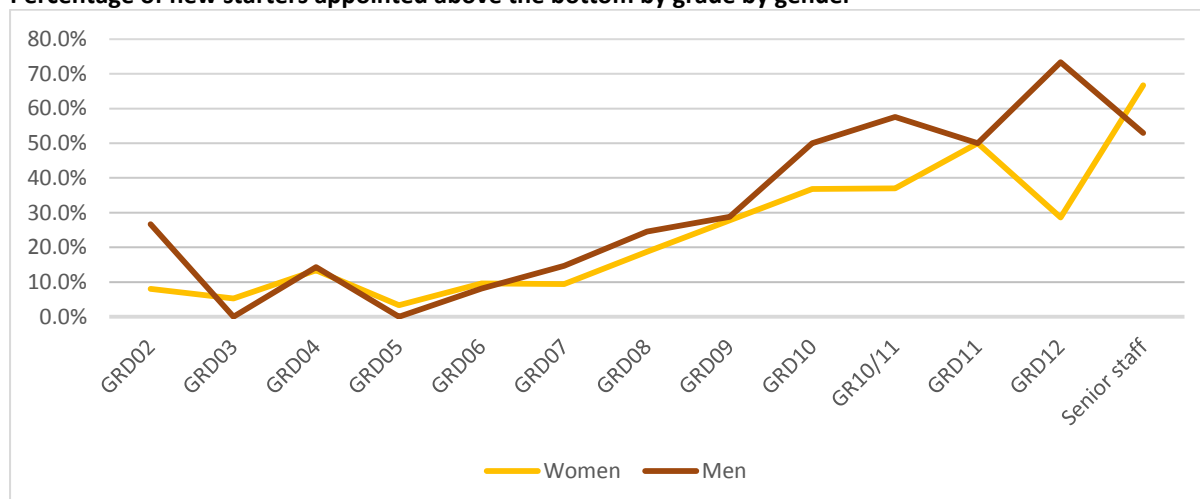
Analysis of average starting salaries by gender shows that in most grades the starting salary gap is less than 0.5%. In grades 10 and 10/11 there are starting salary gaps of 3.1% in favour of men.

Starting pay gap between men and women by grade for all salaried staff

Grade	Number of starters	Female	Male	Pay gap
Grade 1	59	£16,460	£16,460	0.0%
Grade 2	40	£16,817	£16,893	0.4%
Grade 3	23	£17,426	£17,408	-0.1%
Grade 4	36	£19,345	£19,330	-0.1%
Grade 5	92	£20,886	£20,836	-0.2%
Grade 6	164	£24,163	£24,229	0.3%
Grade 7	137	£27,190	£27,265	0.3%
Grade 8	149	£31,660	£31,677	0.1%
Grade 9	163	£35,871	£35,920	0.1%
Grade 10	29	£41,380	£42,706	3.1%
Grade 10/11	79	£42,817	£44,182	3.1%
Grade 11	14	£47,648	£47,056	-1.3%
Grade 12/senior grade 0	31	£53,398	£54,412	1.9%
Senior grade 1	8	£62,233	£62,758	0.8%
Senior grade 2	9	£72,258	£72,159	-0.1%

Men are slightly more likely to be appointed above the bottom of the grade at grade 2 and at most grades from 7 upwards. In the higher grades where more people are appointed above the bottom of the grade the pay gaps in favour of men are higher. This may indicate that when negotiation on starting salary does take place it is more likely to advantage men.

Percentage of new starters appointed above the bottom by grade by gender



Starting salaries: ethnicity

Analysis of average starting salaries by ethnicity shows that there is one gap of more than 5% in favour of BAME staff at senior staff grade 2. At this grade the sample size of BAME starters is too small to allow reliable analysis. There is no significant pattern of pay gaps and in several of the higher grades where starting above the bottom point is more common, the average starting salary for BAME staff is higher than that for white staff.

Starting pay gap between BAME and white employees by grade for all salaried staff

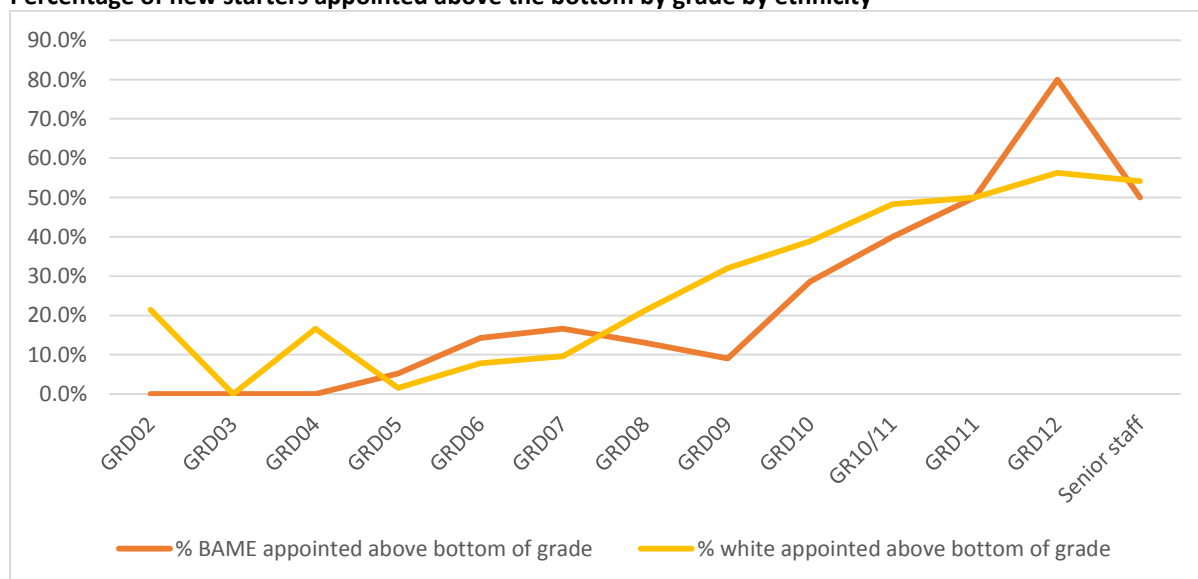
Grade	Number of starters*	BAME	White	Pay gap
Grade 1	57	£16,460	£16,460	0.0%
Grade 2	33	£16,766	£16,880	0.7%
Grade 3	15	£17,408	£17,408	0.0%
Grade 4	28	£19,202	£19,359	0.8%
Grade 5	84	£20,898	£20,864	-0.2%
Grade 6	149	£24,169	£24,162	0.0%
Grade 7	134	£27,215	£27,218	0.0%
Grade 8	136	£31,551	£31,690	0.4%
Grade 9	147	£35,405	£36,033	1.7%
Grade 10	25	£41,508	£41,922	1.0%
Grade 10/11	75	£43,517	£43,396	-0.3%
Grade 11	14	£48,012	£47,291	-1.5%
Grade 12/senior grade 0	29	£55,130	£54,017	-2.1%
Senior grade 1	8	£61,618	£62,696	1.7%
Senior grade 2	8	£75,743	£72,116	-5.0%

*New starters who have not told us their ethnicity are excluded from this analysis.

BAME staff are more likely to be appointed above the bottom of the grade than white staff at grades 5 to 7 and at grade 12 but less likely to be appointed above the bottom of the grade at other grades.

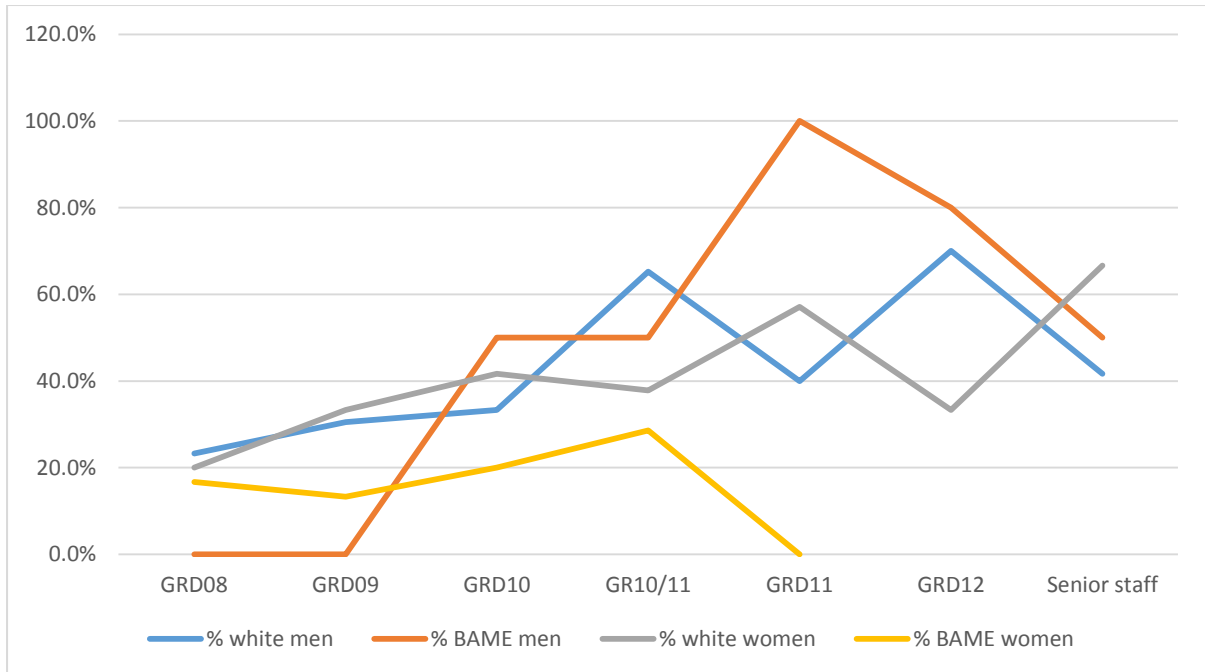
At grade 10/11 BAME staff are less likely to be appointed above the bottom of the grade than white staff. However, BAME staff have a slightly higher average starting salary than white staff, suggesting that those who are appointed above the bottom of the grade are appointed at higher levels. At grade 11 a similar result occurs: white and BAME are equally likely to be appointed above the bottom of the grade but BAME staff have a higher average starting salary.

Percentage of new starters appointed above the bottom by grade by ethnicity



Analysis of the percentage of new starters appointed above the bottom of the grade by gender and ethnicity shows that in a number of the higher grades BAME men are more likely than white men to be appointed above the bottom of the grade. At most grades BAME women are least likely to be appointed above the bottom of the grade and from grade 12 upwards there were no BAME women joiners.

Percentage of new starters appointed above the bottom by grade by gender and ethnicity at higher grades



Starting salaries: disability

Between April 2016 and March 2019 40 new starters (4%) told us that they had a disability. 2% of new starters told us that they would prefer not to say whether they had a disability and 15% did not respond to the question.

The small number of disabled starters means that the numbers at each grade are very low. However, analysis of average starting salaries shows no significant gaps between disabled and non-disabled staff.

Starting pay gap between disabled and non-disabled employees by grade for all salaried staff

Grade	Number of starters	Disabled	Not disabled	Pay gap
Grade 1	47	£16,460	£16,460	0.0%
Grade 2	29	£16,766	£16,873	0.6%
Grade 3	12		£17,408	-
Grade 4	22		£19,324	-
Grade 5	81	£21,033	£20,860	-0.8%
Grade 6	134	£24,161	£24,180	0.1%
Grade 7	125	£27,513	£27,205	-1.1%
Grade 8	131	£31,302	£31,694	1.2%
Grade 9	141	£35,211	£35,955	2.1%
Grade 10	25	£40,792	£42,003	2.9%
Grade 10/11	66		£43,307	-
Grade 11	13	£45,892	£47,530	3.4%
Grade 12/senior grade 0	21		£54,551	-
Senior grade 1	6	£61,618	£62,758	1.8%
Senior grade 2	8		£72,634	-

Starting salaries: age

Across the university the age group with the highest average pay is 46 to 55. Therefore all pay gaps by age are calculated with reference to the average salary for staff aged 46 to 55. This showed only one pay gap of more than 5%. This occurred for senior staff starters aged 26 to 35. The number of starters in this category is too small to allow reliable analysis.

Starting pay gap between staff by age group and grade for all salaried staff

	25 or under	26 to 35	36 to 45	56 to 65	66 or over
Grade 2	1.3%	1.1%	0.9%	-0.6%	-2.5%
Grade 3	0.0%	-0.2%	0.0%		
Grade 4	-1.3%	-0.9%	0.0%	0.0%	
Grade 5	0.0%	-0.2%	0.0%	-4.4%	
Grade 6	0.4%	0.0%	-0.6%	-0.9%	
Grade 7	0.9%	0.1%	0.6%	-1.0%	
Grade 8	1.7%	1.3%	1.1%	0.1%	2.1%
Grade 9	2.5%	1.1%	0.6%	0.1%	-3.6%
Grade 10		-1.5%	-6.3%	0.4%	
Grade 10/11		2.4%	-0.3%	-0.2%	
Grade 11		-0.5%	1.8%		
Grade 12		3.3%	-2.1%	-1.0%	
Senior staff		21.1%	0.9%	-8.6%	-50.8%

Starting salaries: full/part-time working

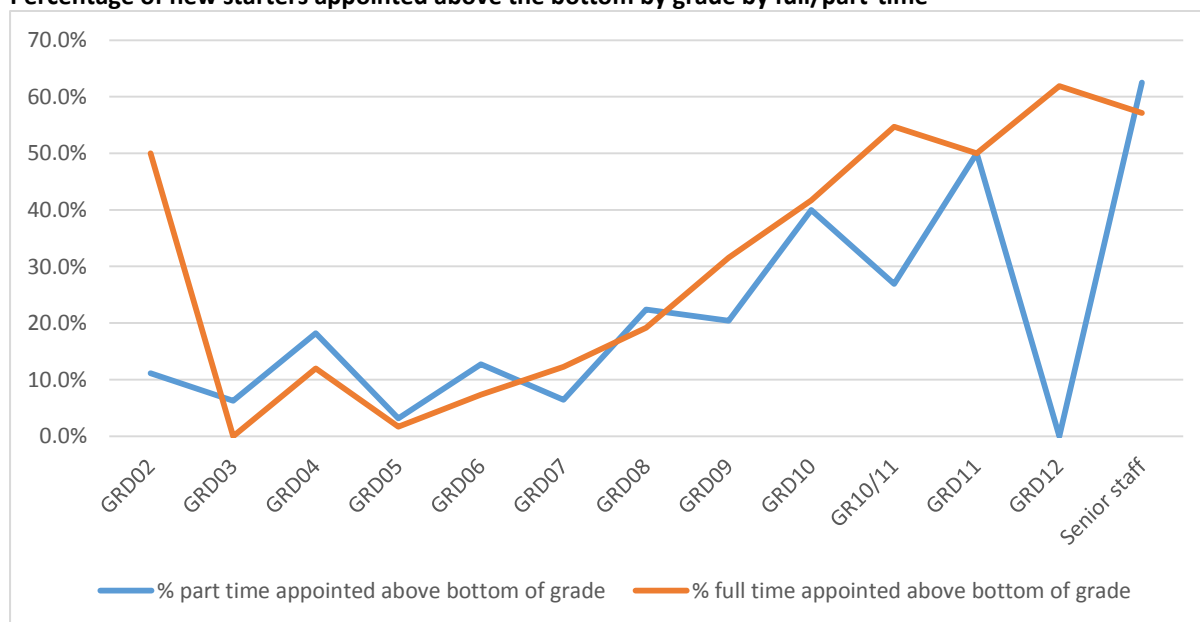
Analysis of average starting salaries shows no significant gaps between full and part-time staff. At many grades part-time staff have a higher average full-time equivalent starting salary than full-time staff.

Starting pay gap between part time and full time staff by grade for all salaried staff

Grade	Number of starters	Part time	Full time	Pay gap
Grade 1	59		£16,460	-
Grade 2	40	£16,837	£16,923	0.5%
Grade 3	23	£17,429	£17,408	-0.1%
Grade 4	36	£19,399	£19,309	-0.5%
Grade 5	92	£20,893	£20,856	-0.2%
Grade 6	164	£24,328	£24,110	-0.9%
Grade 7	137	£27,158	£27,229	0.3%
Grade 8	149	£31,716	£31,614	-0.3%
Grade 9	163	£35,630	£36,006	1.0%
Grade 10	29	£41,290	£41,951	1.6%
Grade 10/11	79	£42,370	£43,886	3.5%
Grade 11	14	£48,012	£47,291	-1.5%
Grade 12/senior grade 0	29	£54,828	£54,013	-1.5%
Senior grade 1	8	£62,233	£62,758	0.8%
Senior grade 2	8	£73,540	£72,033	-2.1%

The percentage of part-time staff appointed above the bottom of the grade is broadly in line with that for full-time staff, except at grades 2, 10/11 and 12. At grade 2 the number of full-time starters was too small to allow meaningful analysis and at grade 12 the number of part-time starters is too small to allow meaningful analysis, which means that the data does not indicate any consistent differences between full and part-time staff salaries at joining.

Percentage of new starters appointed above the bottom by grade by full/part-time



Starting salaries: permanent/fixed-term working

Analysis of average starting salaries shows no significant gaps between permanent and fixed-term staff.

Starting pay gap between fixed term and permanent staff by grade for all salaried staff

Grade	Number of starters	Fixed term	Permanent	Pay gap
Grade 2	40	£16,899	£16,766	-0.8%
Grade 3	23	£17,408	£17,428	0.1%
Grade 4	36	£19,365	£19,325	-0.2%
Grade 5	92	£20,875	£20,862	-0.1%
Grade 6	164	£24,248	£24,140	-0.4%
Grade 7	137	£27,234	£27,186	-0.2%
Grade 8	149	£31,656	£31,674	0.1%
Grade 9	163	£35,742	£35,979	0.7%
Grade 10	29	£41,068	£42,183	2.6%
Grade 10/11	79	£42,259	£43,609	3.1%
Grade 11	14	£48,012	£47,291	-1.5%
Grade 12	22	£52,607	£54,702	3.8%
Senior staff	29	£68,174	£67,603	-0.8%

Starting salaries conclusion

In the last equal pay audit it was recommended that starting salaries for men and women continue to be monitored. This analysis does not suggest any significant pay gaps related to protected characteristics. However, it is notable that starting above the bottom of the grade is more common in higher grades and the limited data available suggests that in these grades women, and particularly BAME women can be disadvantaged. Therefore it is recommended that the university review the information that it gives to recruiting managers about starting salaries and the procedures for requesting and approving an appointment above the bottom of the grade to explore whether there is potential for bias or opportunities to embed good practice. This could encompass all protected characteristics.

Pay progression

Pay progression: automatic

Incremental progression takes place on the successful completion of the probationary period and annually thereafter until the employee reaches the top automatic progression point for the grade.

The probation period for professional staff including variable hours staff is 6 months; for academic and senior staff including associate lecturers it is 12 months. The periods are different because, whilst the university does not wish probation periods to be longer than necessary, it is felt that the performance of academic staff cannot be fairly assessed until a whole academic year has been completed.

Casual staff are not eligible for incremental progression. The university uses two categories of casual employee. Standard casuals are not expected to be employed for more than 12 weeks and should not normally be re-engaged on the same type of contract within 12 months. This is considerably less than the 6 month period that other employees are required to complete before becoming eligible for incremental progression.

Oxford Brookes students can be employed as student casuals for the whole of the academic year although they are not usually expected to be working regularly throughout the year. Issuing an overarching contract minimises the inconvenience caused to the individual by having a series of short-term contracts and removes the administrative burden associated with issuing a series of short-term contracts. Analysis of student claims data shows that during the 2017/18 academic year, student casual employees submitted an average of 2.6 pay claims per person, indicating that they were inactive in the majority of months. There is also a high degree of variation in the number of hours worked throughout the year. This suggests that casual staff are not disadvantaged in comparison with salaried by not having access to incremental progression.

Pay progression: discretionary

Each grade also includes a further two to three discretionary points known as achievement, contribution and excellence (ACE) points. Upon reaching the top of the normal progression points for the grade employees are eligible to submit ACE applications, which are considered by a central panel. Employees who have not yet reached the top of the normal progression points for their grade can apply for accelerated incremental progression or a one-off ACE award via the same procedure.

Across the organisation the percentage of staff in ACE points is low, with 5.3% of academic staff and 7.3% of professional staff in ACE points at the sample date. Thus the effect of these additional points on the average pay for each grade is low and it is unlikely that differences in either application or success rates would exert any significant influence on the average salary figures for each grade.

Analysis of ACE applications and success rates from 2016/17 to 2018/19 shows that the success rates amongst those who apply for ACE points are broadly similar regardless of gender, ethnicity, disability or hours of work. This suggests that there is no overall bias in the scheme or its application. However, if there were any changes to the scheme or its promotion that might have a marked effect on the number of applicants, it would be important to inform these with an equality impact assessment and to continue to monitor application and success rates.

	% applied	% applications successful	% all eligible successful
Female	4.5%	53.1%	2.4%
Male	5.4%	54.5%	3.0%
BAME	5.6%	54.5%	3.0%
White	4.9%	53.2%	2.6%
Disabled	5.3%	57.1%	3.0%
Not disabled	4.8%	52.7%	2.5%
Part-time	2.5%	45.7%	1.1%
Full-time	6.5%	55.4%	3.6%

Pay gaps by grade

Interns and Grade 1 are excluded from this analysis as both are paid at a single rate. Senior staff grade 3 is excluded from the professional staff analysis as there were only three people paid at that grade at the census date.

Average pay by grade: gender

Analysis of basic pay by gender shows no gaps of 5% or more and no patterns of gaps of 3% or more.

Basic pay gap between men and women by grade for all staff

Grade	Headcount	Female	Male	Pay gap
Grade 2	109	£17,053	£17,162	0.6%
Grade 3	270	£17,569	£17,500	-0.4%
Grade 4	98	£19,878	£20,182	1.5%
Grade 5	145	£22,011	£21,842	-0.8%
Grade 6	278	£25,647	£25,574	-0.3%
Grade 7	242	£28,488	£28,712	0.8%
Grade 8	591	£33,404	£33,620	0.6%
Grade 9	264	£37,116	£37,421	0.8%
Grade 10	106	£43,580	£43,820	0.5%
Grade 10/11	388	£47,243	£47,935	1.4%
Grade 11	46	£48,721	£50,170	2.9%
Grade 12/senior grade 0	174	£56,546	£56,861	0.6%
Senior grade 1	69	£65,780	£66,094	0.5%
Senior grade 2	48	£72,362	£73,582	1.7%
Senior grade 3	21	£82,075	£82,839	0.9%

Basic pay gap between men and women by grade for academic staff

Grade	Headcount	Female	Male	Pay gap
Grade 6	33	£24,581	£25,203	2.5%
Grade 7	33	£27,336	£27,370	0.1%
Grade 8	343	£33,554	£33,641	0.3%
Grade 9	128	£36,810	£36,806	0.0%
Grade 10	7	£44,620	£43,298	-3.1%
Grade 10/11	388	£47,243	£47,935	1.4%
Grade 11	5	£50,132	£50,132	0.0%
Grade 12/senior grade 0	133	£56,673	£56,866	0.3%
Senior grade 1	39	£66,258	£66,648	0.6%
Senior grade 2	41	£72,342	£73,459	1.5%
Senior grade 3	18	£81,962	£83,054	1.3%

Basic pay gap between men and women by grade for professional staff

Grade	Headcount	Female	Male	Pay gap
Grade 2	109	£17,053	£17,162	0.6%
Grade 3	270	£17,569	£17,500	-0.4%
Grade 4	98	£19,878	£20,182	1.5%
Grade 5	145	£22,011	£21,842	-0.8%
Grade 6	245	£25,791	£25,624	-0.7%
Grade 7	209	£28,685	£28,877	0.7%
Grade 8	248	£33,213	£33,589	1.1%
Grade 9	136	£37,390	£38,036	1.7%
Grade 10	99	£43,501	£43,851	0.8%
Grade 11	41	£48,650	£50,178	3.0%
Grade 12/senior grade 0	41	£55,992	£56,848	1.5%
Senior grade 1	30	£65,142	£65,392	0.4%
Senior grade 2	7	£72,472	£74,361	2.5%

Average pay by grade: ethnicity

Analysis of academic staff by ethnicity shows a gap of -5.9% in favour of BAME staff at senior staff grade 3. However, the number of BAME academic staff within this grade too small to allow reliable analysis. There are no other gaps of 5% or more and no patterns of gaps of 3% or more.

Basic pay gap between white and BAME staff by grade for all staff

Grade	Headcount	BAME	White	Pay gap
Grade 2	96	£17,050	£17,158	0.6%
Grade 3	248	£17,470	£17,583	0.6%
Grade 4	89	£19,927	£20,066	0.7%
Grade 5	138	£21,776	£22,019	1.1%
Grade 6	257	£25,206	£25,702	1.9%
Grade 7	228	£28,295	£28,584	1.0%
Grade 8	539	£33,385	£33,502	0.3%
Grade 9	249	£37,231	£37,258	0.1%
Grade 10	98	£43,082	£43,659	1.3%
Grade 10/11	372	£47,234	£47,650	0.9%
Grade 11	43	£47,762	£49,699	3.9%
Grade 12/senior grade 0	170	£55,328	£56,837	2.7%
Senior grade 1	66	£68,384	£65,834	-3.9%
Senior grade 2	43	£72,871	£73,056	0.3%
Senior grade 3	19	£84,224	£82,125	-2.6%

Basic pay gap between white and BAME staff by grade for academic staff

Grade	Headcount	BAME	White	Pay gap
Grade 6	29	£24,642	£24,642	0.0%
Grade 7	32	£27,347	£27,355	0.0%
Grade 8	306	£33,427	£33,606	0.5%
Grade 9	121	£36,476	£36,877	1.1%
Grade 10	6		£44,189	-
Grade 10/11	372	£47,234	£47,650	0.9%
Grade 11	4		£50,132	-
Grade 12/senior grade 0	131	£55,478	£56,917	2.5%
Senior grade 1	37	£69,391	£66,251	-4.7%
Senior grade 2	37	£71,435	£72,981	2.1%
Senior grade 3	16	£86,897	£82,080	-5.9%

Basic pay gap between white and BAME staff by grade for professional staff

Grade	Headcount	BAME	White	Pay gap
Grade 2	96	£17,050	£17,158	0.6%
Grade 3	248	£17,470	£17,583	0.6%
Grade 4	89	£19,927	£20,066	0.7%
Grade 5	138	£21,776	£22,019	1.1%
Grade 6	228	£25,327	£25,824	1.9%
Grade 7	196	£28,633	£28,745	0.4%
Grade 8	233	£33,273	£33,378	0.3%
Grade 9	128	£38,088	£37,609	-1.3%
Grade 10	92	£43,082	£43,622	1.2%
Grade 11	39	£47,762	£49,651	3.8%
Grade 12/senior grade 0	39	£54,828	£56,567	3.1%
Senior grade 1	29	£65,362	£65,328	-0.1%
Senior grade 2	6	£75,743	£73,580	-2.9%

Average pay by grade: disability

Analysis of basic pay by disability shows no gaps of 5% or more and no patterns of gaps of 3% or more.

Basic pay gap between disabled and non-disabled staff by grade for all staff

Grade	Headcount	Disabled	Not disabled	Pay gap
Grade 2	86	£17,300	£17,135	-1.0%
Grade 3	222	£17,408	£17,582	1.0%
Grade 4	83	£19,611	£20,164	2.7%
Grade 5	135	£22,105	£22,005	-0.5%
Grade 6	251	£25,915	£25,677	-0.9%
Grade 7	222	£29,354	£28,512	-3.0%
Grade 8	517	£33,358	£33,507	0.4%
Grade 9	246	£37,278	£37,323	0.1%
Grade 10	98	£43,539	£43,743	0.5%
Grade 10/11	368	£48,576	£47,592	-2.1%
Grade 11	45	£49,072	£49,536	0.9%
Grade 12/senior grade 0	165	£57,527	£56,795	-1.3%
Senior grade 1	68	£65,381	£65,998	0.9%
Senior grade 2	46	£73,540	£72,973	-0.8%
Senior grade 3	19	£85,229	£82,682	-3.1%

Basic pay gap between disabled and non-disabled staff by grade for academic staff

Grade	Headcount	Disabled	Not disabled	Pay gap
Grade 6	26	£24,215	£24,804	2.4%
Grade 7	30	£27,830	£27,359	-1.7%
Grade 8	287	£33,370	£33,583	0.6%
Grade 9	114	£36,007	£36,894	2.4%
Grade 10	6		£44,189	-
Grade 10/11	368	£48,576	£47,592	-2.1%
Grade 11	5		£50,132	-
Grade 12/senior grade 0	131	£57,527	£56,764	-1.3%
Senior grade 1	39	£66,340	£66,454	0.2%
Senior grade 2	40	£73,540	£72,824	-1.0%
Senior grade 3	16	£85,229	£82,828	-2.9%

Basic pay gap between disabled and non-disabled staff by grade for professional staff

Grade	Headcount	Disabled	Not disabled	Pay gap
Grade 2	86	£17,300	£17,135	-1.0%
Grade 3	222	£17,408	£17,582	1.0%
Grade 4	83	£19,611	£20,164	2.7%
Grade 5	135	£22,105	£22,005	-0.5%
Grade 6	225	£26,273	£25,770	-2.0%
Grade 7	192	£29,471	£28,698	-2.7%
Grade 8	230	£33,349	£33,409	0.2%
Grade 9	132	£38,296	£37,695	-1.6%
Grade 10	92	£43,539	£43,712	0.4%
Grade 11	40	£49,072	£49,453	0.8%
Grade 12/senior grade 0	34		£56,911	-
Senior grade 1	29	£63,463	£65,396	3.0%
Senior grade 2	6		£73,940	-

Average pay by grade: age

Across the university the age group with the highest average pay is 46 to 55. Therefore pay gaps by age are calculated by comparing the average pay for each age group with that for staff aged 46 to 55 in the same grade. This analysis shows that there are pay gaps of greater than 5% for staff aged 25 and under at grades 4 to 8. Staff aged 26 to 35 also have consistently lower pay than staff aged 46 to 55, with gaps of greater than 5% in grades 10/11, 12/senior staff 0 and senior staff 1.

There are pay gaps of greater than 5% to the detriment of staff aged 66 or over in grades 4 and 6 and in favour of staff aged 66 or over at grades 5 and 10/11. At each grade from 4 to 6 there are fewer than 5 staff aged 66 or over, which means that the numbers are too small to enable reliable analysis.

Basic pay gap between age groups by grade for all staff

Grade	25 or under	26 to 35	36 to 45	56 to 65	66 or over
Grade 2	3.6%	2.3%	1.8%	-0.2%	0.2%
Grade 3	1.7%	0.4%	-1.5%	-1.6%	-4.3%
Grade 4	6.7%	4.0%	1.1%	-3.9%	5.0%
Grade 5	6.3%	2.9%	2.5%	-1.5%	-6.9%
Grade 6	5.3%	3.4%	1.2%	-2.7%	7.5%
Grade 7	5.9%	3.1%	0.9%	-0.5%	-1.6%
Grade 8	6.3%	2.1%	1.3%	0.5%	-2.0%
Grade 9	-0.6%	2.1%	-0.6%	-2.4%	-2.7%
Grade 10		3.0%	2.3%	-2.1%	
Grade 10/11		10.2%	2.9%	-2.3%	-7.9%
Grade 11		4.0%	2.1%	0.8%	0.0%
Grade 12/senior grade 0		7.9%	3.5%	-1.4%	2.1%
Senior grade 1		6.3%	1.4%	-1.8%	-2.4%
Senior grade 2			0.1%	-1.9%	-3.6%
Senior grade 3			2.5%	-0.9%	-0.4%

The table below shows average service by grade and age group. This shows that staff in age groups 25 and under and 26 to 35 tend to have considerably less service than older staff in the same grade. Thus it is likely that the observed pay gaps are due to differences in length of service, which mean that younger staff have not yet progressed through our incremental pay structure.

Average length of service by age group and grade for all staff

Grade	25 or under	26 to 35	36 to 45	46 to 55	56 to 65	66 or over
Grade 2	1.3	3.8	4.0	12.5	18.9	18.2
Grade 3	1.2	2.8	7.3	6.9	10.0	13.3
Grade 4	1.5	2.7	5.2	9.4	13.1	11.7
Grade 5	1.4	3.5	3.8	9.9	18.7	9.5
Grade 6	1.8	3.1	5.9	8.9	13.0	0.4
Grade 7	1.3	3.0	6.9	10.7	13.0	22.3
Grade 8	1.6	2.8	5.2	8.1	8.3	15.7
Grade 9	4.0	3.4	6.5	8.6	11.9	14.0
Grade 10		5.2	9.8	10.5	15.3	
Grade 10/11		4.4	7.5	10.4	13.8	18.2
Grade 11		7.0	9.2	12.0	19.8	22.9
Grade 12/senior grade 0		3.9	6.8	14.1	18.6	9.7
Senior grade 1		4.5	10.0	15.8	18.8	25.7
Senior grade 2			7.6	16.5	18.2	19.9
Senior grade 3			4.4	15.3	20.2	40.2

Average pay by grade: full/part-time

Analysis of all staff by full/part-time shows a gap of 6.9% in favour of full-time staff at grade 4. Just over 50% of staff in grade 4 are hourly paid, compared with 26.3% across the whole organisation. All hourly paid staff are categorised as part-time. 44 of the 50 hourly paid staff are paid at the lowest point of the grade. This reflects the nature of the employment, which is most commonly casual work undertaken by students alongside their studies. The average length of service for hourly paid staff in grade 4 is 1.4 years, compared with 8.7 for salaried staff. When looking salaried staff only the pay gap is 2.6% in favour of full-time staff. There are no academic staff at grade 4, which means that the same gap is observed when considering professional staff only. This suggests that the gap between full and part-time staff at this grade reflects the unusual composition of the workforce and is not caused by any underlying bias.

There is a gap of -7.6% in favour of part-time staff at senior staff grade 3. However, the numbers of part-time professional staff in this grade are too small to allow reliable analysis by full/part-time status.

Basic pay gap between full and part-time staff by grade for all staff

Grade	Headcount	Part time	Full time	Pay gap
Grade 2	109	£17,078	£17,603	3.0%
Grade 3	270	£17,526	£18,333	4.4%
Grade 4	98	£19,551	£21,003	6.9%
Grade 5	145	£21,982	£21,918	-0.3%
Grade 6	278	£25,716	£25,573	-0.6%
Grade 7	242	£28,433	£28,607	0.6%
Grade 8	591	£33,584	£33,312	-0.8%
Grade 9	264	£37,209	£37,275	0.2%
Grade 10	106	£43,562	£43,685	0.3%
Grade 10/11	388	£48,379	£47,058	-2.8%
Grade 11	46	£50,560	£49,320	-2.5%
Grade 12/senior grade 0	174	£56,383	£56,754	0.7%
Senior grade 1	69	£65,402	£65,995	0.9%
Senior grade 2	48	£74,132	£72,679	-2.0%
Senior grade 3	21	£80,382	£83,103	3.3%

Basic pay gap between full and part-time staff by grade for academic staff

Grade	Headcount	Part time	Full time	Pay gap
Grade 6	33	£24,688	£24,947	1.0%
Grade 7	33	£27,208	£27,613	1.5%
Grade 8	343	£33,709	£32,321	-4.3%
Grade 9	128	£37,002	£36,670	-0.9%
Grade 10	7	£44,559	£44,189	-0.8%
Grade 10/11	388	£48,379	£47,058	-2.8%
Grade 11	5	£50,132	£50,132	0.0%
Grade 12/senior grade 0	133	£56,745	£56,767	0.0%
Senior grade 1	39	£65,892	£66,512	0.9%
Senior grade 2	41	£73,577	£72,711	-1.2%
Senior grade 3	18	£80,382	£83,349	3.6%

Basic pay gap between full and part-time staff by grade for professional staff

Grade	Headcount	Part time	Full time	Pay gap
Grade 2	109	£17,078	£17,603	3.0%
Grade 3	270	£17,526	£18,333	4.4%
Grade 4	98	£19,551	£21,003	6.9%
Grade 5	145	£21,982	£21,918	-0.3%
Grade 6	245	£26,038	£25,603	-1.7%
Grade 7	209	£28,875	£28,681	-0.7%
Grade 8	248	£33,088	£33,482	1.2%
Grade 9	136	£37,588	£37,699	0.3%
Grade 10	99	£43,509	£43,647	0.3%
Grade 11	41	£50,881	£49,276	-3.3%
Grade 12/senior grade 0	41	£55,358	£56,712	2.4%
Senior grade 1	30	£64,748	£65,325	0.9%
Senior grade 2	7	£78,011	£72,494	-7.6%

Average pay by grade: permanent/fixed-term

Analysis of permanent and fixed term contracts shows consistent pay gaps in favour of permanent staff and pay gaps of greater than 5% at grades 4, 10/11, 12/senior grade 0, senior grade 1, and senior grade 2. However, the average length of service for fixed-term staff is 2.5 years, considerably less than that for permanent staff, who have an average length of service of 9.4 years. This means that fixed-term staff are considerably less likely to have progressed through all of the incremental progression for their grade and therefore have lower average pay.

It should be noted that the fixed-term staff in higher grades with long periods of average service are often staff who have voluntarily entered into fixed-term employment after retirement on terms that are acceptable to both the employee and the organisation.

Basic pay gap between fixed term and permanent staff by grade

Grade	Headcount		Average salary		Pay gap	Average service	
	Fixed term	Permanent	Fixed term	Permanent		Fixed term	Permanent
Grade 2	56	53	£16,817	£17,393	3.3%	1.5	12.1
Grade 3	218	52	£17,416	£18,112	3.8%	1.2	9.5
Grade 4	38	60	£19,301	£20,532	6.0%	1.4	7.2
Grade 5	46	99	£21,324	£22,248	4.2%	1.7	8.2
Grade 6	49	229	£24,681	£25,829	4.4%	1.5	7.5
Grade 7	71	171	£27,552	£28,961	4.9%	2.0	8.7
Grade 8	86	505	£32,590	£33,647	3.1%	4.2	6.2
Grade 9	68	196	£36,379	£37,558	3.1%	3.9	8.4
Grade 10	13	93	£42,429	£43,834	3.2%	5.3	11.1
Grade 10/11	14	374	£43,425	£47,706	9.0%	6.1	10.4
Grade 11	7	39	£48,107	£49,760	3.3%	9.3	13.2
Grade 12/senior grade 0	24	150	£53,424	£57,230	6.7%	7.3	14.3
Senior grade 1	3	66	£62,233	£66,103	5.9%	2.2	16.5
Senior grade 2	9	39	£70,559	£73,466	4.0%	13.4	16.9

There are no fixed term staff at senior staff grade 3

Basic pay gap between fixed term and permanent staff by grade for academic staff

Grade	Headcount		Average salary		Pay gap	Average service	
	Fixed term	Permanent	Fixed term	Permanent		Fixed term	Permanent
Grade 6	31	2	£24,797	£24,029	4.4%	1.6	1.0
Grade 7	31	2	£27,311	£27,843	1.9%	1.0	4.3
Grade 8	52	291	£32,828	£33,728	2.7%	3.6	3.4
Grade 9	46	82	£36,681	£36,878	0.5%	3.6	4.9
Grade 10	3	4	£43,718	£44,635	2.1%	3.0	12.2
Grade 10/11	14	374	£43,425	£47,706	9.0%	6.1	10.4
Grade 11	2	3	£50,132	£50,132	0.0%	20.6	13.0
Grade 12/senior grade 0	16	117	£52,817	£57,304	7.8%	7.9	15.0
Senior grade 1	1	38	£61,618	£66,575	7.4%	0.4	19.4
Senior grade 2	7	34	£70,309	£73,384	4.2%	17.1	18.3

There are no fixed term staff at senior staff grade 3

Basic pay gap between fixed term and permanent staff by grade for professional staff

Grade	Headcount		Average salary		Pay gap	Average service	
	Fixed term	Permanent	Fixed term	Permanent		Fixed term	Permanent
Grade 2	56	53	£16,817	£17,393	3.3%	1.5	12.1
Grade 3	218	52	£17,416	£18,112	3.8%	1.2	9.5
Grade 4	38	60	£19,301	£20,532	6.0%	1.4	7.2
Grade 5	46	99	£21,324	£22,248	4.2%	1.7	8.2
Grade 6	18	227	£24,480	£25,845	5.3%	1.4	7.6
Grade 7	40	169	£27,739	£28,974	4.3%	2.8	8.8
Grade 8	34	214	£32,225	£33,537	3.9%	5.1	10.1
Grade 9	22	114	£35,748	£38,047	6.0%	4.5	10.9
Grade 10	10	89	£42,042	£43,798	4.0%	6.0	11.1
Grade 11	5	36	£47,297	£49,729	4.9%	4.8	13.3
Grade 12/senior grade 0	8	33	£54,637	£56,969	4.1%	6.0	12.0
Senior grade 1	2	28	£62,541	£65,462	3.5%	3.1	12.4

There are no fixed term professional staff at senior staff grades 2.

Average pay by grade: salaried/hourly-paid

Analysis of the grades that include both salaried and hourly paid staff shows that consistent gaps of more than 3% in favour of salaried staff, with gaps of more than 5% in grades 4 and 6. However, the average length of service for hourly paid staff is considerably lower than that for salaried staff at all grades, which means that salaried staff are likely to have progressed through their pay grades to higher salaries.

Basic pay gap between salaried and hourly paid staff by grade

Grade	Headcount	Average salary		Pay gap	Average service	
		Hourly paid	Salaried		Hourly paid	Salaried
Grade 2	109	£16,829	£17,425	3.4%	1.7	12.7
Grade 3	270	£17,428	£18,321	4.9%	1.3	12.1
Grade 4	98	£19,298	£20,843	7.4%	1.4	8.7
Grade 5	145	£21,416	£22,127	3.2%	2.3	7.4
Grade 6	278	£24,111	£25,732	6.3%	1.6	6.8
Grade 7	242	£27,478	£28,682	4.2%	1.8	7.4
Grade 8	591	£33,743	£33,253	-1.5%	3.3	8.4

There are fewer than 5 hourly paid staff at grades 9 and 11 so those grades have been excluded

Basic pay conclusion

Analysis of pay gaps at each grade by protected characteristics does not reveal any differences that cannot be explained. This indicates that the policies and practices that determine basic pay and the implementation of those policies does not disadvantage staff with particular protected characteristics.

It is recommended that we continue to monitor ACE application and success rates. If the university considers any major changes to the ACE scheme or introduction of other discretionary pay schemes these should be designed with diversity considerations in mind and should be underpinned by equality impact assessments.

Other elements of pay and benefits

The university pays a number of types of additional pay. This section looks at all types of additional pay except overtime that were paid in 2018/19. The scheme that determines each time of payment is examined to consider whether appropriate justifications exist. Where possible this is supported with data analysis but in many cases the number of payments made is too small to enable reliable analysis.

Since the previous audit data collection the Core HR/Payroll system has been embedded. Improved data collection and reporting mean that more detailed data is available on additional payments.

Shift pay

17 of the staff employed at the census date received shift pay during 2018/19. 16 of these were Campus Services Support Assistants, whose contracts of employment state that they will receive a shift payment of 10% of salary because they are required to work in line with a roster. Analysis of the data confirmed that this shift payment was paid to all Campus Services Support Assistants, all of whom are male. One person received a shift payment in error during 2018/19; this was identified and the payment terminated.

Standby allowances and on call payments

31 of the staff employed at the census date received standby allowances or on call payments during 2018/19. All of these staff were employed with Estates and Campus Services, which details the rationale for these payments in the On Call Rota document. All payments are made to staff who have periods of time when they are not working but are required to be available for work. Staff are paid an on call allowance of £250 for each week that they are on call.

The On Call Rota document lists the roles that are eligible for these payments. Since the document was written there have been some structural changes, meaning that some of the listed roles are no longer in use and have been replaced by other roles. It would be helpful if the eligibility criteria could be updated to reflect this. It would also aid transparency if the calculation that derives the monthly payment and the process of review of that payment could be documented.

Recognition awards

In 2018 the university introduced a new scheme to allow departments to make payments of £200 to employees to recognise one-off significant contribution. Authorisation for these payments is delegated to Deans and Directors. Of staff employed at the census date 35 received recognition awards during 2018/19. Two members of staff received two recognition awards, which is not prohibited by the scheme.

There were no significant differences in the percentages of staff receiving an award by protected characteristic. It is recommended that this is monitored on an annual basis to ensure that there is no emerging bias in the application of the scheme.

	% all staff receiving payment
Female	1.5%
Male	0.7%
BAME	0.7%
White	1.4%
Disabled	3.0%
Not disabled	1.1%
Part time	0.6%
Full time	1.7%

Long service

Prior to 2018 the university's long service scheme only rewarded staff with 25 years of service. In April 2018 this was expanded to reward staff who reach 10, 15 and 20 year service anniversaries. The payments range from £50 for employees with 10 years of service to £225 for employees with 25 years of service. Service awards for staff who reached 10, 15 or 20 years of service in the previous year are paid annually in July. This means that the 2018/19 data includes staff who reached an anniversary between April 2018 and July 2018.

Of staff employed at the census date 31 received a long service award during 2018/19. There were no significant differences in the percentage of staff receiving an award or the average payment by protected characteristic. However, because 2019 is the first full year of operation of the extended scheme, it is likely that there will be a significant increase in the number of awards made and therefore it is recommended that payment of long service awards should be monitored annually to ensure that the scheme is equitable to all staff.

	% all staff receiving payment	Average payment
Female	1.1%	£72.40
Male	1.0%	£77.10
BAME	0.5%	£87.50
White	1.2%	£74.10
Disabled	0.6%	£75.00
Not disabled	1.2%	£74.20
Part time	0.7%	£62.50
Full time	1.3%	£81.30

Honoraria

As detailed in the grading review and appeal process, honoraria can be paid for temporary additional duties. The payment is determined in conjunction with HR, with reference to the HERA grading system. During 2018/19 16 employees received honoraria, which is not sufficient to enable any robust data analysis. Records of the logic underpinning the agreed rate are kept on file in HR.

Market supplementation

The criteria for payment of market supplementation is detailed in the Market Supplements policy. The aim of the policy is to ensure that supplementation is agreed on an objective basis and that there is a clear justification for supplements based on market factors. As noted in the review of recommendations from the previous audit, procedures for recording and monitoring market supplementation have not yet been established. This recommendation will be carried forward.

One-off ACE awards

In 2018 the university updated its Achievement, Contribution and Excellence scheme, introducing one-off ACE awards. These awards are designed to reward exceptional contribution that will not necessarily be sustained over a long period e.g. in relation to a project or one-off piece of work. In 2018/19 5 one-off ACE awards were paid, which does not allow any robust analysis to be undertaken. The university monitors ACE application and success rates annually. It is recommended that this monitoring is expanded to differentiate between one-off and permanent awards.

Hong Kong payments and other payments

During 2018/19 35 academic staff received Hong Kong payments. These types of payment are made to academic employees in the Faculty of Health and Life Sciences in respect of “flying faculty” work undertaken that is not included in the workload plan. Payments are calculated based on the employee’s substantive rate of pay. The number of hours paid is based on an established practice within the faculty whereby employees who teach for 3 days are paid for 160 hours and those who teach for 6 days are paid for 240 hours.

In addition, during 2018/19 33 salaried employees were given additional payments that were recorded in Payroll as “Casual pay non pensionable”. This is primarily used as a mechanism to make additional payments to academic staff for work outside of the workload plan. 11 of those employees received more than one payment of this type. The average payment value was £504.95.

Consultancy

During 2018/19 6 academic staff received consultancy payments, which are made to academic employees in respect of work undertaken that is not included in the workload plan. The university is currently developing a new consultancy policy, which will detail the criteria for academic staff to be paid for consultancy work that is not in the workload plan.

Bonus

There is one employee who receives a bonus payment that was retained when the university grading structure was introduced in 2004. Other employees in the same role do not receive the same payment. It is recommended that this is reviewed to determine whether it should still be in payment.

Pay protection

Employees whose grade is lowered as a result of grading review or restructuring are eligible for pay protection for two years. Since the previous Equal Pay Audit, five employees have been given pay protection each for a period of two years.

Annual leave

Staff group	Annual leave entitlement
All professional services staff up to and including grade 12 and research staff up to and including those paid at grade 8	Up to 3 years’ service – 25 days 3 to 5 years’ service – 26 days 5 to 8 years’ service – 27 days 9+ years’ service – 28 days
Research staff paid at grade 9 and above and all other academic staff	35 days
Senior staff	30 days

As noted in the 2016 audit, the university offers different annual leave entitlements to different groups of staff. Any review of annual leave entitlement would need to be considered in the context of other terms and conditions and the whole reward package. Therefore this report is not recommending that this policy is reviewed at this time.

Other pay and benefits conclusion

There is no evidence that payment of additional payments are applied inequitably to staff with different protected characteristics. However, for most types of additional pay, the number of payments awarded is very low. It is suggested that the documentation of additional payment schemes could be improved in some areas so that the criteria for making additional payments and method of calculating payments is clear. The university may wish to consider publishing central guidance on when additional payments are appropriate and how they should be determined. This would aid transparency and help to enable consistency between different parts of the organisation.

The university could also embed good practice by ensuring that all policy decisions regarding additional payments are taken in light of equality considerations.

Appendix 1: Grading structure for non-senior staff

Spine point	Grades		Salary as at 1st August 2018
52			£63,463
51		Grade 12 ACE points	£61,618
50			£59,828
49			£58,089
48		Grade 12 normal increments	£56,403
47	Grade 11 ACE points		£54,765
46			£53,174
45			£51,630
44			£50,132
43	Grade 11 normal increments	Grade 10 ACE points	£48,677
42			£47,263
41			£45,892
40		Grade 10 normal increments	£44,559
39			£43,267
38	Grade 9 ACE points		£42,036
37			£40,792
36		£39,609	
35	Grade 9 normal increments	Grade 8 ACE points	£38,460
34			£37,345
33			£36,261
32			£35,211
31		Grade 8 normal increments	£34,189
30			£33,199
29	Grade 7 ACE points		£32,236
28			£31,302
27		£30,395	
26	Grade 7 normal increments	Grade 6 ACE points	£29,515
25			£28,660
24			£27,830
23			£27,025
22		Grade 6 normal increments	£26,243
21			£25,482
20	Grade 5 ACE points		£24,771
19		£24,029	
18		£23,334	
17	Grade 5 normal increments	Grade 4 ACE points	£22,659
16			£22,017
15			£21,414
14			£20,836
13		Grade 4 normal increments	£20,275
12			£19,730
11	Grade 3 ACE points		£19,202
10		£18,688	
9	Grade 3 normal increments	Grade 2 ACE points	£18,189
8			£17,751
7		Grade 2 normal increments	£17,408
6		£17,079	
5*		£16,766	
4*		£16,460	
3*		£16,146	
2*		£15,842	

Appendix 2: Grading structure for senior staff

Spine point	Grades		Salary as at 1st August 2018
67		SS4	£100,094
66		discretionary	£97,181
65			£93,774
64	SS3 discretionary	SS4	£91,042
63			£87,781
62			£85,229
61	SS3		£82,752
60		SS2 contribution	£80,348
59			£78,011
58			£75,743
57	SS1 contribution	SS2	£73,540
56			£71,404
55			£69,330
54	SS1		£67,317
53			£65,362
52		SS0 contribution	£63,463
51	£61,618		
50			£59,828
49		SS0	£58,089
48			£56,403
47			£54,765
46			£53,174
45			£51,630