

UNIVERSITY OF READING **GENDER PAY GAP REPORT 2021**



EXECUTIVE SUMMARY

This report sets out and contextualises the gender pay gap data for the University of Reading as at the snapshot date of 31 March 2021.

The University's commitment to addressing its gender pay gap is a long-term one, but in common with most organisations we are not immune to external and unpredictable influences.

March 2021 was an exceptional time owing to the Covid-19 pandemic. At the snapshot date 160 members of staff were on furlough. Unlike many employers the University has retained in-house provision of services such as catering and cleaning, and such a wide range of roles brings with it a very wide range of remuneration. The majority of those roles furloughed were in our Campus Commerce function. The University supported those colleagues on furlough by topping up the furlough payments to 100% pay. However, the usual opportunities for earning additional payments were lost, and this in part accounts for the increase in the reported gender pay gap alongside other exceptional circumstances brought about by the pandemic.

- The government's reporting requirements are rigid and can result in misleading outcomes. This is most apparent by looking at the impact of including workers appointed through the University's in-house temporary staffing service "Campus Jobs" when calculating the gender pay gap figure. Most employers in the HE sector do not have such a service. In order to show a more comparative figure, when we exclude these workers from the calculations our mean gender pay gap is 17.99%, a 1% increase from 2020 and a truer reflection of our formal position. The median gender pay gap without these workers is 13.73%, a decrease of 2.45%.
- When Campus Jobs workers are included, the mean gender pay gap is 22.07% compared with 20.64% in 2020, an increase of 1.43%. This increase is not surprising given the exceptional Covid circumstances at the time of the snapshot as outlined above, and the inclusion of Campus Jobs workers.
- The mean bonus gender pay gap is 19.3% compared with 30.58% in 2020, a decrease of 11.28%. This could be due in part to the numbers of staff on furlough and therefore not receiving any bonus. The median bonus pay gap remains at 0.0% as in the previous year.
- The gender pay gap is reflective of occupational segregation, as can be seen in the charts showing the proportions of men and women in each quartile of the pay range. Men only represent 28.7% of the lower quartile, but 51.5% of the upper quartile. The proportion of women in the upper quartile has increased from 42% in 2017 when reporting began to 48.5% in 2021, up 0.5% in the last year.
- 38.46% of our workforce is male and 61.54% of our workforce is female. It is a diverse and multi-national workforce, with very different occupational groups including cleaning and catering roles, grounds, security and maintenance roles, administrative and technical support, professional, academic and research roles, senior academic and managerial roles.

- We hold an Athena SWAN¹ Silver award at the University level, five Schools have Silver awards and two Schools have bronze awards.
- Our actions to date have been designed to identify, understand and address the underlying causes that contribute to the gender pay gap. We continue to focus on enabling progression and participation in leadership roles, reward and recognition policies and practices, people development and raising awareness.

GENDER PAY GAP VERSUS EQUAL PAY

The Gender Pay Gap is different to Equal Pay. The Gender Pay Gap is a high-level snapshot of pay and shows the difference in the average earnings of men and women in an organisation. It is an average across all jobs and encompasses all staff, including for example, cleaners, Professors and senior managers. A gender pay gap is indicative of occupational segregation and does not equate to an equal pay issue. Equal pay is about ensuring that men and women are paid equally for carrying out the same work, similar work, or work of equal value.

Equal pay for work of equal value is a legal requirement and the University has robust processes, including the use of job evaluation to determine the appropriate grading or roles within our framework structure, to ensure we meet our obligations fully.

REPORTING REQUIREMENTS

The government introduced mandatory gender pay gap reporting for all organisations with 250 or more employees in 2017.

Organisations are required to take a snapshot of pay data as at 31 March annually and publish the following statistics:

- The difference in **mean and median hourly rate** of pay between male and female employees
- The difference in **mean and median bonus payments** between male and female employees
- The **proportion of male and female employees who received bonus pay** during the period of twelve months preceding the snapshot date
- The **proportion of men and women in each quartile of the organisation's pay distribution.**

¹ The Athena SWAN Charter was established in 2005. It focuses specifically on the advancement of women's careers across higher education in all academic fields; this includes women working as academics and researchers as well as those working in professional and support roles. The Charter also promotes and recognises work that supports trans staff and students.



GENDER PAY GAP

	Difference between men and women									
	Mean					Median				
	2017	2018	2019	2020	2021	2017	2018	2019	2020	2021
Hourly rate of pay	19.58%	20.51%	18.33%	20.64%	22.07%	20.99%	18.52%	18.48%	23.18%	25.4%
Bonus ²	18.71%	29.34%	24.59%	30.58%	19.3%	40%	57.02%	20.23%	0%	0%

The table above shows the mean and median gender pay gap based on hourly rates of pay as at the snapshot date of 31 March 2021. It also shows the mean and median difference between bonuses paid to men and women in the 12-month period up to 31 March 2021. The table compares the figures for 2021 with those for the previous 4 years since the reporting requirements came into effect.

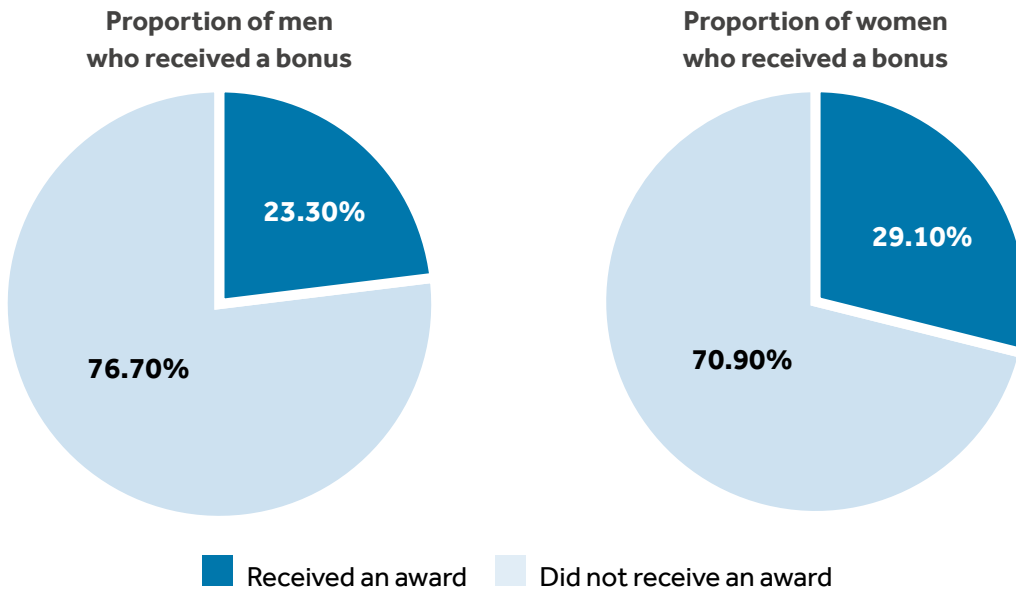
Both the mean and median hourly rate of pay gaps have increased since the last data snapshot on 31 March 2020. The mean hourly rate of pay gap has increased by 1.43% since 2020 and the median pay gap has increased by 2.22%. The median bonus pay gap remains at 0% for the second year running as the median value of awards to both men and women was the same at £100.

There were 4,649 full-pay relevant employees for the purposes of calculating the mean and median hourly rate pay gap and the pay quartiles. There were 4,704 relevant employees for the purposes of calculating the mean and median bonus pay gap. The number of relevant employees is higher than the number of full-pay relevant employees, as it represents all staff who were employed by the University on the snapshot date, including those who were on reduced pay as a result of being on leave.

² The University has a suite of discretionary reward and recognition arrangements, which recognise the achievements and contributions made by staff. These are explained in more detail in the section "Factors influencing the gender pay gap."



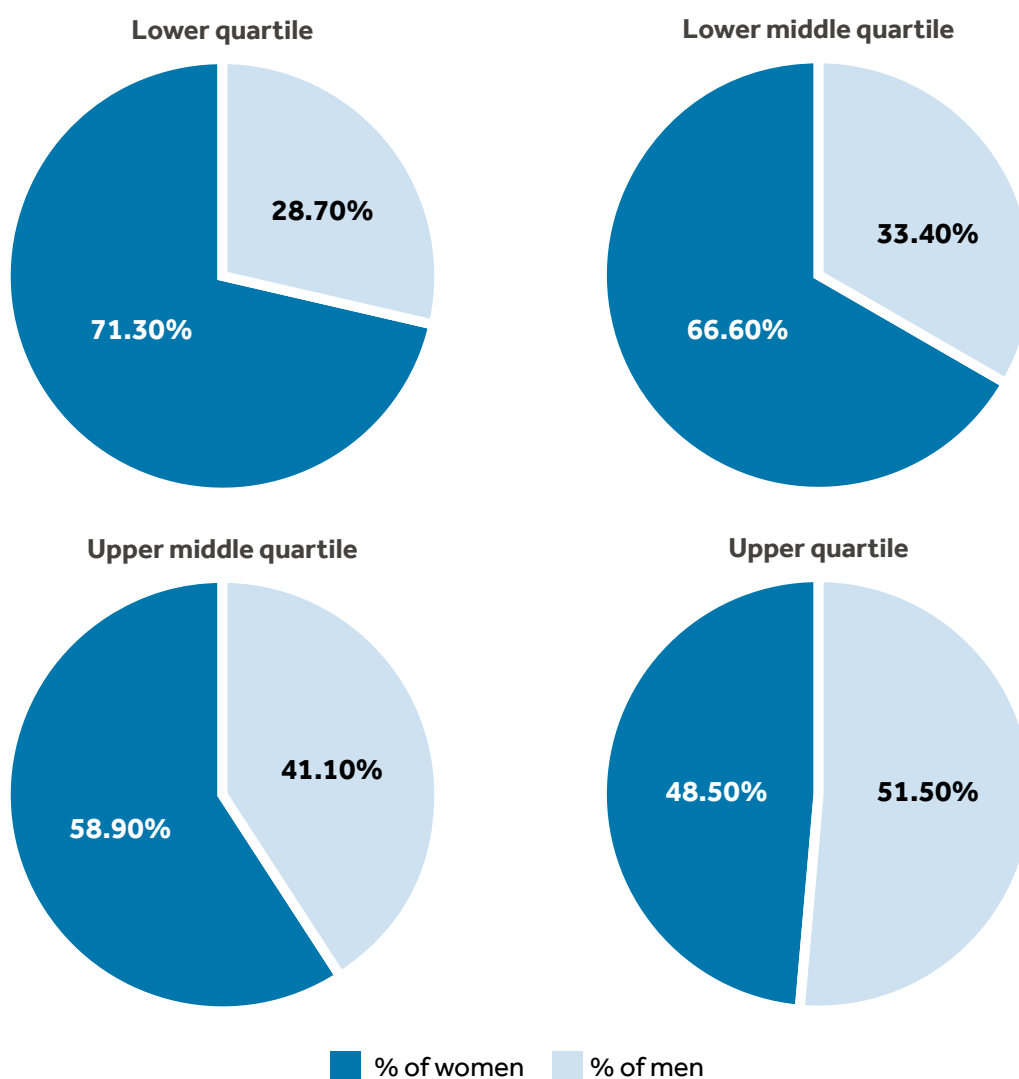
PROPORTION OF MEN AND WOMEN WHO RECEIVED BONUS PAYMENTS



These pie charts show the proportion of men and women who received a bonus in the relevant 12-month period. A greater proportion of women received a bonus than men. The proportion of women who received a bonus has increased again this year from 27.12% in 2020 to 29.10% in 2021. The proportion of men who received a bonus has decreased very slightly from 23.31% in 2020 to 23.30% in 2021, but this is not a statistically significant difference. Although more awards were made to women (830) than men (420), women received less on average (£251.85) than men (£312.22). However, the difference between the average amount received by women and the average received by men has decreased; in 2020 the difference in average payments was £141.85 and in 2021 the difference reduced to £60.37, and the overall total amount paid in bonuses to women was greater than to men.



PAY QUARTILES



The charts above illustrate the distribution of men and women across the quartiles of the University's pay range and show that the pay gap is largely as a result of occupational segregation with a higher concentration of women in the lower quartiles.

Roles within the lower quartile include: Cleaners, Catering Assistants, Library Assistants, Receptionists, Trainee Technicians, Porters, Security Patrollers, Administrative Assistants. The lower middle quartile includes roles such as: Administrators, Technicians, Supervisors/ Team Leaders, skilled maintenance roles (Electricians, Carpenters). The upper middle quartile includes academic and research roles such as: Teaching Fellows, postdoctoral Research Associates, Lecturers, and professional support roles such as: Administration Managers, HR Advisors, Press Officers, Student Recruitment & Outreach, Careers Consultants. The upper quartile includes roles such as: Associate Professor, Professor, senior professional and managerial roles, Assistant Directors, Deans, Heads of School, Heads of Professional Functions.

Men only represent 28.7% of the lower quartile, but 51.5% of the upper quartile. The proportion of women in the upper quartile has increased overall from 42% in 2017 to 48.5% in 2021. This suggests that women are progressing their careers and holding more senior positions.

COMMENTARY

When Campus Jobs workers are excluded from the calculations the University's median gender pay gap is 13.73%, giving a truer picture of the gap than when those workers are included which brings the median gender pay gap up to 25.4%. The gender pay gap is significantly affected by occupational segregation and reflects the uneven distribution of men and women throughout the pay structure, with a higher concentration of women amongst the lower grades in cleaning, catering and clerical roles, and more men amongst the higher grades in professorial and senior management roles.

FACTORS INFLUENCING THE GENDER PAY GAP

- The University has been a regular participant in the Joint Negotiating Committee for Higher Education Staff (JNCHES) pay bargaining process. We opted out of the process for a period of 3 years from 2020/21, with the agreement of the UCU and the University's Staff Forum. However, the pay bargaining process resulted in a pay award in the first year of 0% and in the second year we were able to make a pay award equal to that agreed by the JNCHES so colleagues did not have a different experience to those remaining in the process.
- The University has incremental pay scales so that staff progress within the pay range for their job grade on an annual basis. This means that longer-serving staff will generally be on a higher salary point.
- The University continually reviews its promotion procedures for academic staff and explicitly values teaching, citizenship and leadership, and diversity & inclusion contributions. This has led to much higher levels of applications across all our academic staff and very strong success rates, particularly for our female staff.
- The University has an in-house temporary staffing service "Campus Jobs", which provides valuable opportunities for students and other temporary workers to gain work experience with the University. The roles undertaken by students, the majority of whom are under 25, include: Student Ambassadors, Bar Workers, Front of House Assistants, and Student Demonstrators. Campus Jobs workers are engaged on a casual, irregular, or flexible basis, to meet a fluctuating demand for work. The number of these workers who are paid in March each year will vary. If Campus Jobs workers were to be excluded from the calculations, the **mean gender pay gap** would be **17.99%** and the **median gender pay gap** would be **13.73%**.
- Small changes can have a disproportionate impact on the pay gap over the short term as the pay gap is just a snapshot in time. A longer-term view is needed as many measures will take time to have a positive impact. An example of a short-term change which can have a detrimental effect on the pay gap is when senior women leave. An analysis of leaver data has shown that 21 senior female staff and 28 senior male staff have left since the last snapshot was taken in 2021. As there are fewer women in senior roles, there is a greater impact on the pay gap when they leave.
- Bonus Pay is defined in the regulations as any remuneration that is in the form of money, vouchers, securities, securities options, or interests in securities and relates to profit sharing, productivity, performance, incentive or commission, that were received in the 12-month period ending with the snapshot date.

The University operates a broad suite of reward and recognition schemes to encourage, recognise, and value the hard work, commitment and achievements of staff that go beyond the normal expectations of the role:

- » The Celebrating Success scheme provides recognition to staff in real-time for a job well done, or for demonstrating the University's values and behaviours, in the form of gift vouchers ranging from £25 to £100 in value.
- » The Lump Sum Award scheme recognises staff whose exceptional contribution on a one-off or short-term basis has been outstanding and is worthy of particular note. These awards can be made at any time throughout the year and typically range from £250 to £1,500 in value.
- » Long Service Awards recognise the commitment and loyalty of long-serving staff. All staff are eligible for a Long Service Award upon completion of 21 years' continuous service with the University and they receive gift vouchers to the value of £200.
- » Modest non-consolidated payments are also used as performance-related awards through the annual review processes for professorial and senior management staff.

For the purposes of the calculations, the bonus pay gap data includes all payments made under the schemes listed above, as well as honoraria and royalty payments.

Overall the mean bonus pay gap has increased from 18.71% in 2017 to 19.3% in 2021, an increase of 0.59%. In the 12-month period to 31 March 2021, 811 Celebrating Success Awards were made: 546 (67.32%) to women, and 265 (32.68%) to men. Over the same period, 620 Lump Sum Awards were made: 410 (66.13%) to women and 210 (33.87%) to men. The median bonus pay gap has remained at 0%. This is because the median value of awards to both men and women was the same at £100.

Whilst the Celebrating Success scheme is open to all staff, it is predominantly used in areas of the University that provide support services, where some roles are more prescribed and offer fewer opportunities to perform beyond normal expectations. Due to occupational segregation, there is a higher concentration of women in these roles. Celebrating Success Awards are often used to recognise team achievements, so each team member receives a small recognition for their contribution. The value of awards that can be made through the Celebrating Success scheme is restricted, whereas managers have greater discretion over the value of one-off Lump Sum Awards commensurate with the nature of the activity undertaken.



WORKING TO CLOSE THE GENDER PAY GAP

The University of Reading recognises where progress has been made but continues to challenge and engage in a process of continuous improvement. The University promotes the fair treatment of all employees and is committed to understanding and addressing any significant factors contributing to the gender pay gap. We continue to promote positive developments and encourage engagement.

Participation in leadership roles

- The University sets institutional targets to address gender imbalances in the take-up of leadership roles. We have set new targets for sex equality for staff for 2026 in line with our current strategy. These are:
 - » The University to renew Silver Athena SWAN Charter Mark by 2026. All STEM Schools to maintain Athena SWAN awards and all other Schools to be working towards Charter Mark. One Function to apply for Bronze Directorate Athena SWAN award by 2026. The overarching purpose of this work is to guide and advance our work for sex equality through an intersectional lens.
 - » Have a sex-balanced professoriate, with at least 45% of professors of either sex. Maintain sex-balance in associate professoriate. Currently we are 8.7% higher than the sector average, with 36.7% for female Professors and 51.2% for female Associate Professors.

Enabling progression

- Actions have been taken to develop awareness of the structural barriers that women may face to establish and progress academic careers at several stages of the pipeline and mitigating actions have been developed. These include:
 - » We continue to support women's development by supporting 12 delegates to attend the Aurora programme during the last year. As proud supporters of the programme since its inception Reading has developed 70 female colleagues via this route since 2014.
 - » Adopting good practice in reducing likelihood for gender bias in references and assessor reports, including provision of unconscious bias training and guidance for referees and assessors on writing fair, non-gender-biased reports. Having taken into account recent research into the effectiveness of unconscious bias training on its own, adapting training to contextualise it through discussion groups and case studies, as for example for the Research Excellence Framework (REF) panels.
 - » Gathering high quality data to inform discussions on senior staff pay review processes and continuous improvement of processes, being conscious of the potential impact on the gender pay gap.

» The University's promotion procedures were reviewed to broaden pathways for academic progression and promotion, explicitly valuing teaching contributions, citizenship, leadership and diversity & inclusion contributions. This has had a positive impact on female academic staff, who tend to be over-represented in teaching-intensive roles. In the academic year 2020/21 82% of women who applied for promotion to Associate Professor and Professor were successful, an increase of 13% from 2019/20. 88% of women applying for Associate Professor and 63% of women who applied for promotion to Professor were successful compared with 64% and 67% respectively of men who applied.

Raising awareness of diversity issues

- The University has Diversity Champions at University Executive Board (UEB) level who act as role models and spokespersons for their areas. They take responsibility for identifying and raising potential diversity and inclusion-related issues in meetings and discussions across the University. We have a Diversity & Inclusion team that provides coordination and support for the D&I work of staff and students across the University. The team is led by the Dean for Diversity & Inclusion, supported by one of the Assistant Directors of HR and two D&I Advisors. There are also diversity leads within individual Schools and Functions.

Commitment to Athena SWAN

- The University was very proud to achieve a silver Athena SWAN award in March 2020. Five Schools hold silver awards and two Schools hold bronze awards. Our Athena SWAN action plan includes items which we believe will work to support women's career progression, and which aim to help to reduce the gender pay gap over the longer-term.

Family friendly policies

- The University provides occupational maternity, paternity, adoption and shared parental leave schemes, which are promoted through articles on the University's Staff Portal. We provide Shared Parental Pay at enhanced levels in line with our maternity policy. 7 men have taken shared parental leave and 24 have taken paternity leave in the past year across a broad range of roles and work areas at the University. Actions have been taken to ensure that Schools and Functions are fully reimbursed for the salary costs of staff taking maternity, adoption and shared parental leave through the provision of central funding. This is used to cover replacement costs and with a requirement that part of the funding is to be used to enable returning staff to be appropriately supported in the transition back to work, so as not to lose momentum in their career development.



Staff Networks

- The **Women@Reading** staff network champions issues of gender equality across the University, working with University leadership and supported by People Development in Human Resources. The network has a rolling annual programme of events that are advertised through articles on the Staff Portal and through the electronic newsletter. Women@Reading also partners with other university networks such as the LGBT+ network and BAME network to offer intersectional events for all colleagues.
- The **Parent and Family** network was set up in 2019 by two colleagues who recognised the importance of peer support and informal information networks when they returned to work following maternity leave. It is intended to be a source of information-sharing and support for any colleagues who are parents or have any other form of caring responsibility for children or young people. The network holds regular events with invited speakers where staff can connect with other members and listen to talks on relevant topics, such as encouraging healthy eating in young children; and identifying and managing childhood anxiety. There is also an active online community.

DECLARATION

We confirm that our data has been calculated according to the requirements of The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

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GENDER PAY GAP REPORT

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