

Gender Pay Gap Report 2017 and 2018

1. Introduction

- 1.1 This report presents information on the University's gender pay gap as at 31st March 2017 and at 31st March 2018 with appropriate comparative data and analysis.

2. Background

- 2.1 The introduction of Gender Pay Gap legislation in April 2017 now requires all public sector employers in England with 250 or more employees to calculate their gender pay gap figures as at 31st March each year (for private sector employers it is 5th April) and publish the results by 31st March the following year.
- 2.2 Welsh public sector organisations are already subject to the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011. The Regulations require these bodies to produce an annual action plan to address any identified gender pay differences but does not stipulate that the data should be published in the same format as the English Gender Pay Gap legislation.
- 2.3 Although gender pay gap reporting is not mandatory for Welsh universities, Resources Committee requested that the gender pay gap data be generated for this University as part of its ongoing commitment to gender pay equality. Figures were prepared for the capture date of 31st March 2017 and presented to Resources Committee in May 2018. At the Committee's request, gender pay gap data was also generated for 31st March 2018 for comparison.
- 2.4 This report was produced with reference to guidance published by the Advisory, Conciliation and Arbitration Service (ACAS) and the New Joint Negotiating Committee for Higher Education Staff (New JNCHES) on gender pay gap data. These publications outlined the Government's gender pay gap reporting requirements which were used in order to calculate the University's gender pay gap data.
- 2.5 ACAS states that the gender pay gap differs from equal pay as the latter deals with the pay differences between men and women who carry out the same jobs, similar jobs or work of equal value. Failure to pay women and men equally is unlawful under the Equality Act 2010 and has been so since the Equal Pay Act of 1970.
- 2.6 By contrast, the gender pay gap shows the difference in the average pay between all men and women in a workforce. New JNCHES notes that having a gender pay gap is not necessarily unlawful as there might be segregation in the different types and levels of roles that men and women undertake in an organisation. The existence of horizontal segregation – where one gender dominates specific occupations - and vertical segregation – where there are fewer women at the top levels of a workforce - could be causes of a gender pay gap.

- 2.7 It is important to examine the reasons behind these splits. In particular, New JNCHES recommends ensuring that there is nothing within an organisation's behaviours, values or culture that perpetuates a gender bias. ACAS notes that there might be specific barriers to promotion or lack of access to particular jobs for women.
- 2.8 Both ACAS and JNCHES also refer to causes of the gender pay gap which have originated in society, particularly with the reinforcement of stereotypical gender roles and historical poor careers guidance for girls that might preclude them from considering specific occupations.
- 2.9 Pay equality in Higher Education has been under consideration for some time between UCEA and the sector trade unions. The composite pay settlement for 2018-19 reiterated a commitment to close the gender pay gap but also recognised the part that Higher Education can play in effecting changes to the challengers of gender pay in wider society.

3. **Methodology and Scope**

- 3.1 In order to calculate the required figures, the University purchased the gender pay gap report pack from the suppliers of the iTrent HR/Payroll system. Data was then extracted and analysed in Microsoft Excel using the Government's ACAS guidance.
- 3.2 All staff who were paid their usual full basic pay as at 31st March were identified as 'full pay relevant employees'. Employees who did not receive their usual full basic pay due to maternity/paternity/shared parental leave, career breaks or sickness absence were marked as 'relevant employees' which excluded them from the final calculations.
- 3.3 An hourly rate for each of the full pay relevant employees was then generated using the statutory Government calculations. Data was also captured for staff who had received bonus pay in the preceding year (1st April – 31st March).
- 3.2 Once the data had been fully prepared and checked, it was uploaded to the Business Objects reporting tool which generated the final calculations. These were in line with the Government's requirements and produced the following for each year:

Mean gender pay gap	The difference between the average hourly earnings of male and of female employees.
Median gender pay gap	The difference between the middle points of the hourly earnings of male and of female employees.
Quartile pay bands	All the hourly earnings of male and female employees when listed from lowest to highest, divided in four equal parts – bottom, lower middle, upper middle and top quartiles.
Bonus proportions	The proportions of male and female employees who were paid bonus pay.
Mean gender bonus gap	The difference between the average bonuses of male and of female employees.

Median gender bonus gap The difference between the middle points of the bonus ranges of male and of female employees.

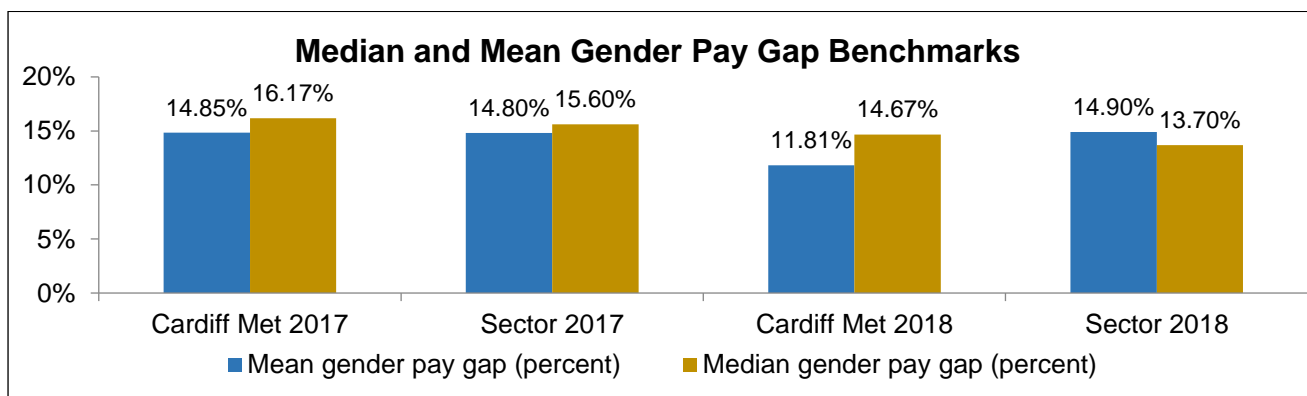
4. **Comparative Data**

4.1 Consideration was given as to how the University's figures could be benchmarked against the rest of the sector. For both 2017 and 2018 UCEA collated the responses from all universities who had published their figures on the Government's portal by early April of each year (see Appendix A).

4.4 UCEA have also produced a set of infographics to illustrate the gender pay gap in Higher Education. Whilst these are based on data from HESA for 2017-18 and ONS from 2018, they have been included at Appendix B as they provide clarity on a number of elements discussed in this report.

5. **Analysis**

5.1 **Mean and Median Gender Pay Gap**



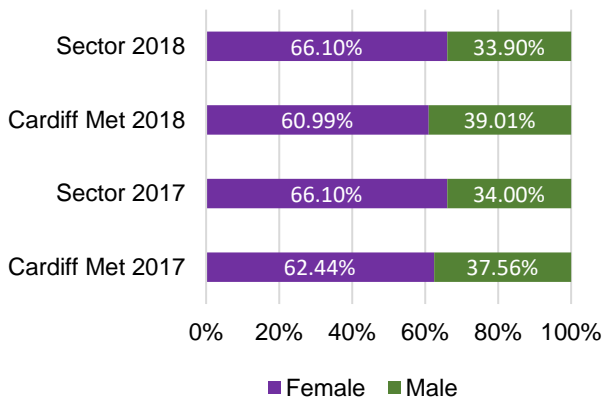
5.1.1 14.85% was the University's mean gender pay gap for 2017, 0.05% less than the sector result of 14.80%. The University's 2017 median gender pay gap at 16.17% was 0.57% higher than the rest of the sector which averaged out at 15.6%.

5.1.2 The 2018 mean figure demonstrated that the University's gender pay gap is closing with a significant 3% reduction from 2017 against a slightly increased sector average for the same period. The increase of female staff amongst the senior management team between the two capture dates is likely to have influenced this positively.

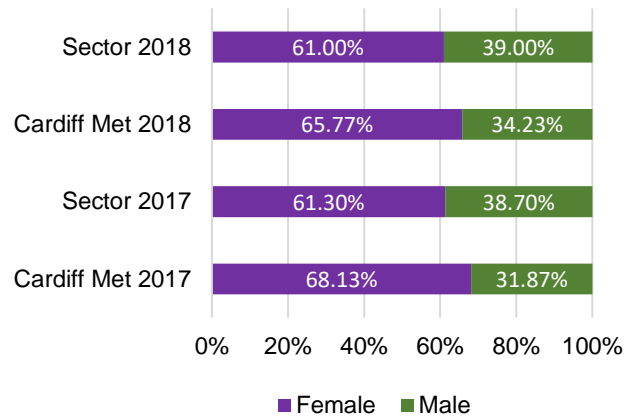
5.1.3 There was a smaller (1.5%) decrease in the median gender pay gap for 2018. This had not dropped as much as the sector average for 2018 but this still indicates that positive progress has been made since 2017.

5.2 **Quartile Pay Bands**

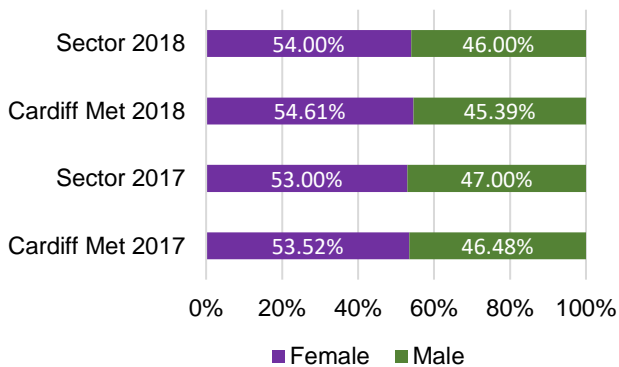
Bottom Quartile



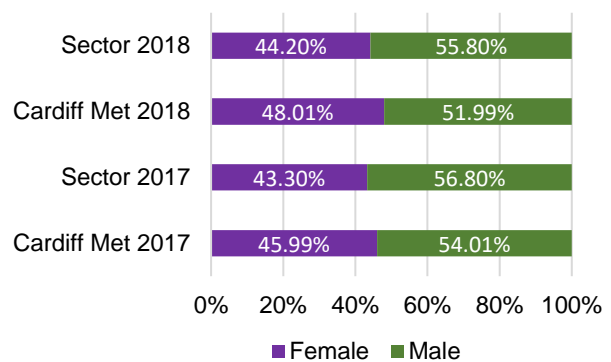
Lower Middle Quartile



Upper Middle Quartile



Top Quartile



- 5.2.1 In the lower two quartiles there are far more female staff than male in both years as is the case for the sector. Cardiff Met has slightly less women in the bottom quartile but slightly more in the lower middle quartile than across the sector.
- 5.2.2 The University is in line with the sector for the upper middle quartile but is above the average percentage for women in the top quartile. As with the lower two quartiles, there are more women than men in the upper middle quartile, however this changes in the top quartile to an uneven gender split in favour of male staff.
- 5.2.3 The distribution of staff in each quartile pay band can influence or cause a pay gap. If an organisation has a gender imbalance in their quartiles it will affect the averages in relation to gender pay. This is particularly the case if the imbalance is in the top and/or bottom quartiles.
- 5.2.4 The University, as with the wider sector, employs more female staff than male staff overall and a large proportion of these employees are on the lower pay grades (see Appendix B). The opposite is true for the gender split of staff in

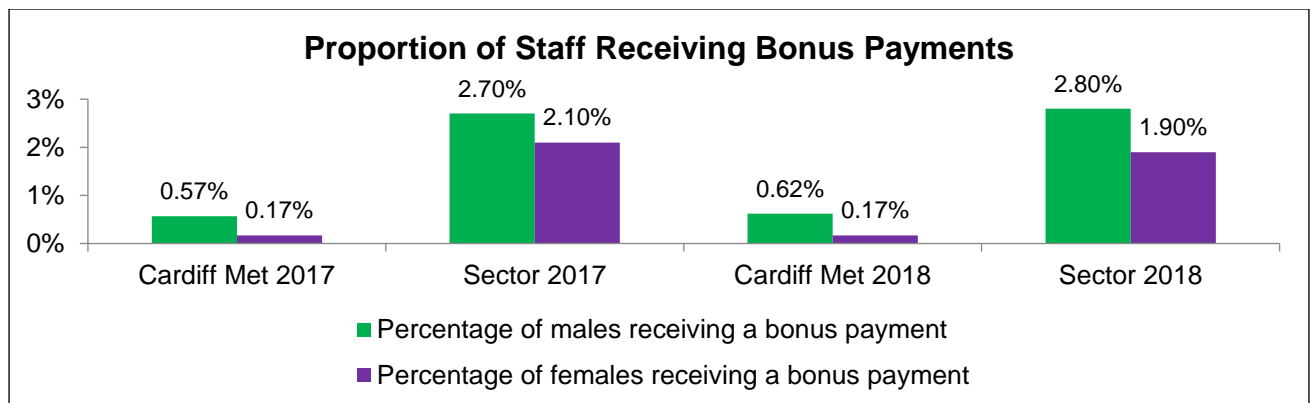
the top quartile. As was discussed earlier in this report, both of these factors will contribute towards a gender pay gap.

5.2.5 As previously noted, the increase of women holding senior positions at the University has influenced the decrease in the gender pay gap. Should the trend of attracting female staff to high paid roles continue, there is likely to be further progress made towards closing the gap and a number of measures are already in place to achieve this.

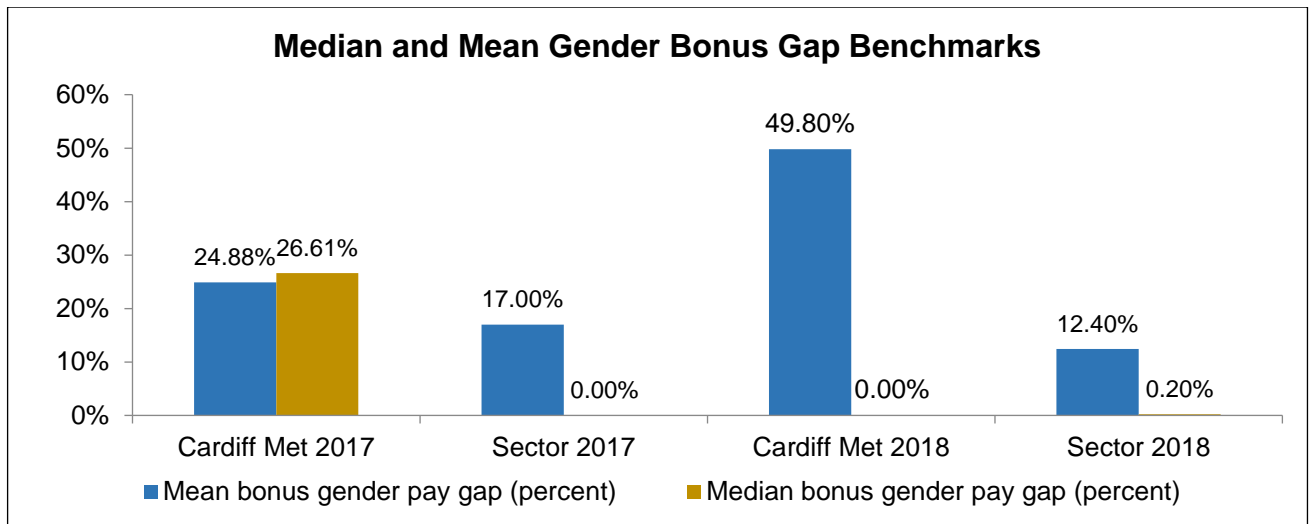
5.2.6 It is less desirable from a gender balance perspective that the percentage of female staff in the upper middle quartile is growing. This increase is indicative of career progression towards the top quartile this will represent a positive change in the future.

5.2.7 However, the gender split in the lowest paid positions at the University will also need to change in order for the gap to be closed in the long term. Consideration may also have to be given as to how more men can be successfully recruited to lower paid roles.

5.3 Bonus Proportions and Gender Pay Gap



5.3.1 Fewer than 10 staff at the University received bonus payments in both 2017 and 2018 which is considerably less than the sector average. This has had an impact on the data for the bonus gender pay gap.



5.3.2 In 2017, gender pay gaps existed in both the mean and the median bonuses. These were partially caused by the very small proportion of female staff who received bonus payments during the capture period.

5.3.3 By 2018, there was no longer a gap in the median for women's bonus pay as reflect by the zero figure. This demonstrated that the middle values for men and for women receiving bonus pay at the University were the same, which was in line with the sector figures of 2017.

5.3.4 There was an increase in the mean bonus pay gap in 2018 with a single (male) individual being paid significantly more than the other recipients of bonus pay in the capture period. The value of the bonus payment was linked to the specific position. However because only one such position existed during this period it has skewed the overall percentage. The 49.8% gap was therefore greater than the 2017 sector average at 16.6%.

5.3.5 All bonuses payments in the University are role-specific and are within a single Professional Services unit. As the number of recipients are so low, even small changes to the gender balance of position occupants can influence these figures.

5. Actions

5.1 This report has been shared with the Vice-Chancellor's Executive Group, the Equality and Diversity Delivery Group and the Athena SWAN institutional self-assessment team who have provided feedback and made recommendations for a separate action plan.

5.2 The action plan contains initiatives designed to further reduce the University's gender pay gap by considering what interventions are already in place and what else might be needed.

Appendix A: UCEA Benchmarking Data

	Cardiff Met 2017	Sector 2017*	Variance from Sector 2017	Cardiff Met 2018	Sector 2018**	Variance from Sector 2018	Variance between Cardiff Met 2017 and 2018
Mean gender pay gap (percent)	14.85%	14.80%	-0.05%	11.81%	14.90%	3.09%	3.04%
Median gender pay gap (percent)	16.17%	15.60%	-0.57%	14.67%	13.70%	-0.97%	1.50%
Mean bonus gender pay gap (percent)	24.88%	17.00%	-7.88%	49.8%	12.40%	-37.40%	-24.92%
Median bonus gender pay gap (percent)	26.61%	0.00%	-26.61%	0.00%	0.20%	0.20%	26.61%
Percentage of males receiving a bonus payment	0.57%	2.70%	2.13%	0.62%	2.80%	2.18%	-0.05%
Percentage of females receiving a bonus payment	0.17%	2.10%	1.93%	0.17%	1.90%	1.73%	0.00%
Percentage of males in the bottom quartile	37.56%	34.00%	-3.56%	39.01%	33.90%	-5.11%	-1.45%
Percentage of females in the bottom quartile	62.44%	66.10%	3.66%	60.99%	66.10%	5.11%	1.45%
Percentage of males in the lower middle quartile	31.87%	38.70%	6.83%	34.23%	39.00%	4.77%	-2.36%
Percentage of females in the lower middle quartile	68.13%	61.30%	-6.83%	65.77%	61.00%	-4.77%	2.36%
Percentage of males in the upper middle quartile	46.48%	47.00%	0.52%	45.39%	46.00%	0.61%	1.09%
Percentage of females in the upper middle quartile	53.52%	53.00%	-0.52%	54.61%	54.00%	-0.61%	-1.09%
Percentage of males in the top quartile	54.01%	56.80%	2.79%	51.99%	55.80%	3.81%	2.02%
Percentage of females in the top quartile	45.99%	43.30%	-2.69%	48.01%	44.20%	-3.81%	-2.02%

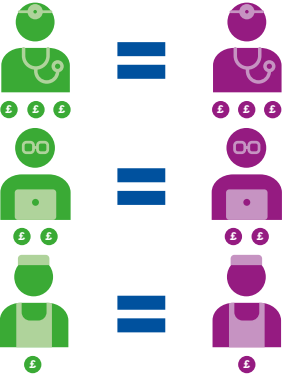
*Based on 126 HE institutions and organisations as at 31st March 2017.

** Based on 127 HE institutions and organisations in England and Wales as at 31st March 2018

Examining the gender pay gap in Higher Education

What is the difference between equal pay and the gender pay gap?

Equal pay is **men** and **women** being paid the same for the same work within the workforce.



The gender pay gap is the percentage difference between the average pay of **men** and **women** across the whole workforce.



What is the gender balance in the HE workforce?

Whole HE workforce



46% male
54% female

Professional services staff



37% male 63% female

Academic staff

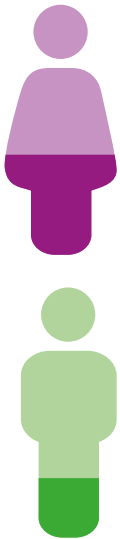


54% male 46% female

40% of female employees work part-time

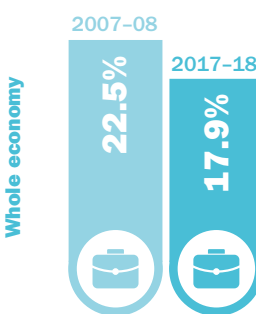
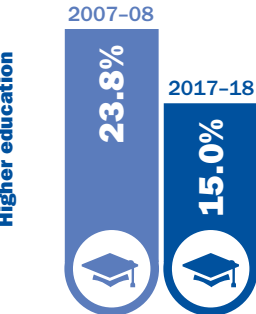


23% of male employees work part-time



Source: HESA, 2017-18.

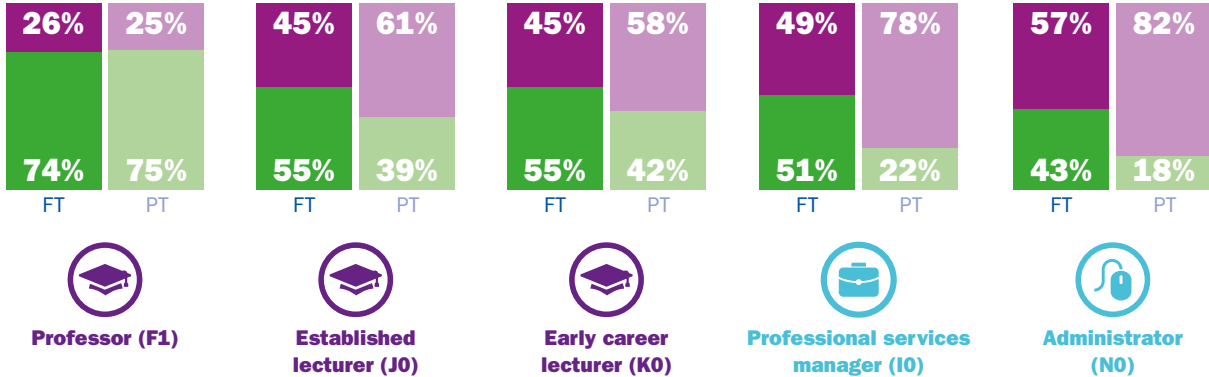
Gender pay gap over the decade: how is HE doing?



Source: ONS ASHE, 2018. Based on median gross hourly earnings excluding overtime for all employees (full-time and part-time)

How does the gender balance differ by job?

The balance between **male** and **female** employees varies across jobs between full-time (FT) and part-time (PT) work.



Source: HESA, 2017-18. Selected job levels. HESA contract level shown in brackets.

What is horizontal segregation?

Gender pay gaps can spotlight areas that require investigation by employers. Differential distribution of women and men in the workforce is often referred to as 'occupational segregation'. Horizontal segregation is the tendency for women and men to be concentrated in different occupations.

Academic staff



Technicians



Administrative occupations



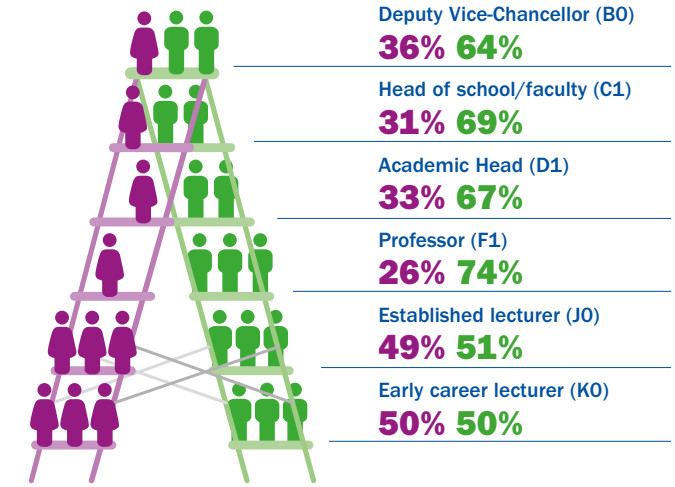
Cleaning and catering assistants



Source: HESA, 2017–18. Hourly rate based on median earnings for full and part-time staff and 36 hour working week. Gender distribution rounded to 5%.

What is vertical segregation?

Vertical segregation is identified as an issue by many employers. It is the tendency for women and men to be concentrated differently in different job levels within an occupation. This is not about equal pay – as men and women should be paid equally on the ranges for each job level – but typically, including in HE, women are underrepresented in the senior levels and may be overrepresented in the lower levels.



Source: HESA, 2017–18. Based on head count for all staff (full-time and part-time).

How are HEIs advancing women's careers?

Advance HE's Athena SWAN Charter recognises HEIs and their departments that demonstrate evidence addressing gender equality more broadly, and not just barriers to progression that affect women.

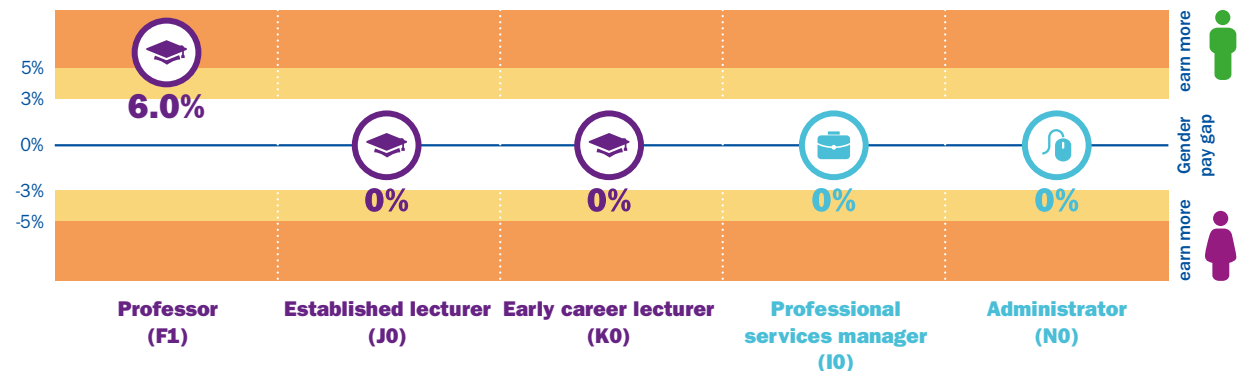
Number of Athena SWAN Charter departmental awards



Source: Advance HE (formerly Equality Challenge Unit).

Where do we see gender pay gaps within the HE workforce?

A sector-level analysis conducted by UCEA and the five HE trade unions (EIS, GMB, UCU, UNISON and Unite) found that gender pay gaps by job level were in most cases zero. The Equality and Human Rights Commission defines a significant gap as a gender paygap of 5% while recurring differences of 3% or more merit further investigation.



Source: HESA, 2017–18. Based on median basic salary for all staff (full-time and part-time). Selected job levels. HESA contract level shown in brackets.