

UNIVERSITY OF READING
**GENDER PAY GAP
REPORT 2020**



EXECUTIVE SUMMARY

This report sets out the gender pay gap data for the University of Reading as at the snapshot date of 31 March 2020 and updates the progress we are making against the initiatives to close the gender pay gap, as set out in our 2019 report.

- The mean gender pay gap is 20.64%, compared with 18.33% in 2019, an increase of 2.31%.
- The gender pay gap figure includes all University employees as well as workers appointed through the University's in-house temporary staffing service "Campus Jobs". Excluding these workers from the calculations gives a truer picture of the University's mean gender pay gap – 16.99%.
- The mean bonus pay gap is 30.58%, compared with 24.59% in 2019, an increase of 5.99%. However, the median bonus pay gap is 0%.
- 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 30% of the lower quartile, but 52% of the upper quartile. The proportion of women in the upper quartile has increased from 42% in 2017 to 48% in 2020.
- 39.13% of our workforce is male and 60.87% 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, four Schools have silver awards and three 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.

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 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.

The University is committed to the principle of equal pay for work of equal value and has robust processes including the use of job evaluation to determine the appropriate grading of roles within our framework structure.

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.**



GENDER PAY GAP

	Difference between men and women							
	Mean				Median			
	2017	2018	2019	2020	2017	2018	2019	2020
Hourly rate of pay	19.58%	20.51%	18.33%	20.64%	20.99%	18.52%	18.48%	23.18%
Bonus ²	18.71%	29.34%	24.59%	30.58%	40%	57.02%	20.23%	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 2020. It also shows the mean and median difference between bonuses paid to men and women in the 12-month period up to 31 March 2020. The table compares the figures for 2020 with those for the previous 3 years since the reporting requirements came into effect.

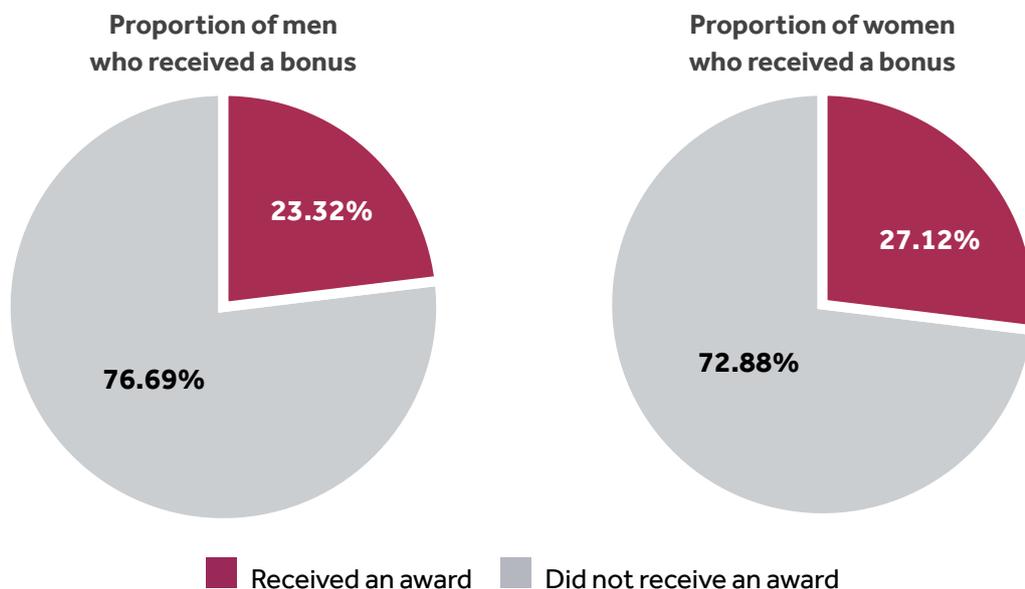
Both the mean and median hourly rate of pay gaps have increased since the last data snapshot on 31 March 2019. The mean hourly rate of pay gap has increased by 2.31% since 2019 and the median pay gap has increased by 4.7%. The mean bonus pay gap has increased from 24.59% in 2019 to 30.58%. However, the median bonus pay gap is 0% as the median value of awards to both men and women was the same at £100.

There were 5008 full-pay relevant employees for the purposes of calculating the mean and median hourly rate pay gap and the pay quartiles. There were 5076 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".



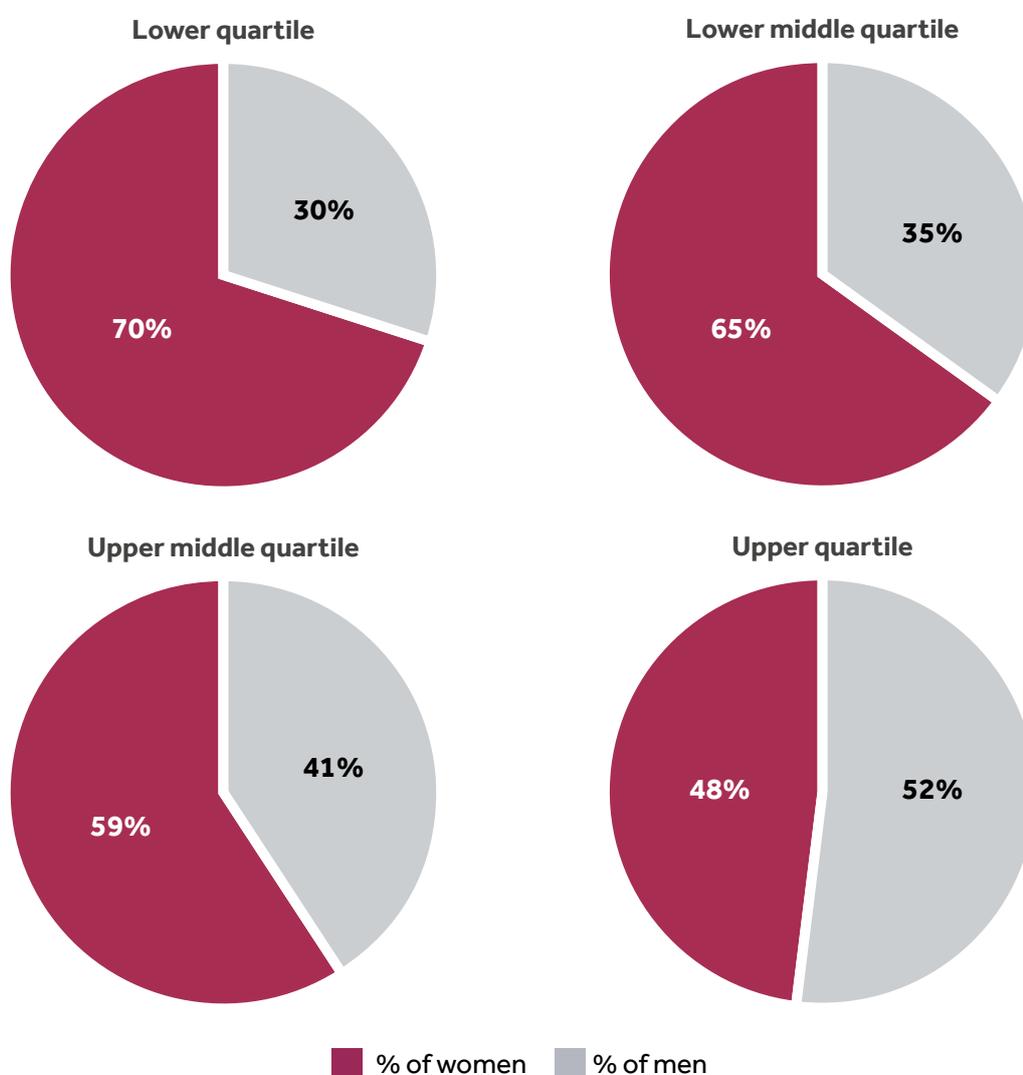
PROPORTION OF MEN AND WOMEN WHO RECEIVED BONUS PAYMENTS



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 from 24.18% in 2019 to 27.12% in 2020. The proportion of men who received a bonus has decreased slightly from 23.34% in 2019 to 23.31% in 2020, but this is not a significant difference. Although more awards were made to women (838) than men (463), women received less on average (£321.98) than men (£463.83).



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.

Men only represent 30% of the lower quartile, but 52% of the upper quartile.

The proportion of women in the upper quartile has increased overall from 42% in 2017 to 48% in 2020. This suggests that women are progressing their careers and holding more senior positions. 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.

COMMENTARY

The median gender pay gap for the University of Reading (23.18%) is higher than the median for the Higher Education sector for 2018–19 (15.5% according to data published by UCEA June 2020). However, the difference is greatly reduced when Campus Jobs workers are excluded from the calculations as the University's median gender pay gap is 16.18%. 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. Data from the Higher Education Statistics Agency shows that across the sector 54% of Academic staff are male, whereas 78% of administrative staff are female and 58% of cleaning and catering staff are female.

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.
- 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 Job workers were to be excluded from the calculations, the **mean gender pay gap** would be **16.99%** and the **median gender pay gap** would be **16.18%**.
- 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 20 senior female staff and 25 senior male staff have left since the last snapshot was taken in 2019. 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.

The mean bonus pay gap has increased significantly from 18.71% in 2017 to 30.58% in 2020; an increase of 11.87%. In the 12-month period to 31 March 2020, 883 Celebrating Success Awards were made: 577 (65.35%) to women, and 306 (34.65%) to men. Over the same period, 539 Lump Sum Awards were made: 337 (62.52%) were for women, and 202 (37.48%) were for men. The average (mean) value of awards to women was £321.98 and the average value of awards to men was £463.83, a difference of £141.85. However, the median bonus pay gap is 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 set institutional targets to address gender imbalances in the take-up of leadership roles. By 2020 we aimed to:
 - » have at least 30% female staff on all key University committees and boards, including the University Executive Board (UEB). The committees which meet, or exceed, this target are: Council (53%), University Board of Teaching & Learning (73%), Senate (50%), Strategy & Finance Committee (30%) and Remuneration Committee (50%). Membership of UEB is 37.5% female³.
 - » maintain our current baseline of at least 45% of either gender in the overall University Leadership Group – including UEB, Deans, Heads of School and Heads of Function (Leadership Group has 31 male and 24 female members, so is 43.60% female and 56.40% male).
 - » improve the gender balance amongst the Professoriate, with at least 40% female Professors. The proportion of female Professors has increased from 35.08% in 2019 to 35.95% in 2020.

Pay structures

- The nationally negotiated pay award for the higher education sector has seen basic pay lifted for lower-paid roles. Under the terms of the 2019/20 nationally negotiated pay settlement, the lowest salary point of the pay spine was deleted, thereby raising the pay for 276 employees (176 women and 100 men).

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 sponsoring 12 delegates to attend the Aurora programme during the last year. As proud supporters of the programme since its inception Reading has developed 46 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. Taking into account recent research into the effectiveness of unconscious bias training on its own, training for the University's REF panels was adapted and improved to include contextualisation of the training through discussion groups and case studies.
 - » 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.

³ According to data published in the 2019/20 Annual Diversity & Inclusion Report

- The University's promotion procedures have been 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 2019/20 68% of successful applications for promotion to Associate Professor and Professor were from women, an increase of 12% from 56% in 2018/19. 57% of female academic staff who applied for promotion to Professor were successful compared with 53% of male academic staff.

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 co-ordination and support for the D&I efforts of staff and students across Reading. The team is led by the Dean for Diversity & Inclusion, who is supported by two 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. Four Schools hold silver awards and three 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 a childcare voucher scheme. There are currently 247 parents in the scheme.
- 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 22 have taken paternity leave in the past year. 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

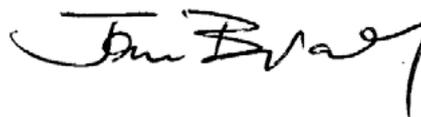
- The **Women@Reading** staff network champions issues of gender equality across the University, working with University leadership and supported by People Development in Human Resources. The network has a rolling annual programme of events that are advertised through articles on the Staff Portal and 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; balancing home schooling and home working; 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.



Professor Robert Van de Noort
Vice-Chancellor



Mr John Brady
Director of Human Resources

GENDER PAY GAP REPORT

i For more information, please contact:

Human Resources

University of Reading
Whiteknights
Reading, RG6 6AH
hr@reading.ac.uk
Tel (0118) 378 6770

f /theuniversityofreading
t @UniofReading

www.reading.ac.uk

