

EDINBURGH NAPIER UNIVERSITY

GENDER PAY GAP REPORT 2018/19



INTRODUCTION

Edinburgh Napier University is passionate about equality and committed to the creation of an inclusive culture. In 2017 we outlined our inclusion strategy and committed to do the following:

- Celebrate diversity
- Enable our employees to feel comfortable to declare their sexuality openly in the University
- Be international in our outlook
- Achieve Athena SWAN accreditation for all Schools
- Clearly demonstrate that appointment and progression is always made on the basis of merit
- Aim to continue to increase the total number of employees with a disability across the University
- Have passionate senior sponsors of networks
- Empower our Inclusion Committee
- Be a University that acts with respect and integrity
- Ensure that from interview to appointment, throughout training and career development, employees will not face barriers that can be reasonably overcome
- Encourage groups to celebrate religious events that are important to them
- Create an environment where people are able to progress their careers regardless of their age
- Have a University Leadership Team that is gender balanced
- Create a culture where those with caring responsibilities feel supported
- Recognise and support our transgender and non-binary community

Over the last two years we have made many positive steps towards achieving these goals and welcome the opportunity to publish our Gender Pay Gap Report for 2018/19.

Our mean gender pay gap for 2019 is 6.92%, falling from 7.24% in 2018 and well below the sector average of 14.3% in 2016/17.

We can report that as at 1st March 2019 lay (appointed) membership of the University Court was 50% female which not only meets the 50% target set out in the Gender Representation on Public Boards (Scotland) Act 2018 but exceeds the Committee of Scottish Chairs 40% target. The overall membership of Court, which includes ex-officio members and elected staff and student membership is 44% female. The University Leadership Team comprised 4 females (57%) and 3 males (43%) and the Senior Leadership Team (which includes ULT), 11 females (58%) and 8 (42%) males in total. We are pleased with such a positive gender balance on our governing body as well as our leadership teams.

As well as focusing on gender balance, we have taken proactive steps to identify any gender pay barriers and have actively sought to remove these. We have reviewed each stage of our employee lifecycle and routinely review the gender balance and pay by Grade across the University. Our Athena Swan action plans; commitments in our Mainstreaming Equality Report and Equality; and principles outlined in our Equal Pay statement 2017, all work in tandem to drive positive change and reinforce our commitment to equality and inclusion.

Whilst we are making significant progress, we will continue to take a proactive and strategic approach to delivering our inclusion strategy across the organisation as well as monitoring and measuring progress to maintain our reputation as an inclusive organisation with equality at its heart.

Kerry Dewar
Director of People and Services

METHODOLOGY AND DEFINITIONS

The gender pay gap is the difference in average hourly earnings between males and females. On average, females in Scotland earn 15% less per hour than males (*Close the Gap 2016 Gender Pay Gap Statistics*).

The gender pay gap relates to the differences in the average pay between males and females, in different jobs, across an organisation.

The pay gap has been calculated using basic hourly rates of pay, covering all our staff who have a contract of employment including those with no defined contracted hours (270 employees), as recommended by Advance HE.

This audit has used both the mean and median average hourly rates. This is a change from the previous audits, which only used the average (mean) hourly rate, and should therefore be taken into consideration when drawing comparisons. Due to the changes in methodology, we have reported on data as at 28 February 2018 and 2019.

- The **mean** average is calculated by adding all individual employees' hourly rate of pay and dividing by total number of employees. The mean is a useful measure as it includes the highest and lowest rates of pay, and because those on the highest rates of pay tend to be males, and those on the lowest are more likely to be females, it captures a good picture of the pay gap.
- The **median** average is calculated by listing all employees' hourly rate of pay, and finding the midpoint. The median is not skewed by very low hourly rates of pay or very high hourly rates of pay and gives a more accurate representation of the 'typical' difference.

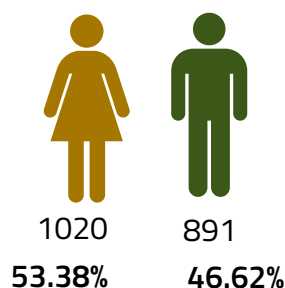
GENDER PAY AND EQUAL PAY

Gender pay is not the same as equal pay. Equal pay means that men and women in the same employment performing equal work must receive equal pay, as set out in the Equality Act 2010. The gender pay gap is a measure of the difference between men and women's average earnings across an organisation. It is expressed as a percentage of men's earnings.

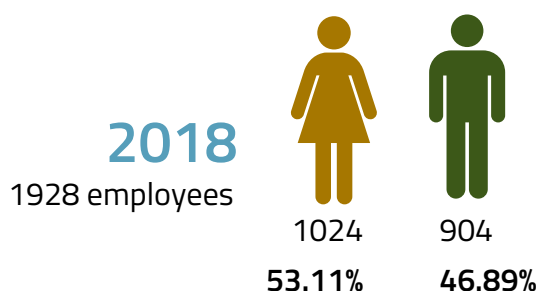
Source: Equality and Human Rights Commission

GENDER SPLIT

Overall, Edinburgh Napier University employs more females than males.



2019
1911 employees



2018
1928 employees

MEAN AND MEDIAN GENDER PAY GAP

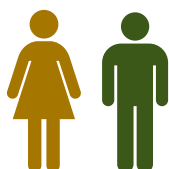
2019

Mean gender
pay gap
6.92%



£19.92 ph £21.40 ph

Median gender
pay gap
3.45%



£20.40 ph £21.13 ph

2018

Mean gender
pay gap
7.24%



£19.36 ph £20.87 ph

Median gender
pay gap
3.47%



£20.00 ph £20.72 ph

Gender Pay Gap By Grade

Basic Pay	Females	Males	Mean hourly rate for females	Mean hourly rate for males	Mean Pay Gap %	Median hourly rate for females	Median hourly rate for males	Median Pay Gap %	Grade Total
Grade 1	127	155	£9.24	£9.24	0.00%	£9.24	£9.24	0.00%	3
Grade 2			£9.94	£9.88	-0.61%	£9.65	£9.42	-2.44%	279
Grade 3	168	54	£12.84	£12.75	-0.71%	£13.52	£12.94	-4.48%	222
Grade 4	130	81	£15.33	£15.62	1.86%	£15.20	£16.12	5.71%	211
Grade 5	234	230	£19.97	£20.39	2.06%	£20.40	£20.52	0.58%	464
Grade 6	249	234	£25.17	£25.32	0.59%	£25.82	£26.75	3.48%	483
Grade 7	67	76	£30.83	£30.93	0.32%	£31.92	£31.92	0.00%	143
Grade 8	14	18	£35.89	£36.44	1.51%	£34.87	£36.71	5.01%	32
Grade 9	5	17	£41.02	£41.60	1.39%	£40.93	£39.74	-2.99%	22
Grade 10	7	13	£49.71	£50.08	0.74%	£48.85	£50.32	2.92%	20
Offscale	19	13	N/A	N/A	N/A	N/A	N/A	N/A	32
									1911

Due to low numbers of Grade 1 employees the numbers have been combined with Grade 2 to ensure the information provided remains anonymous.

Includes 270 employees who have contracts of employment but no contractual hours:

37 Associate Lecturer - PhD Student Experience

2 Counsellors

2 Doctoral Supervisors

127 Demonstrators

102 Zero Hour Lecturers

1 unspecified gender not included, in line with guidelines

BONUSES

The University has no contractual bonus arrangements.

In the period 1 March 2018 to 28 February 2019, four one-off payments were made to recognise contribution, in line with the Senior Managers Pay Progression Process, amounting to £12,000. Those in receipt of payments were all males. No females were awarded a one-off payment during this process, however additional increments on the pay grade were awarded to both females and males.

ANALYSIS

Guidelines recommend that any differentials greater than 3% are monitored and any differentials greater than 5% are investigated to determine if further action is required. We have committed to investigating anything greater than 3% and our analysis is outlined below.

Grade 3

There are 7 spinal points on the Grade 3 pay grade. Increments are automatic and service related based on anniversary of appointment. The University's pay policy for starting salaries is that these will be on the bottom point of the scale unless there is a justifiable reason. We can assume that it would normally take 6 years to reach the top of the Grade. 168 females are paid within this Grade, out of which 93 (55%) have 6 or more years' service and are subsequently paid at the top of the grade (Point 21), which means that the median salary point is calculated as the top of the Grade £13.52 due to the mid point falling within this range. This is compared to 22 males who are at the top of the Grade out of 54 (44%), therefore, the median point has been calculated as Point 19 (£12.94) for this group. The median pay gap difference is due to the large number of females at the top of the grade.

We have identified that a number of the generic roles at this Grade such as Admissions Assistant; Finance Assistant; Information Assistant; International Programme Administrators; and School Support Administrators are filled by a high proportion of females. Our Gender Action plan will consider recruitment practices to encourage males into these roles through internal transfers or external targeted recruitment campaigns.

Grade 4

Over 50% of males are on the top two points of the pay structure, hence the median pay being calculated at Point 27 (£16.12), this is due to length of service and a small number of males being appointed above the starting point based on a justifiable reason. Only 36% of females are at the top point of the scale. However, on further investigation, 28% of females in this Grade are at the bottom of the scale due to there being a large number of new external appointments and internal promoted moves. This explains the difference in median pay and does not require further investigation at this stage.

Grade 6

There are a total of 483 staff within this Grade, of which 385 are in academic and research roles. When we consider the median gender pay gap for the academic and research group, it is calculated at 0% as the median pay for both males and female is £26.75. The remaining 98 are in support roles of which 31 are male (median pay £24.73) and 67 are female (median pay £25.82). This equates to a median pay gap of -4.41% due to 52% of females being at the top of the pay grade.

It should be noted that the median pay rates are different for support and academic roles due to the annual working hours used when calculating hourly rate. The median rate for females is the equivalent to the top of Grade 6 hourly rate for support staff whereby the median rate for males is equivalent to the academic hourly rate. Here, the large number of posts within support and academic roles at the top of the grade result in the difference of the median pay and the median pay gap, and no further action is required.

ANALYSIS

Grade 8

There are support staff and academic staff within this grade. 19 are academic of which, 10 are male and 9 are female. The median hourly pay within the academic employee group is £37.46 for males compared to £35.68 for females with a 4.75% median pay gap. There are 6 females on the bottom 2 points of the pay grade, compared to only 4 males which results in the difference.

Median pay for males in the support group is £35.31 (8 males) compared to £33.67 (5 females). This group does not receive automatic incremental progression and apply annually through the Senior Managers Pay Progression Process. Overall, applications for this process are low and a commitment to encouraging more applications particularly from female representatives will be encouraged through the Senior Managers Pay Progression Process.

Gender Breakdown by Employee Group and Grade

Employee Group	Academic		Research		Support		Technical		Totals
Gender	Females	Males	Females	Males	Females	Males	Females	Males	
Grade 1					125	153			3
Grade 2							2	2	279
Grade 3					167	53	1	1	222
Grade 4	6	6	17	7	102	55	5	13	211
Grade 5	112	142	17	19	99	47	6	22	464
Grade 6	176	197	6	6	66	31	1	0	483
Grade 7	48	64	2	2	17	10			143
Grade 8	9	10			5	8			32
Grade 9	5	14				3			22
Grade 10	6	13			1				20
Offscale	14	9			5	4			32
Totals by Gender	376	455	42	34	587	364	15	38	1911
Overall Total by Employee Group (% of total workforce)	831	43.49%	76	3.98%	951	49.76%	53	2.77%	100%
Percentage in Employee Group	45.25%	54.75%	55.26%	44.74%	61.72%	38.28%	28.30%	71.70%	

The table outlines gender by employee group and grade. In relation to the academic employee group there is good gender balance across Grades 4 to 8, however, at Grade 9 and 10 there is a smaller proportion of females. This is the same within the support employee group at this level, however when we consider the Senior Leadership Team/University Leadership Team as a whole there are 11 females and 8 males (some of these are presented as off-scale points). There is a high number of females in the lower grades, specifically 2, 3 and 4 and a lower number in the technical employee groups and consideration should be given to encouraging more males into roles traditionally filled by females and vice-versa.

HOW EDINBURGH NAPIER UNIVERSITY IS TACKLING THE GENDER PAY GAP

We are committed to removing any barriers to ensure that we support, encourage and facilitate the progression of females at Edinburgh Napier University.

Promotion

Our academic promotion is a merit based, annual process. The Academic and Appointments Framework was adopted in 2015 and provides well defined progression pathways which recognise individual achievement and contribution. Promotion is open to all Academic staff Grade 6 and above, and to all Research staff Grade 4 and above. There is no cap on the number of promotions which can be awarded. In response to feedback from the 2018 round of promotions we have introduced a mitigation panel to give full consideration to applications from staff who may have been absent due to e.g. caring responsibilities, maternity, shared parental leave or illness.

Training and Development

We promote and monitor participation in the Aurora Leadership Programme with all participants being matched with carefully selected mentors. Our recently launched Inspiring Leadership programme is now in its 4th cohort with 52% of those participating being female. Data in terms of gender and participation is now routinely captured and reported on all our central Learning and Development programmes. 1:1 sessions are also offered to newly appointed academics by the Department of Learning and Teaching and our Research and Innovation Office offers a comprehensive Researcher Development Training Programme.

Family Friendly and Flexible Working Policies

The University has a comprehensive suite of family friendly and flexible working arrangements as well as policies and practices to provide support to staff in the workplace. These include; flexitime, shared parental leave, paternity leave, adoption leave and "keep in touch days" for those on long term leave. In response to feedback from staff a Carers Policy is also under development. We have recently piloted menopause workshops for staff and managers in recognition of the additional support that those who may be at this stage in life might need. We are finalising our plan for IVF/fertility treatment which will give paid time off to employees and partners of those undergoing treatment.

Inclusion Networks

We have four well established inclusion networks to support staff. Our Carers network is a supportive and engaged group of staff with a diverse range of caring responsibilities. It provides a platform for discussion of the many issues affecting the balance between work and home and the team was recently presented with the Carers Positive Award. This network has driven policy change and is informing the Carers Policy due to launch in 2019. We also have a Women's network which is open to colleagues of all gender identities and provides an engaging forum primarily for the discussion of issues affecting women and gender equality at the University and beyond.

HR Excellence in Research Award

Edinburgh Napier University is committed to supporting and developing the careers of our researchers and this was recognised in 2010 when we received the EU HR Excellence in Research award and have retained since that date.

GENDER PAY GAP ACTION PLAN AND COMMITMENT 2019

Our overall goal is to strive to a zero gender pay gap. Therefore we commit to:

Further Analysis

We will review our comparator Universities Gender Pay Gaps to understand our ranking. We will also review sector and national best practice and make further recommendations on how we can continue to improve our Gender Pay Gap.

Recruitment

We commit to embedding diversity into our Recruitment and Selection practices. We will continue to encourage females into traditionally male roles and males into traditionally female roles. We will review our marketing and promotional materials and consider targeted campaigns to attract a diverse pool of applicants ensuring gender neutral adverts. Unconscious Bias training will be mandatory for all staff who sit on interview panels.

Increasing female representation at senior grades

We have identified that there is a gap at Grade 9 and Grade 10 Academics in terms of number of female staff at this level. Our action plan will identify if there are any internal barriers to promotion and will outline how we will address them including how our recruitment practices will support change.

Communication

We will develop a robust staff communication and engagement plan, actively promoting our family friendly and flexible working policies and promoting the activities delivered via the Inclusion Strategy and at a local level within Schools.

Athena Swan

We are committed to all Schools achieving Bronze Athena Swan accreditation by 2020.

Mentoring programme

A review of current mentoring and coaching provision will be undertaken, with a particular focus on underrepresented groups, including early career Academics and those participating in the Inspiring Leadership Programme.

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