

Oxford Brookes University Equal Pay Audit – 2022

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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 progression 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. The majority of these are carried over from the previous audit in 2019, as the Covid-19 pandemic meant that People Directorate resources were focused elsewhere. These are:

1. Ensure that any changes to the policy around starting salaries are made with diversity considerations in mind, aiming to minimise any potential for bias and take advantage of opportunities to embed good practice. Consider establishing a regular review of starting salaries by protected characteristic and feedback the outcome to those with responsibility for the policy.
2. Ensure that regular monitoring is embedded into reward schemes, including the ACE scheme, and that the outcomes of this monitoring are fed back to those with responsibility for the scheme.
3. Continue to ensure that any major changes to reward schemes are undertaken with diversity considerations in mind and should be underpinned by equality impact assessments.
4. Review documentation relating to 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.
7. Monitor the long service scheme in light of length of service and turnover to ensure that all staff benefit equitably from it and that we have not introduced any inequities that cannot be justified.

Scope

This audit examines both salaried and hourly-paid staff employed at the census date of 31 March 2022. 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 2022. 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 2019 and March 2022. All values are uplifted to an annual, full-time amount using the salary rates that applied from 01 August 2021 to allow comparisons to be drawn. This analysis predates the implementation of the Oxford Living Wage for all staff, which took place in May 2022, backdated to April 2022.

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

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 three 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 2019. The audit did not find any significant pay gaps although the report made several recommendations. The period since the previous report has been dominated by the Covid-19 pandemic and this has had some impact on progress, as resources were diverted elsewhere.

Recommendation	Review of progress
Review the information that we give 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.	Work on this has begun, with conversations taking place in the People Directorate about the best ways of deciding starting salaries and how this can be communicated across the organisation. Our application forms have been updated to remove references to previous salaries in order to try to provide a fairer basis for applicants to negotiate starting salaries. This work will be continued into the next period.
Continue to monitor ACE application and success rates.	ACE application and success rates by protected characteristics are reviewed annually after the conclusion of each application cycle. To date this annual monitoring has not identified any concerning disparities. ACE application and outcome statistics are made available to colleagues with responsibility for Athena Swan and REC submissions. An EDI Data Analytics Officer has recently been appointed, which will give us capacity to expand this analysis and ensure that it is being fed back to colleagues who are responsible for reward schemes.
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.	<p>EDI colleagues have developed a template and supporting resources to ensure that a consistent approach is taken.</p> <p>The pandemic has restricted opportunities for new reward policies and initiatives but analysis of the equality impact was undertaken before the implementation of the Oxford Living Wage in 2022.</p>
Review documentation of additional payment schemes, ensuring that the criteria for making additional payments and method of calculating payments is clear.	This has been delayed by the pandemic and will be carried forward, with conversations underway with Estates and Campus Services, where the majority of additional payments currently sit.
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.	This has been delayed by the pandemic and will be carried forwards.
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.	This has been delayed by the pandemic and staffing changes and will be carried forwards.

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 2022 the university paid ten 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.

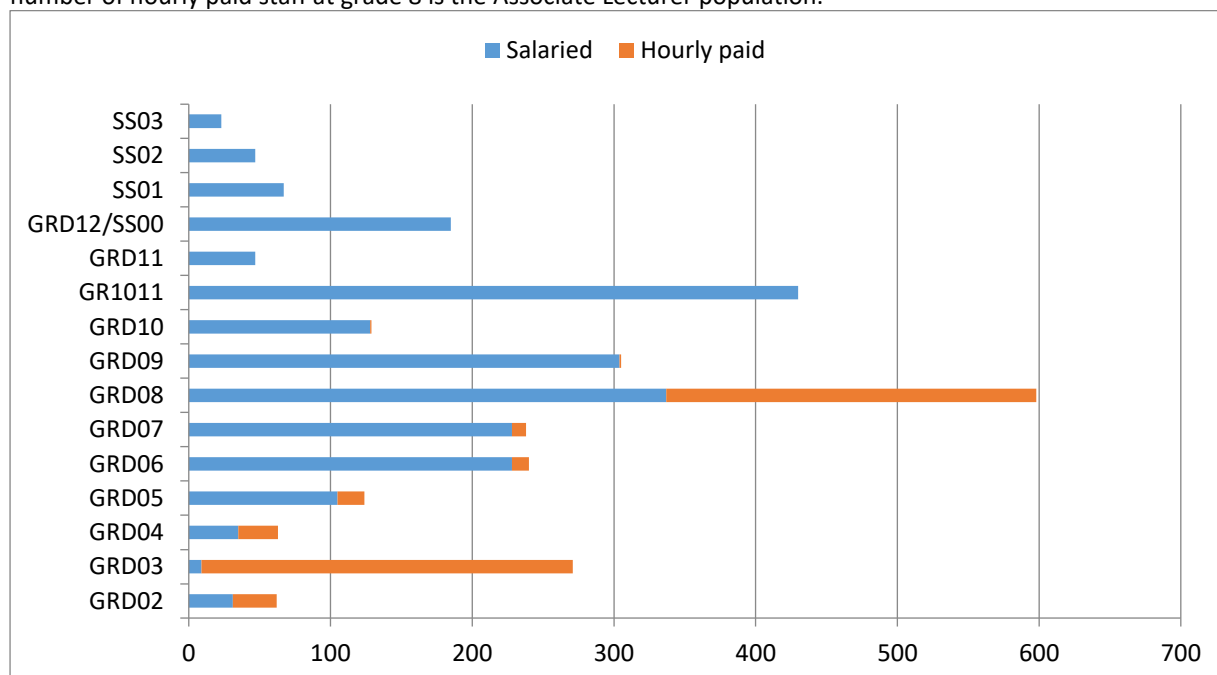
Profile of staff paid in March 2022 by occupational group

		% women	% BAME	% with a disability	% part-time	% fixed-term
Salaried	Professional	65%	14%	8%	30%	14%
	Senior professional	45%	10%	2%	0%	6%
	Research	54%	21%	4%	36%	88%
	Teaching	55%	18%	6%	35%	5%
	Professor	52%	5%	5%	28%	3%
	Senior academic*	54%	14%	5%	5%	32%
Hourly paid	Associate lecturer	56%	20%	6%		1%
	Associate researcher	50%	17%	11%		83%
	Variable hours	61%	19%	3%		31%
	Casual	74%	33%	8%		100%

*This group includes academic Heads of Department, Associate Deans and academic members of VCG.

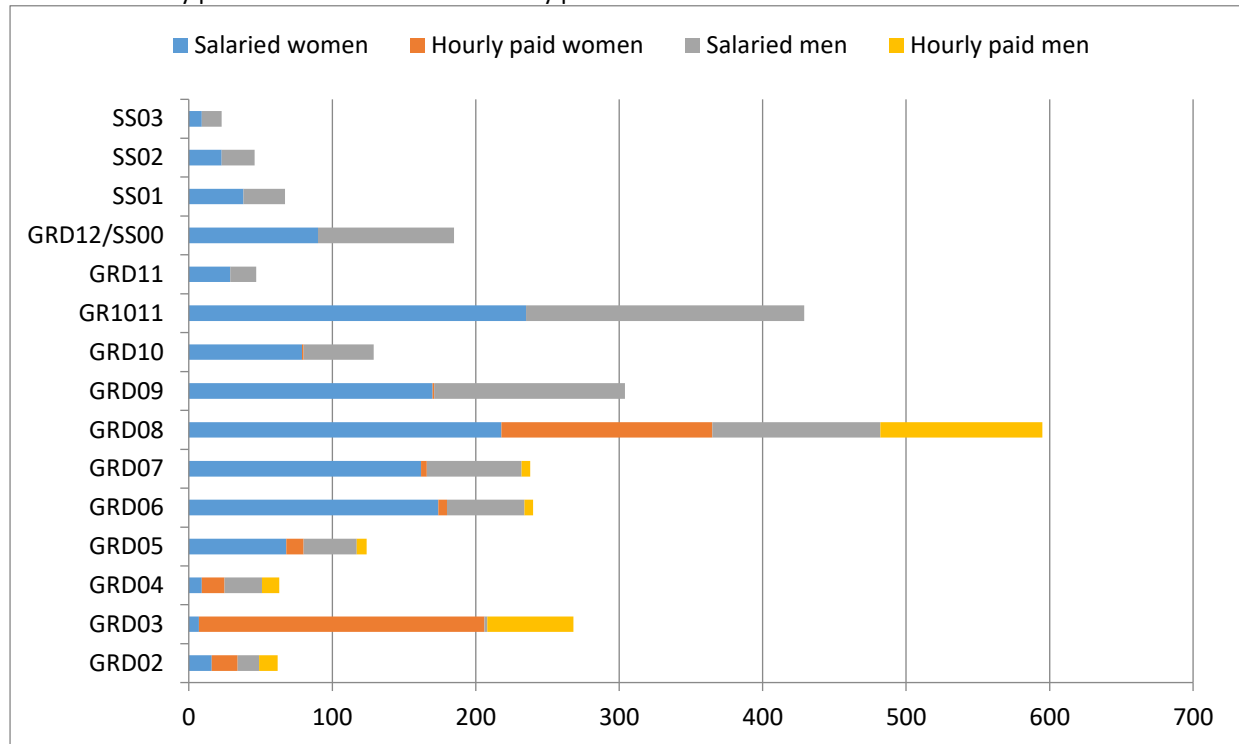
Staff headcount in March 2022 by grade and contractual terms

In March 2022 the university paid 2828 people on the university pay spine. People with more than one appointment are counted in each appointment for which they were employed on 31 March and received pay in March. 22% of these were hourly paid and 78% were salaried. The hourly paid staff at grades 2 to 7 are primarily casual and variable hours employees, including the Student Ambassador population at grade 3, whilst the large number of hourly paid staff at grade 8 is the Associate Lecturer population.



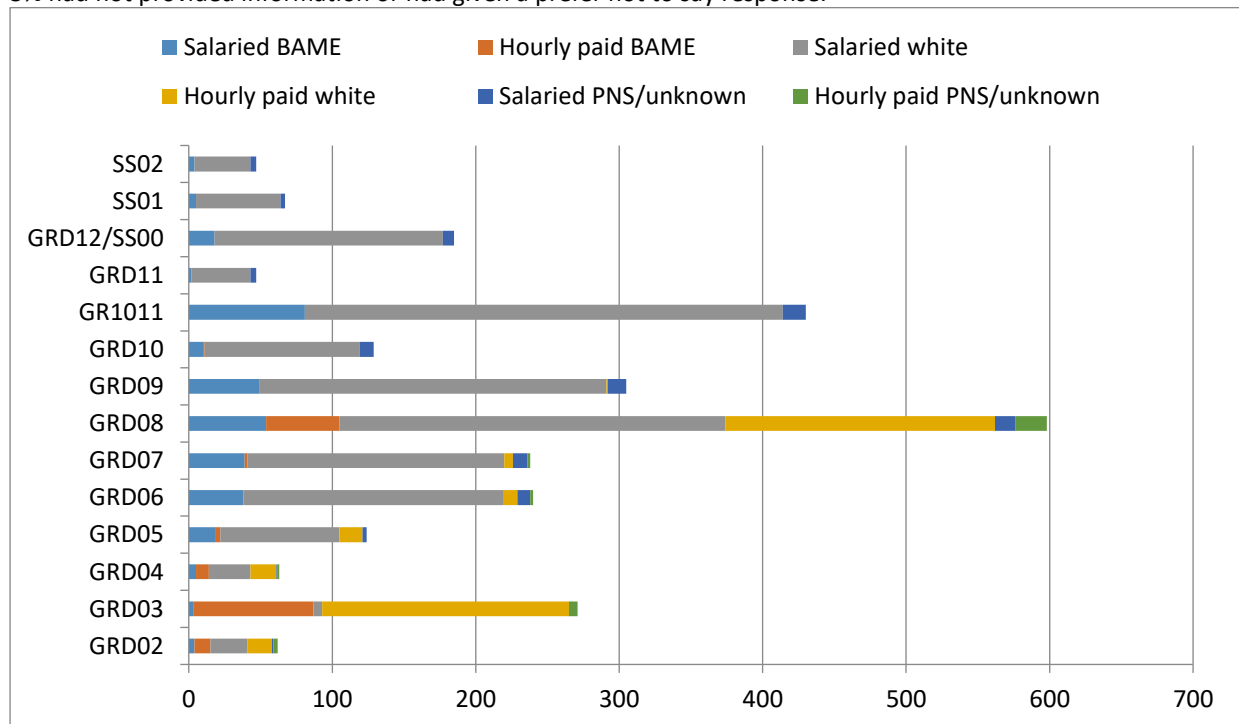
Staff profile by grade, contract type and gender

61% of the individuals paid in March 2022 were women. 47% were salaried women, 31% were salaried men, 14% were hourly paid women and 8% were hourly paid men.



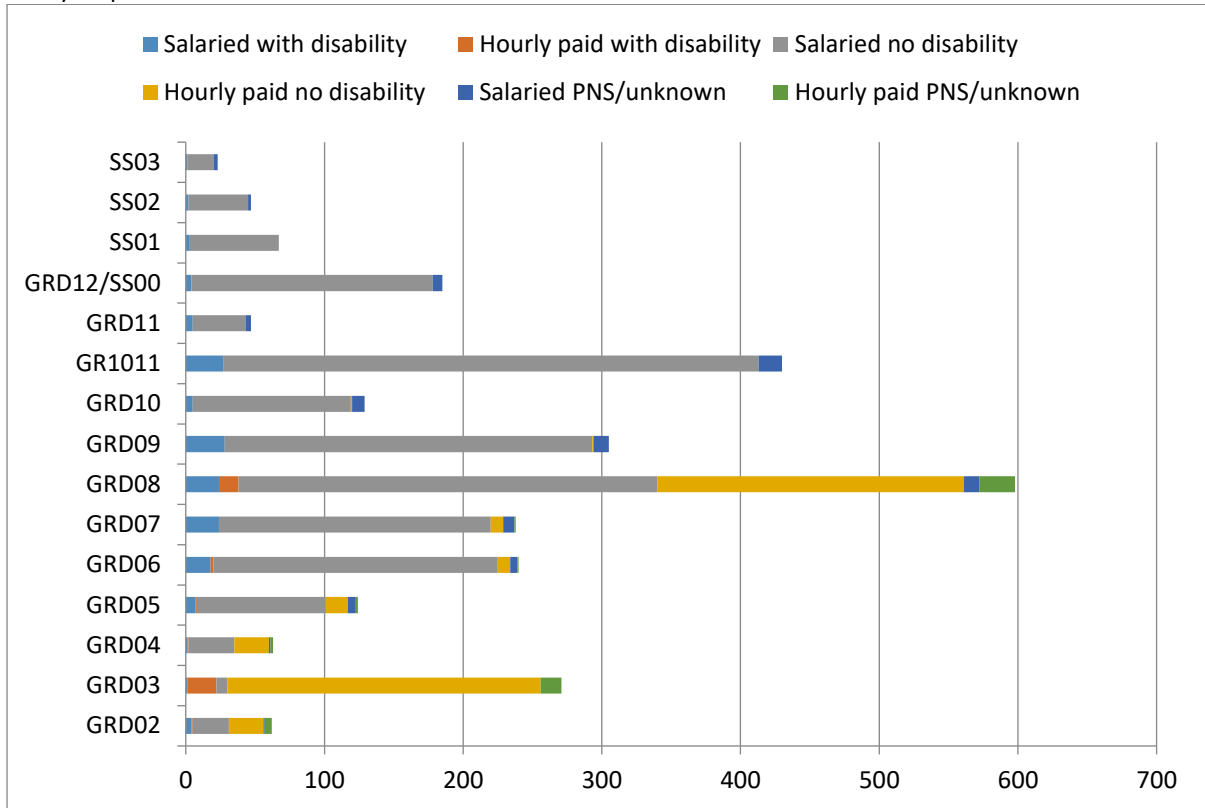
Staff profile by grade, contract type and ethnicity

17% of all staff paid in March 2022 were BAME. 15% of salaried staff and 26% of hourly paid staff were BAME. 5% had not provided information or had given a prefer not to say response.



Staff profile by grade, contract type and disability

7% of all staff paid in March 2022 had told us that they had a disability. 7% of salaried staff and 6% of hourly paid staff told us that they had a disability. 5% of all staff had not provided information or had given a prefer not to say response.



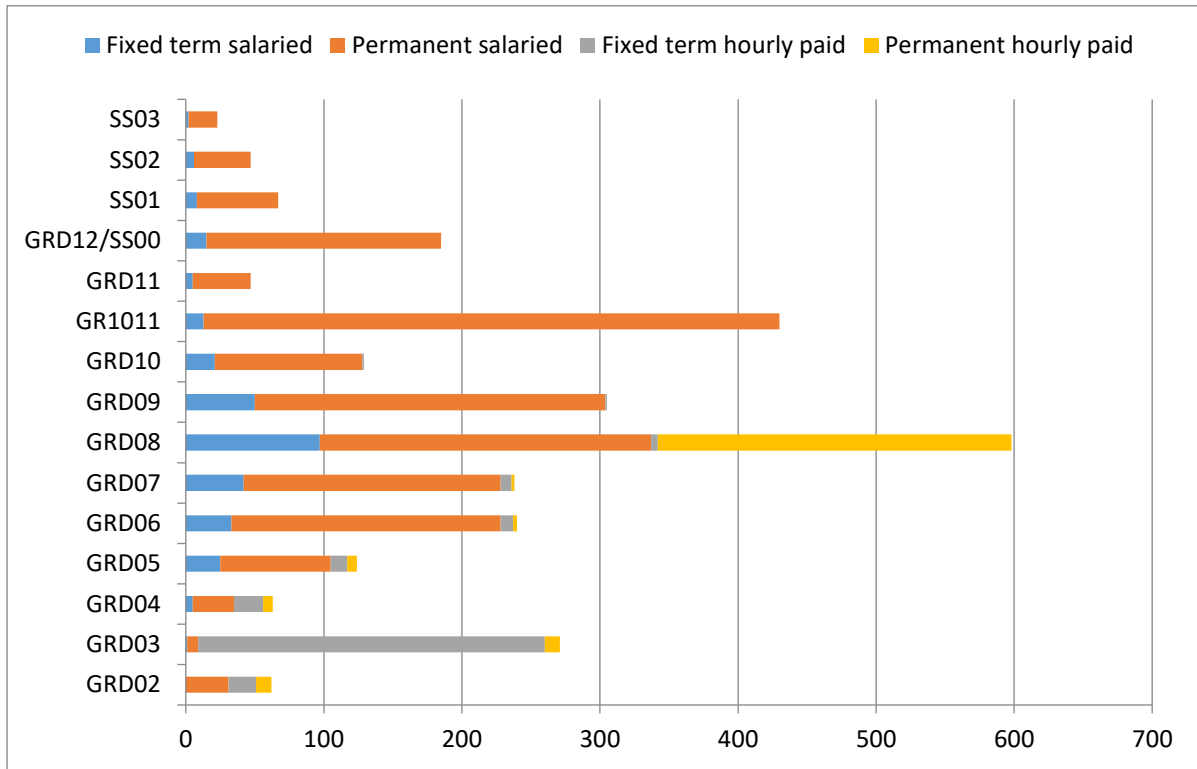
Staff profile by grade, contract type and full/part-time

31% of salaried staff paid in March 2022 were part-time.



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

23% of all staff paid in March 2022 were fixed-term. 15% of salaried staff and 52% 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 if recruiting managers wish to appoint a new employee above the bottom point of the grade, they 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. The policy and guidance on starting salaries is currently under review as the university faces acute challenges in recruiting suitable staff.

The starting salaries of all salaried new starters who joined between April 2019 and March 2022 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 886 new starters who were appointed onto the university grading structure. 249 (28%) of these people were appointed above the bottom of the grade for their post. This has increased from 21% at the last audit, driven mainly by cost saving measures in response to the pandemic, which have led to a reduction in recruitment activity at lower grades. As previously observed, 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 2022

Grade	Number of new starters	2019 to 2022		Number of new starters	2016 to 2019	
		% appointed above bottom of grade	% appointed at bottom of grade		% appointed above bottom of grade	% appointed at bottom of grade
Grade 2	8	50%	50%	40	15%	85%
Grade 3	22	0%	100%	23	4%	96%
Grade 4	27	11%	89%	36	14%	86%
Grade 5	78	4%	96%	92	2%	98%
Grade 6	120	14%	86%	164	9%	91%
Grade 7	99	16%	84%	137	11%	89%
Grade 8	210	31%	69%	149	21%	79%
Grade 9	163	30%	70%	163	28%	72%
Grade 10	27	44%	56%	29	41%	59%
Grade 10/11	80	61%	39%	79	46%	54%
Grade 11	22	45%	55%	14	50%	50%
Grade 12/senior 0	21	62%	38%	22	59%	41%
*Senior staff	9	89%	11%	29	59%	41%
Total	886	28%	72%	977	21%	79%

*Senior grades are aggregated to give a sense of the number of joiners and the use of flexibility in starting salaries at this level.

Starting salaries: gender

Analysis of average starting salaries by gender does not reveal any gaps of greater than 5% or a pattern of gaps of 3% or more. In several grades women have slightly higher average starting salaries than men. Senior staff grade 2 is the only senior grade at which there were a sufficient number of joiners to allow analysis.

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

Grade	Number of starters	Women	Men	Pay gap
Grade 2	8	£18,291	£18,450	0.9%
Grade 3	22	£18,529	£18,529	0.0%
Grade 4	27	£20,280	£20,131	-0.7%
Grade 5	78	£21,725	£21,722	0.0%
Grade 6	120	£25,100	£24,961	-0.6%
Grade 7	99	£28,229	£28,105	-0.4%
Grade 8	210	£32,859	£33,307	1.3%
Grade 9	163	£36,943	£37,389	1.2%
Grade 10	27	£43,686	£43,056	-1.5%
Grade 10/11	80	£46,009	£45,911	-0.2%
Grade 11	22	£48,765	£48,680	-0.2%
Grade 12/senior grade 0	21	£55,818	£56,830	1.8%
Senior grade 2	6	£78,263	£75,534	-3.6%

The previous audit showed that in the higher grades where more people are appointed above the bottom of the grade the pay gaps in favour of men are higher. However, this shows that between 2019 and 2022 there are no significant differences between the percentages of women and men appointed above the bottom of the grade, potentially indicating some progress in this area.

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 grade 10. At this grade the number of BAME starters is too small (2) 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. Senior staff grade 2 is the only senior grade at which there were a sufficient number of joiners to allow analysis.

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

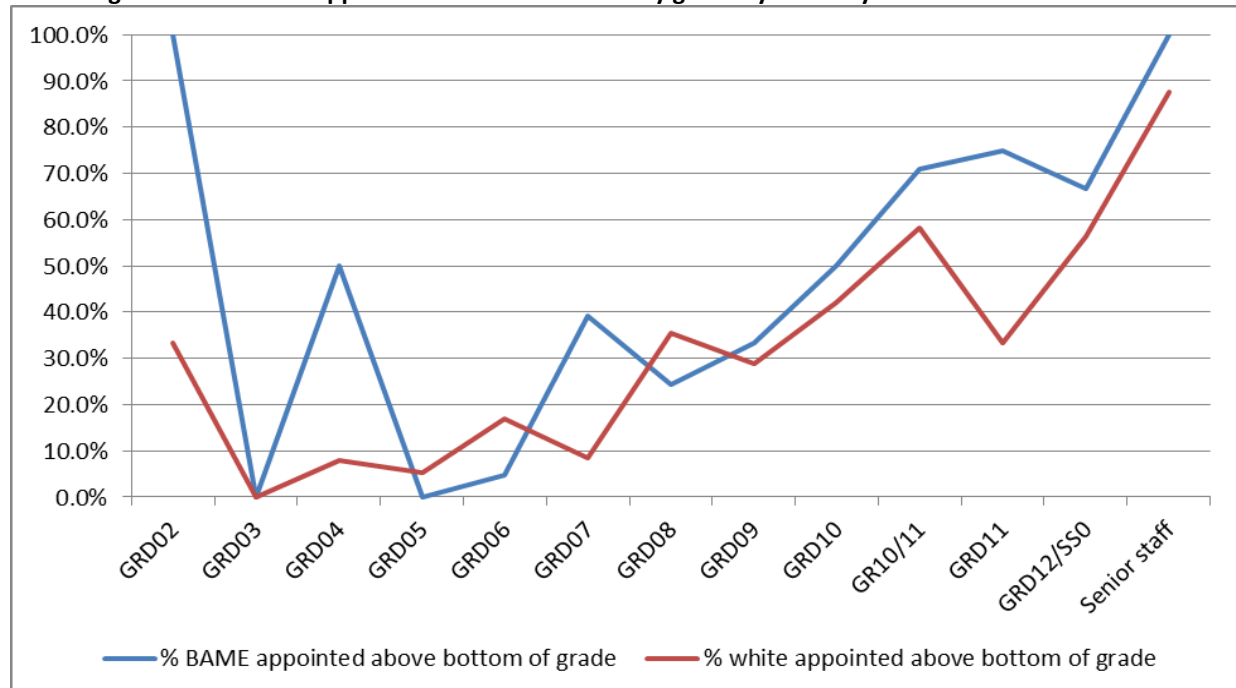
Grade	Number of starters*	BAME	White	Pay gap
Grade 2	7	£18,529	£18,318	-1.2%
Grade 3	18	£18,529	£18,529	0.0%
Grade 4	27	£20,889	£20,154	-3.6%
Grade 5	73	£21,686	£21,737	0.2%
Grade 6	109	£24,907	£25,103	0.8%
Grade 7	93	£28,476	£28,097	-1.3%
Grade 8	199	£32,851	£33,104	0.8%
Grade 9	147	£37,051	£37,113	0.2%
Grade 10	21	£46,223	£43,098	-7.2%
Grade 10/11	79	£46,652	£45,736	-2.0%
Grade 11	19	£49,222	£48,481	-1.5%
Grade 12/senior grade 0	19	£54,959	£56,237	2.3%
Senior grade 2	6	£78,263	£76,080	-2.9%

*7% of new starters (66 individuals) have not told us their ethnicity and are excluded from this analysis.

BAME staff are more likely to be appointed above the bottom of the grade than white staff in many grades and are consistently more likely to be appointed above the bottom of the grade in the higher grades.

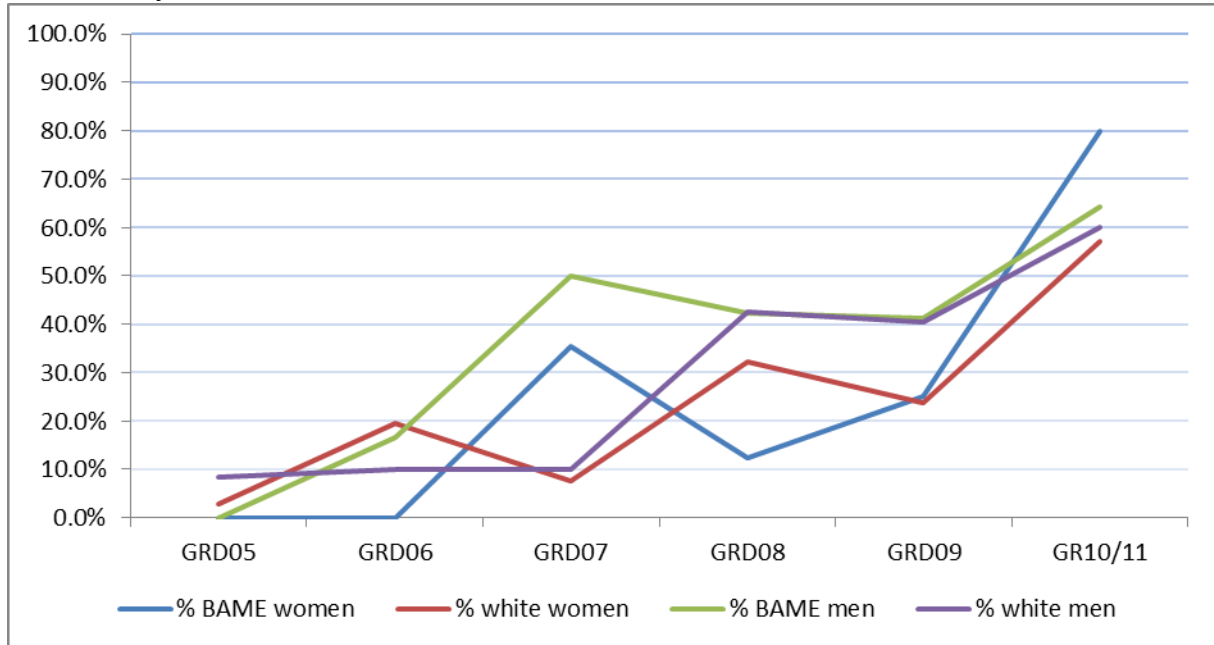
In the lower grades (2-4) the headcount of BAME joiners is very small, which gives rise to some marked fluctuations in those grades.

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



The graph below shows the percentage of new starters appointed above the bottom of the grade by gender and ethnicity, excluding grades in which there were fewer than 5 BAME joiners in total. All groups follow a similar pattern, with BAME women most likely to be appointed above the bottom of the grade at 10/11. The table below shows the percentage of starters appointed above the bottom of the grade by all grades.

Percentage of new starters appointed above the bottom by grade by gender and ethnicity at grades with more than 5 BAME joiners



Percentage of new starters appointed above the bottom by grade by gender and ethnicity (total number of joiners shown in brackets where this is 5 or more)

Grade	BAME women	White women	BAME men	White men
Grade 2		25.0%	100.0%	50.0%
Grade 3	0.0%	0% (11)	0.0%	0.0%
Grade 4	50.0%	8.3% (12)		7.7% (13)
Grade 5	0% (9)	2.9% (34)	0% (6)	8.3% (24)
Grade 6	0% (15)	19.4% (67)	16.7% (6)	10% (20)
Grade 7	35.3% (17)	7.5% (40)	50% (6)	10% (30)
Grade 8	12.5% (40)	32.3% (93)	42.3% (26)	42.5% (40)
Grade 9	25% (16)	23.7% (76)	41.2% (17)	40.5% (37)
Grade 10	100.0%	50% (12)	0.0%	28.6% (7)
Grade 10/11	80% (10)	57.1% (35)	64.3% (14)	60% (20)
Grade 11	100.0%	36.4% (11)	50.0%	25.0%
Grade 12/senior grade 0	0.0%	54.5% (11)	100.0%	60% (5)
Senior staff	100.0%	100.0%		83.3% (6)

Starting salaries: disability

Between April 2019 and March 2022 69 new starters (8%) told us that they had a disability. 7% of new starters told us that they would prefer not to say whether they had a disability and 5% did not respond to the question.

The small number of disabled starters means that the numbers at each grade are very low. Analysis of average starting salaries does not reveal any patterns of gaps for greater than 3%. There is one gap of more than 5% at grade 12/senior staff 0. However, the very small number of starters who have told us that they had a disability at that grade means that this is not statistically significant.

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

Grade	Number of starters	Does not have		Pay gap
		Has a disability	a disability	
Grade 3	18	£18,529	£18,529	0.0%
Grade 4	25	£20,614	£20,183	-2.1%
Grade 5	66	£21,686	£21,735	0.2%
Grade 6	105	£24,871	£25,084	0.8%
Grade 7	85	£27,924	£28,210	1.0%
Grade 8	191	£32,722	£33,061	1.0%
Grade 9	137	£36,907	£37,178	0.7%
Grade 10	20	£44,070	£43,390	-1.6%
Grade 10/11	78	£44,293	£46,266	4.3%
Grade 11	15	£47,419	£48,753	2.7%
Grade 12/senior grade 0	19	£53,348	£56,351	5.3%

Grades in which there were no new starters who told us that they have a disability are excluded from this analysis.

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 shows some pay gaps in the higher grades. When groups with very small numbers of new starters are discounted, the only remaining gap is that for 26 to 35 year olds at grade 10/11, which is 3.8%. As such, this analysis does not indicate any significant, unexplained gaps or a pattern of gaps.

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	-	-	-	-	-
Grade 3	0.0%	0.0%	0.0%	0.0%	-
Grade 4	-1.7%	0.0%	0.0%	0.0%	0.0%
Grade 5	1.3%	1.3%	1.3%	1.3%	1.3%
Grade 6	1.3%	0.7%	0.0%	-1.6%	-
Grade 7	1.9%	1.7%	0.6%	-4.8%	-
Grade 8	2.0%	1.0%	-0.4%	-2.2%	-3.0%
Grade 9	2.6%	1.5%	0.6%	1.6%	-6.0%
Grade 10	-	5.5%	4.0%	2.2%	6.5%
Grade 10/11	-	3.8%	-1.5%	-2.5%	-
Grade 11	2.9%	2.2%	0.2%	-4.5%	-
Grade 12/senior grade 0	-	5.8%	3.0%	-4.9%	-
Senior grade 2	-	-	0.9%	5.6%	-

Starting salaries: full/part-time working

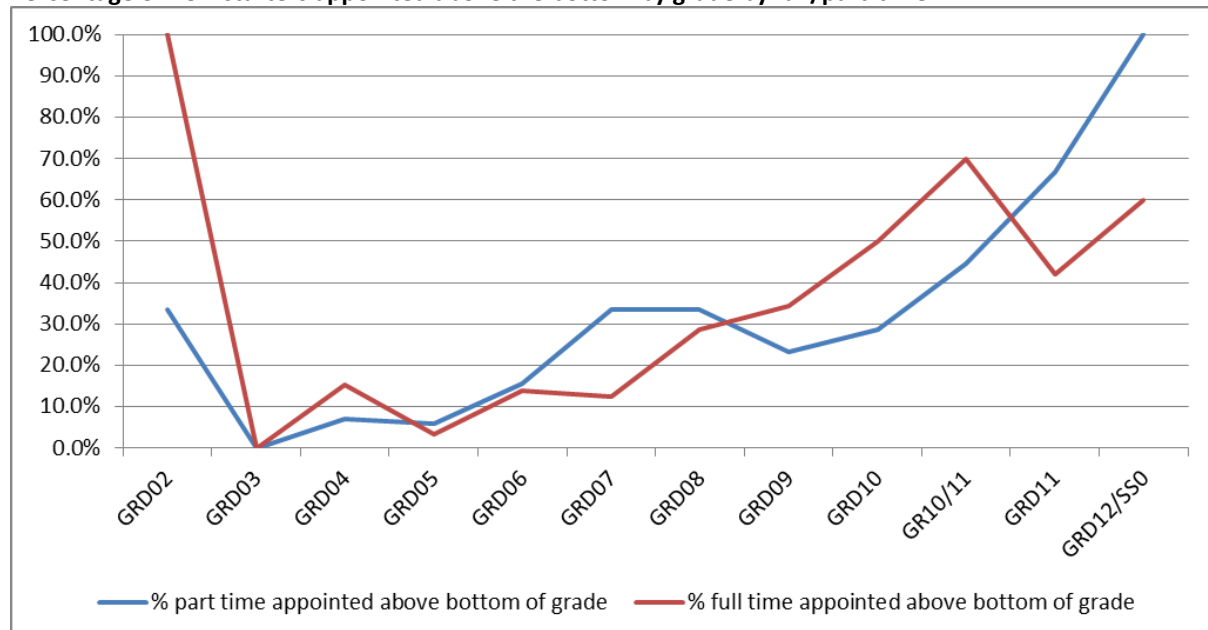
Analysis of average starting salaries shows pay gaps at grades 10/11, 11 and grade 12/senior 0. At grades 11 and grade 12/senior 0 the number of joiners was too small to allow reliable analysis. As such there are no significant gaps.

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 2	8	£18,318	£18,529	1.1%
Grade 3	22	£18,529	£18,529	0.0%
Grade 4	27	£20,128	£20,295	0.8%
Grade 5	78	£21,792	£21,705	-0.4%
Grade 6	120	£25,160	£25,025	-0.5%
Grade 7	99	£28,490	£28,115	-1.3%
Grade 8	210	£33,011	£32,997	0.0%
Grade 9	163	£37,027	£37,169	0.4%
Grade 10	27	£42,698	£43,717	2.3%
Grade 10/11	80	£44,685	£46,619	4.1%
Grade 11	22	£50,339	£48,481	-3.8%
Grade 12/senior grade 0	21	£60,022	£56,063	-7.1%

Although there are some fluctuations, there is no consistent trend of part-time staff being more or less likely to be appointed above the bottom of the grade than full-time staff. The data does not suggest that the likelihood of being appointed above the bottom of the grade is influenced by contractual hours of work.

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 one gap of greater than 5% at grade 12/senior grade 0. At this grade the number of joiners on fixed-term contracts was too small to allow for reliable analysis.

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	8	£18,212	£18,393	1.0%
Grade 3	22	£18,529	£18,529	0.0%
Grade 4	27	£20,092	£20,317	1.1%
Grade 5	78	£21,686	£21,787	0.5%
Grade 6	120	£25,113	£25,007	-0.4%
Grade 7	99	£28,295	£28,064	-0.8%
Grade 8	210	£32,926	£33,145	0.7%
Grade 9	163	£36,899	£37,232	0.9%
Grade 10	27	£43,355	£43,594	0.5%
Grade 10/11	80	£45,733	£46,020	0.6%
Grade 11	22	£48,734	£48,734	0.0%
Grade 12/senior grade 0	21	£59,151	£55,946	-5.7%

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 reveal any significant pay gaps. It continues to be the case that starting above the bottom of the grade is more common in higher grades but the data does not indicate that this is favouring particular groups. The recruitment landscape has changed dramatically between 2019 and 2022, with pandemic-driven, cost-saving measures giving way to record levels of employment, which have caused widely reported recruitment challenges. It is not yet clear how this will develop over the next three years, although recruitment is currently an acute challenge and the university is looking at options to grant additional flexibility around starting salaries as a means of tackling this. It is recommended that any changes to the policy around starting salaries are made with diversity considerations in mind, aiming to minimise any potential for bias and take advantage of opportunities to embed good practice. The university may wish to establish a regular review of starting salaries by protected characteristic and ensure that there is a mechanism in place by which the outcome is fed back to those with responsibility for the policy.

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. Once the probation period is completed there are no further barriers to receiving automatic increments.

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 work 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 2020/21 academic year, student casual employees submitted an average of 3.6 pay claims per person, indicating that they were inactive in the majority of months. 60% of student casuals claimed for less than 50 hours across the whole year and a further 17% claimed for 50 to 100 hours. 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 4.9% of academic staff and 7.4% 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 2019/20 to 2021/22 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.

	Average applications per year	% applied	% applications successful	% all successful
Women	55	4%	76%	3%
Men	32	4%	65%	2%
BAME	8	3%	68%	2%
White	74	4%	73%	3%
Has a disability	8	5%	91%	5%
No known disability	74	4%	72%	3%
Part-time	19	3%	68%	2%
Full-time	68	5%	74%	3%

Pay gaps by grade

Senior staff grade 3 is excluded from the professional staff analysis and Grade 11 is excluded from academic staff analysis as there were less than 5 staff employed in each grade at the census date.

Average pay by grade: gender

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

For academic staff there are gaps of more than 5% in grade 6 (in favour of women) and grade 10 (in favour of men). Both of these grades include a small number of individuals: 18 in grade 6 and 7 in grade 10. Analysis by length of service shows that, in both grades, the gender with the lower average salary has a significantly lower average length of service. As such these differences are temporary and do not indicate that the underlying approach to incremental progression leads to either gender being placed at a disadvantage.

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

Grade	Headcount	Women	Men	Pay gap
Grade 2	62	£18,233	£18,364	0.7%
Grade 3	271	£18,567	£18,545	-0.1%
Grade 4	63	£20,543	£21,187	3.0%
Grade 5	124	£22,911	£22,834	-0.3%
Grade 6	240	£26,725	£26,391	-1.3%
Grade 7	238	£29,839	£29,478	-1.2%
Grade 8	598	£34,671	£34,925	0.7%
Grade 9	305	£38,487	£38,826	0.9%
Grade 10	129	£44,912	£45,519	1.3%
Grade 10/11	430	£48,650	£49,150	1.0%
Grade 11	47	£50,124	£51,097	1.9%
Grade 12/senior grade 0	185	£58,479	£59,193	1.2%
Senior grade 1	67	£68,404	£69,309	1.3%
Senior grade 2	47	£75,169	£75,650	0.6%
Senior grade 3	22	£85,531	£84,943	0.9%

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

Grade	Headcount	Women	Men	Pay gap
Grade 6	18	£26,845	£24,979	-7.5%
Grade 7	26	£29,175	£28,487	-2.4%
Grade 8	336	£34,810	£34,796	0.0%
Grade 9	163	£38,187	£38,503	0.8%
Grade 10	7	£43,001	£45,708	5.9%
Grade 10/11	430	£48,650	£49,150	1.0%
Grade 12/senior grade 0	138	£58,535	£59,301	1.3%
Senior grade 1	42	£68,329	£68,970	0.9%
Senior grade 2	39	£75,223	£75,445	0.3%
Senior grade 3	19	£85,534	£85,286	-0.3%

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

Grade	Headcount	Women	Men	Pay gap
Grade 2	62	£18,233	£18,364	0.7%
Grade 3	271	£18,567	£18,545	-0.1%
Grade 4	63	£20,543	£21,187	3.0%
Grade 5	124	£22,911	£22,834	-0.3%
Grade 6	222	£26,717	£26,577	-0.5%
Grade 7	212	£29,915	£29,620	-1.0%
Grade 8	262	£34,525	£35,155	1.8%
Grade 9	142	£38,844	£39,175	0.8%
Grade 10	122	£44,986	£45,502	1.1%
Grade 11	45	£50,110	£51,097	1.9%
Grade 12/senior grade 0	47	£58,283	£58,920	1.1%
Senior grade 1	25	£68,566	£69,726	1.7%
Senior grade 2	8	£74,916	£76,623	2.5%

Average pay by grade: ethnicity

Analysis of academic staff by ethnicity shows a gap of +5.8% in favour of white staff at grade 10. However, the number of BAME academic staff within this grade is 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	58	£18,194	£18,334	0.8%
Grade 3	262	£18,548	£18,569	0.1%
Grade 4	60	£20,751	£20,949	0.9%
Grade 5	120	£22,960	£22,879	-0.4%
Grade 6	228	£26,432	£26,695	1.0%
Grade 7	226	£29,560	£29,769	0.7%
Grade 8	558	£34,529	£34,829	0.9%
Grade 9	292	£38,305	£38,708	1.0%
Grade 10	119	£44,379	£45,182	1.8%
Grade 10/11	411	£48,430	£49,021	1.2%
Grade 11	43	£50,317	£50,630	0.6%
Grade 12/senior grade 0	177	£57,671	£59,048	2.3%
Senior grade 1	64	£70,046	£68,719	-1.9%
Senior grade 2	43	£76,556	£75,414	-1.5%
Senior grade 3	20	£85,506	£85,089	0.9%

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

Grade	Headcount	BAME	White	Pay gap
Grade 6	16	£27,116	£26,070	-4.0%
Grade 7	23	£29,345	£28,872	-1.6%
Grade 8	314	£34,571	£34,878	0.9%
Grade 9	153	£37,854	£38,438	1.5%
Grade 10	6	£42,149	£44,729	5.8%
Grade 10/11	414	£48,430	£49,021	1.2%
Grade 11	1		£51,799	
Grade 12/senior grade 0	135	£57,963	£59,094	1.9%
Senior grade 1	41	£71,700	£68,301	-5.0%
Senior grade 2	35	£75,987	£75,414	-0.8%
Senior grade 3	17	£85,506	£85,369	-0.2%

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

Grade	Headcount	BAME	White	Pay gap
Grade 2	58	£18,194	£18,334	0.8%
Grade 3	265	£18,548	£18,569	0.1%
Grade 4	61	£20,751	£20,949	0.9%
Grade 5	121	£22,960	£22,879	-0.4%
Grade 6	213	£26,413	£26,748	1.3%
Grade 7	203	£29,597	£29,859	0.9%
Grade 8	248	£34,402	£34,777	1.1%
Grade 9	139	£39,082	£38,980	-0.3%
Grade 10	113	£44,602	£45,204	1.3%
Grade 11	42	£50,317	£50,601	0.6%
Grade 12/senior grade 0	42	£56,648	£58,900	3.8%
Senior grade 1	23	£67,565	£69,475	2.7%
Senior grade 2	8	£78,263	£75,414	2.5%

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.

Grades 12/senior staff 0 and senior staff 2 are excluded from the professional staff analysis and grades 7 and 10 are included from academic staff analysis due to low numbers of staff with disabilities.

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

Grade	Headcount	Has a disability	Does not have a disability	Pay gap
Grade 2	56	£18,403	£18,285	-0.6%
Grade 3	256	£18,529	£18,563	0.2%
Grade 4	60	£20,092	£21,004	4.3%
Grade 5	117	£22,889	£22,928	0.2%
Grade 6	234	£26,570	£26,663	0.3%
Grade 7	229	£29,685	£29,765	0.3%
Grade 8	561	£34,850	£34,774	-0.2%
Grade 9	294	£38,183	£38,697	1.3%
Grade 10	120	£46,371	£45,030	-3.0%
Grade 10/11	413	£49,062	£48,920	-0.3%
Grade 11	43	£50,313	£50,579	0.5%
Grade 12/senior grade 0	178	£58,752	£58,849	0.2%
Senior grade 1	67	£68,884	£68,792	-0.1%
Senior grade 2	45	£74,883	£75,369	0.6%
Senior grade 3	20	£88,064	£84,998	0.9%

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

Grade	Headcount	Has a disability	Does not have a disability	Pay gap
Grade 6	17	£25,994	£26,220	0.9%
Grade 7	24		£28,951	
Grade 8	311	£34,821	£34,794	-0.1%
Grade 9	154	£37,492	£38,427	2.4%
Grade 10	6		£44,299	
Grade 10/11	413	£49,062	£48,920	-0.3%
Grade 12/senior grade 0	135	£58,752	£58,957	0.3%
Senior grade 1	42	£69,557	£68,524	-1.5%
Senior grade 2	37	£74,883	£75,278	0.5%
Senior grade 3	17	£88,064	£85,209	-3.4%

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

Grade	Headcount	Has a disability	Does not have a disability	Pay gap
Grade 2	56	£18,403	£18,285	-0.6%
Grade 3	256	£18,529	£18,563	0.2%
Grade 4	60	£20,092	£21,004	4.3%
Grade 5	117	£22,889	£22,928	0.2%
Grade 6	217	£26,634	£26,696	0.2%
Grade 7	205	£29,685	£29,873	0.6%
Grade 8	250	£34,883	£34,748	-0.4%
Grade 9	140	£38,980	£38,992	0.0%
Grade 10	114	£46,371	£45,071	-2.9%
Grade 11	43	£50,313	£50,579	0.5%
Senior grade 1	25	£67,537	£69,237	2.5%

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 consistent gaps between staff aged 25 or under and staff aged 26 to 35 when compared with staff aged 46 to 55, as well as some gaps of greater than 5% between 36 to 45 year olds and staff aged 66 or over, when compared with staff aged 46 to 55. Although there are some gaps of more than 3% in the 66 or over age group, the numbers of individuals at that level is too small to allow reliable analysis.

However, as the table below shows, there is a strong correlation between age and length of service, with the average length of service considerably higher for older age groups. In particular, for staff aged 35 or under the average length of service tends to be such that staff would not have progressed through all of the automatic incremental points. Although this indicates that the incremental progression scheme can result in lower pay for younger staff, incremental progression is designed to achieve the important aims of rewarding the increased contribution that comes with greater experience and aiding retention. The impact on individual younger staff is temporary as the incremental progression rules apply in the same way to all staff.

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	3.4%	2.3%	0.8%	-0.2%	0.2%
Grade 3	3.8%	3.8%	2.4%	2.9%	3.8%
Grade 4	7.2%	6.2%	5.7%	-0.3%	3.3%
Grade 5	3.0%	0.2%	-0.5%	-3.7%	-0.8%
Grade 6	5.5%	2.1%	-0.6%	-2.1%	-3.2%
Grade 7	5.4%	3.9%	0.6%	0.1%	1.7%
Grade 8	2.6%	1.7%	0.7%	-0.4%	-1.1%
Grade 9	4.6%	2.8%	1.1%	-0.4%	-2.8%
Grade 10		3.8%	-0.1%	-1.0%	
Grade 10/11		10.5%	2.4%	-2.3%	-4.7%
Grade 11		4.0%	2.3%	-0.3%	
Grade 12/senior grade 0		4.9%	2.2%	-1.8%	-6.8%
Senior grade 1		-1.1%	2.8%	-0.9%	0.6%
Senior grade 2			-0.3%	-0.9%	-1.2%
Senior grade 3			5.4%	-0.4%	-0.4%

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	0.0	3.0	6.0	14.0	17.0	20.0
Grade 3	0.0	1.0	3.0	9.0	6.0	6.0
Grade 4	1.0	1.0	1.0	10.0	12.0	8.0
Grade 5	1.0	3.0	4.0	7.0	17.0	18.0
Grade 6	1.0	3.0	7.0	8.0	12.0	19.0
Grade 7	1.0	3.0	7.0	12.0	12.0	14.0
Grade 8	1.0	2.0	4.0	7.0	7.0	10.0
Grade 9	3.0	3.0	5.0	9.0	10.0	12.0
Grade 10	1.0	5.0	7.0	14.0	15.0	11.0
Grade 10/11	0.0	3.0	7.0	9.0	12.0	16.0
Grade 11	0.0	3.0	8.0	8.0	19.0	0.0
Grade 12/senior grade 0	0.0	5.0	8.0	13.0	18.0	13.0
Senior grade 1	0.0	9.0	6.0	16.0	15.0	26.0
Senior grade 2	0.0	0.0	6.0	18.0	19.0	20.0
Senior grade 3	0.0	0.0	2.0	10.0	20.0	32.0

Average pay by grade: full/part-time

Analysis of all staff by full/part-time shows that there are no gaps of 3% or more.

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

Grade	Headcount	Part-time	Full-time	Pay gap
Grade 2	62	£18,542	£18,699	0.8%
Grade 3	271	£19,562	£19,171	-2.0%
Grade 4	63	£21,246	£21,503	1.2%
Grade 5	124	£23,302	£22,849	-2.0%
Grade 6	240	£27,021	£26,549	-1.8%
Grade 7	238	£30,050	£29,712	-1.1%
Grade 8	598	£34,528	£34,754	0.7%
Grade 9	305	£38,630	£38,627	0.0%
Grade 10	129	£45,699	£45,055	-1.4%
Grade 10/11	430	£49,185	£48,699	-1.0%
Grade 11	47	£49,701	£50,636	1.8%
Grade 12/senior grade 0	185	£59,263	£58,802	-0.8%
Senior grade 1	67	£68,487	£68,870	0.6%
Senior grade 2	47	£75,987	£75,333	-0.9%
Senior grade 3	22	£84,884	£85,250	0.4%

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

Grade	Headcount	Part-time	Full-time	Pay gap
Grade 6	18	£26,868	£26,120	-2.9%
Grade 7	26	£29,154	£29,299	0.5%
Grade 8	336	£34,516	£34,386	-0.4%
Grade 9	163	£38,504	£38,162	-0.9%
Grade 10	7	£46,042	£44,729	-2.9%
Grade 10/11	430	£49,185	£48,699	-1.0%
Grade 12/senior grade 0	138	£59,248	£58,886	-0.6%
Senior grade 1	42	£68,487	£68,612	0.2%
Senior grade 2	39	£75,987	£75,236	-1.0%
Senior grade 3	19	£84,884	£85,526	0.8%

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

Grade	Headcount	Part-time	Full-time	Pay gap
Grade 2	62	£18,542	£18,699	0.8%
Grade 3	271	£19,562	£19,171	-2.0%
Grade 4	63	£21,246	£21,503	1.2%
Grade 5	124	£23,302	£22,849	-2.0%
Grade 6	222	£27,035	£26,566	-1.8%
Grade 7	212	£30,233	£29,732	-1.7%
Grade 8	262	£34,533	£34,874	1.0%
Grade 9	142	£38,893	£39,018	0.3%
Grade 10	122	£45,683	£45,071	-1.4%
Grade 11	45	£49,351	£50,682	2.6%
Grade 12/senior grade 0	47	£59,325	£58,568	-1.3%

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, and senior grade 2 as well as a pattern of gaps of 3% or more. However, the average length of service for fixed-term staff is 2.0 years, considerably less than that for permanent staff, who have an average length of service of 8.7 years. This suggests that the observed pay gaps are caused by the incremental system.

Similar patterns are observed when looking just at academic staff and just at professional staff. In most cases the largest pay gaps correspond with the largest differences in average length of service. However, at grade 12/senior staff 0 (all staff and academic), senior staff 2 (all staff and academic), and grade 11 (professional staff) the differences in average length of service are less pronounced. Further exploration shows that at these grades fixed-term roles tend to be secondments filled by existing staff. Although these staff often have several years of service, their length of time in grade is much lower. Therefore, the lower average salary for fixed-term staff is a function of the incremental system.

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	20	42	£17,901	£18,479	3.1%	0.6	10.1
Grade 3	252	19	£18,532	£18,955	2.2%	0.5	6.8
Grade 4	26	37	£20,231	£21,424	5.6%	0.7	7.5
Grade 5	37	87	£22,097	£23,218	4.8%	1.3	8.9
Grade 6	42	198	£25,876	£26,804	3.5%	2.1	7.1
Grade 7	50	188	£28,862	£29,961	3.7%	1.7	8.4
Grade 8	102	496	£34,021	£34,925	2.6%	1.9	5.6
Grade 9	51	254	£37,869	£38,780	2.3%	3.2	6.8
Grade 10	22	107	£43,676	£45,444	3.9%	5.8	11.7
Grade 10/11	13	417	£45,137	£48,999	7.9%	4.3	9.1
Grade 11	5	42	£48,861	£50,691	3.6%	7.2	10.5
Grade 12/senior grade 0	15	170	£56,436	£59,058	4.4%	10.7	13.4
Senior grade 1	8	59	£69,334	£68,723	-0.9%	7.1	16.8
Senior grade 2	6	41	£72,026	£75,865	5.1%	16.2	17.0
Senior grade 3	1	21	£85,506	£85,168	-0.4%	30.0	17.4

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	16	2	£25,995	£27,116	4.1%	1.1	10.0
Grade 7	22	4	£28,887	£29,211	1.1%	1.5	4.5
Grade 8	58	278	£34,155	£34,941	2.2%	2.0	2.6
Grade 9	33	130	£38,211	£38,335	0.3%	2.5	3.9
Grade 10	4	3	£43,762	£45,597	4.0%	2.3	15.0
Grade 10/11	13	417	£45,137	£49,000	7.9%	4.3	9.1
Grade 12/senior grade 0	9	129	£55,540	£59,148	6.1%	12.9	13.7
Senior grade 1	5	37	£68,356	£68,603	0.4%	8.0	18.0
Senior grade 2	6	33	£72,026	£75,888	5.1%	16.2	20.1
Senior grade 3	1	18	£85,506	£85,384	-0.1%	30.0	19.5

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	20	42	£17,901	£18,479	3.1%	0.6	10.1
Grade 3	252	19	£18,532	£18,955	2.2%	0.5	6.8
Grade 4	26	37	£20,232	£21,424	5.6%	0.7	7.5
Grade 5	37	87	£22,097	£23,218	4.8%	1.3	8.9
Grade 6	26	196	£25,803	£26,801	3.7%	2.8	7.1
Grade 7	28	184	£28,841	£29,977	3.8%	1.9	8.5
Grade 8	44	218	£33,843	£34,905	3.0%	1.8	9.3
Grade 9	18	124	£37,243	£39,247	5.1%	4.4	9.9
Grade 10	18	104	£43,657	£45,440	3.9%	6.6	11.6
Grade 11	3	42	£47,891	£50,691	5.5%	11.7	10.5
Grade 12/senior grade 0	6	41	£57,782	£58,776	1.7%	7.5	12.2
Senior grade 1	3	22	£70,964	£68,925	-3.0%	5.7	14.7

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. 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	62	£18,022	£18,563	2.9%	1.5	12.6
Grade 3	267	£18,533	£19,388	4.4%	0.7	7.9
Grade 4	62	£20,336	£21,408	5.0%	1.1	7.9
Grade 5	123	£22,026	£23,039	4.4%	1.3	7.5
Grade 6	239	£25,558	£26,698	4.3%	0.8	6.6
Grade 7	238	£28,350	£29,790	4.8%	2.0	7.2
Grade 8	590	£34,904	£34,667	-0.7%	2.3	7.0

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.

This analysis reveals that in some cases there are pay gaps arising from differences in average length of service between groups. However, the application of incremental progression achieves legitimate aims relating to rewarding increasing expertise and aiding retention. Therefore, it is likely that any temporary differences for individual staff are justifiable.

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 2021/22. The scheme that determines each type 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.

Shift pay

15 of the staff employed at the census date received shift pay during 2021/22. 14 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 men.

Standby allowances and on call payments

27 of the staff employed at the census date received standby allowances or on call payments during 2021/22. 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. 155 employees received recognition awards between 2019/20 and 2021/22. Fourteen members of staff received two recognition awards, which is permissible within the scheme.

There were no significant differences in the percentages of staff receiving an award by gender, ethnicity or disability. However, part-time employees are less likely than full-time staff to receive recognition awards. It is recommended that the People Directorate continue to monitor these awards to ensure that there is no emerging bias in the application of the scheme.

	% all staff receiving payment 2019/20	% all staff receiving payment 2020/21	% all staff receiving payment 2021/22	% all staff receiving payment
Women	2.9%	2.4%	2.7%	7.9%
Men	2.3%	2.0%	1.9%	6.2%
BAME	3.3%	0.7%	3.2%	7.3%
White	2.6%	2.5%	2.3%	7.4%
Disabled	2.4%	4.8%	0.7%	7.8%
Not disabled	2.8%	2.1%	2.6%	7.6%
Part-time	1.2%	1.4%	1.7%	4.4%
Full-time	3.3%	2.5%	2.6%	8.4%

Long service

The university's long service scheme rewards staff who reach 10, 15, 20, and 25-year service anniversaries. The payments range from £50 for employees with 10 years of service to £225 for employees with 25 years of service.

Between 2019 and 2022, the procedure for payment of awards changed from an annual retrospective payment exercise to more timely payments. This means that it is not possible to analyse the data by year. Analysis of staff employed at the census date, shows that 138 received a long service award during 2021/22.

Although there were no significant differences by gender, disability or full/part-time status, BAME staff were significantly less likely to receive a long service payment than white staff. Analysis of the whole staff population shows that BAME staff have lower average service than white staff in almost all staff groups. This is because the percentage of BAME staff has grown year on year for several years. The University may wish to review this scheme annually, taking into account length of service and turnover.

2020/21

	% all staff receiving payment	Average payment
Women	6.5%	£83
Men	6.1%	£75
BAME	3.6%	£77
White	7.1%	£81
Disabled	5.2%	£88
Not disabled	6.7%	£80
Part-time	6.5%	£86
Full-time	6.2%	£78

Honoraria

The University Grading Review and Appeal Process (<https://www.brookes.ac.uk/human-resources/working-here/pay-and-grading/process-of-grading-review-and-appeal/>) states that honoraria can be paid for temporary additional duties. The payment is determined in conjunction with the People Directorate, with reference to the HERA grading system. Of the staff employed at the census date, 14 employees received honoraria during 2021/22, which is not sufficient to enable any robust data analysis. Records of the logic underpinning the agreed rate are kept on file in the People Directorate.

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 and the People Directorate will complete this by the end of 2022/23 (a Reward and Progression Manager takes up role in January 2022).

One-off ACE awards

The University's Achievement, Contribution and Excellence scheme allows for payment of one-off ACE awards, which are awarded by the annual ACE panels. 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 2021/22 19 one-off ACE award was paid. 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 2021/22, 34 academic staff received Hong Kong payments. 71% of the individuals who received these payments were women and 29% were men. However, there is no defined pool of staff who may be eligible for these types of payments, which means that no further analysis is possible. 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.

During 2021/22, 6 employees were paid a Responsibility Allowance. This was authorised by the People Directorate to reward Senior Lecturers in the Faculty of Health and Life Sciences undertaking a Deputy Programme Lead role, which is unique to that faculty. The payments are equivalent to three spine points.

During 2021/22, one employee received a payment that was categorised as Other-variable in pay records. This is a retention payment, made to ensure the delivery of a programme. The rationale for this payment was approved by the People Directorate and is recorded on file.

Consultancy

During 2020/21 31 academic staff received consultancy payments, which are made to academic employees in respect of consultancy work undertaken that is not included in the workload plan. 59% of the staff receiving payments were women and 41% were men. There is no defined pool of staff who may be eligible for these types of payments, which means that no further analysis is possible. The Consultancy, CPD and Training Policy states that payment for consultancy work is usually based on the daily rate, although the PVC Dean/Director has the discretion to pay at a higher rate, based on the nature of the work to be carried out, the skills level required, and the market rates for equivalent work. Furthermore, where significant consultancy income is brought in and delivered by a member of staff, the University may pay the employee a share of the net income brought in by the project instead of the enhanced daily rate. This is subject to negotiation and agreement between the individual, the PVC Dean/Director and the PVC Research and Global Partnerships. The available data is not detailed enough to allow us to identify how many people were paid enhanced rates for consultancy. The total payments made to individuals ranged from £100 to £21,700, with a mean payment of £4,149.

Bonus

During 2021/22 Estates and Campus Services paid bonus payments of £1,000 to three staff. These were described as retention payments related to the completion of a Covid-related project. These payments were authorised by the Major Incident Team to mitigate the risk of non-delivery of a critical service.

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, ten employees have been given pay protection each for a period of two years.

Annual leave

All staff are entitled to 13 days of leave for bank holidays and concessionary days, as well as an additional leave allocation of 25 to 35 days depending on contract type and length of service. Annual leave entitlements are pro-rated for part-time staff. The practise of offering differing annual leave entitlements to different groups of staff was reviewed in 2019. It was felt that this policy was justified when the provisions of the contract were looked at as a whole i.e. academic and senior staff do not have contracted hours and are required to work such hours as are reasonably necessary to fulfil the duties of the contract. A slightly higher annual leave entitlement allows staff in these groups a little more flexibility to protect certain dates, ensuring that they are able to take reasonable breaks from work.

Staff group	Annual leave entitlement (excluding bank holidays and concessionary days)
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

Other pay and benefits conclusion

There is no evidence that payment of additional payments are applied inequitably to staff with different protected characteristics, although it is recommended that turnover is monitored annually to ensure that long service awards benefit all staff equitably.

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. There may be scope to reduce the number of additional payments types, and the new Reward and Progression Partner will be tasked to consider this. 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 with due regard to equality considerations.

Appendix 1: Grading structure for non-senior staff

Spine point	Grades		Salary as at 1st August 2021
52		Grade 12 ACE points	£65,574
51			£63,668
50			£61,818
49		Grade 12 normal increments	£60,022
48			£58,279
47	Grade 11 ACE points		£56,587
46			£54,943
45			£53,348
44	Grade 11 normal increments	Grade 10 ACE points	£51,799
43			£50,296
42			£48,835
41			£47,419
40		Grade 10 normal increments	£46,042
39			£44,706
38	Grade 9 ACE points		£43,434
37			£42,149
36			£40,927
35		Grade 9 normal increments	£39,739
34	Grade 8 ACE points		£38,587
33			£37,467
32			£36,382
31		Grade 8 normal increments	£35,326
30			£34,304
29	Grade 7 ACE points		£33,309
28			£32,344
27			£31,406
26		Grade 7 normal increments	£30,497
25	Grade 6 ACE points		£29,614
24			£28,756
23			£27,924
22		Grade 6 normal increments	£27,116
21			£26,341
20	Grade 5 ACE points		£25,627
19			£24,871
18			£24,174
17	Grade 5 normal increments	Grade 4 ACE points	£23,487
16			£22,847
15			£22,254
14		Grade 4 normal increments	£21,686
13			£21,135
12			£20,600
11	Grade 3 ACE points		£20,092
10		£19,623	
9	Grade 3 normal increments	Grade 2 ACE points	£19,209
8			£18,852
7		Grade 2 normal increments	£18,529
6			£18,212
5*			£17,901
4*			£17,596

Appendix 2: Grading structure for senior staff

Spine point	Grades		Salary as at 1st August 2021
67		SS4 ACE points	£103,424
66			£100,414
65		SS4	£96,894
64	SS3 ACE points		£94,071
63			£90,701
62			£88,064
61	SS3		£85,506
60		SS2 ACE points	£83,021
59			£80,606
58			£78,263
57	SS1 ACE points	SS2	£75,987
56			£73,779
55			£71,637
54	SS1		£69,557
53			£67,537
52		SS0 ACE points	£65,574
51			£63,668
50			£61,818
49		SS0	£60,022
48			£58,279
47			£56,587
46			£54,943
45			£53,348