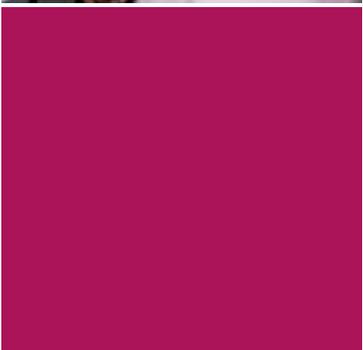
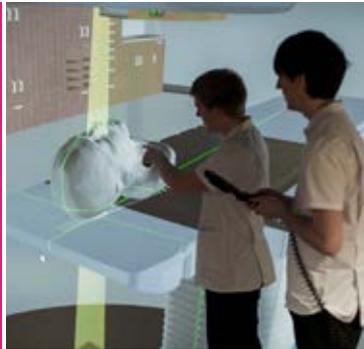


# **PAY GAP REPORT 2022**

**This report details our results for  
2022 and areas of focus to ensure  
equality across gender, race,  
disability and sexual orientation**

**Publication Date: 14 December 2022**





# FOREWORD

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As the lead for Equality, Diversity and Inclusion in the University I am pleased to introduce our sixth pay gap report. In addition to reporting on gender in line with the mandatory requirements, the report continues to include additional data on ethnicity, disability and sexual orientation. I believe that this demonstrates our commitment to pay equity for all employees, regardless of any protected characteristic.

In 2021, the University launched a new set of Equality Objectives. This includes an objective to improve equality of access, outcome and experience for students and staff so that all can succeed and thrive. Our work to reduce our pay gaps supports this objective and we remain committed to reducing them through delivering the actions identified.

## Dr Sally Jackson

Chief People Officer

and Pro Vice-Chancellor (Diversity & Inclusion)



# INTRODUCTION

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Sheffield Hallam University is committed to building a great university by providing an outstanding environment in which to study and work.

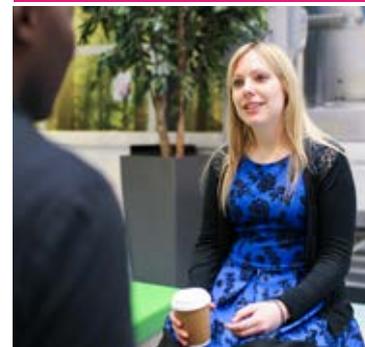
Gender Pay Gap legislation, introduced in April 2017, requires all employers with 250 or more employees to **publish** the gender pay gap of those in scope annually. The legislation requires employers to carry out seven calculations that show the difference between the average earnings of men and women in the University.

The gender pay gap is different from equal pay. Equal pay deals with the pay differences between men and women who carry out the same jobs, similar jobs or work of equal value. The gender pay gap shows the difference in average pay between men and women.

Since reporting our initial pay gap in March 2018, we have been working across a number of fronts to reduce our gender pay gap. It is frustrating that overall our gender pay gap has not changed this year and that some of our other pay gaps have increased.

The University is committed to the principle of equal pay for work of equal value for all its employees. We believe that operating a fair, transparent and objective pay system is fundamental to sustaining wellbeing, success and organisational reputation.

Although it is not a legal requirement, we will continue to voluntarily publish our ethnicity, disability and sexual orientation pay gap data. This is because we believe it's an important step towards ensuring our workforce is diverse, inclusive and fair for everyone. We are committed to transparency and want to identify and address the challenges for colleagues from all minority backgrounds.



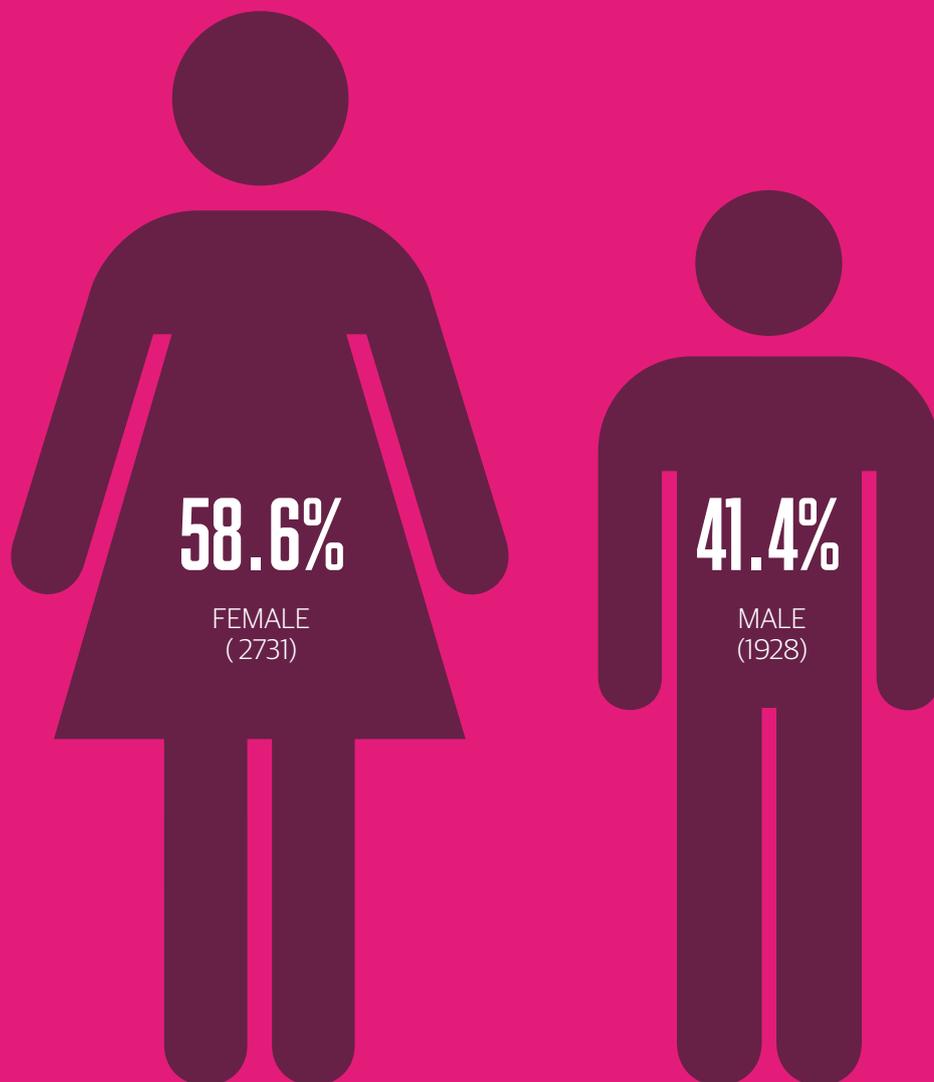
# OUR WORKFORCE

Every job at the University is evaluated and placed within a grade. Grades vary by levels of responsibility and each grade has a specific pay range. Employees progress through the grades and pay range as they develop their careers.

A proportion of employees are appointed on a fixed rate salary within casual or training roles.

The percentages of female and male employees are similar to 2020 but the number of employees is higher as the workforce has increased from 4387 employees in 2021 to 4659 employees in 2022.

At 31 March 2022  
4659 employees

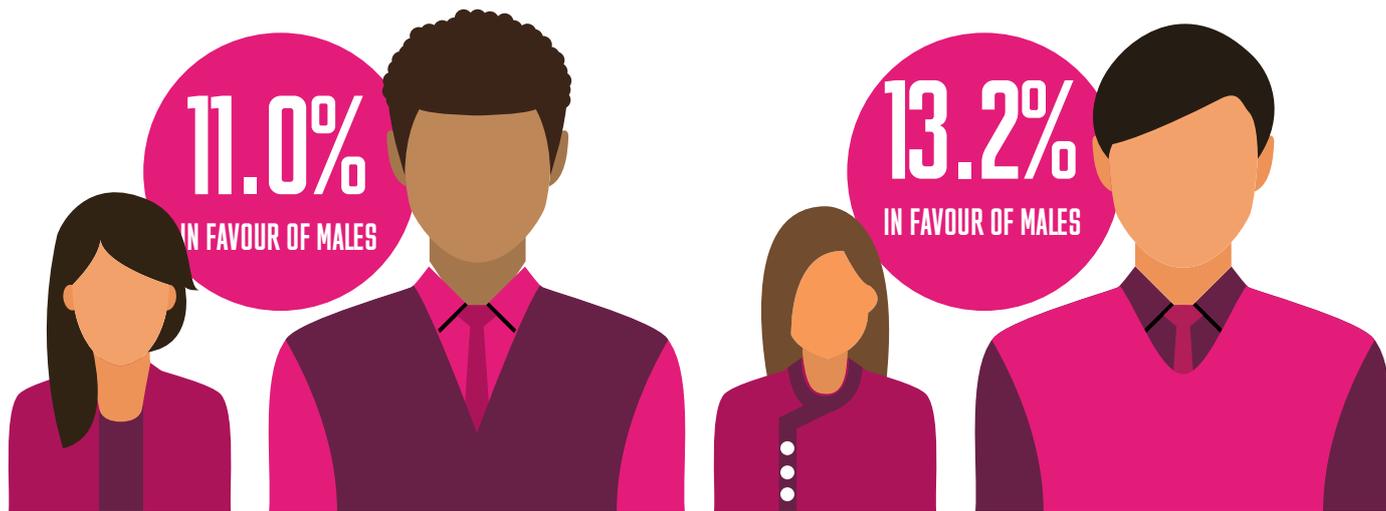


# GENDER PAY GAP

The gender pay gap calculation includes all employees who received their usual rate of pay in March 2022. This means that employees on reduced pay or unpaid leave in that month are excluded. The percentage figure shows the difference between the average hourly rates of pay that males and females received.

## Mean pay gap

## Median pay gap

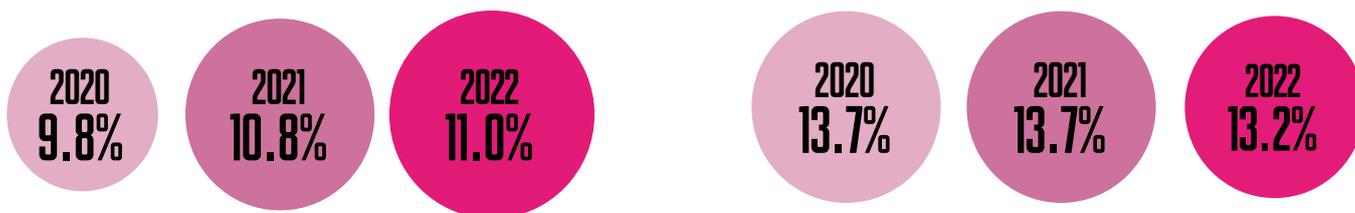


At 13.2% our median gender pay gap is lower than the 16.2%\* provisional average pay gap across the Higher Education sector for academic year 2020/21.

\* ONS ASHE, based on median hourly earnings excluding overtime for all employees (full-time and part-time). From UCEA's infographic 'Examining the gender pay gap in Higher Education'.

## Mean pay gap

## Median pay gap



The mean pay gap increased from 10.8% in 2021 to 11.0% in 2022 and the median pay gap decreased from 13.7% to 13.2%. It is frustrating that we can't report further progress in reducing the overall gender pay gap this year. This appears to be because the number of female employees overall has increased, with a noticeable increase in the proportion of females in roles in the lower middle quartile.

The report includes casual workers who were paid in March and this has the potential to affect the data. Casual workers are engaged on an irregular or flexible basis, often to meet a fluctuating demand for work. There is no agreement as to whether any work will be offered and the worker is not obliged to accept it. Roles typically undertaken by casual workers include Student Ambassadors and Exam Invigilators.

If this group of casual workers are removed, the mean improves from 11.0% to 9.8% and the median decreases from 13.2% to 11.1%. This follows the same trend in terms of the University's overall gender pay gap, with the mean increasing and the median decreasing. As the number of casual workers who are paid each March will vary, we will continue to monitor the gap excluding casual workers too.

The report includes support staff from the Estates and Facilities Directorate in the pay gap calculation. If we were to exclude this category of staff, on the basis that approximately 50% of HE institutions outsource these support services to external suppliers, this will have an impact on our gender pay gap figures in particular. If this group of manual and support workers are excluded from the pay gap calculation, the mean pay gap improves from 11.0% to 10.6% and the median pay gap increases from 13.2% to 13.7%.

If we were to exclude both casuals and support staff, the mean pay gap decreases from 11.0% to 9.1% and the median pay gap reduces from 13.2% to 12.8%.

# BONUS GAP

The figures below show the difference between the bonus payments that relevant male and female employees received within the last 12 months. As one-off payments for performance were not made in 2021-22, this year the figures only include ad-hoc one-off payments such as honoraria and royalty payments and any all-staff one-off payments.

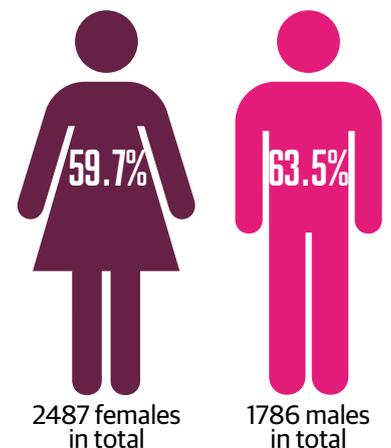
## Mean bonus gap



## Median bonus gap



## Proportion of employees who were paid a bonus



The bonus gap has decreased from March 2021 when the mean bonus gap was 82.8% in favour of males and the median gap was 66.7% in favour of males. The main reason for this decrease is that all eligible staff were awarded a one-off cost of living payment.

This year the University has also improved the accuracy of our gender pay calculations because of how we account for holiday pay for Associate Lecturers.

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This gap could change again next year depending on whether employees receive bonus payments and if any further one-off payments are made to eligible employees. We are also conscious that some payments which are classed as bonuses, particularly royalty payments which the University does not have control over, can significantly skew the bonus pay gap figure. We will therefore continue to monitor bonus payments to ensure fairness and equity within the relevant processes.

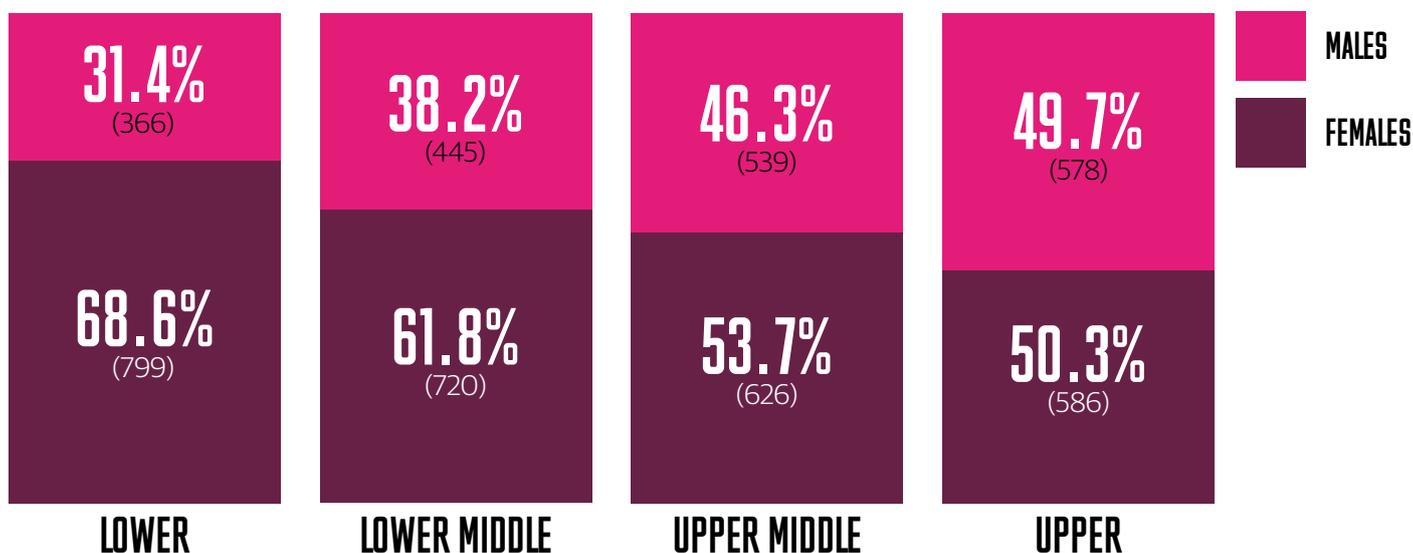
# PAY QUANTILES

The charts below show the proportion of male and female employees as at 31 March 2022 in four quartile pay bands; lower, lower middle, upper middle and upper.

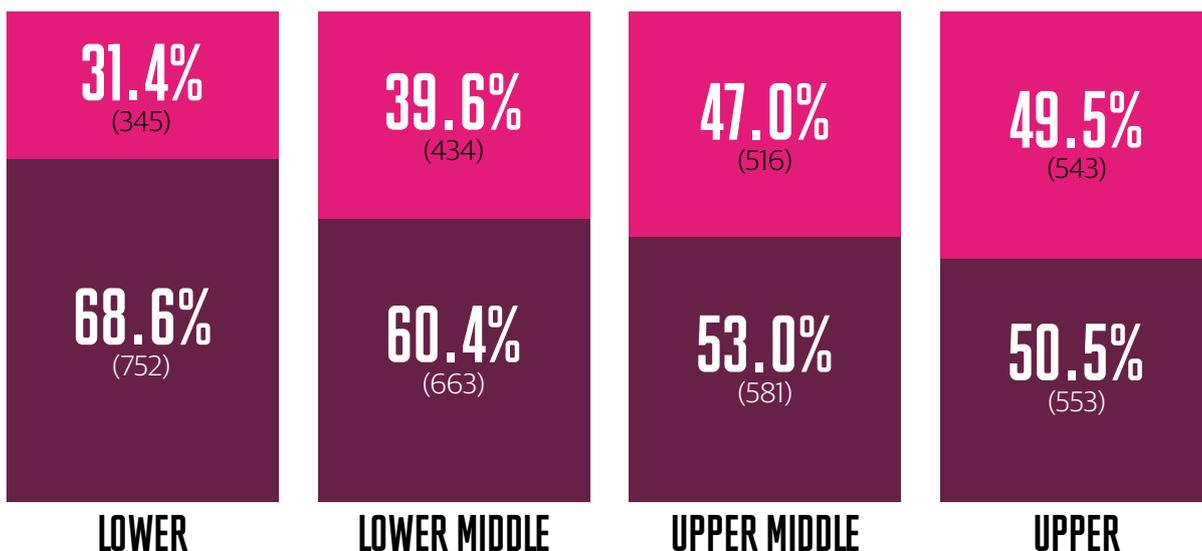
In order to complete the calculations, the University is required to list all employees, along with their gender, in order of lowest hourly rate to highest hourly rate of pay. The list is then split into four equal sections, known as quartiles, with an equal number of employees in each section.

The pay quartiles are shown for 31 March 2022 and 31 March 2021 to provide a comparison. There has been an increase in the proportion of female employees in the workforce between these dates from 58.1% to 58.6%.

## 2022 results



## 2021 results



As with many organisations and the economy as a whole, a key factor behind Sheffield Hallam's gender pay gap is the imbalance of men and women across job levels. As with the overall gender pay gap, there has been limited change on the proportion of female staff within each of the quartiles. It is positive that there are still a slightly higher proportion of females (50.3%) than males (49.7%) in the upper quartile. However, it is noted that 55.6% (1519) of the University's female employees are still within the lower and lower middle quartiles, as opposed to 42.1% (811) of male colleagues, and that this percentage has stayed constant since 2021. Our longer term actions as detailed under 'Closing the Gap' are intended to address this.

# ETHNICITY

Due to our commitment in this area, although we are not required to report our ethnicity pay gap figures, we have again published these. The figures are based on the pay gap between white employees and employees from ethnic minority backgrounds which we recognise has limitations in identifying the differences between different ethnic groups. Now that the outcomes of the government consultation have been published, we will consider how we refine our approach for future years.

## Pay gap data

Out of a total workforce of 4659 employees, we currently have 582 (12.5%) employees from ethnic minority backgrounds and 3809 (81.8%) white employees. There are 268 (5.8%) employees whose ethnicity is unknown.

**Mean: 8.9% in favour of white employees**

**Median: 3.3% in favour of white employees**

Excluding casual workers:

**Mean: 2.0% in favour of white employees**

**Median: 2.9% in favour of employees from ethnic minority backgrounds**

The improvement in the pay gap once casual workers are removed occurs because employees from ethnic minority backgrounds are more likely to be academic employees who have a higher average salary than Professional Services employees.

It is frustrating to report that the pay gap has increased from March 2021 when the mean pay gap was 6.0% in favour of white employees and the median pay gap was 1.1% in favour of white employees. This appears to be because the proportion of employees from ethnic minority backgrounds has increased from 10.7% (469) in 2021 to 12.5% (538) in 2022, but the biggest increase has been in the lower paid quartiles.

## Bonus Gap

We have not previously included the mean and median bonus gap figures for employees from ethnic minority backgrounds as the numbers have been so small. However, this year, all eligible employees received a one-off cost of living payment and so the numbers are much larger.

**Mean bonus gap: 17.3% in favour of employees from ethnic minority backgrounds**

**Median bonus gap: 0.0%**

Proportion of staff paid a bonus:

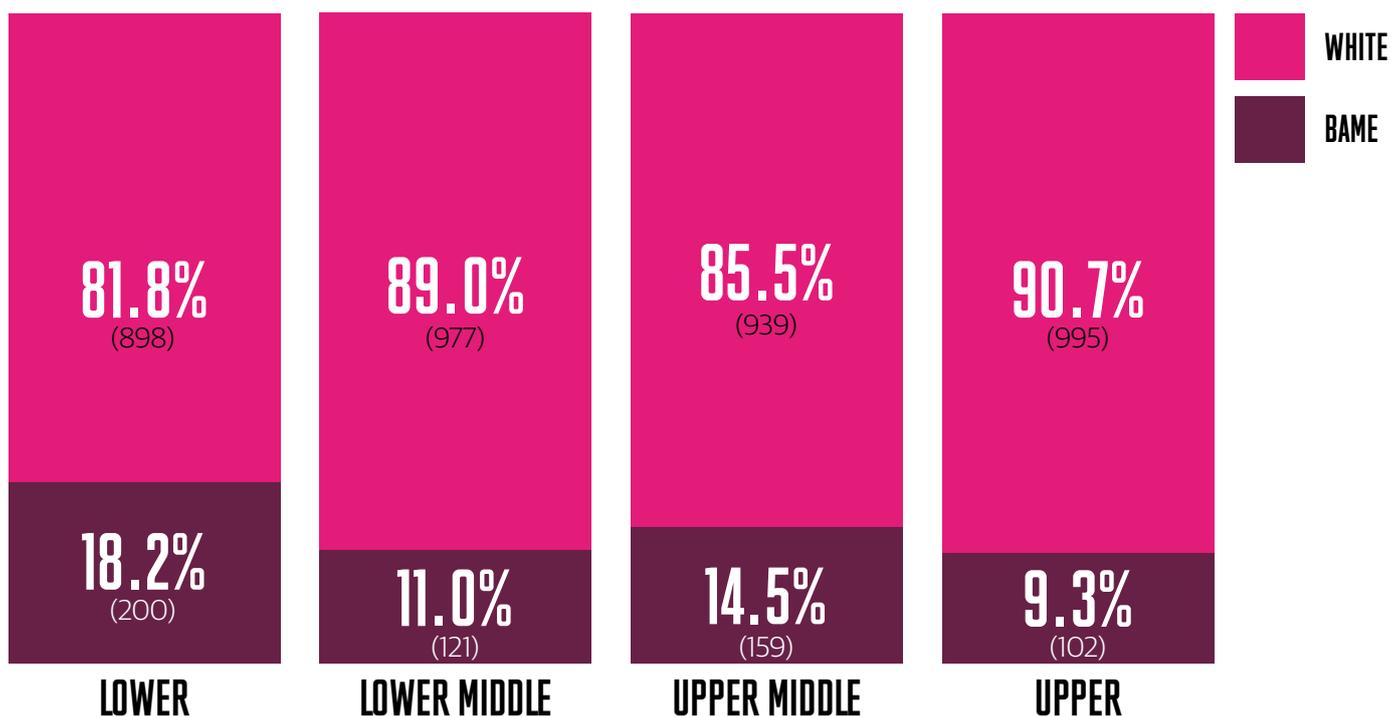
**% of employees from ethnic minority backgrounds receiving a bonus: 41.7%**

**% of white employees receiving a bonus: 67.0%**

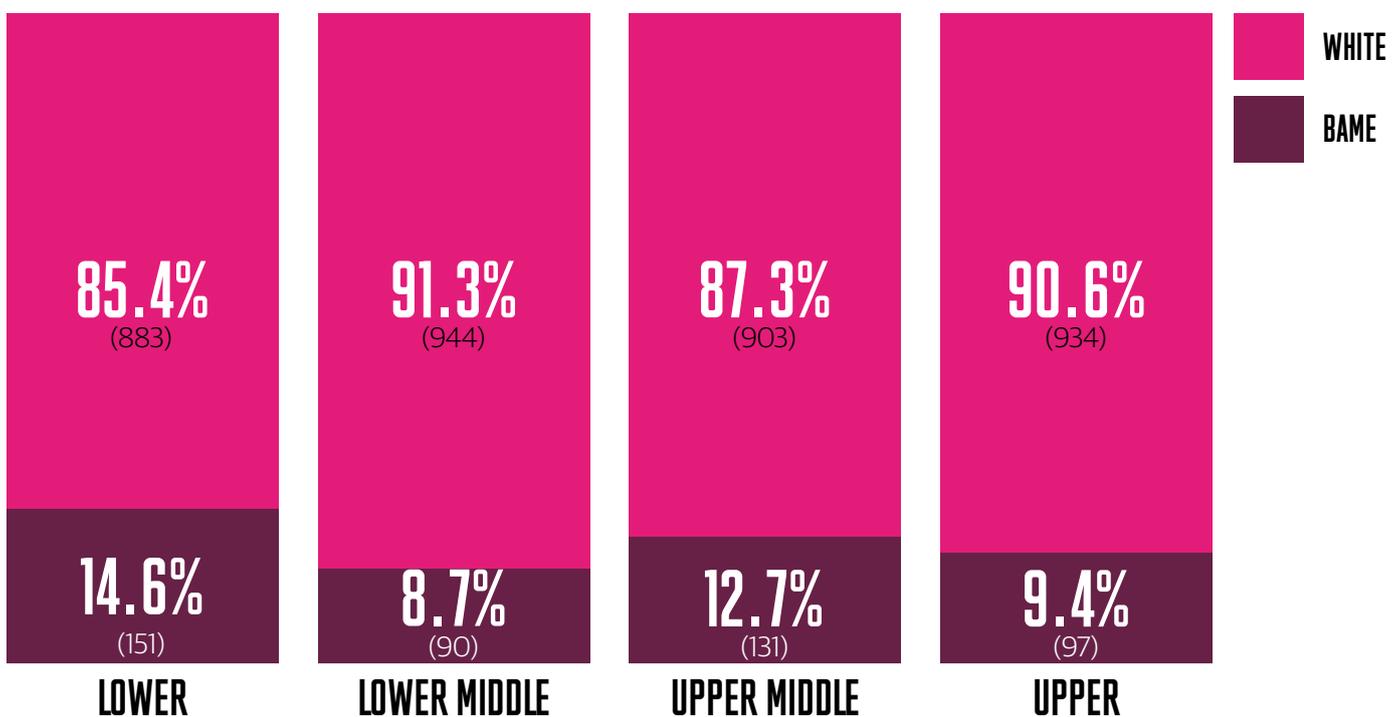
## Proportion of white and employees from ethnic minority backgrounds in pay quartiles

Over the last year, we have recruited more staff from ethnic minority backgrounds in all of the four quartiles. The most significant increases have been in the lower three quartiles and this has been a factor in increasing the ethnicity pay gap. We recognised there was a risk that the pay gap would increase if we met our objective of increasing the number of staff from ethnic minority backgrounds. However, we felt that this was still the right action to take.

### 2022 results



### 2021 results

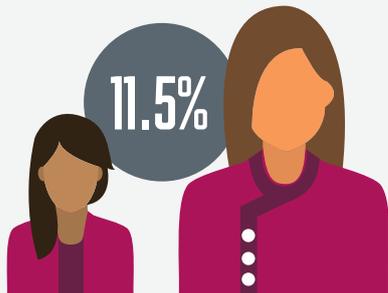


# INTERSECTIONALITY

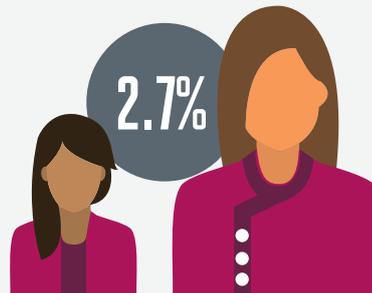
Intersectionality recognises that employees belong to several different groupings and aims to identify how these different groupings interrelate. These figures indicate that the gaps for female employees from ethnic minority backgrounds are larger than for males from ethnic minority backgrounds and white females. This is a group we should consider specifically in terms of actions.

## Difference in mean hourly rate of pay

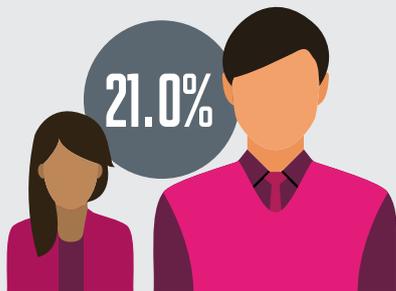
Mean pay gap between females from ethnic minority backgrounds and white female employees



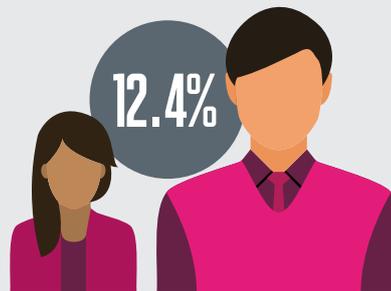
Females from ethnic minority backgrounds and white female employees exc. casuals



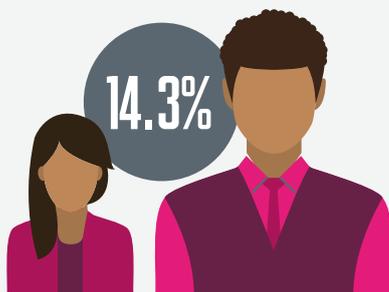
Mean pay gap between females from ethnic minority backgrounds and white male employees



Females from ethnic minority backgrounds and white male employees exc. casuals



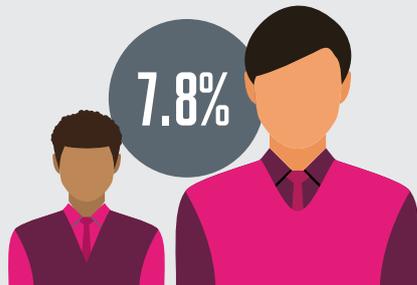
Mean pay gap between female and male employees from ethnic minority backgrounds



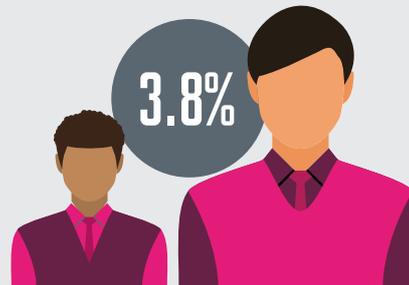
Female and male employees from ethnic minority backgrounds exc. casuals



Mean pay gap between males from ethnic minority backgrounds and white male employees

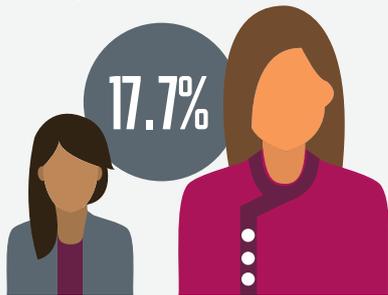


Males from ethnic minority backgrounds and white male employees exc. casuals



## Difference in median hourly rate of pay

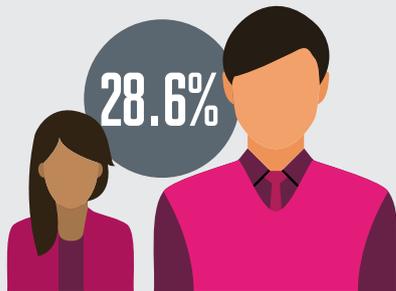
Median pay gap between females from ethnic minority backgrounds and white female employees



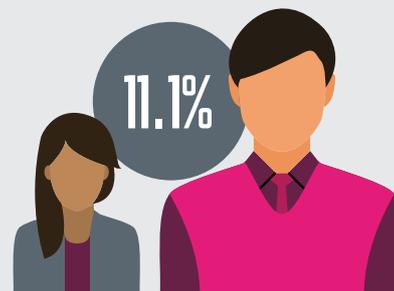
Females from ethnic minority backgrounds and white female employees exc. casuals



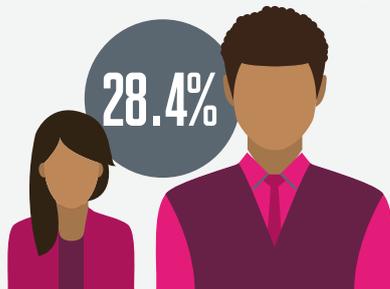
Median pay gap between females from ethnic minority backgrounds and white male employees



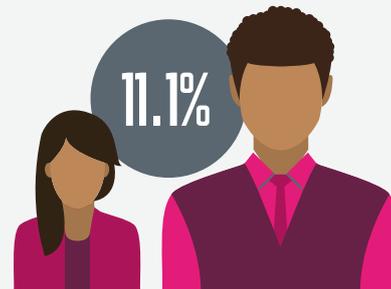
Females from ethnic minority backgrounds and white male employees exc. casuals



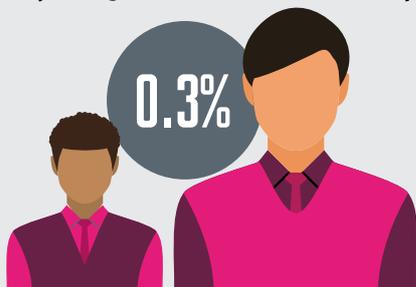
Median pay gap between female and male employees from ethnic minority backgrounds



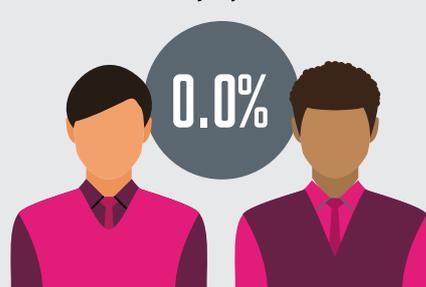
Female and male employees from ethnic minority backgrounds exc. casuals



Median pay gap between males from ethnic minority backgrounds and white male employees



Males from ethnic minority backgrounds and white male employees exc. casuals



The figures including casual workers can fluctuate due to nature of workforce.

# DISABILITY

Whilst we are not required to report pay gap data in relation to disability, we feel that it is important to report this to reflect our commitment to equality across all protected characteristics.

Out of a total workforce of 4659 employees, we currently have 334 (7.2%) employees who have declared a disability, 3976 (85.3%) who have not declared a disability and 349 (7.5%) whose disability status is unknown.

## Pay gap data

**The University's overall mean disability pay gap is 10.1%**

**The University's overall median disability pay gap is 14.8%**

Excluding casuals:

**The University's overall mean disability pay gap is 8.3%**

**The University's overall median disability pay gap is 12.1%**

The mean and median pay gaps have both increased from March 2021 when the mean was 9.4% and the median was 8.4%. This is clearly disappointing but it is reassuring that the pay gap has not increased to the level it was prior to 2020, when we made significant progress on reducing it.

## Bonus payments

We have not previously included the mean and median bonus gap figures for disabled employees as the numbers have been so small. However, this year, all eligible employees received a one-off cost of living payment and so the numbers are much larger.

**Mean bonus gap: 10.3% in favour of non-disabled employees**

**Median bonus gap: 0.0%**

Proportion of staff paid a bonus:

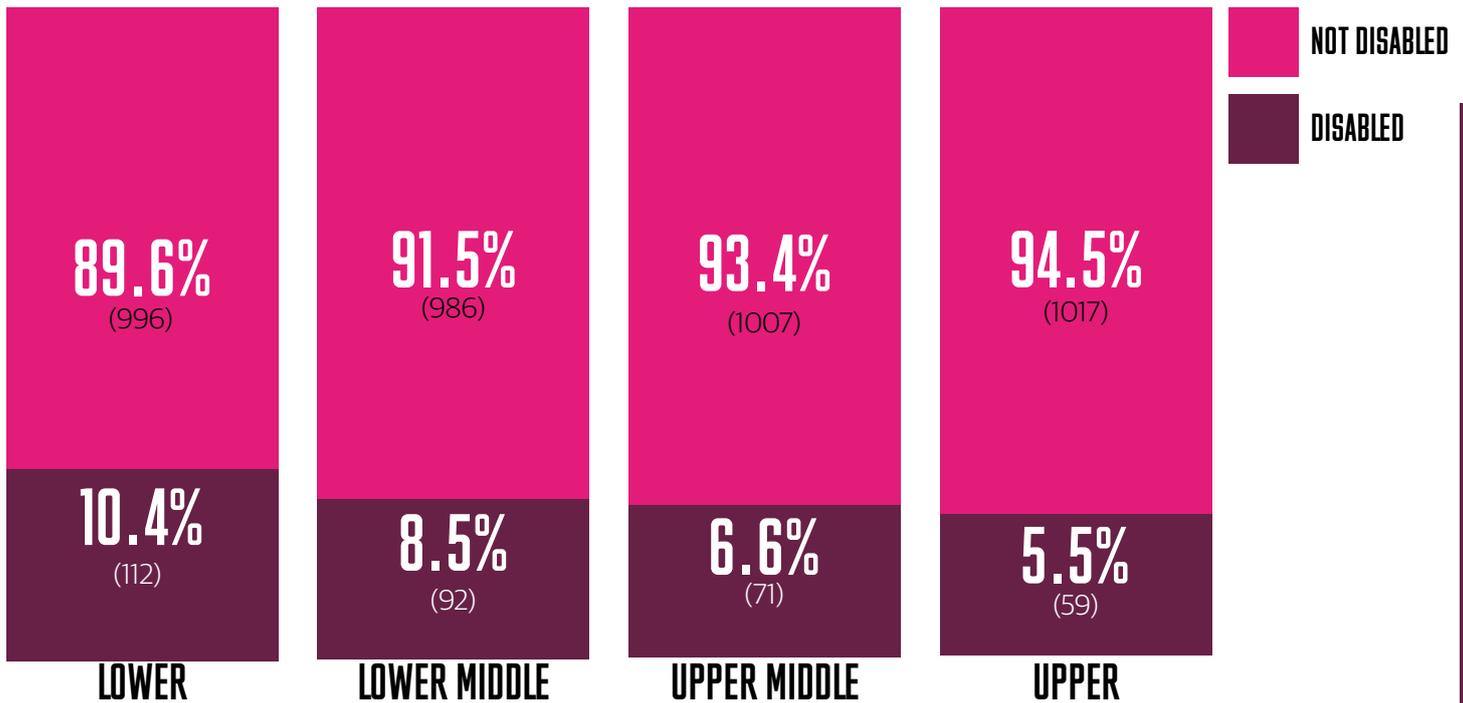
**% of disabled employees receiving a bonus: 51.6%**

**% of non-disabled employees receiving a bonus: 63.5%**

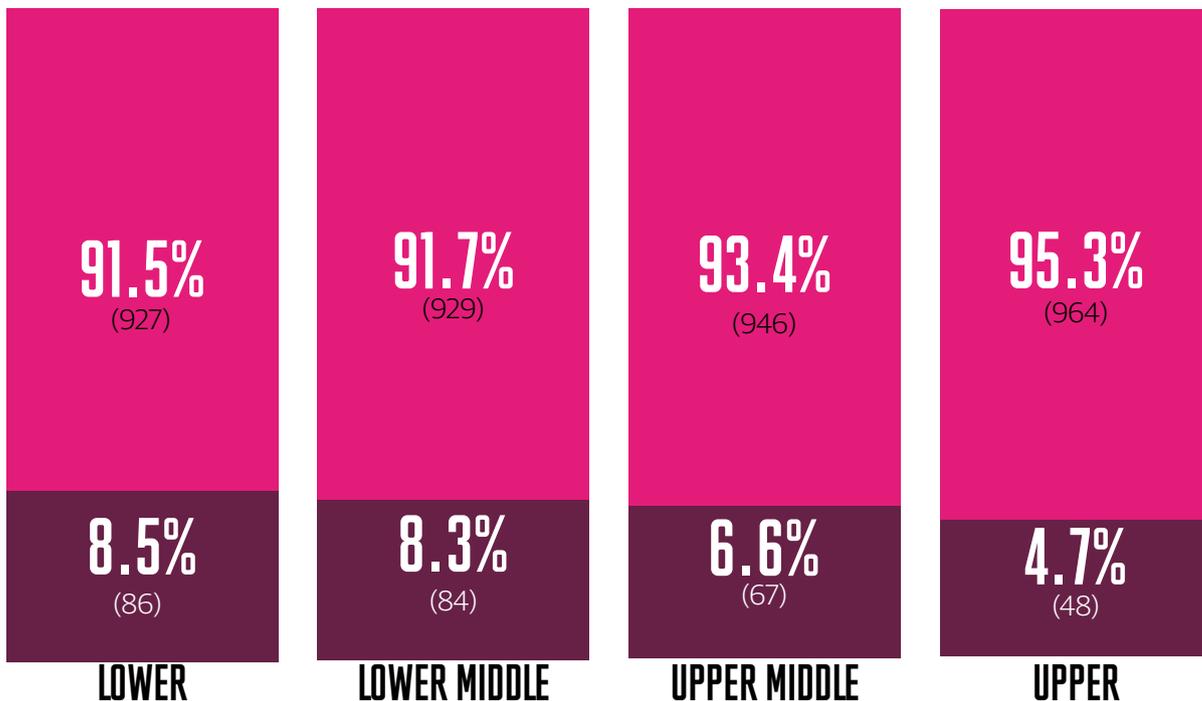
## Proportion of disabled and non-disabled employees in pay quartiles

The number of disabled staff has increased in all of the quartiles. It is the lower quartile that has seen the most significant increase in numbers which is the reason why the pay gap has increased. However, it is positive that the next most significant increase is in the upper quartile, showing that a number of disabled staff have been recruited to or progressed into more senior roles.

### 2022 results



### 2021 results



# SEXUAL ORIENTATION

Whilst we are not required to report pay gap data in relation to sexual orientation, we feel that it is important to report this to reflect our commitment to equality across all protected characteristics.

Out of a total workforce of 4659 employees, we currently have 254 (5.5%) LGBTQ+ employees, 2873 (61.7%) heterosexual employees and 1532 (32.9%) whose sexual orientation is unknown. Whilst the proportion of employees whose sexual orientation is unknown has reduced from 1595 (36.4%) in 2021, this is still a large number which we will continue to address over the next 12 months.

## Pay gap data

**The University's overall mean sexual orientation pay gap is 9.1%**

**The University's overall median sexual orientation pay gap is 19.6%**

Excluding casuals:

**The University's overall mean sexual orientation pay gap is 7.3%**

**The University's overall median sexual orientation pay gap is 8.4%**

Due to the significant minority of staff who have not declared their sexual orientation, it is unclear whether the increase in the pay gap is reliable. Our focus will therefore be on reducing that number.

## Bonus Gap Data

We have not previously included the mean and median bonus gap figures for sexual orientation as the numbers have been so small. However, this year, all eligible employees received a one-off cost of living payment and so the numbers are much larger.

**Mean bonus gap: 14.2% in favour of heterosexual employees**

**Median bonus gap: 0.0%**

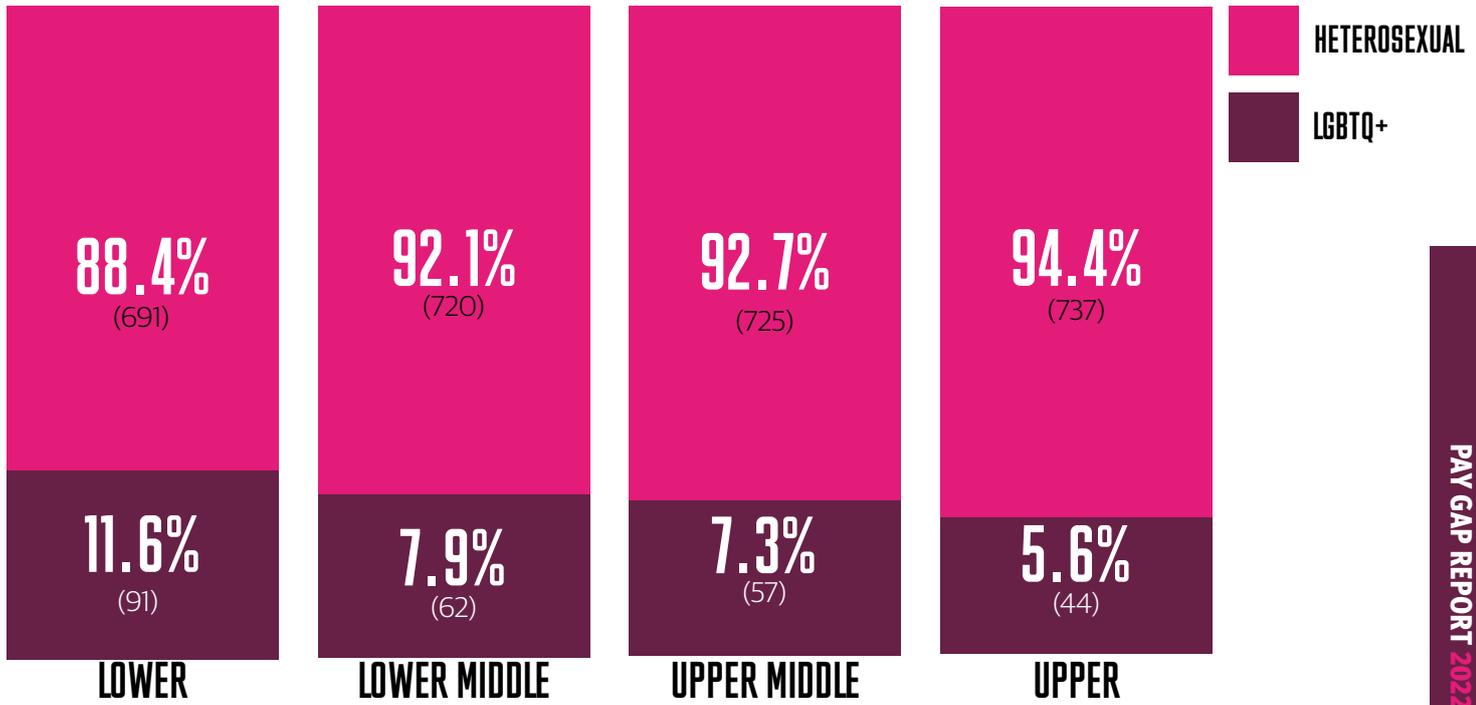
Proportion of staff paid a bonus:

**% of LGBTQ+ employees receiving a bonus: 45.4%**

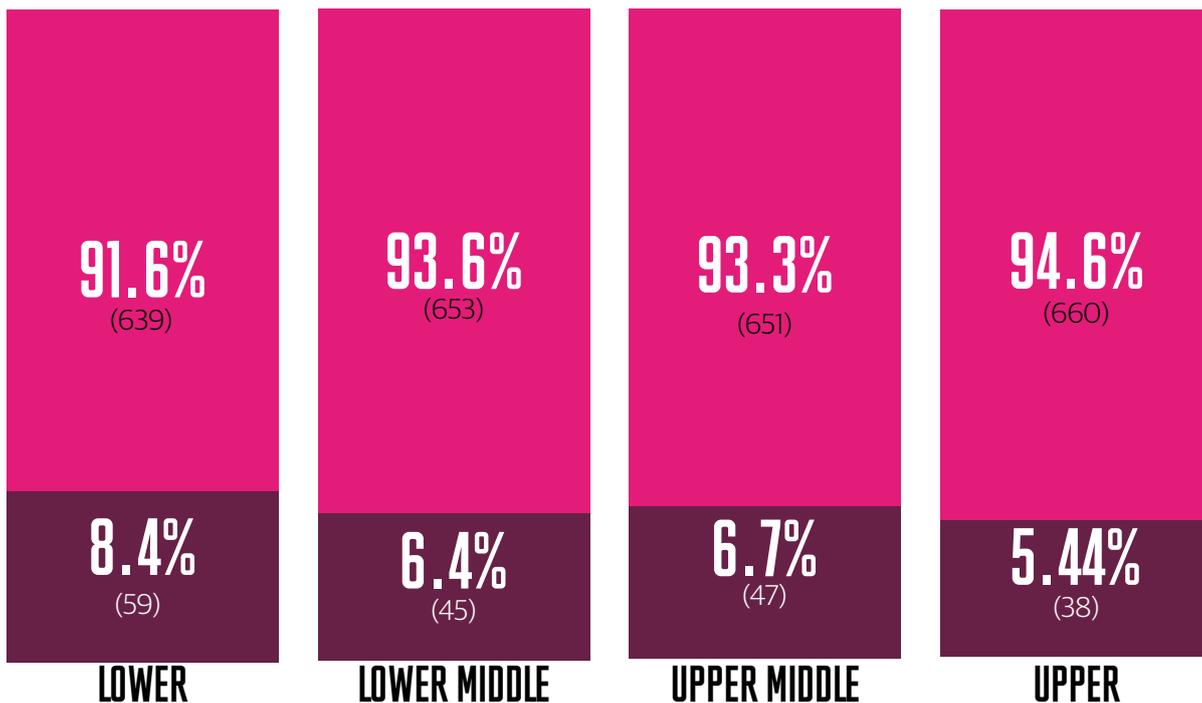
**% of heterosexual employees receiving a bonus: 56.5%**

## Proportion of LGBTQ+ and Heterosexual employees in pay quartiles

### 2022 results



### 2021 results



# CLOSING THE GAP

Equality, diversity and inclusion are a priority for the University and we will continue to work towards closing the pay gaps along with other initiatives to improve equality for students and staff. We will continue to prioritise activity that helps attract, retain and develop female, disabled and LGBTQ+ employees and employees from ethnic minority backgrounds, particularly in those areas where there is the greatest need.

To support this work, the Executive Leadership Team has two or three champions for each of the protected characteristics who promote each group and lead activity to raise awareness and improve outcomes in their areas. The Champions are active in leading steering groups across the protected characteristics.

We are committed to closing the pay gap for all groups. To achieve this, most of the actions we outlined in our previous Pay Gap reports continue to be our key priorities. For clarity, we have divided these into principles which underpin our approach and are part of our ongoing work and areas where we are planning to take specific actions in the next year. These actions are focused around the themes identified below, with the new actions highlighted (\*).

## Principles

- Aim for a diverse workforce at every level of the university.
- Publish regular Equal Pay Audits to provide analysis and insight into pay issues and track our progress.
- Embed equality impact assessments in our decision making and processes, ensuring they are completed for all decisions that affect pay.
- Develop our leadership and management development offer to ensure it fully supports all employees.
- Continue to support employees from groups who are underrepresented at a senior level to progress in their careers by offering targeted development as well as ensuring their participation in other leadership development programmes.

## Accountability

- Introduce a new Pay Gap Action Group to provide stronger accountability for monitoring and delivering our action plan (\*)
- Improve the EDI information, including pay gap data, which is available to leaders and managers to enable them to make informed decisions and drive local accountability (\*)
- Undertake further analysis on the effect of starting salary recommendations, revising the guidance to managers as appropriate
- Change the timings for our pay gap data communications to enable analysis and actions to be undertaken sooner (\*)
- Develop a communications plan to ensure staff are aware of pay gaps and activity to reduce them (\*)

## Inclusion

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- Implement a development programme for professional services and support staff (Grades 2 to 5) in order to support them with their future personal and career development
- Improve our systems for monitoring the progression of employees with protected characteristics, who have been supported in their career development
- Investigate the barriers to part-time working at a senior level
- Review our approach to flexible working
- Review the impact of the introduction of mandatory unconscious bias training for all employees

## Representative Workforce

- Encourage employees to complete their diversity information to reduce the number of employees whose status under each protected characteristic is unknown
- Address the gender imbalances in the workforce, including areas where male employees are underrepresented (\*)
- Continue to support employees from groups who are underrepresented at a senior level to progress in their careers by offering targeted development as well as ensuring their participation in other leadership development programmes
- Support promotion and progression opportunities for academic employees from underrepresented groups
- Undertake more outreach activity to widen the pool of potential candidates for vacancies

## In terms of progress we have

- Increased our pay rates to continue to match the recommended Living Wage Foundation hourly rate for all employees and casual workers.
- Increased the number of female staff submitting to the Research Excellence Framework from 102 (41%) in 2014 to 236 (47%) in 2021
- Completed two further cohorts of Leading Into the Future, a targeted leadership development programme to support and encourage employees from underrepresented groups into senior roles.
- Launched a new network to support the further development of female staff who have attended Aurora and Leading Into the Future
- Continued to discuss the diversity profile of their area with each recruiting manager to identify areas of disparity and considered attraction strategies that will address them.
- Continued to use the equal merit principle in recruitment campaigns as a way of embedding positive action.
- Undertaken outreach activity with schools including delivering talks and work experience sessions with a local Sheffield Academy to help raise the aspirations of students.
- Embedded our Equality Impact Assessment process and guidance to ensure that all of our activities are inclusive and do not directly or indirectly discriminate against any protected characteristics.
- Continued to embed the Hallam Values which include the value of inclusion.
- Developed the EDI Delivery plan to support the delivery of the Equality Objectives which include an objective to ‘improve equality of access, outcome and experience for students and staff so that all can succeed and thrive.’
- Continued the Inclusive Hallam events, with nine all-staff events taking place through the year on broad range of EDI themes, including Coaching women towards authenticity in the workplace and Making part-time working work.
- Continued to deliver the Protect & Respect programme, a new approach to EDI development focused on creating a safe and inclusive culture, which has been attended by 1034 staff.
- Continued our work towards submitting for re-accreditation of our Institutional Athena Swan for 2023.
- Supported the department of Psychology, Sociology and Politics in their successful application for an Athena Swan bronze award.
- Submitted for the Stonewall Workplace Equality index.
- Continued our work towards submitting to Advance HE’s Race Equality Charter



# GLOSSARY

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## Pay

Pay includes basic pay, allowances, paid leave and shift premium pay. It does not include overtime, redundancy payments or expenses. Bonus pay includes cash, vouchers and any remuneration which relates to productivity, performance, incentive or commission.

## Pay gap

The pay gap is the difference in hourly pay between two groups of employees in an organisation. It is expressed as a percentage of the group who are usually paid more e.g. the gender pay gap is a percentage of the hourly pay of male employees. A positive number means male employees earn more than female employees and a negative number means the reverse.

## Equal pay

As set out in the Equality Act 2010, male and female employees in the same employment performing equal work must receive equal pay. This is different to the pay gap which looks at all employees, not just those performing equal work.

## Mean pay

The mean is the sum of all the hourly pay rates for a group of employees added together and then divided by the number of employees in that group. Due to the way in which it is calculated, the mean is affected by hourly pay rates that are very low or very high in comparison to other pay rates.

## Median pay

The median is the hourly pay rate that falls in the middle of a group of pay rates when they are ordered from smallest to largest. Due to the way in which it is calculated, the median is not affected by hourly pay rates that are very low or very high in comparison to other pay rates.

## Quartiles

Quartiles divide employees into four groups, depending on their pay rate, when these are ordered from smallest to largest. Each quartile is then analysed to establish the percentage of employees in each quartile who are from each group.



## Sheffield Hallam University

City Campus  
Howard Street, Sheffield S1 1WB, UK  
Phone: +44(0)114 225 5555  
E-mail: [hrodadvisory@shu.ac.uk](mailto:hrodadvisory@shu.ac.uk)

**shu.ac.uk**

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