

APPENDIX 2



**Queen Margaret
University**
EDINBURGH

**Equal Pay Review 2023
(2022 Data)**

Published 28 April 2023

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1. Section 1 – Introduction

1.1 Queen Margaret University’s Equal Pay Statement

Queen Margaret University is committed to supporting and promoting equality of opportunity for all employees.

The University recognises that under the Equality Act 2010, both women and men have the right to equal pay for work of equal value; this applies to all employees regardless of full or part-time status, casual or temporary contract or length of service.

In addition to the above, the University also recognises its duty to provide equal pay for work of equal value regardless of differences in sex, age, race, religion or belief, gender re-assignment, sexual orientation, marital status, pregnancy/maternity or disability.

The University has in place, a pay and grading system which is used to assist in determining equal pay across the University. The pay and grading system is applied transparently, based on objective criteria to ensure that it is free from unlawful bias.

The University’s policies and procedures associated with pay and remuneration have been developed and implemented with a view to eliminating unlawful bias, and are systematically monitored and reviewed.

In order to put the University’s commitment to equal pay for work of equal value into practice, the University will:

- Undertake equal pay reviews in accordance with the Public Sector Equality Duty (PSED) for all current staff and starting pay for new staff;
- Monitor the impact of its policies and procedures associated with pay and remuneration and take appropriate action where necessary;
- Provide guidance for managers involved in decisions about recruitment, pay, benefits and promotions.

We intend through the above action to avoid unfair discrimination and to reward fairly the skills, experience and potential of all staff.

1.2 What is an Equal Pay Review?

The purpose of an Equal Pay Review is to examine arrangements within an organisation’s remuneration procedures in order to establish and address if there are any pay inequalities between protected characteristics.

It focuses on comparisons between pay arrangements between groups of workers, which allows for significant pay gaps to be identified and investigated. It has been recognised that there are numerous benefits to carrying out such a review, such as eliminating pay inequalities, demonstrating the university’s commitment to equal pay and opportunities, ensuring that an organisation’s pay procedures are transparent, and maintaining the organisation’s commitment to upholding the standards of the Public Sector Equality Duty.

1.3 Queen Margaret University's Approach

The data referred to within this report reflects salary data on 31st March 2022. This report, published alongside our 2023 Mainstreaming Report and Equality Outcomes, fulfils the Public Sector Equality Duty which requires data to be published biennially. However, in order to demonstrate the University's continued commitment towards equal pay, it has been agreed to undertake an Equal Pay Review annually in order to review the University's progress and identify if further actions are required. This commitment to annual reporting has allowed data from this report to be analysed both in terms of trends from the last 5 years, but also in terms of any significant changes that may have occurred in the last year.

This data is broken down by the relevant areas (Academic/Professional Services), Grades, Gender, Ethnicity, Disability and Sexual Orientation, for which reliable data is available, in order to allow a detailed analysis to take place. It is recognised that the organisation has less information available in relation to some of the protected characteristics, resulting in less analysis being able to take place in some areas. In order to protect the confidentiality of staff salary information, in cases where there are relatively small numbers of staff recorded under a particular characteristic, it has not been possible to publish data. In the appendices, instances where particular data sets have not been able to be published for this reason have been indicated with three dashes '---'.

1.4 Methods of Calculation

Any difference between the mean and median pay of male and female employees is referred to as a gender 'pay gap' and has been calculated following the formula provided in the public sector equality duty guidelines.

The gender pay gap has been calculated using the mean and median salaries and hourly pay of female employees, expressed as a percentage of the mean and median salaries of male employees doing work of equal value (same Grade). The salary data has been expressed as a full-time equivalent salary and includes those individuals who work part time hours to allow for comparison.

A positive percentage demonstrates a pay gap in favour of women and a negative percentage pay gap demonstrates a pay gap in favour of males.

The pay gap columns within each of the tables provided in Section 3 have been colour coded to highlight significant gaps as follows:

Significant negative pay gap favouring male, non-BAME, or non-disabled staff (>5%):

Highlighted in dark red with white text in bold

Significant pay gap in favour of females, BAME or disabled staff (<5%): **Highlighted in grey with black text in bold italics**

The European Human Rights Commission (EHRC) considers a pay gap of 5% or greater to be significant.

2. Section 2 - Gender

	Gender Pay Gap (Including SLT)	Gender Pay Gap (Excluding SLT)
Mean Gender Pay Gap in Annual Salary	-4.50%	-0.23%
Mean Gender Pay Gap in Hourly Rate	-4.27%	-0.06%
Median Gender Pay Gap in Annual Salary	2.99%	2.99%
Median Gender Pay Gap in Hourly Rate	2.99%	2.99%

	2017	2018	2020	2021	2022
Mean Pay Gap (Inc. SLT)	1.69%	-0.27%	-5.07%	-3.89%	-4.50%
Median Pay Gap (Inc. SLT)	6.13%	-2.98%	1.47%	0.00%	2.99%
Mean Pay Gap (Exc. SLT)	1.52%	-0.23%	-1.12%	1.17%	-0.23%
Median Pay Gap (Exc. SLT)	6.13%	2.98%	2.99%	0.00%	2.99%

2.1 Gender (Mean Pay Gap)

Analysis of the data set within our Equal Pay Review 2023 (based on data from 31st March 2022) indicates that, for all staff (including the Senior Leadership Team), there is a pay gap in terms of mean salary of some -4.50% between female and male employees, in favour of male employees. This has increased slightly since 2021 but is not considered to be significant. It is acknowledged that this pay gap has changed considerably over the course of the past five years, with it being recorded as significant, at -5.07% in the Equal Pay Review in 2020. Although last year's report saw this figure reduce to an insignificant gap of -3.89%, it is noted that its increase to -4.50% in 2022's data could be an indication of a widening gap. Future reviews will continue to monitor progress of this figure.

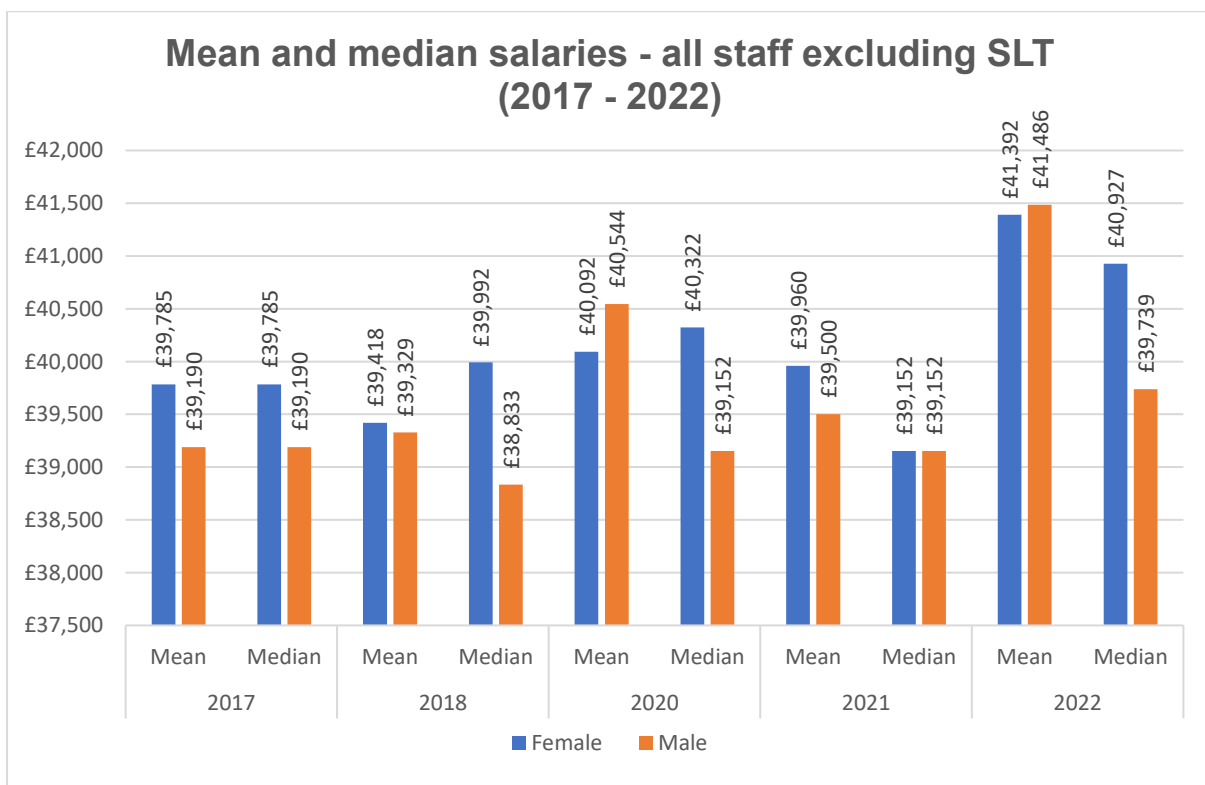
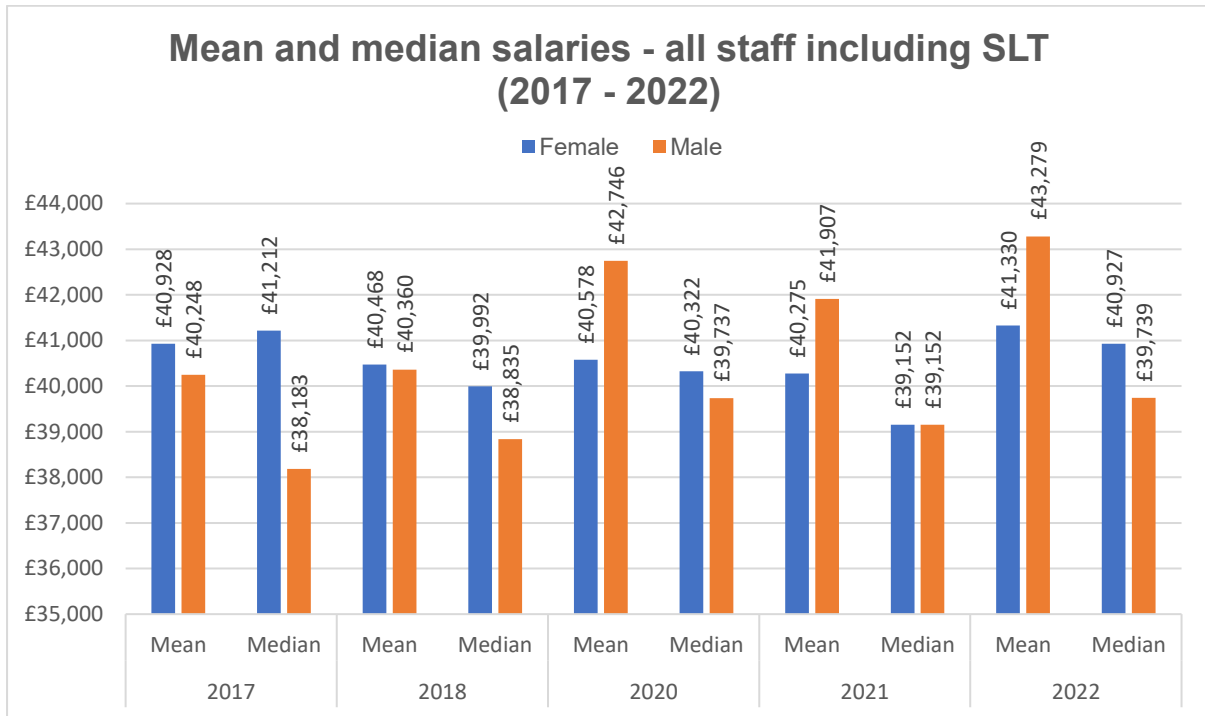
When excluding the salaries of SLT members, the Mean Pay Gap is now shown to be favouring male employees at -0.23%. Although this figure has fluctuated slightly over the course of the past five years, it is noted that these fluctuations have remained relatively consistent and none of these fluctuations have resulted in a figure that is considered significant.

2.2 Gender (Median Pay Gap)

Exclusive and inclusive of SLT salaries, the median pay gap is now 2.99% in favour of female employees.

It is acknowledged that 5 years ago, both the median figures significantly favoured female employees at 6.13%, and since then the gap has continued to reduce year on

year until 2021 which saw the gap narrow to 0.00%. It is important to contextualise this year's gap in favour of female employees to last year's audit, which noted a potential concern that future figures could have started favouring male employees given the trend in a continuing decrease in the gap favouring female employees since 2016. The 2022 data thus demonstrates a break in this trend, suggesting that there is no cause for concern this year.



2.3 Gender Pay Gap Benchmarking

By way of context, the Advance HE report titled '*Equality and Higher Education Staff Statistical Report 2022*', reported a mean pay gap of 14.8% in favour of male employees and a median pay gap of 8.5% across UK HEIs. As with previous years the overall gender pay gap in Scotland continues to be wider, with a mean negative female pay gap of 15.2% and median pay gap of 16.2%. It is acknowledged that these figures have narrowed slightly in recent years. In terms of benchmarking, QMU continues to perform significantly better in terms of the pay gaps reported for UK and Scottish HEIs.

Nevertheless, QMU is not complacent, and will commit to continuing to work to reduce pay gaps where they exist in our staff population.

2.4 Gender (Academic and Professional Services)

	Gender Pay Gap (Academic)	Gender Pay Gap (Professional Services)
Mean Gender Pay Gap in Annual Salary	-5.09%	-2.95%
Mean Gender Pay Gap in Hourly Pay	-5.10%	-2.94%
Median Gender Pay Gap in Annual Salary	-2.90%	0.00%
Median Gender Pay Gap in Hourly Rate	-2.90%	0.00%

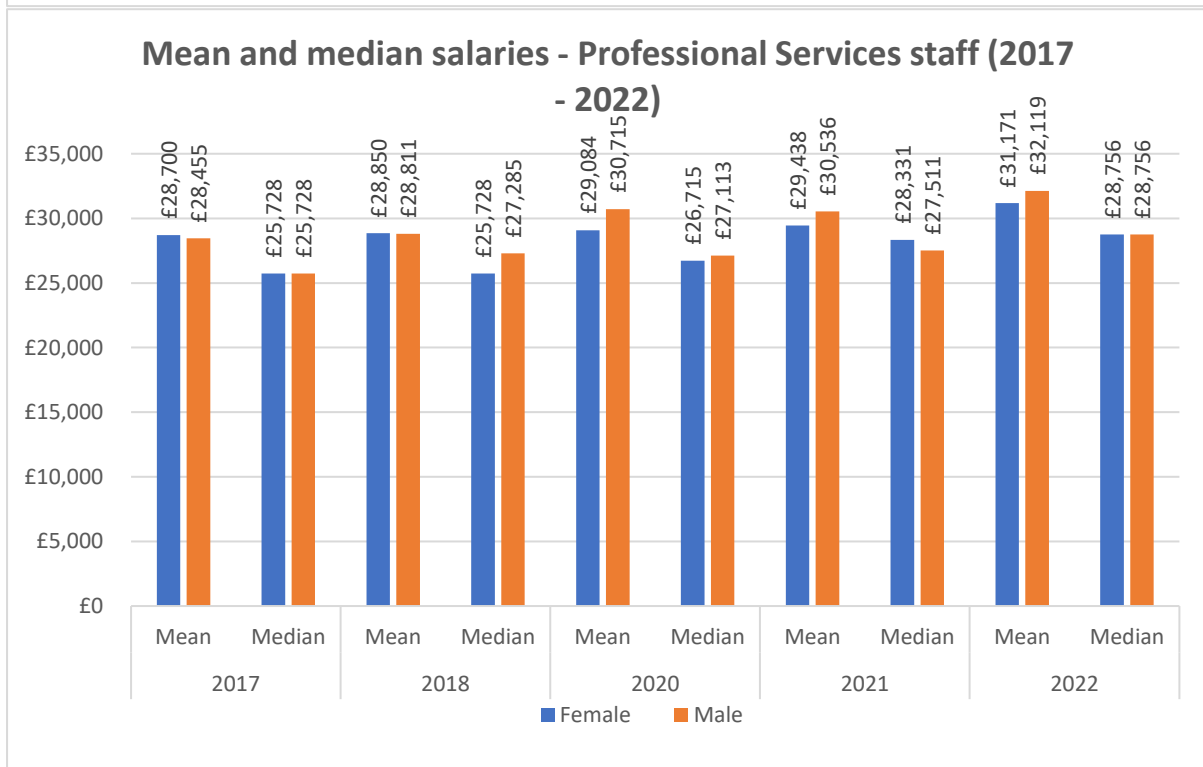
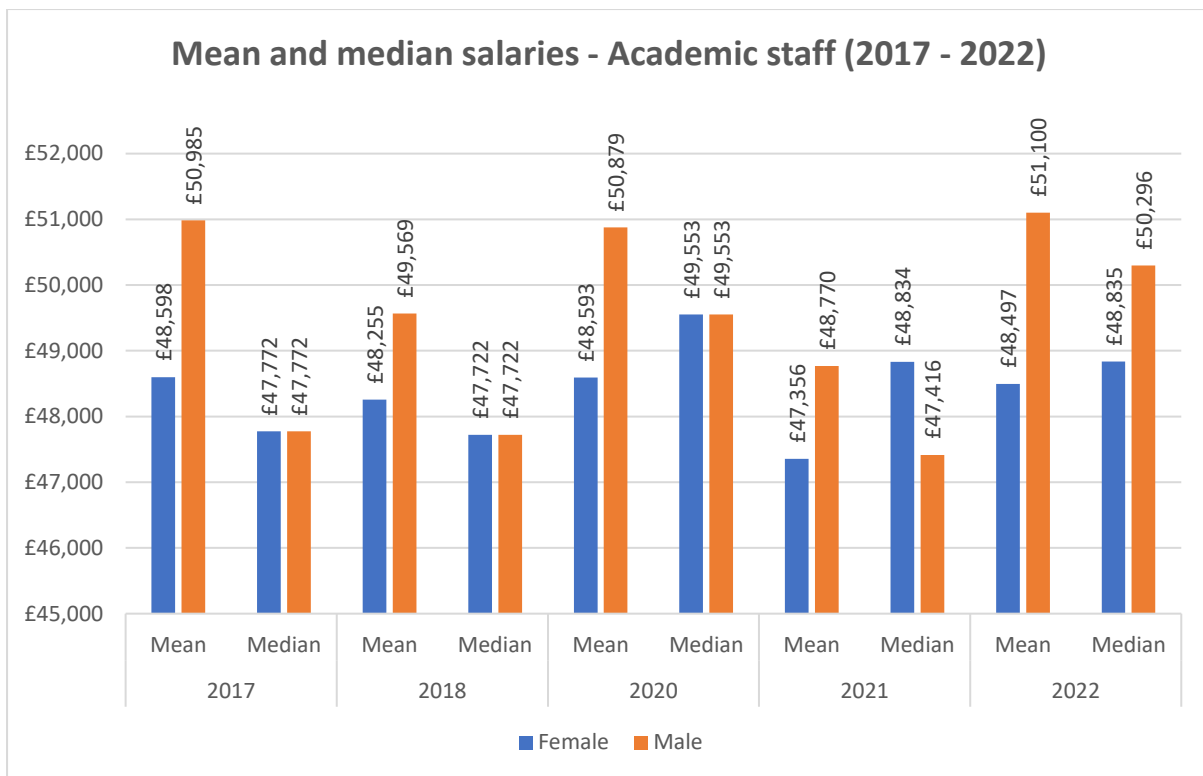
	2017	2018	2020	2021	2022
Mean Pay Gap (Academic)	-4.68%	2.65%	-4.49%	-2.90%	-5.09%
Median Pay Gap (Academic)	0.00%	0.00%	0.00%	2.99%	-2.90%
Mean Pay Gap (Professional Services)	0.86%	2.44%	-5.31%	-3.60%	-2.95%
Median Pay Gap (Professional Services)	0.00%	5.71%	-1.47%	2.98%	0.00%

Upon analysing data broken down to Academic and Professional Services categories, it is determined that there are no significant pay gaps present with the Professional Services, but a significant pay gap favouring male employees has arisen in the mean for Academic staff.

Within the category of Academic Staff it has been noted that the mean pay gap has risen to a significant gap of 5.09% in favour of male employees. There has been a noticeable change to the academic median pay gap, which is now at 2.90% in favour of male employees, despite being a 2.99% gap in favour of female employees last year. Although the median pay gap remains insignificant, we will continue to monitor this in future audits.

Initial investigation suggests that staff appointed at Grade 10 (Professor) are skewing this data and causing the significant mean gender pay gap within Academic staff. Although Professors make up a small proportion (4.75%) of our academic population, removing their data from academic pay gap calculations significantly changes the pay gap overall. When Grade 10 (Professor) staff are removed from the calculations, the mean pay gap within academic staff changes from 5.09% in favour of male employees to 1.05% in favour of female employees. Similarly, removing this grade of staff also changes the median academic pay gap from -2.99% in favour of male employees to 4.53% in favour of female employees.

Given that removing Grade 10 Professors from calculations results in insignificant gaps, and that there are no significant pay gaps at any other grade within academic staff (see Appendix B), it is possible to draw the conclusion that the mean academic gender pay gap is largely because of differences in salaries at the Grade 10 Professor level. Further investigation of the Grade 10 Professor pay gap can be found in the following section 2.5 of this report.



It is observed that within Professional Services the mean pay gap has continued to narrow to -2.95% and is not considered to be significant. The Professional Services Median Pay Gap is now at 0.00%.

2.5 Gender Pay Gap – Grade

Full details of salary and gender pay gap calculations can be found in Appendices A, B and C. This data is categorised by overall university population data and the split into Academic and Professional Services categories.

It is noted that looking at overall population data, there are no significant gender pay gaps between Grades 2 – 9. Splitting the data into Academic and Professional Services categories reveals a significant mean gender pay gap in favour of male employees within academic staff at Grade 10 (Professor), and a significant median gender pay gap in favour of female employees within the Professional Services at Grade 8.

It is noted that the median pay gap at Grade 5 in the 2021 audit is no longer of concern, reducing from 6.01% (2021) to 0.00% (2022). The median pay gap of male employees reported in Grade 9 of Professional Services staff in 2021 is also no longer of concern, reducing from -6.96% (2021) to -2.86% (2022). Given that these gaps were at a significant level in last year's audit, it is positive to see a reduction to an insignificant level, although we will continue to monitor these gaps in future audits.

Pay gaps by grade which are considered significant are highlighted within the following sections.

2.5.1 Grade 10 (Professor)

As noted in the appendices to this report, Professors are attached to a separate Professorial scale and have separate pay progression arrangements. For the purposes of reporting, staff members on the Professorial scale have been reported under 'Grade 10 (Professor)'.

A mean pay gap of -13.53% exists along with a median pay gap of -17.43% within Grade 10 (Professor) of the Academic staff category. Both pay gaps, which are in favour of male employees, are considered to be significant. Benchmarking with the HEI sector, the Advanced HE 'Equality and Higher Education Staff Statistical Report 2022' reported significant professorial pay gaps in favour of male employees at both a Scotland and UK-wide level. However, it is noted that overall Scottish HEI's reported a smaller Professorial gender pay gap of 6.9% in favour of male employees compared to QMU. It is also noted that due to the size of the university, at Professorial level, we are working with a small number of staff

Analysis of the data suggests that placement on the University's Professorial pay scale is influencing this pay gap. Professors are paid according to three salary bands with an exceptional top category, the salary of which is reviewed individually, on an annual basis, with the Professorial Review Panel. Investigation of our data indicates that the majority of male Professors tend to be at the top of Band 2 and Band 3 of the professorial scale, whilst the majority of female professors fall into Band 1.

Rather than automatically progressing through the pay scale on an annual basis, placement on professorial pay points is determined by annual application process. Professors must have been in post for a minimum of one year before they are entitled to apply for remuneration review. Annually, Professors will submit completed PER documentation to the Dean to apply for an Incremental Increase, an Accelerated Increase or a Promotional Increase (Salary Band move) in line with the University's Professorial Review Policy and Procedure. Deans will then complete a Professorial

Remuneration Review form for each eligible Professor within their School. This form will provide an overview of the Professor's contribution to QMU over the past twelve months, particularly with regards to their contribution to the overall QMU strategy, QMU values and income generation.

All Professors with over 12 months service are required to submit a PER annually, suggesting that there is not any inequality of process. It is important to note the organisation's commitment to fair and equal recruitment and selection processes and the robust processes in place including selection panels and selection decisions being based on evidence provided in interviews rather than gender.

Analysis of the data also indicates that more of our female Professors tend to be at earlier stages of their career in comparison to their male counterparts, which may explain their placement within the lower bands of the pay scale. Nonetheless, QMU recognises that the pay gap amongst Professors is significant and is committed to investigating and monitoring this further in future pay reports to identify any appropriate actions to address this. In order to ensure that our Professorial Review Procedure provides transparent process for reward and promotion of Professors, we commit to conducting an Equality Impact Assessment of the Professorial Review Policy.

2.5.2 Grade 8

There continues to be a pay gap within Grade 8 within the Professional Services, with a median (12.50%) favouring female employees. It is noted that the mean pay gap at Grade 8 in the 2021 audit is no longer of concern, reducing from 5.00% (2021) to 1.68% (2022).

As noted in the previous audit, in comparison to lower grades within the Professional Services there are less employees appointed to this grade, meaning that there is less data to compare. The data indicates that more female employees are placed on higher points of the Grade 8 scale, including discretionary pay points. On this basis, it is suggested that length of service is a contributing factor in relation to this pay gap as placement on the University's standard pay scale is on the basis of annual incremental progression, meaning, within the same employee population, this gap may narrow as male employee's progress through the pay points, as it has done in the mean in 2022.

Placement on the discretionary pay scale may also be influencing this pay gap in the median, with more female employees placed on the discretionary pay points. Given that placement on the discretionary pay points can only be applied once an employee has reached the top point on the standard pay scale, this gap could also narrow once male employees within this grade have the opportunity to apply to be placed.

2.6 Gender (Age)

A full breakdown of salary and pay gap data relating to age can be accessed in Appendix G.

In analysing the data by gender, the pay gaps favouring male employees between the ages of 25-34 has widened from last year to -5.70% (mean) and -11.09% (median). These are now considered to be significant, as in years prior to 2021.

Within the 35-44 age bracket, there continues to be mean (6.05%) and median (6.06%) pay gaps, favouring female employees. A significant pay gap favouring female employees has emerged within the 45-54 age bracket, which has increased from 0.00% in both the mean and median in 2021 to 6.36% (mean) and 12.50% (median) in 2022.

Within the 54-65 age bracket, there is a significant pay gap favouring male employees in the mean, increasing slightly from 2021 to -12.23%, although it is noted that there is no pay gap in the median data.

It is also important to note that within these age brackets there is evidence of occupational segregation, there are significantly more male employees employed in IT focused roles, while females are the predominant gender employed in roles with an administrative focus. Further investigation will be required in order to identify causes of this and to determine if there are any appropriate actions QMU can take in order to close these gaps.

The pay gap within the population of staff at the age group 65+ has changed significantly over the last 5 years. The mean pay gap in favour of male staff has increased significantly from 2021 and is now at -23.87%. There continues to be no pay gap in the median data. A more detailed analysis will be required to fully understand the reason for this change. It is observed that as more employees move into this age category, there will be fluctuations in trends.

3. Section 3 – Ethnicity/Race

	Ethnicity Pay Gap (Inc SLT)	Ethnicity Pay Gap (Exc. SLT)
Mean Ethnicity Pay Gap in Annual Salary	-13.34%	-11.20%
Mean Ethnicity Pay Gap in Hourly Pay	-13.14%	-11.02%
Median Ethnicity Pay Gap in Annual Salary	-2.90%	-1.47%
Median Ethnicity Pay Gap in Hourly Rate	-2.90%	-1.47%

	2017	2018	2020	2021	2022
Mean Pay Gap (Inc. SLT)	-5.19%	-6.54%	-3.75%	-15.40%	-13.34%
Median Pay Gap (Inc. SLT)	-0.65%	-2.77%	-2.90%	-13.68%	-2.90%
Mean Pay Gap (Exc. SLT)	_____	_____	_____	-12.61%	-11.20%
Median Pay Gap (Exc. SLT)	_____	_____	_____	-9.70%	-1.47%

3.1 Ethnicity – Mean and Median Pay Gaps

The Ethnicity mean pay gap has reduced slightly since 2021, with the mean now at -13.34% favouring non-BAME employees. Looking at the median, the ethnicity pay gap has reduced significantly since 2021, falling from -13.68 to -2.90% in favour of non-BAME employees. Although the median pay gap has reduced back to the level in 2020, it is however recognised that the mean gap still reflects a significant widening from 2020, albeit reducing slightly from last year.

Since 2021, the calculation has also been conducted excluding SLT salaries. As can be seen above, excluding SLT salaries does narrow the mean gap slightly, it still however remains significant.

3.2 Ethnicity – Academic and Professional Services

	Ethnicity Pay Gap (Academic)	Ethnicity Pay Gap (Professional Services)
Mean Ethnicity Pay Gap in Annual Salary	-12.30%	-17.95%
Mean Ethnicity Pay Gap in Hourly Pay	-12.29%	-17.95%
Median Ethnicity Pay Gap in Annual Salary	-16.19%	-18.06%
Median Ethnicity Pay Gap in Hourly Rate	-16.19%	-18.06%

As with the overall employee population, when the data is categorised to Academic and Professional Services populations, the pay gaps remain significant, although there

is evidence of reducing gaps compared to 2021. Upon reviewing the ethnicity data for the entire University employee population, it is evident that BAME employees make up a very small percentage of the overall employee composition (approximately 5%). Although there are BAME employees employed across the majority of grades within the University, there is a much stronger presence of non-BAME employees within the higher grades. The 2022 data shows that there are no BAME employees at Grade 10.

3.3 Ethnicity Pay Gap Benchmarking

By way of context, the Advance HE report titled '*Equality and Higher Education Staff Statistical Report 2022*', reported a mean pay gap of 8.09% and a median pay gap of 9.2% in favour of non-BAME employees across Scottish HEIs. In terms of benchmarking, it is acknowledged that QMU's ethnicity pay gap is wider than that reported across Scottish HEIs. This is recognised as a key issue for the University to consider and seek to address.

The University is conducting an EDI culture review led by Professor Paul Miller, EDI and Anti-racism Adviser to the Principal. Further analysis of these pay gaps have formed part of that review. Findings from the culture review will support us in the further development of our EDI strategy and action plan, and to develop a meaningful anti-racism strategy and action plan. An update on the progress of the EDI Culture Review so far can be found in our Mainstreaming Report 2023.

The University undertakes Equality Impact Assessments in order to be confident that there is no underlying bias in policy and procedure, further investigation will be required in order to identify methods to close these gaps.

3.4 Ethnicity – Grade

Due to the relatively small number of BAME staff employed within a number of grades, in order to protect the confidentiality of employee salary information it is not possible to publish a breakdown for each grade.

3.4.1 Grade 8

Within Grade 8, mean (-8.48%) and median (-11.11%) pay gaps favouring non-BAME employees have been identified. These pay gaps remain similar to those identified in the 2021 data for Grade 8.

Upon reviewing the employee data for Grade 8, it is identified that the majority of BAME employees appointed, are appointed at lower points of each grade's respective pay scale, indicating that their appointments have taken place more recently. Therefore, as service length increases, salary will also increase through incremental progression, which may result in the pay gap narrowing. It is acknowledged that it would take a number of years before incremental progression could potentially narrow the pay gap, and thus it is expected that the gap for Grade 8 remains consistent with 2021 data.

3.4.2 Grade 4

Within Grade 4, a mean pay gap of -2.76% and a median pay gap of -2.55% was recorded. These pay gaps are not considered to be significant. However, it is acknowledged that when compared with non-BAME employees, there are relatively small numbers of employees appointed at Grade 4 and thus comparative analysis is limited.

4. Section 4 - Disability

Disability Pay Gap	
Mean Disability Pay Gap in Annual Salary	-17.71%
Mean Disability Pay Gap in Hourly Pay	-17.84%
Median Disability Pay Gap in Annual Salary	-17.40%
Median Disability Pay Gap in Hourly Rate	-19.13%

	2017	2018	2020	2021	2022
Mean Pay Gap	-5.68%	-9.49%	-22.82%	-16.63%	-17.71%
Median Pay Gap	-18.67%	-19.79%	-30.75%	-27.04%	-17.40%

As indicated in the tables above, significant pay gaps continue to be present in mean, -17.71% and median, -17.40% data in favour of staff who have not declared a disability. Although due to small numbers, it is not possible to offer a more detailed analysis, it is possible to confirm that pay gaps still exist within both Academic and Professional services.

4.1 Disability Pay Gap Benchmarking

By way of context, the Advance HE report titled '*Equality and Higher Education Staff Statistical Report 2022*', reported a mean pay gap of 7.4% and a median pay gap of 8.5% in favour of non-disabled employees across Scottish HEIs. In terms of benchmarking, it is acknowledged that QMU's disability pay gap is wider than that reported across Scottish HEIs. This is recognised as a key issue for the University to consider and seek to address.

It is acknowledged that the staff data the university currently holds is still not robust enough to offer a detailed analysis, and the large proportion of 'unknowns' in our staff data set may be skewing the pay gaps. The University is committed to encouraging staff to declare if they have a disability and will explore appropriate mechanisms for doing this. Compared to last year's figures, there are signs of positive progress in this area, with the number of employees declaring a disability increasing by 48.14% since 2021. Despite this positive progress, the university recognises that there is still a lot of work to do to improve this data further and does not remain complacent.

Almost 52.50% staff who have declared a disability are employed in positions at Grade 6 or below, this figure compares with 31.16% of staff who have not declared a disability, and these figures will directly influence the significance of this pay gap and suggest that disability segregation may exist.

However, it should be noted that the proportion of staff who had declared a disability and were employed at positions at Grade 6 or below has decreased significantly from 64.29% in 2021, suggesting more employees at higher grade points are declaring disability than in previous years.

The University is committed to supporting staff and applicants who have declared a disability. Anecdotally, positive feedback has been received from employees who have received support through reasonable adjustments.

4.2 Disability Pay Gap - Grade

Due to the relatively small number of employees with a declared disability within several grades, in order to protect the confidentiality of employee salary information it is not possible to publish a breakdown for each grade. However, a limited analysis of grades where numbers have been substantial enough to conduct comparative analysis can be found in the sections below.

4.2.1 Grades 3 and 5

There are no significant pay gaps found in Grade 3 or Grade 5. The 2022 data shows a -1.20% pay gap in favour of non-disabled employees at Grade 3, and a -1.32% pay gap in favour of non-disabled employees at Grade 5.

4.2.2 Grade 8

A significant pay gap of -9.91% in favour of employees who have not declared a disability exists within Grade 8. Upon reviewing the employee data for Grade 8, it is identified that the majority of disabled employees appointed, are appointed at lower points of each grade's respective pay scale, indicating that their appointments have taken place more recently. Therefore, as service length increases, salary will also increase through incremental progression, which may result in the pay gap narrowing.

Initial investigation suggests that placement on the discretionary pay scale may also be influencing this pay gap, with more non-disabled employees placed on the discretionary pay points.

5. Section 5 – Sexual Orientation

Sexuality Pay Gap	
Mean Sexuality Pay Gap in Annual Salary	1.64%
Mean Sexuality Pay Gap in Hourly Pay	-2.90%
Median Sexuality Pay Gap in Annual Salary	1.61%
Median Sexuality Pay Gap in Hourly Rate	-3.92%

	LGBTQ+	Declined to Specify/Not Known & Heterosexual
Mean Annual Salary	£42,605	£41,915
Median Annual Salary	£39,739	£40,927
Mean Hourly Pay	£23.23	£22.86
Median Hourly Pay	£21.61	£22.49

As in previous years analysis indicates that there aren't any significant pay gaps in relation to sexual orientation in either the mean or median. It is acknowledged that a large percentage of the population has declared this information as unknown, and therefore the data the university currently holds is not robust enough to offer a detailed analysis.

5.1 Sexual Orientation Pay Gap - Grade

Due to the relatively small number of declared LGBTQ+ employees within a number of grades, in order to protect the confidentiality of employee salary information it is not possible to publish a breakdown for each grade. However, within the grades where numbers have been substantial enough to conduct comparative analysis, there are no significant pay gaps found in Grades 7, 8 or 9 when comparing LGBTQ+ employees with non-LGBTQ+ employees.

6. Section 6: Occupation Segregation Analysis

Occupational segregation is a term used to describe employment patterns where employees with certain characteristics are grouped either in certain grades or within certain job roles.

There are two dimensions to occupational segregation:

Vertical segregation – employees with certain characteristics clustered at certain levels of jobs within an organisation’s hierarchy

Horizontal segregation – employees with certain characteristics are clustered in certain types of jobs across the organisation

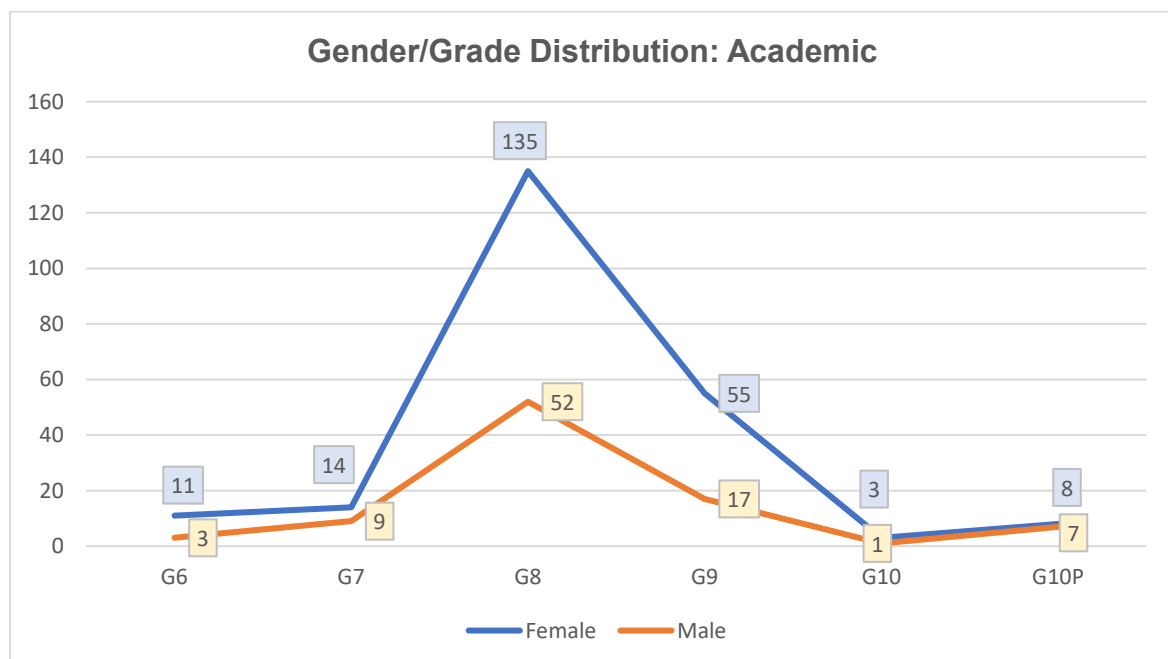
6.1 Gender

6.1.1 QMU / Scottish HEI Benchmark

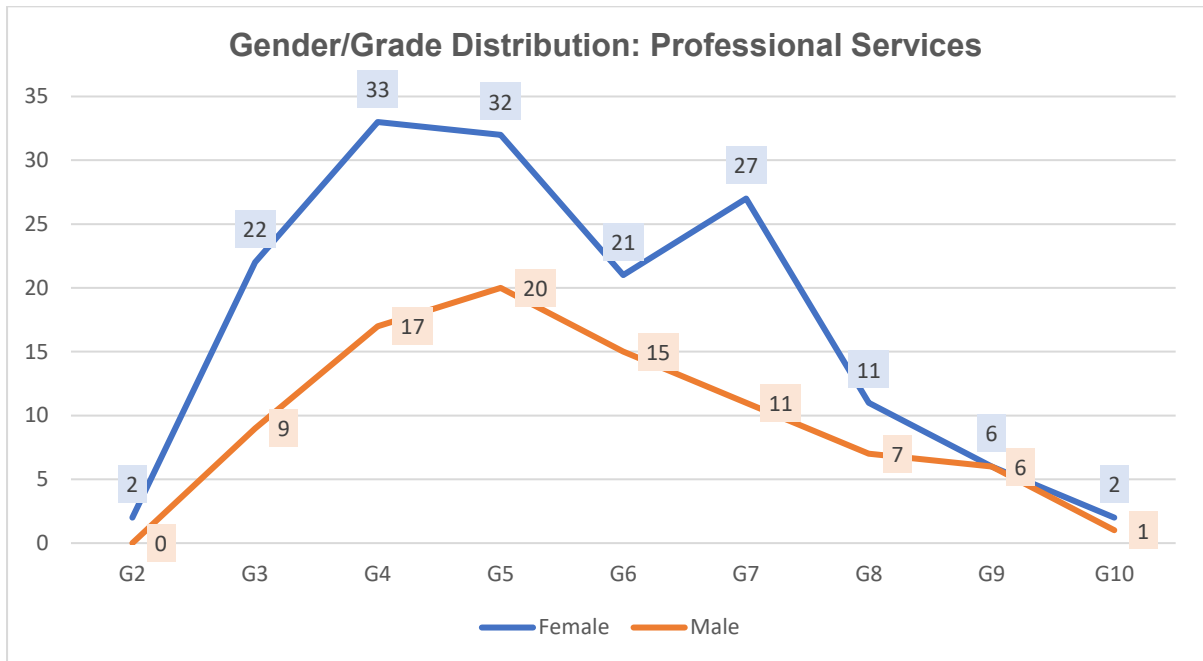
The Advance HE report titled ‘Equality and Higher Education Staff Statistical Report 2022’ reported that within Scottish HEI’s, staff population is 54.6% female. As of 31st March 2022, female staff at Queen Margaret University represent 68.38% of staff overall. Although the underrepresentation of male staff is consistent with this benchmark, it is recognised that the proportion of female employees at QMU is notably higher than other Scottish HEIs.

6.1.2 Vertical Segregation

Throughout Grades 6-10 for academic staff, female headcount is higher than male headcount at all grades. It should be noted that the gap between female and male employees is largest at Grade 8, where the majority of academic staff are placed. The gap is narrow between Grades 6 and 7, and continues to narrow again after Grade 8, still with a marginal gap at Grade 10.



Throughout Grades 2 – 10 for professional services staff, female headcount is also higher than male headcount at all grades except Grade 9, where there is a split gender balance. It is noted that the biggest gaps occur at Grades 4 and 7, and that the gap is noticeably narrower in Grades 8 – 10.



6.1.3 Horizontal Segregation

	Female	Male
Accommodation	3	1
Admissions & Recruitment	7	6
Campus Operations	3	14
Conferences and Events	4	1
Effective Learning Service	2	3
Estates, Commercial Services & Engineering	2	6
Executive Support	8	0
External Liaison and Student Services	1	0
Finance	8	4
Governance and Quality Enhancement	8	2
Human Resources	9	2
Information Technology	3	12
Library Services	7	1
Marketing & Communications	9	5
Media Services	0	2
Registry and Academic Administration	3	1
Research & Knowledge Exchange Development Unit	3	0
School Management	3	0
School of Arts, Social Sciences and Management Administration Roles	2	0
School of Health Sciences - Administration Roles	12	2
School Office	17	2

Space and Timetabling	2	2
Sports & Fitness	3	4
Student Records	2	1
Student Services	13	4
Technical Support - School of Arts, Social Sciences and Management	1	4
Technical Support - School of Health Sciences	3	4
The Helpdesk	9	2
Widening Participation and Outreach	9	1

The above table details gender headcounts for professional services departments. Those highlighted in yellow with bold text are those with significant gender differences (>5). This analysis demonstrates potential occupational segregation issues within 11 out of 28 areas.

The data demonstrates that there are significantly more male employees employed in IT focused and Campus Operations roles, while female employees are the predominant gender employed in roles with an administrative focus, such as roles within School Office, Executive Support and Human Resources.

Since the last published analysis of horizontal segregation in 2016, there has however been some progress in balancing areas which previously demonstrated potential occupational segregation. The Admissions & Recruitment and Marketing & Communications areas, which were previously reported to be predominantly female, now present a more balanced gender split and are no longer considered potential occupational segregation issues.

As the majority of staff at QMU are female, it is not surprising that the data shows a higher count of female staff in many of the Professional Services areas. It is relevant to note that our staff population is mirrored by our student population, which is also majority female. This reflects our academic portfolio, and in particular, the number of programmes in Allied Health, where women are traditionally over-represented. Work is ongoing to encourage male applicants to apply for programmes where male students may be underrepresented, as set out in our Outcome Agreement 2023 (due to be published May 2023). In relation to staff, the university is committed to increasing diversity in our workforce to better reflect the communities it serves by 2025. Further information on actions the university is putting in place to address this can be found in our Mainstreaming Report 2023.

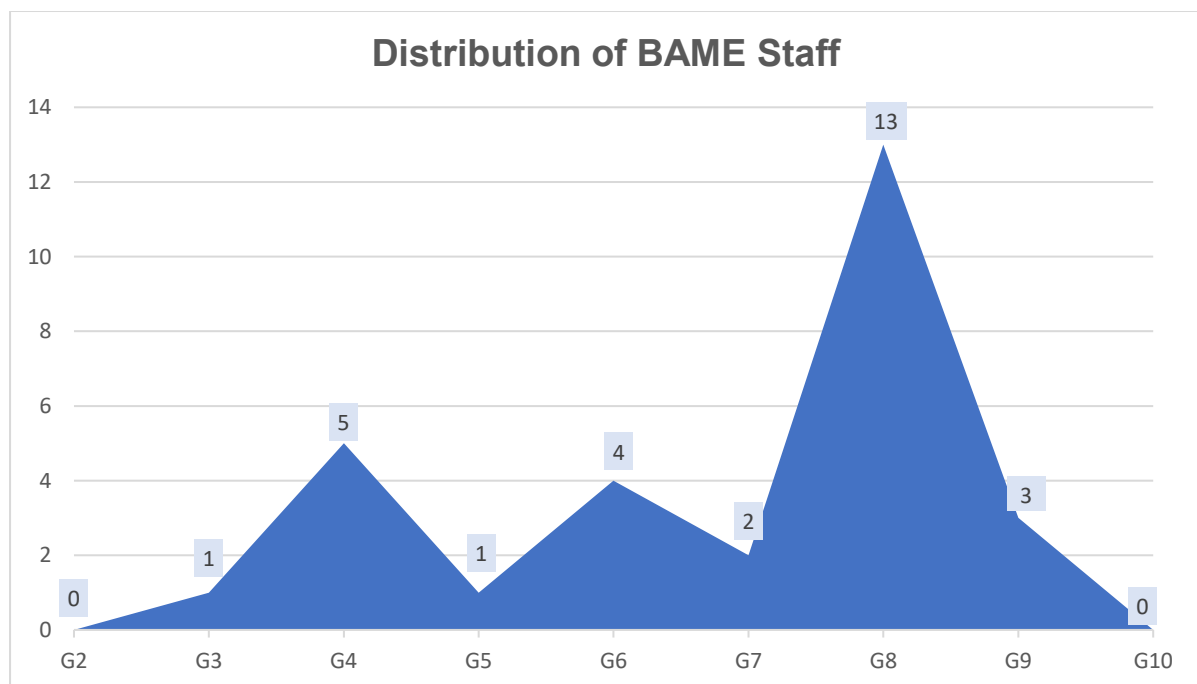
6.2 Ethnicity

6.2.1 QMU/Scottish HEI Benchmark

The Advance HE report titled 'Equality and Higher Education Staff Statistical Report 2022' reported that within Scottish HEI's, BAME employees make up 4.6% of staff population. As of 31st March 2022, BAME employees at Queen Margaret University represent 5.14% of staff overall. In terms of benchmarking, although QMU's proportion of BAME employees is slightly above other Scottish HEIs, it is acknowledged that our numbers of BAME employees remain low and that lack of BAME representation is a sector-wide problem.

6.2.2 Vertical Segregation

Looking at the distribution of BAME staff alongside grade identifies that the majority of BAME staff are found within Grade 8. This is in part due to the majority of academic staff being positioned at Grade 8. Due to the small numbers of BAME staff overall, it is not possible to draw more detailed conclusions from the below graph.



6.2.3 Horizontal Segregation

There was no evident pattern when reviewing the job roles carried out by BAME staff due to the small numbers of BAME staff.

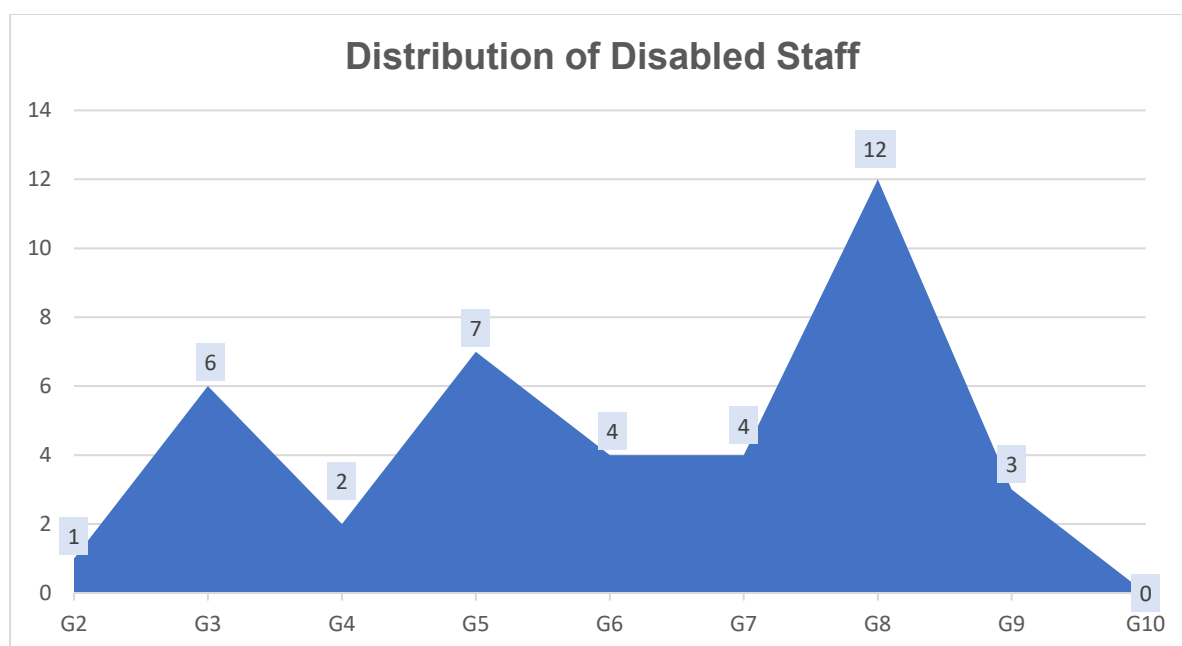
6.3 Disability

6.3.1 QMU/Scottish HEI Benchmark

The Advance HE report titled 'Equality and Higher Education Staff Statistical Report 2022' reported that within Scottish HEI's, employees declaring a disability made up 5.0% of staff population. As of 31st March 2022, employees declaring a disability at Queen Margaret University represent 7.09% of staff overall.

6.3.2 Vertical Segregation

The below diagram shows the distribution of those with a declared disability by grade. This demonstrates a cluster of employees with declared disabilities at Grade 8. As with the distribution by ethnicity, this may be in part due to the majority of academic staff being positioned at Grade 8. Smaller clusters can also be seen at Grade 3 and 5. However, due to the small numbers, it is not possible to draw conclusions from this.



6.3.3 Horizontal Segregation

There was no evident pattern when reviewing job roles carried out by those declaring a disability due to the small numbers of staff declaring a disability.

6.4 Sexual Orientation

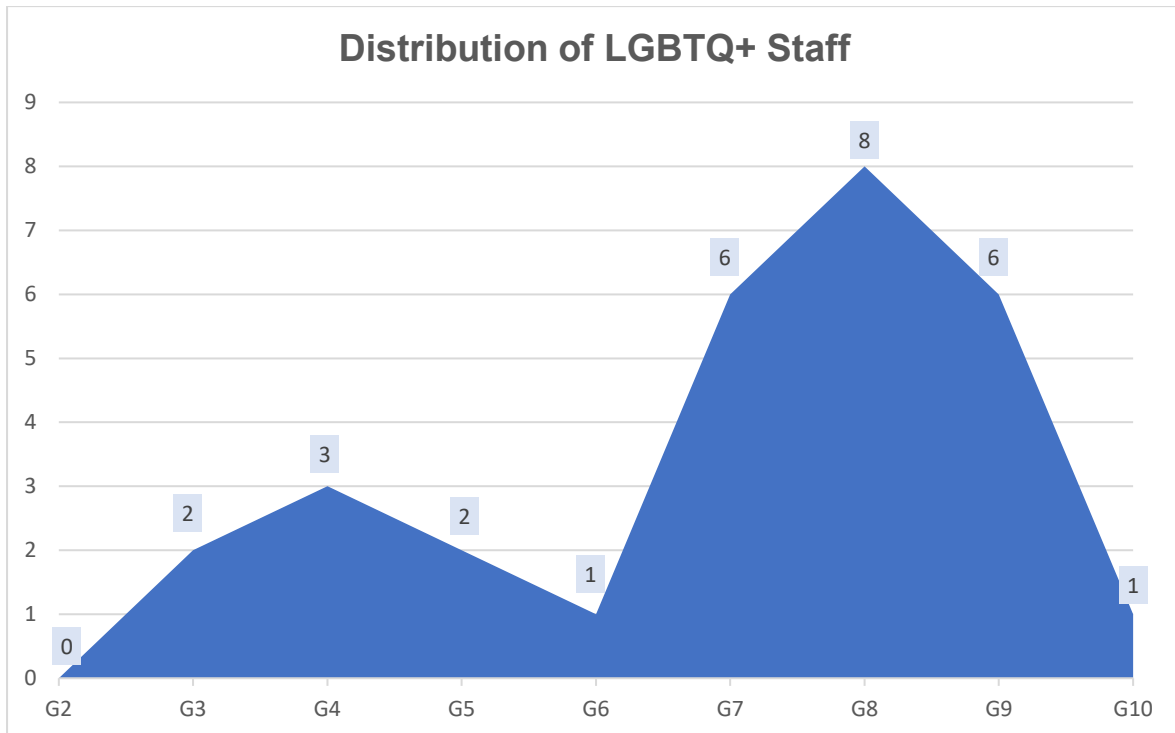
6.4.1 QMU/Scottish HEI Benchmark

As of 31st March 2022, LGBTQ+ employees at Queen Margaret University represent 5.32% of staff overall. It is however recognised that during this period, the university was not collecting data on trans status, and thus it should be noted that this percentage may not necessarily include staff members who identify as transgender.

Benchmarking data for sexual orientation is not currently available. This is because HESA sexual orientation data is currently voluntary to return, and we therefore do not yet have a national demographic picture of the HE staff population in relation to trans status or sexual orientation.

6.4.2 Vertical Segregation

The below diagram shows the distribution of LGBTQ+ employees by grade. This demonstrates clusters of LGBTQ+ employees at Grades 7, 8 and 9. As with analysis of other protected characteristics, the Grade 8 cluster may be in part due to the majority of academic staff being positioned at Grade 8. However, due to the small numbers, it is not possible to draw conclusions from this.



6.4.3 Horizontal Segregation

There was no evident pattern when reviewing the job roles carried out by LGBTQ+ staff due to the small numbers of LGBTQ+ staff.

7. Section 7 – Action Plan

Action	Protected Characteristic addressed	Target Completion Date	Responsibility
Continue to female career development through established programmes, including Aurora, Athena SWAN and ensure equal access by all staff to promotion opportunities through the management of PER and Reward and Recognition.	Gender All	Ongoing To be reviewed at regular intervals.	HR Department
Ensure that our Professorial Review Procedure provides transparent process for reward and promotion of Professors by conducting an Equality Impact Assessment of the Professorial Review Policy	Gender	2024	HR Department
Ensure that our revised Reward and Recognition Policy and Procedure provides transparent process for reward and promotion of all staff by conducting an annual Equality Impact Assessment of the Reward and Recognition process.	All	September 2023	HR Department
We will investigate the root causes of the negative change in the identified gaps of this report and we will discuss options for resolving these causes with the Senior Leadership Team and our recognised Trade Unions. Initial analysis indicates that length of service and a higher number of male employees being places on the organisation’s discretionary pay points are factors, however detailed research will be undertaken to fully understand these, and other identified factors.	All	Ongoing	HR Department
We will continue to provide training to managers to raise awareness of issues relating to occupational segregation and gender pay gaps, whilst continuing to promote E-learning Unconscious Bias training to all managers and recruitment and selection panelists.	All	Training to be offered during 23/24	HR Department
In line with guidance published by Advance HE on the collection of diversity monitoring data, put in place actions to actively encourage those employees with a protected characteristic to declare this to the university. The initial priority will focus on the collection of Staff Disability Data.	All	Ongoing – starting in Spring 2023	HR Department Equality and Diversity Committee
Continue to ensure our practice is in line with the Disability Confident Scheme and examine if there are additional measures that can be introduced to attract, retain, and develop disabled staff.	Disability	Ongoing	HR Department

Maintain our commitment to HR related policy reviews, every 3 years, as agreed with Trade Unions and ensure that our commitment to supporting equality and diversity is embedded across all policies and procedures.	All	Ongoing	HR Department
Address the ethnicity pay gap by engaging with Advance HE's Race Equality Project Lead in respect of the 'Investing in a Diverse Workforce' theme for advice and guidance. In addition, we will use new joiner and leaver surveys, as well as other means, to enhance our knowledge on the experience of all staff in applying and working at QMU in order to inform the university's future actions.	Race	Ongoing	HR Department
We will implement changes identified as a result of benchmarking each of the key stages of our recruitment process against the findings of our EDI Culture Report and Action Plan (expected in Summer 2023) and the Scottish Government's Minority Ethnic Recruitment Toolkit	Race	From Summer 2023	HR Department
Through the Race Equality Steering Group, chaired by the Principal, we will progress work-streams that invest in a diverse workforce, foster an anti-racist culture of understanding, record and respond effectively to racist incidents, monitor and review organisational race data and consult with community partners.	Race	April 2023 and actions ongoing	Principal & Vice-Chancellor Equality and Diversity Committee HR Department
We will introduce self-referral system, whereby employees and line managers, can confidentially refer themselves for additional support measure in the work place should they require it to support a disability in the workplace.	Disability	TBC	Health, Safety and Wellbeing Manager
Information, including data and collated feedback on staff experiences will be shared with all stakeholders, including TUs, fostering shared and stakeholder informed responses to any issues identified.	All	Ongoing	HR Department
Continue to expand our understanding of issues related to equality and diversity that have arisen as a consequence of the COVID-19 pandemic in order to address them and embed support towards staff through our policies and procedures. This may include areas such as work life balance, gender based violence and mental health.	All	Ongoing	HR Department Equality and Diversity Committee

Appendix A - Gender Pay Gap Analysis by Grade – All Staff

Grade	Mean Salary: Male	Mean Salary: Female	Mean Hourly Rate: Male	Mean Hourly Rate: Female	Median Salary: Male	Median Salary: Female	Median Hourly Rate: Male	Median Hourly Rate: Female	Mean Pay Gap: Salary	Mean Pay Gap: Hourly Rate	Median Pay Gap: Salary	Median Pay Gap: Hourly Rate
G2	---	---	---	---	---	---	---	---	---	---	---	---
G3	£20,001	£19,654	£10.76	£10.57	£20,600	£19,623	£11.08	£10.56	-1.73%	-1.73%	-4.74%	-4.74%
G4	£22,510	£22,947	£12.11	£12.34	£21,686	£22,254	£11.67	£11.97	1.94%	1.94%	2.62%	2.62%
G5	£27,611	£27,703	£14.85	£14.91	£27,116	£27,116	£14.59	£14.59	0.33%	0.41%	0.00%	0.00%
G6	£31,441	£31,821	£16.96	£17.24	£31,406	£32,344	£16.89	£17.40	1.21%	1.63%	2.99%	2.99%
G7	£36,236	£36,421	£19.65	£19.73	£35,326	£36,382	£19.41	£19.57	0.51%	0.38%	2.99%	0.83%
G8	£46,159	£45,667	£25.29	£25.05	£46,042	£46,042	£25.30	£25.30	-1.07%	-0.95%	0.00%	0.00%
G9	£59,784	£58,087	£32.69	£31.83	£60,022	£60,022	£32.98	£32.98	-2.84%	-2.61%	0.00%	0.00%
G10	---	---	---	---	---	---	---	---	---	---	---	---
G10P*	£81,412	£70,398	£44.73	£38.68	£83,018	£68,547	£45.61	£37.66	-13.53%	-13.53%	-17.43%	-17.43%

*Professors are attached to a separate Professorial scale and have separate pay progression arrangements. For the purposes of reporting, staff members on the professorial scale have been reported under 'G10P'

Appendix B - Gender Pay Gap Analysis by Grade – Academic Staff

Grade	Mean Salary: Male	Mean Salary: Female	Mean Hourly Rate: Male	Mean Hourly Rate: Female	Median Salary: Male	Median Salary: Female	Median Hourly Rate: Male	Median Hourly Rate: Female	Mean Pay Gap: Salary	Mean Pay Gap: Hourly Rate	Median Pay Gap: Salary	Median Pay Gap: Hourly Rate
G6	---	---	---	---	---	---	---	---	---	---	---	---
G7	£35,646	£35,676	£19.59	£19.60	£35,326	£35,326	£19.41	£19.41	0.08%	0.08%	0.00%	0.00%
G8	£46,072	£45,508	£25.31	£25.00	£46,042	£46,042	£25.30	£25.30	-1.22%	-1.22%	0.00%	0.00%
G9	£60,071	£58,157	£33.01	£31.94	£60,022	£60,022	£32.98	£32.98	-3.19%	-3.23%	0.00%	0.00%
G10	---	---	---	---	---	---	---	---	---	---	---	---
G10P*	£81,412	£70,398	£44.73	£38.68	£83,018	£68,547	£45.61	£37.66	-13.53%	-13.53%	-17.43%	-17.43%

Appendix C - Gender Pay Gap Analysis – Professional Services Staff

Grade	Mean Salary: Male	Mean Salary: Female	Mean Hourly Rate: Male	Mean Hourly Rate: Female	Median Salary: Male	Median Salary: Female	Median Hourly Rate: Male	Median Hourly Rate: Female	Mean Pay Gap: Salary	Mean Pay Gap: Hourly Rate	Median Pay Gap: Salary	Median Pay Gap: Hourly Rate
G2	---	---	---	---	---	---	---	---	---	---	---	---
G3	£20,001	£19,654	£10.76	£10.57	£20,600	£19,623	£11.08	£10.56	-1.73%	-1.73%	-4.74%	-4.74%
G4	£22,510	£22,947	£12.11	£12.34	£21,686	£22,254	£11.67	£11.97	1.94%	1.94%	2.62%	2.62%
G5	£27,611	£27,703	£14.85	£14.91	£27,116	£27,116	£14.59	£14.59	0.33%	0.41%	0.00%	0.00%
G6	£31,654	£32,329	£17.03	£17.39	£31,406	£32,827	£16.89	£17.66	2.13%	2.13%	4.52%	4.52%
G7	£36,611	£36,780	£19.69	£19.78	£36,382	£37,467	£19.57	£20.15	0.46%	0.46%	2.98%	2.98%
G8	£46,693	£47,477	£25.12	£25.54	£44,706	£50,296	£24.05	£27.06	1.68%	1.68%	12.50%	12.50%
G9	£58,865	£57,491	£31.66	£30.93	£60,022	£58,305	£32.29	£31.36	-2.33%	-2.33%	-2.86%	-2.86%
G10	---	---	---	---	---	---	---	---	---	---	---	---

Appendix D – Gender Pay Gap – FT/PT - All Staff

Position Basis	Female Mean FTE Salary	Female Mean Hourly Rate	Female Median FTE Salary	Female Median Hourly Rate	Male Mean FTE Salary	Male Mean Hourly Rate	Male Median FTE Salary	Male Median Hourly Rate	Mean Gap Pay (Salary)	Mean Gap Pay (Hourly Rate)	Median Pay Gap (Salary)	Median Pay Gap (Hourly Rate)
Full Time	£41,122	£22.43	£40,927	£22.49	£40,233	£21.88	£36,382	£19.57	2.21%	2.52%	12.49%	14.90%
Part Time	£40,948	£22.38	£39,739	£21.83	£42,372	£23.22	£40,927	£22.49	-3.36%	-3.63%	-2.90%	-2.90%

Appendix E – Gender Pay Gap – FT/PT – Academic Staff

Position Basis	Female Mean FTE Salary	Female Mean Hourly Rate	Female Median FTE Salary	Female Median Hourly Rate	Male Mean FTE Salary	Male Mean Hourly Rate	Male Median FTE Salary	Male Median Hourly Rate	Mean Gap Pay (Salary)	Mean Gap Pay (Hourly Rate)	Median Pay Gap (Salary)	Median Pay Gap (Hourly Rate)
Full Time	£49,800	£27.36	£49,566	£27.23	£53,904	£29.62	£50,296	£27.64	-7.61%	-7.63%	-1.45%	-1.45%
Part Time	£46,761	£25.69	£46,042	£25.30	£44,829	£24.63	£43,434	£23.86	4.31%	4.31%	6.00%	6.00%

Appendix F – Gender Pay Gap – Professional Services Staff

Position Basis	Female Mean FTE Salary	Female Mean Hourly Rate	Female Median FTE Salary	Female Median Hourly Rate	Male Mean FTE Salary	Male Mean Hourly Rate	Male Median FTE Salary	Male Median Hourly Rate	Mean Gap Pay (Salary)	Mean Gap Pay (Hourly Rate)	Median Pay Gap (Salary)	Median Pay Gap (Hourly Rate)
Full Time	£30,821	£16.58	£28,756	£15.47	£31,888	£17.15	£28,756	£15.47	-3.34%	-3.34%	0.00%	0.00%
Part Time	£30,394	£16.35	£28,756	£15.47	£30,905	£16.62	£31,406	£16.89	-1.65%	-1.62%	-8.44%	-8.44%

Appendix G – Gender Pay Gap – Age

AGE	Female Mean FTE Salary	Female Mean Hourly Rate	Female Median FTE Salary	Female Median Hourly Rate	Male Mean FTE Salary	Male Mean Hourly Rate	Male Median FTE Salary	Male Median FTE Hourly Rate	Mean Pay Gap (Salary)	Mean Pay Gap (Hourly Rate)	Median Pay Gap (Salary)	Median Pay Gap (Hourly Rate)
Age 16-24	---	---	---	---	---	---	---	---	---	---	---	---
Age 25-34	£30,254	£16.45	£29,614	£16.27	£32,082	£17.44	£33,309	£17.92	-5.70%	-5.68%	-11.09%	-9.19%
Age 35-44	£38,743	£21.15	£39,739	£21.83	£36,532	£19.86	£37,467	£20.15	6.05%	6.47%	6.06%	8.34%
Age 45-54	£45,152	£24.66	£46,042	£25.30	£42,492	£23.15	£40,927	£22.49	6.26%	6.50%	12.50%	12.50%
Age 55-64	£45,339	£24.79	£50,296	£27.64	£51,659	£28.21	£50,296	£27.64	-12.23%	-12.13%	0.00%	0.00%
Age 65+	£44,404	£24.18	£50,296	£27.64	£58,329	£32.03	£50,296	£27.64	-23.87%	-24.50%	0.00%	0.00%