



### 1. Regulations:

Regulations make it mandatory for all organisations with more than 250 employees to report their gender pay gap on an annual basis. Universities, along with other public sector bodies, are required to report their gender pay gap based on data at 31 March each year. The gender pay gap measures differences in pay between men and women across the entire workforce, which includes jobs of different size and level.

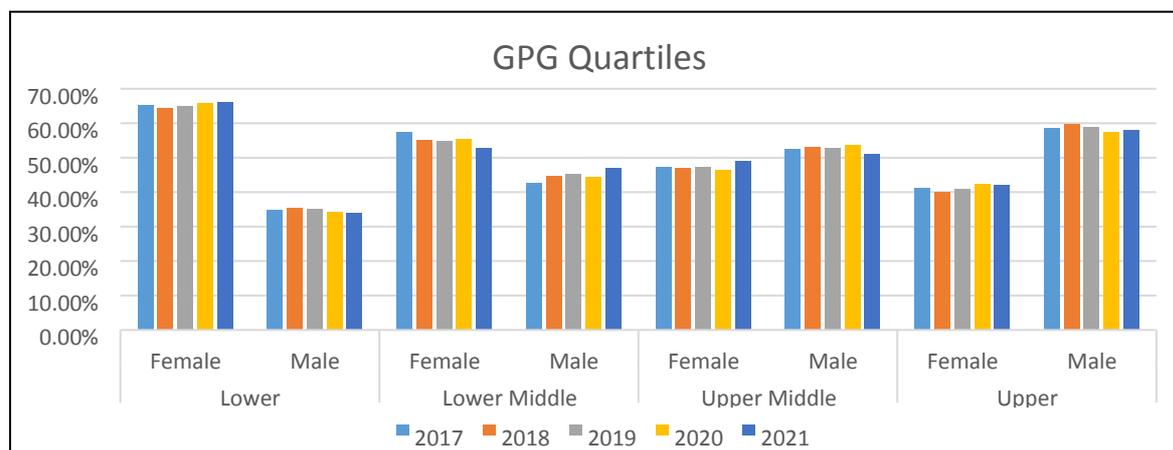
This report provides the outcomes of our mandatory gender pay gap reporting requirements and is based on 2020 data. It reports on the following across our entire workforce:

- Proportion of males and females within pay quartiles
- Gender pay gap
- Bonus pay gap
- Proportion of males and females who received a bonus or recognition payment.

**We take a partnership approach to our gender pay gap analysis and action planning, working closely with senior academic colleagues, Human Resources, trade unions, our Gender Equality Committee and Equality, Diversity and Inclusion Committee.**

### 2. Pay Quartiles:

Pay quartiles show a breakdown of the percentage of males and females by pay quartile – where the workforce is split into equal quarters according to level of pay: *Table 1: Percentage of males and females by pay quartile 2017-2021*



Note: The quartiles broadly equate to our grade structure (lower G1-4, lower middle G4-7, upper middle G7-8, upper G8+) but this is variable given that pay is based on gross pay after salary sacrifice, so individuals who are in salary sacrifice schemes may be in a lower pay quartile than we would expect for their grade.

The quartile data shows some shifts in the gender balance in the lower middle (showing a lower proportion of females and a higher proportion of males) and upper middle quartiles (showing a higher proportion of females and a lower proportion of males). These shifts are likely to have contributed to a further reduction in our gender pay gap in 2021. However, our pay quartile figures continue to show the root cause of our gender pay gap – we have a higher proportion of females in our lower pay quartiles (our lower pay grades) and a higher proportion of males in our upper pay quartiles (our higher pay grades).

### 3. Gender Pay Gap:

The gender pay gap shows the difference between the average (mean or median) earnings of men and women across the whole workforce, expressed as a percentage of men's earnings:

**Our 2021 figures show a further reduction in both our mean and median gender pay gap compared with the three previous years.**

*Table 2: 2017-2021 mean and median gender pay gap*

Gender Pay Gap Snapshot	Legislation Snapshot				
<b>Data Group</b>	Based on the entire workforce (includes clinical academics and zero hours' employees and workers paid in March) Excludes individuals who were on reduced/nil pay due to absence Includes additional pay such as allowances Based on pay after salary sacrifice deductions				
PAY GAP	2021	2020	2019	2018	2017
Mean %	<b>15.8</b>	16.5	17.8	17.9	19.0
Median %	<b>8.4</b>	11.5	10.7	10.7	11.1

*Mean = average, Median = the mid-point value of a sorted list of values*

The gap between male and female earnings is lower for the median (mid-point) than the mean (average). This is because the mean is impacted by outliers (individuals with earnings higher than the norm) within our workforce.

The median tends to be a better indicator of the most typical figure, where a range of figures have an outlier, and is the normal salary measure used by the Office for National Statistics.

Although we are pleased to see that our gender pay gap continues to fall and compare well with the gender pay gap figures published by other Russell Group universities last year, we recognise we still need to do more to reduce the gap at a greater pace.

#### 4. Gender Bonus Gap

The gender bonus gap shows the difference between the average (mean or median) bonus received by men and women across the whole workforce. A positive bonus gap shows that males have received, on average, a higher bonus value than females.

Our bonus gap figures are normally based on bonus, incentive and recognition payments from our standard reward schemes paid from April to March. However, in 2020-21, we paused some schemes and we introduced one-off recognition schemes to recognise our staff for their efforts during the pandemic.

**These changes impacted on our 2020-21 figures which show a significant reduction in our bonus gap compared to previous years and a higher proportion of both males and females receiving a bonus award across the organisation.**

When we next report on our gender bonus gap (for the period April 2021 to March 2022) our standard bonus and incentive schemes will be re-instated. This will enable us to better measure progress with previous years.

*Table 3: Mean and median bonus gap 2016-17, 2017-18, 2018-19, 2019-2020 and 2020-21*

	April 2020 – March 2021	April 2019 – March 2020	April 2018 – March 2019	April 2017 – March 2018	April 2016 – March 2017
<b>BONUS GAP</b>					
Mean %	37.1	64.3	64.4	64.5	68.6
Median %	0	0	20	6.3	40.0

*Table 4: Proportion of workforce by gender who received a bonus award in 2016-17, 2017-18.*

*2018-19, 2019-2020 and 2020-21*

	April 2020 – March  2021	April 2019 – March  2020	April 2018 – March  2019	April 2017 – March  2018	April 2016 – March  2017
<b>PROPORTION RECEIVING BONUS</b>					
Female	71.1	26.2	23.6	22.8	20.3
Male	76.8	20.5	20.1	19.3	16.2

In 2020-21, our bonus pay gap figures were based on the combined bonuses and awards paid from the schemes listed below:

**Clinical Excellence Awards Scheme:** This scheme applies to clinical academics in our employment but who are on NHS terms and conditions and pay scales, and is not controlled by the University. We have classified these awards as bonus pay in line with the NHS.

**Recognition Award Scheme:** This scheme is available to all staff and enables departments to nominate individuals and teams to receive awards throughout the year for a job well done. In line with the legislation, this only includes monetary and voucher awards for individuals, not team awards or individual non-monetary gifts.

**One-off Recognition Award Schemes:** In 2020, we implemented a number of recognition schemes to reward and recognise our staff for their efforts during the pandemic. This included payment of a £50 voucher to all our regular paid employees.

The legislation requires us to combine and report on the bonus gap of the schemes together. **The impact of combining these very different schemes is to create a higher overall mean bonus gap than if they were each assessed separately.**

As with our pay gap, the bonus gap between males and females is lower for the median (midpoint) than the mean (average). This is because, overall, the mean is impacted by outliers (males with higher bonus or award values) across the above schemes.

Fluctuations in the mean or median bonus gap of the differing component schemes can have an impact on the overall bonus gap, particularly the median bonus gap.

## **Gender Pay Gap narrative**

### *Introduction*

Our vision for the University of Sheffield includes a commitment to 'identify and tackle patterns of inequality, to ensure that staff and students can achieve their full potential'. This commitment is at the heart of our ambition to eliminate our Gender Pay Gap.

We take a partnership approach to our gender pay gap analysis and action planning, working closely with senior academic and professional services colleagues, campus trade unions through our joint Gender Pay Gap Working Group, our Gender Equality Committee and Equality, Diversity and Inclusion Committee. To enable us to remain on track to achieve the elimination of the Gender Pay Gap, we have set ambitious targets for Gender Pay Gap reduction of five percentage points by 2025. We will review progress against this target annually and increase it if we are able to meet it before 2025.

Local action plans for faculties and professional services are supported by a central programme of work that is designed to address structural and cultural contributors to gender inequality. This work includes actions to improve recruitment processes and career progression opportunities for women, a review of the impact of unequal workload allocation on research performance and a commitment to create transparent processes for filling significant departmental leadership roles.

### *Recruitment*

We will undertake a programme to transform our recruitment process. This will include support to ensure that each department attracts a diverse pool of talent and is more inclusive. We are continuing to develop specific bias training for all those involved in the recruitment, our programme of support and training for recruiters and promotion panel members includes the roll out of mandatory implicit bias training.

Work is already underway to improve recruitment panels themselves, through the use of gender balanced panels, as well as trialling anonymous shortlisting and recruitment systems that design out bias to improve our recruitment process. We are also developing a policy to tackle the gender pay gap as it emerges from salary negotiations at the start of a contract

### *Career progression*

We will use the development of Professional Services Pathways to provide opportunities to increase the number of women in senior roles in Professional Services departments.

Promotions data will be reviewed systematically as part of the annual academic promotions process to identify particular areas where female success rates are significantly lower than men at all University levels. Promotion panels will also be encouraged to reflect on department actions which the University can take to proactively address the Gender Pay Gap (GPG). Panel members will also be expected to undertake implicit bias training.

Career development discussions will be improved through the creation of workload allocated Staff Review and Development Scheme (SRDS) review roles in academic departments. This will be supplemented by targeted action for roles that are predominantly undertaken by female colleagues, such as learning and teaching roles.

### *Workload*

We will undertake a review of the allocation of personal tutoring and pastoral support roles to better understand the disproportionate allocation of these roles to female members of staff and examine the impact of unequal workload allocation on research performance and will recommend actions to address any inequality.

### *Leadership*

We will ensure our processes are transparent for recruiting to key leadership positions, consistent with practice adopted across the University. Our Leadership Development programme will also be reviewed to improve its contribution to increasing the number of female leaders across the University, with a focus on how leaders and managers can create inclusive cultures and support creating and sustaining diverse teams.

We will continue to develop the leadership and management programmes with a focus on inclusion and widening participation for female colleagues to support their leadership journeys, ensuring that development is accessible and coherent to all colleagues to provide focused support and learning opportunities.

### *Working environment*

We have introduced new Menopause in the Workplace resources for staff members experiences the menopause, including a staff toolkit and information to help staff get the support they need whilst at work. Alongside this we launched a separate managers guide to ensure managers are equipped to support staff. We also invested in Peppy Health, a specialist menopause support app, available for free to staff, this work is an important step in our efforts to eliminate the gender pay gap by providing support for staff at all stages of their lives.

We will deliver an online training module to staff and managers to supplement the existing resources and improve awareness and understanding. To further strengthen the support in place for all staff who are on a fertility or parenthood journey, we will deliver personalised baby and fertility support.

To enable us to provide a working environment that recognises the additional pressures that both impact exclusively on or traditionally disproportionately on female colleagues and to mitigate the impact of these on career progression, actions will be taken to deliver support for carers, including introducing a new policy for emergency leave for those with caring responsibilities and the establishment of a staff network for carers, which will progress the work to support staff who balance work and caring responsibilities.

We will ensure that the transition to hybrid working enables maximum opportunities for progressing gender equality and potentially negative impacts are mitigated.