MINUTES OF THE UNIVERSITY OF BRISTOL GENDER EQUALITY GROUP

28 February 2018

Present: Sue Clyne Co-Chair and Divisions Representative
Jonathan Sandy Co-Chair and Faculty Representative, Health Sciences
Amber Bartlett Divisions Representative, Residential and Hospitality Services
Vikki Layton Equality, Diversity and Inclusion Officer
Pete Walker Divisional Representative, IT Services
Tim Sansum Faculty Representative, Maintenance Services
Astrid Linthorst Faculty Representative, Health Sciences
Harry Mellor Faculty Representative, Biomedical Sciences

In Attendance: Les Finnemore Business Intelligence Analyst, Strategic Planning and Governance Office
Matt Fitzgerald HR Systems Officer
Jenny Smith HR Manager, Policy & Reward

Apologies: Jane Keenan Division Representative, Development and Alumni Relations Office
Havi Carel Faculty Representative, Arts
Alan Champneys Faculty Representative, Engineering
Jane Memmott Faculty Representative, Science
Charlotte Villiers Faculty Representative, Social Sciences and Law
Ann Williams

1. Welcome and introductions
1.1 The Co-Chairs welcomed new members to the Gender Equality Group and emphasised how the GEG is still in its early stages, with this being the second meeting.

2. Minutes and Actions from Last Meeting
2.1 Actions from last meeting and updates:

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>More Divisions Representatives Ex-Officio members are required, especially from Estates, Facilities, IT Services and HR. School / Faculty Managers should also be included as Ex-Officio members. It was agreed that The Co-Chair and Divisions Representative</td>
<td>Co-Chair and Divisions Representative</td>
<td>Completed: Tim Sansum from Maintenance and Pete Walker from IT Services now members.</td>
</tr>
<tr>
<td><strong>will approach potential members, particularly male ones</strong></td>
<td>Co-Chair and Divisions Representative</td>
<td>Completed: Les Finnemore and Matt Fitzgerald presenting at this GEG.</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td>--------------------------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Business Intelligence Analyst</strong> Les Finnemore will be invited to the Gender Equality Group to discuss the data needed for Athena Swan purposes and outline existing reports already available.**</td>
<td>Secretary</td>
<td>Completed: Jenny Smith presenting at this GEG</td>
</tr>
<tr>
<td><strong>The Gender Equality Group will include the Gender Pay Gap as a future agenda item.</strong></td>
<td>Secretary</td>
<td>Co-Chair and Faculty Representative, Health Sciences provided update as he attended Senate where issue was discussed. It was highlighted that there was not enough teaching space for the number of students and in addition, a temporary fix had to be arranged due to the Fry building fire. There is a fear amongst staff that these temporary fixes will become permanent. The co-chair recognises timetabling remains a problem and emphasised that this will be discussed at the next Senate meeting on Thursday. The EDI Steering Group will also be looking at the proposal going to Senate.</td>
</tr>
</tbody>
</table>

3. **Update on GEG Membership**
   3.1 The Equality, Diversity and Inclusion Officer asked all members if they were happy with the ex-officio membership for the GEG or if further revision was required. Both Co-Chairs and members present stated they were content and felt membership was balanced.

4. **Update from Les Finnemore (Business Intelligence Analyst) and Matt Fitzgerald (HR Systems Officer) on SWAN/EDI data reports**
   4.1 Slides in Annex A of minutes.
   4.2 Faculty Representative, Health Sciences highlighted concerns over how promotion data will be gathered with new MyERP system, as currently the reports are generated by Faculty HR teams and using local knowledge. Co-Chair and Faculty Representative, Health Sciences agreed that previous SWAN Departmental applications relied on local knowledge to fill any gaps the data presented from PIMS.
Equality, Diversity and Inclusion Officer highlighted that there was a meeting taking place with the ERP team to discuss SWAN data reporting with ERP team.

**ACTION:** Equality, Diversity and Inclusion Officer and HR Systems Officer

4.3 Divisional Representative, IT Services and Divisional Representative, Residential and Hospitality Services noted that training data was often incorrect, sparse and didn’t record external courses (e.g. for NHS staff). Of particular note was the inability to identify which staff have attended what training. Co-chair and Divisions Representative informed members she is having a meeting with OnCourse system providers to see if this can be changed noting and update at the next GEG. It was noted that additionally, the system currently does not record course completed information for staff.

**ACTION:** Co-chair and Divisions Representative

4.4 NOTED: It was noted that although quantitative data on disability and accessibility is not required in SWAN applications, this detail is often covered in the Picture of the Department/Institution or Culture sections of the application.

5. **Update from Jenny Smith, Reward Manager on Statutory Gender Pay Gap Reporting**
5.1 Slides in Annex B of the minutes.
5.2 The University of Bristol Gender Pay Gap Report will be published next week coinciding with other Russell Group Universities publishing around International Women’s Day.
5.3 HR Reward Manager will return to give an update and discuss the report at the next GEG in May.

6. **Any Other Business**
6.1 The Co-chairs agreed that the next meeting would include a focus on School level SWAN leads, what good practice is happening at departmental and Faculty level, and what more can be done to help. STEMM and non-STEMM Faculty representatives to provide updates at next GEG.

**ACTION:** STEMM and non-STEMM Faculty Representatives

**Date of next meeting**
Friday 4th May 2018, 1000-1130
Room G.09, St Augustine’s Courtyard

Vikki Layton
Equality, Diversity and Inclusion Officer

Vikki.Layton@bristol.ac.uk

8th March 2018
Gender Equality

HR Systems Team

February 2018

Matt Fitzgerald
HR Systems Officer (Reporting)

Les Finnemore
Business Intelligence Analyst (HR)

Gender Equality

Agenda
- What is Athena Swan
- Current Swan Report Provision
- ERP and the Future of Swan
- Gender Key Indicators
- Athena Swan Benchmarking
- Reconciliation, Analysis and Support
- Questions and Feedback

Session Objectives
- Provide an introduction to Athena Swan
- Explain the data provision and production process
- Go through some gender specific indicators and benchmarks
- Demonstrate the importance of data reconciliation and analysis
- Discuss the future of Athena Swan and how to provide the best support
Gender Equality – What is Athena Swan

- SWAN was originally set up to award HEIs that support female academics in their careers
- Three awards: Bronze, Silver and Gold
- University applications and School/Departmental applications
- Silver and Gold applications now require data on Professional Service staff as well as Academics
- SWAN has expanded to now include Ethnicity

Gender Equality – Current Swan Report Provision

- PIMS Standard Jobs – Unable to amend – Staff, Leavers, Maternity, Other Leave
- Excel Macros – Template documents update tables based on imported data
- Oncourse reports – New this year, currently a manual process to validate Oncourse training reports with PIMS protected characteristics data
Gender Equality – Current Swan Report Provision

Macros take raw data and automatically update the tables

Gender Equality – ERP and the Future of Athena Swan

- Unfortunately, the future is uncertain. The next SWAN reports will be run later this year, and as they go back 3 years, will need to combine PIMS and ERP data. The macros will also all need revising to work with ERP reports
- SWAN will continue to expand. I would expect to see additional protected characteristics added to the SWAN agenda, which will require more data
- SWAN contact – Vikki Layton, Human Resources – x40736
Gender Equality – Key University Indicators

<table>
<thead>
<tr>
<th>Contect Staff</th>
<th>Female</th>
<th>Male</th>
<th>All Gender</th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Native student – All</td>
<td>3865</td>
<td>3356</td>
<td>7221</td>
<td>54.9%</td>
<td></td>
</tr>
<tr>
<td>Full Time Equivlent – All</td>
<td>2382.5</td>
<td>2866.6</td>
<td>5259.1</td>
<td>53.5%</td>
<td></td>
</tr>
<tr>
<td>Full Time Equivlent – UK REF</td>
<td>1392.7</td>
<td>1383.6</td>
<td>2776.3</td>
<td>53.2%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bristol Local Authority</th>
<th>Unit Staff</th>
<th>Working Population</th>
<th>Economically Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>3.3%</td>
<td>6.4%</td>
<td>5.2%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender Pay - Professorate</th>
<th>Jan-17</th>
<th>Apr-17</th>
<th>Jul-17</th>
<th>Oct-17</th>
<th>Jan-18</th>
<th>Benchmark</th>
<th>GOSE Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female pay step</td>
<td>7.8%</td>
<td>8.5%</td>
<td>8.2%</td>
<td>7.2%</td>
<td>7.6%</td>
<td>7.0%</td>
<td>-7.0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Voluntary Percentage</th>
<th>Jan-17</th>
<th>Apr-17</th>
<th>Jul-17</th>
<th>Oct-17</th>
<th>Jan-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>7.0%</td>
<td>7.4%</td>
<td>7.9%</td>
<td>8.1%</td>
<td>8.3%</td>
</tr>
<tr>
<td>Male</td>
<td>8.1%</td>
<td>8.7%</td>
<td>9.1%</td>
<td>9.5%</td>
<td>9.8%</td>
</tr>
<tr>
<td>All Gender</td>
<td>8.3%</td>
<td>8.0%</td>
<td>8.8%</td>
<td>8.3%</td>
<td>8.6%</td>
</tr>
</tbody>
</table>

Gender Equality – Athena Swan Benchmarking

Percentage of Staff and Students who are Female 2016-17

<table>
<thead>
<tr>
<th>Staff Full Time Equivalent</th>
<th>All Subjects</th>
<th>STEM Subjects</th>
<th>Non STEM Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female Percentage</td>
<td>UKEF</td>
<td>All UK</td>
<td>Russell Group</td>
</tr>
<tr>
<td>All</td>
<td>57%</td>
<td>55%</td>
<td>58%</td>
</tr>
<tr>
<td>Senior management</td>
<td>25%</td>
<td>25%</td>
<td>24%</td>
</tr>
<tr>
<td>Professor</td>
<td>25%</td>
<td>22%</td>
<td>23%</td>
</tr>
<tr>
<td>Other contract level</td>
<td>55%</td>
<td>54%</td>
<td>55%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Full Time Equivalent</th>
<th>All Subjects</th>
<th>STEM Subjects</th>
<th>Non STEM Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female Percentage</td>
<td>UKEF</td>
<td>All UK</td>
<td>Russell Group</td>
</tr>
<tr>
<td>All</td>
<td>57%</td>
<td>55%</td>
<td>58%</td>
</tr>
<tr>
<td>Undergraduates Full Time</td>
<td>65%</td>
<td>60%</td>
<td>65%</td>
</tr>
<tr>
<td>Undergraduates Part Time</td>
<td>35%</td>
<td>40%</td>
<td>35%</td>
</tr>
<tr>
<td>Postgraduates Taught</td>
<td>60%</td>
<td>60%</td>
<td>60%</td>
</tr>
</tbody>
</table>
### Gender Equality – Reconciliation, Analysis and Support

#### Staffing Reconciliation HESA to PIMS 2016-17

<table>
<thead>
<tr>
<th></th>
<th>HESA (Annual)</th>
<th>PIMS (Snapshot)</th>
<th>Variance</th>
<th>Female %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
<td>Male</td>
<td>All</td>
<td>Female</td>
</tr>
<tr>
<td>Full time equivalent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All</td>
<td>3802</td>
<td>2822</td>
<td>5624</td>
<td>5772</td>
</tr>
<tr>
<td>Sector management</td>
<td>34</td>
<td>61</td>
<td>95</td>
<td>41</td>
</tr>
<tr>
<td>Professor</td>
<td>111</td>
<td>141</td>
<td>252</td>
<td>110</td>
</tr>
<tr>
<td>Other contract level</td>
<td>2805</td>
<td>2400</td>
<td>5205</td>
<td>2417</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>HESA (Annual)</th>
<th>PIMS (Snapshot)</th>
<th>Variance</th>
<th>Female %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
<td>Male</td>
<td>All</td>
<td>Female</td>
</tr>
<tr>
<td>Resident</td>
<td>5442</td>
<td>9200</td>
<td>14642</td>
<td>8990</td>
</tr>
<tr>
<td>All</td>
<td>5442</td>
<td>9200</td>
<td>14642</td>
<td>8990</td>
</tr>
<tr>
<td>Sector management</td>
<td>40</td>
<td>64</td>
<td>104</td>
<td>54</td>
</tr>
<tr>
<td>Professor</td>
<td>148</td>
<td>409</td>
<td>552</td>
<td>140</td>
</tr>
<tr>
<td>Other contract level</td>
<td>5094</td>
<td>4107</td>
<td>9191</td>
<td>5026</td>
</tr>
</tbody>
</table>

---

### Gender Equality – Reconciliation, Analysis and Support

- **HESA**
  - HESA number
  - Stays with person
  - Full year – once a year
  - 3-4 months to complete
  - Adjustments/Rounded - SSRs

- **PIMS**
  - Snapshot (think MOT)
  - Changes daily/historically
  - HR tool with report bolt-on
  - Staff number
  - Organisation hierarchy

**Not always easy to reconcile**

Understand limitations, assumptions, inclusions and exclusions

Benchmarking is valid – especially high level

Indicator and Dashboard approach

My ERP?
Gender Equality – Reconciliation, Analysis and Support

- Know exactly what you want
- Know what you’ve been sent and by whom
- Know what it includes and excludes
- There’s no such thing as a stupid question
- Capability and skills to:
  - Produce reports
  - Tabulate, graph, chart data
  - Analyse trends and significances
- Help us by giving us the time

Gender Equality – Questions and Feedback

"There are three kinds of lies: lies, damned lies, and statistics."
Benjamin Disraeli ..... Mark Twain ...... or someone else

“... because as we know, there are known knowns; there are things we know we know. We also know there are known unknowns; that is to say we know there are some things we do not know. But there are also unknown unknowns – the ones we don't know we don't know... “
Donald Rumsfeld .... and we know this

Annex B
Gender Pay Gap

An overview

Gender Pay Gap - overview

• Background

• Purpose, methodology

• Our workforce

• Comms plan
Landmark equal pay case

Despite performing the specialized task of sewing upholstery for car seats, women are classified as unskilled labor and paid much less than men. Encouraged by a sympathetic union representative, Rita agrees to bring the women’s grievances to Ford.

The meeting goes badly and, outraged by the company’s lack of respect for them, Rita leads her colleagues to strike.

Leads to Equal Pay legislation

Gender Pay Gap - Background

• Equal Pay legislation

• Equal Pay Audits – purpose and methodology

• Equal Pay Audit 2016 – findings and actions
Gender Pay Gap – purpose and methodology

- **Purpose** - review findings and create action plan to address gaps
- **Requirements** – publish on government website by 30th March 2018, data and a link to our report of our findings, annual requirement
- **Methodology** - gap between average M/F pay
  - Quadriles – by salaries
  - Bonus GPG – gap between average M/F bonuses (whole year), recipients only,
  - % of workforce
Gender pay gap – methodology (cont.d)

- As at 31 03 17 and annually thereafter
- Uses hourly rates of pay, FT and PT staff at FT rate
- Exclusions – overtime, GPG excludes reduced pay staff
- Inclusions – salaries *after* salary sacrifice
- Our data: (from payroll) includes clinicians, apprentices and interns
  Excludes: HPT’s, casuals and sole traders

Occupational segregation and hierarchies

Source: HESA, 2014–15. Hourly rate based on median earnings for full and part-time staff and a 35 hour working week. Gender distribution rounded to nearest 5%.
UoB workforce (as at 01 Jan 2016)

Graph 1 - Workforce distribution by grade and gender as a proportion of total population

Sector data

Is the HE gender pay gap narrowing?

Academic staff
Professional services staff

11.2% 12.0%

5.7% 5.7%

2004-05 2014-15

Science HEFCE, based on excellent base salary for full-time employees. For more information see HEFCE Higher education gender pay gap stats, 2016: www.seece.ac.uk/ en/publications/index.cfm?Itemid=31111
Gender pay gap – Comms plan

- Marketing&Comms support, infographics, press statement, Q&A’s.
- Pre-launch: UMT (approval), Trades Unions, Student Union, HR Committee and EDI Steering Group.
- Faculty Boards, Professional Services Leaders
- Launch during w/c 5th March to coincide with other RG HEI’s launch and International Women’s Day.
- Post launch: Gender Equality Group, UBJES Steering Group.