



**Equal Pay Statement
and Information
(Gender Pay Gap Report)**

April 2021

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Introduction

This Gender Pay Gap report, incorporating our Gender Pay Gap with both the mean and the median will be reported so as to demonstrate the progress the College has made to reduce the gender pay gap as required under the Equalities Act Scotland 2010.

Purpose

To meet the requirements of the Equality Act 2010, this report will detail how the College has analysed the pay gap information and outlined a plan for how it will take forward any actions identified.

The College is required to publish its pay gap information every two years and publish an Equal Pay analysis every 4 years.

The specific duties, as outlined in the Equality Act 2010 to:

- Publish gender pay gap information.
- Publish information on the percentage difference among staff between men's average hourly pay (excluding overtime) and women's average hourly pay (excluding overtime) based on the most recent data available.
- Publish Information on Occupational segregation.

The Gender Pay Gap report for 2021 will present the pay difference for both male and females. The Scottish Funding Council and Advance HE have requested that all colleges publish both the Mean and the Median figure, in order to truly reflect and understand the Pay gap across the organisation.

Approach

An Equal Pay Audit involves:

- The comparison of pay of men and women doing equal work.
- The identification of any equal pay gaps.
- The explanation and justification of gaps using objective criteria.
- The addressing of any gaps that cannot be satisfactorily explained on the grounds of work content.
- Data Collection Approach

Data used in the Audit has been extracted from iTrent, the College's HR Information System, on 1st April 2020.

Calculating the Gender Pay Gap

The percentage gender pay gap is calculated using the mean hourly salaries of females expressed as a percentage of the average hourly salaries of male staff doing work of equal value:

$$(M - F) = \text{Total} * 100 / M = \text{Pay Gap}$$

M = mean hourly rate of pay of male employees. F = mean hourly rate of pay of female employees.

The median is the difference of the middle value of the female hourly rate and the middle value of the male hourly rate for all staff.

For the purpose of this report 'Salary' is defined as basic annual salary and does not include any contractual or non-contractual allowances. All salaries have been adjusted to represent a full time equivalent hourly salary to allow direct comparison of salary whether an employee is full or part time.

Data Measurements

Distribution of Male & Female Staff

The college employs 1415 staff, full and part-time. 55% of staff are female and 45% of staff are male. As **Table 1** illustrates, female staff are in the majority for Grades 1-6.

Grade 7, which is a more senior support staff role, there is minimal difference between male and female staff, with only 2 more males than females in these roles. Grade 8 which is typically Manager roles within Support Departments this grade has achieved gender balance with an equal split of male and females.

The Lecturer grade which makes up a significant proportion of the college's workforce, 716 staff, has almost achieved gender balance. There is only a fractional difference in percentage of males, with 6 more Lectures being male.

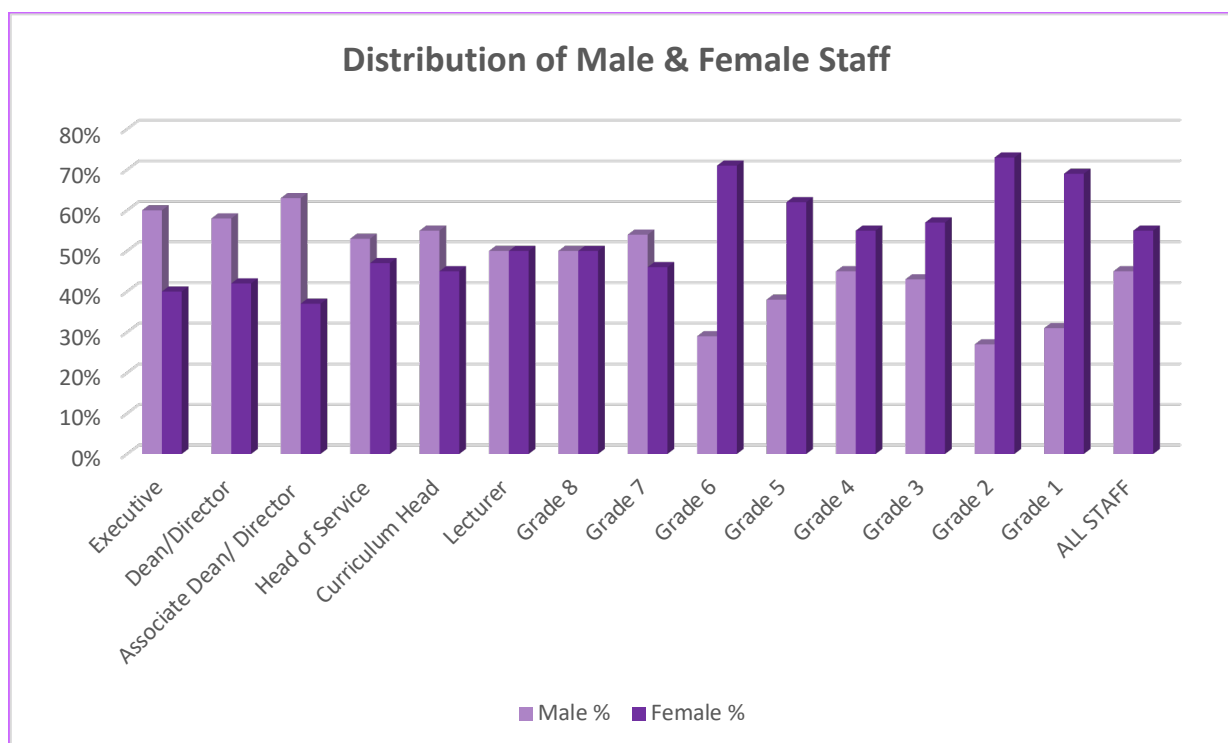
Executive, Director, Associate Dean/Director and Curriculum Heads have a higher proportion of males. In 2018 around 57% of Curriculum Heads were male and around 43% were females. The 2020 data demonstrated there has been some progress towards gender balance with 45% of Curriculum Heads being female and 55% being male. At Executive level there is a difference of one and this would be an even split if the Principal's role was taken out of the figures.

For Dean/ Director and Head of Service although there are a higher percentage of males, the split is minimal, and would change if one or two males were to leave and be replaced by females. There has been significant progress towards achieving gender balance for our Head of Service roles. In 2018, 62% of Heads of Service were male and around 38% were female. The split is now 47% female and 53% male.

The gender split is more significant for Associate Dean/Director with 63% of these roles being held by males. This will change for 2021 as 2 existing Associate Dean Posts have recently been filled by 2 female candidates.

Table 1. Staff Distribution by Grade

Grade	% Males	% Females	No. Males	No. Females	Total
Executive	60%	40%	3	2	5
Dean/Director	58%	42%	7	5	12
Associate Dean/ Director	63%	37%	15	9	24
Head of Service	53%	47%	8	7	15
Curriculum Head	55%	45%	42	35	77
Lecturer	50%	50%	361	355	716
Grade 8	50%	50%	9	9	18
Grade 7	54%	46%	13	11	24
Grade 6	29%	71%	10	25	35
Grade 5	38%	62%	33	54	87
Grade 4	45%	55%	29	35	64
Grade 3	43%	57%	22	29	51
Grade 2	27%	73%	40	107	147
Grade 1	31%	69%	43	97	140
All Staff	45%	55%	635	780	1415



The lowest paid role holders at Grade 1 and 2 are predominantly female. At Grade 1, 69% of staff are female and at Grade 2, 73% are female. As demonstrated in **Table 2**, the female workforce is most highly populated at Grade 1 and Grade 2 after the Lecturer grade. These grades include cleaning and administration staff which society tends to view as female professions. The challenge for the college is to contest stereotypes, educate where we can and encourage greater diversity.

Although significantly less of the workforce overall is made up of males in Grades 1 and 2, when examining the male workforce only, it is also highly populated at grades 1 and 2 and the Curriculum Head grade after the Lecturer grade.

With considerably fewer males at the lower end of the scale and the percentage gradually increasing at the higher grades, it is evident why the gender pay gap exists. Steps can be taken to address issues identified within grades – recruiting more female Associate Deans and Directors for example - however the overall gender pay gap will only be addressed by improving the gender balance at the lower levels.

Table 2. Workforce Distribution by Male/Female

Grade	Proportion of male workforce	Proportion of female workforce	Number of Men	Number of Women
Executive	0.47%	0.26%	3	2
Director	1.10%	0.64%	7	5
Associate Dean	2.36%	1.15%	15	9
Head of Service	1.26%	0.90%	8	7
Curriculum Head	6.61%	4.49%	42	35
Lecturer	56.85%	45.51%	361	355
G8	1.42%	1.15%	9	9
G7	2.05%	1.41%	13	11
G6	1.57%	3.21%	10	25
G5	5.20%	6.92%	33	54
G4	4.57%	4.49%	29	35
G3	3.46%	3.72%	22	29
G2	6.30%	13.72%	40	107
G1	6.77%	12.44%	43	97
All Staff	100%	100%	635	780

Gender Pay Gap by Grade

The college has set salary scales for Support Staff Grades 1-8 with staff having a designated salary scale determined by Grade. Within the salary scale there are a number of incremental salary points, where a staff member is placed within this salary scale is determined by the individual's length of service. For Grades 1-8 progression through the spinal points occurs on the anniversary of the employee's start date. All of these roles have been through a formal Job Evaluation Process. It is also important to note that these roles are also now part of a National Job Evaluation process which is running jointly with the Trade Unions.

Salary Scales for Lecturers are set nationally through a joint Trade Union Agreement. Progression through these salary scales is applied consistently in line with this national agreement.

Pay awards for Academic Staff and Support Staff are nationally agreed with the Trade Unions and are usually applied annually.

Senior Managers and Executive salaries are reviewed annually by the remuneration committee. All senior managers have recently been moved onto a new salary to ensure a fair and consistent pay award process for this grade.

Gender Pay Gap – Mean

The Mean Gender Pay Gap for City of Glasgow College is **10.17%**. This is under the Scottish average with the most recent gender pay gap statistics for 2020 showing that Scotland’s mean gender pay gap is **10.4%**, and its median gender pay gap is **10.9** per cent.

Analysis of the data in **Table 3** demonstrates that when the mean average calculation is used it is only the Executive Grade with a pay gap over 2.5%. Executive Grade figures are impacted by the Principal’s pay being included within this calculation.

Table 3.

Grade	% Males	% Females	Gender Pay Gap (Mean)
Executive	60%	40%	17.9%
Dean/Director	58%	42%	2.2%
Associate Dean/ Director	63%	37%	0.0%
Head of Service	53%	47%	1.4%
Curriculum Head	55%	45%	0.0%
Lecturer	50%	50%	-0.4%
Grade 8	50%	50%	0.2%
Grade 7	54%	46%	0.3%
Grade 6	29%	71%	0.9%
Grade 5	38%	62%	1.8%
Grade 4	45%	55%	1.2%
Grade 3	43%	57%	0.6%
Grade 2	27%	73%	-0.3%
Grade 1	31%	69%	1.3%
All Staff	45%	55%	10.17%

Table 4 demonstrates that the difference in mean hourly rate for all Grades apart from Executive is less than £1 per hour. All Grade differences with the exception of Dean/Director are £0.40 per hour or less. At Lecturer and Grade 2 females have a slightly higher average hourly rate than males.

The differences in mean hourly rate in Grades can be attributed to a higher percentage of males to be on a higher incremental point in the salary scale due to their length of service. This would be the same for Lecturing Staff, in addition having a TQFE qualification can also be attributed to this.

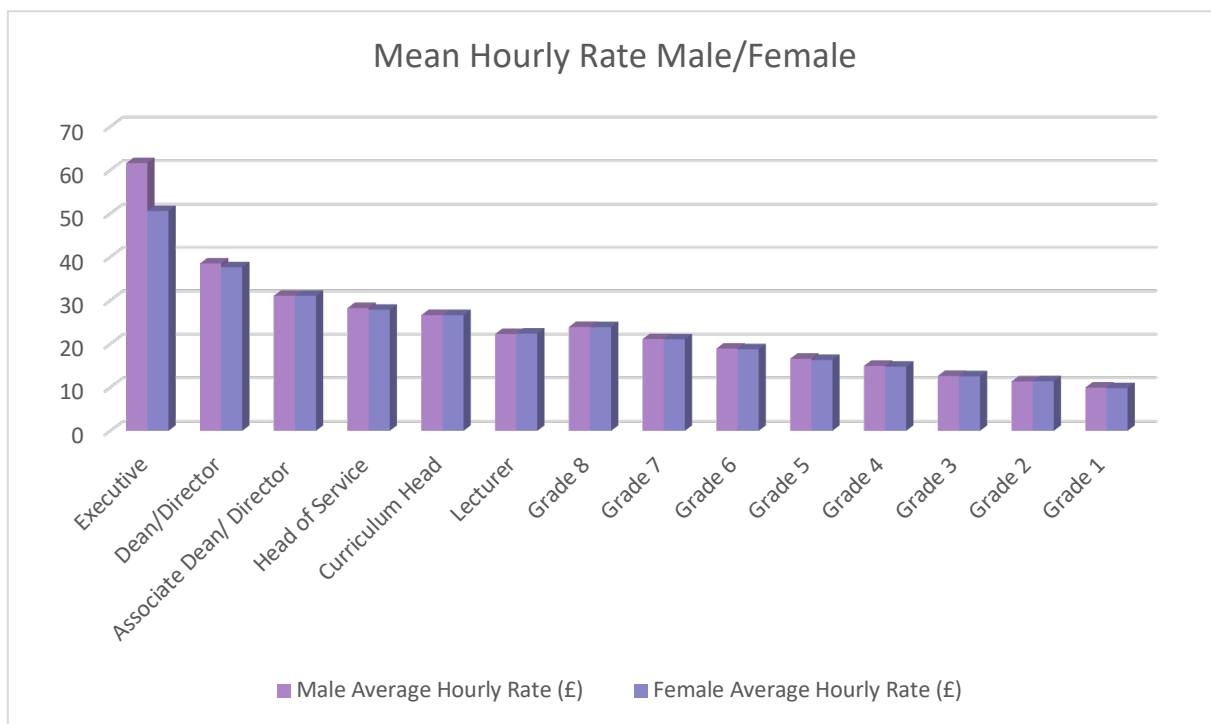
As outlined earlier in the report, Senior Managers and Executive salaries are reviewed annually by the Board of Management Remuneration Committee. All senior managers have recently been moved onto a new salary to ensure a fair and consistent pay award process for this grade.

All staff are entitled to their annual pay award and incremental progression whilst on family leave such as maternity, shared parental or adoption leave and therefore this does not impact on hourly pay rate.

Table 4. Mean Hourly Pay Rate by Male/Female

Grade	Mean Hourly Rate (£) (Male & Female)	Mean Hourly Rate (£) Male	Mean Hourly Rate (£) Female	Difference in Hourly rate between Male & Female (£)
Executive	57.19	61.59	50.59	11.00
Dean/Director	38.14	38.50	37.64	0.86
Associate Dean/Director	31.08	31.08	31.08	0.00
Head of Service	28.06	28.25	27.85	0.40
Curriculum Head	26.61	26.61	26.61	0.00
Lecturer	22.31	22.27	22.36	-0.09
Grade 8	23.87	23.89	23.85	0.04
Grade 7	21.09	21.12	21.06	0.06
Grade 6	18.81	18.92	18.76	0.16
Grade 5	16.40	16.58	16.28	0.30
Grade 4	14.84	14.94	14.76	0.18
Grade 3	12.57	12.61	12.54	0.07
Grade 2	11.39	11.36	11.40	-0.04
Grade 1	9.85	9.93	9.81	0.12
All Staff	19.51	20.66	18.56	2.10

Mean Hourly Rate by Grade and Male/Female



Gender Pay Gap - Median

Table 5, which looks at the median hourly rate demonstrates that at Executive Grade the median hourly rate for females is higher for females than males. At Dean/ Director and Grade 5 the median average hourly pay for females is a slightly lower rate than males in these grades. As stated earlier in this report these grades are now on new structured performance-based pay scales that have been approved by our remuneration committee - this will reduce any gender gaps.

Most other grades have achieved gender balance for the median hourly rate of pay. Any small gender gaps in these other grades will be due to yearly automatic incremental pay increases for length of service in the Job, not gender related.

The Median Gender Pay Gap for all staff is **Zero**.

Table 5. Median Hourly Pay Rate by Male/Female

Grade	Median Hourly Rate (£) (Male & Female)	Male Median Hourly Rate (£) Male	Median Hourly Rate (£) Female
Executive	48.93	48.93	50.59
Dean/Director	38.11	39.23	38.11
Associate Dean/Director	31.08	31.08	31.08
Head of Service	28.42	28.42	28.42
Curriculum Head	26.61	26.61	26.61
Lecturer	22.82	22.82	22.82
Grade 8	24.09	24.09	23.51
Grade 7	21.71	21.71	21.71
Grade 6	19.40	19.40	19.40
Grade 5	16.13	16.75	16.13
Grade 4	15.15	15.15	15.15
Grade 3	12.59	12.59	12.59
Grade 2	11.30	11.30	11.30
Grade 1	9.85	9.85	9.85
All Staff	21.71	21.71	21.71

Breakdown of workforce by gender and full-time/part-time status

City of Glasgow College employs 1415 staff, full time and part time 55% are female and 45% are male. On analysis of our workforce breakdown 54% of the workforce are full time and 46% are part time, which demonstrates City of Glasgow College's commitment in promoting the flexibility for a Healthy work-life balance.

The Gender Breakdown demonstrates 23% of our Full-time staff are Females and 31% are Males, a variance of 8%. For Part time Female staff represent 32% of the total workforce and 14% are male, a variance of 18%. Part time Female staff are over-represented in comparison to Part time Male staff; however, the college does employ more Female staff, a variance of 10% in the total workforce.

Table 7 – Workforce Analysis

Gender breakdown of total workforce (n1415)	Number	Percentage
Female	780	55%
Male	635	45%
Full Time & Part Time breakdown of total workforce (n1415)		
Full Time	763	54%
Part Time	652	46%
Gender breakdown of Full-Time workforce (n763)		
Female - Full Time	324	42%
Male – Full Time	439	58%
Gender breakdown of Part Time workforce (n652)		
Female Part Time	456	70%
Male Part Time	196	30%
Breakdown of Female workforce by Full & Part Time (n780)		
Full Time	324	42%
Part Time	456	58%
Breakdown of Male workforce by Full Time & Part Time (n635)		
Full Time	439	69%
Part Time	196	31%
Gender breakdown of Full Time & Part Time as % of total workforce (n1415)		
Female Full Time	324	23%

Male Full Time	439	31%
Female Part Time	456	32%
Male Part Time	196	14%
Total	1415	100%

Table 8 demonstrates the highest proportion of part time workers are in Grade 1. This Grade is predominantly our cleaning staff, due to the flexibility of the Colleges early morning and late evening opening hours, part time workers will be prevalent in this grade to cover shifts and flexibility and to ensure compliance with the working time directive. A more balanced comparison for analysis is our lecturing staff at 43% Full time & 57% Part time.

The College acknowledges there are no Part time staff in the top 4 grades, however this only constitutes 56 employees in total and there is very low staff turnover in these grades, meaning the majority of these employees have been with the College for a long time. There would be little movement on this unless people left, and these roles were advertised as part time or our existing staff requested flexible working. We have comprehensive flexible working policies in place if staff would like to request part time working.

Table 8 – Workforce Analysis - Grade

Grade	% FT	% PT	No. FT	No. PT
Executive	100%	0%	5	0
Director	100%	0%	12	0
Associate Dean	100%	0%	24	0
Head of Service	100%	0%	15	0
Curriculum Head	97%	3%	75	2
Lecturer	43%	57%	311	405
G8	94%	6%	17	1
G7	83%	17%	20	4
G6	83%	17%	29	6
G5	67%	33%	58	29
G4	78%	22%	50	14

G3	37%	63%	19	32
G2	63%	37%	92	55
G1	26%	74%	36	104
Total	54%	46%	763	652

Table 9 shows the average hourly rates paid by City of Glasgow College broken down by full-time and part-time, with these rates further broken down by gender.

As stated earlier in the report the Mean Headline Figure for all staff is **10.17%** and the Median for all staff is **0%**, this is under the Scottish average with the most recent gender pay gap statistics for 2020 showing that Scotland's mean gender pay gap is **10.4%** and its median gender pay gap is **10.9** per cent.

Table 9 – Mean & Median hourly rates by Gender, Full Time & Part Time

Hourly rates	Mean	Median
Average hourly rate - whole organisation		
Women	£18.56	£21.71
Men	£20.66	£21.71
Gender Pay Gap – All Staff	10.17%	0%
Gender breakdown of average hourly rates for Full Time work		
Women	£19.54	£21.71
Men	£21.14	£22.82
Gender Pay Gap – Full Time staff	7.55%	4.83%
Gender breakdown of average hourly rates for Part Time work		
Women	£17.87	£21.71
Men	£19.60	£21.71

Gender Pay Gap – Part Time	15.48%	0%
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8. EQUAL PAY STATEMENT

We aim to eliminate any bias in our pay systems, not only to protect the UK and European legal rights of our employees but also to increase their confidence that the work men and women undertake is equally valued. It is in the interest of the College to have fair and just pay systems to attract the best staff from domestic and international arenas and to send a positive message to our students, customers and other stakeholders.

We recognise that in order to achieve equal pay for employees doing equal work we should operate a pay system which is transparent, based on objective criteria, free from bias and which does not discriminate unfairly between those on different contractual arrangements.

Whilst it makes good business sense to have a fair and transparent reward system that will help us to control costs and follow good practice in workforce planning, we are also aware that avoiding unfair discrimination will improve morale and support motivated individuals committed to excellence. To this end we have a job evaluation scheme to assess, systematically, the relative contributions of existing roles within the college and to provide fair and equitable grading structures. Evaluation processes for new roles and for the re-grading of existing roles are also in place. The College has developed an Equality Impact Assessment process which enables relevant policies, procedures, practices and decisions to be reviewed to identify any discriminatory impact and required actions across all characteristics.

In short, in line with the Public Sector Equality Duty of the Equality Act 2010, our objectives are to:

- Eliminate unfair, unjust or unlawful practices and other discrimination that impact on pay equality and equality in occupational distribution, together with taking appropriate action to address any unwarranted discrepancies in pay.
- Advance equality of opportunity and the principles of equal pay throughout the workforce.
- Foster good relations between people sharing different protected characteristics in the implementation of equal pay.

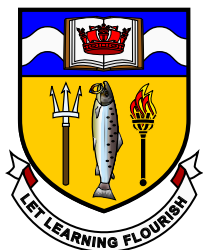
Looking Forward

The City of Glasgow College remains committed to equal pay for work of equal value for all employees. We will continue to implement and monitor policies and practices that will support our aim to close the pay gap. We will do this by continuing:

- To monitor both the mean and the median pay gap over the next reporting cycle to ensure that we continue to reduce the gender pay gap.
- To continue to monitor and review our Recruitment and selection process to reduce any identified gender bias

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