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Equal Pay Introduction

The data used to prepare this report was extracted from the College's HR System on 31 March 2021 and has been analysed for all employees irrespective of their terms and conditions to calculate pay gaps. Subsequently, employee data has been grouped as appropriate. Detailed comparisons are not shown where this would enable individuals to be identified.

As a result of past restructures, there are now only two staff members who are currently on conserved salaries in the roles of Promoted Lecturer, one male and one female. These members of staff will fully revert to the correct promoted lecturing scale from August 2024 as a result of the agreements reached through national bargaining when the conservation periods will end. They have been excluded from this report to avoid affecting the overall equal pay difference.

As a general rule, differences of 5% or more or any recurring differences of 3% or more merit further investigation. This is not definitive and does not mean that other differences are not significant or that the College is protected from equal pay claims. It is more that such patterns are a good starting place for consideration. Comparison will also be measured against the College Sector and Scottish averages.

The calculations within the following analysis are based on the mean and median hourly rate, (mean = the average hourly rates in each group), (median = is the hourly rate value separating the higher half of the hourly rates from the lower half). If there is an odd number within the hourly rates, the median is the middle value and where there is an even number of data values, the median is the mean of the two data values in the middle.

The data to support the findings in this report are available on request.

Equal Pay Statement for Staff

Fife College reaffirms the principle that all members of staff receive equal pay for the same or broadly similar work, for work rated as equivalent and for work of equal value. The College will:

- Ensure that all pay practice applies equally to all staff and is best practice;
- Communicate pay practice to help members of staff develop understanding of how pay is determined;
- Undertake equal pay audits in accordance with any legal obligations and in any case at least once every two years;
- Provide guidance and support to managers where they make decisions on pay and benefits for staff: and
- Work within the National Bargaining Framework for colleges in Scotland including implementation of any agreed job evaluation scheme.

Methods for Calculating the Pay Gap

The Equal Pay Audit and Gender Pay Gap information contained in this report have been calculated using the mean and median salaries expressed as a percentage.

- For both the Equal Pay Audit and the Gender Pay Gap Information, a negative % demonstrates a pay gap in favour of men.
- For the Equal Pay Audit, a negative % demonstrates a pay gap in favour of employees from White groups.
- For the Equal Pay Audit, a negative % demonstrates a pay gap in favour of employees who have declared no disability.



Equal Pay Report – Horizontal and Vertical Occupational Segregation

Vertical Segregation refers to the clustering of individuals into different levels of work; within the College this means different Grades. For the purposes of analysis, these groups are:

- **1.** Executive
- 2. Personal Contract
- Personal Contract SPS
- 4. Support Manager
- 5. Promoted Lecturer
- **6.** Academic
- **7.** Grade A-H
- 8. Living wage Fixed Point



Horizontal Segregation refers to individuals in different types of job or occupational categories. For the purposes of this analysis individuals have been grouped into 14 broad occupational groups:

- Principal
- 2. Vice Principals
- 3. Assistant Principals
- **4.** Director Academic Individuals who manage academic faculties within the College
- Director Professional Services Individuals who manage the support functions within the College
- **6.** Academic Manager Individuals who manage a team within an academic faculty and who have a limited teaching commitment
- 7. Manager SPS Individuals who manage a number of Learning Centres within the Scottish Prison Service
- **8.** Manager Professional Services Individuals who are responsible for the day to day operation of the support functions within the College
- 9. Academic Team Leader SPS Individuals with responsibility for a Learning Centre within the Scottish Prison Service
- **10.** Promoted Lecturer Individuals who support the continued professional development of academic staff within the College
- 11. Lecturer individuals in roles that directly teach
- **12.** Academic Support Individuals who support the academic faculties
- **13.** Professional Services Academic Faculty Individuals who have a support function within an academic faculty
- **14.** Professional Services Individuals who provide operational or administrative support to the College.

Summary of Key Findingsand Recommendations

5.1 Distribution of Female & Male Staff

The college employs (as at 31 March 2021) 927 staff, full and part-time. 62.68% of staff are female and 37.32% of staff are male. As Table 1 illustrates, female staff are in the majority for most areas, with the highest level being in Grades A-H, and in particular Grade C. There is now a gender balance within the Executive team with an equal split of female and males.

Table 2 does show a high percentage of females (77.78%) within the Director – Professional Services area, however there will be some movement on that split with new appointments of males throughout 2021. There is also a significant high number of females within the Academic Support area, and in particular within the posts of Inclusion which are 100% female on various full-time and part-time contracts. The process of workforce planning across the College will consider the gender balance of areas and how this can be addressed.

Table 1 – Staff Distribution by Vertical Distribution (Female & Male)

Grade of Staff	Female	Male	Female	Male	Totals
Executive	50.00%	50.00 %	3	3	6
Personal Contract	61.54%	38.46%	8	5	13
Personal Contracts - SPS	55.56%	44.44%	10	8	18
Support - Manager	55.00%	45.00%	11	9	20
Promoted Lecturer	56.25%	43.75%	27	21	48
Academic	57.43%	42.57%	170	126	296
Grade A-H	67.18%	32.82%	352	172	524
Livingwage Fixed Point	0.00%	100.00%	0	2	2
TOTAL	62.68%	37.32%	581	346	927

Table 2 - Staff Distribution by Horizontal Distribution (Female & Male)

lable 2 – Start distribution by Horizontal Distribution (Female & Male)								
Grade	Female	Male	Female	Male	Totals			
Principal	0.00%	100.00%	0	1	1			
Vice Principal	100.00%	0.00%	3	0	3			
Assistant Principal	0.00%	100.00%	0	2	2			
Director - Academic	25.00%	75.00%	1	3	4			
Academic Manager	42.11%	57.89%	8	11	19			
Promoted Lecturer	65.52%	34.48%	19	10	29			
Lecturer	57.53%	42.47%	172	127	299			
Academic Support	71.27%	28.73%	191	77	268			
Manager - Professional Services	55.00%	45.00%	11	9	20			
Manager - SPS	75.00%	25.00%	3	1	4			
Academic Team Leader - SPS	50.00%	50.00%	7	7	14			
Director - Professional Services	77.78%	22.22%	7	2	9			
Professional Services	60.08%	39.92%	143	95	238			
Professional Services – Academic Faculty	94.12%	5.88%	16	1	17			
All Staff	62.68%	37.32%	581	346	927			

5.2 Overall Gender Pay Gap - Gender

Fife College has an overall mean and median pay gap of -9.49% and -8.48% respectively as seen in Table 3 – Overall Gender Pay Gap. Comparing this information to that of the previous equal pay report, there has been a decrease of -2.67% in the mean pay gap and an -7.11% decrease in the median pay gap.

Comparing the College Profile to that of the College Education Sector in Scotland in 2019/20 (which is the latest data available), there is no real difference to the percentage of the male profile of the College (37.3%) when comparing the Scottish College sector as a whole (39%). The College gap 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%.

Table 3 - Overall Gender pay Gap

Female	%	Male	%	Mean Difference	Median Difference
581	62.68	346	37.32	-9.49%	-8.48%

Table 4 - Mean Gender Pay Gap by Grade

Grade	Mean Hourly Rate Female & Male	Mean Hourly Rate Female	Mean Hourly Rate Male	Difference in Hourly Rate Female & Male
Executive	£51.57	£51.72	£51.52	£0.20
Personal Contract	£32.10	£32.87	£32.12	£0.75
Personal Contracts - SPS	£27.03	£27.03	£25.52	£1.51
Support - Manager	£25.51	£24.71	£25.94	£-1.23
Promoted Lecturer	£27.14	£27.14	£27.14	20.00
Academic	£21.59	£21.59	£21.59	£0.00
Grade A-H	£14.63	£14.63	£15.20	£-0.57
Livingwage Fixed Point	£9.50	20.03	£9.50	£-9.50
All Staff	£26.13	£28.53	£26.07	£2.46

Table 5 - Median Gender Pay Gap by Grade

Grade	Median Hourly Rate Female & Male	Median Hourly Rate Female	Median Hourly Rate Male
Executive	£46.03	£51.72	£40.35
Personal Contract	£31.42	£34.47	£31.42
Personal Contracts - SPS	£26.38	£26.38	£24.51
Support - Manager	£25.26	£24.78	£26.04
Promoted Lecturer	£27.14	£27.14	£27.14
Academic	£21.59	£21.29	£21.59
Grade A-H	£14.03	£14.03	£14.79
Livingwage Fixed Point	£9.50	00.03	£9.50
All Staff	£25.82	£26.38	£25.27



5.3 Overall Gender Pay Gap - Disability

Fife College has an overall mean and median pay gap of -23.30% and -37.82% as seen in Table 6 – Overall Pay Gap – Disability. On comparing this information to that of the previous equal pay report, these figures look to have increased, however this is based on more staff declaring a Disability, by 60. When dealing with such low numbers, any staff movement can disproportionately affect these gaps.

The percentage of individuals who prefer not to specify whether or not they have a disability is 1.08% and for reporting purposes these individuals have not been included within statistics. Comparing Fife College Disability population (5.23%) against that of the College Education sector in Scotland, Fife College's profile shows that individuals who have declared a disability is similar to that of the Sector.

Table 6 - Overall Pay Gap - Disability

No	Yes	Mean Difference	Median Difference	Mean Difference	Median Difference	
869 (94.77%)	48 (5.23%)	-£4.27	-£6.13	-23.30%	-37.82%	

^{*10} staff preferred not to say (1.08%)

Table 7 - Disability by Female & Male

Disabled	Female	Male	Female	Male	Total
No	62.95%	37.05%	547	322	869
Yes	62.50%	37.50%	30	18	48
Total	62.92%	37.08%	577	340	917

^{*10} staff preferred not to say (1.08%)

5.4 Overall Gender Pay Gap – Ethnicity

Fife College has an overall mean and median pay gap of -23.25% and -20.80% as seen in Table 8— Overall Pay Gap — Ethnicity. Comparing this information to that of the previous equal pay report, these figures have improved. Again, when dealing with such low numbers in the BME category, any staff movements can affect the figures.

58 (6.26%) individuals have preferred not to specify their ethnicity, for reporting purposes these individuals have not been included within statistics.

The College's race/ethnicity categories do not match those in the census. It is possible to add categories together to facilitate comparison. The number of staff who declared an ethnicity other than 'White' is 13 and represents 1.50% of the total College profile. If this percentage is compared to the census data for Fife County at 2.4% and for Scotland at 4%, it can be seen the College does not reflect the census data. It is unlikely this is due to the number of individuals who 'prefer not to say', a total of 6.26% of College employees.

Comparing Fife College's Race/Ethnicity profile against that of the College Education Sector in Scotland, the sector has a slightly higher percentage of people declaring a 'White' background compared to that of the College.

Table 8 - Overall Gender Pay Gap - Ethnicity

ВМЕ	White	Mean Difference	Median Difference	Mean Difference	Median Difference
13 (1.50%)	856 (98.50%)	-£4.30	-£3.85	-23.25%	-20.80%

^{*58} staff were unknown or refused to specify (6.26%)

Table 9 - Ethnicity by Female & Male

Disabled	Female	Male	Female	Male	Total
BME	61.54%	28.46%	8	5	13
White	62.62%	37.38%	536 320		856
Total	62.60%	37.40%	544	325	869

^{*58} staff were unknown or refused to specify (6.26%)

Gender Pay Gap Introduction

From 2017 onwards it is a requirement for organisations employing over 250 staff members to report on their gender pay gap. The purpose of a gender pay gap analysis, as outlined by the Equality and Human Rights Commission, is to focus on comparing the pay of male and female employees. In addition to identifying the differences in pay, the analysis should also explore the factors influencing this and identify actions for addressing these differences. All academic, professional service and senior managers have been included in the analysis.





Methodology

The Public Sector Equality Duty requires Fife College to publish their gender pay gap data annually. The College is required to produce a gender pay gap report at the snapshot date of 31 March each year which measures the difference between the average earnings of all male and female employees, irrespective of their role and seniority.

Detailed within this report:

- mean gender pay gap in hourly pay
- median gender pay gap in hourly pay
- mean bonus gender pay gap
- median bonus gender pay gap
- proportion of males and females receiving a bonus payment
- proportion of males and females in each pay quartile

Gender Pay Gap Report

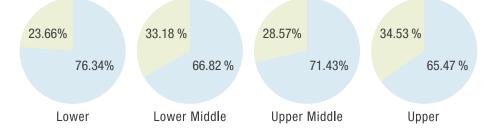
8.1 All Staff

Data has been collected on the snap shot date of the 31 March 2021, where the workforce consisted of 894 staff, 557 (62.30%) Females and 337 (37.70%) Males. These figures are taken directly from the payroll system on an automatically generated Gender Pay Gap Reporting tool, and there is a slight different in staffing figures. As this is the first year of the new HR & Payroll System working together and reporting, more detailed analysis will be taken for the next reporting period as to why there is a difference.

Women's Earnings are:

Mean gender pay gap in hourly pay	-10.35% Lower	Mean bonus gender pay gap	0.00%
Median gender pay gap in hourly pay	-13.43% Lower	Median bonus gender pay gap	0.00%

Proportion of Female and Males in each pay quartile (%)



Number of women and men in each pay quartile

Upper	146		Female:	
oppei	77			
Upper	64		Male:	
Middle	160			
Lower	74			
Middle	149			
Lower	53			
LUWEI	171			

Analysis for All Staff

The mean average hourly rate for Females within the College is £16.89 as opposed to £18.84 for Males, this equates to a difference of -£1.95. The median average hourly rate for Females within the College is £17.08 as opposed to £19.73 for Males, a difference to -£2.65. This difference is due to a higher proportion of Males within the College in the Upper pay quartiles as opposed to females. It is also in relation to the high level of part-time females (69% of total count of females) to males (19% of total count of males).

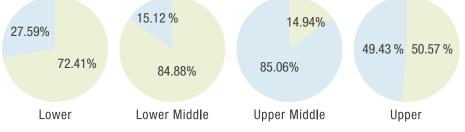
8.2 Academic Staff

Data was collected on the snap shot date of the 31 March 2021, where the academic workforce consisted of 347 staff, 193 (55.62%) Females and 154 (44.38%) Males.

Women's Earnings are:

Mean gender pay gap in hourly pay	-4.14% Lower	Mean bonus gender pay gap	0.00%
Median gender pay gap in hourly pay	0.00% Lower	Median bonus gender pay gap	0.00%

Proportion of Academic staff Males and Females in each pay quartile (%)



Number of Males and Females in each pay quartile

Upper	43			Female:	
	44				
Upper	74			Male:	
Upper Middle	13				
Lower	13				
Middle	73				
Midule	70				
Lower	24				
LOWEI	63				

Analysis for Academic

The mean average hourly rate for Academic Females within the College is £23.43 as opposed to £24.44 for Males, this equates to a slight difference of -£1.01. There is no difference in median average hourly rate for Females and Males within the College at £23.27.



8.3 Professional Services Staff

Data was collected on the snap shot date of the 31 March 2021, where the workforce consisted of 547 staff, 364 (66.54%) Females and 183 (33.46%) Males.

Women's Earnings are:

Mean gender pay gap in hourly pay	-4.98% Lower	Mean bonus gender pay gap	0.00%
Median gender pay gap in hourly pay	-11.33% Lower	Median bonus gender pay gap	0.00%

Proportion of staff Males and Females in each pay quartile (%)



Number of Males and Females in each pay quartile

Jpper	59			F	emale:	
	78					
Jpper	55			N	/lale :	
Viiddle	82					
ower	23					
Vliddle	114					
OWOr	46					
_ower	90					

Analysis of Professional Services

The mean average hourly rate for Females within the College is £13.42 as opposed to £14.12 for Males, this equates to a difference of -£0.70. The median average hourly rate for Females within the College is £11.72 as opposed to £13.22 for Males, a difference of -£1.50. This difference is due to a significantly higher proportion of Males within the College in the Upper Middle and Upper pay quartiles as compared to the number of Females. The proportion of part-time females (67% of overall females) to males (19% of overall males).



Recommendations

The following are recommendations from the Equal Pay and Gender Pay Gap analysis above:

- 1. 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. Also to analyse data from the system to ensure consistency from the HR and Payroll database.
- 2. Continue with participation in the National Job Evaluation Scheme which involves all support staff who fall into the scope of national bargaining and Managers, below the level of Director, who are on Fife College Personal Contracts. This will involve independent analysts undertaking this process for the job roles with Fife College which will ensure that an unbiased and fair process will be undertaken. Work is at the state of quality assurance of the evaluations and rank orders will be provided to the College early 2022. It is hoped this project will be completed by September 2022.
- 3. There has been a job evaluation exercise undertaken to look at new pay arrangements for each post held by one or more people on a personal contract below Vice Principal level. Each post affected will have a job evaluation questionnaire completed, analysed using the FEDRA scheme, by independent role analysts. The FEDRA scheme being the one adopted for the national job evaluation project. The intended outcome of the new arrangements for pay would be to create a set of grades within an overall college grading structure for both groups of colleagues based on the outputs from the national work around job evaluation and a new pay structure. This pay structure is for one national pay spine for all posts with local determination of the grade structure. The new arrangements will also enable the college to ensure pay parity between roles.
- 4. The College will continue to be a Scottish Living Wage Employer, with a commitment to fair pay and will see individuals (both Male and Female) working at the College receive a minimum hourly rate of £9.90 and in line with our commitment to the Fair Work Convention. The real Living Wage is an hourly rate set independently and updated annually and is calculated according to the real costs of living



- Continue to promote flexible working for all staff at all levels within the College. This will ensure that men and women can develop their career in higher level roles regardless of their caring responsibilities, and can work in these roles on a part-time/flexible basis. Following the continued working from home as a result of the pandemic, and the recent staff surveys, staff at all levels have indicated that future flexible working and a hybrid model of working in terms of location is a preferred option. Support will be provided for managers to ensure this is agreed in a fair and consistent manner
- **6.** Continue to develop, review and evaluate equality data to inform action planning at an organisational and operational level.

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