

## **GENDER PAY GAP REPORT 2018**

### **1. Introduction**

The purpose of this paper is to inform Governors about gender pay gap reporting and to share the College's gender pay gap data, actions taken and planned to address this.

### **2. Background and Context**

From 2017, any organisation that has over 250 or more employees must publish and report specific figures about their gender pay gap.

West Nottinghamshire College (WNC) is at the core of the West Nottinghamshire College Group and incorporates three separate legal entities, Vision Business Support Services (VBSS), bksb and West Nottinghamshire College. The Regulations require each separate legal entity (i.e. the employer) with at least 250 employees within a group structure at the staging date each year to calculate and publish separate reports. As such, VBSS and bksb fall outside of this obligation; however, the legislation requires West Nottinghamshire College (as a relevant employer) to publish the statutory calculations (743 headcount as at 31<sup>st</sup> March 2018).

It is important to reiterate that the gender pay gap differs from equal pay. Equal pay deals with the pay differences between men and women who carry out the same jobs, similar jobs or work of equal value. The gender pay gap however, is the difference between the average earnings of men and women, expressed relative to men's earnings.

A set of data is published relating to 'relevant' employees who are engaged on one day in the year. This is called the snapshot date. The college reported their first Gender Pay Gap report in March 2018 based on snapshot data as at 31<sup>st</sup> March 2017.

For public sector organisations the snapshot date is 31<sup>st</sup> March each year, therefore this report refers to snapshot data as at 31<sup>st</sup> March 2018.

An employee for gender pay gap reporting is defined as people who have a contract of employment with our organisation. Agency workers are counted as part of the headcount of the agency or service company that provides them, for example, temporary teaching staff through Protocol would be included in Protocol's published data. All VBSS staff (these provide a service to the College) will be included in VBSS gender pay gap reporting when that company triggers the reporting requirement, i.e. employs over 250 staff.

People who are self-employed where they personally perform the work are included in our data if any were engaged on our snapshot of 31<sup>st</sup> March 2018.

Employers must both:

- Publish their gender pay gap data and a written statement on their public-facing website.
- Report their data to the government online – using the gender pay gap reporting service.

Organisations must publish within a year of the snapshot date, therefore 30<sup>th</sup> March 2019 is the deadline for public sector organisations.

The specific reporting duties are:

- Mean gender pay gap
- Median gender pay gap
- 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

This reporting duty is specific and must be complied with as set out in law.

A gender pay gap doesn't necessarily mean an organisation has acted inappropriately or discriminatorily, as a number of factors can lead to it as identified in this report.

### The College headline gender pay gap figures

Our data is based on:

- 488 women being employed on 31<sup>st</sup> March 2018, compared to 535 in the previous year.
- 255 men being employed on 31<sup>st</sup> March 2018, compared to 281 in the previous year.

### WNC gender pay gap report at a glance

Reporting Duty	WNC 2017	WNC 2018	Change
Mean Gender Pay Gap	11.8%	12.2%	+0.4%
Median Gender Pay Gap	26.4%	19.0%	-7.4%
Proportion Receiving Bonus	No bonus payments in period	No bonus payments in period	N/A
Mean Gender Bonus Gap	No bonus payments in period	No bonus payments in period	N/A
Median Gender Bonus Gap	No bonus payments in period	No bonus payments in period	N/A
Upper Quartile	Male 44.1% Female 55.9%	Male 47.0% Female 53.0%	M +2.9%
Upper Middle Quartile	Male 41.2% Female 58.8%	Male 37.6% Female 62.4%	M -3.6%
Lower Middle Quartile	Male 27.9% Female 72.1%	Male 26.3% Female 73.7%	M -1.6%
Lower Quartile	Male 24.5% Female 75.5%	Male 26.3% Female 73.7%	M +1.8%

Our mean gender pay gap has increased by 0.4% when compared to the previous year. This has increased as a result of the proportion of men employed within the higher pay quartile increasing by more than the number employed within the lower pay quartile.

When we use the metric of mean gender pay, we pay men on average 12% more than women because:

- In each quartile, more women work than men. In the upper quartile, which has the highest hourly rate of pay, there are more women than men. Therefore, gender is not an obstacle at WNC to gain promotion to a senior role.
- The quartiles with the lowest hourly rate contain the highest proportion of women and are not in line with the college overall male:female ratio.

### **Our approach to pay, gender equality and equal pay for pay of equal value**

WNC hourly rates of pay are defined and captured on pay scales. These are published on the College's StaffNet and are readily available to all staff. All job roles are in a defined pay band and are advertised as such.

We have a strict process in place for changes to an individual's pay. This includes progress within pay bands. This is set in the College's Pay Policy which has been agreed with our 3 recognised trade unions, UCU, UNISON and AmiE. The same policy applies to where a new recruit is placed on the pay scale.

The College worked in partnership in 2010 to introduce job evaluation. This is a systematic way of determining the value/worth of a job in an organisation. It makes a comparison between jobs to assess their relative worth for the purpose of establishing a rational pay structure.

The College has a flexible working procedure that is an option available to all staff at all levels within the organisation, and is publicised upon our intranet for all employees to view.

We have a vigorous recruitment process which ensures candidates are appointed based on experience and competency alone and reduces the capacity for bias. Training for managers in relation to recruitment and selection and equality and diversity is in place.

Staff data is monitored through the Equality and Diversity Steering Group, including analysis of pay gaps by all protected characteristics and use of the management procedures such as capability, which prevents staff from achieving an increment.

### **What do our figures show?**

While we are confident that men and women are paid equally for doing equivalent jobs across the College, the main reason for our organisation gender pay gap is an imbalance of male and female colleagues across the organisation. There is a higher proportion of women relative to men in lower bands. The lowest paid roles are: cleaners, catering and nursery. In the College, as in other organisations, these are female dominated – in the College, three times more women than men are in this group. There is also a higher proportion of our male employees within management roles: 13.7% of our male employees hold management positions, compared to 8.6% of our female employees.

A gender pay gap of 12.2%; the national gender pay gap is 17.9% (analysis of latest Annual Survey of Hours and Earnings (ASHE)). When breaking this information down into the different contract types held at WNC, the gender pay gap of our full-time employees is 7.2%, our part-time gender pay gap is 13.0%, and our sessional gender pay gap is -5.2%.

## **What more can we do?**

36.6% of our female employees work part-time compared to 11.6% of our male employees. No part-time roles exist at the level of Head or within the Executive team and only 37.3% of roles which fall within the first pay quartile are part-time, whereas 71% of our 4<sup>th</sup> quartile work part-time. (It should be noted that we do have some women who work at these levels who are able to either work at home or work around school drop-off and pick-up times, thus lessening the need for part-time work). The college needs to continue to attract women into all roles, and continuing to promote the option of flexible working, specifically part-time working, would potentially improve the gender pay gap.

Once women in senior roles do work part-time, they will become role models for others to feel confident they can do the same.

We will revisit how we promote our flexible working procedure and make this accessible within our recruitment pages and wherever possible refer to this within job adverts to remove any barriers for people wanting promotion within the organisation or people restricted by caring commitments from applying for these types of roles.

The strategic plan and associated implementation plan (2019) will provide the opportunity to focus on key areas such as talent management. This will provide a platform for the personal and career development of our employees, promoting actively to all female employees to support their development opportunities.

Our in year gender pay figures will be monitored as part of our six-month interim KPI report.



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