



GENDER PAY GAP REPORT

1. 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.

The gender pay gap is the difference between the average earnings of men and women, expressed relative to men's earnings.

A set of data is published which is based on data relating to 'relevant' employees who are engaged on one day in the year. This is called the snapshot date.

To be included as a full pay relevant employee, the employee must be paid their full usual pay during the pay period in which the snapshot date falls. If the employee is paid less than their usual rate because of being on leave (for example maternity leave or unpaid sickness absence for that period, they should not be counted as a full pay relevant employee.) For public sector organisations the snapshot date is 31st March 2017. The snapshot date for private sector businesses and charities is 5th April 2017.

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, 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. Agency workers, for example, temporary teaching staff through Protocol would be included in Protocol's published data.

People who are self-employed where they personally perform the work are included in our data if any were engaged on our snapshot of 31st March 2017.

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 30th March 2018 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:

- 535 women being employed on 31st March 2017
- 281 men being employed on 31st March 2017

WNC gender pay gap report at a glance

Reporting Duty	WNC
Mean Gender Pay Gap	11.8%
Median Gender Pay Gap	26.4%
Proportion Receiving Bonus	No bonus payments in period
Mean Gender Bonus Gap	No bonus payments in period
Median Gender Bonus Gap	No bonus payments in period
Upper Quartile	Male 44.1% Female 55.9%
Upper Middle Quartile	Male 41.2% Female 58.8%
Lower Middle Quartile	Male 27.9% Female 72.1%
Lower Quartile	Male 24.5% Female 75.5%

Appendix 1 contains details on what these metrics are and how they are calculated.

When we use the metric of mean gender pay, we pay men on average 11% more than women because:

- We employ 31.2% more women than men
- 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 quartile with the lowest hourly rate contains the highest proportion of women, although the hourly rates are the same whatever the gender of the employee.

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, a copy is contained in appendix 2. 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.

Flexible working is an option available to all staff. We also have an onsite nursery.

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 3 times more women than men are in this group.

A gender pay gap of 11%; the national gender pay gap is 18.1% (office of National Statistics 2016).

What more can we do?

Traditionally women with caring responsibilities work in the lowest paid jobs in order that they can balance work with caring responsibilities.

In college we have far less women working part time in senior roles. No women are part time who work at the level of Head or within the Executive Team. Few women who work at the level below this work part time either. Whereas just over 70% of our 4th quartile work part time. (However, 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.)

We will therefore encourage women in these work roles to feel confident and able to view working part time as an option. We can use this as an opportunity to build capacity and succession plan by other colleagues taking responsibility for some of their work.

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

It is proposed that our next gender pay gap report will be prepared alongside our People Report.

Tracey Thompson

Vice Principal: Human Resources and Organisational Development

Appendix 1

What are the metrics – more detail

Mean gender pay gap

The mean gender pay gap is the difference between average hourly earnings of men and women.

This is based on the hourly pay rates of all male full pay **relevant** employees and is presented as a %. Relevant employees are defined All these hourly pay rates are added together then this figure is divided by the number of male full pay employees to give the mean hourly pay rate for men.

The same process is applied to determine the mean hourly rate for women.

The mean hourly pay rate for women is subtracted from the mean hourly rate for men. The result is divided by the mean hourly rate for men. The result is multiplied by 100 to give the mean gender pay gap in hourly pay as a percentage of men's pay.

Median gender pay gap

The median gender pay gap is the difference between the midpoints in the ranges of hourly earnings of men and women. It takes all salaries in the sample, lines them up in order from lowest to highest, and picks the middle most salary.

To determine this, the hourly pay rates of all male full pay relevant employees are arranged from highest to lowest. The hourly rate in the middle of the range is the median hourly rate of pay for men. The same is done with the hourly pay rates of all female full pay relevant employees.

The median hourly pay rate for women is subtracted from the median hourly pay rate for men. That figure is divided by the median hourly pay rate for men. The result is multiplied by 100 to provide the median gender pay gap in hourly pay as a percentage of men's pay.

Proportion of males and females in each pay quartile

This calculation is to show the proportion of male and female full pay relevant employees in four pay bands.

To calculate this all relevant employees' full pay are ranked from highest to lowest paid; this is then divided into 4 equal parts (quartiles). The percentage of men and women is then calculated in each of the 4 parts (quartile).

Appendix 2



Pay and Reward Policy

PURPOSE

The college recognises the need to manage pay fairly and in a way that motivates all staff to make a positive contribution to the college. The college's pay and reward policy aims to be fair and provide all staff with equality of opportunity. This policy reflects the principles and aims of the college's pay and reward strategy. The College is committed to addressing issues of low pay.

Within budgeting constraints the college will:

- reward all staff appropriately recognising their contribution to the college as individuals and as a member of their team;
- manage pay and reward decisions in a way that keeps within the college budget;
- ensure all staff are treated fairly and equitably under this policy;
- have structures, processes and systems in place which supports this practice;
- work with our recognised trade unions to review, revise and shape our practice and procedures.

EQUAL PAY

The college is committed to equal pay for all our staff aiming to eliminate any bias in our pay systems on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

The college uses gauge job evaluation for all roles and all new roles will be subject to evaluation.

JOB EVALUATION

Job evaluation will be undertaken on new roles or posts that are changed. The evaluation will be carried out after a period of 6 months in order that the incumbent has been allowed to fully settle into the role and carry all aspects.

Steps in the process:

1. An evaluation interview for new unique roles or roles which are revised;
2. Moderation panel review and overview finalised;
3. Overviews issued as appropriate;
4. An opportunity for groups and individuals to raise queries regarding the content of the overview;
5. Appeal.

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Stage 2 Impact Assessment: n/a
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Moderation panel will consist of management and trade union representatives. The purpose is to ensure that the process is fair and equitable and measured against every other role in the college. The appeal panel will consist of senior management and trade union representative. This is the final stage of the process.

REFERENCE DOCUMENTS

In the operation of this policy the college will take such action to ensure compliance with all relevant employment legislation and statutory regulations in particular:

- The Equality Act 2010
- Employment Relations Acts
- The Employment Relations Act 1999
- Part Time Workers' Regulations
- Fixed Term Employees' Regulations

FRAMEWORK FOR PAY DECISIONS

The salary structure at the college is a harmonised scale made up of 3 different scales: support, delivery and management.

The scales comprise a number of bands. These bands are attached to a number of different job roles.

The job evaluation system, gauge will be used to decide which band a job role is attached to.

On the rare occasion a market allowance is considered, it will only be approved following a robust review of the role and associated factors and would be applied separate to the salary, subject to normal deductions, an annual review and is not guaranteed and must be approved by the authorisation panel.

Progression

Within each band are a varying number of incremental points. Progress within the band attached to a post is made on an annual basis, via one increment only, applied automatically on the 1st December (please note the following paragraph).

Progress is automatic providing:

- an individual's performance is not being managed through the capability procedure;
- he/she is not already at the top of the band in which case there is no further progression (other than annual cost of living increases);
- the role is not at executive level
- the role is not an apprentice role within the trainee scale subject to alternative arrangements for progression, e.g. completion of apprenticeship qualification.

Progression between bands – there is no progression between bands unless a thorough re-evaluation of the role has been carried out and thus supported by a change in banding. This would then be subject to approval by the Authorisation Panel.

Benefits

The college operates a childcare voucher scheme.

Annual Leave

Annual leave is a minimum of 32 days for all staff. Annual leave entitlement is 35 days for management roles. To clarify for support roles this is specialist 2, 3 and Heads, for delivery Curriculum Managers and Heads of School.

Pension

Postholders in teaching roles will be enrolled in the Teachers' Pension Scheme (TPS), where applicable, in line with auto enrolment legislation.

All other roles will be enrolled in Local Government Pension Scheme (LGPS), where applicable, in line with auto enrolment legislation.

New Starters

New starters at the college will be placed on the bottom point of the relevant pay band. Exceptions to this are as follows:

- Individuals whose current salary is higher than the bottom of the relevant pay band will be placed on the next scale point above their current salary.
- Where prior experience, qualifications and recruitment shortages are judged by the recruiting manager to warrant appointment at a higher point on the scales then this must be endorsed by the HR Director.

Increments

New starters

New starters to the college with less than 6 months' service at 1st December will not qualify for an increment.

New starters whose probationary period is extended to cover the 1st December will not qualify for an increment on 1st December.

Existing Staff who change roles within the college

All internal promotions will be rewarded by an individual's pay moving to the bottom of the pay band for the role appointed to, or to the next incremental point on the scale if the new role is on the same pay banding, providing that an additional spine point does not extend outside of the band for the role.

If a member of staff is promoted and moves into a new band and receives more than one increment and they have been in the new role for under 6 months at the 1st December no increment will be applied. This will also apply to a change of role where no band change takes place but the individual receives more than one increment as a result of the change of role.

ANNUAL PAY REVIEW

On an annual basis the AoC carry out extensive consultations and research regarding National Pay Negotiations, once this information has been collated the AoC present their recommendations to the Joint Trade Unions on what their pay proposal consists of.

The college's annual pay review takes into account the AoC recommendations, but also considers affordability to the college based on SFA & EFA funding and other income. The college's annual pay review takes effect from 1st January each year.

PAYMENT OF SALARIES

Payment is by direct credit transfer into employees bank accounts. Staff are paid on a monthly basis on the 22nd of each month. A salary advice slip is supplied to each member of staff.

OVERPAYMENT OF WAGES

If an error occurs whereby an employee is overpaid in their salary the college will work with that person to arrange an affordable method of repayment prior to any sum being deducted.

EQUALITY AND DIVERSITY MONITORING

In order to monitor the fairness and address any issues relating to this policy and its implementation in respect of Equality and Diversity, monitoring, reporting and analysis of aspects of the process will be carried out. This will be completed by Human Resources and will be reported to the Equality and Diversity Steering Group in order to inform the college of performance outlined in the Equality and Diversity Scheme.