

Writtle University College Gender Pay Gap Report 2020

Writtle University College
Lordship Road, Chelmsford
Essex, CM1 3RR

Tel: +44 (0)1245 424200
Fax: +44 (0)1245 420456
Email: info@writtle.ac.uk
www.writtle.ac.uk



Introduction

Writtle University College (WUC) is committed to addressing barriers to equality and providing all employees with equality of opportunity within a culture which is inclusive, collegial, actively respects and values differences, and combats prejudice and discrimination.

We are required by law under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 (SI 2017/172), as a public sector employer to report under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (SI 2017/353) (the public-sector Regulations), to publish an annual gender pay gap report. This is its report for the snapshot date of 31 March 2019.

It is important to refresh understanding of the difference between equal pay and a gender pay gap:

- Equal pay refers to the differences in pay between men and women who carry out like for like work, work that is broadly similar, work related as equivalent under a job evaluation scheme, or work found to be of equal value in terms of effort, skill or decision making; and,
- A gender pay gap shows the difference in average pay between men and women, regardless of grade.

For the purposes of calculating the gender pay gap, WUC identified which of our employees are "relevant employees⁽¹⁾" and which are "full-pay relevant employees⁽²⁾", for the purposes of this report the calculation includes our workforce as a whole; full and part-time employees including those on Maternity Leave, Sick Leave and Special Leave, together with Hourly Paid Lecturers and Casual Workers. Calculations are based on ordinary pay only and do not include any overtime.

This report will provide detail of six calculations that show the difference between the average earnings of men and women in WUC; it will not involve publishing individual employees' data.

This information is published on our own website: www.writtle.ac.uk and the government website: <https://gender-pay-gap.service.gov.uk>

Where individuals hold more than one role at WUC, this report (that produces data up until 31 March 2019) includes only the highest earning role; however, with effect from the 1 August 2019 the OFS Regulatory Advice and Accounts Direction has advised all roles will need to be included in the Median salary information. This will therefore be included in the next report due March 2021, which will publish data as at 31 March 2020.

(1) all employees employed by WUC on the snapshot date (31/03/19) (2) all employees who were paid their usual full pay in their pay period that included the snapshot date (31/03/19)

Our Data

Mean gender pay gap = 11.3% compared to 12.0% in the 2019 report
 Median gender pay gap = 11.4% compared to 15.1% in the 2019 report.
The 2019 report references data produced as at 31 March 2018.

Pay quartiles by Gender

Table 1 Pay quartiles by Gender			
Band	Males	Females	Description
Lower Quartile	22.8%	77.2%	Includes all employees whose standard hourly rate places them at or below the lower quartile
Lower Middle Quartile	34.7%	65.3%	Includes all employees whose standard hourly rate places them above the lower quartile but at or below the median
Upper Middle Quartile	27.7%	72.3%	Includes all employees whose standard hourly rate places them above the median but at or below the upper quartile
Upper Quartile	36.6%	63.4%	Includes all employees whose standard hourly rate places them above the upper quartile

The figures set out above have been calculated using the standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

Proportion of Employee receiving a bonus

WUC does not pay any bonuses therefore there is no data in this regard.

Contextual Information

WUC continues to be committed to the principle of equal opportunities and equal treatment for all employees, regardless of sex, race, religion or belief, age, marriage or civil partnership, pregnancy/maternity, sexual orientation, gender reassignment or disability. It has a clear policy of paying employees equally for the same or equivalent work, regardless of their sex (or any other characteristic set out above). As such, it:

- Evaluates all job descriptions of all new proposed roles and replacement roles using the HERA (Higher Education Role Analysis) system part of the JNCHES Pay Framework Agreement (51 point pay spine) to ensure a fair application of pay, which determines the level of Grade on WUC Single Pay Spine (SPS);
- Remunerates all roles on the University College SPS, except for University College Senior Leadership roles who are placed on spot salaries as determined and agreed by the Personnel and Remuneration Committee of Governors; and,
- Ensures individuals who have responsibility for determining pay levels (Grades and points) receive appropriate training on the HERA system by an accredited HERA individual external to the organisation.

WUC's gender pay gap year on year has continued to show a reduction; for this year (as at 31/03/19) the mean has reduced by 0.7% and the median by 3.7%. The gender profile of WUC Staff remains a predominantly female workforce; the female proportion is 69.6% (as at 31 March 2019), compared to a 30.4% male workforce. As at 31 March 2019 there are no employees or workers who had declared themselves as gender neutral, non-binary or other.

The Office for National Statistics (ONS) has reported that the gender pay gap in 2019 amongst all full-time employees was 17.8%, based on data collected through the Annual Survey of Hours and Earnings. The survey specifically identified in Further Education (FE) teaching professionals that women earn 5% less than men, with the pay gap being 1%. The reported average salary for a female FE teaching professional was £29,704 per annum compared to £34,406 per annum for a male, with 49% of women holding these types of roles within FE. WUC's FE teaching professionals are remunerated at Grade 6 on our SPS. For an unqualified FE Lecturer an individual would be remunerated between points 22 – 26 (£26,243 - £29,515 per annum). For a qualified Lecturer an individual would be remunerated between points 27 – 29 (£30,395 - £32,236 per annum). FE teaching professionals, holding the roles of Course Team Leader roles at WUC are remunerated at Grade 6c, points 30 – 32 (£33,199 - £35,211 per annum). This would identify that our FE salaries within the FE sector are comparable.

Comparatively in Higher Education (HE) the ONS survey highlighted women earn 8.4% less than men, and there is an 8% pay gap; the average annual salary for a female HE teaching professional was £41,879 per annum, compared to £49,807 per annum for men, with 40% of women holding these types of roles in HE. WUC's HE Lecturing professionals are remunerated at Grade 7 on our SPS. Grade 7 covers the points of 30 – 34 (£33,199 - £37,345 per annum). With our HE Senior Lecturing professionals remunerated at Grade 8, points 35 – 43 (£38,460 – £48,677 per annum). Our salary points are applied equally to both male and female pay, gaps will only be caused by incremental rises overtime, and therefore caused by long service.

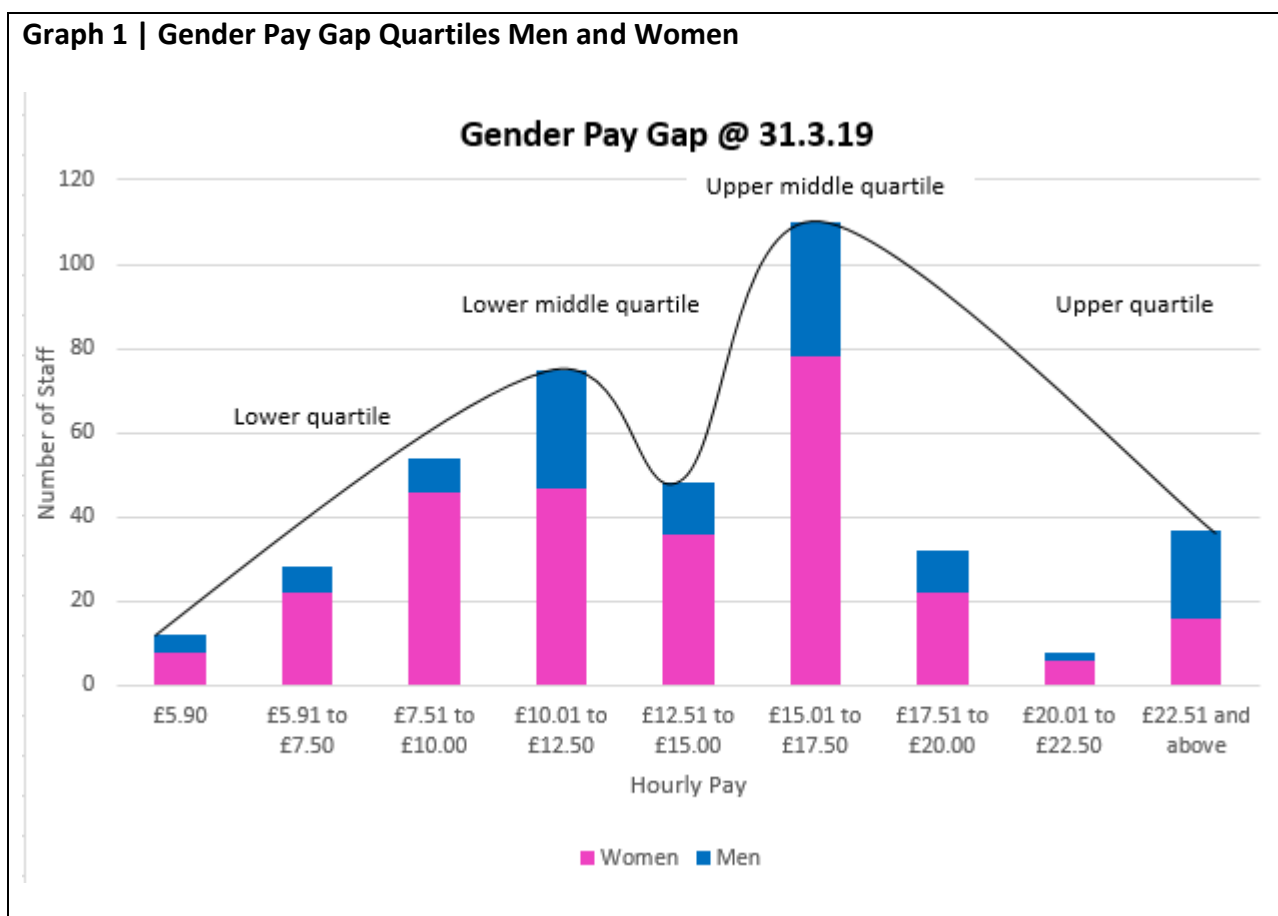
Further details published by the ONS can be found by following this link; <https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/bulletins/genderpaygapintheuk/2019>

It is our intentions for the 2021 Gender Pay Gap report to analyse our data further to produce specific FE and HE academic gender pay gap information, which will enable us to identify whether our pay gap is comparable within the respective sectors.

Times Higher Education (THE) reported in April 2019 that the University Sector was making “slow progress in their bid to close the gender pay gap, latest figures show, with male employees’ advantage having widened even further at one in five institutions.” THE reported the London Business School as having the largest pay gap in the sector of 44.8%. Further reading can be found by following this link; <https://www.timeshighereducation.com/news/gender-pay-gap-uk-universities-report-slow-progress>

The UCU’s analysis of the THE report in 2019 showed a median pay gap of 15.1% in the University Sector (data as at 2018 reported in 2019). This was directly comparable to our median pay gap reported in 2019 which was reported at 15.1% for the whole organisation (all roles). It was reported by UCU that the university gap widened from the previous year. Further information can be found by following this link: <https://www.ucu.org.uk/genderpay>. In contrast the median pay gap at WUC has reduced since 2019 and WUC now reports an overall median pay gap of 11.44%, subsequently showing that the pay gap is reducing. Due to WUC’s unique academic offering (a combination of both FE and HE) it should be noted that these comparisons are not made against an organisation that is directly comparable to WUC.

This year our Gender Pay Gap data has been analysed to enable identification of strategic objectives to meaningfully reduce the gap. This Gender Pay Gap report consists of 404 entries, with each quartile equally having 101 entries. Graph 1 illustrates the number of men and women grouped by the hourly rate of pay, as well as distinguishing where the quartiles position against the hourly rate of pay.



In analysing our quartiles, we have been able to identify the mean and median hourly pay for both male and female employees, together with the resulting pay gap (if any) and an example of the typical roles within each quartile. The findings are contained within table 2.

Table 2 Analysis of Quartiles				
	Lower Quartile	Lower Middle Quartile	Upper Middle Quartile	Upper Quartile
Mean Pay (Male)	£8.20	£11.98	£16.28	£23.45
Mean Pay (Female)	£8.34	£11.93	£16.06	£20.36
Mean Pay %	-1.68%	0.42%	1.37%	15.18%
Median Pay (Male)	£8.21	£11.85	£16.37	£24.00
Median Pay (Female)	£8.54	£11.85	£16.37	£18.96
Median Pay %	-3.86%	0%	0%	26.58%
Typical Grades in Quartile	<ul style="list-style-type: none"> • National Minimum Wage • National Living Wage • Grades 2 - 3 	<ul style="list-style-type: none"> • Grades 4 - 5 	<ul style="list-style-type: none"> • Grade 6 	<ul style="list-style-type: none"> • Grades 7 + • Spot Salaries
Typical Roles in Quartile	<ul style="list-style-type: none"> • Casuals • Apprentices • General Assistants • Cleaners • Technicians 	<ul style="list-style-type: none"> • Administrators • Instructors • Library Workers • Gardeners 	<ul style="list-style-type: none"> • Senior Admin Staff • FE Lecturers • A typical workers / HPL's 	<ul style="list-style-type: none"> • HE Lecturers • HE Senior Lecturers • Heads of Departments / Schools • Professors • Executive Leaders

The data suggests the Lower, Lower Middle and Upper Middle quartiles have little difference in pay gap between males and females, whilst the upper quartile reports a median male/female pay gap of 26.58%. The upper quartile contains 101 entries, predominantly consisting of our higher earning role holders. This is a direct result of a limited number of new starters in this quartile which consists of a high proportion of long serving members of staff who have moved incrementally to the top of their pay Grade.

Although WUC has a predominantly female workforce the upper quartile contains 64 females and 37 males, of the top 25 earning role holders 60% of them are male role holders. We have previously reported longevity having benefits, it can however be a barrier to changing the gender balance in particular occupational groupings, as identified in this instance.

On analysis we continue to reaffirm our position that we continue to pay men and women equally for work of equal value and that this does not contribute towards a pay gap.

In analysing the overall gender pay gap we have identified that the lower paid roles are contained within the lower quartile, and our analysis has shown in this quartile women are paid more than men. The lower middle quartile has a relatively stable turnover and individuals are progressing within their grade, whereas the upper middle quartile contains a high amount of A-typical workers who are not regular employees. We are however aware that the high proportion of pay gap in the upper quartile will be contributing to the overall median pay gap. WUC outsourcing some of the lower paid roles, such as Cleaning Facilities as well as the Catering provision, may also contribute towards the imbalance in the lower quartile.

This year WUC considered analysing the data further in relation to Ethnicity. However, WUC has a predominantly White workforce, last reported as 96.5% as at 31 December 2018, and with the recent Government consultation on Ethnicity Pay Reporting, it was decided to hold further scrutiny of our data until guidance on the future reporting becomes clear. WUC already provides annual Equality and Diversity statistics which are published to our website; further information can be found by following this link: <https://writtle.ac.uk/Equality-and-Diversity>.

Actions to Close the Gap – ‘Closing it together’

Since reporting on the Gender Pay Gap in 2018, year on year the gap has continued to steadily reduce, we do however recognise it will take time to completely eradicate.

During 2019 WUC has taken positive steps to meaningfully reduce the overall pay gap. WUC has instigated a Gender Pay Gap Reporting Group which meets monthly, focusing on compliance, reviewing the data, actively seeking ways to reduce the pay gap and target setting to drive efficient actions. This reporting group will provide updates directly to the Equality and Diversity working group. The group contains representation across WUC workforce including a UCU representative.

In our pursuit to achieve our recommendations of the 2019 report, we undertook the following actions:

- A member of the HR team undertook Safer Recruitment Training, and this is actively being communicated to our Recruiting Managers in the application of supporting recruitment and selection campaigns;
- The HR Advisor undertook a critical review of our recruitment application and shortlisting process to identify if we could consider anonymising completed Application Forms prior to issue to the Recruiting Manager at the Shortlisting stage to eradicate any unconscious bias in these practices. A trial redacted shortlisting process has since been implemented on a selected recruitment campaign and the initial feedback from both candidates and interview panel members has been positive. This is set to continue on vacancies selected at random and feedback will be presented to the working group; any subsequent recommendations to alter the recruitment process based on evidence will be presented to this group for consideration;
- A review of eight previous recruitment campaigns to identify the male/female ratio has been undertaken. Analysis identified that there was an equal number of both male and female applicants and an equivalent number taken forward for interview. Appointments were equally made (50% male and 50% female); 75% of this recruitment was for replacement roles, and 100% of the appointments made were a like for like gender replacement. We acknowledge that this will not help close the gender imbalance of our current workforce; and,
- An additional member of the HR team received HERA evaluation training, and further steps have been implemented to ensure the consistency of application of the appropriate grade, when reviewing job descriptions to ascertain salary grades for roles.

To ensure our progress is sustained and further change continues, we have made a commitment to:

- Further develop the reward processes and formalise this through the development and implementation of a Reward Policy which includes pay for senior leadership team members on spot salaries;
- Analyse the pay gap data produced in the Gender Pay Working Group specifically looking at whether there is a pay gap linked to Academic and Non-Academic groupings and what may cause this;
- Continue the review of anonymising recruitment campaigns with a view to eradicate unconscious bias to decide whether this becomes a permanent policy change;
- Enhance the 2020/21 financial budget planning meetings to ensure support for professional and personal development;
- Establish a new working group to review requests for salary regrades and provide appropriate HERA training to them in our pursuit for equal pay for the work of equal value; and
- Review and amend the Flexible Working Policy to encourage applications from both men and women for flexible working.

We recognise that sustained and purposeful change will continue to take time; however, WUC are satisfied with the progress that has been made to date with the continued reduction in the reported overall median pay gap year on year. WUC's overall median gap compares well against the ONS national statistics, and is more favourable compared with the University Sector as a whole (11.4% and 15.1% respectively).

WUC remains committed to continuing to monitor and eradicating the overall gender pay gap across all quartiles, and will focus efforts to proactively explore alternative ways to reduce the gender pay gap in the upper quartile.

Janine Rusbridge (Director of Human Resources & Student Services)

Date: March 2020