

Subject	GENDER PAY GAP REPORTING
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1 Executive Summary

- 1.1 New regulations introduced from April 2017 require employers with 250 or more employees to publish details of their employees' gender pay and any bonus differentials. The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 apply to private and voluntary sector organisations.
- 1.2 Career Connect is committed to equality and diversity across its workforce and has the necessary steps to ensure data is available to meet the legal requirements to publish a report annually.
- 1.3 No unexplained disparities have been found in the benchmark data.
- 1.4 Whilst there remains a disparity between Men and Women's overall hourly pay rate, this has been reduced from the 2017 rate when men were earning £1.17 more per hour than woman – down to 77p per hour difference in 2018.
The lower pay quartile had previously been 92% women and has now reduced to 86%
An increase of women has also been noted in the upper middle quartile which has increased from 77% to 79%
- 1.5 74% of the 2018 workforce are female. There remains a disproportionate number of women in the lower paid roles, many of which are part-time, Career Connect will continue to monitor this.

It also remains a concern that women fulfil over 90% of the jobs in the lowest pay quartile and only 60% of the jobs in the upper quartile, which has reduced slightly since last year.

2 Background

- 2.1 Nationally, men's average pay is greater than that for women. The Office for National Statistics says that over the last 20 years the median gender pay gap has narrowed from 27.5 per cent to 9.4 per cent for full-time employees.
- 2.2 In line with legislation, Career Connect is required to report nationally via its website and upload its findings to the government web portal. This includes information on:
 - overall gender pay gap figures calculated using both the mean and median average hourly pay between genders;
 - the numbers of male and female employees in each of four pay bands (quartiles), based on the employer's overall pay range; and
 - for a 12 month period, both the difference between male and female's mean and median bonus pay and the proportion of relevant male and female employees who received a bonus.
- 2.3 An explanatory narrative, although not required, accompanies the data as a commitment to ensuring action is taken to close any gaps that cannot be satisfactorily explained on grounds other than sex.

3. Current Position

- 3.1 Career Connect took a snapshot of employees' pay data on 5 April 2018. This detailed report was reviewed by the HR team and Quality Workforce Development Manager.
- 3.2 Information has been shared to all staff about the legislation via ebrief articles published in the weekly newsletter. A summary of the 2018 findings have also been published to staff.
- 3.3 Calculations have been prepared and reviewed, see summary at Appendix1. There was no bonus pay awarded in 2017/18
- 3.4 PWC conducted an independent Equality and Diversity audit, which included a review on actions taken to ensure compliance with Gender Pay Gap Reporting.

The External Auditor reported:

"The analysis done over the initial baseline data underpinning the gender pay gap reporting requirements to come in April 2018 is positive as it gives comfort over the completeness of the information required for the calculations, whilst providing a preliminary outline as to the existing gap and the reasons as to why."

"From review, the information in place on (HR Database) Cascade appears complete and suitable for analysis of the organisation's gender pay gap position" PWC

4. Risk Appraisal

- 4.1 Sex discrimination in employment is unlawful and it has always been the case that through its pay structures and incremental progression framework, Career Connect seeks to ensure equal pay.
- 4.2 Career Connect is well prepared to meet its legal duties under The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

Clearly, men and women who work in Career Connect are not earning identical rates of pay; but the structured incremental pay-scales in place determining the 'rate for the job' minimises any risk of discrimination occurring.

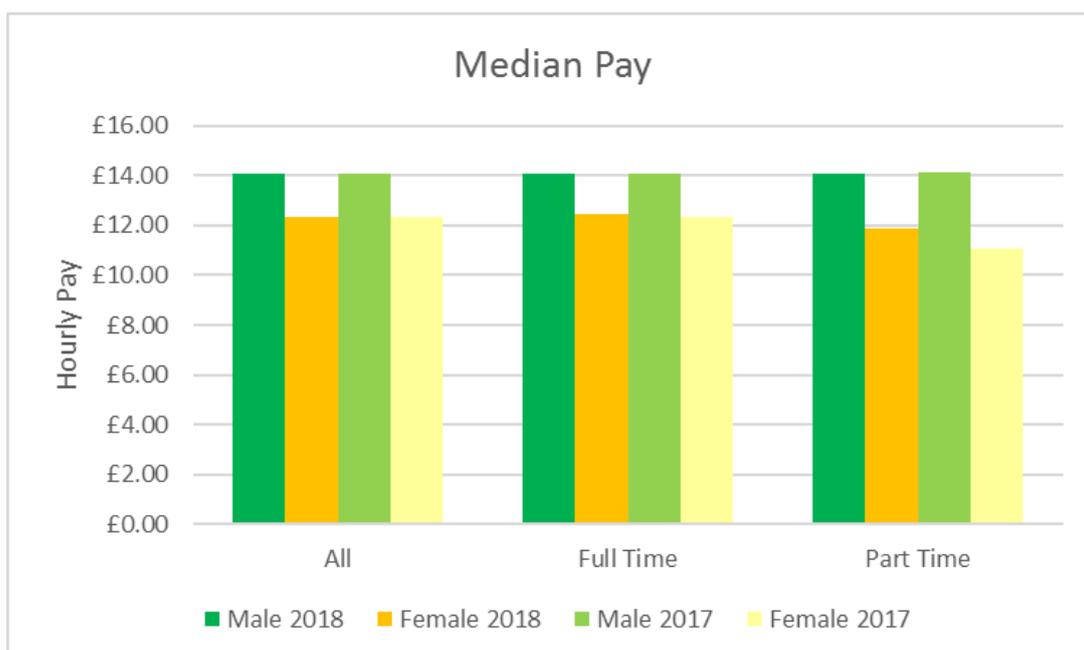
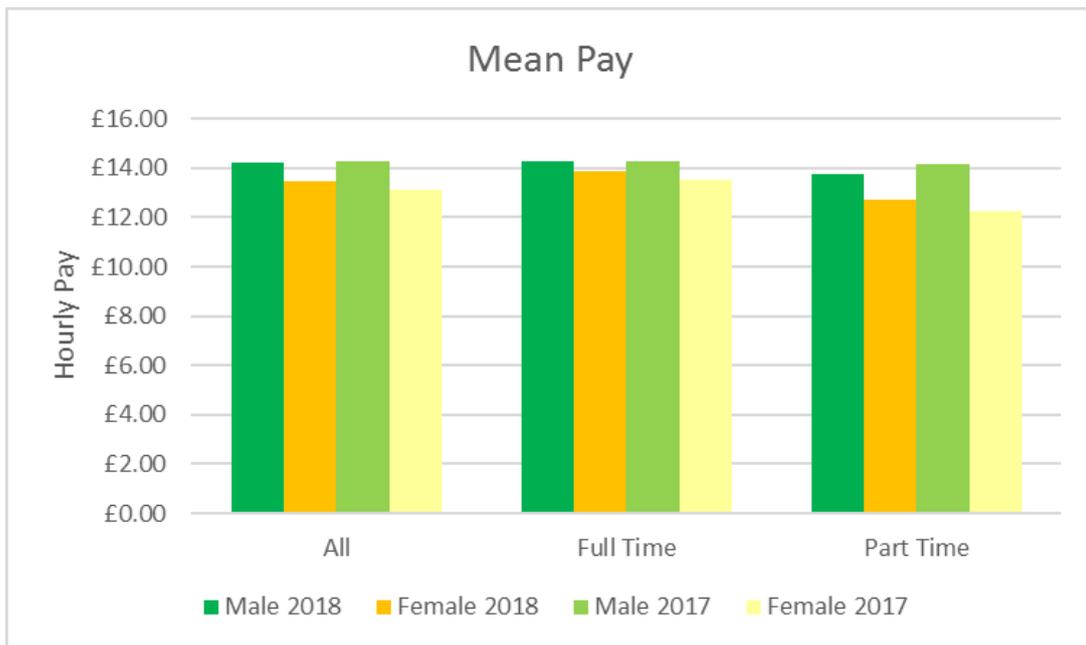
5. How can we do better?

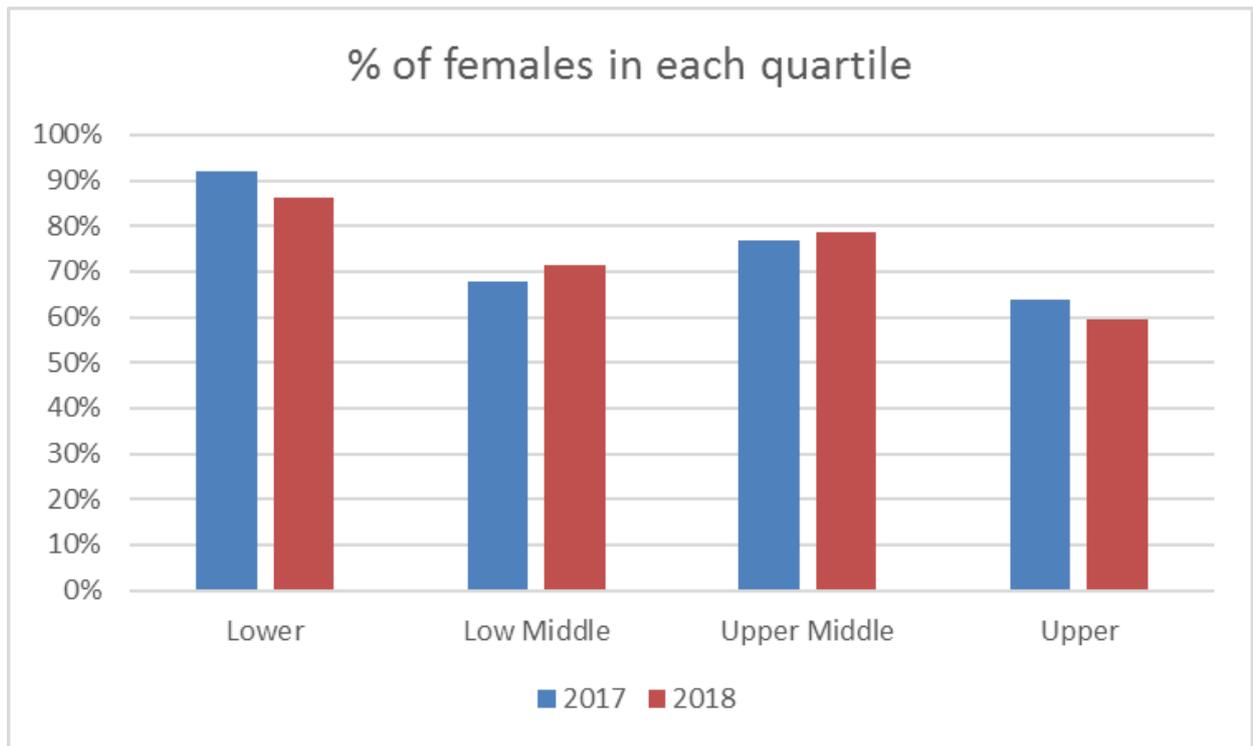
- 5.1 Whilst there have been no major disparities identified, there are a number of trends identified through this Gender Pay Gap analysis, that indicate that Career Connect may need to look closer at its employment practices.
- 5.2 This year we have extended the pay scales for two of the roles within the lower pay bands. Engagement Worker Level 1 positions were extended from a spot rate of £15,137, through to a top of band rate of £17,387. The position of Coach was also re-graded to apply a new cap of £22,452, which was up from £20,000. This has positively impacted on the gender pay gap previously highlighted.
- 5.3 Career Connect is committed to equality in the workplace and will continue to review its payroll data alongside workforce demographics to ensure that any gender pay gaps are identified are addressed. As a family friendly employer, the organisation has in place a range of initiatives and benefits that promote inclusion. This includes flexible working, which for many people with care responsibilities, enables a healthy work-life balance.
- The organisation attracts a high proportion of female applicants, which is not unusual in any service sector or charitable organisation. Although the number of administration/ support function roles are now very few, these lower paid roles have historically been filled by females, often on a part-time basis. There is greater gender balance in the management tiers of the organisation but at the lower end of the pay-scales there remains significantly more women in these roles.
- 5.4 Career Connect will continue to review its workforce development strategy to ensure that women in the lower paid administration/ support functions have equal access to professional development programmes that will enable them to progress through the organisation.
- 5.5 Career Connect will review its recruitment strategy against current labour market research to identify why men are less attracted to some of the frontline roles, which form the greatest proportion of employment opportunities.
- For example, research undertaken by [Career Smart](#) shows that in 2018, across the Careers Guidance sector nationally, 45% of advisers and vocational guidance specialists work part time.
- Nationally, the IAG sector employs 72.8% women which compares to Career Connect gender ratio, with 74% women
- 5.6 Career Connect also plays a vital role in inspiring young people from an early age, to see beyond gender stereotypes in making their own career choices. This contributes to the wider transformation of the labour market, by challenging assumptions about the roles of men and women in the workplace, including leadership opportunities and to change behaviours, beliefs and practices that hamper progress in gender equality.

APPENDIX 1

Career Connect Workforce at 05.04.18

- Total 376 Staff:
- 278 Female (74%) and 98 Male staff (26%)
- 105 Part Time Staff (27.9% of total workforce are part time)
9 male and 96 female part-time workers
- 32 staff earn £18,000 or less: 7 of these are male and 25 are female
- 2 Company Directors: 1 male and 1 female
- 8 staff in Senior Leadership Team: 2 male and 6 female





Progress since 2017

It is noted that progress has been made to close the gender pay gap, which is particularly apparent from the mean hourly rate, where by:

2017

Females £13.10

Males £14.27

Men were earning £1.17 per hour more

2018

Females £13.47

Males £14.24

This shows that the gap has reduced to 77p per hour

The salary bar was extended for those staff in the lower grade roles (EW1 and Coach) which have a higher % of female workers. No increase of salary was granted to those higher level roles, such as managers.

% of females in each quartile

It is noted that in the lower quartile, there has been a reduction of females who in 2017 accounted for 92% of the lower quartile, this has now reduced to 86%

Similarly, improvements have been seen in the upper middle quartile which has increased from 77% to 79%

Confirmed as accurate by Danielle Kneale – Assistant Director (Workforce) – 29 March 2019