



## **Gender Pay Gap Reporting 2020**

### **Obligations**

The Equality Act 2010 (Gender Pay Gap Information) 2017 requires employers with 250 or more employees to publish the following information annually to show any pay gap between their male and female employees.

As an employer with more than 250 employees, The Windsor Forest Colleges Group (TWFCG) is required to publish its data findings annually based on a reference date of 31<sup>st</sup> March. All reporting employers are required to undertake work to narrow any identified gaps. The cycle will then continue year on year going forward with a requirement to maintain the data on our website for 3 years to show that progress is being made in narrowing the gap.

TWFCG fulfilled its obligations in publishing its Gender Pay Gap report for each year since 2017 and this is the latest report for 2020. This report and the two previous years are all reflective of the total headcount of the group on the snapshot date each year.

### **The Windsor Forest Colleges Group Data**

The data contained within this report represents the gender pay snapshot as at 31<sup>st</sup> March 2020 in respect of employees in receipt of pay during the month of March.

- The mean gender pay gap for TWFCG is 1.02%. In 2019, our mean gender pay gap was 5.4%
- The median gender pay gap for TWFCG is 2.66%. In 2019, our median gender pay gap was 0%.

As part of the mandatory reporting process, employers are required to publish the gender pay gap within their bonuses. For 2020, there were no bonuses paid to any relevant employees during the 12 month period ending 31<sup>st</sup> March 2020. Therefore:

- The mean gender bonus gap for TWFCG is 0%.
- The median gender bonus gap for TWFCG is 0%

- The proportion of male employees in TWFCG receiving a bonus is 0% and the proportion of female employees receiving a bonus is also 0%. These figures were also zero for both males and females in 2019.

We are required to show the data in quartiles and for TWFCG, the data is based on the 447 full pay relevant employees who were employed in March 2020.

### **Pay quartiles by gender**

Band	Number of Employees in Quartile	Male	Female	Description
Upper Quartile	112	38 33.9%	74 66.1%	The upper quartile includes the following staff: lecturers; department heads; senior management and senior post holders.
Upper Middle Quartile	112	44 39.3%	68 60.7%	The upper middle quartile includes the following staff: lecturers; middle managers; IT; administration managers; assessors.
Lower Middle Quartile	111	24 21.6%	87 78.4%	The lower middle quartile includes the following staff: administration staff; estates staff; assessors; lecturers.
Lower Quartile	112	36 32.1%	76 67.9%	The lower quartile includes the following staff: apprentices; estates staff; learning support assistants; administration staff; receptionists.

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

### **Commentary**

The composition of the workforce for 2020 is 68.2% female and 31.8% male compared to 65.4% female and 34.6% male in 2019. This is an increase in female staff year on year and also shows slightly higher female staff than the latest information available on the sector averages (63% female, 37% male). The gender breakdown of the lower and upper quartiles are fairly representative of that of the total College workforce overall.

In 2019, there were the same number of males across each quartile and similar numbers of females. In 2020, when comparing across quartiles there is now some disparity with the most notable difference in the lower middle quartile which has almost half as many males as the upper middle quartile. The upper middle quartile has a modestly higher amount of males than the upper and lower quartiles.

TWFCG's pay approach supports the fair reward and recognition of all staff irrespective of gender. The pay scales in academic roles are consistent across all curriculum areas however the starting scale point will vary according to the qualifications and skills of the individual. Staff who occupy these posts move up the scale (dependent on performance) via an annual appraisal process until they reach the top of the pay scale or reach a barred point where they do not have the appropriate qualification to progress further, once this qualification has been obtained progression through the pay scale will continue.

In support areas, pay scales vary according to the level of responsibility for a role. Job roles are assigned a grade on the pay scale as appropriate. Graded posts have a set pay range with incremental points in between the grades. Staff who occupy these posts move through the scale points (dependent on performance) via an annual appraisal process until they reach the top scale point of the grade.

In exceptional circumstances explicitly due to labour market conditions where the evaluated scale point results in an inability to recruit or retain suitable staff for specific jobs (both academic and support) it may become necessary to make an additional temporary payment to individuals or to holders of specific jobs where market pressures would otherwise prevent TWFCG from being able to recruit and retain staff with a particular skill or groups of skills. Payments are agreed following a review of qualitative market data and only paid where a defined business need has been identified, there is clear objective justification that the skills required are essential to the job and where market forces indicate that pay and benefits offered significantly exceed those being offered by the College Group.

TWFCG also employ a number of staff, in both academic and support posts, on a sessional basis. The hourly rates for these roles are commensurate for the responsibility and/ or levels of subjects taught.

Spot salaries outside of the pay scales are paid to members of our College Management Team. This is to ensure the College can attract and retain the necessary calibre of staff. There are more women than men in senior roles at TWFCG at the time of reporting.

## **Why has the mean gender pay gap decreased but the median increased?**

The number of full pay relevant employees has reduced by 27 since the 2019 reporting with 22 of these being male and 5 female. This reduction in full pay relevant employees has seen the quartiles shift for the 2020 reporting which has created an increase in the median gender pay gap. As a result of this shift many of the females who in 2019 were in the upper middle quartile have now moved into the lower middle quartile despite the median pay for females remaining static at £18.27 per hour.

In the period between reporting in 2019 and 2020, a small amount of males were recruited to management roles which attract a higher rate of pay. Coupled with the reduction of full pay relevant male employees this has led to the median pay for males increasing to £18.77 per hour. Therefore there is a median gender pay gap of 50p per hour or 2.66%.

All eligible staff received a salary increment between reporting periods in line with the individual pay scale for their job roles. The significant reduction in the number of full pay relevant male employees has resulted in slower growth of the mean male pay which in 2020 moved from £18.76 to £18.89 per hour. Full pay female relevant employees have also reduced since 2019 (although by a comparatively smaller amount of 5 employees) this has meant the growth in salary of female employees is much more visible with the mean female pay moving from £17.74 to £18.70 per hour.

The 19p per hour gap between the mean male and mean female pay equates to a 1.02% mean gender pay gap.

## **What is TWFCG doing to further address this gap?**

### **Recruitment Practices**

- TWFCG use a blind recruitment process. This process removes any and all identification details from candidate applications. This ensures that the hiring manager and panel evaluate people on their skills and experience instead of factors that can lead to biased decisions.
- As part of our ongoing commitment to Equality & Diversity all managers involved in the recruitment process undergo recruitment training which includes training on identifying and removing unconscious bias prior to taking part in any recruitment activities.
- We are continually reviewing the role specifications to ensure that there is no unintended gender bias and wherever possible considering where jobs can be part time, sessional or job share.

### Staff Retention and Development

- TWFCG regularly review our pay policy to ensure any areas of opportunity are addressed.
- TWFCG advertise all vacant or new roles on our careers page and intranet site, enhancing visibility of career progression opportunities.
- TWFCG offer funding to staff to support their professional development enabling them to build their skills, knowledge and confidence and access higher pay scales.

### Working Practices

- TWFCG have enhanced maternity, adoption and paternity pay schemes and will continue to promote these along with the other flexible and family friendly benefits the College Group offers to its employees.
- TWFCG considers flexible working opportunities for all roles across the organisation. We are proud that in 2020, 25% of our workforce work part-time and a further 37% work on a sessional basis. This equates to 68% of all female staff and 47% of all male staff.