



## **Gender Pay Gap Reporting 2021**

### **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 2021. 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 2021 in respect of employees in receipt of pay during the month of March.

- The mean gender pay gap for TWFCG is 0.82%. In 2020, our mean gender pay gap was 1.02%
- The median gender pay gap for TWFCG is 0%. In 2020, our median gender pay gap was 2.66%.

As part of the mandatory reporting process, employers are required to publish the gender pay gap within their bonuses. For 2021, there were no bonuses paid to any relevant employees during the 12 month period ending 31<sup>st</sup> March 2021. 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 2020.

We are required to show the data in quartiles and for TWFCG, the data is based on the 432 full pay relevant employees who were employed in March 2021.

### **Pay quartiles by gender**

Band	Number of Employees in Quartile	Male	Female	Description
Upper Quartile	108	38 35.19%	70 64.81%	The upper quartile includes the following staff: lecturers; department heads; senior management and senior post holders.
Upper Middle Quartile	108	39 36.11%	69 63.89%	The upper middle quartile includes the following staff: lecturers; middle managers; IT; administration managers; assessors.
Lower Middle Quartile	108	33 30.56%	75 69.44%	The lower middle quartile includes the following staff: administration staff; estates staff; assessors; lecturers.
Lower Quartile	108	38 35.19%	70 64.81%	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 2021 is 65.7% female and 34.3% male compared to 68.2% female and 31.8% male in 2020. This is a reduction in female staff year on year but remains slightly higher than the latest information available on the sector averages (64% female, 36% male).

In 2020, there were almost half as many males in the upper middle quartile as there were in the lower middle quartile. The number of female staff in the upper middle quartile was also 28% higher than the number in the lower middle quartile. In 2021, the quartiles are much more evenly split although there is still slightly fewer males and slightly more females within the lower middle quartile as compared to the other 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 automatically 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 automatically 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 gender pay gap decreased?**

The number of full pay relevant employees on the snapshot date is 15 less than at the 2020 reporting which represents a decrease of 21 female employees and an increase of 6 male employees. The majority of these female leavers have been from within the lower quartile. This reduction in full pay relevant employees has seen the quartiles shift again. This shift has meant that the salary range included in the upper quartile is now much wider (an increase of £2.53) than it was in 2020. Conversely the salary range in the upper middle quartile has reduced by £2.78. (For comparison, the lower middle quartile widened by 83p, and the lower quartile reduced by 80p). This has resulted in the redistribution of a number of employees from the upper middle quartile in 2020 to either the upper quartile or the lower middle quartile in 2021.

The reduction in the number of female staff in the lower 2 quartiles has seen the median hourly pay for females increase from £18.27 per hour in 2020 to £18.45 per hour in 2021. The increased number of male employees within the lower quartiles has caused the median hourly pay to reduce from £18.77 in 2020 to £18.45 in 2021. This has resulted in a 0% median gender pay gap for 2021.

All eligible staff received a salary increment between reporting periods in line with the individual pay scale for their job roles in addition to a cost of living salary increase and this has led to the mean pay increasing for both male and female employees. Mean male pay moved from £18.89 to £18.97 per hour in 2021. Mean female pay has moved from £18.70 to £18.81 per hour.

The 16p per hour gap (19p in 2020) between the mean male and mean female pay equates to a 0.82% mean gender pay gap (1.02% in 2020).

## **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 2021, 24% of our workforce work part-time and a further 39% work on a sessional basis. This equates to 71% of all female staff and 47% of all male staff.