

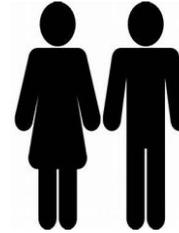
## SHIPLEY COLLEGE - GENDER PAY GAP REPORT 2019

Gender pay gap (GPG) reporting requires employers with 250 or more employees to publish statutory calculations every year showing the pay gap between male and female employees.

“Gender Pay Gap” is not the same as “Equal Pay”. Unequal pay is the unlawful practice of paying men and women differently for performing the same or similar work or work of equal value; whereas the gender pay gap relates to the difference calculated between average earnings, irrespective of their roles in any given sector, and is a way of measuring gender equality in respect of equal access to, and take up of, all types and levels of roles within an organisation.

All calculations have been made as at 31<sup>st</sup> March 2019. This is in line with Government requirements for Public Sector bodies. For Shipley College, please see the calculations below:

### Our Results for 2019



<b>Mean Average</b>	Shipley College Mean Gender Pay Gap is:	5.4%
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<b>Median Average</b>	Shipley College Median Gender Pay Gap is:	-2.6%*
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**\* a negative result means that the median pay of females is higher than males**

## Definitions

**Mean:** The mean calculation shows the difference between the mean average hourly rate of pay that male and female employees receive. Mean averages are useful because they place the same value on every number they use, giving a good overall indication of the GPG

**Median:** The median calculation shows the difference between the median hourly rate of pay that male and female full-pay relevant employees receive. This is a useful calculation as it indicates what the “typical” situation is i.e. in the middle of an organisation, and is not distorted by very large or small pay rates.

## How do we compare nationally?

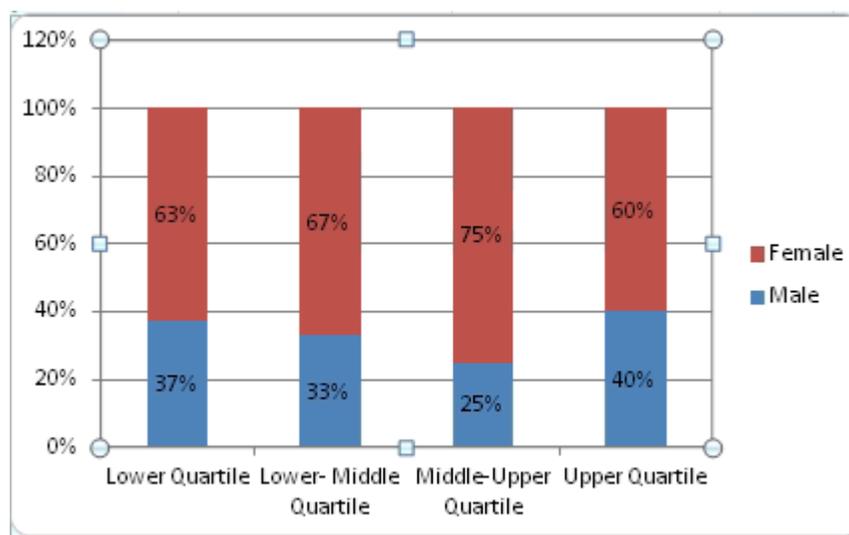
The Office Of National Statistics has reported that the gender pay gap for full time employees is similar to previous years ( 2018 8.6%) and stands at 8.9% for 2019. The gap has fallen from 17.8% (2018) among all employees to 17.3% in 2019.

For Shipley College the average rate of pay was £13.29 for females and £14.05 for males

## By Quartile

In line with regulations, employers need to report on the proportion of male and female employees in each of four pay bands, where Lower Quartile represents lowest salaries Upper Quartile represents the highest salaries.

The proportions of males/females in each quartile pay band is as follows:



Further breakdown of the Mean and Median within the quartiles reveals a very positive position

	Lower Quartile	Lower-Middle Quartile	Middle- Upper Quartile	Upper Quartile
Mean Gender Pay Gap	-3.3%	-2.6%	1.7%	-9.6%
Median Gender Pay Gap	0%	0%	2.8%	-0%

**Context:**

Shipleigh College has a high proportion (66%) of female staff. 64% of all roles are part-time which traditionally have been more popular with females than males. Of the 64% of part time roles, 46% are held by females and 18% by males. Of the 36% of roles which are full time, 20% are held by females and 16% by males.

Part-time roles exist across the organisation and at a variety of levels, with the exception being within the management levels (point 37 upwards), where roles are almost exclusively full-time, 89%.

43% of the positions in college fall within the lower end of the pay scale (Scales 1-4) and the majority of these posts are worked part time (95 of the 131 posts are part time) and 72 of these part time employees are female.

6% of the positions in college fall within the management spine (point 37 upwards) with a female to male gender split of 53% female and 47% male. The Senior Management Team is a small group of higher paid individuals (3). As at March 2019, the gender split was 33% male; 67% female.

Shipleigh College made no bonus payments during 2018/19.

Signed



Chair of Governors

Date 3/3/20

**Action Plan to address Gender pay imbalance**

Objective	Action	Measure	Responsibility /time frame	Status March 20																
Ensure the College understands the movement in gender pay gap and takes action if required	Review data	No imbalance identified	VP Finance & HR Manager Feb 20	<table border="0"> <tr> <td></td> <td style="text-align: center;">2018</td> <td style="text-align: center;">2019</td> </tr> <tr> <td>Mean average</td> <td style="text-align: center;">3.2%</td> <td style="text-align: center;">5.4%</td> </tr> <tr> <td>Median average</td> <td style="text-align: center;">-3.9%</td> <td style="text-align: center;">-2.6%</td> </tr> </table> <p>Increase in staff included in the snapshot from 271 in 2018 to 302 in 2019 with more females on lower scales has increased the gap but still below National averages.</p>		2018	2019	Mean average	3.2%	5.4%	Median average	-3.9%	-2.6%							
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Median average	-3.9%	-2.6%																		
Ensure there is no gender imbalance at application, short list of job offer staff	Review data  Consider possible actions to encourage more women to apply if there is an imbalance	No imbalance identified	HR Manager Feb 20	<p>No significant imbalance identified in 18/19 data</p> <table border="0"> <tr> <td></td> <td style="text-align: center;">Male</td> <td style="text-align: center;">: Female%</td> <td style="text-align: center;">*</td> </tr> <tr> <td>App</td> <td style="text-align: center;">22</td> <td style="text-align: center;">:68</td> <td></td> </tr> <tr> <td>Shortlist</td> <td style="text-align: center;">18</td> <td style="text-align: center;">:78</td> <td></td> </tr> <tr> <td>Appoint</td> <td style="text-align: center;">21</td> <td style="text-align: center;">:65</td> <td></td> </tr> </table> <p>*excludes those where gender was not specified</p> <p>The education sector attracts more female applicants and the College is reflective of this.</p> <p>Higher percentage of women at all stages so no further action.</p>		Male	: Female%	*	App	22	:68		Shortlist	18	:78		Appoint	21	:65	
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<p>Ensure standardised, transparent recruitment process (including salary offered) that removes opportunities for bias.</p>	<p>Ensure managers are trained in "safer recruitment" processes</p>	<p>All interviewing managers trained and training renewed every 2 years</p>	<p>HR Manager March 2020</p>	<p>A list of all managers who have undertaken training is kept.</p> <p>Safer recruitment training has been updated and includes best practice on:</p> <ul style="list-style-type: none"> <li>● Shortlisting</li> <li>● Interviewing</li> <li>● Unconscious bias</li> </ul> <p>"Safer Recruitment" techniques are used to ensure recruitment is based on merit alone and does not favour any gender or other protected characteristic. This includes reviewing each candidate by standardised criteria, use of structured interviews and, where possible, skills based assessment tasks. Managers are trained on these techniques.</p> <p>Pay scales at the application stage are communicated. The pay at employment offer stage is kept within the salary scale for the role and assessment on the level offered within the scale is based on a set criteria. This is carried out prior to employment based on experience in comparable roles.</p>
<p>Ensure no gender imbalance in higher and lower paid roles</p>	<p>Review data</p>	<p>No imbalance identified</p>	<p>HR Manager</p>	<p>Lower paid roles offer more flexible working opportunities, such as variable hours, term time only working and part time, therefore they have traditionally attracted more female employees.</p> <p>There are a high proportion of female staff in higher paid roles, with twice as many women in Head of Sector/Function roles than men. 50% of the Senior Management Team are also female.</p>

<p>Ensure there is no gender imbalance of rate of leaving and reasons for leaving</p>	<p>Review data  Consider possible actions to encourage more women to remain in post if there is an imbalance</p>	<p>No imbalance identified</p>	<p>HR Manager February 2020          HR Manager September 2020</p>	<p>There is a higher percentage of women employed compared to men and therefore the percentage of women who leave employment is higher.</p> <p>As a higher percentage of women still remain employed, no further action is required.</p> <p>Review leaving questionnaire to ensure we identify any underlying causes for leaving and follow up on any concerning information with the leaving employee.</p>
<p>Ensure advertise flexible working policies internally and externally</p>	<p>Review data  Consider if vacancies can be advertised with flexible working options</p>	<p>Number of applications received</p>	<p>HR Manager February 2020          HR Manager April 2020</p>	<p>Flexible working policies are available to all staff and advertised on the staff portal. These are communicated to staff when they are updated.</p> <p>Flexible working opportunities are available to all staff regardless of gender or other protected characteristics.</p> <p>The College currently advertises when a role has flexible working options.</p> <p>Further steps will be taken in line with the "Good Work Plan" and updated legislation from April 2020:</p> <ul style="list-style-type: none"> <li>• Include flexible working policies on the jobs page of the website</li> <li>• Add flexible working section on job packs to clearly state if the role is suitable for flexible working options</li> </ul>
<p>Ensure all employees have the same access to information on promotions and pay rises</p>	<p>All opportunities advertised.  Pay rises applied to all staff consistently in line with pay scale approved by Corporation</p>	<p>All employees aware of opportunities</p>	<p>HR Manager February 2020</p>	<p>All posts are advertised when they become vacant.</p> <p>Existing employees are emailed all posts along with the information pack at the time it is advertised.</p> <p>"Safer recruitment" measures are used when recruiting all staff including internal applicants.</p>

<p>Ensure all employees have same criteria for performance management and CPD</p>	<p>All employees informed of CPD opportunities and application process for this</p> <p>Set processes for appraisal</p>	<p>No imbalance identified</p>	<p>HR Manager VP Curriculum July 2020</p>	<p>All employees are informed of the process for applying for CPD. Acceptance is decided at senior level in relation to the role being carried out and training needs analysis. Criteria does not include gender, flexible working or working hours.</p> <p>Appraisal process is set with guidance given to managers and reviewed for compliance at senior level.</p>
<p>Ensure regular monitoring of Equality and Diversity data including gender</p>	<p>Annual E&amp;D report to Corporation</p>	<p>Regular reporting</p>	<p>HR Manager March 2020</p>	<p>Reports are produced and reviewed periodically to identify diversity and gender split. At this stage we identify if there are any measures required to be taken.</p>