



The University of Manchester Conferences (UMC) Limited.

## **Gender Pay Gap Report 2019**

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## 1. Introduction

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017<sup>1</sup> came into force on 6 April 2017. The new regulations make it mandatory for all organisations with more than 250 employees to report their gender pay gap (GPG) on an annual basis. All organisations in the public sector, including HEIs, are required to take a snapshot of data on 31 March 2019 on which an analysis of the pay gap must be undertaken. All relevant organisations are required to publish details of their gender pay gap in accordance with the specified criteria on their own web site and on the Government's Equalities Office web site by 30<sup>th</sup> March 2020.

The gender pay gap is distinct from equal pay though that distinction is often confused. ACAS provides the following definitions:

*“**Equal pay** deals with the pay differences between men and women who carry out the same jobs, similar jobs or work of equal value. It is unlawful to pay people unequally because they are a man or a woman.”*

*“The **gender pay gap** shows the differences between the average (mean or median) earnings of men and women. This is expressed as a percentage of men's earnings.”*<sup>2</sup>

The gender pay gap measures differences in pay between men and women across an entire range of pay, which includes jobs of different size and level. It should be emphasised that any gap is not a measure of unequal pay for the same or similar work or work of equal value, but, more often, a reflection of the lower representation of women at higher grades/levels. In other words, any pay gap will be reduced by progress towards headline equality and diversity objectives to achieve greater gender balance at higher grades and senior levels where women may be underrepresented.

This report provides the outcomes of the UMC Limited's mandatory gender pay gap reporting requirements, provides some context and explanation to consider what the outcomes mean and provides a summary of how UMC Limited is addressing the gap that has been identified.

## 2. Calculations and scope of reporting

All data presented in this report has been gathered and analysed in accordance with the Equality Act 2010 (Specific Duties and Public Authorities) 2017. In line with all public sector organisations the data is based on hourly pay rates as at 31 March 2018, and bonuses paid between 1<sup>st</sup> April 2018 and 31<sup>st</sup> March 2019. All relevant organisations are required to report their:

- i. mean gender pay gap
- ii. median gender pay gap
- iii. mean bonus pay gap
- iv. median bonus pay gap
- v. proportion of males and females receiving a bonus payment
- vi. proportion of males and females on each pay quartile.

The data includes information relating to all relevant employees which is defined as anyone employed by UMC Limited on 31<sup>st</sup> March 2019.

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<sup>1</sup> <http://www.legislation.gov.uk/ukxi/2017/353/schedule/1/made>

<sup>2</sup> Extract from *Managing gender pay reporting* ACAS December 2017

Source: [http://www.acas.org.uk/media/pdf/m/4/Managing\\_gender\\_pay\\_reporting\\_04\\_12\\_17.pdf](http://www.acas.org.uk/media/pdf/m/4/Managing_gender_pay_reporting_04_12_17.pdf)

### 3. Context

UMC Limited is a wholly-owned subsidiary of the University of Manchester, which provides conference catering and other hospitality services across the campus and within student residences.

The company has its own staff employment terms and conditions and policies and procedures, although they are advertently consistent with those of the University for the most part. UMC Limited is overseen by its own board of directors and is composed of senior University post-holders.

The Higher Education Role Analysis (HERA) job evaluation scheme is used to measure the size of all UMC Limited roles and the outcomes are then aligned to the salary bands to determine the rate of pay. This ensures that pay is based solely on the outcome of the evaluation and is not influenced by other factors.

The pay structure comprises 33 salary points which are distributed across four bands (Support, Administration and Operations, Management and Senior Management). There is no automatic incremental progression but roles are submitted for re-evaluation in light of any significant increase in duties or responsibilities.

Equality, diversity and inclusion are deemed to be of strategic importance within the organisation and the UMC Limited Equality and Diversity Policy states:

*“University of Manchester Conferences Ltd (UMC) (“the company”) is committed to providing an environment free from discrimination, bullying, harassment or victimisation, wherein everyone is treated with respect and dignity... The company aims to create a culture of diversity, providing a dynamic working environment, whereby everyone is valued for their contribution and individuality”*

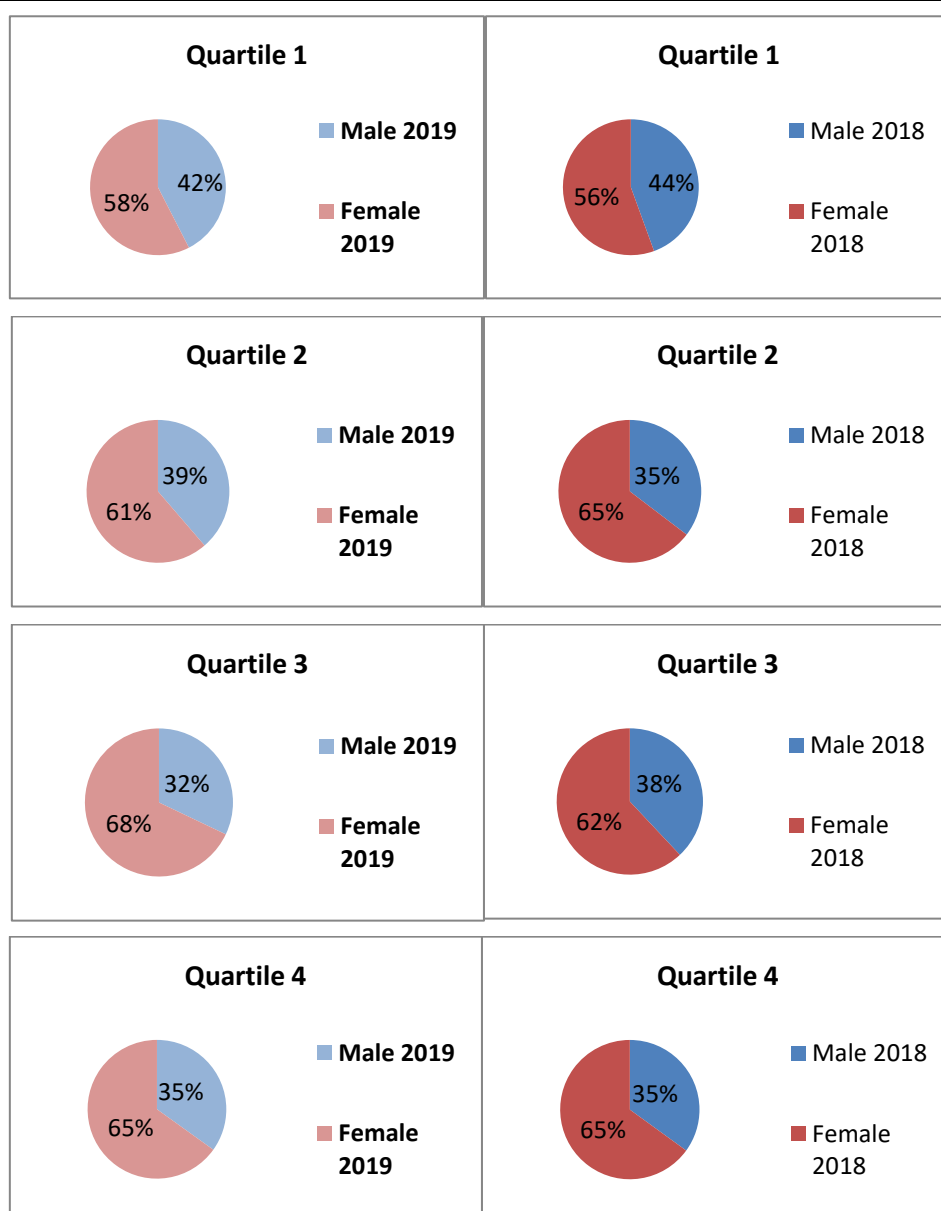
### 4. UMC Limited Gender Pay Gap: Outcomes and analysis

The tables below contain the outcomes of the UMC Limited’s gender pay gap reporting, comparing the company’s Mean and Median data for 2019 and 2018, showing a consistent outcome from that of 2018, which hitherto followed a significant narrowing of the pay gap between men and women in 2017. The Bonus gap shows a reverse effect of a performance-based payment; in 2019 this was paid to two females as opposed to one male who received such a payment in 2018:

**Table 1: Pay Gap Information, UMC Limited, 2019 vs 2018**

Pay Gap Information	Mean (Average)	Median (Middle)
Gender Pay Gap 2019	2.4 %	2.5 %
Gender Pay Gap 2018	2.2 %	0 %
Bonus Gap 2019	-100.0 %	-100.0%
Bonus Gap 2018	100 %	0.0%
Proportion of females receiving bonus payment = 0.8%		
Proportion of males receiving bonus payment = 0.0 %		

<b>Table 2:</b> <b>Staff numbers split by gender in each quartile pay band, count and proportions,</b> <b>UMC Limited, 2019 (vs 2018)</b>					
Quartile Pay Bands	Population	Male	Female	Male	Female
Highest Paid	Quartile 1	45 (44)	61 (55)	42% (44%)	58% (56%)
	Quartile 2	41 (35)	65 (64)	39% (35%)	61% (65%)
	Quartile 3	34 (38)	72 (62)	32% (38%)	68% (62%)
Lowest Paid	Quartile 4	37 (35)	69 (65)	35% (35%)	65% (65%)
TOTALS		157 (152)	267 (246)	37% (38%)	63% (62%)



As the tables above show, females make up 63% (62% in 2018) of UMC Limited's overall workforce and there is a proportionally higher representation of females within each of the quartile bands, though an increase of 6% at quartile 3 has no doubt impacted the overall (Mean & Median) gender pay gap, as can be seen in Table 1, albeit only a slight increase.

## **5. Outline of initiatives that are underway and planned for the future which seek to address the gap**

UMC Limited is committed to further reducing its gender pay gap and has a range of initiatives already in place to support this, including:

### **❖ Family friendly policies**

As a subsidiary of and in line with the University of Manchester, UMC Ltd remains committed to updating existing policies to make them clearer and more accessible to all staff. Input from diverse staff groups, including staff network groups, is sought to ensure that policies are relevant and that awareness of changes is maintained.

UMC will soon be carrying out its own periodic review of policies and procedures, following the University's recently revised maternity and parental leave policies which provide additional (unpaid) leave in the event of a premature birth. The shared parental leave policy pays men and women the same and therefore gives working families more choice and flexibility, helping to close the gender pay gap and enable fathers to play a more active role in caring for their children. The University continues to offer a range of support to women returning from maternity or adoption leave and has developed and published additional guidance focussed on how to support an employee returning from family leave.

The University has two workplace nurseries and the provisions of the maternity and shared parental leave policies are generous with eligible staff receiving full pay for 26 weeks during the period of Ordinary Maternity Leave. The number of places at one of the nurseries has increased as a result of a move to new premises.

The updated Flexible Working policy continues to be promoted and supported across the University. Training is now available for line managers, including a number of workshops designed to increase familiarity with the policy, assist them in responding to applications fairly and consistently, emphasise the benefits of flexible working, and ensure they understand the associated legal framework. A range of events, both planned and underway, are designed to promote a variety of flexible working options and there is now a range of resources available on the 'Manager's Essentials' website. In December 2019 a Flexible Workers' network was launched. The network is open to any member of staff who works flexibly and its purpose is to provide an opportunity to share challenges and good practice, and to support colleagues.

Hiring managers are actively being encouraged to consider whether any roles to which they are seeking to recruit could be undertaken flexibly and to use the strapline "Happy to talk flexible working" in recruitment advertisements if so.

### **❖ Staff Networks**

Employees working for UMC Limited are eligible, and encouraged, to participate in the University of Manchester's staff networks. There are currently 19 different staff networks which meet regularly and have individual agendas and terms of reference and specific web pages. The networks have approximately 3000 members collectively.

The groups provide the opportunity to network and share experiences and many also offer confidential support and advisory services for members. Additionally each group can feed into the bi-annual Equality, Diversity and Inclusion Forum which is chaired by the Vice President for Social Responsibility within the University of Manchester. More than 100 awareness raising

events have been organised by the networks since 2010 and there were over 13,000 visits to the staff network group web pages in 2018-2019. In addition more than 30 meetings have taken place over the last year.

#### ❖ **Living Wage Foundation**

Early in 2019 the University successfully applied for accreditation with the Living Wage Foundation. This recognises the University's commitment to pay all its employees and third party contractors a minimum of £9.30 per hour and to promote good working practices both within the University and more widely. The accreditation is significant in the context of gender pay as it guarantees a higher rate of pay for staff paid within the lowest paid quartile (Quartile 4), which, as noted earlier, is where there is currently a higher proportion of female staff.

## **6. Conclusion**

UMC Limited is reassured that although the small gender pay gap of 2.2 % in 2018 has increased to 2.4%, with the Median impacted no doubt by the more significant increase at quartile 3 (from 0.0% to 2.2%) in 2019 following a significant reduction in 2017 (from 3.8%), this still continues to reflect the fair and transparent policies and procedures that are in place within the organisation, particularly in the areas of open fair and transparent recruitment and development.

It is important to reiterate that the pay gaps highlighted above are not as a result of men and women being paid differently for work of equal value.

Achieving gender balance across all levels of the organisation is an important goal for UMC Limited and one that we will continue our efforts to achieve.

Andrew Stephens



HR Partner