



The University of Manchester Conferences (UMC) Limited.

**Gender Pay Gap Report 2018**

## Gender Pay Gap Report 2018

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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 2018 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 2019.

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 2017 and 31<sup>st</sup> March 2018. 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 2018.

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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 important within the organisation and the UMC Limited Equality and Diversity Policy states:

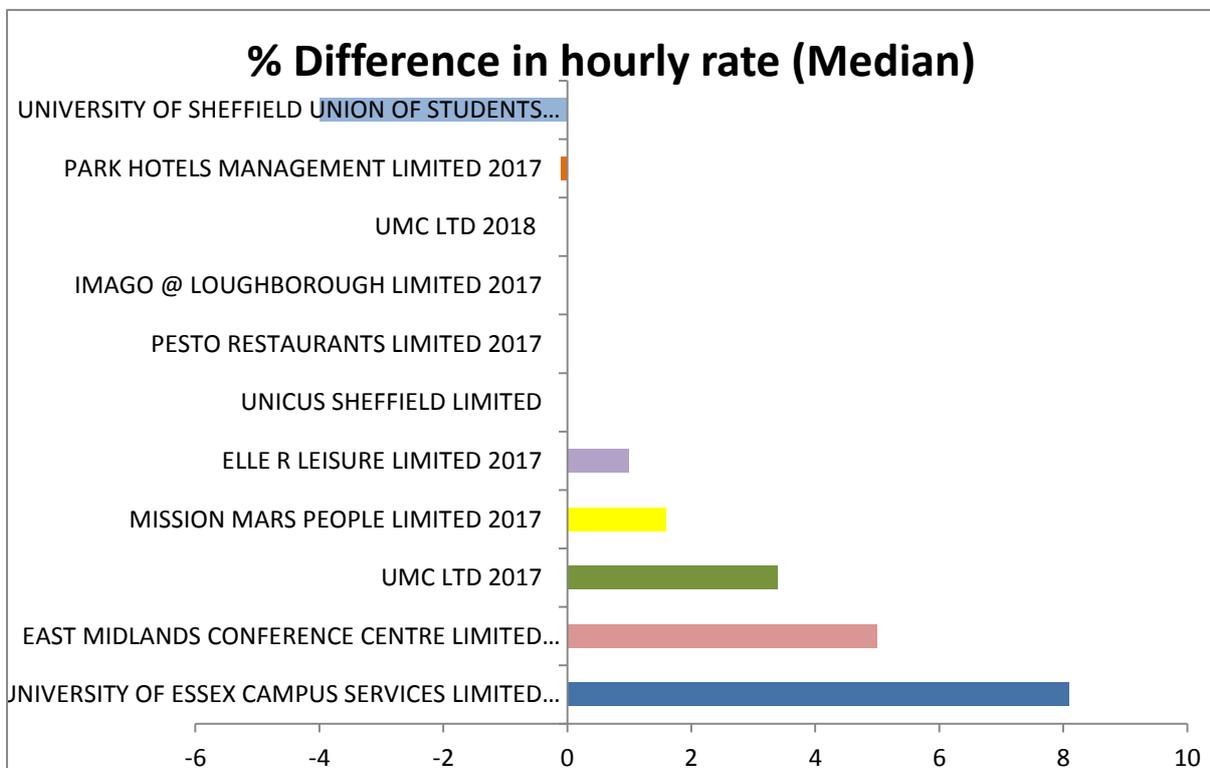
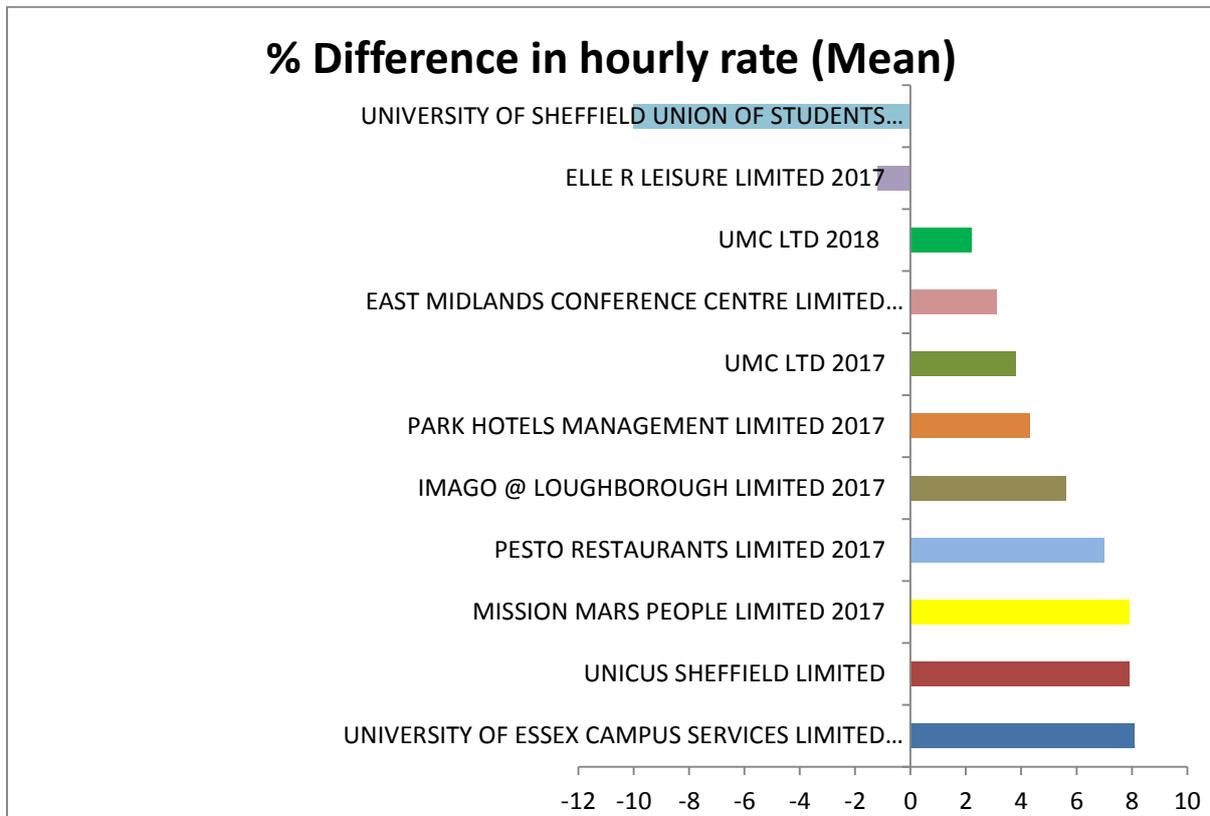
*“University of Manchester Conferences Ltd (UMC) (“the company”) is committed to providing an environment free from discrimination, bullying, harassment or victimisation, wherein everyone is treated with respect and dignity... The company aims to create a culture of diversity, providing a dynamic working 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 2018 and 2017, showing a significant narrowing of the pay gap between men and women. The Bonus gap has increased, but this was due to a performance-based payment to one person only in 2018, whereas there were none at all paid in 2017:

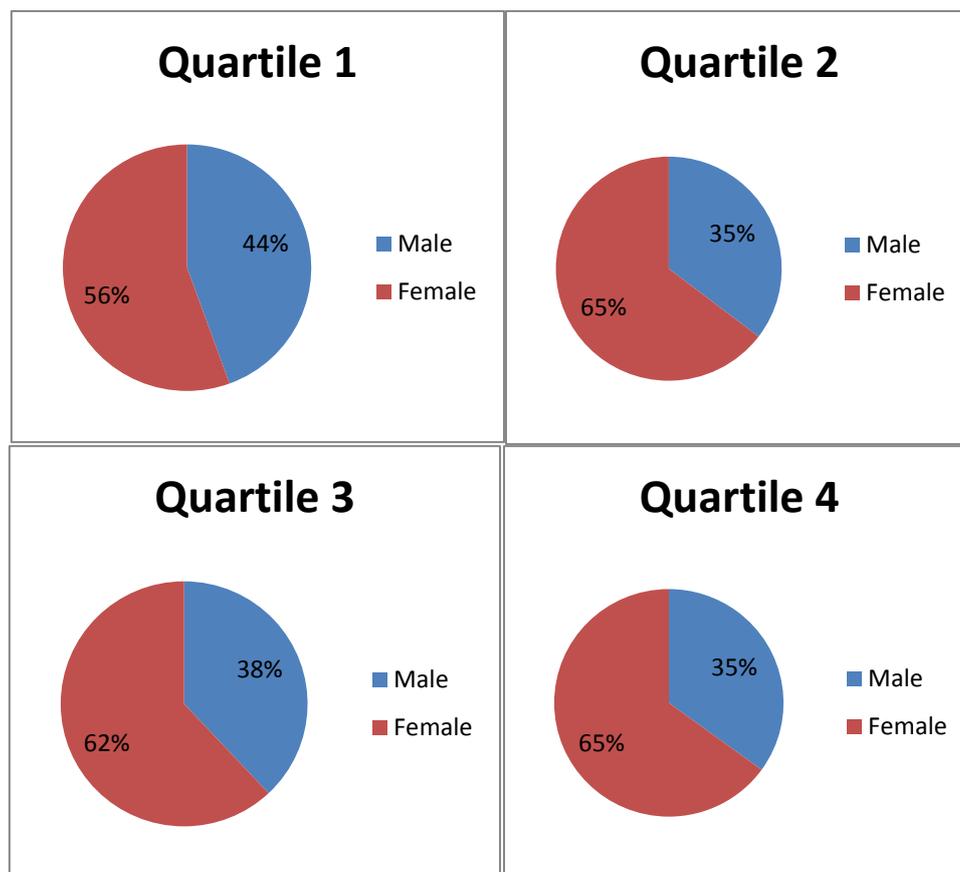
Table 1: Pay Gap Information, UMC Limited, 2018 vs 2017		
Pay Gap Information	Mean (Average)	Median (Middle)
Gender Pay Gap 2018	2.2 %	0.0 %
Gender Pay Gap 2017	3.8%	3.4%
Bonus Gap 2018	100 %	0.0%
Bonus Gap 2017	0.0%	0.0%

UMC data for both years is shown here in comparison to the 2017 data for 8 other employers (at the time of writing, January 2019, other employers' data is not available) of 250 – 499 employees:



**Table 3: Staff numbers split by gender in each quartile pay band, count and proportions, UMC Limited, 2018**

Quartile Pay Bands	Population	Male	Female	Other	Male	Female	Other
Highest Paid	Quartile 1	44	55	0	44%	56%	0%
	Quartile 2	35	64	0	35%	65%	0%
	Quartile 3	38	62	0	38%	62%	0%
Lowest Paid	Quartile 4	35	65	0	35%	65%	0%



As the tables above show, females make up 62.0% of UMC Limited’s overall workforce and there is a proportionally higher representation of females within each of the quartile bands.

Quartiles 2 and 4 are the areas where females are most highly represented, both at 65 % (c. +11% and +3% respectively, compared to the 2017 data). Conversely Quartiles 1 & 3 has seen a reduction to 55% and 62 % of female representation respectively (from c. -2.5% and -8 % in 2017).

In spite of the slight reduction in female representation at the highest Quartile, the overall narrowing of the gender pay gap is certainly due to the converse impacts of more significant increased female representation in Quartile 2 and a comparable decrease in Quartile 3.

## 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 being a family-friendly organisation and in June 2018 signed the Working Forward Pledge. This is a national campaign which aims to make organisations be the best that they can be for pregnant women and new parents. In signing the pledge, the University has publically expressed a commitment to taking on-going action to improve our workplace for our working parents and parents to be.

The University has reviewed and improved its Flexible Working Policy and has developed an extensive range of new manager guidance, tools and training relating to supporting working parents and the application of family policies and this is also applicable to UMC employees. New pregnancy and maternity guidance for both managers and staff has been developed and a new policy was developed and promoted to all staff outlining our approach to supporting staff undergoing fertility treatment. Guidance has also been developed to assist managers in supporting staff who are experiencing the menopause and associated symptoms. A launch event took place to raise awareness amongst staff across the University.

The company continues to update existing policies to make them clearer and more accessible to all staff. In addition to those referenced above, these also include policies focussed on parental leave, paternity leave, career breaks and the provision of support for carers.

The University is also currently consulting with staff on existing policies relating to maternity, adoption and shared parental leave and updated policies will be launched in 2019 .

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, offering returner coaching to staff as required. Returner coaching is dedicated coaching, provided by qualified coaches and is designed to support staff returning from family leave. Coaching can take place before, during, or after leave, helping staff to manage this life transition. Manager guidance on supporting breast-feeding staff is now available and the provision of breast-feeding facilities is being reviewed and improved.

In July 2018 the University launched 'Managers' Essentials' which is a comprehensive online resource designed specifically to assist managers across the organisation in providing a strong and positive employee experience for their staff. It contains an extensive range of guidance and supporting information and resources to equip managers to effectively undertake their day-to-day people management responsibilities. It also has resources aimed towards personal development. The university recognises the crucial role that line-managers play in realising the potential of their staff and in supporting them to undertake their roles as effectively as possible. Topics include, Recruitment, Welcoming New Starters, Developing your People, Supporting Wellbeing, Recognising and Rewarding and Leading through Change.

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.

#### ❖ **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.

#### ❖ **Staff Learning and Development**

UMC Limited will continue to ensure that that all managers and staff working within the organisation undergo appropriate equality training and will also make available other means of learning and development for their role.

## **6. Conclusion**

UMC Limited is reassured that the small gender pay gap of 2017 (3.8%) has been significantly reduced further (to 2.2%) in 2018, and that this 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