



The University of Manchester Conferences (UMC) Limited.

Gender Pay Gap Report 2017

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1. Introduction

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017¹ 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 2017 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 March 2018, and then annually.

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.”²

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 2017. 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

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

² 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

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 March 2017.

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 45 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

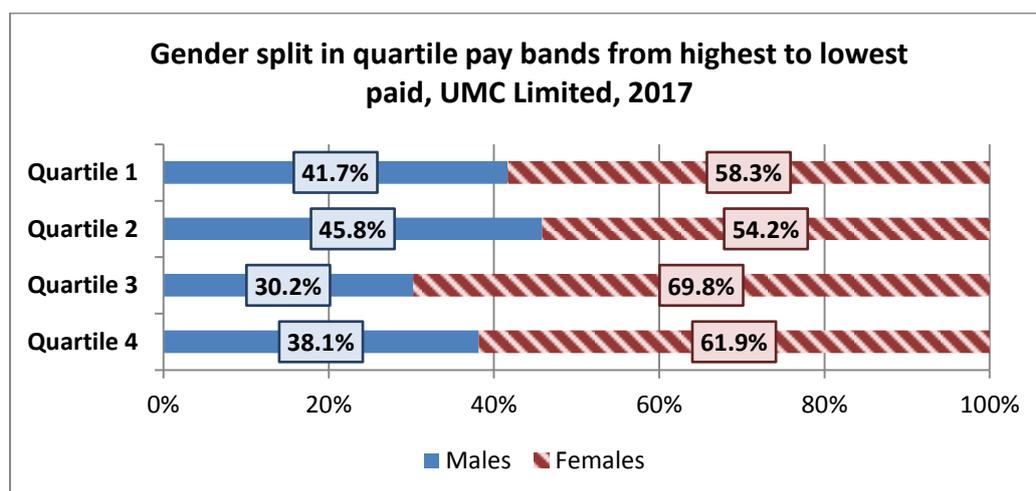
The tables below contain the outcomes of the UMC Limited’s gender pay gap reporting:

| Table 1: Pay Gap Information, UMC Limited, 2017 | | |
|---|----------------|-----------------|
| Pay Gap Information | Mean (Average) | Median (Middle) |
| Gender Pay Gap | 3.8% | 3.4% |
| Bonus Gap | 0.0% | 0.0% |

No bonus payments were made within the relevant period.

| Table 2: Staff numbers split by gender in each quartile pay band, count and proportions, UMC Limited, 2017 | | | | | | |
|--|------------|------|--------|-------|--------|----------|
| Quartile Pay Bands | Population | Male | Female | Total | % Male | % Female |
| Highest Paid | Quartile 1 | 40 | 56 | 96 | 41.7% | 58.3% |
| | Quartile 2 | 44 | 52 | 96 | 45.8% | 54.2% |
| | Quartile 3 | 29 | 67 | 96 | 30.2% | 69.8% |
| Lowest Paid | Quartile 4 | 37 | 60 | 97 | 38.1% | 61.9% |

| Table 3: Hourly Rates of Relevant Full-Pay Employees | | |
|--|----------------|-----------------|
| Gender | Mean (Average) | Median (Middle) |
| Male | £10.02 | £9.41 |
| Female | £9.64 | £9.10 |



As the tables above show, females make up 61.0% of UMC Limited’s overall workforce and there is a proportionally higher representation of females within each of the quartile bands. The two lowest paid quartiles (quartiles 3 and 4) are the areas where females are most highly represented (69.8% and 61.9% respectively).

Looking at the data in relation to staff paid within the “Senior Management” pay band shows that 71.4% of staff are men. Whilst acknowledging that the Senior Management team is only small in size, a gender imbalance is highlighted which, coupled with the higher proportion of female staff paid within the lower quartiles will go some way to potentially explaining why a pay gap, albeit a relatively small one, has been identified.

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**

UMC Limited has a number of family friendly policies in place and offers a range of support to women returning from maternity or adoption leave and all staff can register with a child care voucher provider. 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 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.

❖ **Staff Networks**

Staff 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 Training**

UMC Limited will continue to ensure that all managers and staff working within the organisation undergo appropriate equality training and development for their role.

6. Conclusion

UMC Limited is reassured that the small gender pay gap that has been identified reflects the fair and transparent policies and procedures that are in place within the organisation. 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.