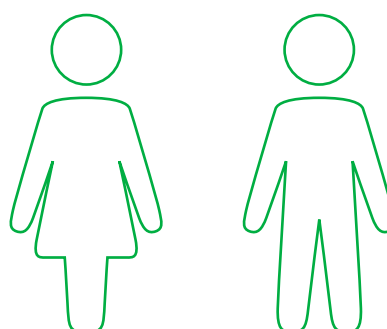


THE UNIVERSITY OF MANCHESTER
CONFERENCING (UMC) LIMITED

GENDER PAY GAP REPORT 2020



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GAP

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**GENDER
PAY GAP
REPORT**
2020

1. Executive Summary

The University of Manchester Conferencing (UMC) Ltd 2020 Gender Pay Gap (GPG) analysis is the fourth report to be published since the introduction of the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017¹, which came into force on 6 April 2017.

As of 31st March 2020, the median GPG within the UMC workforce has remained the same at 0%, whilst the mean has increased from 2.2 to 4.2%.

It is important to note the following:

- i. Where these averages across the whole workforce indicate women's overrepresentation in lower paid job levels and functions (occupational segregation), they are not as a result of men and women being paid differently for work of equal value.
- ii. Even though the mean GPG has increased by 2%, both the UMC figures of 2.2% (2019) and 4.2% (2020) are comparably low alongside the national average of 15.5%, provided by the Office of National Statistics (ONS) in April 2019.
- iii. Additionally there are only 3 University (not UMC subsidiary) employees, all of whom are all women, within the over-arching 'Hospitality & Events' organisation's senior management team (the other 5 being UMC employees), that would otherwise significantly positively impact upon the GPG in the highest pay quartile.

Nevertheless, as the statistics for the period 2019 to 2020 bear out, the main contributing factor for the increased mean GPG is vertical segregation: the overrepresentation of women in the lower quartiles.

However, this is the 2nd consecutive year of slight increases in the mean GPG and, therefore, the company fully realises that it is an on-going imperative to be mindful that future initiatives and already established employment and development practices for its workforce will be the most likely influencer of further reducing the GPG year on year.

Achieving gender balance in its workforce at all levels is an important goal for UMC Ltd, and one that has strategic significance, alongside retaining its commitment to equal pay for work of equal value, in line with that of The University more broadly. To this end, a number of initiatives have been put in place, including the review and development of the flexible working policy in light of the lessons learned from working during the COVID-19 pandemic, maintaining Living Wage Foundation accreditation and to raising and maintaining awareness of Equality, Diversity and Inclusion initiatives and successes.

UMC Ltd has a zero tolerance approach to bullying, harassment and discrimination, whereby the continuous aim is to maintain an inclusive environment where everyone is treated with dignity and respect. Through The University, as a wholly-owned subsidiary, UMC has accessible reporting mechanisms, Harassment Support Advisors and a mediation service to support our work, such as the current piloting for 'active bystander training' that will be available to all staff. The company continues to seek to build on these initiatives further to assist women to progress to the next level of their career.

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

2. Introduction

i. The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 came into force on 6 April 2017.

The regulations make it mandatory for all organisations with more than 250 employees to report their GPG on an annual basis. All organisations in the public sector, including HEIs, are required to take a snapshot of data on 31 March 2020 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 30th March 2020 and on an annual basis. As a consequence of the COVID-19 pandemic, the government suspended the requirement for organisations to report outcomes for 2019, though UMC Ltd proceeded to report as planned.

ii. The Gender Pay Gap (GPG) is distinct from Equal Pay

The Gender Pay Gap (GPG) 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.”

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.

iii. Gender Identity

Gender Identity is broader than simply 'men and women'. Although the GPG regulations require that we report colleagues as either men or women, we know that Trans and Non-binary colleagues do not identify with either category. Notwithstanding this requirement, UMC values, welcomes and celebrates colleagues of all gender identities, and is reflected in the company's commitment to create an inclusive and Trans-friendly culture and workplace, free from discrimination, harassment or victimisation, where all Trans and Non-binary colleagues are treated with dignity and respect.

3. 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 2020, and bonuses paid between 1st April 2019 and 31st March 2020.

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 men and women receiving a bonus payment
- vi. proportion of men and women on each pay quartile.

The data includes information relating to all relevant employees which is defined as anyone employed by UMC Limited on 31st March 2020.

4. 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”

5. 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 2020 and 2019.

Table 1: Pay Gap Information, UMC Limited, 2020 vs 2019

Pay Gap Information	Mean (Average)	Median (Middle)
Gender Pay Gap 2020	4.4 %	0 %
Gender Pay Gap 2019	2.4%	0 %
Bonus Gap 2020	-100%	-100%
Bonus Gap 2019	-100%	-100%
Proportion of females receiving bonus payment = 1.1%		
Proportion of males receiving bonus payment = 0.0 %		

Table 2: Staff numbers split by gender in each quartile pay band, count and proportions, UMC Limited, 2020 (vs 2019)

Quartile pay bands	Population	Men	Women	Men	Women
Highest Paid	Quartile 1	38 (45)	39 (61)	49% (42%)	51% (58%)
	Quartile 2	30 (41)	47 (65)	39% (39%)	61% (61%)
	Quartile 3	27 (34)	50 (72)	35% (38%)	65% (62%)
Lowest Paid	Quartile 4	27 (35)	51 (69)	35% (35%)	65% (65%)
Totals		122 (155)	187 (267)	39% (38%)	61% (62%)

As the tables above show, women make up 61% of UMC Limited's overall workforce and there remains higher representation of women within each of the quartile bands, though an increase of 3% at quartile 3 and conversely a decrease at quartile 1 of 7% has further impacted the Mean gender pay gap by 2% overall, as can be seen in Table 1.

The Bonus gap for 2020 is reported in Table 1 as a reflection of performance-based 'bonus' payments made to two women, whereas none were awarded to men, as was the exact case in 2019.

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

- i. It is important to recognise the impact of the COVID-19 pandemic on the initiatives that were both planned and already underway within the University and its subsidiaries, including UMC Ltd:
 - In direct response to the pandemic, a number of specific actions have been taken by the University, which have also been adopted by UMC Ltd, to mitigate against any differential impact on women and carers during and post the pandemic, including the introduction of the COVID-19 Special Leave Policy in 2020 which offers 14 days of paid leave in addition to the Special Leave Policy allowance of up to 5 days for 'unforeseen domestic' circumstances.
 - A significant amount of work is currently underway relating to the University's Flexible Working Policy to ensure that it incorporates feedback on what has worked well during the pandemic which, again, will be taken on board and adapted by UMC with regard to its own employees.
 - In summer 2020 the University launched its "What Works?" survey, asking staff to contribute their experiences of working throughout the lockdown period. Feedback from the What Works survey has indicated that there is a strong desire to retain some elements of home / remote / flexible forms of working in the future – a 'hybrid' approach to work. Further work is now underway to consider what changes are required for the future.
 - The equality impact assessment undertaken in relation to the Government's COVID-19 furlough scheme showed that women were slightly less likely to be furloughed compared to men.
 - In terms of the equality impact in relation to the UMC Voluntary Severance scheme showed that from a total of 134 applications a greater proportion of women (60%) than men applied for voluntary severance, and of those employees whose applications were accepted the majority were women (at 62%).
 - An extensive range of mental health and wellbeing support has been made available for all staff and their line managers.
 - Despite the additional and continuing significant challenges brought about by the Coronavirus pandemic UMC Ltd remains committed to further reducing its gender pay gap and has a range of initiatives already in place to support this, including aspects of its 'family friendly policies':
 - The Maternity and Parental Leave policies 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 GPG and enable fathers to play a more active role in caring for their children.
 - 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.
 - Equally UMC continues to follow The University's lead in offering 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, for which UMC staff are eligible to apply to for their children's day care.
- ii. As part of the commitment to ensure policies and practices are embedded, additional training is provided for all staff who contribute to the recruitment and/or performance and development review processes; positive action statements are also included in advertisements for recruitment processes where relevant.
- iii. Early in 2019 the University successfully applied for accreditation with the Living Wage Foundation (LWF), recognises the University's and therefore UMC'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 LWF rate of pay was raised to £9.50 per hour from 1st February 2021, guaranteeing a higher rate of pay for staff paid within the lowest paid quartile (Quartile 4) which is currently represented by 69% female employees.
- iv. All employees are required to complete online modules focussed on unconscious bias and diversity in the workplace

7. Conclusion

Whilst UMC Limited recognises that although the small gender pay gap of 2.4 % in 2019 has increased to 4.4% in 2020, with the Median impacted no doubt by a further increase of female representation at quartile 3 and a more significant decrease at quartile 1 in 2020, the policies procedures and practices that are in place within the organisation, particularly in the areas of open fair and transparent recruitment and development, will continue to provide the basis for ensuring that all available means are applied to addressing this issue.

However as this is the second consecutive year that the gender pay gap has increased, this does prompt the need for extra vigilance with regard to ensuring that the company's employee recruitment, development and relevant welfare policies, procedures and practices are effectively implemented and continually monitored to this end.

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 remains a critically important goal for UMC Limited, a clear example being the bonus payments that have been awarded to a total of four women between 2019 and 2020 based upon objective means through UMC's 'Rewarding Exceptional Performance' scheme, whereas none were awarded to men.



Andrew Stephens

HR Partner

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The University of Manchester
Oxford Road
Manchester
M13 9PL
www.manchester.ac.uk

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