



The University of Manchester Conferencing (UMC) Limited.

Gender Pay Gap Report 2021

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1. Executive Summary

The University of Manchester Conferencing (UMC) Ltd 2021 Gender Pay Gap (GPG) analysis is the fifth report to be published since the introduction of the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, which came into force on 6 April 2017.

As of 31st March 2021, the median Gender Pay Gap (GPG) within the UMC workforce has remained the same at 0%, whilst the mean has increased from 4.4 to 5.9%.

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, therefore there is not an equal pay issue.
- ii. The mean GPG increased by 1.5%, is mainly due to a larger reduction of women than men in higher paid roles that left the company through voluntary redundancy during the height of the pandemic in 2020 and, conversely, a comparably larger number of men in lower paid roles that also left. However the UMC figures of 4.4% (2020) and 5.9% (2021) are comparably low alongside the national average of 15.4% (2021), provided by the Office of National Statistics (ONS).
- iii. There are three 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 for the 2020 GPG, the overriding contributing factor for the increased mean figure is due to vertical segregation: the overrepresentation of women in the lower quartiles.

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.

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 2021 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 2022.

- ii. 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 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, the company is committed in its welcoming of colleagues of all gender identities within its workforce, thereby to create an inclusive

and Trans-friendly culture and workplace, free from discrimination, harassment or victimisation, where all colleagues are treated with dignity and respect, and there is equality of opportunity for all.

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 2021, and bonuses paid between 1st April 2020 and 31st March 2021. 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 2021.

4. Context

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

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

The Higher Education Role Analysis (HERA) job evaluation scheme is applied to all company job 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 grades across the bands of 'Support, Administration and Operations, Management and Senior Management'. There is no automatic incremental progression, but job description updates are routinely submitted for re-evaluation in light of any significant increase in duties or responsibilities.

Equality, diversity and inclusion is 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 and inclusion, 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 2021.

Table 1: Pay Gap Information, UMC Limited 2021 vs 2020		
Pay Gap Information	Mean (Average)	Median (Middle)
Gender Pay Gap 2021	5.9 %	0 %
Gender Pay Gap 2020	4.4%	0 %
Bonus Gap 2021	0%	0%
Bonus Gap 2020	-100%	-100%
Proportion of females receiving bonus payment = 0.0%		
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, 2021(vs 2020)					
Quartile Pay Bands	Population	men	women	men	women
Highest Paid	Quartile 1	22 (38)	18 (39)	55% (49%)	45% (51%)
	Quartile 2	15 (30)	26 (47)	37% (39%)	63% (61%)
	Quartile 3	14 (27)	27 (50)	34% (35%)	66% (65%)
Lowest Paid	Quartile 4	11 (27)	30 (51)	27% (35%)	73% (65%)
TOTALS		62 (122)	101 (187)	38% (39%)	62% (61%)

As the tables above show, women make up 62% of UMC Limited’s overall workforce. In 2020, the data showed a higher representation of women within each of the quartile bands. However, in 2021 data shows that there is a higher representation of men in quartile 1, an increase of 6%, whereas there is a higher representation of women in quartiles 2, 3 and 4. A

decrease of 6% of women represented in quartile 1 and conversely an increase of 8% at quartile 4 has further impacted the Mean gender pay gap by 1.5% overall, as can be seen in Table 1.

The Bonus gap for 2021 is reported in Table 1 as 0% which is a reflection of no performance-based 'bonus' payments being awarded in 2021; this is in contrast to 2020 where two women were awarded a bonus resulting in a -100% bonus gap.

UMC employs a significant number of its workers on nil-hours employment contracts, the majority of whom are students in line with the seasonable and otherwise variable business levels. Hours of work are mutually agreed with nil-hours colleagues, in order to ensure availability around the individuals' other commitments - usually their studies where students are concerned. However, all are afforded pro-rata employment pay, full terms & conditions in line with their hours-based contracted colleagues.

As the pandemic hugely impacted on business levels from March 2020 and, due to the availability of work and of the individuals' ability to work, the overall employee count working on campus was reduced through a lack of nil-hours employees. However, although the total number of working colleagues was significantly reduced within the 'nil hours' group, as the gender ratios in the group differed little, with 1% fewer men (comprising overall 37% Men and 63% women) than the overall UMC colleague count, there is little to suggest that this skewed the GPG data for the relevant period.

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 order to mitigate against any differential impact on women and carers during the pandemic the COVID-19 Special Leave Policy from 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, has been retained.
 - ❖ The University's Flexible Working Policy has been updated to include a number of steps to ensure that flexible working is promoted with current and prospective employees, again this should impact positively overall on those with child-care and other caring responsibilities; the policy changes are currently being adapted within UMC's with regard to its own employees.

- ❖ The University and UMC are continuing to review means to ensure that a 'hybrid' approach to working is continually reviewed and assessed both towards on-going support for its employees' and future enablement of the overall most sustainably effective and productive ways of working.
- ❖ A new Employee Assistance Programme (EAP) through 'Validium' was introduced late in 2021, providing easy access to confidential wide ranging guidance and support for all employees who may be experiencing health or other work-related personal challenges.
- ❖ 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. The University and UMC has continued to review its rates of pay in line with those of the Living Wage Foundation (LWF), ensuring a commitment to pay the LWF

rate of pay as a minimum. Together with higher percentage increases to the annual pay award for grades 1 to 4 (and UMC equivalent grades) in August 2021 (although this will not be reflected until the 2022 GPG review), this provides a higher rate of pay for staff within the lowest paid group (Quartile 4), which is currently represented by 73% 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 gender pay gap of 4.4 % in 2020 has increased to 5.9% in 2021, the policies procedures and practices 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, this is the third consecutive year that the gender pay gap has increased within the UMC group, albeit slightly. Therefore, there is need for continuous vigilance to ensure that the company's recruitment, development and welfare policies, procedures and practices are effectively implemented and continually monitored.

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