



The University of Manchester Conferences (UMC) Limited.

**Gender, Ethnicity & Disability Pay Gap Report 2022**

## Gender, Ethnicity & Disability Pay Gap Report 2022

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## 1. Executive Summary

The University of Manchester Conferences (UMC) Ltd is a wholly owned subsidiary company of The University of Manchester, that provides Hospitality, Catering, Retail and Conference services and facilities at multiple sites across The University's Campus and Residences.

This is the 6<sup>th</sup> report of the UMC Ltd Gender Pay Gap since the introduction of the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, which came into force on 6 April 2017; UMC's Ethnicity & Disability Pay Gap analyses are also included for the first time in this, its 2022 report.

As of 31st March 2022, the median Gender Pay Gap (GPG) within the UMC workforce has remained the same at 0%, whilst the mean has decreased from 4.4% to 1.6%. The Ethnicity Pay Gap (EPG) stood at 0% (median) and 8% (mean), whilst the Disability Pay Gap stood at 0% (median) and 0.2% (mean).

It is important to note that following:

The Pay Gap figures indicate representation of women, ethnic groups or those with disabilities in either lower or higher paid job levels (occupational segregation), however, they are not representative of being paid differently for work of equal value; therefore, there is not an equal pay issue.

The mean GPG decrease by 2.8%, is mainly due to an increase of women in the highest quartile

Achieving a balance in Equality, Diversity and Inclusion (EDI) for its workforce at all levels is an important goal for UMC, and one that has strategic significance, alongside retaining its commitment to equal pay for work of equal value. To this end, initiatives have been put in place, including the review and development of the flexible working policy from the lessons learned from working during the COVID-19 pandemic, maintaining Living Wage Foundation accreditation and to raising and maintaining awareness of EDI 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 such as <https://www.reportandsupport.manchester.ac.uk/>, Harassment Support Advisors and a mediation service to support our work, such as the current roll out of our 'active bystander training'.

UMC continues to seek to build on these initiatives further to assist women to progress to the next level of their career, and to ensure there is equality of opportunity for developing

skills, abilities and knowledge, towards continuous professional and personal development for all colleagues.

## 2. Introduction

2.1 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, on which an analysis of the pay gap must be undertaken. All relevant organisations are required to publish details of their GPG in accordance with the specified criteria on their own website and on the Government's Equalities Office Website by 30<sup>th</sup> March the following year, and on an annual basis.

2.2 In addition to reporting the outcomes of statutory GPG analysis, we are also reporting the results of UMC's EPG and DPG analysis. We prepare this report as part of our equality, diversity, and inclusion commitment so that we understand and monitor our position and identify actions to take, regardless of whether it is a statutory requirement.

2.3 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 2022, and bonuses paid between 1<sup>st</sup> April 2021 and 31<sup>st</sup> March 2022. 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 31<sup>st</sup> March 2022.

There are no statutory guidelines for reporting on the EPG or DPG, given there is currently no mandatory requirement to do so. Therefore, all data presented in this report has been gathered using the same approach mandated for the GPG reporting, but with reference to ethnicity and disability status rather than gender.

For the EPG analysis we have focussed on a comparison of staff using their self-classification as 'White', 'Black, Asian and Minority Ethnic' (BAME) or 'unknown' ('unknown' also includes staff who have refused to classify themselves by ethnicity).

#### 4 Context

UMC Limited is a wholly owned subsidiary of the University of Manchester, which provides conference, catering and hospitality services across 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 change to 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 Gender, Ethnicity & Disability Pay Gap: Outcomes and analysis

5.1 The tables below contain the outcomes of the UMC Limited's Gender pay gap reporting, comparing the company's Mean and Median data for 2022 and 2021.

Table 1: Pay Gap Information, UMC Limited 2022 vs 2021		
Pay Gap Information	Mean (Average)	Median (Middle)
Gender Pay Gap 2022	2%	0%
Gender Pay Gap 2021	6%	0%
Bonus Gap 2021	0%	0%
Bonus Gap 2020	0%	0%
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, 2022(vs 2021)					
Quartile Bands	Population	Men	Women	Men	Women
Highest Paid	Quartile 1	24 (22)	24 (18)	50% (55%)	50% (45%)
	Quartile 2	20 (15)	29 (26)	41% (37%)	59% (63%)
	Quartile 3	19 (14)	30 (27)	39% (34%)	61% (66%)
Lowest Paid	Quartile 4	14 (11)	35 (30)	29% (27%)	71% (73%)
<b>TOTALS</b>		<b>77 (62)</b>	<b>118 (101)</b>	<b>39% (38%)</b>	<b>61% (62%)</b>

As the tables above show, women make up 61% of UMC Limited's overall workforce. In 2021, the data showed a higher representation of women within each of the quartile bands, with exception of the highest quartile.

However, in 2022 data shows that there is a 50/50 split in quartile 1, whereas there is a higher representation of women in quartiles 2, 3 and 4. An increase of 6% of women represented in quartile 1 and conversely an decrease of 2% at quartile 4 contributed to a decrease in mean pay gap.

The Bonus gap for 2022 is reported in Table 1 as 0% which is a reflection of no performance-based 'bonus' payments being awarded in 2022 as was the case in 2021.

5.2 The tables below contain the outcomes of the UMC Limited's Ethnicity pay gap reporting.

Table 3: Ethnicity Pay Gap Information, UMC Limited 2022		
Pay Gap Information	Mean (Average)	Median (Middle)
Ethnicity Pay Gap 2022	8%	0%
Bonus Gap 2022	0%	0%
Proportion of BAME receiving bonus payment = 0.0%		
Proportion of BAME receiving bonus payment = 0.0 %		

Table 4: Staff numbers split by ethnicity in each quartile pay band, count and proportions, UMC Limited, 2022							
Quartile Bands	Population	White	BAME	Info.Refused	White	BAME	Info.Refused
Highest Paid	Quartile 1	39	4	5	81%	8%	10%
	Quartile 2	37	6	6	76%	12%	12%
	Quartile 3	30	8	11	61%	16%	22%
Lowest Paid	Quartile 4	28	12	9	57%	24%	18%
<b>TOTALS</b>		<b>134</b>	<b>30</b>	<b>31</b>	<b>69%</b>	<b>15%</b>	<b>16%</b>

As the tables above show, BAME members make up 15% of UMC Limited's overall workforce.

However, 2022 data shows that there is 8% of BAME staff in quartile 1, whereas there is a higher representation of BAME in quartiles 2, 3 and 4. This is what contributes to mean ethnic pay gap of 8% as indicated in Table 3.

The Bonus gap for 2022 is reported in Table 3 as 0% which is a reflection of no performance-based 'bonus' payments being awarded in 2022.

5.3 The tables below contain the outcomes of the UMC Limited's Disability pay gap reporting. Please note that disability numbers in the tables below refer to members of staff who disclosed their disability through People and Organisation Development MyView system. University and UMC Ltd. are constantly working on improving disability disclosure.

Table 5: Disability Pay Gap Information, UMC Limited 2022		
Pay Gap Information	Mean (Average)	Median (Middle)
Disability Pay Gap 2022	0.2%	0%
Bonus Gap 2022	0%	0%
Proportion of BAME receiving bonus payment = 0.0%		
Proportion of BAME receiving bonus payment = 0.0 %		

Table 6: Staff numbers split by disability in each quartile pay band, count and proportions, UMC Limited, 2022							
Quartile Bands	Population	Not Disabled	Disabled	Info.Refused	Not Disabled	Disabled	Info.Refused
Highest Paid	Quartile 1	44	3	1	92%	6%	2%
	Quartile 2	39	4	6	80%	8%	12%
	Quartile 3	39	1	9	80%	2%	18%
Lowest Paid	Quartile 4	43	3	3	88%	6%	6%
<b>TOTALS</b>		<b>165</b>	<b>11</b>	<b>19</b>	<b>85%</b>	<b>6%</b>	<b>10%</b>

As the tables above show, disabled members make up 6% of UMC Limited's overall workforce.

The 2022 data shows that the proportion of disabled members of staff within UMC is different in different quartiles, but it is difficult to produce conclusions because the number of disabled members of staff is relatively small (n = 11).

The Bonus gap for 2022 is reported in Table 5 as 0% which is a reflection of no performance-based 'bonus' payments being awarded in 2022.



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

UMC, in line with The University, will continue to promote itself as an inclusive employer, supporting the career development of women, BAME and disabled staff.

Under the broader strategic approaches to recruitment and succession planning within The Directorate of Estates and Facilities (E&F), redressing under-representation of women, BAME and disabled staff is under constant focus.

Whereas The University's workforce-planning project to establish internal career advancement and succession pathways for staff is still at an early stage, E&F has made significant progress to date in its planning for this work, and is in a ready state to begin this work alongside colleagues from the University's Transformation programme, as an 'early adopter'.

Current recruitment practice since early 2022 requires consultation with The University's new Recruitment, Talent & Acquisition team, for guidance and support through the design of its job descriptions, job adverts and for identifying vacancy advertising sites and boards that will more likely maximise applications from specifically identified under-represented groups within the specific unit or team. For UMC this is of particular relevance currently for BAME colleagues that are under-represented in the higher pay quartiles. However, coupled with the aforementioned E&F workforce planning approaches to internal advancement and succession opportunities, moving forward, there should be a noticeably continual upward shift in BAME representation.

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.

UMC 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 provisions of the Maternity and Shared Parental Leave policies entitles eligible staff to full pay for 26 weeks during the period of Ordinary Maternity Leave; paying men and women the same and thereby offering working families more choice and flexibility.
- 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.

- A peer support group for new parents has been relaunched and sessions will run on different dates and times throughout the year to enable UMC staff to participate in them.
- Additionally other staff network groups are available and advertised to UMC employees. All staff are entitled to attend up to four meetings per year plus an associated activity.
- The University has two workplace Nurseries, for which UMC staff are eligible to apply to for their children's day care.

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 the continuation from 2021 of higher percentage increases to the annual pay award for grades in the lower pay Quartiles (3 and 4), this provides a higher rate of pay for these staff which is currently represented by 61% and 71% women; 16% and 24% minority ethnic groups; and 18% and 6% of those with disabilities.

All new employees are required to complete online modules focussed on unconscious bias and diversity in the workplace.

An updated module entitled 'Cultural Awareness' training will be rolled out to staff in front line facing staff allowing them to understand EDI issues generally as well as support available to them at the University.

The University's respective Charter Mark Self-Assessment Team action planning activity, took into consideration the existing Gender Pay Gap, Ethnicity Pay Gap and Disability Pay Gap to inform and the respective Charter Mark/Benchmarking Self-Assessment Team action planning; as a wholly owned subsidiary company, UMC will also benefit from:

- Organising facilitated Gender/Ethnicity/Disability Pay Gap Awareness sessions in partnership with Staff Diversity Network groups
- Promoting 'MyView' as self-service platform for staff to update personal records and as such reduce number of staff where disability and ethnicity are unknown.
- Quarterly EDI data sets based on agreed Board Scorecard KPIs' raising awareness of emerging trends and duly the opportunity to address or mitigate against any known negative impact.

## 7. Conclusion

The University's Strategic Plan includes a commitment to achieving gender, ethnicity and disability balance among its staff. This commitment explicitly includes UMC Ltd. Whilst UMC recognises that the gender pay gap of decreased to 1.6%, there is still need for monitoring of the policies, procedures and practices in place within the organisation, towards tackling under-representation of women, Black Asian and minority ethnic staff and people with disability in the workplace.

Andrew Stephens

A handwritten signature in black ink, appearing to read 'A. Stephens', with a stylized flourish at the end.

People and Organisational Development Partner