



## **Gender Pay Gap Reporting 2019**

### **Obligations**

The Equality Act 2010 (Gender Pay Gap Information) 2017 requires employers with 250 or more employees to publish the following information annually to show any pay gap between their male and female employees.

As an employer with more than 250 employees, The Windsor Forest Colleges Group (TWFCG) is required to publish its data findings annually based on a reference date of 31 March. All reporting employers are required to undertake work to narrow any identified gaps. The cycle will then continue year on year going forward with a requirement to maintain the data on our website for 3 years to show that progress is being made in narrowing the gap.

TWFCG fulfilled its obligations in publishing its Gender Pay Gap report for 2017, 2018 and this is the report for 2019. At the time of the report in 2017, The Windsor Forest Colleges Group had not formed and the gender pay gap data was based on East Berkshire College solely, which had over 250 employees at the snapshot date.

TWFCG came into being shortly after the merger between East Berkshire College and Strode's College in May 2017. The gender pay gap data for both 2018 and 2019 is based on the total headcount of the group on the snapshot date each year.

### **The Windsor Forest Colleges Group Data**

The data contained within this report represents the gender pay snapshot as at 31 March 2019 in respect of employees in receipt of pay during the month of March.

- The mean gender pay gap for TWFCG is 5.4%. In 2018, our mean gender pay gap was 1.1%
- The median gender pay gap for TWFCG is 0%. In 2018, our median gender pay gap was also 0%.

As part of the mandatory reporting process, employers are required to publish the gender pay gap within their bonuses. For 2019, there were no bonuses paid to any relevant employees during the 12 month period ending 31<sup>st</sup> March 2019. Therefore:

- The mean gender bonus gap for TWFCG is 0%.
- The median gender bonus gap for TWFCG is 0%
- The proportion of male employees in TWFCG receiving a bonus is 0% and the proportion of female employees receiving a bonus is also 0%. This compares with 0.4% male and 0.6% female in 2018.

We are required to show the data in quartiles and for TWFCG, the data is based on the 474 full pay relevant employees who were employed in March 2019.

### **Pay quartiles by gender**

Band	Number of Employees in Quartile	Male	Female	Description
Upper Quartile	118	34.7%	65.3%	The upper quartile includes the following staff: lecturers; department heads; senior management and senior post holders.
Upper Middle Quartile	119	34.5%	65.5%	The upper middle quartile includes the following staff: lecturers; middle managers; IT; administration managers; assessors
Lower Middle Quartile	118	34.7%	65.3%	The lower middle quartile includes the following staff: administration staff; estates staff; assessors; lecturers
Lower Quartile	119	34.5%	65.5%	The lower quartile includes the following staff: apprentices; estates staff; learning support assistants; administration staff; receptionists

The figures set out above have been calculated using the standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

## **Commentary**

The headcount of full pay relevant employees has reduced by 35 at TWFCG since the 2018 reporting. The composition of the workforce has remained fairly static year on year at 65.4% female and 34.6% male compared to 65% female and 35% male in 2018. This is broadly in line with the sector average (63% female, 37% male). The gender breakdown in each quartile is representative of that of the total College workforce overall.

TWFCG's pay approach supports the fair reward and recognition of all staff irrespective of gender.

Pay scales in academic roles are consistent across all curriculum areas however the starting scale point will vary according to the qualifications and skills of the individual. Staff who occupy these posts move up the scale (dependent on performance) via an annual appraisal process until they reach the top of the pay scale or reach a barred point where they do not have the appropriate qualification to progress further, once this qualification has been obtained progression through the pay scale will continue.

In support areas, pay scales vary according to the level of responsibility for a role. Job roles are assigned a grade on the pay scale as appropriate. Graded posts have a set pay range with incremental points in between the grades. Staff who occupy these posts move through the scale points (dependent on performance) via an annual appraisal process until they reach the top scale point of the grade.

TWFCG also employ a number of staff in both academic and support posts on a sessional basis. The hourly rates for these roles are commensurate for the responsibility and/ or levels of subjects taught.

Spot salaries outside of the pay scales are paid to members of our College Management Team. This is to ensure the College can attract and retain the necessary calibre of staff. There are more women than men in senior roles at TWFCG at the time of reporting.

### **Why has the gender pay gap increased?**

In the period between reporting for 2018 and 2019, TWFCG has seen a net reduction in the number of females in the upper middle quartile (82 in 2018 vs 78 in 2019), this reduction has caused the mean hourly pay in this quartile for females reduce from £21.10 in 2018 (the same as males in 2018) to £20.60 in 2019 (vs £21.30 for males in 2019).

The reasons behind this include where sessional staff have chosen to end their contracts or where they have moved to established posts within the College. The hourly rate of pay for sessional staff is enhanced and is generally higher than that of established posts. In addition

a number of these roles have not been replaced and much of the recruitment of the last year has been centred within the Lower and Lower Middle quartiles, 72% of these recruited posts have females appointed to them.

A further factor that has impacted on hourly rates is that location specific allowances for staff at certain campuses from prior to the merger have now ceased and this has seen some staff's hourly rates decrease as a result.

### **What is TWFCG doing to address this gap?**

#### **Recruitment Practices**

- TWFCG use a blind recruitment process, this process removes any and all identification details from the candidates' applications. This ensures that the hiring manager and panel evaluate people on their skills and experience instead of factors that can lead to biased decisions.
- As part of our ongoing commitment to Equality & Diversity all managers involved in the recruitment process undergo recruitment training which includes training on identifying and removing unconscious bias prior to taking part in any recruitment activities.
- Any requests to appoint new employees higher than the scale start point must be supported by evidence and approved by a Senior Post Holder.
- We are continually reviewing the role specifications to ensure that there is no unintended gender bias and wherever possible considering where jobs can be part time, sessional or job share.

#### **Staff Retention and Development**

- TWFCG will review our pay policy to ensure any areas of opportunity are addressed
- TWFCG advertise all vacant or new roles on our careers page and intranet site, enhancing visibility of career progression opportunities.
- TWFCG have enhanced maternity, adoption and paternity pay schemes and will continue to promote these along with the other flexible and family friendly benefits the College Group offers to its employees.