



Hadlow College

Equal Pay Audit Report 2013

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1. Introduction

This is the first Equal Pay Audit undertaken by the College. It uses existing Human Resource data to provide an overview of pay patterns across the institution.

The College supports the principle of equal pay for work of equal value and recognises that we should operate a pay system which rewards everyone fairly for the job they do, regardless of their gender (and indeed any other protected characteristic).

Although good practice suggests conducting pay audits between different ethnic groups and disabled and non-disabled people, this report will only consider gender. The reason for this is the complexity of the Equal Pay Audit, it was therefore decided to concentrate on gender in this first report and then consider including other diversity strands in future years.

2. Background

The Equality Act 2010 (the Act) gives women (and men) a right to equal pay for equal work. It replaced previous legislation, including the Equal Pay Act 1970 and the Sex Discrimination Act 1975. Article 78 of the Act places a requirement on all public bodies who employ over 250 staff, to publish information relating to the pay of their employees for the purpose of showing whether there are differences in the pay of male and female employees. The Act's provisions on equal pay and sex discrimination are intended to ensure that pay and other employment terms are determined without sex discrimination or bias.

3. What is an Equal Pay Audit?

An equal pay audit is the most effective way of establishing precisely whether an organisation is rewarding employees equitably and what measures it needs to take if it identifies any discrepancies. It also provides an effective demonstration of action to promote equal pay under the terms of the gender equality duty.

An Equal Pay Audit involves:-

- The comparison of pay of men and women doing work of equal value
- The identification of any equal pay gaps
- The explanation and justification of gaps using objective criteria

- The addressing of any gaps that cannot satisfactorily be explained on the grounds of work content
- On-going monitoring

4. Data Collection

Hadlow College is a medium sized organisation currently employing circa 312 core employees. These staff are employed across 4 sites; Hadlow, Canterbury, Greenwich and Mottingham. A snapshot of the entire College staff population was taken on 28th February 2013 and this population forms the basis of all findings in this report.

This report gives details of pay comparisons between women and men by grade. Detailed comparisons by grade are not shown as this would enable individuals to be identified.

No personal data was investigated during the compilation of the information.

For the purpose of this audit full-time equivalent salaries have been used to allow comparisons across the College.

The report indicates the percentage value of any pay gaps. This is shown as a negative percentage if females are paid less than males and a positive percentage if females are paid more than males.

The Equal Opportunities Commission advocates that where a pay differential related to gender is less than 3% no action is necessary. Where the difference is greater than 3% but less than 5%, the position should be regularly monitored and for gender pay gaps of more than 5%, action is needed to address the issue and close the gap.

In order to establish a basis for measuring the inequalities in pay at the College it is necessary to compare the pay of employee's carrying out work that is considered as equal. However, without a job evaluation scheme in place this study can only compare the pay of men and women carrying out roles which are reasonably comparable in value i.e. on the same grade.

5. Gender Analysis

The gender profile of the College is provided annually in the Human Resources (HR) Annual Report for Governors. The profile included in the 2011/12 report is detailed below in Table 1.

Table 1: Hadlow College Staff Gender Profile

Gender	31/07/2008		31/07/2009		31/07/2010		31/07/2011		31/07/2012	
	No. of staff	%	No. of staff	%	No. of staff	%	No. of staff	%	No. of staff	%
Male	78	32.5	81	32	99	32.5	93	32	92	32
Female	162	67.5	172	68	206	67.5	198	68	195	68
Total	240	100	253	100	305	100	291	100	287	100

For the purposes of the Equal Pay Audit, a snapshot was taken of the staff population on 28th February 2013, the gender profile as at that date can be seen in Table 2:-

Table 2: Hadlow College Staff Gender Profile as at 28th February 2013

	Management	Curriculum	Support	Total
Headcount				
Male	22	42	39	103
Female	36	82	91	209
Total	58	124	130	312
Percentage				
Male	38	34	30	33
Female	62	66	70	67

6. Gender Findings

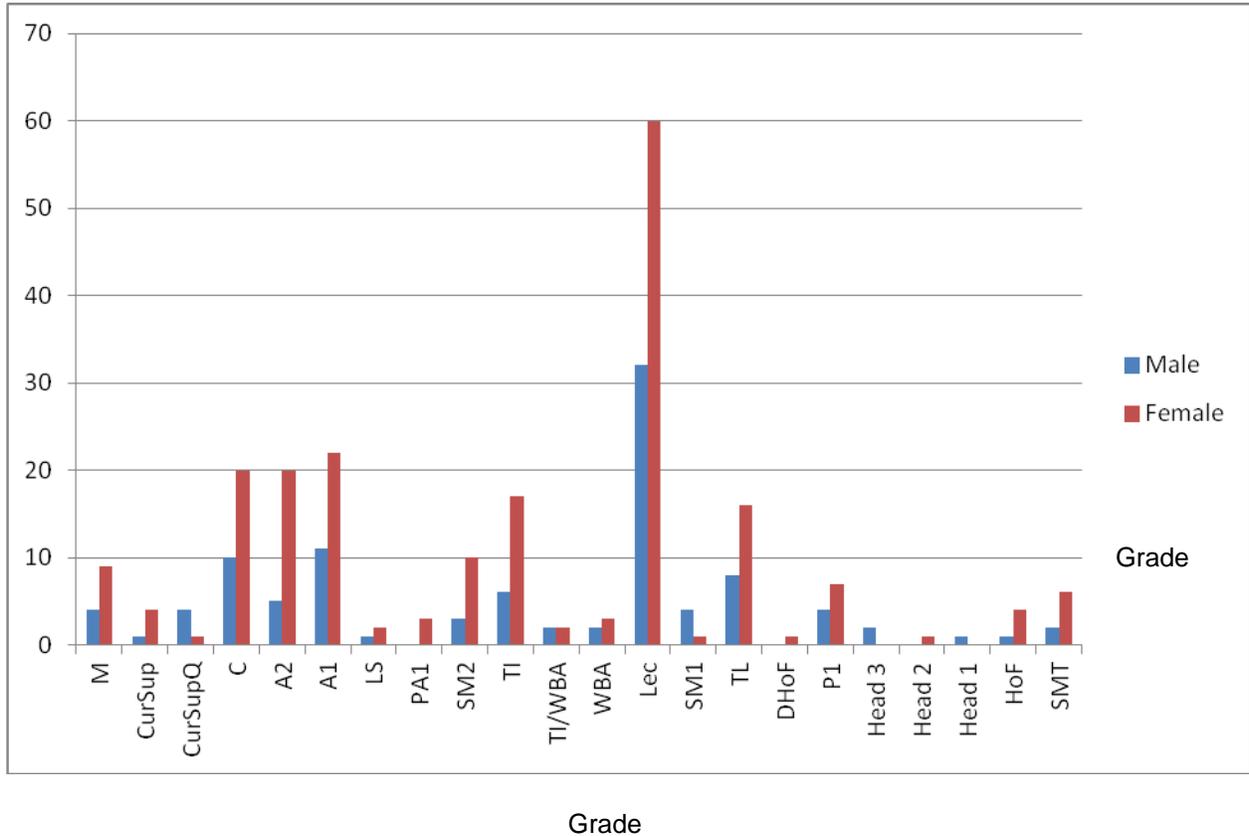
As can be seen in Table 2, the College employs more females (67%), than males (33%). This has been the split since 2007. In 2002, before the College was restructured, the split was 50% male and 50% female, but since the restructure these figures have altered and the number of females recruited to the College has grown at a higher rate than the number of males.

Table 2 also shows that the Support departments have a greater percentage of females (70%) than men; this is predominantly due to the number of part-time positions in support being taken up by females rather than males.

7. Distribution of Male and Female Employees by Grade

Table 3: Gender distribution of employees by grade.

Headcount



As can be seen in table 3 above there are more females than males against the majority of the grades and in particular the lower grades which are predominantly support grades and have more part-time opportunities which are traditionally carried out by females.

There are few grades where there are more males than females and where there are more males against a grade, the numbers are below 5.

8. Staff Profile – Full-time v Part-time

Table 4 below shows the staff profile by gender and full-time v part-time. Female staff make up the majority of the part-time staff at Hadlow College, which is comparable with the UK workforce, as can be seen below. Whilst the number of men working part-time is increasing, it would seem that women still have the main responsibilities for childcare. The College offers a number of part-time, term time only roles, particularly in support departments, which fit very well with childcare responsibilities for staff with children of school age and such vacancies are always very popular.

Table 4: Staff Profile – Full-time v Part-time

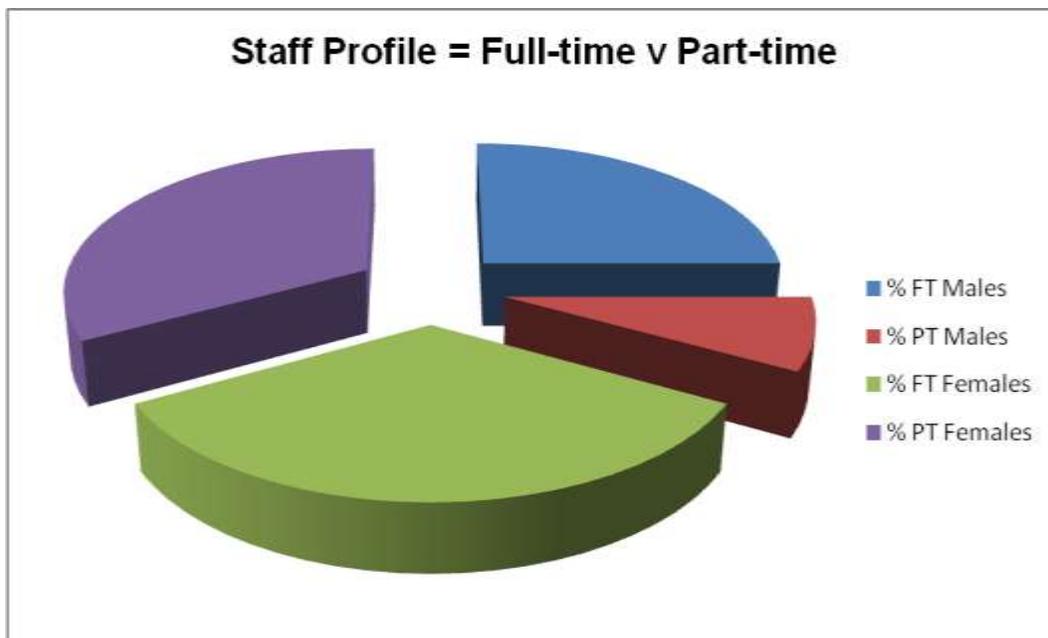


Table 5 below from the Office of National Statistics website shows the composition of men and women working full and part-time across the UK. 8% of the College's workforce are males, working part-time, the UK figure is 12%. 33% of the College's workforce are females, working part-time compared to a UK figure of 42%.

Table 5: Labour Force Survey (Source: Office for National Statistics)

There is a difference in the proportion of male and female employees who work full and part-time. For male employees, 88% work full-time and 12% work part-time, while comparable figures for female employees were 58% and 42% respectively. This highlights the fact that women work part-time more than men and consequently are more likely to receive lower hourly rates of pay.

Workforce composition of men / women and full-time / part-time employees

	Men	Men	Women	Women	Workforce	Workforce
	000's	%	000's	%	000's	%
Full-time	11,319	88.4	7,089	57.7	18,409	73.4
Part-time	1,486	11.6	5,198	42.3	6,684	26.6
Workforce	12,805		12,287		25,093	

9. Salary Findings

Table 6: Average salary profile, all staff on the Pay Plus Salary Scale

Average salary	Average male salary	Average female Salary	% Difference[^]
£23,802	£24,260	£23,574	-2.8

The Equal Opportunities Commission advocates that where a pay differential related to gender is less than 3% no action is necessary. Where the difference is greater than 3% but less than 5%, the position should be regularly monitored and for gender pay gaps of more than 5%, action is needed to address the issue and close the gap.

When looking at the salaries of all staff on the Pay Plus Salary Scale, the pay differential is -2.8%, female staff salaries are slightly lower than male salaries. However based on the guidance from the Equal Opportunities Commission 'where a pay differential related to gender is less than 3% no action is necessary'. Of course, the College will monitor pay regularly and will not just consider the overall statistic shown in Table 8, it is important to drill down further.

Management

Management pay between males and females across the College, does not display any significant pay discrepancies.

The SM1 grade (middle support managers) has the biggest differential; however it also represents the smallest number of managers, 5 in total, 4 male and 1 female.

Teaching

The Lecturers' grade (Lec) represents the biggest group of staff; 32 males and 60 females and only has a pay differential -0.09%. This indicates there are no pay discrepancies and it is fair to assume all staff are appointed fairly in accordance with their qualifications and experience.

The Technical Instructor and Team Leader grades do not display any significant pay discrepancies either and these grades, along with the Lecturers' grade are the 3 grades, with the most incumbents, on the academic side.

Support

The most significant pay discrepancies can be found in the support grades. However, it is more difficult to make meaningful comparisons within this group of employees due to the number of different jobs contained within each grade in the structure. Job evaluation would be needed in order to assist with the process of checking the fairness of the grading structure.

In some instances the gaps in grades can be satisfactorily explained due to the length of the incremental scales and in particular by the small number of employees in these grades.

10. Conclusions

The equal pay audit has demonstrated that there is no significant gender pay issue within the College; however the overall data collected does show that pay within Support (in particular) and Management should be monitored regularly as per the advice of the Equality and Human Rights Commission.

The audit does highlight the importance of the Pay Plus Salary scale and whilst incremental salary increases have not been awarded in the last 3 years, maintaining and appointing new staff to the scale, remains an important part of ensuring equal pay.

11. Recommendations

- The Pay Plus Salary Scale should be retained and awarding annual incremental pay increases, so that all staff can progress, should continue to be reviewed and reinstated when affordable.
- Regular monitoring of the support grades should be carried out, particularly as staff leave and new staff are appointed.
- In the future, some kind of job evaluation scheme could be introduced to check the fairness of the grading structure.
- In addition to gender, consideration should be given to including other diversity strands to future reports.