

# Gender Pay Report

## April 2017

From April 2017, under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017, all organisations that have over 250 employees are required to annually publish calculations showing their gender pay gap. Hertfordshire Catering Limited (HCL) is therefore required by law to carry out this reporting. The Gender Pay Gap is defined as the differences in average earnings of men and women over a standard time period.

HCL is primarily an educational catering business, providing catering in schools which operate on a term-time basis. 95.9% of staff work part time / term-time hours.

HCL's workforce consists of a significantly higher proportion of female than male employees, which is reflective of the industry more broadly, with the percentage of woman employees being 97.2%. Our Gender Pay Gap figures should be considered in context of this distribution.

We are proud that we operate a fair and transparent pay system, where of our grades have salaries which fall between set bandings. We believe this supports fairness and indicates that we are not paying females less than males.

We offer great flexible and family friendly working patterns, including part-time and term-time contracts, which possibly appeal more to women than men.

### Workforce Demographic



During the reporting period, HCL had 1848 employees, with females making up a majority of the workforce. All calculations have been calculated in line with the Advisory, Conciliation and Arbitration Service (ACAS) - Managing Gender Pay Reporting Guidance, and periods calculated in months have been treated as having 30.44 days.

All relevant and full-time relevant employees have been included in our calculations as defined by the legislation. In line with the legislation, we have excluded salary sacrifice scheme deductions from the calculations of ordinary pay.

## Gender Pay Gap

The following results have been calculated in line with the mandatory requirements outlined in The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

### Mean Gender Pay Gap

A mean average gender pay gap involves adding up all of the hourly rates and dividing the result by the number of staff.

HCL's mean gender pay gap:

	Mean Hourly Rate: All staff
Female	£8.80
Male	£12.91
Mean Gender Pay Gap	31.8%

### Median Gender Pay Gap

A median average gender pay gap involves listing all of the hourly rates in numerical order. If there are an odd number of results, the median average is the middle number. If there is an even number of results, the median will be the mean of the two central numbers.

HCL's median gender pay gap:

	Median Hourly Rate: All staff
Female	£8.80
Male	£10.35
Median Gender Pay Gap	15%

### Key findings: Gender Pay Gap

At 31.8%, our gender pay gap data indicates an overall higher average hourly rate for males than for female. The median hourly rate for males is 15% higher than for females. Our figures are above the Office of National Statistics (ONS) 2016 estimated national average of 18.1%.

We recognise that we have room for improvement; however we believe that the primary cause for this is because the majority of roles within HCL are front line catering roles which usually have a low rate of pay. At 97.2% females within HCL, the majority of our workforce is General Catering Assistant / Cook positions. This is supported by the Office for National Statistics (2016) figures, which show that 80% of these roles are held by women in the UK, indicating that females are over-represented within this specific sector.

It is important to mention that women make up 66.7% of our Senior Managers, showing that there are females at higher levels of the business. Our Chief Executive is also female.

## Bonus Gender Pay Gap

The following results have been calculated in line with the mandatory requirements outlined in The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

### Mean Bonus Gender Pay Gap

A mean average bonus gender pay gap involves adding up all of the bonuses received and dividing the result by the number of staff. 147 staff received a bonus during this reporting period.

HCL's mean bonus gender pay gap:

	Percentage of Staff who received a bonus
Female	9.9%
Male	17.5%
Mean Bonus Gender Pay Gap	54.8%

### Median Bonus Gender Pay Gap

A median average bonus gender pay gap involves listing all of the bonuses in numerical order. If there are an odd number of results, the median average is the middle number. If there is an even number of results, the median will be the mean of the two central numbers.

HCL's median bonus gender pay gap:

	Percentage of Staff who received a bonus
Female	9.9%
Male	17.5%
Median Bonus Gender Pay Gap	72.6%

### Key findings: Bonus Gender Pay Gap

HCL has recently paid a bonus to reward employees for a profitable financial year for the company. However this payment fell outside of the relevant pay period for this year's reporting, so has not been included. These payments will therefore be included in the Gender Pay Gap reporting for 2018.

For the purpose of these calculations, we have calculated figures based on payments made as part of Performance Related Increment scheme. Employee's performance is recognised on an annual basis through Performance Related Increments, and those employees whose performance has exceeded their objectives/targets receive a one off non-consolidated payment.

## Quartiles

The percentage, hourly rates and Gender Pay Gap in each quartile payband for all of HCL staff is as follows:

<p style="text-align: center;"><b>Quartile 1</b></p> <p style="text-align: center;">362 staff £7.50 - £7.61 per hour</p> <p style="text-align: center;">0.8% Gender Pay Gap</p> <p><b>98.6%</b>   <b>1.4%</b></p> <p style="text-align: center;">357 staff      5 staff</p> <p>Mean:    £7.55ph      £7.61ph</p>	<p style="text-align: center;"><b>Quartile 2</b></p> <p style="text-align: center;">362 staff £7.61 - £8.31 per hour</p> <p style="text-align: center;">0% Gender Pay Gap</p> <p><b>98.3%</b>   <b>1.7%</b></p> <p style="text-align: center;">356 staff      6 staff</p> <p>Mean:    £7.72ph      £7.72ph</p>
<p style="text-align: center;"><b>Quartile 3</b></p> <p style="text-align: center;">362 staff £8.31 - £9.40 per hour</p> <p style="text-align: center;">-2.5% Gender Pay Gap</p> <p><b>98.1%</b>   <b>1.9%</b></p> <p style="text-align: center;">355 staff      7 staff</p> <p>Mean:    £8.82ph      £8.60ph</p>	<p style="text-align: center;"><b>Quartile 4</b></p> <p style="text-align: center;">362 staff £9.40 - £43.43 per hour</p> <p style="text-align: center;">33% Gender Pay Gap</p> <p><b>93.9%</b>   <b>6.1%</b></p> <p style="text-align: center;">339 staff      22 staff</p> <p>Mean:    £11.24ph      £16.90ph</p>

### Key findings: Quartiles

In all four quartiles, women make up the majority; which shows a consistent alignment with our organisational proportion. Data indicates that our highest amount of males sit within the upper quartile, reflecting our male employees work at levels of seniority, more so than lower levels of the organisation.

## **Key Objectives for the coming year**

- Encourage and review career and talent development – to provide more support/training/encouragement to employees to manage their learning and pursue opportunities to develop their skills, knowledge and experience.
- Identify any areas where males/females are under-represented and review our recruitment and selection strategies to these areas. This will help in identifying and removing any obstacles deterring candidates from applying for specific roles.
- Ensure diversity in promotional materials/website to support attraction where there is under-representation as the opportunity to do so becomes available

## **Statement**

I confirm that Hertfordshire Catering Limited has published accurate calculations in line with the mandatory requirements outlined in The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

A handwritten signature in black ink, appearing to read 'Lin O'Brien', with a small flourish at the end.

Lin O'Brien  
**Chief Executive**