



Gender Pay Gap Statement
“Snapshot Date” 5th April 2020

Notes:

- (1) Alive West Norfolk is a wholly owned company of the Borough Council of King’s Lynn and West Norfolk which was incorporated by Companies House on 1st February 2019. The company employs a number of employees previously employed by two separate employers, Alive Management Limited and Alive Leisure, who were transferred to Alive West Norfolk in accordance with TUPE legislation on 1st July 2019. This statement therefore represents the first analysis of Alive West Norfolk’s gender pay data.
- (2) Due to the impact of Coronavirus (COVID-19), the Equality and Human Rights Commission (EHRC) announced that enforcement of gender pay gap reporting for the 20/21 reporting year (which used a snapshot date of 5 April 2020) would not begin until 5 October 2021. Therefore the requirement is to produce and report on data from the snapshot date of 5 April 2020 by 5 October 2021.

1. Introduction

- 1.1 This report provides a narrative to support Alive West Norfolk’s gender pay data as at the snapshot dates of 5th April 2020.
- 1.2 The “gender pay gap” is the difference between the average (mean and median) pay of men and woman, expressed as a percentage. This is different to “equal pay”, which is concerned with pay differences between men and women who carry out the same or similar jobs or work of equal value.

2. Background

- 2.1 From April 2017 the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 require “relevant employers” to publish, on an annual basis, six ‘pay metrics’.
- 2.2 The regulations require Alive West Norfolk to calculate these six metrics in a prescribed way, and to report the results on its website and to the Government Equality Office.

- 1.3 The six pay metrics are as follows. A definition of each metric is provided in Appendix 1:
1. Mean gender pay gap
 2. Median gender pay gap
 3. Mean gender bonus pay gap
 4. Mean gender bonus gap
 5. Proportion of male and female relevant employees who received bonus pay
 6. Proportion of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands
- 2.4 Alive West Norfolk is a “relevant employer” as the organisation employs 250 or more employees on the snapshot date.
- 2.5 It is normally a requirement that gender pay information be published on the organisation’s web-site and Government Equalities Office website by 5th April each year. However, as mentioned above, due to COVID-19 the deadline for reporting of 2020 data has been extended to 5th October 2021.
- 2.6 Salary data will be based on the snapshot date of 5th April. Bonus data will be based on all bonus payments made in the 12 months up to and including the snapshot date of 5th April.
- 2.7 This report has been presented to the Alive West Norfolk Board prior to publication.

3. Key Findings

Detailed pay data for the snapshot date of 5th April 2020 is provided in Appendix 2. The key findings are as follows:

- 3.1 Mean gender pay gap - The mean hourly rate for males during the 2019/20 year is 1.2%. This shows that the mean hourly rate for males is slightly more than the mean hourly rate for females.
- 3.2 Median gender pay gap – The median hourly rate for males during the 2019/20 year is 0%. This means that the median hourly rate for males and females is the same.
- 3.3 Alive West Norfolk does not award bonus payments but believes that the lump sum payments made as part of its performance management scheme are classed as a bonus payment in accordance with the definitions with the regulations (as it is remuneration relating to performance). In addition, some

Alive West Norfolk employees are eligible to earn commission in relation to sales which also meets the definition of a bonus payment for the purpose of these regulations. These factors influence the varying performance against the gender bonus gap indicators.

Information on both PrP lump sum payments and commission has been used to calculate the bonus pay gap as follows:

Mean gender bonus pay gap – The mean gender bonus pay for males in 2019/20 is -244.1%. This means that in the 2019/20 year female employees earned more commission than males employees.

Median gender bonus pay gap – The median gender bonus pay for males in 2019/20 is -169.8%. This means that the median bonus pay for females is higher than the mean bonus pay for males.

- 3.4 15% of males and 11.9% of females received a bonus payment during the 2019/20 year.
- 3.5 Alive West Norfolk employs more females than males (64.43% females and 35.57% males in the 2019/20 year).

4. Assessment of Findings

- 4.1 Generally it is expected that organisations will have a positive percentage figure for the calculations for mean and median hourly pay and mean and median bonus pay, as typically female employees have lower pay and bonuses than male employees.
- 4.2 Alive West Norfolk's data shows that male and female employees earn broadly the same, with just a 1.2% mean hourly pay gap.
- 4.3 The 0% figure reported for median pay is unusual, and means that there is a 0% gap between the median earnings of male and female employees working for Alive West Norfolk. In reality this reflects the fact that a large number of employees are paid on the same pay grade and/same hourly rate.
- 4.4 The data reported in relation to bonus pay will be influenced by the makeup of employees who are eligible to earn commission and potentially by employees who are at the top of their pay grade, and thus receive a one off lump sum payment rather than pay progression as part of an annual pay award. This information warrants further analysis in order to establish the impact of any PrP lump sum payments and how commission was impacted on the results.

4.5 Alive West Norfolk's overall profile was that 35.57% of employees are males and 64.43% are females. The quartile data shows a broadly proportionate spread of male and female employees in each quartile, with more females than males in each quartile.

5. Actions Arising from Findings

By the time Alive West Norfolk's gender pay data based on the snapshot date of 5th April 2020 was analysed the country had been significantly impacted by the COVID-19 pandemic. In particular, Alive West Norfolk had been forced to close the majority of its operations, with a high percentage of employees being furloughed. Therefore, any actions identified as a result of this analysis will be progressed once operations return to normal and will form part of an action plan produced for the 2022/23 year (which will be reported in the Gender Pay statement for the snapshot date of 5th April 2021).

In the meantime, the profile of Alive West Norfolk's workforce will evolve as job opportunities arise either through turnover or the creation of new opportunities. The Company follows the employment policies of the Borough Council of King's Lynn and West Norfolk, including the recruitment and selection policy. The Council has ensured the use of structured interviews in all recruitment and promotion interviews for many years. In addition, wherever possible the Personnel team has actively encouraged, and worked with, Managers to include the use of task based assessments as part of a recruitment and selection process. Job vacancies are usually advertised with a salary range and we monitor recruitment, selection and reward processes. All these steps are recommended best practice to ensure fair and transparent recruitment and selection processes. The Council also has an equalities working group which includes a representative from Alive West Norfolk.

6. Conclusions

Alive West Norfolk is committed to providing equality of opportunity as an employer and is pleased that its mean pay gap is just 1.2%. This first analysis of the Company's gender pay gap data does not identify any particular areas of concern other than the issue of bonuses highlighted above. Turnover within the organisation is relatively low, and therefore changes are incremental as leavers are replaced by new employees.

The recruitment, selection, appointment and reward process used by Alive West Norfolk are well embedded within the organisation and consistently applied, contributing to the achievement of the data outlined in this report. Continued application of these procedures, with further developments and enhancements

where identified, will enable this position to be maintained, and further improved, going forward.

In accordance with the requirements of the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 I confirm that the information contained within this statement is accurate.

Signed:

A handwritten signature in black ink, consisting of a stylized 'B' followed by a long horizontal stroke.

Cllr Brian Long, Chair, Alive West Norfolk Board

15th September 2021

Appendix 1

Definition of the Six Pay Metrics

The regulations require a relevant employer to publish six 'pay metrics':

1. **Mean gender pay gap** – the difference between the mean hour rate of pay of male full-pay relevant employees and that of female full-pay relevant employees, expressed as a percentage of the male mean
2. **Median gender pay gap** – the difference between the median hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees, expressed as a percentage of the male median
3. **Mean gender bonus pay gap** – the difference between the mean bonus pay paid to male relevant employees and that of female relevant employees, expressed as a percentage of the male mean
4. **Median gender bonus pay gap** – the difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees, expressed as a percentage of the male median
5. Proportion of male and female relevant employees **who received bonus pay** – comparing metrics 4 and 5 will indicate how much more likely it is for male/female employees to receive bonus payments
6. Proportion of male and female full-pay **relevant employees in the lower, lower middle, upper middle and upper quartile pay bands** (NB. The quartile bands are calculated by dividing the workforce into four equal parts, not, for example, using an organisation's pay grades)

Appendix 2

Gender Pay Gap Statement 2020 - Detailed Pay Data

Salary information based on snapshot date of 5th April 2020

Bonus information based on 12 months up to and including snapshot date.

Gender Pay Gap	Mean Gross Hourly Pay	Median Gross Hourly Pay
Males	£12.34	£10.09
Females	£12.19	£10.09
% Difference	1.2%	0%

Gender Bonus Pay Gap	Mean Gross Bonus Pay	Median Gross Bonus Pay
Males	£136.72	£44.96
Females	£470.44	£121.32
% Difference	-244.1%	-169.8%

Proportion of Employees Paid Bonus Pay	
Males	15.0%
Females	11.9%

Quartile Data	Male	Female	Total
Lower	20 31.3%	44 68.7%	64
Middle Lower	24 38.1%	39 61.9%	63
Middle Upper	21 33.3%	42 66.7%	63
Upper	25 39.7%	38 60.3%	63
Total	90 35.57%	163 64.43%	253