



Gender Pay Gap Statement
“Snapshot Date” 5th April 2021

Notes:

- (1) Due to the impact of Coronavirus (COVID-19) the operations of Alive West Norfolk were significantly affected during the 2020/21 year, with centre closing for prolonged periods of time and a high percentage of staff being furloughed, for one or more periods of time. This has had a considerable impact on the data reported in this statement as, although Alive West Norfolk employed over 250 employees on the snapshot date of 5th April 2021 only 28 employees meet the criteria to be included in the data. For comparison, on the snapshot date of 5th April 2020 Alive West Norfolk employed 253 people who were eligible to be reported within their gender pay data.
- (2) Therefore, although it is possible to compare the 2021 data to that from 2020 it is difficult to draw any meaningful conclusions or identify any appropriate actions. Because the number of employees within the scope of the report is significantly reduced, the results show a range of changes to gender pay gaps which are not representative of the true situation within the Company. This point is referred to at relevant points within the following report.

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 2021.
- 1.2 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.
- 1.3 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.
- 2.3 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. NB. As mentioned in Note (2) above, only 28 employees fall within the scope of reporting on the snapshot date of 5th April 2021.
- 2.5 It is a requirement that gender pay information be published on the organisation’s web-site and Government Equalities Office website by 5th April each year. Therefore the information captured on the snapshot date of 5th April 2021 (which related to the 20/21 year) must be published by 5th April 2022.
- 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 2021 is provided in Appendix 2. A comparison between the data on 5th April 2020 is shown in Appendix 3. The key findings are as follows, **however please remember notes 1 and 2 made at the start of the report when considering these facts:**

- 3.1 Mean gender pay gap - The mean hourly rate for males during the 2020/21 year is 24.6%. This shows that the mean hourly rate for males is more than the mean hourly rate for females – an increase from the 1.2% gap reported in 2019/20. **NB. This change is a result of the limited number of staff in scope for reporting on the snapshot date of 5th April 2021.**
- 3.2 Median gender pay gap – The median hourly rate for males during the 2019/20 year is 14.0%. This means that the median hourly rate for males is more than for females. In the 2019/20 report the median gender pay gap was 0%. **NB. This change is a result of the limited number of staff in scope for reporting on the snapshot date of 5th April 2021.**
- 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 2020/21 is -47.4%. This means that in the 2020/21 year female employees earned more commission than male employees. In 2019/20 the mean gender bonus pay for males was -244.1%, so therefore this gap has reduced significantly, however **this change is a result of the limited number of staff in scope for reporting on the snapshot date of 5th April 2021.**

Median gender bonus pay gap – The median gender bonus pay for males in 2020/21 is 4.5%. This means that the median bonus pay for females is higher than the mean bonus pay for males. In 2019/20 the median bonus pay for males was -169.8% so again the gap has changed significantly but **this change is a result of the limited number of staff in scope for reporting on the snapshot date of 5th April 2021.**

- 3.4 11.9% of males and 10.9% of females received a bonus payment during the 2020/21 year.
- 3.5 During 2020/21, although Alive West Norfolk employed over 250 people only 28 - 50% male (14) and 50% female (14) employees - fell within the scope of

this report. This has impacted on the profile of the organisation, as shows in Appendix 2 and Appendix 3 under the “quartile data” table, but again **this change is a result of the limited number of staff in scope for reporting on the snapshot date of 5th April 2021.**

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 in 2020/21 male employees earned more than female employees with a 24.6% mean hourly pay gap. In 2019/20, when there were normal operations in place within the company, the mean hourly pay gap was just 1.2%. **This change is a result of the limited number of staff in scope for reporting on the snapshot date of 5th April 2021.**
- 4.3 The data shows that in 2020/21 male employees earned more than female employees with a 14% median hourly pay gap. In 2019/20 the median hourly pay gap reported was 0%. **This change is a result of the limited number of staff in scope for reporting on the snapshot date of 5th April 2021.**
- 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 50% of employees are males and 50% are females within the data compiled for this report. The quartile data shows a mix of male and female employees in each quartile, although the overall profile is not comparable with the more evenly spread distribution of employees reported in 2019/20 (as shown in Appendix 3).

5. Actions Arising from Findings

As mentioned above, due to the considerable impact of COVID-19 on Alive West Norfolk’s operations during the 2020/21 year it is difficult to draw any meaningful conclusions from the data contained in this report. Actions identified as a result of

this analysis will form part of an action plan produced for the 2022/23 year (Appendix 4).

6. Conclusions

Alive West Norfolk is committed to providing equality of opportunity as an employer. The data contained within this report is factually accurate and reflects the workforce within scope of the report during the 2020/21 year due the COVID-19 pandemic. However, Alive West Norfolk venues are now fully re-open and operations are largely back to the position they were prior to the pandemic. It is therefore anticipated that the gender pay gap data produced at the snapshot date of 5th April 2022 will provide a fairer reflection of our workforce and that it will be appropriate to compare that data to the results reported at the snapshot date of 5th April 2020

The recruitment, selection, appointment and reward process used by Alive West Norfolk are well embedded within the organisation and consistently applied. Application of these procedures, with further developments and enhancements where identified, will be continued to ensure the Company continues to employ a diverse workforce. However, turnover within the organisation is relatively low, and therefore changes are incremental as leavers are replaced by new employees.

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:



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 2021 - Detailed Pay Data

Salary information based on snapshot date of 5th April 2021

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

Please note, these figures are impacted by the limited number of staff in scope for reporting on the snapshot date of 5th April 2021.

Gender Pay Gap	Mean Gross Hourly Pay	Median Gross Hourly Pay
Males	£16.60	£14.74
Females	£12.51	£12.67
% Difference	24.6%	14.0%

Gender Bonus Pay Gap	Mean Gross Bonus Pay	Median Gross Bonus Pay
Males	£69.57	£30.00
Females	£102.55	£28.66
% Difference	-47.4%	4.50%

Proportion of Employees Paid Bonus Pay	
Males	11.9%
Females	10.9%

Quartile Data	Male	Female	Total
Lower	2 28.6%	5 71.4%	7
Middle Lower	4 57.1%	3 42.9%	7
Middle Upper	2 28.6%	5 71.4%	7
Upper	6 85.7%	1 14.3%	7
Total	14 50%	14 50%	28

Appendix 3

Gender Pay Gap - Pay Data for 2020 and 2021

Salary information based on snapshot date of 5th April 2020 and 5th April 2021

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

Please note, these figures are impacted by the limited number of staff in scope for reporting on the snapshot date of 5th April 2021.

Gender Pay Gap	Mean Gross Hourly Pay		Median Gross Hourly Pay	
	2021	2020	2021	2020
Males	£16.60	£12.34	£14.74	£10.09
Females	£12.51	£12.19	£12.67	£10.09
% Difference	24.6%	1.2%	14.0%	0%

Gender Bonus Pay Gap	Mean Gross Bonus Pay		Median Gross Bonus Pay	
	2021	2020	2021	2020
Males	£69.57	£136.72	£30.00	£44.96
Females	£102.55	£470.44	£28.66	£121.32
% Difference	-47.4%	-244.1%	4.5%	-169.8%

Proportion of Employees Paid Bonus Pay		
	2021	2020
Males	11.9%	15.0%
Females	10.9%	11.9%

Quartile Data	Male		Female		Total	
	2021	2020	2021	2020	2021	2020
Lower	2 28.6%	20 31.3%	5 71.4%	44 68.7%	7	64
Middle Lower	4 57.1%	24 38.1%	3 42.9%	30 61.9%	7	63
Middle Upper	2 28.6%	21 33.3%	5 71.4%	42 66.7%	7	63
Upper	6 85.7%	25 39.7%	1 14.3%	38 60.3%	7	63
Total	14 50%	90 35.57%	14 50%	163 64.43%	28	253

Appendix 4

Actions Identified

Action	Responsible Officer(s)	Deadline
Continue to monitor the make-up of selection panels to enable ongoing monitoring and to look for trends/changes in findings.	Personnel Officer	March 2023
Continue to work with Managers in Public Open Space to encourage more female applications for vacancies in this area of work.	Personnel Officer	Ongoing
Report findings of Gender Pay Gap reporting to the Equalities Working Group	Assistant Director Central Services	December 2021
Implement new and refresher equalities training for Managers	Assistant Director Central Services / Personnel Officer	December 2022
Analyse data relating to bonus payments paid to Alive West Norfolk employees	Personnel Officer	December 2021
Report on findings/progress with these actions in the 2022 gender pay gap statements for the Borough Council and Alive West Norfolk.	Assistant Director Central Services	March 2023