



Gender Pay Gap Statement
“Snapshot Date” 5th April 2022

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 centres 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. On the snapshot date of 5th April 2022, 261 employees of Alive West Norfolk fell within the scope of gender pay reporting, compared to 253 employees on the snapshot date of 5th April 2020.

- (2) Therefore, although it is possible to compare the 2022 data data to that from 2021 it is more meaningful to compare data to the 2020 year. Given the significant fluctuation in data over the three year period, due entirely to the number of people in scope for reporting in each year because of the pandemic, the results reported below show significant changes in data and are not a true representation of the situation within the Company. It is therefore difficult to draw any meaningful conclusions or identify any appropriate actions. This 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 2022.

- 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 (1) above, only 28 employees fell within the scope of reporting on the snapshot date of 5th April 2021. The number of employees within scope on the snapshot date of 5th April 2022 was 261.
- 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 21/22 year) must be published before 5th April 2023.
- 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 2022 is provided in Appendix 2. A comparison between the data on 5th April 2021 and 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 2021/22 year is -0.9%, i.e. the mean hourly rate for females is more than the mean hourly rate for males. On 5th April 2020, the last year when data covered a comparable number of employees, the mean gender pay gap was 1.2%. The optimum gap would be 0%.
- 3.2 Median gender pay gap – The median hourly rate for males during the 2021/22 year is 0%. This means that the median hourly rate for male and female employees is the same. This represents the same position as on 5th April 2020, when the median gender pay gap was also 0%. NB. The optimum gap is 0%.
- 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 2021/22 is -192.8%. This means that in the 2021/22 year female employees earned on average more commission than males employees. In 2020/21 the mean gender bonus pay for males was -47.4%, and in 2019/20 the median gender bonus gap was -244.1% so therefore the figure reported for 2021/22 has moved towards a level similar to that reported before the impact of the pandemic.

Median gender bonus pay gap – The median gender bonus pay for males in 2021/22 is 50%. This means that the median bonus pay for males is higher than the mean bonus pay for males.

- 3.4 13.4% of males and 13.6 of females received a bonus payment during the 2020/21 year.
- 3.5 Alive West Norfolk employs more females than males. The composition of the workforce by gender who are in scope for the purposes of this report are shown below:

Year	Male Employees	Female Employees
2020	90 35.6%	163 64.4%
2021*	14 50%	14 50%
2022	100 38.3%	161 61.7%

(* During 2020/21 Alive West Norfolk employed over 250 people, however only 28 fell with the scope of gender pay reporting requirements. This also impacts on the profile of the organisation, as shows in Appendix 2 and Appendix 3 under the “quartile data” table)

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 2021/22 female employees earned more than male employees with a -0.9% mean hourly pay gap. This equates to female employees earning an average of £0.13 per hour more than male employees.
- 4.3 The data shows that in 2021/22 the median hourly pay gap was 0% therefore male employees and female employees earned the same amount. This is a return to the 0% median pay gap reported in 2019/20.
- 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 data is impacted by the individual performance of employees each year, as assessed against pre-determined targets.

- 4.5 Alive West Norfolk's quartile data for 2021/22 shows a return a very similar distribution of male and female employees in each quartile to that reported for the 2019/20 year, as shown in Appendix 3.
- 4.6 It has been difficult to find meaningful comparisons of reported gender pay gap information for the Alive West Norfolk data. In 2017, following the first year of reporting under the Gender Pay Gap Information Regulations:
- Only 12% of employers reported a negative mean gender pay gap (88% had a positive gap, 1% had a pay gap of 0%) – Alive West Norfolk's current mean gender pay gap is -0.9%
 - Only 9% of employers reported a 0% median gender pay gap (77% had a positive gap, 14% had a negative gap)

In 2021 the Office for National Statistics (ONS) reported that the average gender pay gap for all employees as reported via their Annual Survey of Hours and Earnings (which calculates the pay gap slightly differently to the formula required by the gender pay gap information regulations) was 15.1%.

5. Actions Arising from Findings

The findings of the 2021/22 gender pay gap assessment have highlighted a largely stable position regarding the Alive West Norfolk workforce profile and gender pay gap position when compared to the data produced for 2019/20 (ie before the pandemic).

Alive West Norfolk follows the recruitment and selection practices adopted by the Borough Council of King's Lynn and West Norfolk and receives guidance and support from the Council's Personnel Services team regarding the use of structured interviews in all recruitment and promotion interviews. In addition, wherever possible the Personnel team actively encourages, and works 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 is also undertaking a range of activities of a range of equality related issues to ensure it remains consistent with recommended best practice, any changes to policy or practice which are implemented as a result of the review will also be applied to procedures for Alive West Norfolk.

Whilst work to respond to, and recover from, the pandemic has continued it has been difficult to progress any actions identified as a result of the gender pay gap analysis from previous years. However, now operations have returned to normal a number of

actions have been identified for progress as outlined in Appendix 4 which will help inform our understanding of the data and assist with the identification of further actions in future years.

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 2021/22 year. Due the COVID-19 pandemic the company's gender pay data for 2020/21 was limited, however venues are now fully re-open and operations are back to the position they were prior to the pandemic. Therefore, as anticipated the gender pay gap data produced at the snapshot date of 5th April 2022 has provided a fairer reflection of our workforce, as demonstrated by a comparison to the data produced on the snapshot date of 5th April 2020 (ie. before the pandemic).

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:

A handwritten signature in black ink, appearing to read 'Graham Middleton', with a long, sweeping underline.

Cllr Graham Middleton, Chair, Alive West Norfolk Board

15th March 2023

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 2022 - Detailed Pay Data

Salary information based on snapshot date of 5th April 2022

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	£12.93	£10.65
Females	£13.05	£10.65
% Difference	-0.9%	0%

Gender Bonus Pay Gap	Mean Gross Bonus Pay	Median Gross Bonus Pay
Males	£102.16	£84.00
Females	£299.09	42.00
% Difference	-192.8%	50%

Proportion of Employees Paid Bonus Pay	
Males	13.4%
Females	13.6%

Quartile Data	Male	Female	Total
Lower	23 35.4%	42 64.6%	65
Middle Lower	24 36.9%	41 63.1%	65
Middle Upper	25 37.9%	41 62.1%	66
Upper	28 43.1%	37 56.9%	65
Total	100	161	261

Appendix 3

Gender Pay Gap - Pay Data for 2020, 2021 and 2022

Salary information based on snapshot date of 5th April 2020 and 5th April 2022

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		
	2022	2021	2020	2022	2021	2020
Males	£12.93	£16.60	£12.34	£10.65	£14.74	£10.09
Females	£13.05	£12.51	£12.19	£10.65	£12.67	£10.09
% Difference	-0.9%	24.6%	1.2%	0%	14.0%	0%

Gender Bonus Pay Gap	Mean Gross Bonus Pay			Median Gross Bonus Pay		
	2022	2021	2020	2022	2021	2020
Males	£102.16	£69.57	£136.72	£84.00	£30.00	£44.96
Females	£299.09	£102.55	£470.44	£42.00	£28.66	£121.32
% Difference	-192.8%	-47.4%	-244.1%	50%	4.5%	-169.8%

Proportion of Employees Paid Bonus Pay			
	2022	2021	2020
Males	13.4%	11.9%	15.0%
Females	13.6%	10.9%	11.9%

Quartile Data	Male			Female			Total		
	2022	2021	2020	2022	2021	2020	2022	2021	2020
Lower	23 35.4%	2 28.6%	20 31.3%	42 64.6%	5 71.4%	44 68.7%	65	7	64
Middle Lower	24 36.9%	4 57.1%	24 38.1%	41 63.1%	3 42.9%	30 61.9%	65	7	63
Middle Upper	25 37.9%	2 28.6%	21 33.3%	41 62.1%	5 71.4%	42 66.7%	66	7	63
Upper	28 43.1%	6 85.7%	25 39.7%	37 56.9%	1 14.3%	38 60.3%	65	7	63
Total	100	14 50%	90 35.6%	161	14 50%	163 64.4%	261	28	253

Appendix 4

Action Plan for 2023/24

	Action	Responsible Officer(s)	Deadline
1a	Undertake a range of additional analysis of data from the 2021/22 year to obtain a more in-depth understanding of the profile of the AWN workforce. To include reviews of: <ul style="list-style-type: none"> • Salary on appointment by gender by grade • Leavers by gender by grade and as a % by gender per grade • Employees at the top of their pay grade by gender by grade and as a % of employees on that grade • Part time employees by grade and quartile and as a % of employees per grade • Employees applying for promotion by gender by grade 	Personnel Services Manager & Personnel Officer (SA)	September 2023
1b	Undertake same analysis as part of 2022/23 gender pay/employment monitoring reporting to identify any potential areas for action.		February 2024
2	Work with the AWN Managing Director and Senior Management Team to consider any steps which could be undertaken to try to address any imbalance of male/female employees across the AWN workforce	Personnel Services Manager	September 2023 and ongoing
3	Undertake an analysis of flexible working requests received each year by gender per grade and flexible working requests accepted by gender per grade	Personnel Services Manager/Personnel Officer (JF)	September 2023
4	Report findings of Gender Pay Gap reporting to the Alive West Norfolk Board and Equalities Working Group	Assistant Director Central Services	Spring 2023
5	Develop and implement a new equalities training programme for managers and employees for delivering during the 2023/24 year and embedding in the AWN rolling training programme	Assistant Director Central Services	March 2024

6	Report on findings/progress with these actions in the 2023 gender pay gap statements for Alive West Norfolk	Assistant Director Central Services	March 2024
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