



Gender Pay Gap Statement
“Snapshot Date” 5th April 2023

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 2023.
- 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. Due to the impact of COVID19 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 2023 was 276.
- 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 2023 (which related to the 22/23 year) must be published before 5th April 2024.
- 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 2023 is provided in Appendix 2. A comparison between the data on 5th April 2022 and 5th April 2021 is shown in Appendix 3. The key findings are as follows:

- 3.1 Mean gender pay gap - The mean hourly rate for males during the 2022/23 year is -1.6%, i.e. the mean hourly rate for females is more than the mean hourly rate for males. On 5th April 2022 the mean gender pay gap was -0.9%. The optimum gap would be 0%.
- 3.2 Median gender pay gap – The median hourly rate for males during the 2022/23 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 2022, 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 2022/23 is -237.2%. This means that in the 2022/23 year female employees earned on average more commission than male employees. In 2021/22 the mean gender bonus pay for males was -192.8%.

Median gender bonus pay gap – The median gender bonus pay for males in 2022/23 is -1.6%. This means that the median bonus pay for females is higher than the mean bonus pay for males.

- 3.4 18.3% of males and 16.5% of females received a bonus payment during the 2022/23 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
2021*	14 50%	14 50%
2022	100 38.3%	161 61.7%
2023	113 40.9%	163 59.1%

(* During 2020/21 Alive West Norfolk employed over 250 people, however due to the pandemic only 28 fell with the scope of gender pay reporting requirements. This also impacts on the profile of the organisation, as shown 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 2022/23 female employees earned more than male employees with a -1.6% mean hourly pay gap. This equates to female employees earning an average of £0.21 pence per more than male employees, compared to £0.13 per hour more in 2021/22.
- 4.3 The data shows that in 2022/23 the median hourly pay gap was 0% therefore male employees and female employees earned the same amount. The same figure was reported in 2021/22.
- 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 2022/23 shows a return a very similar distribution of male and female employees in each quartile to that reported for the 2021/22 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 -1.6%
 - 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 2022/23 gender pay gap assessment have highlighted a largely stable position regarding the Alive West Norfolk workforce profile and gender pay gap position.

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.

In 2022, as operations returned to normal following the pandemic, an action plan was developed following the gender pay gap analysis to help inform our understanding of the data and assist with the identification of further actions in future years. This included a range of additional analysis to provide a more in-depth understanding of the profile of the AWN workforce, including reviewing:

- 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

It was agreed that the same analysis would be undertaken for the 2022/23 data, with the two sets of information being compared to identify any potential areas of concern for further action. This is reflected in the action plan for the 2024/25 year.

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 2022/23 year. Due the COVID-19 pandemic the company's gender pay data was limited, however venues are now fully re-open and operations are back to the position they were prior to 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:



Cllr Ben Jones, Chair, Alive West Norfolk Board
29th February 2024

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. **Mean gender bonus 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 who 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 organisations pay grades)

Appendix 2

Gender Pay Gap Statement 2023 - Detailed Pay Data

Salary information based on snapshot date of 5th April 2023

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

Gender Pay Gap	Mean Gross Hourly Pay	Median Gross Hourly Pay
Males	£13.02	£10.96
Females	£13.23	£10.96
% Difference	-1.6%	0%

Gender Bonus Pay Gap	Mean Gross Bonus Pay	Median Gross Bonus Pay
Males	£67.35	£46.24
Females	£227.08	£47.00
% Difference	-237.2%	-1.60%

Proportion of Employees Paid Bonus Pay	
Males	18.3%
Females	16.5%

Quartile Data	Male	Female	Total
Lower	28 40.6%	41 59.4%	69
Middle Lower	28 40.6%	41 59.4%	69
Middle Upper	30 43.5%	39 56.5%	69
Upper	27 39.1%	42 60.9%	69
Total	113	163	276

Appendix 3

Gender Pay Gap - Pay Data for 2021, 2022 and 2023

Salary information based on snapshot date of 5th April 2021, 5th April 2022 and 5th April 2023

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		
	2023	2022	2021	2023	2022	2021
Males	£13.02	£12.93	£16.60	£10.96	£10.65	£14.74
Females	£13.23	£13.05	£12.51	£10.96	£10.65	£12.67
% Difference	-1.6%	-0.9%	24.6%	0%	0%	14.0%

Gender Bonus Pay Gap	Mean Gross Bonus Pay			Median Gross Bonus Pay		
	2023	2022	2021	2023	2022	2021
Males	£67.35	£102.16	£69.57	£46.24	£84.00	£30.00
Females	£227.08	£299.09	£102.55	£47.00	£42.00	£28.66
% Difference	-237.2%	-192.8%	-47.4%	-1.6%	50%	4.5%

Proportion of Employees Paid Bonus Pay			
	2023	2022	2021
Males	18.3%	13.4%	11.9%
Females	16.5%	13.6%	10.9%

Quartile Data	Male			Female			Total		
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Lower	28 40.6%	23 35.4%	2 28.6%	41 59.4%	42 64.6%	5 71.4%	69	65	7
Middle Lower	28 40.6%	24 36.9%	4 57.1%	41 59.4%	41 63.1%	3 42.9%	69	65	7
Middle Upper	30 43.5%	25 37.9%	2 28.6%	39 56.5%	41 62.1%	5 71.4%	69	66	7
Upper	27 39.1%	28 43.1%	6 85.7%	42 60.9%	37 56.9%	1 14.3%	69	65	7
Total	113	100	14 50%	163	161	14 50%	276	261	28

Appendix 4

Action Plan for 2024/25

	Action	Responsible Officer(s)	Deadline
1	Undertake additional analysis of data from the 2022/23 and compare this to data from the 2021/22 year to identify any potential areas for action.	Personnel Services Manager	June 2024
2	Review and update procedures in relation to flexible working requests in light of changes to legislation via the Employee Relations (Flexible Working) Act 2023 which come into effect in spring 2024. Monitor the number of flexible working requests received following the implementation of the revised procedures.	Personnel Services Manager	Spring 2024 Ongoing
3	Report findings of Gender Pay Gap reporting to the Alive West Norfolk Board and Equalities Working Group	Assistant Director Central Services	Spring 2024
4	Develop and implement a new equalities training programme for managers and employees for delivery during the 2024/25 year and embed in the AWN rolling training programme.	Assistant Director Central Services	March 2025

