

## Gender Pay Report For the year to April 2018

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 committed to providing equality of opportunity to all our employees. 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. 97.4% 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 97.3%. 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 all of our grades have salaries which fall between set bandings. We believe this supports fairness and indicates that we have equal pay for all employees regardless of gender..

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 1865 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	£8.67
Male	£12.91
Mean Gender Pay Gap	32.8%

### 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	£7.61
Male	£10.30
Median Gender Pay Gap	26.1%

### Key findings: Gender Pay Gap

At 32.8%, our gender pay gap data indicates an overall higher average hourly rate for males than for female. The median hourly rate for males is 26.1% higher than for females. Our figures are above the Office of National Statistics (ONS) 2018 estimated national average of 17.9%.

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. The majority of our workforce is female, 97.3%, with the most common job role that of General Catering Assistant, paid at the starting salary of the National Living Wage rate (£7.50 per hour). As can be seen from the Quartiles' data on the next page these roles are filled almost exclusively by females who are attracted by the part time, term time nature of these roles.

## 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. 1418 staff received a bonus during this reporting period.

HCL's mean bonus gender pay gap:

	Percentage of Staff who received a bonus
Female	75.8%
Male	86%
Mean Bonus Gender Pay Gap	74%

### 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	75.8%
Male	86%
Median Bonus Gender Pay Gap	51.4%

### Key findings: Bonus Gender Pay Gap

HCL paid a Staff Bonus to reward employees for a profitable financial year for the company. The bonus was paid to all members of staff who were out of their probationary period as at 31st March 2017 and who were still employed with HCL as at 30th September 2017. New starters did not qualify for a bonus as they had not contributed to the company performance, a high proportion of these were female. Payment was made in September 2017 payroll.

For everyone in the LGPS pension scheme the bonus was 1% of basic annual salary and for everyone else who is eligible, the bonus was 1.25% of basic annual salary.

We have also included 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;">£7.50 - £7.61 per hour</p> <p style="text-align: center;">1.1% Mean Gender Pay Gap</p> <p>99.8%   0.2%</p> <p style="text-align: center;">414 staff      1 staff</p> <p>Mean:    £7.53ph      £7.61ph</p>	<p style="text-align: center;"><b>Quartile 2</b></p> <p style="text-align: center;">£7.61 - £7.70 per hour</p> <p style="text-align: center;">0.1% Mean Gender Pay Gap</p> <p>98.3%   1.7%</p> <p style="text-align: center;">408 staff      7 staff</p> <p>Mean:    £7.61ph      £7.62ph</p>
<p style="text-align: center;"><b>Quartile 3</b></p> <p style="text-align: center;">£7.70 - £9.40 per hour</p> <p style="text-align: center;">-1.1% Gender Pay Gap</p> <p>97.3%   2.7%</p> <p style="text-align: center;">404 staff      11 staff</p> <p>Mean:    £8.51ph      £8.42ph</p>	<p style="text-align: center;"><b>Quartile 4</b></p> <p style="text-align: center;">£9.40 - £44.50 per hour</p> <p style="text-align: center;">30% Gender Pay Gap</p> <p>92.8%   7.2%</p> <p style="text-align: center;">385 staff      30 staff</p> <p>Mean:    £11.18ph      £15.96ph</p>

### Key findings: Quartiles

In all four quartiles, women make up the majority, which shows a consistent alignment with our organisational proportion. Data shows that most of HCL's males sit within the upper quartile, more so than at lower levels of the organisation. In our Head Office Management Team, which encompasses 40 staff, 70% of these roles are held by females.

## Key Objectives for the coming year

- **Identify 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.
- **Encourage and review career and talent development.** To provide more support, training and encouragement to employees to manage their learning and pursue opportunities to develop their skills, knowledge and experience. We are doing this via career development is discussions twice a year for all staff during their performance review. We have also introduced an Apprenticeship, enhanced with an Institute of Learning and Management qualification, to develop our Cook and Chef Managers.
- **Ensure diversity in promotional materials/website, including internal staff communications.** To support attraction and career progression 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.



Ian Hamilton  
**Chief Executive**