

GENDER PAY GAP REPORT 2022

1. INTRODUCTION

- 1.1 As part of the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, all public authorities of 250 or more employees are required to publish their gender pay gap data annually. The report must include the:
- mean and median gender pay gap
 - mean and median gender bonus gaps
 - proportion of men and women who received bonuses
 - number of men and women according to quartile pay bands.
- 1.2 The snapshot reporting date is 31st March 2022.

2. ORGANISATIONAL CONTEXT

- 2.1 Our workforce is predominantly female. 74% of college staff are female, a figure which is higher than the 2020-21 Association of College's Workforce Survey which indicates that 64% of the sector are female. Women outnumber men in every pay quartile but are over-represented in the lower quartile and lower middle quartile.
- 2.2 The College recognises that there are many factors which may contribute to the gender pay gap across society as a whole. Unequal caring responsibilities, with women playing a greater role in caring for children often means that more women work part-time, in jobs that are typically lower paid and lower skilled, with fewer progression opportunities.
- 2.3 At Runshaw, our Gender Pay Gap data is reflective of the societal tendency for more females to choose to work part-time in low paid roles, as 72% of the College's female population work in flexible (part-time or term-time) roles, whereas only 34% of the College's male population work flexibly. This is highest in the lower quartile, where 90% of female staff work part-time, many in lower paid catering and cleaning roles.
- 2.4 Unlike other Colleges, we have chosen not to outsource our catering and cleaning services which would reduce our Gender Pay Gap given it is largest amongst our manual staff. We are seeking to improve the pay of all staff, but particularly our lowest paid staff. It is expected that the 2022-23 pay award will contribute towards addressing the Gender Pay Gap given extra pay has been given to those female staff undertaking valuable roles on lower pay points (9.7% increase compared to 4% increase on higher pay points).
- 2.5 Women are well represented in the upper middle and upper pay quartiles including those who hold course leadership and management positions.
- 2.6 The College will continue to take action to assess the impact of policies and practices on the Gender Pay Gap. We will continue to ensure that recruitment and selection decisions are always based on merit, providing appropriate training to remove potential barriers to equality. This includes using

‘blind’ short-listing, gender neutral language to avoid reinforcing stereotypes, adopting a range of selection activities, openly advertising our willingness to ‘Talk Flexible Working’ and having both male and female staff on selection panels, whenever possible.

- 2.7 The College has an extensive range of family friendly policies and practices in place including special leave, hybrid working, career break and flexible working. We will continue to support women returning to work following periods of maternity leave to work flexibly and encourage both male and female employees to discuss flexible working arrangements which will not inhibit career progression. Decisions on hybrid working will be based primarily on the suitability of the job role.
- 2.8 We will continue to ensure that our pay structure remains fit for purpose based on those skills, experience and responsibilities required for each role, irrespective of gender.
- 2.9 The College is committed to advancing and promoting equality, diversity, and inclusion regardless of gender. We continue to ensure diversity training remains a mandatory part of new staff induction and forms part of on-going essential staff training to promote inclusion and address overall awareness of bias in the workplace.

3. GENDER PAY GAP

| Difference between Men and Women | MEAN Average | MEDIAN Middle |
|----------------------------------|--------------|---------------|
| | 14.36 % | 19.17% |

Pay Quartiles

| | All Staff | Lower Quartile | Lower Middle Quartile | Upper Middle Quartile | Upper Quartile |
|--------|-----------|----------------|-----------------------|-----------------------|----------------|
| Female | 74% | 90% | 75% | 69% | 61% |
| Male | 26% | 10% | 25% | 31% | 39% |

4. BONUS PAY

The College does not operate a bonus pay scheme.

I confirm that Runshaw College gender pay gap calculations are accurate and meet the requirements of the Regulations.

Signed:
Clare Russell
Principal & CEO



Date: 24-3-23

Runshaw College Gender Pay Gap Report – Supporting Narrative

This supporting narrative is provided to explain:

- The reasons for the identified gender pay gap at Runshaw College
- The actions taken and planned, to analyse and close the gender pay gap

5. THE DIFFERENCE BETWEEN EQUAL PAY AND THE GENDER PAY GAP

The gender pay gap is the difference in the average hourly wage of men and women across a workforce. It compares the pay of all working men and women; not just those in similar jobs, with similar working pattern or with similar competencies, qualifications, or experience.

A gender pay gap does not indicate discrimination or an absence of equal pay for equal value work. Instead, it typically indicates that men and women are not equally represented at the different levels of an organisation. It also often points to more women than men in part-time roles. If women hold more of the lower paid jobs in an organisation than men, the gender pay gap is usually wider.

6. FACTORS THAT TYPICALLY LEAD TO A GENDER PAY GAP

Key factors that typically lead to a gender pay gap include:

1. A gender segregated labour market

By and large, the gender pay gap reflects the persistent gender segregation of our labour markets. A number of sectors and jobs continue to be dominated by men or women, with women dominating education, health and caring professions, while men dominate technology and engineering. Women are disproportionately employed in poorly paid professions and underrepresented in well-paid ones.

The roots of this gendered segregation lie in the traditional gender roles in society and the different educational and career choices of men and women. It stems from the way children are introduced to learning and opportunities, which socialises children into an expectation of certain roles as “women’s work” or “men’s work” and into the roles men and women often assume around caring responsibilities.

2. Balancing work and family life

Family, care and domestic responsibilities are not equally shared and are more often borne by women. Women’s ability to participate in the labour market is constrained by the fact that they spend more time on unpaid work, four times as much on care work (time spent to care for a child or another adult) and twice as much on household work, than men. This is regardless of the employment status of partners and it makes women less available for labour market participation.

3. Availability of quality, affordable childcare facilities and out-of-school hours care

The cost of early childhood care and education in the UK is among the highest in Europe. This presents a barrier for families across a range of salary levels, not just those on lower incomes, and represents the largest additional household cost associated with taking up employment.

4. Over representation of women in part-time roles

While working part-time can reflect personal preferences, the high share of female part-time employment may also stem from multiple constraints, including family and care-related reasons. Such constraints can lead to disjointed careers, a depreciation of skills, a loss of networks, and have a negative impact on career development and promotion prospects.

5. Discrimination and bias

Organisations that are successfully affecting gender balance have started by examining their policies, practices and overall culture with a gender lens. This is because discrimination and bias can be intentional or unintentional. It can be unwittingly present in certain organisational policies and practices, driven by stereotypes and unconscious bias.

7. FACTORS THAT LEAD TO THE GENDER PAY GAP AT RUNSHAW COLLEGE

Taking the factors above in turn; they may each account for part of the gender pay gap at Runshaw College:

1. A gender segregated labour market

As in the wider workforce; certain job roles at Runshaw College are dominated by women. Women are disproportionately represented in the poorest-paid roles in the college (primarily cleaning and catering staff), with 9/10 of these roles being filled by women.

| | All Staff | Lower Quartile | Lower Middle Quartile | Upper Middle Quartile | Upper Quartile |
|--------|-----------|----------------|-----------------------|-----------------------|----------------|
| Female | 74% | 90% | 75% | 69% | 61% |
| Male | 26% | 10% | 25% | 31% | 39% |

On a more positive note, women are also well represented in the well-paid roles at Runshaw College. 61% of upper quartile roles are held by women, including the majority of the College Management Team, and the highest paid role in the organisation (Principal & CEO) is a woman.

At Runshaw, our gender pay gap is highest amongst manual staff including cleaners, caterers and estates staff who are predominately female, low paid and part-time. Support staff also dominate the lower quartile and lower middle quartile holding roles which attract more women than men, such as such clerical, receptionists, and Education Support Workers, which are often part-time and term time only. We have a relatively small gender pay gap for teaching staff, and the reverse is true of college management, where the gender pay gap actually favours women by over 5%.

| | Mean Gender Pay Gap % |
|-----------------------------|-----------------------|
| Support staff (inc. manual) | 7.97 |
| Teaching staff | 2.27 |
| Management | -5.70 |

As a college, we appreciate the important role we play in challenging and tackling deep-rooted stereotypes about the roles that our female students and staff should aspire to hold in the future. We ensure our female students receive effective advice and guidance about the full range of job opportunities available to them, and take steps to recruit more female students into male-dominated sectors such as science, technology and engineering.

2. Balancing work and family life

Because of the societal expectation that women spend more time on family, care and domestic responsibilities; women are over-represented in the flexible roles with variable hours at Runshaw College.

72% of the College's female population work in flexible (part-time or term-time) roles, whereas only 34% of the College's male population work flexibly.

While the college's parental leave policy and flexible working policy are both widely available to both men and women; it is women who are more likely to take up the opportunities to access these benefits.

3. Availability of quality, affordable childcare facilities and out-of-school hours care

At Runshaw College, this factor is closely linked to factors 2 and 4, and results in an over-representation of women in flexible roles with variable hours and part-time roles. To support our staff, we have an OFSTED approved holiday club provider delivering highly discounted childcare for 5-11year olds outside of term time on college premises.

4. Over representation of women in part-time roles

As in the wider workforce; women are over-represented in part-time roles at Runshaw College. This is likely to stem from multiple constraints, including family and care-related reasons.

72% of the College's female population work in flexible (part-time or term-time) roles, whereas only 34% of the College's male population work flexibly.

5. Discrimination and bias

At Runshaw College, we regularly examine our policies, practices and overall culture with a gender lens, to ensure that they are free from discrimination and bias.

For example, all staff involved in the recruitment and selection of new staff must complete training which includes Unconscious Bias Training.

8. ACTIONS TAKEN AND PLANNED, TO ANALYSE AND CLOSE THE GENDER PAY GAP

We are committed to closing any identified gender pay gap over time.

We recognise that some of the measures planned will potentially take several years to have an impact on the measures reported in the gender pay gap report. However, by tracking the impact of actions taken, we will demonstrate our commitment to gender equality in the workplace and show that we are making progress over time.

| Action | Impact | Timescale |
|--|--|---|
| Use skill-based assessment tasks in recruitment | Rather than relying only on interviews, ask candidates to perform tasks they would be expected to perform in the role they are applying for. Use their performance on those tasks to assess their suitability for the role. Standardise the tasks and how they are scored to ensure fairness across candidates. | Already implemented – March 2023 |
| Use structured interviews for recruitment and promotions | Use structured interviews that: <ul style="list-style-type: none"> Ask exactly the same questions of all candidates in a predetermined order and format Grade the responses using pre-specified, standardised criteria. This makes the responses comparable and reduces the impact of unconscious bias | Already implemented – March 2023 |
| Introduce transparency to promotion, pay and reward processes | Transparency means being open about processes, policies and criteria for decision-making. This means employees are clear what is involved, and that managers understand that their decisions need to be objective and evidence-based because those decisions can be reviewed by others. Introducing transparency to promotion, pay and reward processes can reduce pay inequalities. | Already implemented – March 2023 |
| Encourage salary negotiation by showing salary ranges | If the salary for a role is negotiable, employers should state this clearly as this can also encourage women to negotiate. If women negotiate their salaries more, they will end up with salaries that more closely match the salaries of men. | Where appropriate for the role, this is implemented – March 2023 |
| Include multiple women in shortlists for recruitment and promotions | 'Blind shortlisting' assists in removing unconscious bias. However, research shows that to increase the chance of a woman being selected, try to ensure more than one woman is included in the shortlist of qualified candidates. | HR to monitor gender of applicants at each stage of selection process. Already implemented – March 2023/Ongoing |
| Appoint diversity managers and/or diversity task forces | Diversity managers and task forces monitor talent management processes (such as recruitment or promotions) and diversity within the organisation. They can reduce biased decisions in recruitment and promotion because people who make decisions know that their decision may be reviewed. This accountability can improve the representation of women in the organisation. | To review the role of the E&D Champions group to achieve this – by August 2023 |
| Review recruitment literature for gender bias including adverts | Research has shown that it puts women off applying for jobs that are advertised with masculine coded language. Use a gender decoder for adverts. | Already implemented – March 2023/Ongoing |
| Having a balance of men and women on interview panels | Have representation of men and women to act as role models, particularly where occupational segregation exists, and to reduce potential unconscious bias | Already implemented – March 2023 /Ongoing |
| Promote Shared Parental Leave/provide support for maternity returners | Women experience a 'motherhood penalty'. Once this takes hold, many find themselves in a downward career trajectory that is more likely to stagnate, where they are offered fewer opportunities than their peers, and is often characterised by low-paid jobs. Promoting Shared Parental Leave amongst all staff | By August 2023 |
| Advertise and offer flexible working | Well-designed flexible working is key to enable women to reconcile work and caring responsibilities. It can enable women to remain in work and stay in roles that reflect their skills, thereby potentially reducing the gender pay gap. | Already implemented – March 2023/Ongoing |
| Enhance staff training to promote inclusion | Mandatory equality, diversity and inclusion training for all staff and other appropriate training to promote inclusion and address overall awareness of bias in the workplace. | Already implemented – March 2023/Ongoing |
| Enhance the use of monitoring Data | The collection and analysis of data by organisations to inform compliance with gender pay gap regulation requirements will | August 2023 |

| | | |
|--|---|--|
| | provide some information about the underlying causes of their pay gaps. | |
|--|---|--|

9. SOURCES :

- [What to report - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- [Actions to close the gender pay gap](#)
- [Eight ways to understand your organisation's gender pay gap](#)