

KATHARINE HOUSE HOSPICE
GENDER PAY GAP REPORTING

1. Introduction

Katharine House Hospice having more than 250 employees on its payroll at 5th April 2017 is required to report on its Gender Pay Gap in accordance with The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

This report provides a summary statement, the data required under the reporting requirements with a brief explanation of what the data is showing, a brief commentary to provide some context for the figures reported, and finally there is a mandatory statement from the Chief Executive. The appendix comments on the data preparation together with an assessment of some of the issues with the validity of the data.

2. Summary

The main indicators show that there is a small negative gender pay gap meaning that mean and median hourly pay for women employed by Katharine House is higher than for men. This is a slightly narrower margin than expected from 10 years of internal reporting on equal pay (which includes mean and median pay rates). This is due to the differences in the calculation of hourly rates and the inclusion in this report of self-employed contractors – excluded from internal reporting.

3. Gender Pay Gap Report

Mean gender pay gap	- 0.21
Median gender pay gap	- 9.32

The mean gender pay gap is just negative meaning men and women are paid on average more than men, but at under a quarter of a percent this is very marginal. The median gender pay gap is also negative, but is higher. The median pay for women is over 9% higher than for men. See the appendix for an explanation of mean and median and section 4 for an assessment of the reason for this.

In the pay reference period of 12 months preceding the 5th April, 3 employees received bonus or ex gratia payments related to performance, two men and one woman.

Mean bonus gender pay gap	- 100
Median bonus gender pay gap	- 100
Proportion of males receiving a bonus payment	4.44%
Proportion of females receiving a bonus payment	0.52%

These figures indicate that the mean and median bonus paid to women was 100% higher than to men, although 4.5% of men received a bonus payment, whilst 0.5% of women received a bonus payment. This disparity reflects the very small number of bonuses or ex gratia payments earned, coupled with the higher number of female employees in the workforce.

Katharine House Hospice is also required to provide data on the proportions of each gender in each pay quartile. As expected, the proportion of female employees in each pay quartile is higher than male employees, with the difference being smallest in the lowest quartile.

Proportion of Males and Females in each pay quartile:

	Males	Females
Upper (highest)	15.2	84.8
Upper middle	13.3	86.7
Lower middle	10.2	89.8
Lower (lowest)	37.3	62.7

4. Commentary

There are a number of factors that have a bearing on the data. Some of these are discussed briefly below, but are not in any specific priority order.

4.1 Nature of the business

The main businesses of the hospice are:

1. Provision of care
2. Retail
3. Fundraising

The provision of care is a very female oriented workforce. We also find that a lot of women work in both retail and fundraising.

The highest number of professionals working within Katharine House work in our care services and therefore there are many more female professionals within the workforce.

There are only two areas of our operations where there are more male employees than female: one is the facilities/maintenance team where all 5 employees are male; the other is the retail transport team where, in the reference period, all but one of the 13 drivers were male.

Table 1 provides some assessment of the genders occupying different roles. The table does not sum as some individuals may be both in a management role and within one of the departments listed so are counted twice. The figures relate to all relevant employees, whether included in the pay calculations or not.

Table 1

Area	Male	Female
Care	4	94
Management / Admin	5	21
Housekeeping/Catering	3	13
Facilities	5	0
Retail	40	91
Fundraiser	4	9
Executive Team	2	4
Operations Team	5	11

4.2 Sector of the business

Katharine House operates in the charitable sector. The organisation does not therefore have high rates of pay. This may not make the organisation attractive to primary earners within a household, which in our community are predominantly male.

4.3 Nature of employment opportunities

To attract workers, the organisation adopts many family friendly policies, meaning there are a lot of part-time roles available. These may be of greater interest to primary carers in our community, who are predominantly female.

4.4 Recruitment and promotion practices

Katharine House adopts equal opportunities practices in its recruitment and promotion of staff. Thus it is an individual's ability to carry out the role that determines selection for appointment and promotion, rather than any characteristics that the individual may have (whether prohibited under the equality act or not) including gender.

4.5 Remuneration policies and practices

For nearly 20 years Katharine House Hospice has sought to align pay rates to the role and competencies required for the position. Although this has to be balanced against pressures in the local labour market for different roles, generally this has led to competency and role-based pay arrangements. These help to ensure compliance with equal pay regulations, but aligned to the points made above, contribute to the generally neutral nature of the gender pay gap.


5. Proposed actions

- It would be desirable to attract more male employees into our care services. However, nursing and care and palliative care do not appear to attract male workers and we will always be recruiting from a pool of eligible workers that is predominantly female.

It is the view of trustees that the gender pay gap is not an issue of concern.

6. Mandatory Statement

I declare that we have used all reasonable endeavours to ensure that the data contained in this report is accurate.



Dr Richard Soulsby
Chief Executive

Notes on data

Mean is the average value of a data set. All the values of a data set are added together and divided by the number of items in the data set.

Median is the middle value of a data set that is ordered from the smallest to the largest (or the average of the two middle values if there is an even number of data items).

Quartile is similar to a median, but divides a data set that is ordered from the smallest to the largest into four parts with one fourth of the data items in each quartile (in practice this is only possible when a data set divides by 4). The four quartiles are: lower; lower middle, upper middle and upper.

The relevant pay period was the payroll for April 2017, this being the monthly pay period covered by the data.

Hourly pay was calculated on the following pay elements:

- Basic pay
- Sick pay
- Unsocial pay allowances
- Other allowances, for example for weekend working or on-call

Pay elements excluded were:

- Extra duties or overtime (which we are required to ignore) except for bank staff
- Additional Holiday Pay which relates solely to overtime worked
- Salary sacrifices (we are required to ignore these from calculating gross pay)
- Stoppages and deductions from salary
- Out of pocket expenses paid through the payroll

Katharine House had 284 employees on its payroll at 5 April 2017. 60 of these are bank staff who may choose whether or not to accept any work offered to them and 28 of these worked during the period so have been included in the calculations. Exclusions from the mean and median hourly pay calculations were:

- 34 received no pay in April 2017
- 11 were on unpaid or reduced sick pay in the period
- 2 employees were on maternity leave
- 4 employees left

In addition Katharine House uses the services of a number of individuals who are self-employed and must personally perform services under their contract. Where it is possible to determine the hourly rate of pay for these contracted individuals they have been included in the calculations. 12 self-employed individuals were included. Their inclusion does significantly alter the reported figures: the negative figures for mean and median pay would both be higher without the inclusion of these staff groups.

Where individuals frequently work for Katharine House, but their employment contract is with another organisation these persons have not been included as they are not personally required to carry out the work.

Hourly pay for bank staff was calculated on gross pay for the month divided by the hours they were paid for in the month, this being the only practical way of making this calculation.