

**GENDER PAY GAP REPORTING**

**1. Introduction**

Katharine House Hospice having more than 250 employees on its payroll at 5<sup>th</sup> April 2019 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 shows, a brief contextual commentary for the figures reported, and 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. Comparative data with the first two years' reporting is also provided.

**2. Summary**

The main indicators show the mean and median hourly pay for women employed by Katharine House is higher than for men and this has increased between the two reporting periods.

**3. Gender Pay Gap Report**

	<u>2019</u>	<u>2018</u>	<u>2017</u>
Mean gender pay gap	- 13.46	- 7.87	- 0.21
Median gender pay gap	- 10.13	- 9.62	- 9.32

The mean gender pay gap is negative meaning women are paid on average more than men. This gap has widened consistently since 2017. The median gender pay gap is also negative, showing the median pay for women is now over 10% higher than for men – slightly higher than 2018. (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 5<sup>th</sup> April 0 employees received bonus or ex gratia payments related to performance (2018: 0 employees).

	<u>2019</u>	<u>2018</u>
Mean bonus gender pay gap	--	--
Median bonus gender pay gap	--	--
Proportion of males receiving a bonus payment	--	--
Proportion of females receiving a bonus payment	--	--

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:

	<u>2019</u>		<u>2018</u>	
	<b>Males</b>	<b>Females</b>	<b>Males</b>	<b>Females</b>
Upper (highest)	13.5	86.5	14.9	85.1
Upper middle	18.9	81.1	13.3	86.7
Lower middle	11.0	89.0	16.0	84.0
Lower (lowest)	39.2	60.8	39.2	60.8

#### **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 drivers were male.

##### **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. 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 nature of the gender pay gap.

## **5. Proposed actions**

It remains desirable to attract more male employees into our care services. However, nursing and care, and palliative care in particular, 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 2019, 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 365 relevant employees on its payrolls at 5 April 2019. 79 of these are bank staff who may choose whether or not to accept any work offered to them and 25 of these worked during the period so have been included in the calculations. Exclusions from the mean and median hourly pay calculations were:

- 54 were bank staff who received no pay in April 2019
- 15 were on unpaid or reduced sick pay in the period
- 4 employees were on maternity leave
- 7 employees left in the period

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. 10 self-employed individuals were included. There were 3 employees employed by other organisations for whom we could not ascertain with reasonable certainty their hourly wage.

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.