

1. Introduction to Guild Methodology – Reporting (2 sets of data) and Exclusions

The Guild is required to comply with Gender Pay legislation because we have greater than 250 employees. However, the significant majority (circa 75-85%) of those employees are student staff paid at one of three rates.

The Guild reports two sets of data internally, one set for all employees and one set for permanent staff only. This is because the large number of student staff significantly impacts the figures reported. However, for statutory reporting, the Guild is required to provide data for ALL full pay relevant employees only.

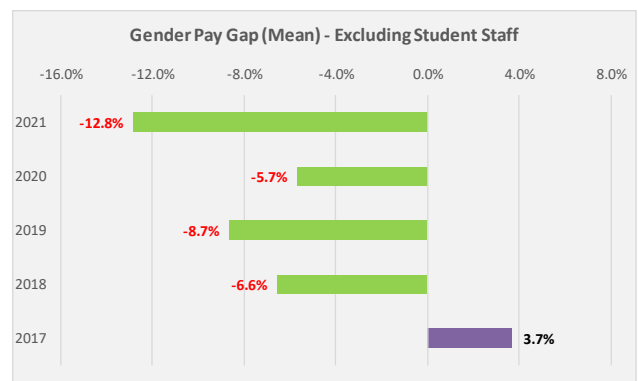
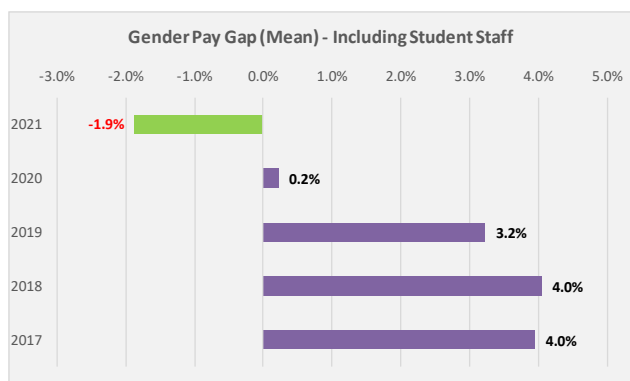
In addition, not all employees are classified as ‘full pay relevant’ and included in calculations. If an employee is not receiving their full pay in the snapshot period, for example due to maternity leave, paternity leave, sick pay or unpaid annual leave, their data is excluded from the calculations. Student staff would be excluded if they received holiday pay only during the snapshot month.

For March 2021 snapshot data, the definition of ‘full pay relevant employees’ also excludes staff who were furloughed at less than full pay and this significantly impacts the Guild’s data set for 2021 only. During March 2021, the majority of student staff and some permanent staff were furloughed at 80% and therefore 240 employees from 299 total employees are excluded.

A breakdown of total employees, gender and exclusions is reported in Appendix 1.

2. Guild Gender Pay Gap – Mean

The Guild’s ‘Mean Gender Pay Gap’ figures as at 5th April 2021 is as follows:



	MEAN - Including Student Staff				
	2021	2020	2019	2018	2017
Male Employees	13.39	9.14	9.30	9.15	8.86
Female Employees	13.64	9.12	9.00	8.78	8.51
Mean Gender Pay Gap (£)	-0.25	0.02	0.30	0.37	0.35
Mean Gender Pay Gap (%)	-1.9%	0.2%	3.2%	4.0%	4.0%

	MEAN - Excluding Student Staff				
	2021	2020	2019	2018	2017
Male Employees	14.50	14.06	13.64	13.12	13.83
Female Employees	16.36	14.86	14.82	13.98	13.32
Mean Gender Pay Gap (£)	-1.86	-0.80	-1.18	-0.86	0.51
Mean Gender Pay Gap (%)	-12.8%	-5.7%	-8.7%	-6.6%	3.7%

- For all ‘full pay relevant’ employees for March 2021, on average female employees were paid 25p per hour or 1.9% more than male employees. (2020 = male employees paid 2p or 0.2% more).
- For salaried permanent staff only for March 2021: on average female employees were paid £1.86 per hour (2020 = 80p) or 12.8% (2020 = 5.7%) more than male employees. The ‘negative gender pay gap’ has increased by 7.1% for permanent staff in comparison to 2020.
- If calculations for March 2021 were based upon all 299 employees, the mean gender pay gap would have been 1.4% in favour of female employees (and not 1.9%). The equivalent calculation for permanent staff would have been 9.0% in favour of female employees (and not 12.8%).

3. Guild Gender Pay Gap – Median

The Guild’s ‘Median Gender Pay Gap’ figures as at 5th April are as follows:

	MEDIAN - Including Student Staff					MEDIAN - Excluding Student Staff				
	2021	2020	2019	2018	2017	2021	2020	2019	2018	2017
Male Employees	11.24	8.10	8.00	7.72	7.35	11.24	11.91	12.80	12.03	11.65
Female Employees	11.24	8.10	8.00	7.72	7.35	13.14	12.77	12.78	11.19	11.16
Median Gender Pay Gap (£)	0.00	0.00	0.00	0.00	0.00	-1.90	-0.86	0.02	0.84	0.49
Median Gender Pay Gap (%)	0.0%	0.0%	0.0%	0.0%	0.0%	-16.9%	-7.2%	0.2%	7.0%	4.2%

- For all ‘full pay relevant’ employees as at March 2021, the median hourly rate falls on Grade 4 for both genders and there is no gender pay gap. For the previous four years (2017-2020), no gap has also been reported although both gender medians would equate to the student staff pay rate. This would have been the case for March 2021 with no exclusions. However, 92.6% of student staff are omitted from calculations for March 2021 data due to these employees being placed on furlough leave.
- For relevant permanent staff only, the median hourly rate for female employees is £1.90 (2020 = 86p) or 16.9% (2020 = 7.2%) greater than male employees as at March 2021. The March 2021 figure would have been 17.4% (not 16.9%) in favour of females if there were no exclusions.

4. ‘Permanent Staff only’ observations regarding March 2021

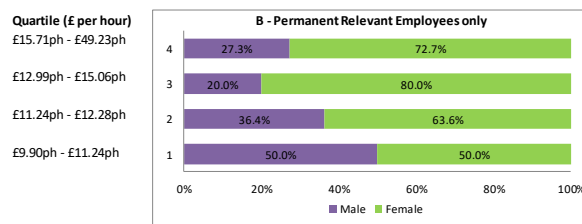
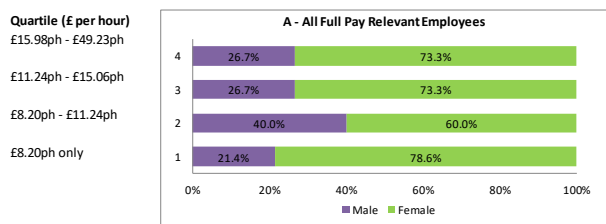
From November 2020, the Guild enacted a management restructure which consolidated a number of roles and resulted in middle’ management positions moving to Grade 8 (previously Grades 7 and 8). In addition, a small number of Senior Coordinator roles were created at Grade 6. These changes exclusively benefitted female employees in those roles during the year and explains the significant year-on-year change in ‘permanent staff only’ figures reported.

5. Quartile Data

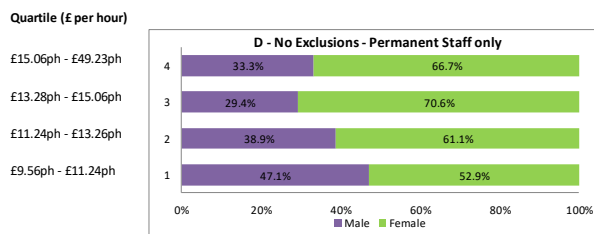
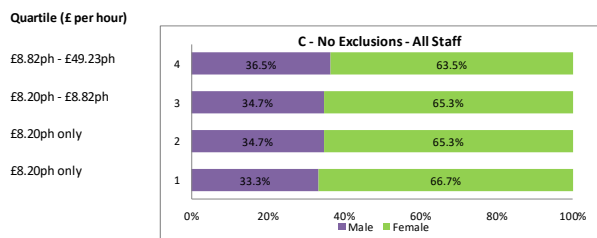
Within a ‘normal year’, student staff would exclusively occupy the first three quartiles of the Guild’s data due to the significant numbers of student staff employed in comparison to the permanent team (see graph C).

For March 2021 data only, the vast majority of student staff are excluded (due to furlough leave) impacting the figures/bands reported. The quartile spread of employee rates of pay is as follows:

March 2021 data with exclusions:



March 2021 data without exclusions:



Quartile data for the periods 2017 – 2020 is available upon request although would generally follow similar patterns to graphs (C) and (D) above. Annual quartile information is also available here: <https://gender-pay-gap.service.gov.uk/>

6. Bonus Data

The Guild conducted a review of the Reward & Recognition policy in 2017 and as a result, bonus payments were removed from the pay-structure from 2017/18 onwards. The Guild is now not required to report figures for this area as there is no relevant data. March 2017 data can be accessed using the same link above.

7. Conclusion

In March 2020, the Guild reported an almost neutral mean gender pay gap position (0.2% in favour of males) for 'full pay relevant employees'. The gap moved to 1.9% in favour of female employees as at March 2021 (1.4% without any exclusions). In addition, if we consider permanent staff only, the mean gender pay gap is 12.8% in favour of female employees (9.0% without any exclusions).

With regards to the gender pay gap reported as a median, the Guild has reported a NIL pay gap position every year for all full pay relevant employees, with a pay gap in favour of female employees when permanent staff only are considered.

No corrective action is recommended to address figures calculated in this analysis and the management restructure highlighted in section 4 has had a positive impact on the Guild's overall position. As at March 2021, female employees occupied 70.5% of all management posts (defined as Grade 7 or above on the Guild's pay-scales). Figures will continue to be monitored on an annual basis.

Jo Thomas
CEO

16th March 2022



Appendix 1 – Employee Data and Exclusions

The following table details the Guild's total number of employees split between permanent and student staff contracts, the exclusions applied to gender pay data each year and employee gender splits:

No. Of Employees	2021	2020	2019	2018	2017
Permanent Staff	70	72	73	76	78
Student Staff	229	366	370	327	347
Total Employees	299	438	443	403	425

Exclusions	2021	2020	2019	2018	2017
Permanent Staff	28	8	5	7	3
Student Staff	212	11	22	28	45
Total Exclusions	240	19	27	35	48

Full Pay' Relevant Employees	2021	2020	2019	2018	2017
Permanent Staff	42	64	68	69	75
Student Staff	17	355	348	299	302
Total Employees in GP Data	59	419	416	368	377

Total Employees Split:

Permanent Staff	23.4%	16.4%	16.5%	18.9%	18.4%
Student Staff	76.6%	83.6%	83.5%	81.1%	81.6%

Gender Split - Permanent Staff	2021	2020	2019	2018	2017
Male	37.1%	38.9%	43.8%	43.4%	41.0%
Female	62.9%	61.1%	56.2%	56.6%	59.0%

Gender Split - Student Staff	2021	2020	2019	2018	2017
Male	34.1%	37.4%	30.3%	31.5%	36.9%
Female	65.9%	62.6%	69.7%	68.5%	63.1%

Gender Split - All Staff	2021	2020	2019	2018	2017
Male	34.8%	37.7%	32.5%	33.7%	37.6%
Female	65.2%	62.3%	67.5%	66.3%	62.4%