



act

# Gender Pay Gap Report

5th April 2019

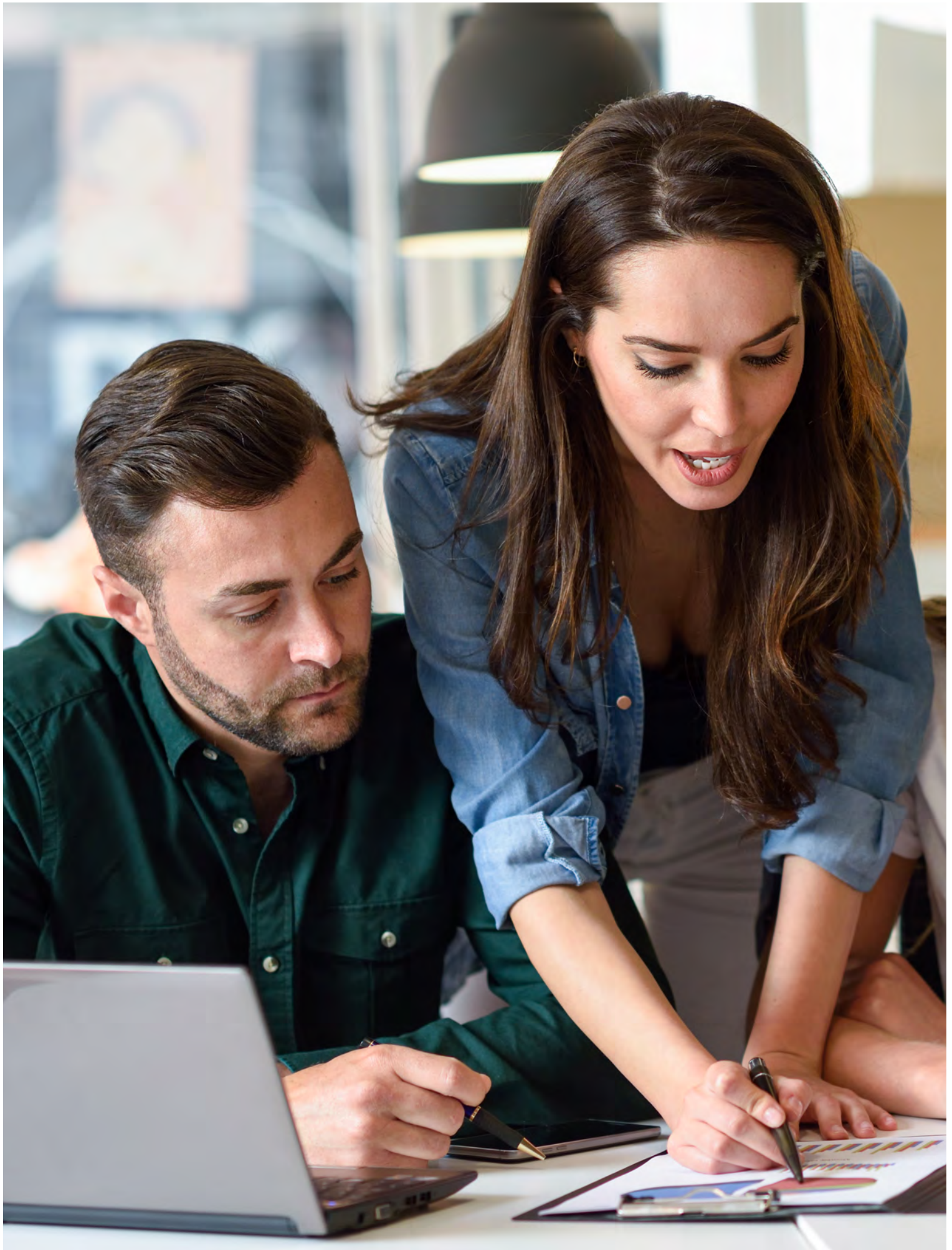


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## ABOUT US

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ACT is all about people!

Our people, your people and all of the individuals out there who are looking to improve themselves, their lives and their career prospects.

At ACT, we are all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities. We provide a long list of training programmes and qualifications that really help people reach their full potential. From Traineeships, Apprenticeship and Higher Apprenticeships across 30 different sectors, to employability training and short commercial courses, we have something for everyone and most of our training is fully-funded. We have eight centres located in South Wales that are dedicated to providing an excellent standard of training to all of our learners.

Even though we deliver huge quantities of training, we do not skimp when it comes to the quality. We are very proud of our work and strive to deliver an excellent service every time.



## OUR VISION

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To make a positive difference to people's lives by providing excellent learning programmes.

## OUR MISSION

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To be the leading training provider in the UK.

## OUR CORE VALUES

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- › Being positive and having a 'can-do' attitude
- › Taking pride and responsibility in exceeding expectations
- › Helping learners raise and realise their aspirations
- › Having fun in providing professional, safe and friendly services
- › Showing respect for individuals

## GENDER PAY GAP

ACT recognise how diversity within our workforce makes a significant contribution to both our business performance and in making ACT a great place to work.

We are committed to the principle of equal opportunities and equal treatment for all employees, regardless of sex, race, religion or belief, age, marriage or civil partnership, pregnancy/maternity, sexual orientation, gender reassignment or disability.

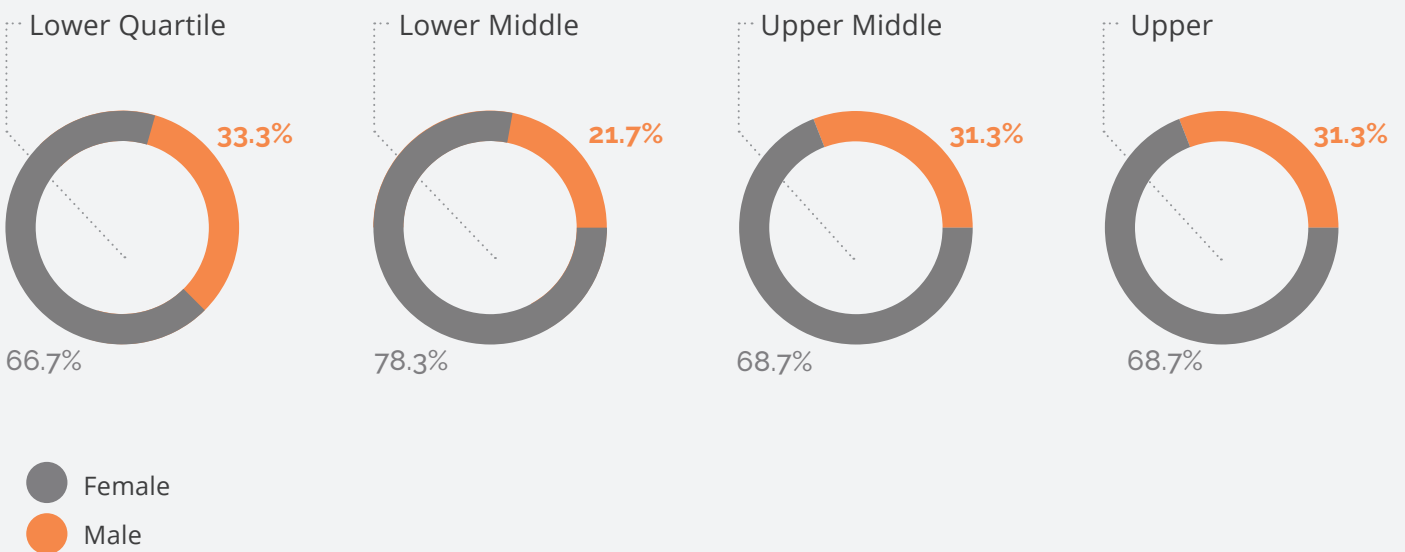
This report summarises our Gender Pay Gap which is the difference in average earnings between men and women across all roles. This is different to the statutory requirement for Equal Pay which legislates that the same rate of pay must be given to men and women where the work they do is similar or of the same value.

Like Gender Pay, Equal Pay is extremely important to us. The Company has a clear policy of paying employees equally for the same or equivalent work, regardless of their sex (or any other characteristic set out above). As such, it:

- > carries out pay and benefits audits at regular intervals
- > evaluates job roles and pay grades as necessary to ensure a fair structure.

MEAN AND MEDIAN GENDER PAY GAP	
MEAN HOURLY PAY	MEDIAN HOURLY PAY
2.56%	0%

### PROPORTION OF MALES AND FEMALES IN EACH QUARTILE PAY BAND



**MEAN AND MEDIAN GENDER BONUS GAP**

MEAN GENDER BONUS GAP	MEDIAN GENDER BONUS GAP
12%	-50%

**PROPORTION OF MALES AND FEMALES RECEIVING A BONUS PAYMENT**

MALE	FEMALE
7.1%	6.8%

## APRIL 2019 DATA

ACT's workforce at the snap shot date was made up of 98 males and 235 females.

ACT's mean gender pay gap based on April 2019 data is exceptionally low at 2.56%, well below the UK average and in the previous two years, there has been a negative gender pay gap.

The median gender pay gap, however, continues to be 0%. This demonstrates that the average hourly pay rate for both men and women is the same and is largely due to the fact there has been a salary grading structure in place since August 2017. We are now three years into the new structure where the aim was to review pay and reward within the business. There is now one fair and transparent pay system in place for all staff at all levels within the business and staff employed on the same grade are paid the same salary regardless of gender. This reduces pay inequalities within the business. The Company will continue to review all aspects of pay to ensure that all parts of the business are operating fairly and consistently.

ACT also reviews the number of men and women in each pay grade. The more senior grades of 9 and above have 37 females, with 12 of those being part of the Senior Management team or Board of Directors and 17 males, with 5 of those being part of the Senior Management team or Board of Directors.

The Company at present still has a larger female headcount than male, however, the overall figures are reflective of the policies and practices already in place. This continues to be seen above in the table depicting pay quartiles by gender. This shows ACT's workforce divided into four equal-sized groups based on hourly pay rates, with the lower quartile including the lowest-paid 25% of employees and the upper quartile covering the highest-paid 25%.

Within ACT, the percentage of female employees within the upper middle and upper quartiles is 68.7%.

## ACTIONS TO ADDRESS THE GENDER PAY GAP

Whilst we remain confident that men and women are paid equally for doing the same job, ACT continues to be committed to looking at measures currently in place to ensure there is no adverse impact on the gender pay gap and proactive in ensuring this forms part of a long-term strategy.

### Recruitment & Selection

We have an inclusive and diverse recruitment strategy, including training for all managers on recruitment and selection best practice and avoiding unconscious bias. This is to ensure a consistent approach from Managers when recruiting and promoting employees into roles within the business.

We utilise a skills-based assessment as part of the interview process for all positions rather than relying solely on interviews only. This means the candidate would perform a task they would be expected to carry out in the role to assess their suitability.

All interviews are structured, standardised and scored to ensure fairness and consistency. The same questions are asked to all candidates and are shortlisted against the job description and person specification requirements.

We endeavour to attract more women into senior roles, particularly internal promotions where possible as we recognise we will benefit from greater diversity and a wider talent pool which will improve business performance.

### Learning & Development programmes

We have implemented schemes such as Management Academy which continues to run on a bi-annual basis and links to our overall 360 appraisal process along with the

recent introduction of a talent management programme – Accelerate, Collaborate and Thrive to retain talented staff and support their continuous development irrespective of gender. A new performance management system has also been introduced.

Coaching and mentoring continues to be a key area of focus for the business with all employees assigned a mentor on commencement to ensure support from day one.

### Flexible Working Policies

Flexible working remains a key theme with continued support as a business for all flexible working applications and by introducing flexible working along with a home working policy, we have achieved tangible improvements to our recruitment, staff retention and overall employee relations. Obtaining a work life balance is very important to our employees which we fully recognise.

The flexible working policy is clear that employees in all areas and all levels of the organisation will be considered for flexible working regardless of their role and level of seniority and flexible working does not always have to mean part time working.

This ensures we continue to support employees prior, during and on return from maternity and other parental leave requirements with no obstacle to career development for certain roles, particularly at senior levels of employment.

The Company has generous family friendly policies in place including enhanced maternity and paternity leave and pay. The proportion of women returning to work after maternity leave as a result of flexible working is high with no leavers as a result in 2019.

ACT also offers a return to work bonus for staff who have returned to work after a period of maternity leave and remained in post for one year.

The Company continues to operate additional shutdown periods during term holidays such as Easter and Christmas. This is additional leave for staff without them having to take this from their statutory holiday entitlement. In addition to this, the Company operates a children's holiday club during term holidays to assist with childcare arrangements.



## Wellbeing Strategy

A focus on wellbeing, which recognises responsibilities both at home and in work and supports all our colleagues in living healthier, happier lives. A survey has already been undertaken to establish what initiatives employees feel would most benefit them and we have engaged with an external provider to implement a well being strategy and roll out training to Line Managers.

## ADDITIONAL AREAS TO REVIEW IN 2020

We understand, however, that there is always more that the Company can do to promote equality and diversity, and embed the culture across our business. We have identified the following areas for continuous review:

- › Providing the opportunity and encouragement for women to progress into senior roles.
- › Promote a coaching and mentoring culture within all areas of the business to identify and support other females into more senior roles over the next few years.
- › Review exit interview data as part of our key metrics.
- › Review the effectiveness of training programmes such as coaching and mentoring, Management Academy and the new Accelerate, Collaborate and Thrive programme.
- › Introduction of a Wellbeing Strategy in 2020.
- › Embracing diversity and inclusion as our key principle to help drive our culture. With this in mind the Company will be working towards the Leaders in Diversity Award in 2020.

In the meantime, ACT is committed to reporting on an annual basis the gender pay gap figures and the progress that the Company is making. We take this very seriously and are committed to ensuring the positive initiatives outlined above continue to make a difference in advancing and raising the profile of gender equality across ACT.

We confirm that the information reported is accurate and in accordance with the UK Governments Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

Any further initiatives launched throughout the year will be reported in 2020 data report.

I, Richard Spear, Managing Director confirm that the information in this statement is accurate.

Signature:



On behalf of ACT Ltd

Date: 23 March, 2020







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