

act.



Gender Pay Gap Report 2020



About us

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

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

Our Mission

To be the leading training provider in the UK.

Our Core Values

- 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



We 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 principles of equality, diversity, inclusion and fairness 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.

Median gender pay gap

0.65%

Mean gender pay gap

6.20%

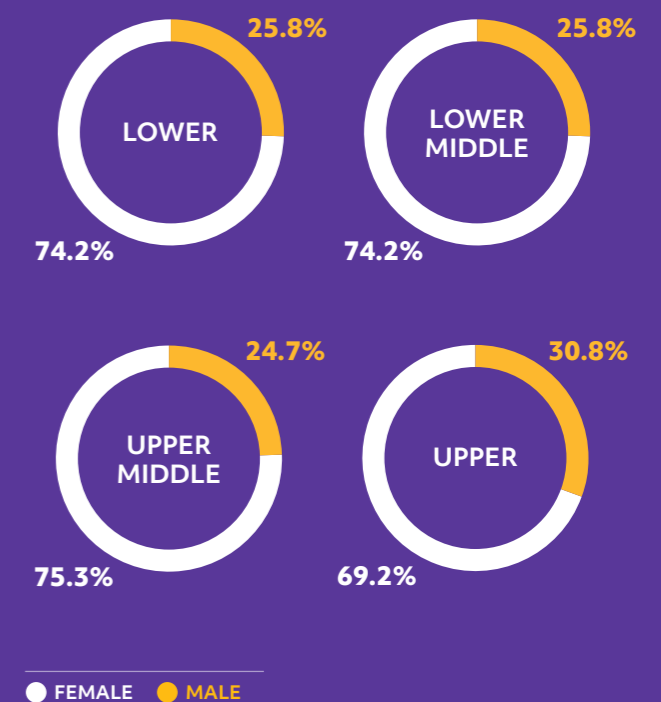
Proportion of males and females receiving a bonus payment

N/A

Mean and median gender bonus gap

N/A

Proportion of males and females in each quartile pay band



“We continue to be committed to looking at measures currently in place to ensure there is no adverse impact on the gender pay gap”



April 2020 Data

ACT's workforce at the snap shot date was made up of **96 males** and **262 females**.

ACT's mean gender pay gap based on April 2020 data is low at 6.20%, well below the UK average of 15.9% although a slight increase on 2019 data.

The median gender pay gap is also very low at is 0.65%. This demonstrates that the average hourly pay rate for both men and women is largely the same and due to the fact, there has been a salary grading structure in place since August 2017. We are now four 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 quartile is 75.3% and 69.2% in the upper quartile.

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, equality, diversity and inclusion 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 ensure diversity in all roles and all levels and recognise the benefits greater diversity and a wider talent pool will have on business performance

Learning & Development programmes

We have implemented schemes such as Management Academy which continues to run on a regularly and links to our overall 360 appraisal process along with the introduction of a talent management programme – Accelerate, Collaborate and Thrive to retain talented staff and support their continuous development irrespective of gender.

Coaching and mentoring continues to be a key area of focus for the business with all employees assigned a mentor on commencement of employment, qualified coaches on hand to provide coaching as an L&D activity and all managers trained in coaching techniques to enhance their management styles.

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 pandemic has seen these processes and flexibility utilised by all employees and we are currently working on plans for a long-term hybrid working model which will replace current working practices post-pandemic.

Our flexible working practices continue to support employees prior, during and on return from maternity and other parental leave policies with no obstacle to career development.

The Company has generous family friendly policies in place including enhanced maternity, adoption and paternity leave and pay. The proportion of employees returning to work after maternity/adoption leave is high with no leavers as a result in 2020.

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 usually operates a children's holiday club during term holidays to assist with childcare arrangements, however this has been unable to run since February 2020 because of COVID-19 restrictions. We are hoping we can continue to run the holiday club from September 2021 if restrictions ease enough to allow this.

Wellbeing Strategy

ACT has a strong focus on wellbeing, which recognises responsibilities both at home and in work and supports all our colleagues in living healthier, happier lives. A survey was undertaken in early 2020 to establish what initiatives employees felt would most benefit them with a view to having an effective staff wellbeing strategy in place later in 2020. However, due to the pandemic, we had to put many interim health and wellbeing initiatives in place to support employees and many of the ideas we had for our formal strategy were no longer fit for purpose due to significant changes in working practices.

We will shortly be commencing a 6-month support package with Investors in People to enable us to develop and implement an effective staff health and wellbeing strategy in early 2022. This will be followed by ACT gaining "We Invest in Wellbeing" accreditation with Investors in People.



Additional areas to review in 2021...

We understand, however, that there is always more that the Company can do to promote equality, diversity and inclusion and embed this culture across our business.

We have identified the following areas to continue to review.

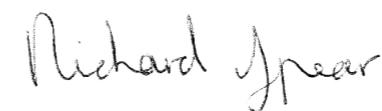
- Continue to focus on providing the opportunities for diversity in all roles at all levels of ACT.
- Continue to promote our coaching and mentoring culture and various development initiatives to improve progression and development opportunities for all employees.
- Review exit interview data as part of our key metrics.
- Introduction of a Staff Health and Wellbeing Strategy in 2022 followed by “We Invest in Wellbeing” accreditation with IIP.
- Embracing equality, diversity, inclusion and fairness as a key strategic aim for the company supported by ACT working towards the Leaders in Diversity Award with the National Centre for Diversity in 2021.

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 2021 data report.

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



On behalf of ACT Ltd
00 July 2021

