

Aspire Community Benefit Society Statutory Gender Pay Gap Report

March 2019

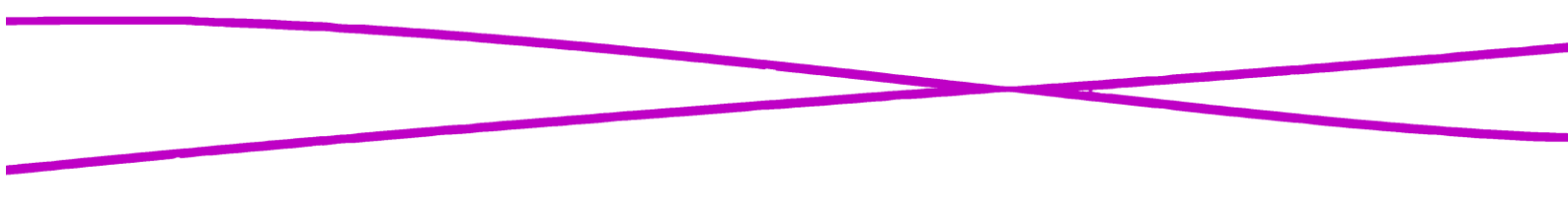


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Statutory Gender Pay Report

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Foreword



We are pleased to again report a very small gender pay gap. The mean overall rate has come down from 4.6% in 2017 to 2.78% whilst the median has seen a slight increase from 1.00% of the 2017 report to 1.04%.

Nevertheless, we are not sitting on our laurels; we will continue to offer family friendly policies as well as proactively seeking to develop these where possible. To this end we have already signed up to the Leeds Commitment to Carers and one of our actions from that commitment is to encourage members of staff to let us know if they have caring responsibilities outside work so we can proactively support them.

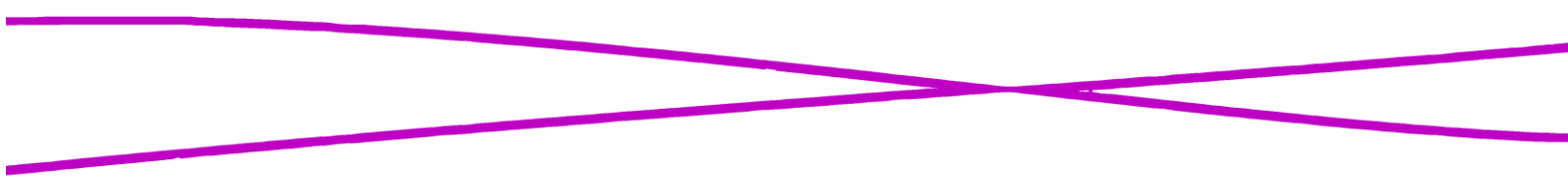
This year, although we are not required to disclose our Chief Executive pay ratio, we have opted in the interest of transparency to do so and can confirm this ratio continues on a downward trajectory.

A handwritten signature in black ink that reads "S. M. Dunham".

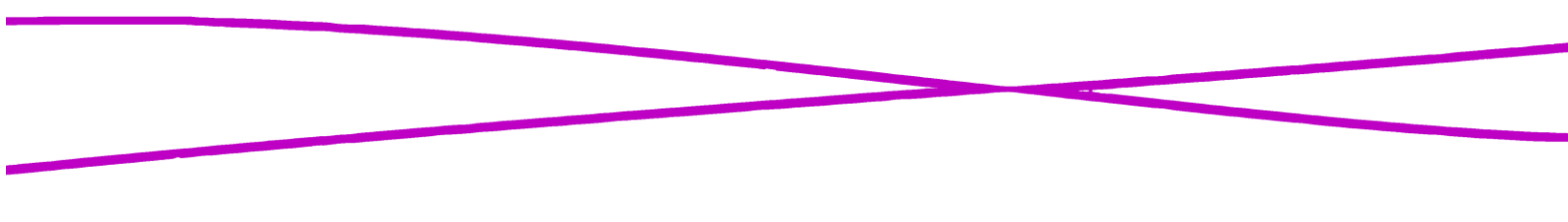
Sheila Dunham
Chair of Board

A handwritten signature in black ink that reads "A. Rawnsley".

Andy Rawnsley
Chief Executive



1. Introduction

- 1.1. This Report is the statutory duty for disclosure of the gender pay gap for Aspire Community Benefit Society. Similar to our March 2018 report it also contains some additional voluntary information explaining how we work to address the general barriers for career progression of women in the workplace.
 - 1.2. Following legislation which came into force in 2017 all companies with 250 or more employees are now required to publish their gender pay gap.
 - 1.3. Employers have to publish the gap in pay between men and women on both a median basis (pay per hour based) on the “person in the middle” of the distribution of pay and a mean basis (average hourly salary).
 - 1.4. Additionally employers are required to disclose the distribution of gender by pay quartile this means by splitting the workforce into four groups based on their pay and showing the proportion of men and women in each group.
 - 1.5. Employers are also required to disclose percentages of staff receiving bonuses by gender; however, Aspire does not operate a bonus scheme.
 - 1.6. In addition this year Aspire has developed an action plan which considers every aspect of the employee lifecycle with the expectation of identifying barriers and the actions needed to tackle them.
 - 1.7. This is the second time we have published and once again we are proud to be able to share our findings.
 - 1.8. Aspire is very much aware of the broader societal issues facing both women and black, Asian and minority ethnic people in the workplace and we have actively identified and worked on initiatives to break down those barriers.
 - 1.9. This report provides both statutory disclosure, and additional narrative around gender pay and workforce demographics across Aspire including the ratio difference between our highest paid member of staff on contract and the lowest paid member of staff on contract.
 - 1.10. We have included data on all people on contract, but we have not included agency staff or volunteers.
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2. The demographic context

- 2.1. Aspire Community Benefit Society is registered with Companies House and regulated by the Financial Conduct Authority.
- 2.2. The Objectives of Aspire are to provide care and support services to adults with learning disabilities in Leeds and throughout the United Kingdom, in particular by:
 - providing supported living services to support people in their own homes to enable them to live as independently as possible;
 - providing respite care services to allow family carers to have short-term breaks;
 - providing unplanned and emergency care and support services;
 - providing day care and support services;
 - providing other services to persons in need of support by reason of disability, vulnerability, illness or necessitous circumstances.

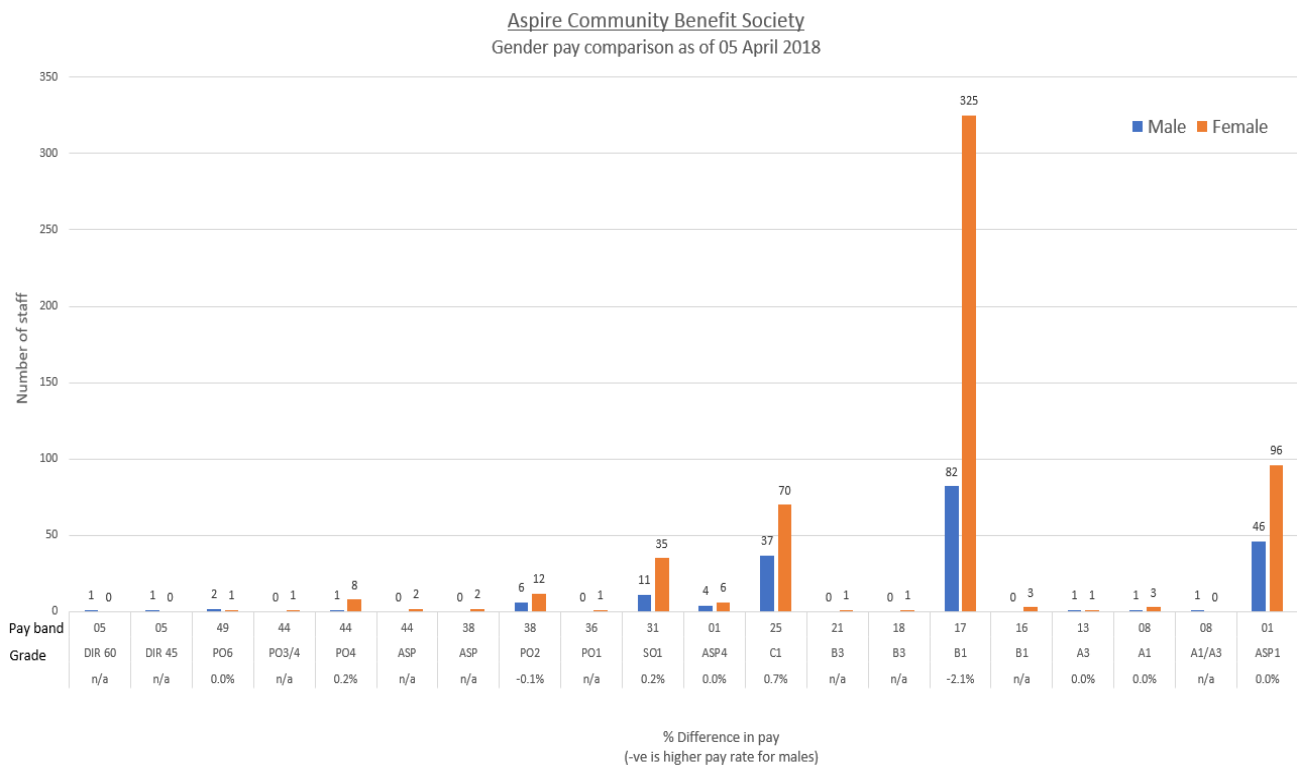
3. Aspire pay awards

- 3.1. Aspire pay the Living Wage Foundation Living Wage (LWFLW) as a minimum to all new starters which is above the national Living Wage rates and above sector average.
- 3.2. All TUPE'd employees up to and including Chief Executive receive pay rises in line with national agreement, however, where the lower paid TUPE'd jobs still did not reach the Living Wage Foundation Living Wage, Aspire brought those jobs up to and in line with the LWFLW rates too.

4. The difference between equal pay and the gender pay gap

- 4.1. The introduction of the Equal Pay Act in 1970 made it unlawful to pay different amounts to men and women who are doing "like for like" or work of equal value or work rated as equivalent unless there is "genuine material factor for the difference.
- 4.2. The gender pay gap is the difference between the hourly rate of pay of male and female employees, expressed in the regulation as a percentage of the hourly rates showing the median and the mean.
 - 4.2.1. Mean vs median – The gender pay gap reporting regulations specifically require that both these metrics are used; they are complementary and illustrate different aspects of the distribution of pay across the workforce.
 - 4.2.2. All terms and conditions set by Aspire are standardised making no regard to gender and are open and transparent.

5. Gender at Aspire



6. The Gender pay gap at Aspire

Aspire recognises that there are many causes of gender pay gaps and that they are varied and often overlapping, including those that originate outside of the workplace. Despite our gap being minimal we have built and continue to add to a number of initiatives to break down those barriers, some of which are historical and some new.

We have an action plan that includes a number of initiatives supporting equality, diversity and inclusion;

- 6.1. **Childcare vouchers:** We continue to support staff who already have Childcare vouchers, which are a tax-efficient way to pay for childcare and help reduce childcare costs. As a family friendly organisation, we promote the governments' initiative for the take up of childcare vouchers to our staff.
- 6.2. **Culture and Diversity Champions:** This is our Equality, Diversity & Inclusion network that includes staff from all tiers and areas of the organisation. We work with champions to help engage staff, and to influence and assist in the decision making process.
- 6.3. **Flexible working agreements:** Aspire have in place a number of flexible working arrangements that support a healthy work life balance. Flexible working allows more

freedom to organise and balance work to fit in with other parts of life. Developed in partnership with the recognised trade unions options include;

Annualised Hours
Self-rostering

Compressed Hours
Term Time Only

Employment breaks

- 6.5 **Learning & Development:** A learning and development strategy is in place offering a wide range of courses, training and personal development opportunities to all staff across all levels and areas of work.
- 6.6 **Job sharing:** Aspire has a job share policy to maximise flexibility as an employer, to aid recruitment and retention and to respond to the needs of employees, typically this would be offered in conjunction with our flexible working provisions.
- 6.7 **Family leave:** Qualifying employees receive entitlement pay when taking maternity/paternity/adoption leave – we also actively support shared parental leave, and flexible arrangements to support with parental responsibilities.
- 6.8 **Living Wage Foundation Living Wage:** Aspire pays due regard to the values of having a living wage. We have a high proportion of female employees in our lower quartile, many of them are paid under TUPE arrangements but those who are employed on Aspire contracts are paid at a minimum in line with Living Wage Foundation Living Wage; which is above the living wage and this means that the range from those (paid on Aspire contracts]) in the Lower Quartile to the Upper Quartiles is not as broad as it would be if we paid minimum wage.
- 6.9 **Staff engagement:** There are a range of strategic and operational opportunities for staff engagement, influencing and assistance in decision making across the service and at every level these include:
- Employee places on the Board
 - Recognised Trades Union representatives on the Board
 - Strategic and operation area and service meetings
 - Regular trade union meetings
- 6.10 **Working in partnership** with the recognised trade unions GMB and Unison to support the process of collective bargaining as well as supporting particular roles of in house union learning representatives.
- 6.11 **Equality & Diversity Policy:** This policy covers all employees and outlines the roles and responsibilities of Managers, HR and Employees when operating within our values as well as legal requirements.
- 6.12 Other policies which support our commitment to equity in the workplace include; Dignity at Work and Whistleblowing.

7. Statutory Disclosures

- 7.1. The table below shows the overall median and mean gender pay gap, based on hourly rate of pay of those employed on a snapshot date of 4th April 2018.

- 7.2. This does not include a bonus table as Aspire does not operate a bonus scheme or performance related payments.
- 7.3. Our annual staff awards were sponsored by a local business which donated vouchers of a nominal amount to the winners of each of the six categories. The vouchers have not been used in the calculation.
- 7.4. The tables below Fig 1 and Fig 2 shows mean and the median % percentage difference, and is based on the Aspire total workforce.
- 7.4.1. The mean overall rate has come down from 4.6% in 2017 to 2.78% whilst the median has seen a slight increase from 1.00% of the 2017 report to 1.04%.

Fig 1

Quartile	Mean hourly rate	Male	Female	% difference
Q1	£8.95	£8.76	£9.02	-2.97%
Q2	£10.41	£10.44	£10.40	0.38%
Q3	£11.75	£11.72	£11.76	-0.34%
Q4	£15.27	£15.50	£15.18	2.06%
All	£11.60	£11.85	£11.52	2.78%

Fig 2

Quartile	Median hourly rate	Male	Female	% difference
Q1	£8.75	£8.75	£8.75	0.00%
Q2	£9.68	£9.71	£9.68	0.31%
Q3	£11.74	£11.66	£11.76	-0.86%
Q4	£14.29	£13.79	£14.47	-4.93%
All	£11.48	£11.54	£11.42	1.04%

7.4.2. The analysis of the small gap that we have is due to the stereotypical and historical nature of care and support services delivered by women.

7.5. The table in fig 3 sets out the proportion of females to males in each quartile band.

7.5.1. The percentage proportion has remained static since our last report.

Fig 3

Quartile	Male	Female	% Male	% Female
Q1	49	141	26%	74%
Q2	32	158	17%	83%
Q3	57	133	30%	70%
Q4	56	135	29%	71%
Total	194	567	25%	75%

8. Voluntary disclosure

8.1. Although there is no requirement for Aspire to disclose Chief Executive pay ratio, we do consider that it is best practice to do so. The Chief Executive pay ratio to the lowest paid worker for 2018 is 4.35% which is a decrease from 2017.



Andy Rawnsley
Chief Executive



Sheila Dunham
Chair

9. Statement of accuracy

The methods and systems we have used to gather and interrogate the data are computer based and peer assessed.

Our pay scales are based on the local authority scales for staff TUPE'd to Aspire, and also the Living Wage Foundation recommendations.

Our board is made up of customer, staff/trade union/ Cllrs and non-executives and whilst our rules permit payment to them; no payments are in fact made.

Based on the scope of our audit our conclusions are outlined below;

How complete and accurate is our gender pay gap?

- a) There are no exceptions to the audit, all contracted employees have been included for the purpose of statutory disclosure.
- b) Nothing has come to our attention that causes us to believe that the data has not been collated and scrutinised accurately.
- c) There are no known system errors that would materially affect data outputs.
- d) We have shared data in an open and transparent, easy read style.