

Hightown Housing Association

Gender Pay Gap Report 2020

Hightown is a charitable Housing Association which provides affordable housing for persons on low income and supported housing for vulnerable and disabled people.

We employ 1145 people (permanent and bank workers combined) and are therefore required to report on their gender pay gap according to the Equality Act 2010 (Gender Pay Gap Information).

The large majority of our staff are employed in our Care and Supported Housing Schemes, which provide care and support to vulnerable and disabled people. These roles are generally remunerated at a lower rate compared to staff in mainstream housing and housing development roles across the Association. The lower rates are due to external market factors such as the contract price set by commissioners of our services.

The snapshot date according to the Gender Pay Gap guidelines is the 5th April¹. This report covers the 2019/2020 reporting period. The composition of the Hightown workforce as at the snapshot date of 5th April 2020 was approximately 27% male and 73% female. The majority of employees in our Care and Supported Housing Schemes are female.

At Hightown we are committed to the principles of equal opportunities and strive to ensure equality and diversity across our workforce and our operations. As part of our commitment to this, we have created an Equality & Diversity Forum and we will be introducing an Ethnicity Pay Report in 2021.

The following report outlines the results of our gender pay gap as well as our commitment to ensure equality and diversity.

Mean and Median Gender Pay Gap – 5th April 2020

The mean gender pay gap is the difference between the average hourly rate for male and female staff while the median gender pay gap is the middle hourly rate value for male and female staff when all values are listed in numerical order. A positive percentage figure reveals that typically, female employees have lower pay than male employees.



Mean Gender Pay Gap for Hightown 13% (up from 11% in 2018/19)

Median Gender Pay Gap for Hightown 0% (down from 2% in 2018/19)

The results above tell us that when comparing the average hourly rate (mean), a woman makes 87p for every £1 a man makes. When comparing average hourly rate (median), women and men make the same.

Mean and Median Bonus Gender Pay Gap

The mean bonus pay gap is the difference between the mean bonus male and female staff receive while the median bonus pay gap is the difference between the median bonuses received.

At Hightown, where contracts allow, a bonus of 1% is awarded to staff subject to meeting their Appraisal objectives. Bank workers and some staff on specific contracts are not eligible for bonus payments however they are included in the definition of relevant employees and therefore included in the calculation of the proportion of males and females receiving a bonus payment. Hightown's mean and median bonus pay gap are highlighted below.

¹ <https://www.gov.uk/government/collections/gender-pay-gap-reporting>



Mean Bonus Pay Gap for Hightown 22% (up from 19% in 2018/2019)

Median Bonus Pay Gap for Hightown 2.5% (up from 0% in 2018/19).

The proportion of men and women across all staff as well as those who received a bonus are highlighted below. In 2019/20, the proportion of staff who received a bonus increased by 3% for female staff and 1% for male staff.



27% of all staff were male & 50% of these received a bonus



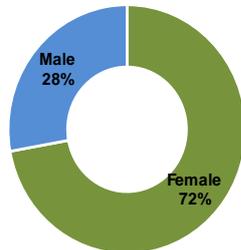
73% of all staff were female & 47% of these received a bonus

The Gender Pay Gap guidelines stipulate that all *relevant employees*² should be included within the bonus pay gap calculation. However staff who are not eligible for a bonus can impact on the proportion of male and female staff who are in receipt of a bonus. For instance when taking into account only staff who are eligible for a bonus (i.e.excluding bank workers), the proportion of staff who received a bonus increased to 73% of males and 71% of females.

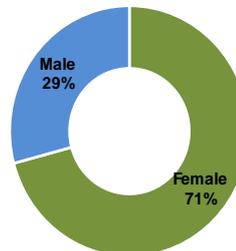
Quartiles

The following graphs below highlight the proportion of male and female employees in quartile pay bands within the Association:

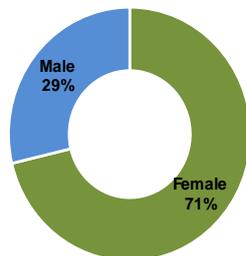
Q1 - Lower quartile



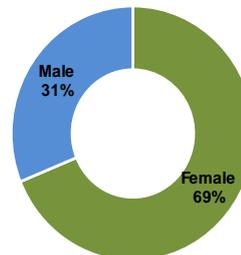
Q2 - Lower middle quartile



Q3 - Upper middle quartile



Q4 - Upper quartile



² Relevant employees are all employees employed by the employer on the snapshot date of a given year, except for partners. This term includes full-pay relevant employees and also other employees employed on the snapshot date but on less than full pay because of leave. Relevant employees are included in the bonus pay gap calculations.

Gender Pay Gap Report 2020

Our social care work is low paid³, which is a reflection of the funding we receive, rather than a reflection of how we value that work. Another issue we should be addressing is why there are so many women, and so few men, doing demanding, socially valuable but low paid work.

The Association is committed to the principles 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. The Association has a clear policy of paying employees equally for the same or equivalent work, regardless of their sex (or any other characteristics).

The following sections cover the 2019/20 reporting period

Our Board: To ensure we had diversity on our board we proactively advertised our vacancies with 'Women on Board' and 'Getting on Board'. These are groups that specialise in positive action to ensure women are represented in senior positions. As a result, we recruited more female Board Members increasing our female representation to 36%.

Salaries: All job roles have a spot salary based on the median market salary for the role. A salary benchmarking exercise takes place every two years involving an external consultant. The last survey was undertaken in 2020. As demonstrated above, female employees are evenly distributed across all quartiles.

Bonus: Bonuses are paid at a flat percentage rate based on set criteria regardless of sex or grade, for all employees on qualifying Terms and Conditions of employment.

Recruitment: We are committed to promoting diversity through our recruitment practices. We ensure our adverts are gender neutral, we advertise in a wide range of places and use skills based assessments in our recruitment practices.

Between the 6th of April 2019 and the 5th of April 2020, we recruited 327 staff (Permanent and Bank Workers combined). This included 83 males who had an average hourly rate of £11.89 per hour and 244 females who had an average hourly rate of £10.92 per hour.

For each job, male and female staff are paid the same hourly rate. The reason for the difference in the average hourly rates detailed above, is due to the different roles being recruited to. They are spread across Staff, Manager and Senior Manager level, which means the new starters are paid at a different hourly rate, depending on the rate for the job they have applied for.

Ethnicity: 50% of our staff are Black, Asian and Minority Ethnic.

Making a difference

We will continue to strive to ensure Equality and Diversity is maintained by;

- Bringing in Blind Recruitment Processes to eliminate the risk of bias
- Continuing to ensure our recruitment adverts are gender neutral
- Continuing to advertise in a variety of sources to appeal to a diverse audience
- Continuing to promote our Flexible Working options to enable our employees to achieve their work/life balance including reminding staff of the option to use Shared Parental Leave
- Continuing to ensure our pay system is fair and transparent and a salary benchmarking exercise takes place every two years involving an external consultant
- Support career progression by investing in our staff through Learning and Development, Apprenticeships and Graduate Schemes
- Continuing to collect and maintain diversity data across all areas of the business
- Continuing to collect and analyse diversity data from the Board

³ Richard Cowling, Forest HR, June 2016 www.foresthr.co.uk/our-latest-news/gender-pay-gap/