

GENDER PAY GAP REPORT APRIL 2018



INTRODUCTION

Employers in the UK with more than 250 staff are legally required to publish the difference between the pay and bonuses awarded to male and female staff – this is called the gender pay gap.

The gender pay gap gives a snapshot of the balance of men and women within an organisation. It measures the difference between the average earnings of all men and women, irrespective of their role, and shows the difference between the average (mean or median) earnings of both.

This is part of a national focus by the government to ensure women and men employees have the same career progression and earning potential.

The data used for this report is for the pay date of 20th April 2018 (covering the pay period 18th March 2018 - 14th April 2018 inclusive) and encompasses Newlife employees (those with a contract of employment), workers and agency workers (those with a contract to do work or provide services) and some self-employed people (where they perform the work themselves).

INTRODUCTION

At the snapshot date of 6th April 2018, at Newlife

34.2%
of colleagues
were male

65.8%
of colleagues
were female

UK average
gender pay gap
in 2016
17.9%

our average
gender pay gap is
6.4%

according to the Office for National Statistics

Newlife is therefore **WELL BELOW** the UK average figure.



In this document we set out our gender pay and bonus gap in more detail to highlight the number of male and female colleagues in each quartile of our pay ranges at the snap shot date.

HOURLY RATES OF PAY

By law we are required to publish data regarding our mean and median gender pay gap information.

MEAN

This is the **average** pay awarded to male and female employees and is calculated by adding up all salaries and dividing the figure by the number of employees.

our mean
gender pay gap is
6.4%

This is a slight increase from 6.3% in 2017 and shows the mean gender pay gap between male and female employees is stable.

MEDIAN

This is the **middle value** of our pay and is calculated by ordering salaries of male and female employees from highest to lowest and identifying the middle number.

our median
gender pay gap is
0.1%

This is a slight increase from 0% in 2017 and shows the median gender pay gap between male and female employees is stable.

PAY BANDS

Below shows the proportion of men and women in each of the four 'quartile' pay bands. This is calculated by dividing the workforce into four equal parts based on hourly rates of pay. We have divided the parts into lower, lower middle, upper middle and upper.

Lower

Male: 24.1%
Female: 75.9%

Lower Middle

Male: 37.3%
Female: 62.7%

Upper Middle

Male: 41.4%
Female: 58.6%

Upper

Male: 33.9%
Female: 66.1%

SUMMARY

Our figures show a **HIGHER PROPORTION** of women than men in each of the four pay ranges.

BONUSES

Newlife does not operate a bonus scheme, unless exceptional circumstances arise. However it does operate an Employee Recognition Scheme which acknowledges exceptional service or commitment of selected employees who receive £25 worth of gift vouchers. This year saw exceptional circumstance payments made to two employees who worked outside their normal working hours to provide last minute cover for an event for which a gratuity payment was made. For the purposes of Gender Pay Gap reporting, this is reported under bonuses.

For the period 6th April 2017 to 5th April 2018 we can report:

our mean
gender pay gap is
-70%

This means there is a -70% mean bonus gender pay gap compared to 0% in 2017. The significant difference is due to the exceptional payments made to two female employees as mentioned above.

our median
gender pay gap is
0%

This is the same as reported in 2017 and demonstrates that the median bonus gender pay gap is stable.

Proportion of men and women receiving a bonus payment

Male: 5.2% **Female: 7.5%**
(6/115) (20/265)

There is a 2.3% difference in the proportion of males and females receiving a bonus payment, with females receiving the higher proportion - an increase from 1.5% difference on the previous year. This increase is a reflection that females make up 68.3% of the total workforce.

Recipients are nominated across the organisation based on demonstrating activities above and beyond what they're employed to do. Newlife management has little influence on who is nominated. As above this year Newlife made two exceptional circumstance payments, both of which were to female employees which has had an impact on the results.



MORE ABOUT NEWLIFE AND OUR GENDER PAY GAP

Newlife's approach to valuing equality and diversity is underpinned across all our charitable, retail and commercial operations.

We believe that everyone deserves equal opportunities regardless of background, gender or circumstances. As a responsible employer we aim to treat everyone fairly and work with them and provide opportunities to help them achieve their potential and enjoy the journey on the way. As such Newlife is proud to be acknowledged as a 'Disability Confident Employer', awarded by the Government.

Newlife has a high number of part time employees working in particular across our retail stores and warehouses. In both, work settings, shift based work and job sharing is particularly prevalent. It is therefore attractive to those with caring responsibilities. As a result we have a higher proportion of female to male employees in these areas.

It is more difficult to accommodate part time employment opportunities and job shares within the office functions of Newlife, because of the need for continuity of function and purpose. We have a Flexible Working request procedure, which is accessible to all existing staff who have been employed for 26 weeks, and we will consider job sharing when recruiting.

As the figures in this report demonstrate women play a key role in Newlife and its ongoing success, making up 65.8% of the workforce. A significant number of women hold key management roles across the organisation, including the Chief Executive Officer, Heads of Finance, HR, Corporate Services, Governance and PR.

"It's extremely rewarding to see that not only is Newlife's gender pay gap well below the national average, but our female and male employees are represented at every level of the organisation.

We are committed to monitoring and reviewing the pay differences and employment progression opportunities for both male and female employees at Newlife."

Mrs Sheila Brown, OBE, Chief Executive

Newlife the Charity for Disabled Children

GLOSSARY OF TERMS

Full-pay relevant employee: Someone who is employed on the snapshot date (5th April 2018) and is being paid their usual full pay during that pay period. Note - If employees are being paid less than their usual rate, or nil, as a result of being on leave during that period, then they are not a 'full pay relevant employee'. Full pay relevant employees are part of the definition of relevant employees (see below). Only full pay relevant employees are included in the calculation of mean and median gender pay gap.

Relevant employee: Those employed by the Newlife on 5 April of a given year i.e. the snapshot date. This term includes full-pay relevant employees and also other employees employed on 5th April but on less than full pay because of leave. Relevant employees are included in the bonus pay gap calculations.

Weekly working hours: This does not include paid or unpaid overtime. It does include allowances and any premiums paid such as step up rates or staff representative payments. For any employees who use child care vouchers the figure for the gross amount of pay after salary sacrifice is used.

Mean average: This involves adding up all of the numbers and dividing the result by how many numbers were in the list.

A median average: This involves listing all of the numbers in numerical order. If there is an odd number of results, the median average is the middle number. If there is an even number of results, the median will be the mean of the two central numbers.