



# Gender Pay Gap Report

*5th April 2017*



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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 twelve training centres located throughout 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. We have an 81% success rate (which means a very high proportion of our learners successfully complete their training) and 94% of our learners rate us as excellent.



## 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 recognised as one of the leading training providers in the UK.

## OUR CORE VALUES

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- Being positive and having a 'can-do' attitude
- Taking pride and responsibility in exceeding people's expectations
- Helping raise and realise people's aspirations
- Having fun in providing a professional, safe and friendly service
- Showing deep 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.

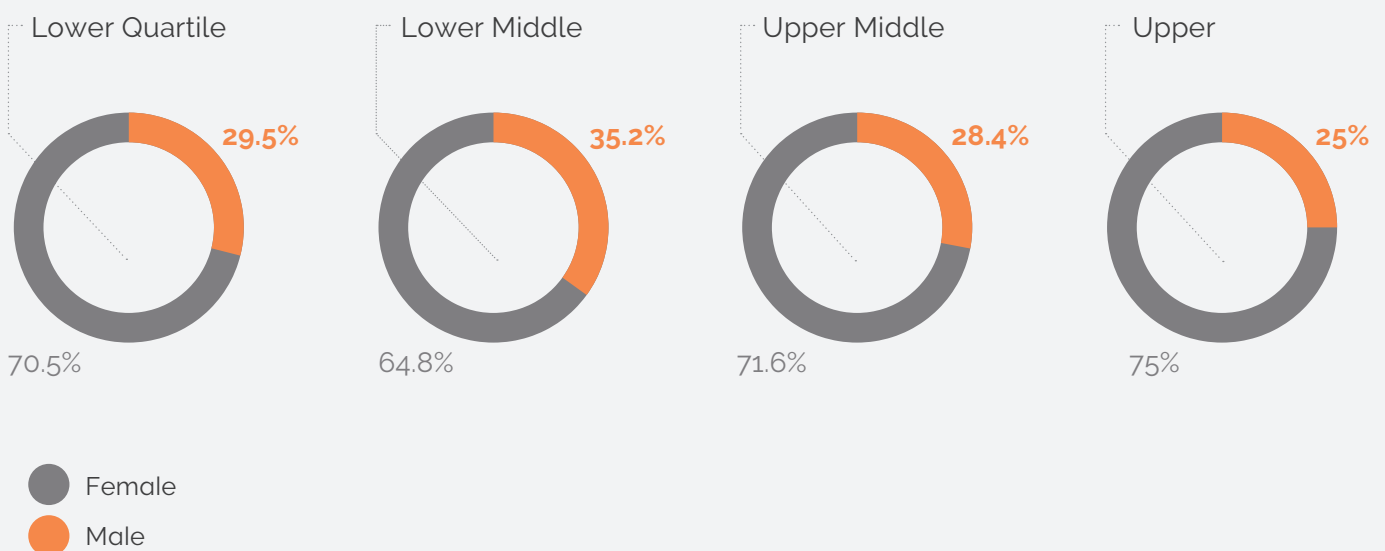
Like Gender Pay, Equal Pay is extremely important to us. We have a clear policy of paying employees equally for the same or equivalent work, regardless of their sex (or any other characteristic set out above). As such, we:

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

### MEAN AND MEDIAN GENDER PAY GAP

MEAN HOURLY PAY	MEDIAN HOURLY PAY
-1.88%	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
31.3%	0%

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

MALE	FEMALE
16.3%	6.9%

ACT's workforce at the snap shot date was made up of 104 males and 258 females.

At **-1.88%**, ACT has a negative gender pay gap which reveals that typically or overall, male employees have lower pay than female's employees. Although at present we have a larger female headcount than male, the overall figures are reflective of the policies and practices already in place. This can 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, 70% of the employees in the lower quartile are women, however, the percentage of female employee's also increases throughout the remaining quartiles, from 71.6% in the upper middle quartile and 75% in the upper quartile.

## ACTIONS TO ADDRESS THE GENDER PAY GAP

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While ACT currently has a negative gender pay gap, it is a subject which the company is not complacent about and is committed to taking action to maintain this.

The first key step is to raise awareness of gender pay gap reporting at director level and the senior management team. Below are some of the measures already in place as well as areas that will be focused on moving forward to continue to ensure there is no adverse impact on the gender pay gap.

### **1. Supporting parents / family friendly and flexible working policies**

ACT currently have enhanced family friendly policies in place in relation to maternity leave along with high uptake levels of flexible working applications. This ensures we support employees prior, during and on return from maternity and other parental leave and ensures there is no obstacle to career development for certain roles, particularly at senior levels of employment.

We also offer a return to work bonus after remaining in work for a one year period on returning from maternity leave.

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. We also support men to work part-time in key roles.

ACT also operates 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, we operate a children's holiday club during term holidays.

### **2. Review and introduction of staff grading structure**

ACT has recently undertaken a review of pay and reward within the business reviewing contractual terms of employment, bonuses, holiday entitlement, car uplifts and pension contributions. There is now one transparent pay system in place for all staff at all levels within the business regardless of gender. We will continue to review all aspects of pay to ensure that all parts of the business are operating fairly and consistently.

### **3. Recruitment and Selection**

ACT has currently put in place a recruitment strategy with full training provided to managers to ensure they are aware of unconscious bias when recruiting and promoting employees into roles within the business.

### **4. Female members on the Board of Directors**

ACT currently has nine members on its Board of Directors, four of which are women. We are delighted that we are well above the national average where women occupy less than a quarter of all UK board positions and we will continue to champion women in senior roles at ACT.



## ADDITIONAL AREAS TO REVIEW IN 2018

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 and have identified the following areas to work on:

- Continue to focus on providing the opportunity and encouragement for women to progress into senior roles.
- Identify diverse senior female role models both internally and externally to provide mentoring. There are a number of females already within the business at senior management level and director level. This will have a positive impact on gender diversity and supporting other females into more senior roles as this continues over the next few years.
- Create an evidence base for gender monitoring reporting on areas, such as:
  - the proportions of men and women applying for jobs and being recruited;
  - the proportions of men and women applying for and obtaining promotions; the proportions of men and women leaving the organisation and their reasons for leaving;
  - the numbers of men and women in each role and pay band;
  - take-up of flexible working arrangements by gender and level within the organisation;
  - the proportion of men and women who return to their original job after a period of maternity or other parental leave;
  - the proportion of men and women still in post a year on from a return to work after a period of maternity or other parental leave

- Continue to review how flexible working can be facilitated at all levels in the business.

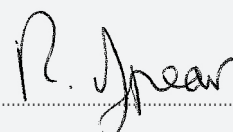
In the meantime, ACT is committed to reporting on an annual basis the gender pay gap figures and the progress that we are making. We take this very seriously and are committed to ensuring the positive initiatives outlined above continue to make a difference in advancing and raising the profile of gender 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 2018 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, 2018

## NOTES





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