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Gender Pay Gap Report 2023



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 JGW+, 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

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 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.

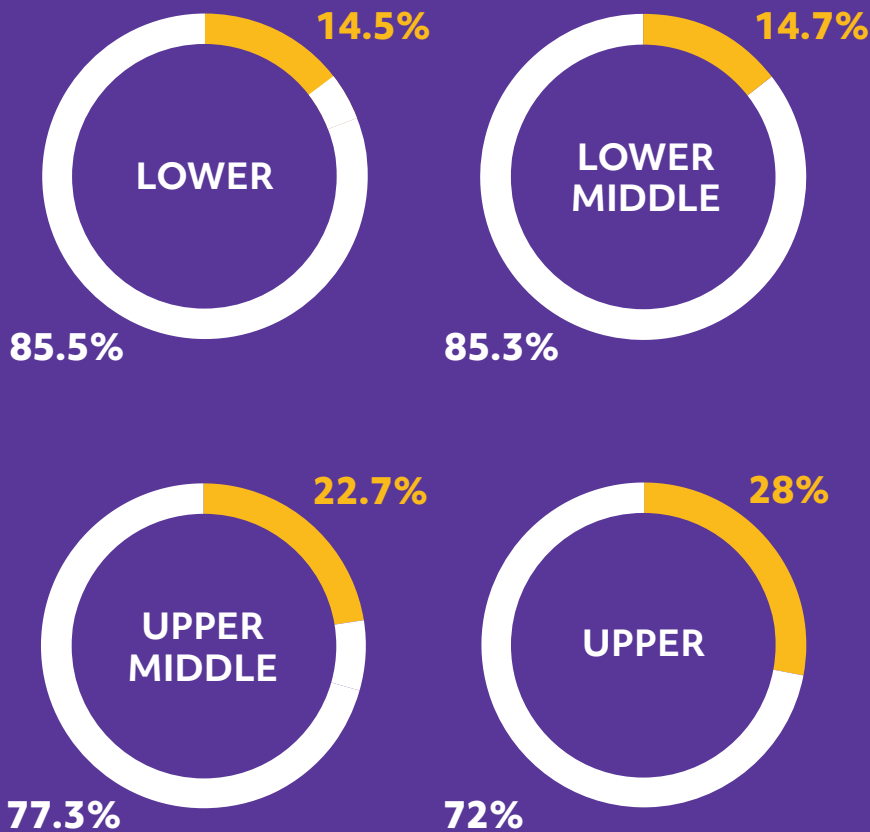
Median hourly pay gap

5.12%

Mean hourly pay gap

15.28%

Proportion of males and females in each quartile pay band



● FEMALE ● MALE



April 2023 Data

ACT's workforce at the snap shot date was made up of **60 males** and **241 females**.

ACT's median gender pay gap is low at 5.12% and well below the UK average of 14.3%. The median gender pay gap is the percentage difference between men and women's median hourly earnings, across all roles within ACT. It is not a measure of the difference in pay between men and women for doing the same job. This demonstrates that the median hourly pay rate for both men and women is largely the same and due to the fact, there has been one fair and transparent pay system in place for all staff at all levels within the business since August 2017.

ACT's mean gender pay gap based on April 2023 data however, is higher at 15.28%. This is not as a result of a lack of fairness and consistency within ACT's remuneration practices but more a result of a significantly larger number of females in the workforce than males. The number of male employees at ACT has continued to reduce which is having a less favourable impact on our mean gender pay gap figures, due to the way in which these must be calculated. For example, there are more than double the number of female employees in the upper quartile than male

employees, but because there is a wider range of salaries for the female employees the average hourly rate is lower.

ACT also reviews the number of men and women in each pay grade. The more senior grades of 9 and above have 43 females, with 11 of those being part of the Senior Management team or Board of Directors and 19 males, with 5 of those being part of the Senior Management team or Board of Directors.

The Company at present still has a significantly 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 77.3% and 72% 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

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.

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 comprehensive staff health and wellbeing strategy was launched in May 2022 with 90% of recommended health and wellbeing initiatives now available to support staff and an increasing level of engagement year on year.

Flexible Working Policies

Flexible working remains a key theme with continued support as a business for all flexible working applications and by providing access to flexible working along with remote and hybrid working policies, 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.

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 2023.

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.



Additional areas to review in 2024...

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.

As such, we have identified the following areas to continue to review.

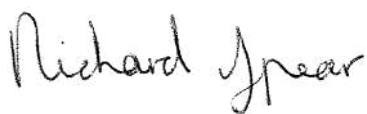
- ACT have recently appointed a designated HR Recruitment Officer who is in the process of reviewing and improving all recruitment and selection processes and activities. A key consideration for this role is how we can improve diversity within ACT through recruitment and selection activities to ensure ACT's workforce is as reflective of local communities as possible. In 2024, we will focus on increasing male representation within the workforce including analysis as to why we aren't attracting as many suitable applications for vacancies from males as we are from females.
- Continuing to embrace equality, diversity, inclusion, and fairness as a key strategic aim for the company. Following achievement of Investors in Diversity in June 2022, ACT have recently undergone an assessment for Leaders in Diversity accreditation with the National Centre for Diversity and are currently awaiting the result.
- Continuing to promote our coaching and mentoring culture and various development initiatives to improve progression and development opportunities for all employees.
- ACT will be undertaking Investors in People's "We Invest in Wellbeing" accreditation at the end of 2024 to measure the assess of the strategy.

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 2024 data report.

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



On behalf of ACT Ltd
28th March 2024



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