

# Our Gender Pay Gap Report

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1. Introduction to our gender pay gap report
2. An overview of gender pay gap reporting
3. Our gender pay gap data
4. Our challenge: recruitment in the construction and engineering sectors
5. Our approach to tackling the gender pay gap
6. Summary

Certsure offers industry-leading certification services, Building Regulations schemes, products and support to the construction industry and beyond.

We are dedicated to providing professional services and certification to a wide range of customers across the building services sector.



# 1. Introduction to our gender pay gap report

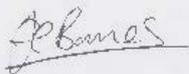
**Certsure is dedicated to providing professional services and certification to a wide range of customers across the building services sector and electrical industry.**

It is well known that one of the biggest gender pay gaps is found in the construction and engineering sectors. These careers attract more men than women, and this is reflected in Certsure's gender breakdown. This is our biggest challenge when addressing the gender pay gap.

It is clear that more needs to be done to attract women into the engineering industry and to tackle the gender pay gap across the engineering sector. Our aim is therefore to continue to promote opportunities for women in the industry.

## Declaration

I confirm that our data has been calculated according to the requirements of the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.



**Frances Barnes** People Director



## 2. An overview of gender pay gap reporting

**From April 2017, public, private and voluntary sector organisations with 250 or more employees have to report on their gender pay gaps annually. The measures they have to use are as follows:**

**Mean gender pay gap:** the difference between the mean hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees.

**Median gender pay gap:** the difference between the median hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees.

**Quartile pay bands:** the proportions of male and female full-pay relevant employees in the lower, lower-middle, upper-middle and upper quartile pay bands.

**Bonus proportions:** the proportions of male and female relevant employees who were paid bonus pay during the relevant period.

**Mean bonus gap:** the difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees.

**Median bonus gap:** the difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees.

**The aim of gender pay gap reporting is to show the gap between an organisation's male and female workforce. The data has to be published on the organisation's own website, as well as the relevant government website.**

**Unlike equal pay, which is equal pay for equal work, the gender pay gap looks at all employees and takes an average result irrespective of factors such as job role and responsibilities.**

### 3. Our gender pay gap data



#### A) Hourly pay gap

	2019	2020	Difference
Mean gender pay gap in hourly pay	46.2%	49.1%	<b>+2.9%</b>
Median gender pay gap in hourly pay	54.6%	56.1%	<b>+1.5%</b>

#### Mean gender pay gap

When we add together all the hourly pay rates for women, divide this by the number of women and then compare this figure with the same calculation for men, we can see that women receive 49.1% an hour less than men. This is an increase of 2.9% from our 2019 figure.

#### Median gender pay gap

If all women and men are ranked by pay, and then we compare what the female in the middle of the female pay range receives with what the man in the middle of the male pay range receives, we can see that the woman receives 56.1% an hour less than the man. This is an increase of 1.5% from our 2019 figure.

#### Mean

When comparing average hourly wages (mean) women earn **51p** for every **£1** that men make



#### Median

When comparing average hourly wages (median) women earn **44p** for every **£1** that men make





## B) Pay quartiles

### Proportion of men and women in lower quartile (%)

	2019	2020	Difference
Men in lower quartile	17.7%	20.3%	<b>+2.6%</b>
Women in lower quartile	82.3%	79.7%	<b>-2.6%</b>

### Proportion of men and women in lower middle quartile (%)

	2019	2020	Difference
Men in lower middle quartile	35.4%	28.8%	<b>- 6.6%</b>
Women in lower middle quartile	64.6%	71.2%	<b>+6.6%</b>

### Proportion of men and women in upper middle quartile (%)

	2019	2020	Difference
Men in upper middle quartile	88.6%	88.6%	<b>0%</b>
Women in upper middle quartile	11.4%	11.4%	<b>0%</b>

### Proportion of men and women in upper quartile (%)

	2019	2020	Difference
Men in upper quartile	91.1%	95.0%	<b>+3.9%</b>
Women in upper quartile	8.9%	5%	<b>-3.9%</b>

A pay quartile represents a quarter, or 25%, of the workforce, ranked by pay. This is calculated by ranking each employee based on their hourly rate of pay and then splitting all employees into four equally sized bands. The percentage of men versus women as a total of each band is then calculated.

As at the snapshot date of 5th April 2020, Certsure employed 138 (43%) women and 185 (57%) men. We have a predominantly male workforce, and there are a greater proportion of men in the upper pay quartiles, compared with a greater proportion of women in the lower pay quartiles.

As at the snapshot date, just under one third of our workforce were engineers (28%), and only 1% of these were women. Our engineering roles tend to sit within the upper quartiles.

A significant number of our workforce were employed in our Customer Experience Centre (21% as at the snapshot date), and the gender split in this area of our business is predominantly female (81%). These roles tend to sit within the lower quartiles.

Our senior leadership team represent 1.5% of our workforce. As at the snapshot date, our senior leadership team comprised of a gender split of 80% male and 20% female, and all were paid within the upper quartile.

We're confident that we have robust policies in place to ensure we reward equal pay for equal work, and that it is not inequality that is driving our gender pay gap figures. In common with the sector we serve, Certsure has fewer women engineers than men and we believe this is our biggest challenge. This is covered in more detail in Section 4 of this report.

## C) Bonus pay gap

### Proportion of men and women with bonus pay (%)

	2019	2020	Difference
Male relevant employees with bonus pay	87.6%	88.6%	+1%
Female relevant employees with bonus pay	78.9%	73.9%	-5%

### Median and mean gender pay gap in bonus pay (%)

	2019	2020	Difference
Median gender pay gap in bonus pay	-1%	0%	+1%
Mean gender pay gap in bonus pay	-1%	18%	+19%



## 4. Our challenge: recruitment in the construction and engineering sectors



**We've found that one of the biggest gender pay gaps has been in the construction and engineering sectors. However, these sectors attract more men than women, and this is reflected in Certsure's gender breakdown, which has a 57% male and 43% female split.**

Certsure has a relatively low turnover (around 10% as at April 2020) which is slightly higher than in the construction and engineering industries. The average turnover in the UK is typically around 15%. Furthermore, STEM subjects (science, technology, engineering and maths) in schools and colleges tend to be less favoured by females, which means there is a shorter supply of females looking to enter the construction and engineering sectors.

With fewer women studying and working in the engineering sector in the UK, around 11% of the current UK engineering workforce are female. As such, and in common with the sector we serve, Certsure has fewer women engineers than men. Around one third of our workforce are engineers, and only 1% of these are women. The engineering demographic at Certsure clearly correlates with the engineering sector across the UK.

The under-representation of women in the field of engineering is problematic as it leaves a gap in the workforce. A number of organisations and programmes have, therefore, been created to understand and overcome this tradition of gender disparity (for example, 'Women's Engineering Society' and 'National Women in Engineering Day').

Although the estimated employment rate for women in the UK is 72%, they are severely under-represented in most trade professions. Figures indicate that only 11% of females work in the engineering sector across the UK.

**We continue to look for opportunities to challenge the notion that the electrical industry is for men only. However, more needs to be done to attract women into the engineering industry and to tackle the gender pay gap across the engineering sector.**

## 5. Our approach to tackling the gender pay gap

**Over the years, Certsure has continued with a number of practices to ensure there is pay equality across the business. We have a clear policy of paying our employees equally for the same or equivalent work, regardless of gender or any other characteristic. We achieve this by making sure that every job is assigned a salary band, and these bands are published internally for all employees to access.**

We also undertake robust internal and external salary benchmarking exercises to make sure we're paying the appropriate salary for the breadth of qualifications, skills and knowledge that's required for all jobs.

We've reviewed our approach to encouraging women to return to the workplace following a period of maternity leave, and have generous family-friendly policies, which includes enhanced policies for both women and men. We also continue to promote a culture where flexible working is positively encouraged for both women and men, and at all levels across the business.

In 2020, Certsure introduced a Leadership Development Programme and Business Improvement Apprenticeship. The Leadership Development Programme was completed by 20 participants, and 30% of the delegates who completed the programme were female. The Business Improvement Apprenticeship was completed by 27 participants, and 63% of the employees who completed the apprenticeship were female. The introduction of these programmes demonstrates Certsure's commitment to providing development and progression opportunities for our employees, and ensuring that these opportunities are open to all employees, regardless of gender.

### **Addressing the gender balance in the engineering industry:**

The following demonstrates our commitment to attracting more women into the engineering industry.

- We will continue to look for opportunities to challenge the notion that the electrical and engineering industries are for men only. We will continue to consider how we can better access the female engineering talent pool to attract women into a career within our business. We will explore advertising engineering jobs on the 'Women's Engineering Society' website. We will also aim to work with ex-forces recruitment agencies to attract a diverse workforce and increase the talent pool.

### **Ensuring fair and equitable pay:**

The following demonstrates our commitment to ensuring there is no gender bias from the point of our recruitment processes, through to pay reviews and promotion opportunities.

- We have subscribed to an external database, which gives us access to external salary information from a wide range of companies across the UK. This helps us to carry out robust salary comparisons to ensure our approach to pay is fair and transparent, and to ensure pay ranges are in line with external comparators.

- We will continue to ensure the transparency of our pay ranges for each role by reviewing the ranges annually and publishing them internally for all employees to access. We will continue to ensure that salaries remain within the published ranges for all genders.
- Gender pay and bonus differentials will be monitored, and any gender performance rating trends will be evaluated as part of our performance review cycle. Requests for out of cycle increases (which are usually generated by a change in responsibilities or a change of job role) will be closely monitored and external salary benchmarking data will be sought where appropriate, using an external salary survey database to ensure fairness and consistency.
- We will continue to monitor pay across the business to ensure compliance with equal pay legislation. We will work closely with our recognised trade union to ensure our female and male employees are paid equally for doing the same or equivalent jobs.
- We will commit to developing and delivering internal unconscious bias training. The aim of the training will be to minimise any potential for bias, starting with the recruitment process, through to pay reviews and promotion opportunities, as well as more generally across the workplace. The training will also aim to promote the benefits of inclusivity and diversity across the organisation.

### **Encouraging flexible working:**

The following demonstrates our support for a culture whereby flexible working is encouraged for both men and women.

- We want our employees to be able to strike a balance between work and personal commitments, whether this is as a working parent, a carer, or as a flexible route to retirement. We will therefore continue to communicate and promote our Flexible Working Policy for all employees across all levels of the organisation.
- We will continue to actively encourage our managers to review flexible working requests fairly and consistently across the business. We understand that flexible working may not be feasible for all roles, but we remain committed to ensuring that all employees are able to request to work flexibly.

### **Improving opportunities for progression and development:**

The following demonstrates our commitment to improving opportunities for progression and development across Certsure for all employees, regardless of gender.

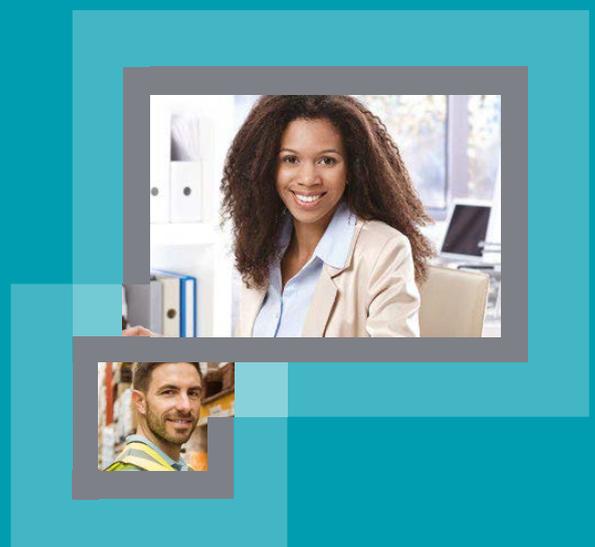
- We will continue to identify and develop aspiring managers through internal talent management and leadership initiatives. We will ensure that training budgets are being applied fairly and consistently across the business, and across all genders.
- We will continue to develop and deliver learning and development initiatives to assist all employees with their progression and development across the business, and will monitor gender trends of internal promotions.
- We will continue to promote the availability of apprenticeship levy funding, ensuring a fair and consistent approach is being taken across the business, and across all genders.

## 6. Summary

**At Certsure we know that our culture is important, and that's why we do everything we can to make sure our people are at the heart of the business.**

We want everyone to feel engaged and motivated, and we believe that a fair and equitable approach to everything we do can help us achieve this.

We're committed to a diverse and equitable culture for both women and men, and we will continue to take action to address our gender pay gap. We know that we won't be able to change our gender pay gap overnight, but we're committed to driving forward with our plans and to making change happen.





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