



Gender Pay Gap Statement
“Snapshot Date” 5th April 2024

1. Introduction

- 1.1 This report provides a narrative to support Alive West Norfolk’s gender pay data as at the snapshot dates of 5th April 2024.
- 1.2 Alive West Norfolk is a wholly owned company of the Borough Council of King’s Lynn and West Norfolk which was incorporated by Companies House on 1st February 2019.
- 1.3 The “gender pay gap” is the difference between the average (mean and median) pay of men and woman, expressed as a percentage. This is different to “equal pay”, which is concerned with pay differences between men and women who carry out the same or similar jobs or work of equal value.

2. Background

- 2.1 From April 2017 the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 require “relevant employers” to publish, on an annual basis, six ‘pay metrics’.
- 2.2 The regulations require Alive West Norfolk to calculate these six metrics in a prescribed way, and to report the results on its website and to the Government Equality Office.
- 2.3 The six pay metrics are as follows. A definition of each metric is provided in Appendix 1:
 1. Mean gender pay gap
 2. Median gender pay gap
 3. Mean gender bonus pay gap
 4. Mean gender bonus gap
 5. Proportion of male and female relevant employees who received bonus pay
 6. Proportion of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands

- 2.4 Alive West Norfolk is a “relevant employer” as the organisation employs 250 or more employees on the snapshot date. The number of employees within scope on the snapshot date of 5th April 2024 was 293.
- 2.5 It is a requirement that gender pay information be published on the organisation’s web-site and Government Equalities Office website by 5th April each year. Therefore the information captured on the snapshot date of 5th April 2024 (which related to the 23/24 year) must be published before 5th April 2025.
- 2.6 Salary data will be based on the snapshot date of 5th April. Bonus data will be based on all bonus payments made in the 12 months up to and including the snapshot date of 5th April.
- 2.7 This report has been presented to the Alive West Norfolk Board prior to publication.

3. Key Findings

Detailed pay data for the snapshot date of 5th April 2024 is provided in Appendix 2. A comparison between the data on 5th April 2023 and 5th April 2022 is shown in Appendix 3. The key findings are as follows:

- 3.1 Mean gender pay gap - The mean hourly rate for males during the 2023/24 year is 0.6%, i.e. the mean hourly rate for males is slightly more than the mean hourly rate for females. On 5th April 2023 the mean gender pay gap was -1.6%. The optimum gap would be 0%.
- 3.2 Median gender pay gap – The median hourly rate for males during the 2023/24 year is 2.1%. This means that the median hourly rate for male is more than the median hourly rate for female employees. In 2022/23 the median gender pay gap was 0%. NB. The optimum gap is 0%.
- 3.3 Alive West Norfolk does not award bonus payments but believes that the lump sum payments made as part of its performance management scheme are classed as a bonus payment in accordance with the definitions with the regulations (as it is remuneration relating to performance). In addition, some Alive West Norfolk employees are eligible to earn commission in relation to sales which also meets the definition of a bonus payment for the purpose of these regulations. These factors influence the varying performance against the gender bonus gap indicators.

Information on both PrP lump sum payments and commission has been used to calculate the bonus pay gap as follows:

Mean gender bonus pay gap – The mean gender bonus pay for males in 2023/24 is -98.2%. This means that in the 2023/24 year female employees earned on average more commission than male employees. In 2022/23 the mean gender bonus pay for males was -237.2%.

Median gender bonus pay gap – The median gender bonus pay for males in 2023/24 is -12%. This means that the median bonus pay for females is higher than the mean bonus pay for males. In 2022/23 the median gender bonus pay gap was -1.6%.

- 3.4 18.4% of males and 20.6% of females received a bonus payment during the 2023/24 year.
- 3.5 Alive West Norfolk employs more females than males. The composition of the workforce by gender who are in scope for the purposes of this report are shown below:

Year	Male Employees	Female Employees
2022	100 38.3%	161 61.7%
2023	113 40.9%	163 59.1%
2024	108 36.9%	185 63.1%

(* During 2020/21 Alive West Norfolk employed over 250 people, however due to the pandemic only 28 fell with the scope of gender pay reporting requirements. This also impacts on the profile of the organisation, as shown in Appendix 2 and Appendix 3 under the “quartile data” table)

4. Assessment of Findings

- 4.1 Generally it is expected that organisations will have a positive percentage figure for the calculations for mean and median hourly pay and mean and median bonus pay, as typically female employees have lower pay and bonuses than male employees.
- 4.2 Alive West Norfolk’s data shows that in 2023/24 male employees earned slightly more than female employees with a 0.6% mean hourly pay gap. This

equates to male employees earning an average of £0.08 pence per hour more than female employees.

- 4.3 The data shows that in 2023/24 the median hourly pay gap was 2.1%. This equates to male employees earning an average of £0.26 pence per hour more than female employees.
- 4.4 The data reported in relation to bonus pay will be influenced by the makeup of employees who are eligible to earn commission and potentially by employees who are at the top of their pay grade, and thus receive a one off lump sum payment rather than pay progression as part of an annual pay award. This data is impacted by the individual performance of employees each year, as assessed against pre-determined targets.
- 4.5 Alive West Norfolk's quartile data for 2023/24 shows a slight increase in the overall number of employees but retains a very similar distribution of male and female employees in each quartile to that reported for the 2022/23 year, as shown in Appendix 3.
- 4.6 Nationally, the gender pay has been declining slowly over time, falling by approximately one quarter in the last decade. In April 2024, for full time employees, the gap was 7%, compared to 7.5% in 2023. For all employees the gap has reduced from 14.2% in 2023 to 13.1% in 2024. (Source: Office for National Statistics). Alive West Norfolk's gap of 0.6% (for mean hourly rate) and 2.1% (for median hourly rate) therefore compare favourable to the national picture.

5. Actions Arising from Findings

The findings of the 2023/24 gender pay gap assessment have highlighted a largely stable position regarding the Alive West Norfolk workforce profile and gender pay gap position. The minor differences reported in comparison to the 2022/23 data reflect the outcomes of recruitment and selection processes during the intervening period.

Alive West Norfolk follows the recruitment and selection practices adopted by the Borough Council of King's Lynn and West Norfolk and receives guidance and support from the Council's Personnel Services team regarding the use of structured interviews in all recruitment and promotion interviews. In addition, wherever possible the Personnel team actively encourages, and works with, Managers to include the use of task based assessments as part of a recruitment and selection process. Job vacancies are usually advertised with a salary range and we monitor recruitment, selection and reward processes. All these steps are recommended best practice to

ensure fair and transparent recruitment and selection processes. The Council is also undertaking a range of activities of a range of equality related issues to ensure it remains consistent with recommended best practice, any changes to policy or practice which are implemented as a result of the review will also be applied to procedures for Alive West Norfolk.

During 2024 the Council has made the decision to change the operating model for Alive West Norfolk, determining that the services provided by its wholly owned company should be brought back into the main body of the Council with effect from 1st April 2025. Therefore, the priority action for the 2024/25 year is to ensure the smooth transfer of employees from the employment of Alive West Norfolk to the direct employment of the Borough Council of King's Lynn and West Norfolk ensuring that all the requirements of the Transfer of Undertakings (Protection of Employment) Regulations 2006 are adhered to. As all Alive West Norfolk employees are already employed on the Borough Council's terms and conditions of employment this transfer should be relatively straightforward, and the Council will take all appropriate steps to ensure the transfer is undertaken as seamlessly as possible.

6. Conclusions

Alive West Norfolk is committed to providing equality of opportunity as an employer. The data contained within this report is factually accurate and reflects the workforce within scope of the report during the 2023/24 year.

The recruitment, selection, appointment and reward process used by Alive West Norfolk are well embedded within the organisation and consistently applied. Application of these procedures, with further developments and enhancements where identified, will be continued to ensure the Company continues to employ a diverse workforce. However, turnover within the organisation is relatively low, and therefore changes are incremental as leavers are replaced by new employees.

In accordance with the requirements of the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 I confirm that the information contained within this statement is accurate.

Signed:

A handwritten signature in black ink, appearing to read 'Ben Jones', written in a cursive style.

Cllr Ben Jones, Chair, Alive West Norfolk Board
23th February 2025

Appendix 1

Definition of the Six Pay Metrics

The regulations require a relevant employer to publish six 'pay metrics':

1. **Mean gender pay gap** – the difference between the mean hour rate of pay of male full-pay relevant employees and that of female full-pay relevant employees, expressed as a percentage of the male mean
2. **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, expressed as a percentage of the male median
3. **Mean gender bonus pay gap** – the difference between the mean bonus pay paid to male relevant employees and that of female relevant employees, expressed as a percentage of the male mean
4. **Mean gender bonus gap** – the difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees, expressed as a percentage of the male median
5. Proportion of male and female relevant employees **who received bonus pay** – comparing metrics 4 and 5 will indicate who much more likely it is for male/female employees to receive bonus payments
6. Proportion of male and female full-pay **relevant employees in the lower, lower middle, upper middle and upper quartile pay bands** (NB. The quartile bands are calculated by dividing the workforce into four equal parts, not, for example, using an organisations pay grades)

Appendix 2

Gender Pay Gap Statement 2024 - Detailed Pay Data

Salary information based on snapshot date of 5th April 2024

Bonus information based on 12 months up to and including snapshot date.

Gender Pay Gap	Mean Gross Hourly Pay	Median Gross Hourly Pay
Males	£14.29	£12.31
Females	£14.21	£12.05
% Difference	-0.6%	2.1%

Gender Bonus Pay Gap	Mean Gross Bonus Pay	Median Gross Bonus Pay
Males	£84.42	£50.00
Females	£167.29	£56.00
% Difference	-98.2%	-12.00%

Proportion of Employees Paid Bonus Pay	
Males	18.4%
Females	20.6%

Quartile Data	Male	Female	Total
Lower	26 35.6%	47 64.4%	73
Middle Lower	25 34.2%	48 65.8%	73
Middle Upper	27 37.0%	46 63.0%	73
Upper	30 40.5%	44 59.5%	74
Total	108	185	293

Appendix 3

Gender Pay Gap - Pay Data for 2022, 2023 and 2024

Salary information based on snapshot date of 5th April 2022, 5th April 2023 and 5th April 2024

Bonus information based on 12 months up to and including snapshot date.

Gender Pay Gap	Mean Gross Hourly Pay			Median Gross Hourly Pay		
	2024	2023	2022	2024	2023	2022
Males	£14.29	£13.02	£12.93	£12.31	£10.96	£10.65
Females	£14.21	£13.23	£13.05	£12.05	£10.96	£10.65
% Difference	0.6%	-1.6%	-0.9%	2.1%	0%	0%

Gender Bonus Pay Gap	Mean Gross Bonus Pay			Median Gross Bonus Pay		
	2024	2023	2022	2024	2023	2022
Males	£84.42	£67.35	£102.16	£50.00	£46.24	£84.00
Females	£167.29	£227.08	£299.09	£56.00	£47.00	£42.00
% Difference	-98.2%	-237.2%	-192.8%	-12%	-1.6%	50%

Proportion of Employees Paid Bonus Pay			
	2024	2023	2022
Males	18.4%	18.3%	13.4%
Females	20.6%	16.5%	13.6%

Quartile Data	Male			Female			Total		
	2024	2023	2022	2024	2023	2022	2024	2023	2022
Lower	26 35.6%	28 40.6%	23 35.4%	47 64.4%	41 59.4%	42 64.6%	73	69	65
Middle Lower	25 34.2%	28 40.6%	24 36.9%	48 65.8%	41 59.4%	41 63.1%	73	69	65
Middle Upper	27 37.0%	30 43.5%	25 37.9%	46 63.0%	39 56.5%	41 62.1%	73	69	66
Upper	30 40.5%	27 39.1%	28 43.1%	44 59.5%	42 60.9%	37 56.9%	74	69	65
Total	108	113	100	185	163	161	293	276	261

Appendix 4

Action Plan for 2025/26

	Action	Responsible Officer(s)	Deadline
1	Ensure the effective TUPE transfer of AWN employees to the Borough Council	Personnel Services Manager	1 st April 2025
2	Review and update procedures in relation to flexible working for employees working in leisure and arts facilities.	Personnel Services Manager	Autumn 2025
3	Report findings of Gender Pay Gap reporting to the Alive West Norfolk Board and Equalities Working Group	Assistant Director Central Services	Spring 2025
4	Ensure the provision of equalities training for AWN managers and employees.	Assistant Director Central Services/ Personnel Services Manager	Spring 2025