

Gender Pay Gap Report 2019

Introduction

This report publishes the gender pay gap data based on data in April 2019. The snapshot date was 5th April 2019.

464 were categorised as “relevant employees” and used in the reporting of bonus pay gap statistics. 464 employees were classified as “full-pay relevant employees” and were used in the reporting of hourly pay gap statistics.

Structure of Company

The total number of female employees in the Company (254 – 54.7%) outnumbers the number of male employees (210 – 45.3%).

At the snapshot date, the workforce was structured:

	Total	Female	Male	Female	Male
Executive	8	2	6	25%	75%
Managers	84	41	43	49%	51%
Non Managerial Staff	372	211	161	57%	43%
Total	464	254	210	55%	45%

With greater analysis of the management population, the company is structured as follows (April 2019):



Oxford Biomedica Management Structure

The SET level population is skewed towards higher paid roles populated by males who have a bonus entitlement, whilst the Professional, Technical and Operational employees are skewed towards lower paid roles populated by females, who also currently do not attract a bonus.

The male/female ratio at Heads of Department level is progressing more towards an equal male/female split and at the Senior Management level, there are more females than males.

Within this whole structure, the total number of female employees in scientific, technical and engineering roles in the company (167 – 36% of total employee population) outnumbers male employees in those same areas (145 – 31.25%).

Gender Pay Gap

The **mean gender pay gap for Oxford Biomedica is 21.7%**. The monetary amounts behind this figure are:

- A mean male hourly rate of £30.54
- A mean female hourly rate of £23.91
- Or an absolute difference of £6.63 per hour

Compared to 2018 the mean gender pay gap for the Company has **decreased** by 3.7 percentage points (2018: 25.4%).

The **median gender pay gap for the Company is 10.9%**. The monetary amounts behind this figure are:

- A median male hourly rate of £21.55
- A median female hourly rate of £19.20
- Or an absolute difference of £2.34 per hour

Compared to 2018, the median gender pay gap has increased by 2% (2018: 8.9%).

Gender Bonus Gap

The **mean gender bonus gap for the Company is 55.1%**. The monetary amounts behind this figure are:

- A mean annual male bonus of £24710.21
- A mean annual female bonus of £11095.94
- Or an absolute difference of £13614.27

Compared to last year the mean gender bonus gap has **decreased** by 17.0 percentage points (2018: 72.1%).

The **median gender bonus gap is 55.5%**. The monetary amounts behind this figure are:

- A median annual male bonus of £11822.50
- A median annual female bonus of £5261.50
- Or an absolute difference of £6561.00

The proportion of male employees receiving a bonus is 20.0%
 The proportion of female employees receiving a bonus is 14.0%

Oxford Biomedica Pay Quartiles, percentage in each band (number of employees in each band)

Band	Description	Males	Females
A	Includes all employees whose standard hourly rate places them at or below the lower quartile	34.5% (40)	65.5% (76)
B	Includes all employees whose standard hourly rate places them above the lower quartile but at or below the median	44.8% (52)	55.2% (64)
C	Includes all employees whose standard hourly rate places them above the median but at or below the upper quartile	52.6% (61)	47.4% (55)
D	Includes all employees whose standard rate places them above the upper quartile	49.1% (57)	50.9% (59)
All Bands	All employees	45.3% (210)	54.7% (254)

The figures set out above have been calculated using the standard methodologies used in the Equality Act 2010 (Gender pay Gap Information) Regulations 2017.

What are the underlying causes of Oxford Biomedica’s gender pay gap?

Whilst the company’s gender pay gap has reduced, there is still an overall difference in the earnings of male and female employees. There are a number of factors which contribute to Oxford Biomedica’s gender pay gap data. It seeks to address this situation and in 2018/2019 it instigated a number of projects which will impact on this in the medium term.

Reward Project

In April 2019, the Company introduced a system of role grading with associated pay ranges to provide a framework against which roles are sized and rewarded. In addition to benchmarking salaries against the pharmaceutical industry, terms and conditions of contract were also benchmarked giving a clear perspective on the application of bonus within the marketplace. In 2019 the Company is reviewing its reward package content and its pay principles and will be implementing changes to the packages in 2020. We anticipate that this will reduce the overall pay gap in April 2020.

Recognising that one of the main disparities in pay between the senior executive population together with the leadership and senior management teams seen against the rest of the business, is the extent to which bonus opportunity is available throughout the business. In the performance year 2020, the Company plans to extend bonus opportunity throughout the whole company, which will start to impact on the bonus gap as all levels of roles are eligible for bonus consideration.

Career Pathways

Aligned to the Reward Project, the Company will be introducing transparency to the career pathways within the Company to encourage staff to focus on developing their careers within the company. Initially simple career pathways will be published for each job family but ultimately these pathways will be augmented by technical and managerial competency frameworks to clarify the knowledge and skills required to progress within the business. This will facilitate discussions on development between employees and managers to support progression through the business for both men and women.

Competency Frameworks

Aligned to the work on career pathways, the Company has identified the need for a technical and managerial competency framework which will clearly identify technical, functional and managerial competences required for each role in the hierarchy, and thereby give greater clarity to progression and development opportunities in the business. This work was initiated in 2019 and will continue into 2020.

Management Training

Acknowledging that management training is a requirement, the Company has developed a Management Development Programme incorporating diversity and recruitment training elements which it launched in 2019.

Flexible Working Requests

The Company has always welcomed requests for flexible working arrangements and will continue to facilitate such requests wherever it can.

Performance Management Review Process

In line with the Company's new pay strategy and updated reward packages it is developing, it has identified that a review of its performance management process is required. This review started in 2019 with a new process to be launched in 2020.

What is Oxford Biomedica doing to address its gender pay gap?

Oxford Biomedica is 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. It 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 ensures that all policies and practices are free of gender bias. This includes regular review of recruitment practices, audits of pay and benefits practices, and evaluation of job roles and pay structures to ensure fairness and parity.

Oxford Biomedica is therefore confident that its gender pay gap does not stem from paying men and women differently for the same or equivalent work. Rather its gender pay gap is the result of the dispersal of genders across roles within the organisation and the salaries that these roles attract.

To address these findings, Oxford Biomedica is committed to:

- reviewing the mechanisms for structuring and delivering its pay arrangements
- organising and developing its role framework to encourage a focus on career development internally
- designing knowledge and skills frameworks to facilitate an understanding of knowledge and experience required in the different job families at all levels within the business

I, Stuart Paynter, Chief Financial Officer, confirm that the information in this statement is accurate.

Signed



Dated

13 Feb 2020

