

Gender Pay Gap Report 2020

Introduction

This report publishes the Oxford Biomedica gender pay gap data at April 2020. The snapshot date was 5th April 2020.

568 employees were categorised as “relevant employees” and used in the reporting of bonus pay gap statistics. 555 employees were classified as “full-pay relevant employees” and were used in the reporting of hourly pay gap statistics.

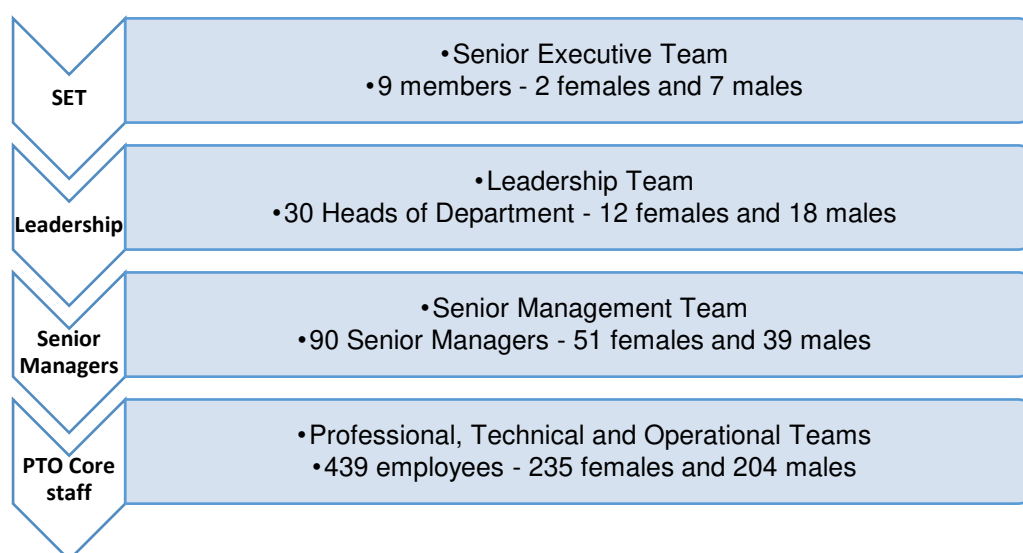
Structure of Company

The total number of “full-pay relevant” female employees in the Company (289 - 52.1%) outnumbered the number of “full pay relevant” male employees (266 - 47.9 %).

At the snapshot date, the “relevant employees” workforce was structured:

	Total	Female	Male	Female	Male
Executive	9	2	7	22%	78%
Managers	120	63	57	53%	48%
Non Managerial Staff	439	235	204	54%	46%
Total	568	300	268	53%	47%

With greater analysis of the management population, the Company is structured as follows (April 2020):



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 at the snapshot date had not been in receipt of any bonus payments.

The male/female ratio at Heads of Department level currently has a higher population of males than females whereas 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 (233 – 41% of total employee population) outnumbers male employees (209 – 36.8% of total employee population) in those same areas.

Gender Pay Gap

The **mean gender pay gap for Oxford Biomedica is 18.0%**. The monetary amounts behind this figure are:

- A mean male hourly rate of £31.36
- A mean female hourly rate of £25.72
- Or an absolute difference of £5.64 per hour

Compared to 2019, the mean gender pay gap for the Company has **decreased** by 3.7 percentage points (2019: 21.7%).

The **median gender pay gap for Oxford Biomedica is 6.8%**. The monetary amounts behind this figure are:

- A median male hourly rate of £22.67
- A median female hourly rate of £21.14
- Or an absolute difference of £1.53 per hour

Compared to 2019, the median gender pay gap for the Company has **decreased** by 4.1 percentage points (2019: 10.9%).

Gender Bonus Gap

The **mean gender bonus gap for Oxford Biomedica is 67.6%**. The monetary amounts behind this figure are:

- A mean annual male bonus of £23,940.67
- A mean annual female bonus of £7,755.16
- Or an absolute difference of £16,185.52

Compared to 2019, the mean gender bonus gap has **increased** by 12.5 percentage points (2019: 55.1%).

The **median gender bonus gap for Oxford Biomedica is 15.0%**. The monetary amounts behind this figure are:

- A median annual male bonus of £5,565.50
- A median annual female bonus of £4,732.50
- Or an absolute difference of £833.00

Compared to 2019, the median gender bonus gap has **decreased** by 40.5 percentage points (2019: 55.5%)

The proportion of male employees receiving a bonus is 21.8%

The proportion of female employees receiving a bonus is 21.2%

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 in the lower quartile	39.9% (55)	60.1% (83)
B	Includes all employees whose standard hourly rate places them in the lower middle quartile	47.5% (66)	52.5% (73)
C	Includes all employees whose standard hourly rate places them in the upper middle quartile	54.0% (75)	46.0% (64)
D	Includes all employees whose standard hourly rate places them in the upper quartile	50.4% (70)	49.6% (69)
All Bands	All employees	47.9% (266)	52.1% (289)

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?

The company's gender pay gap has reduced for a second year in a row, however 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. In 2018/2019 the company instigated a number of projects, some of which have already contributed to the reduction in the gender pay gap.

Reward project

In April 2019, the company introduced a system of role grading with associated market competitive 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 employment, including bonus provision were also benchmarked.. In April 2020 the company implemented changes to employee remuneration and a number of salary adjustments were made. These adjustments aligned the salaries of peers of a similar competence and salaries to a competitive position against industry benchmarks ensuring salary alignment

It is recognised 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 eligibility is available throughout the business. In 2020 the company announced that all employees would be eligible to receive a bonus, payable for the first time in 2021. The bonus will reflect corporate achievement and individual achievement of goals and objectives alongside demonstration of the company values behaviours. It is anticipated the company will see a reduction in its gender bonus gap in subsequent years as all levels of roles are eligible for bonus consideration.

Performance Management

In 2020 the company implemented its annual performance management cycle which is aligned to the company reward principles where performance is rewarded through both competence and delivery. Individual goals and objectives are set at the beginning of the year which align to functional and ultimately company objectives, this activity is closely followed by development planning which encourages discussions between individuals and their managers. All employees have the opportunity to discuss their career aspirations and development needs to support progression through the company for both men and women. These discussions are supported by the career pathways and competency frameworks that are in the early stages of implementation. Regular one to one discussions take place throughout the year to discuss progress against objectives alongside a formal mid-year review and finally a formal end of year review whereby performance and achievement against goals and objectives is assessed.

Career pathways and competency frameworks

In 2020 all departments within the company published simple career pathways allowing for greater transparency and to encourage employees to focus on developing their careers within the company. The company is working to augment these with technical competency frameworks to clarify the knowledge and skills required to progress within the business, some of which have been implemented. To build on this work further, in 2021 the company will focus on developing core and leadership competency frameworks for each role in the hierarchy to provide greater clarity to men and women who wish to progress within the business.

Management training

The company recognises the importance of the role of the line manager in supporting all employees to achieve their full potential and career aspirations. In 2019 the company introduced the Oxford Biomedica Management Development Program which continued to run in 2020 and will be available for further cohorts in 2021. The program is available for all people managers and consists of core and supporting modules to develop management competency across the business.

Flexible working

The company has always welcomed flexible working requests and has been supportive and accommodating of flexible working arrangements. During 2020 the global Covid-19 pandemic saw and continues to see a large proportion of the workforce working remotely from home. The company has seen consistent levels of productivity and output during this time, alongside greater opportunities for employees, both men and women, across the business to balance the demands of their work and personal lives. Due to the success of these new working practices, the company is currently reviewing its future ways of working to consider how best to allow these flexible ways of working to continue after the pandemic.

Equality, Inclusion and Diversity

In 2020, the company launched its Responsible Business initiative. One objective of this initiative is equality, inclusion and diversity whereby the company commits to building a more inclusive organisation where all forms of diversity are celebrated. In 2020 focus groups took place to understand the current state and future ambitions in this area and in 2021 the company will be developing and implementing a Diversity and Inclusion strategy, including the identification and delivery of training.

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, 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 of the other characteristics 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 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 organisations and the salaries that these role attract.

To address these findings Oxford Biomedica is committed to:

- Reviewing its reward principles and the mechanisms for structuring and delivering such arrangements.
- Organising and developing its role framework to encourage internal career development opportunities.
- Designing competency frameworks to facilitate the understanding of the knowledge and skills required in the different roles at all levels within the business.
- Providing structured performance management processes and continued development opportunities to help all employees achieve their full potential.
- Reviewing its ways of working to support flexible working arrangements.
- Seeking to address the gender imbalance in executive and leadership roles within the business

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

Signed: 
Dated: 10th Feb 2021