

Gender Pay Gap Report



East and North
Hertfordshire
NHS Trust

Meeting	People Committee		Agenda Item	
Report title	Gender Pay Gap 2022/23		Meeting Date	January 2024
Presenter	Deputy Chief People Officer			
Author	Head of People Intelligence, Planning and Analytics			
Responsible Director	Thomas Pounds – Chief People Officer		Approval Date	
Purpose <i>(tick one box only)</i> [See note 8]	To Note	<input checked="" type="checkbox"/>	Approval	<input checked="" type="checkbox"/>
	Discussion	<input checked="" type="checkbox"/>	Decision	<input type="checkbox"/>
Report Summary:				
<p>The Gender Pay Gap (GPG) reporting obligations are outlined in the Mandatory gender pay gap reporting introduced in the 2017 (The Equality Act 2010), aiming to narrow and eventually eliminate the pay differential between men and women. This report captures the Trust gender pay gap analysis and findings covering the 12-month period to March 2023.</p> <p>The paper is split into various sections:</p> <ol style="list-style-type: none"> 1. Organisation background 2. Average Pay 3. Bonuses Pay 4. Benchmarking against similar Trust 5. Ethnicity Pay Gap 6. Summary of key findings and our action plan <p>There has been a 6% improvement in the average gender pay gap since 2019 and 4.9% improvement in the median gender pay gap in the same timeframe. Benchmarking ourselves against other similar Trusts in the East of England Region provides a positive picture, as East & North Herts sits in the second position just after Cambridge University Hospital for Average Difference and has the lowest Median difference of Acutes in the region.</p>				
<p>Impact: where significant implication(s) need highlighting <i>Significant impact examples: Financial or resourcing; Equality; Patient & clinical/staff engagement; Legal</i> <i>Important in delivering Trust strategic objectives: Quality; People; Pathways; Ease of Use; Sustainability</i> <i>CQC domains: Safe; Caring; Well-led; Effective; Responsive; Use of resources</i></p>				
Equality and protected characteristics around gender, ethnicity and disability.				
<p>Risk: <i>Please specify any links to the BAF or Risk Register</i></p>				
Where gender pay gaps remain high for like for like work this can give rise to equal pay claims, where the natural pay framework pay gaps are not continually decreased this could impact on retention and reputation of the trust.				
Report previously considered by & date(s):				
Jan 2023				

Recommendation	The Board/Committee is asked to note the contents of this paper discuss and approve the gender pay gap report and action plans.
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To be trusted to provide consistently outstanding care and exemplary service

Gender Pay Gap Report (12-months ending March 2023)

EXECUTIVE SUMMARY

Gender pay gap (GPG) is the difference between average (mean and median*¹) earnings of men and women, expressed relative to men’s earnings. GPG should not be confused with unequal pay which is the unlawful practice of paying men and women differently for performing the same or similar work or work of equal value (Equality Act 2010). Figures produced by the Office of National Statistics (ONS) show in 2023, the gap among full-time employees increased to 7.7%, up from 7.6% in 2022. This is still below the gap of 9.0% before the coronavirus (COVID-19) pandemic in 2019. Among all employees, the gender pay gap decreased to 14.3% in 2023, from 14.4% in 2022, and is still below the levels seen in 2019 (17.4%).

The gender pay gap reporting is a mandatory requirement for public sector organisations employing more than 250 staff.

This report analyses Trust data regarding any undervaluing of female work and pay for that work compared to male workers, as a measure it captures any pay inequalities resulting from differences in the kind of jobs performed by men and women and the gender composition of the organisation by seniority. East and North Hertfordshire NHS Trust Gender Pay Gap (snapshot date of March 2023) data will be submitted to the Government online reporting service no later than the statutory date of 30th March 2024.

The Trust is required to report the following:

Average (Ordinary pay) (section 2 of this report)

1. Mean¹ (average) gender pay gap using hourly pay rates
2. Median² gender pay gap using hourly pay rates
3. Percentage of men and women in the lower, lower middle, upper middle and upper quartile pay bands
4. Gender Pay Gap by staff groups (*this is local additional analysis*)
5. Gender pay gap for ordinary pay by Banding (*this is local additional analysis*)

Bonus pay (section 3 of this report)

6. Mean (average) gender pay gap using bonus pay
7. Median gender pay gap using bonus pay
8. Percentage of men and women receiving bonus pay

The definition of “Bonus” in Gender Pay Gap reporting is broadly defined under the Regulations as “any remuneration that is in the form of money, vouchers, securities, securities options, or interests in securities; and

¹ **Mean:** is the average found by adding up all the values in a set of data and dividing it by the total number of values you added together.

² **Median:** the middle number in the set of values. You find it by putting the numbers in order from the smallest to largest to find the middle number.

relates to profit-sharing, productivity, performance, incentive or commission”.

ENHT Clinical Excellence Awards (CEA) which are counted as bonus’ carry a one-off or fixed-term bonus. Any enhancements for unsocial hours for staff on ‘Agenda for Change’ or ‘Medical and Dental’³ contracts are paid a month in arrears.

The Trust analyses the data and updates its action plan to respond to these findings. Details of how the calculations are made are available in Appendix 1.

1.ORGANISATIONAL BACKGROUND

East and North Hertfordshire NHS Trust provides secondary and acute health care services for a population of around 600,000 in East and North Hertfordshire, parts of South Bedfordshire and tertiary cancer services for a population of approximately 2 million people across Hertfordshire, Bedfordshire, north-west London, and parts of Thames Valley.

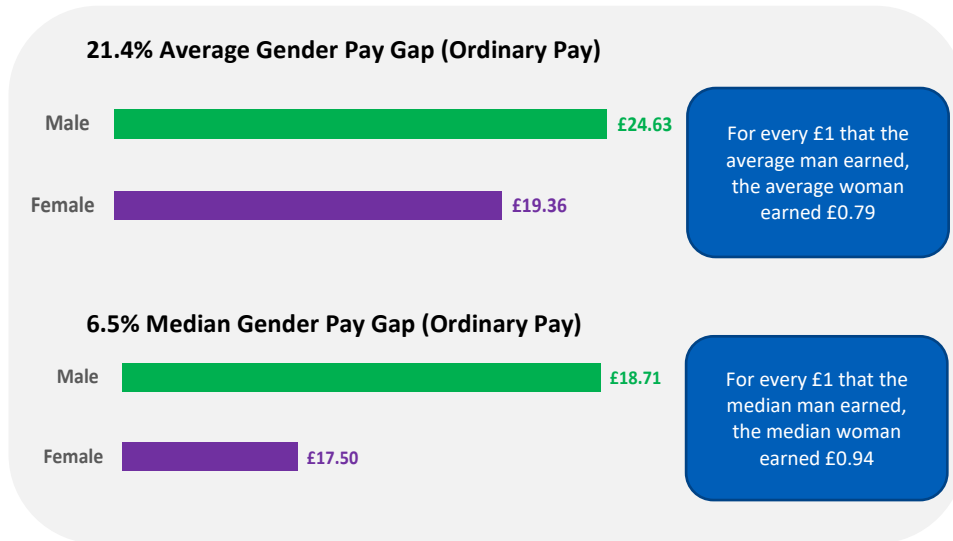
We are committed to Inclusion, Equality and Diversity being at the heart of all we do to deliver for service users, their relatives and our 6,700 staff.

The composition of our workforce is presented in the table below; it is based on a staff list report from the Electronic Staff Record (ESR) as of 31st March 2023. It also represents the ratio of females to males in each staff group, and females and males in relation to all staff in each staff group.

Staff Group 2023	Male (as % of staff group)	Female (as % of staff group)	Male (as % of total Trust)	Female (as % of total Trust)
Add Prof Scientific and Technic	20.3%	79.7%	0.7%	2.9%
Additional Clinical Services	18.9%	81.1%	3.0%	12.9%
Administrative and Clerical	17.0%	83.0%	3.9%	19.1%
Allied Health Professionals	22.0%	78.0%	1.0%	3.6%
Estates and Ancillary	65.8%	34.2%	3.5%	1.8%
Healthcare Scientists	32.1%	67.9%	1.0%	2.0%
Medical and Dental	53.9%	46.1%	7.7%	6.6%
Nursing and Midwifery Registered	11.8%	88.2%	3.6%	26.7%
Trust Total	24.4%	75.6%	24.4%	75.6%

³<https://www.nhsemployers.org/topics-networks/pay-pensions-and-reward/nhs-terms-and-conditions-service-agenda-change>
<https://www.nhsemployers.org/topics-networks/pay-pensions-and-reward/medical-and-dental-pay-and-contracts>

2. AVERAGE (ORDINARY) PAY

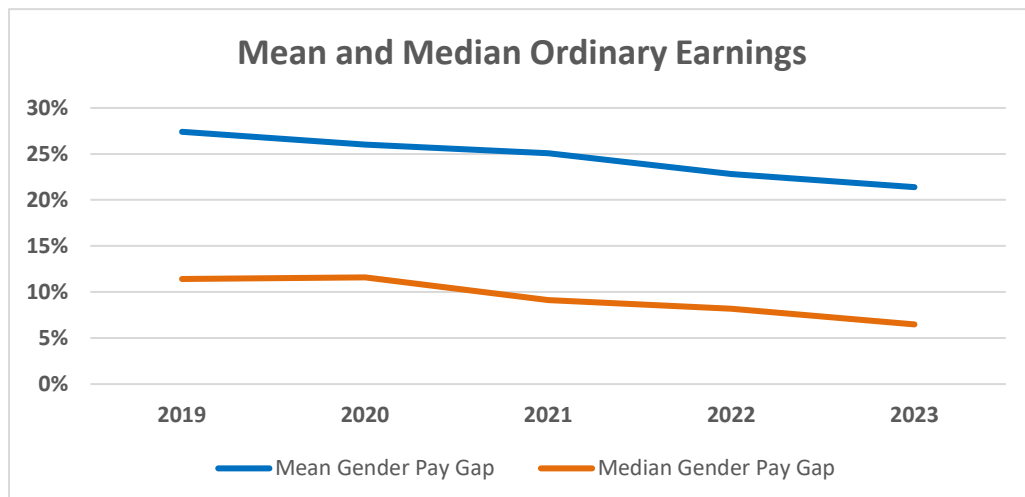


Average & Median Ordinary Earning

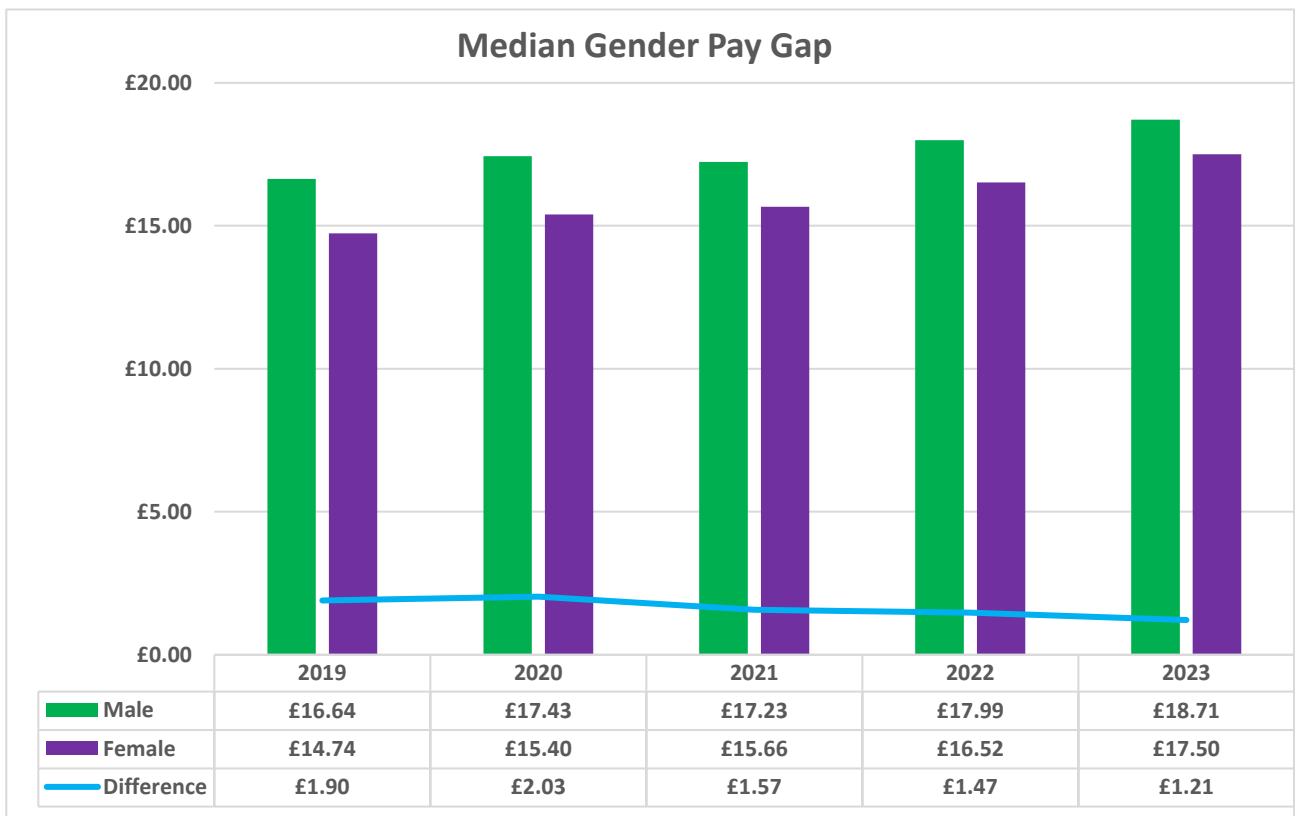
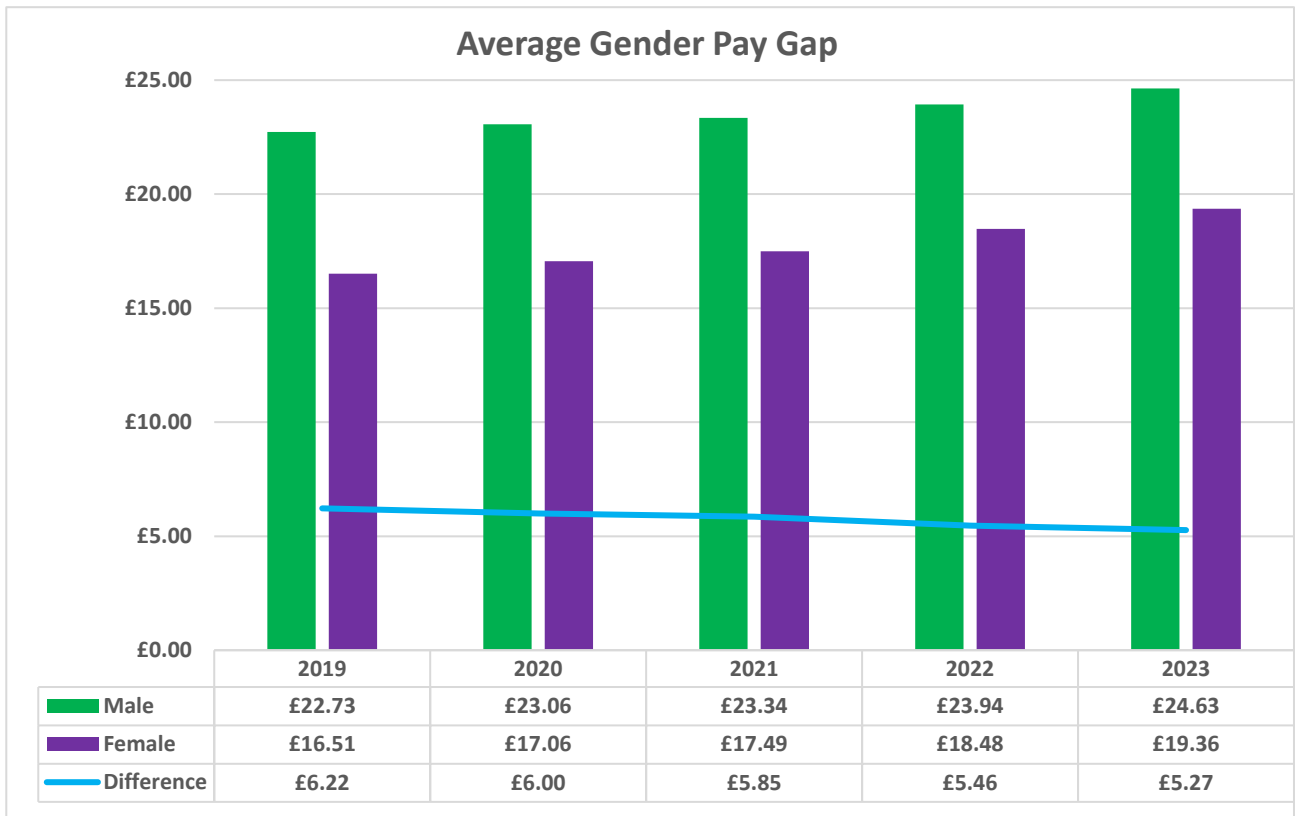
	2019	2020	2021	2022	2023
Gender pay gap for Average Earnings	27.4%	26.0%	25.1%	22.8%	21.4%
Gender pay gap for Median Earnings	11.4%	11.6%	9.1%	8.2%	6.5%

- Average gender pay gap** – The gender pay gap for average ordinary earnings for women in 2023 is **21.4%** less than for men; **this is 1.4% better than the data for 2022 and a 6% improvement since 2019.**
- Median gender pay gap** – The gender pay gap for median ordinary earnings for women is **6.5%** less than for men; **this is a 1.7% improvement in comparison to 2022 and a 4.9% improvement since 2019.**

*With a gap of 21.4% average earnings and 6.5% median earning, the GPG focus group is exploring further targeted interventions to close the gap in addition to the existing Equity and Inclusion plans.



Cumulative Data

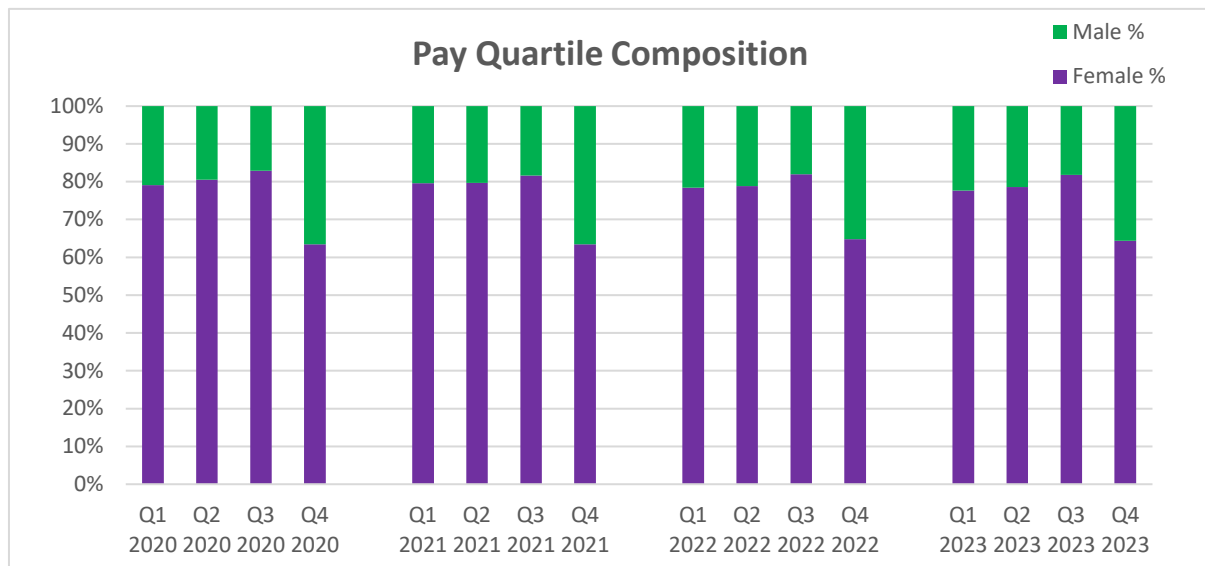


Gender composition by each Pay-Band quartile

To further understand pay gap in more details it is useful to look at the proportion of workforce by gender in terms of pay seniority. This involves calculating the proportions of male and female employees and split between four 'quartiles' according to their level of pay. The tables below represent the proportion of male and female employees in each quartile pay band.

Q1 = Lower Quartile (lowest paid)
Q3 = Upper Middle Quartile

Q2 = Lower Middle Quartile
Q4 = Upper Quartile (highest paid)



The table (also shown in previous reports) highlights that representation at each quartile remains consistent and for Upper Quartile 4 (highest pay) it continues to show disparity on gender pay gap in favour of men. The Trust GPG data demonstrated that Men are highly represented in higher paid jobs, this snapshot of March 2023 shows that men make up of 35.7% of colleagues with the highest quartile of pay. There has been no improvement in percentage of men in Upper Quartile with 36% representation for the last 3 years and this is a key area to direct our future interventions in where succession planning can create pipeline of talents and potentially enter the Upper Quartile (highest paid).

Gender Pay Gap by staff groups

To give greater detail around the mean difference, additional reports were taken from the Electronic Staff record (ESR). This highlights the gender pay differences by different staff groups, understanding this data can help to identify what is working well and where there are existing structures that may potentially reinforce inequality. A negative figure indicates a gender pay gap in favour of females, a positive figure indicates the pay gap that exists. Positive trends for some staff groups in comparison to year 2022 have been highlighted in green for Additional Clinical Services (support workers etc.) and for Medical and Dental staff. The opposite is true for Scientific & Technical staff, Estates & Ancillary staff and Healthcare Scientists where they gender pay gap has widened.

Average Hourly Rates of Pay by Staff Group	Male	Female	Difference	2020 Pay Gap	2021 Pay Gap	2022 Pay Gap	2023 Pay Gap
Additional Professional Scientific and Technical	£22.89	£20.62	£2.27	10.4%	12.4%	8.2%	9.9%
Additional Clinical Services	£12.82	£12.49	£0.33	3.4%	3.1%	3.4%	2.6%
Administrative and Clerical	£19.58	£15.83	£3.75	27.7%	24.5%	22.6%	19.2%
Allied Health Professionals	£20.23	£22.47	-£2.24	-5.6%	-7.4%	-8.6%	-11.1%
Estates and Ancillary	£13.43	£12.42	£1.01	6.2%	8.7%	6.5%	7.5%
Healthcare Scientists	£24.53	£22.12	£2.41	8.3%	7.3%	5.0%	9.8%
Medical and Dental	£40.09	£35.89	£4.20	11.1%	10.6%	11.4%	10.5%
Nursing and Midwifery Registered	£19.49	£20.85	-£1.35	-7.4%	-9.3%	-9.9%	-6.9%
TRUST TOTAL	£24.63	£19.36	£5.27	26.0%	25.1%	22.8%	21.4%

The coloured rating above is classified as follows compared to 2021:

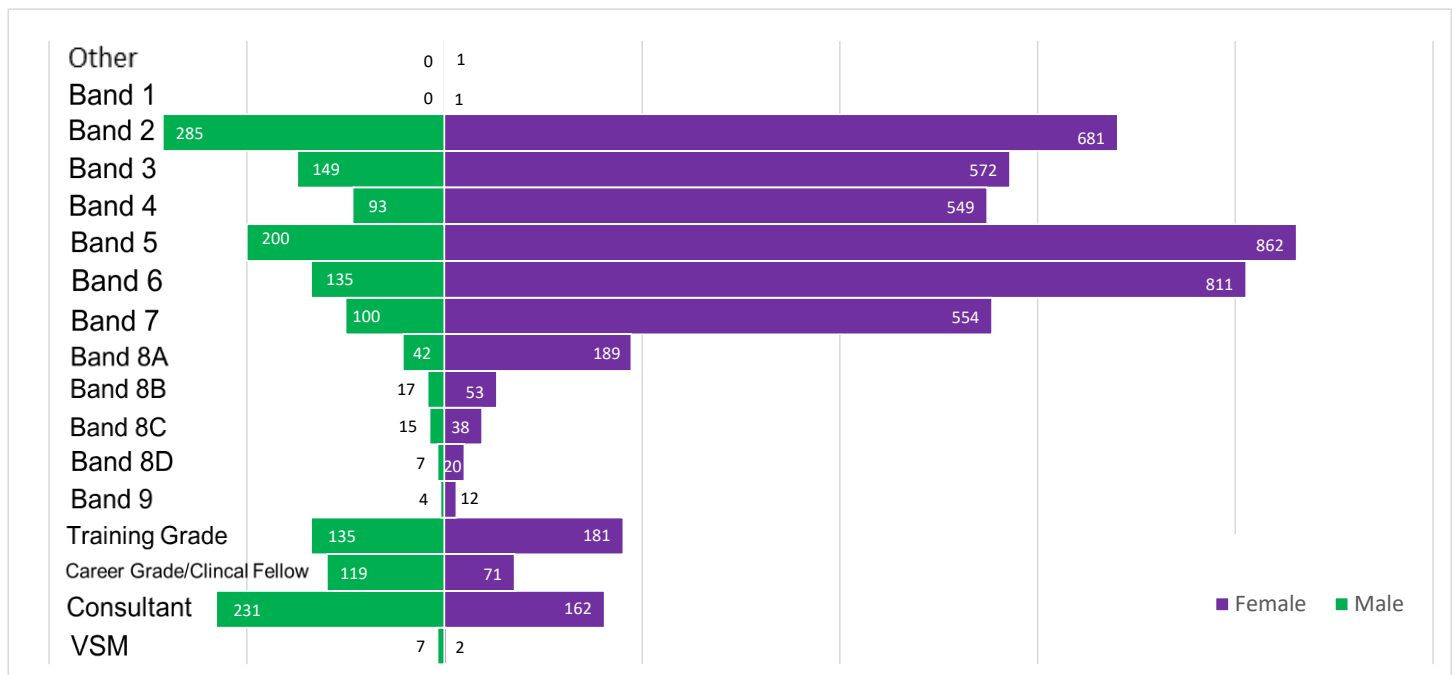
- **Green** highlights a positive change for female workers
- **Red** shows a change in favour of male workers
- **Amber** shows slight positive change towards females, however there is still a large pay gap in favour of male workers
- **Blue** shows negative values which means female workers earn more than their male colleagues
- The above excludes student midwives; the current cohort is all female

The data below shows a positive gender pay gap for Agenda for Change employees' (in favour of females), whereas, Medical and Dental staff group's gender pay gap still shows in favour of males. This reflects the historical narrative of occupational segregation and widespread gender-biased roles of the healthcare workforce. More exploratory work to identify the existing barriers and to close the gap continues.

Mean average hourly rate	2021		2022		2023	
	Non-Medical (AfC, Trust Pay, VSM & Tupe)	Medical and Dental	Non-Medical (AfC, Trust Pay, VSM & Tupe)	Medical and Dental	Non-Medical (AfC, Trust Pay, VSM & Tupe)	Medical and Dental
Male	£16.31	£38.09	£16.88	£39.00	£17.52	£40.09
Female	£16.07	£34.04	£17.01	£34.54	£17.79	£35.89
Difference	£0.24	£4.05	-£0.13	£4.46	-£0.27	£4.20

Gender pay gap for ordinary pay by Banding

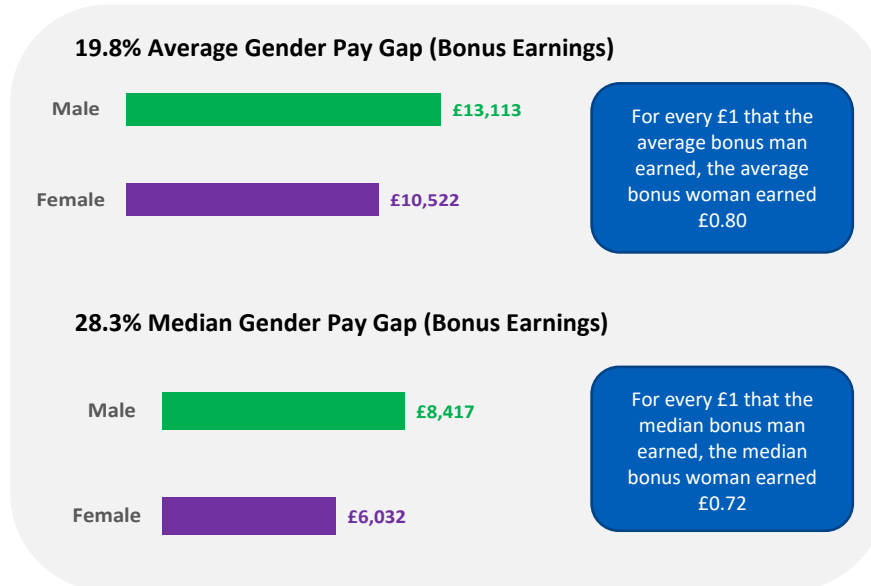
Gender Pay Gap by Band	Male	Female	Difference	2023 Pay Gap
VSM	£66.09	£70.57	−£4.48	-6.8%
Consultant	£52.14	£50.90	£1.24	2.4%
Career Grade/Clinical Fellow	£34.47	£33.25	£1.21	3.5%
Training Grade	£24.42	£23.48	£0.94	3.8%
Band 9	£53.54	£53.92	−£0.38	-0.7%
Band 8D	£46.07	£45.13	£0.93	2.0%
Band 8C	£39.10	£38.39	£0.72	1.8%
Band 8B	£31.83	£32.12	−£0.29	-0.9%
Band 8A	£27.84	£27.44	£0.39	1.4%
Band 7	£24.12	£24.31	−£0.19	-0.8%
Band 6	£20.58	£20.48	£0.10	0.5%
Band 5	£17.11	£17.13	−£0.02	-0.1%
Band 4	£13.29	£13.37	−£0.08	-0.6%
Band 3	£13.08	£12.34	£0.74	5.6%
Band 2	£11.82	£11.71	£0.11	0.9%
Band 1		£10.37	-	-
Other		£15.03	-	-
Grand Total	£24.63	£19.36	£5.27	21.4%



The data above should be viewed in relation to Trust workforce profile (composition of 76% Female & 24% male), the data shows female staff are under-represented across all medical posts and VSM posts, though the females in VSM posts earn, on average more than their male colleagues as demonstrated by the pay gap table above.

3. BONUS PAY

The gender pay gap requires us to report on bonus payments received by men and women in our organisation. The main payment referred will be Clinical Excellence Awards (CEAs) which is awarded to eligible consultants. Due to the pandemic and as of March 2022 CEA award was split across all eligible permanent consultants in recognition of the COVID pandemic.



Gender	Average bonus 2020	Average bonus 2021	Average bonus 2022	Average bonus 2023	Median bonus 2020	Median bonus 2021	Median bonus 2022	Median bonus 2023
Male	£13,643	£13,257	£13,167	£13,113	£9,048	£9,048	£9,048	£8,417
Female	£11,488	£11,123	£10,316	£10,522	£6,032	£6,032	£6,032	£6,032
Difference	£2,155	£2,134	£2,851	£2,591	£3,016	£3,016	£3,016	£2,385
Pay Gap %	15.8%	16.1%	21.6%	19.8%	33.3%	33.3%	33.3%	28.3%

Average (mean) bonus pay gap – the gender pay gap data for mean average bonus earnings shows women’s bonus payments are, on average, **19.8%** less than their male colleagues. **This is a decrease of 1.8% on the previous years’ data but still 4% higher than the data from 2020.**

Median bonus pay gap – The gender pay gap for median average bonus earnings for women is **28.3%** less than for men, which is 5% less than the preceding three years’ data.

Gender composition of bonuses – The proportion of males receiving a bonus was **3.77%** compared to **0.71%** of female employees who were in receipt of a bonus payment. Compared with the previous two years, there has been an overall reduction in both the number of both male and female staff receiving a bonus.

	2021			2022			2023		
	Number of Bonus' paid	Total Employees	% of Staff Receiving a Bonus	No. Paid Bonus	Total Employee	% of Staff Receiving a Bonus	No. Paid Bonus	Total Employee	% of Staff Receiving a Bonus
Male	74	1472	5.03%	68	1481	4.59%	63	1670	3.77%
Female	39	4744	0.82%	38	4688	0.81%	37	5225	0.71%

The table below represents the consultant body, with the gender composition and bonus payments distribution shown. The data for March 2023 shows CEA bonus was awarded was to all staff who were eligible. The percentage of Consultants receiving a bonus in 2023 has shown a reduction to previous years.

Consultant Staffing	2020		2021		2022		2023	
	Headcount	% receiving a bonus	Headcount	% receiving a bonus	Headcount	% receiving a bonus	Headcount	% receiving a bonus
Male	218	36.7%	220	33.2%	216	31.0%	231	27.3%
Female	122	31.2%	135	28.2%	145	25.5%	162	22.8%
TOTAL	340	34.7%	355	31.3%	361	28.8%	393	25.4%

Understanding all data of staff groups, pay bands and bonus pay supports us identify exactly where gaps exist and what drives the gap. It may be worth exploring the GPG calculation in absence of CEA awards to see what this looks like. Furthermore, if the structure of existing CEA awards is the major driver of GPG, what discussions are required as an organisation and challenges to rethink how we award good performance and excellence within medical profession.

4. Gender Pay Gap: BENCHMARKING AGAINST SIMILAR TRUSTS

% Difference in hourly rate (Mean)	Employer Size	2020/21	2021/22	2022/23
Milton Keynes University Hospital NHS Foundation Trust	1000 to 4999	20.0%	27.4%	26.4%
East and North Hertfordshire NHS Trust	5000 to 19,999	23.0%	21.8%	22.8%
West Hertfordshire Hospitals NHS Trust	5000 to 19,999	27.3%	27.2%	25.5%
The Princess Alexandra Hospital NHS Trust	1000 to 4999	6.3%	26.8%	24.0%
Bedfordshire Hospitals NHS Foundation Trust	5000 to 19,999	-	28.5%	27.2%
Cambridge University Hospital NHS Trust	5000 to 19,999	19.9%	20.6%	20.2%
Mid and South Essex NHS Foundation Trust	5000 to 19,999	30.0%	29.2%	27.4%

% Difference in hourly rate (Median)	Employer Size	2020/21	2021/22	2022/23
Milton Keynes University Hospital NHS Foundation Trust	1000 to 4999	28.9%	18.7%	16.1%
East and North Hertfordshire NHS Trust	5000 to 19,999	12.2%	9.2%	8.2%
West Hertfordshire Hospitals NHS Trust	5000 to 19,999	12.0%	11.7%	15.0%
The Princess Alexandra Hospital NHS Trust	1000 to 4999	3.9%	18.5%	16.0%
Bedfordshire Hospitals NHS Foundation Trust	5000 to 19,999	-	20.7%	18.5%
Cambridge University Hospital NHS Trust	5000 to 19,999	5.2%	7.7%	11.0%
Mid and South Essex NHS Foundation Trust	5000 to 19,999	17.6%	18.2%	13.8%

Benchmarking ourselves against other similar Trusts in the East of England Region, does give positive picture as East & North Herts sits in the second position just after Cambridge University Hospital for the 2022 data. The Trust has the lowest median pay gap of comparable Acutes in the region for 2022.

Data above have been extracted from Government's Gender Pay Gap website, the data for March 2023 is not available yet hence not possible for us to benchmark our most recent figures.

5. ETHNICITY PAY GAP INFORMATION

The pay gap data for Black, Asian and Minority Ethnic (BAME) staff in our workforce have a higher rate of pay for both Average and Median pay. The Nuffield Trust 2021 report suggested that disproportionate pay of Doctors and Consultants in NHS as a key factor. <https://www.nuffieldtrust.org.uk/files/2021-04/nuffield-trust-ethnicity-pay-gap-web3.pdf>

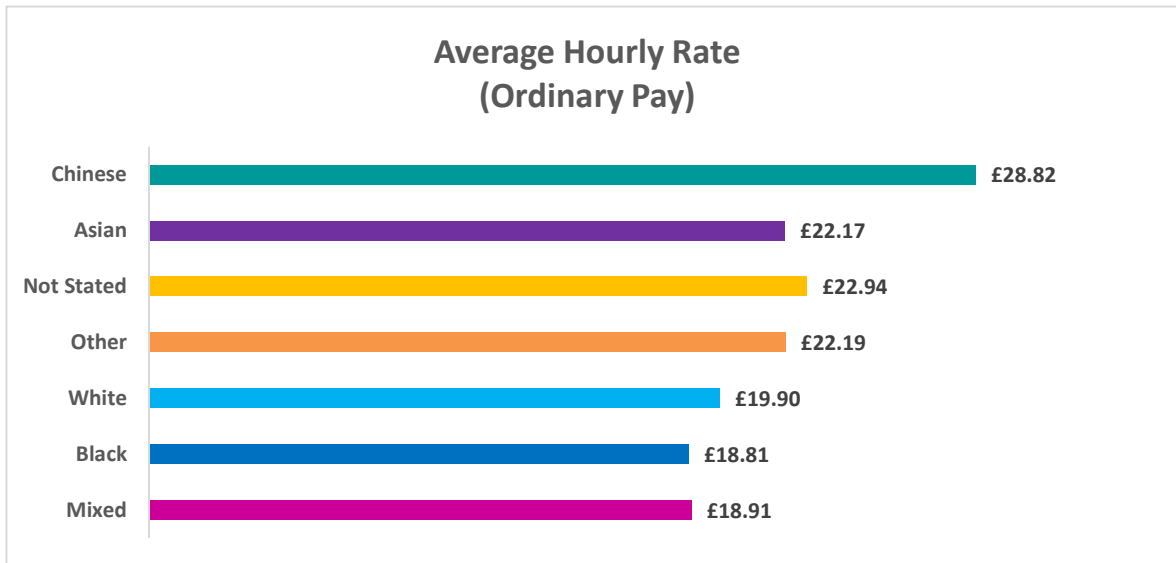
Ethnicity pay gap cumulative data

Ethnicity	Avg. Hourly Rate	Median Hourly Rate
BAME	£21.35	£18.10
White	£19.90	£16.84
Difference	£1.45	£1.26
Pay Gap %	6.79%	6.96%

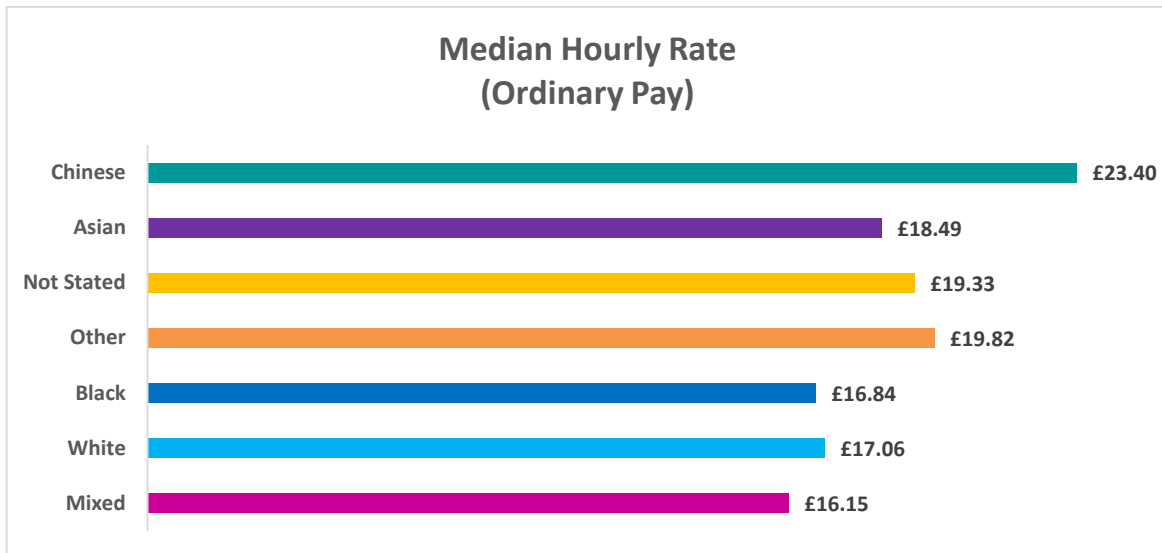
Ethnicity pay gap professional groups

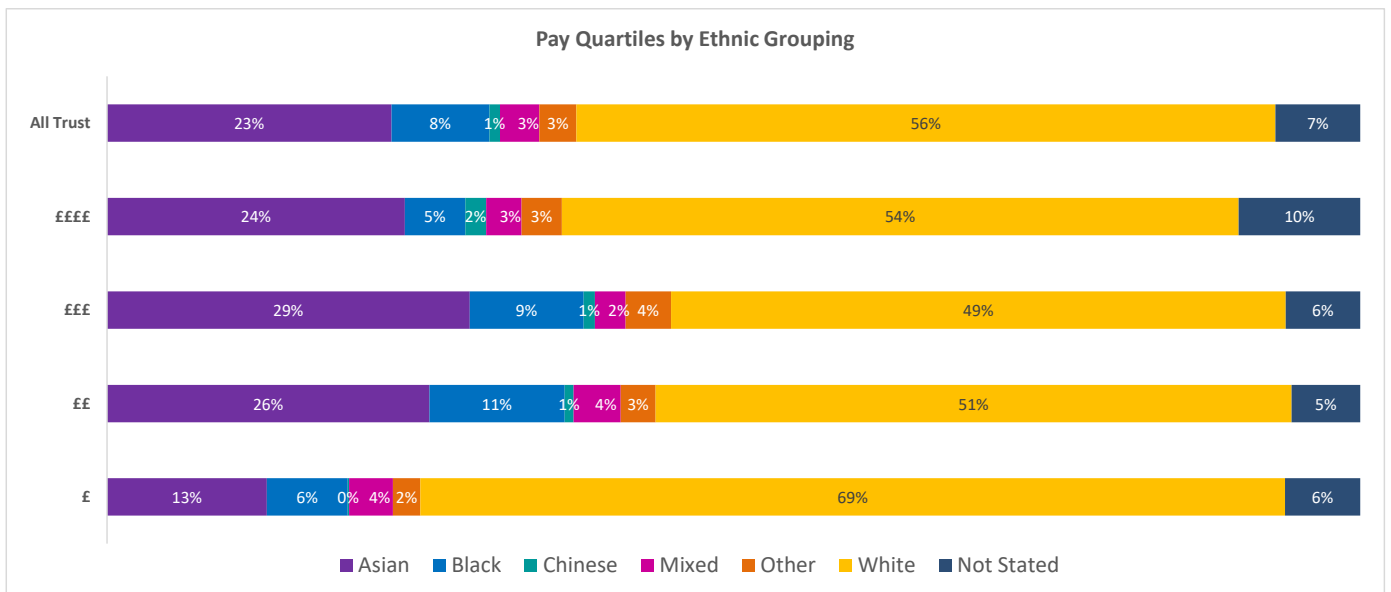
Ethnicity	Medical & Dental Avg Hourly Rate	AFC Avg Hourly Rate	Trust Pay Avg Hourly Rate
BAME	£36.70	£17.14	£0.00
White	£44.22	£14.92	£65.69
Difference	-£7.52	£2.21	-£65.69
Pay Gap %	-20.49%	12.91%	-

For every £1 that the average Black, Asian and Minority Ethnic (BAME) employee earned, the average White employee earned £0.93



For every £1 that the median BAME employee earned, the median White employee earned £0.93





- **Highest Quartile (££££):** 54% are white, 24% Asian, 5% Black, 2% Chinese, 3% mixed, 3% other and 10% not stated.
- **Upper middle Quartile (£££):** 49% are white, 29% Asian, 9% Black, 1% Chinese, 4% mixed, 3% other and 5% not stated
- **Lower middle Quartile (££):** 51% are white, 26% Asian, 11% Black, 1% Chinese, 3% mixed, 9% other and 8% not stated
- **Lower Quartile (£):** 69% are white, 13% Asian, 6% Black, 0% Chinese, 4% mixed, 2% other and 6% not stated.

Variations of Ethnicity Pay gap amongst the 20 represented Ethnic Groups

Ethnicity	Headcount of Employees	Average Hourly Rate
R Chinese	53	£28.82
H Asian or Asian British - Indian	508	£26.20
J Asian or Asian British - Pakistani	130	£24.18
B White - Irish	73	£23.75
C3 White Unspecified	102	£23.10
Z Not Stated	426	£22.94
C White - Any other White background	269	£22.46
S Any Other Ethnic Group	178	£22.12
E Mixed - White & Black African	50	£20.61
L Asian or Asian British - Any other Asian background	352	£20.34
K Asian or Asian British - Bangladeshi	51	£19.85
G Mixed - Any other mixed background	37	£19.53

P Black or Black British - Any other Black background	79	£19.51
A White - British	2992	£19.51
LK Asian Unspecified	86	£18.98
N Black or Black British - African	271	£18.95
M Black or Black British - Caribbean	81	£18.53
PC Black Nigerian	37	£17.72
SC Filipino	275	£17.62
F Mixed - White & Asian	46	£17.24
D Mixed - White & Black Caribbean	43	£15.90

The previous figure is the representation by ethnic groups which shows are variations with regards to different ethnicity. The mixed Caribbeans are represented on the lowest Average Hourly Rate and other groups are Mixed White and Asian, Filipino and Black Nigerian

On the other hand, for the second year running, Chinese are represented on the highest Average Hourly Rate and other groups, are Asian or Asian British Indian, Asian or Asian British Pakistani, White Irish and White Unspecified. We are also seeing the huge gap between the lowest pay Average Hourly Rate (£15.90) and the highest Average Hourly Rate (£28.82).

6.SUMMARY OF KEY FINDINGS ON THIS REPORT

1. Overall the Trust representation data on ratio of males to females (% of staff group and % of total Trust) has not changed significantly.
2. The gender pay gap for average ordinary earnings for women in 2023 is 21.4% less than for men; this is a 6% improvement since 2019.
3. The gender pay gap for median ordinary earnings for women is 6.5% less than for men; this is a 4.9% improvement since 2019.
4. Trust GPG data demonstrates Men are still highly represented in higher paid jobs and data for March 2023 shows men make up of 35.7% of colleagues with the highest quartile of pay.
5. The most significant gender pay gap, in favour of males continues to be in Administrative and Clerical roles and Medical & Dental staff groups.
6. There is a positive gender pay gap for Agenda for Change employees' (in favour of females), whereas Medical & Dental staff group's gender pay gap still shows a in favour of males.
7. The gender pay gap data for mean average bonus earnings shows women's bonus payments are, on average, 19.8% less than their male colleagues. This is a decrease on 2022 but still an increase on the 2020 and 2021 data.
8. Benchmarking ourselves against other similar Trusts in the East of England Region provides a positive picture, as East & North Herts sits in the second position just after Cambridge University Hospital for the year 2022.
9. The Trust is in its second year of reporting ethnicity pay gap, which continues to show colleagues from BAME backgrounds, on average, have a higher rate of pay than those from White backgrounds.

In our gender pay gap report in 2021 we aligned ourselves to a number of actions to address the Gender Pay Gap. Increased promotion of flexible working arrangements is beginning to happen and is expected to make an impact in later years.

Below are some of the actions to implement and use quality improvement methodologies

Effective actions		Promising actions		Actions with mixed results	
GPG Task & Finish Group	Leads for this work stream Data integrity Deep dive on the data to understand issues and offer guidance on actions	Other Policies	Review the existing Menopause and any other relates policies	Training	Equity & Inclusion covering Public Sector Equality duty Linking with Cultural Intelligence work stream
Flexible Working Policy	Work with Staff Networks to review the existing policy Review existing data on applicants	Intersectionality	Ethnicity GPG to explore the impact of known inequalities and lack of representation at senior levels Explore data based on Disabilities	Leadership & development	Review the impact of internal & External offers in view of career progressions
Inclusive recruitment and selection	Link with existing Inclusive recruitment & Selection work stream	Mentoring & Sponsorship	Link with Reciprocal Mentoring for inclusion and other mentoring support available	Offer Networking Programmes	Career Networking such as Women in Leadership
Encourage salary negotiations	Review any existing salary range the Trust if offering	Career progression	Support available for career progression with an inclusion lens	Set Internal targets	Deep dive analysis which can support with Target setting – <i>discussed at the focus group</i>
Clinical Excellence Awards	Deep dive on the data and the process – <i>discussed at the focus group</i>	Accountability (People Committee)	Agreed actions for progress to be monitored and reported quarterly to the new Trust People Board.	Raising Awareness	Utilise range of Communication to raise an awareness

Appendix 1 Details on how calculations are completed.

For the calculation of **ordinary pay** the following has been taken into consideration:

- Basic pay
- Paid leave, including annual, sick, maternity, paternity, adoption or parental leave (except where an employee is paid less than usual or nothing because of being on leave)
- Area and other allowances (N.B. the Trust, due to its sites geographical location, awards outer, fringe and no High Cost Area Supplement, depending on employees' main base of work)
- Shift premium pay, defined as the difference between basic pay and any higher rate paid for work during different times of the day or night
- Pay for piecework

The calculation of an ordinary pay does not include any of the following:

- Remuneration referable to overtime.
- Remuneration referable to redundancy or termination of employment
- Remuneration in lieu of leave
- Remuneration provided otherwise than in money.

For the calculation of **bonus pay** the following has been taken into consideration:

- Any remuneration that is in the form of money, vouchers, securities, securities options, or interests in securities, and
- Relating to profit sharing, productivity, performance, incentive or commission.

The calculation of a bonus pay does not include any of the following:

- Ordinary pay
- Remuneration referable to overtime
- Remuneration referable to redundancy or termination of employment
- Remuneration in lieu of leave

The following staffs have been excluded from the Gender Pay Gap calculations as per the established national guidance:

- Those staff on no pay/reduced pay due to sickness absence
- Those staff on no pay/reduced pay due to maternity/paternity absence
- Staff on external secondment
- Bank/Agency staff

