



# Gender Pay Gap Written Statement



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## **Introduction**

In 2017 the government introduced legislation that made it mandatory for companies with a headcount of 250 employees or more on a set snapshot date to report annually on their gender pay gap. Pursuant to the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 (the “Regulations”), employers must report and publish the following data (as at 5 April) by 4 April of the following year:

- mean and median hourly rate gender pay gaps
- mean and median gender bonus gaps
- proportion of men and women who received bonuses
- proportions of male and female employees in each pay quartile

ClearCourse Membership Services Limited is part of ClearCourse, which is a software and payments business. ClearCourse is committed to promoting equal opportunities in employment and ensuring that all employees receive equal treatment regardless of any protected characteristics. We are an inclusive employer, and we celebrate diversity and each individual working in our organisation.

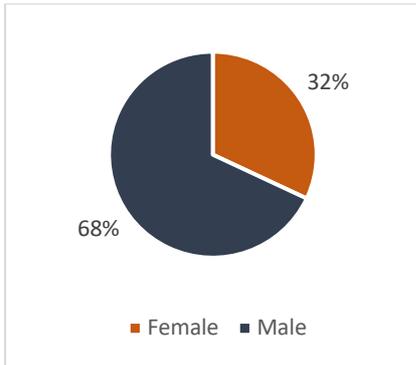
This report sets out the gender pay gap data that ClearCourse Membership Services Limited is required to report. This is the first year that ClearCourse Membership Services Limited has been required to report on its gender pay gap. We are committed to taking this opportunity to review any areas where we can seek to make positive changes and will measure progress as our reporting obligations continue. To this end, our report analyses the figures in more detail, as well as setting out actions that are already being undertaken and/or planned to address any gender pay gap.

It is important to be aware that the gender pay gap is different to, and should not be confused with, the issue of equal pay. Equal pay deals with any pay differences between men and women who carry out the same jobs, similar jobs or work of equal value. It is unlawful to pay people unequally because they are a man or a woman. The gender pay gap shows the difference in the average pay between all men and women in a workforce by reference to a high-level snapshot of pay within the organisation.

The current statutory requirements for gender pay gap reporting require employers to report on pay by reference to gender in a binary way. We know that gender and sex are more complex than simply ‘male’ and ‘female’, and ‘men’ and ‘women’, and there are many people who do not fit into these binary categories or whose gender identity does not align with the sex they were assigned at birth. We have reported on employees who have identified as male or female and have omitted employees who do not self-identify as either gender.

## **Pay gap figures**

ClearCourse Membership Services Limited gender demographics from reportable data. The period reported is 1 May 2021 to 30 April 2022.



**Gender pay and bonus gap**

	Mean	Median
Hourly pay	15%	12%
Bonus pay	45%	51%

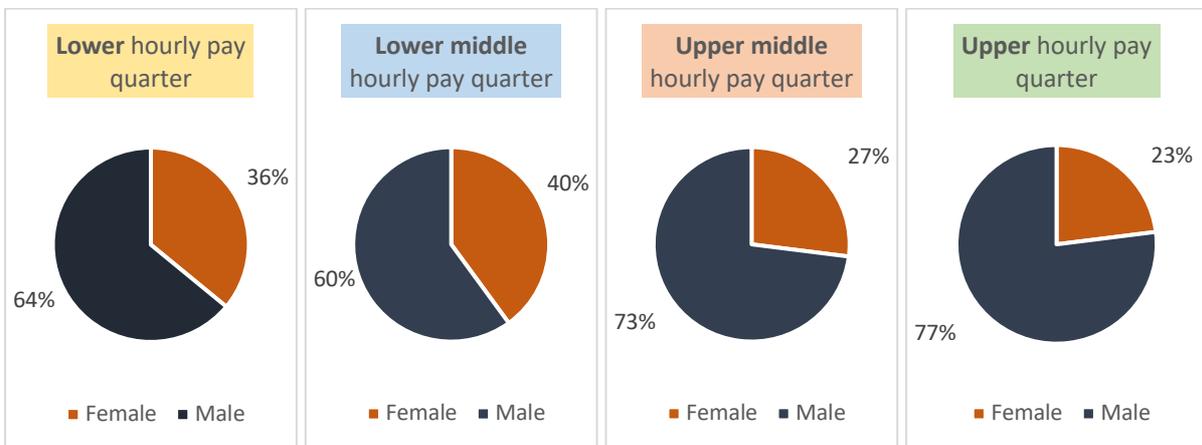
The hourly gender pay gap is the difference between the average hourly pay rate for men and women for the month of April 2022, expressed as a percentage of the male average. For example, the 2022 data for ClearCourse Membership Services Limited show that men are paid on average 15% more than women when comparing mean hourly pay.

For this report, hourly pay is calculated using base pay, allowances, commission and bonuses paid in the relevant pay period as defined by the Regulations.

The bonus pay gap is the average of all bonuses, including commission, paid to men and women in the 12 months up to and including April 2022, expressed as a percentage of the male average.

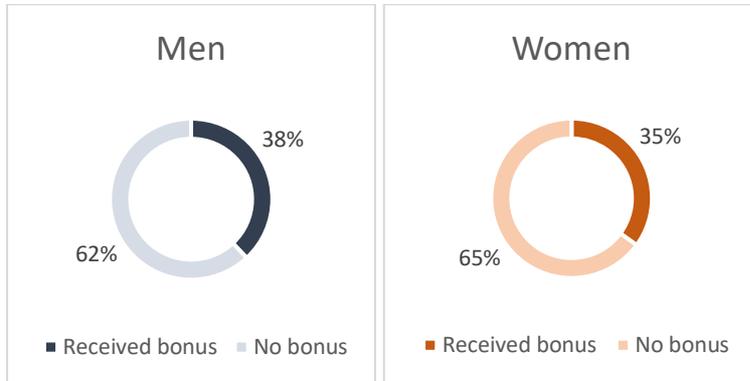
‘Average’ is calculated in two ways, mean and median. Mean average is the total male or female hourly or bonus pay divided by the number of males or females. Median pay is the hourly pay rate in the middle of male or female hourly pay rates or bonuses when they are ranked from lowest to highest.

**Pay quarters**



Pay quartiles are identified based on hourly pay sorted from lowest to highest and split into 4 equal groups.

### **Bonuses received**

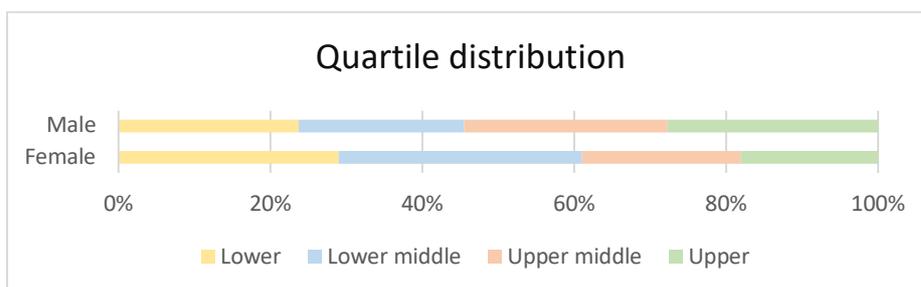


### **Observations**

ClearCourse Membership Services Limited had a 15% mean gender pay gap and a 12% median gender pay gap in relation to its 2022 data. This means that men were on average paid more than women. The UK wide median gender pay gap for hourly pay reported by April 2022, for 2020-2021, was 14.9% for Public and Private full time and part time employees ([source](#)).

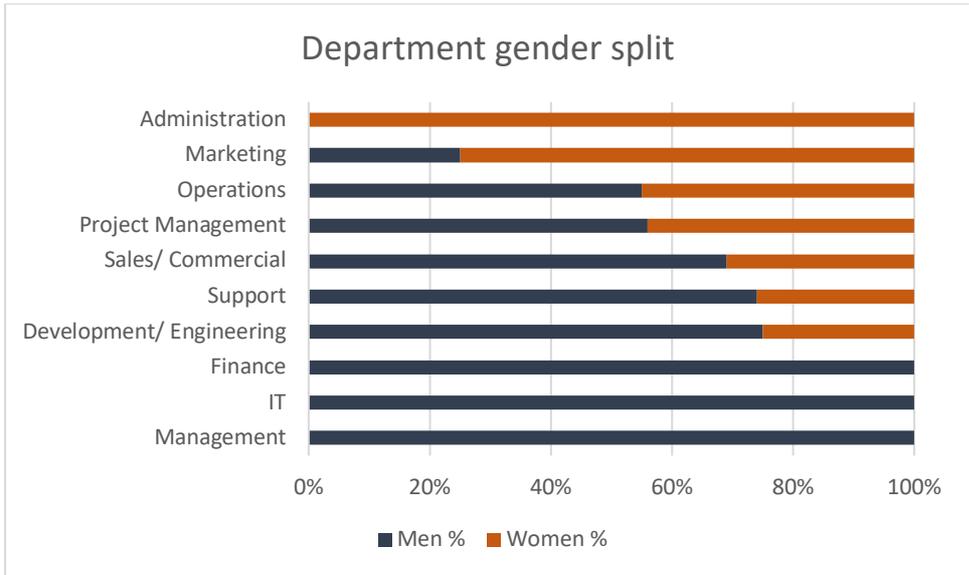
36% of employees in the lower quartile were female, compared to 23% of employees in the upper quartile. 64% of employees in the lower quartile were men, compared to 77% of employees in the upper quartile.

Additionally, when we look at the quartile distributions for men and women, a higher proportion of men were in the upper and upper middle quartiles, whereas a higher proportion of women were in the lower and lower middle quartiles.

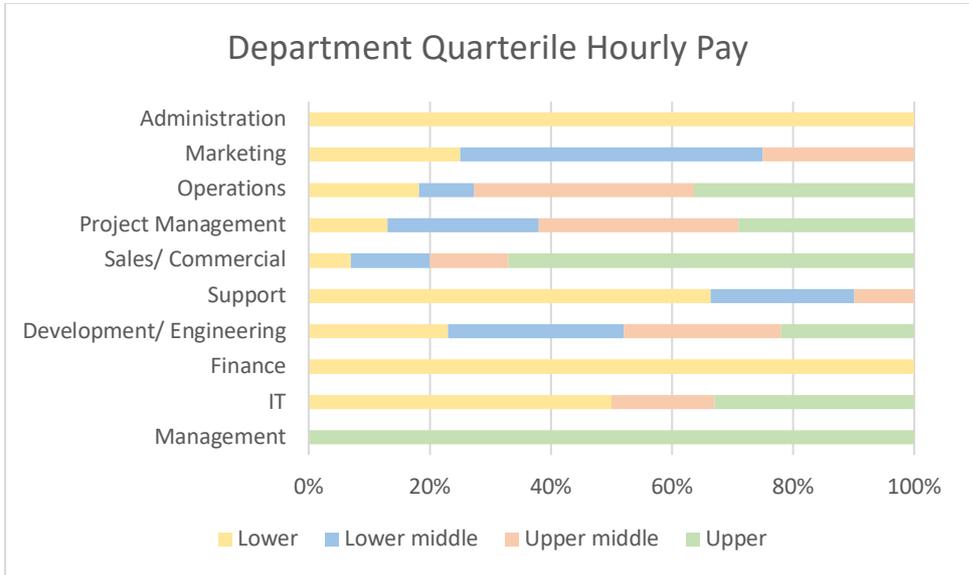


The pay quartile gender distribution is one of the factors behind the mean gender pay gap of 15% and median gender pay gap of 12% [because women are disproportionately concentrated in the lower two pay quartiles].

When we delve into our data further, we can see that the Management, IT, Finance and Development/Engineering departments had a higher proportion of men, whereas the Marketing and Administration departments had a higher proportion of women.

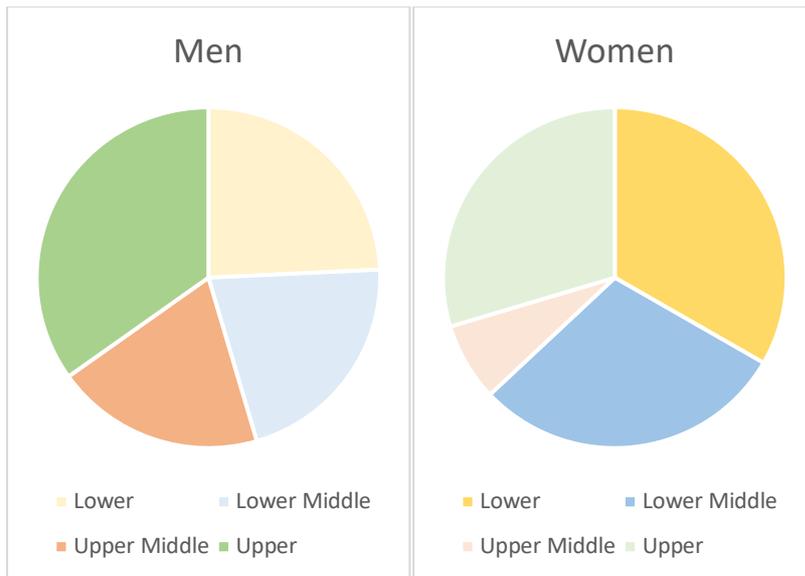


When comparing hourly pay rates per department, below, we can see Management and Sales/Commercial departments (i.e. those departments with a higher proportion of men than women) had a majority of employees paid within the upper quartile, whereas Marketing and Administration departments (i.e. those departments with a higher proportion of women than men) had a majority of employees paid within lower quartiles. This distribution of male and female employees is another factor that contributes to the gender pay gap.



This distribution of men and women across our departments contributes to the gender pay gap.

When looking at the bonus pay gap, 55% of bonuses paid to men were paid to men in the upper and upper middle quartiles, whereas 61% of bonuses paid to women were paid to women in the lower and lower middle quartiles.



If we refer to the quartile distribution for men and women, we know that men were more represented in the upper pay quartiles than women. If we then look at the average bonus amounts received by those who were given a bonus in each pay quarter (see below), we can see that bonuses paid to those in upper pay quarter were significantly higher than the upper middle quarter, and the amounts paid in the lower quartiles were significantly smaller. This is another factor contributing to the bonus pay gap figures.

	Average bonus
Upper	£12,915
Upper middle	£5,416
Lower middle	£1,733
Lower	£862

### Closing the gender pay gap

ClearCourse Membership Services Limited was formed as an employment entity in January 2021 and in April 2022 (i.e. on the snapshot date) consisted of 7 acquired businesses. This means that we have inherited terms and structures from legacy employers.

What have we been doing to close the gender pay gap:

- Employees became eligible for ClearCourse Group policies, including enhanced Maternity and Paternity pay. Enhanced parental benefits should assist us in attracting and retaining female employees, thus increasing the proportion of female employees more generally and, specifically, within the upper pay quartiles.
- Since April 2022 we started using market data and job levelling to support our fair pay strategy and we use market data (based on career level, location and job code) during recruitment and salary reviews. During our salary review process the market data for a role is compared to current salary, so we can address any variances with pay. At recruitment stage, roles are levelled and recruitment budgets are based on market data.

- We have introduced access to a health support app, to increase awareness, education and support on a number of underserved health verticals, including female specific health issues (such as menopause) mothers getting back into the workplace and support for new parents. Our aim is that this initiative will enhance the employee experience for women and help ensure that female employees stay in the organisation and progress into higher pay quartiles.

To further close the gender pay gap we are:

- Reviewing Bonus schemes across the Group with a view to standardisation of awards by career level where we can. The majority of our current bonus schemes have been inherited from acquired businesses as the Group has grown.
- Educating all employees on career levels, to drive transparency around levels, progression and pay for performance. Embedding career levels in the organisation, we will also be able to analyse our 2023 gender pay gap data further.
- Implementing a plan where there are any known gender pay gaps with phased uplifts to address this.
- Our hiring philosophy is to hire the most talented, innovate and diverse people. As part of our recruitment we:
  - Use gender de-coding on job adverts to ensure they are gender neutral.
  - Ensure we've a wide pool of diverse candidates when hiring.
  - Consciously hire using market data for all countries based on scale, scope and complexity of role, not based solely on the salary a candidate is requesting.

The gender pay gap information we have published is accurate.

A handwritten signature in black ink that reads "Christina Hamilton". The signature is written in a cursive, flowing style.

Signed by Christina Hamilton, CEO.



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