



Gender Pay Gap Written Statement 2023

ClearCourse Membership Services Limited



Working
better
together™

At a glance

- This years report:
 - We have now published our Gender Pay Gap data from April 2023
 - We're delighted to see that there has been a closing of the gender pay gap for average hourly pay, reducing from 15% to 10%
 - There has also been a positive rise in the number of women being paid in the highest pay quarter, rising 7% since 2022
 - Whilst there was an increase in the gender pay gap for average bonus pay, rising from 45% to 56%, we've already taken actions to reduce this gap going forward
- What we plan to do next:
 - Effectively use our performance and goals processes to increase awareness of career aspirations
 - Reviewing bonus schemes
 - Sharing Group wide gender pay gap figures and trends

Introduction to Gender Pay Gap reporting

In 2017 the government introduced legislation that made it mandatory for companies with a headcount of 250 employees or more 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 quarter

ClearCourse Membership Services Limited is part of ClearCourse, which is a software and payments technology 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 second year that we have reported on the gender pay gap for ClearCourse Membership Services Limited. We are committed to continually taking this opportunity to review any areas where we can seek to make positive changes and measure progress. To this end, our report analyses the figures in detail, as well as setting out actions that are already being undertaken and/or planned to address any gender pay gap.

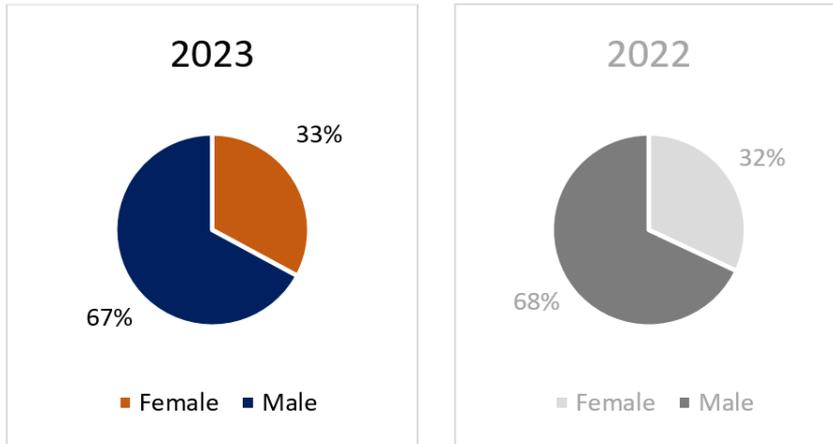
It is important to be aware that the gender pay gap is different to, and should not be confused with, the issue of equal pay. Equal pay deals with any pay differences between men and women who carry out the same jobs, similar jobs or work of equal value. It is unlawful to pay people unequally because 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.

2023 Pay Gap Figures

Please see below ClearCourse Membership Services Limited gender demographics from reportable data. The period reported is 1 May 2022 to 30 April 2023. We have also included our 2022 data for reference.

Gender demographics



Gender pay and bonus gap

2023

	Mean	Median
Hourly pay	10%	12%
Bonus pay	56%	43%

2022

	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 2023, expressed as a percentage of the male average. 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.

'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.

The UK wide median gender pay gap for hourly pay reported for April 2022 was 14.9% for Public and Private full time and part time employees (source: researchbriefings.files.parliament.uk).

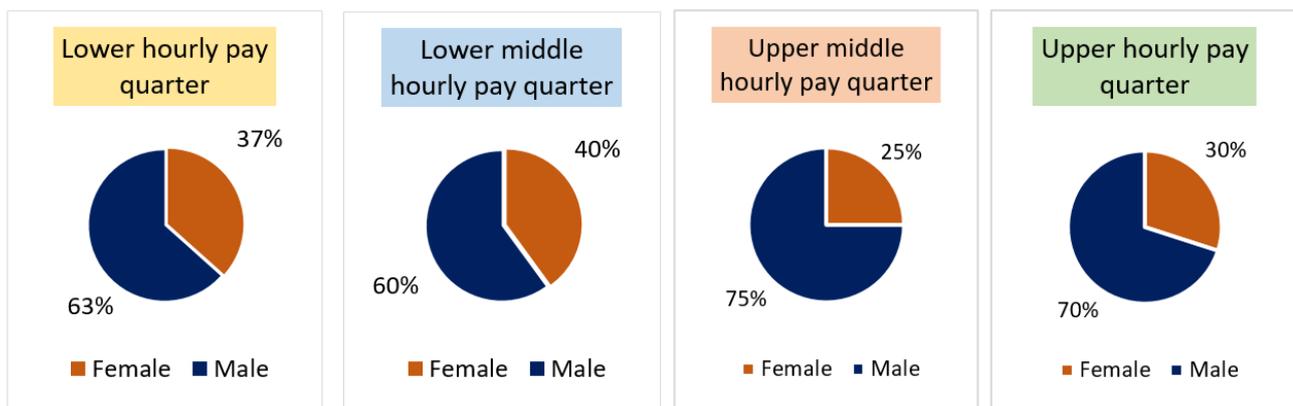
Our 2023 data for ClearCourse Membership Services Limited show that men are paid on average 10% more than women when comparing mean hourly pay, a closing of the mean hourly pay gap by 5% since 2022.

The bonus pay gap is the average of all bonuses, including one-off bonuses and commissions, paid to men and women in the 12 months up to and including April 2023, expressed as a percentage of the male average. Our data shows that whilst the middle of the data has seen a closing of the gap, there has been an increase in higher bonus figures for men.

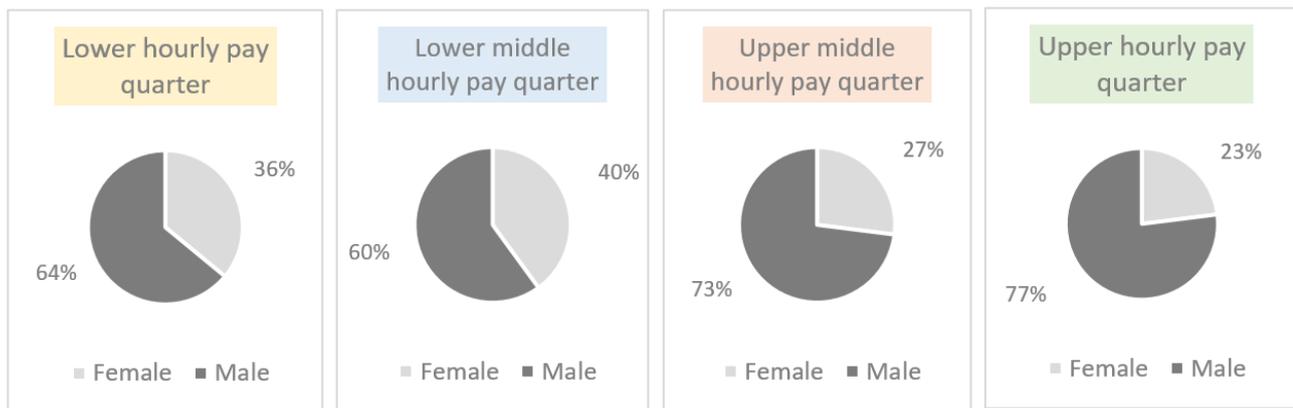
When looking at our 2023 data for ClearCourse Membership Services Limited in more detail, we found that 62% of bonuses paid to men were paid to men in the upper hourly pay quarters, whereas 58% of bonuses paid to women were paid to women in the lower hourly pay quarters. The average bonus amounts paid to those in upper hourly pay quarters were significantly higher than the lower hourly pay quarters. This is a contributing factor to the bonus pay gap figures.

Hourly pay quarters

2023



2022

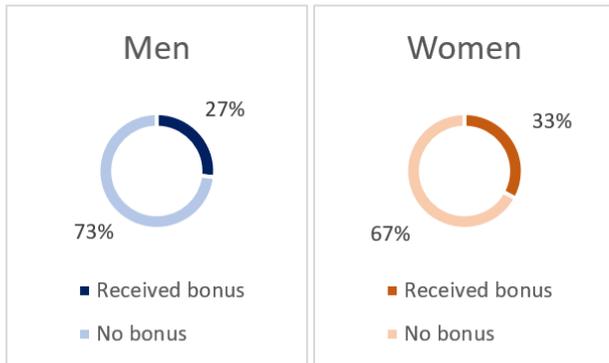


Hourly pay quartiles are identified based on hourly pay sorted from lowest to highest and split into 4 equal groups.

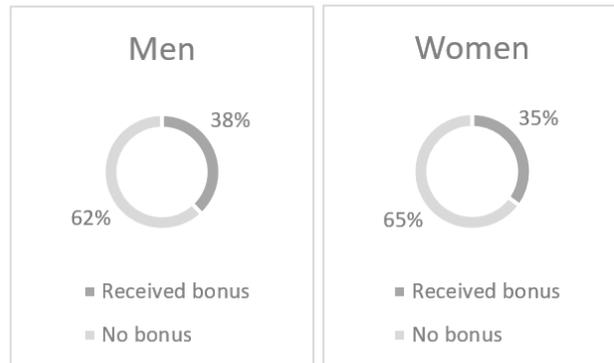
The hourly pay quarter gender distribution is one of the contributors to the mean gender pay gap of 10% and median gender pay gap of 12% because women are disproportionately concentrated in the lower two pay quarters. However since 2022, the proportion of women being paid in the upper hourly pay quarters has increased.

Bonuses received

2023



2022



Closing the gender pay gap

How we've got to where we are:

- Since April 2022 we have been using market data and job levelling consistently across the Group to support our fair pay strategy and we use market data (based on embedded career levels, location and job code) during recruitment and salary reviews. During our salary review process current salary is compared to the market data for a role, so we can address any variances with pay for the same roles. At recruitment stage, roles are levelled and recruitment budgets are based on market and current incumbent pay data.
- We have reformed our Divisional Leadership Team (DLT), and we are proud that our DLT gender demographic now closely matches that of our ClearCourse Membership Services Limited division. Additionally, across our Group, 3 of our 5 Divisional Director appointments are women executives and we have a female CEO.
- 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.
- Promoting 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 quarters.

What we're doing next:

- Effectively using our standardised performance and goals processes, along with additional line management training, we aim to increase awareness of employee career aspirations so we can introduce bespoke support for those wanting to progress in an area they feel they might struggle with progressing in due to it being dominated by opposing gender. For example, men being over-represented in IT and females being over-represented in Marketing.
- 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.
- Continue to implement plans where there are any known gender pay gaps with phased uplifts to address these.
- Whilst we only have to currently report Gender Pay Gap figures for ClearCourse Membership Services Limited, we also gather and analysis our pay data Group wide. With this data we can see any trends or areas for concern that we need to address. We are planning on sharing a summary of this Group wide data with all employees post April 2024.

The gender pay gap information ClearCourse Membership Services Limited have published is accurate.

E Christina Hamilton

Signed by Christina Hamilton, CEO



Thank you for your time

Call: 0207 173 0500

Email: info@clearcourse.co.uk

Visit: 107 Cheapside, London, EC2V 6DN

clearcourse.co.uk



**Working
better
together™**