



# Diocese of Westminster

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## HUMAN RESOURCES DEPARTMENT

### Gender Pay Gap Report

The Diocese<sup>1</sup> of Westminster comprises 214 parishes located within the boroughs of London north of the Thames and west of the Lea River, within the Borough of Spelthorne in Surrey, and the County of Hertfordshire.

The Charity fulfils its purpose by offering religious and pastoral services and educational programmes, both to the approximately 440,000 self-identifying Catholics and to the roughly 4.2 million other residents within its borders, of other faiths or none, principally through its parishes and chaplaincies, schools, and social outreach agencies coordinated by Caritas Westminster.

#### Gender Pay Gap Reporting

Regulations introduced by the government require all employers with 250 or more employees to report the results of six calculations, based on a snapshot date of (in our case) 5<sup>th</sup> April 2017. The data employers are required to publish is:

- The mean gender pay gap in hourly pay, which compares the average hourly earnings of men and women.
- The median gender pay gap in hourly pay, which compares the hourly earnings of the man and the woman who are at the mid-point when all the hourly pay rates are listed in order from the lowest to the highest value.
- The mean gender pay gap in bonus pay.
- The median gender pay gap in bonus pay.
- The proportion of men and women who received a bonus payment.
- The proportion of men and women in each pay quartile.

The gender pay gap is a measure of the difference between men's and women's average earnings across an organisation, expressed as a proportion of men's earnings.

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<sup>1</sup> The Westminster Roman Catholic Diocesan Trust (the **Charity**)



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#### Gender Pay Gap Data 2017

The data below shows lay staff employed by the diocese. Clergy of the diocese are self-employed office holders and are therefore not included in this data.

The mean gender pay gap in hourly pay: 26.2%

The median gender pay gap in hourly pay: 11.2%

No bonus payments are made to any employees.

The proportion of male and female employees in each pay quartile pay is as follows:

	Male	Female
Upper Quartile :	39.6%	60.4%
Upper Middle Quartile :	20.2%	79.8%
Lower Middle Quartile :	19.5%	80.5%
Lower Quartile :	23.8%	76.2%

#### Understanding Our Gender Pay Gap Data

The significant difference between the **mean** and **median** gender pay gap in hourly pay is the result of three separate influences:

- A significant difference between the number of male and female employees

74% of all the charity's employees are female – nearly three times the percentage of its male employees – and, according to the UK Civil Society Almanac 2017, this also exceeds the 2016 average for the UK voluntary sector paid workforce (65%).

This means that the hourly pay data for male employees at the upper end of the pay scale has almost three times the weight as does the data for women receiving the same hourly pay when calculating the mean gender pay gap. This is one of the main reasons why the charity believes the **median** gender pay gap is a more representative measure of the underlying employee data.

- An uneven distribution of male and female employees between the Curia and the Parishes



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The Diocese encompasses two divisions, the Curia and the Parishes, which have very different employment characteristics. The Curia is the division of the charity responsible for its central organisation to achieve its purpose, and a significant proportion (45%) of those employed in the Curia work full time. The Parishes are the division of the charity responsible for its local organisation to achieve its purpose, and those employed in the parishes typically work part-time – in fact just 5% of parish employees work full time. The most common paid roles within the parishes are cleaners, administrative assistants, and musicians.

- An imbalance of male and female employees across the pay quartiles

In three of the four pay quartiles (lower, lower middle and upper middle), the employee ratio is roughly 80% female to 20% male. In the upper quartile this ratio nearly doubles to about 60% female to 40% male. Indeed, the biggest concentration of female employees of the charity is in the lower middle quartile.

This imbalance is a significant driving force behind the charity's median gender pay gap, though it still compares favourably with the ONS figure for all employees of 18.1% in 2016.

Taken together, the above three influences indicate that the majority of the charity's female employees are in lower paid, part-time roles that are predominantly available within the parishes, whereas the majority of the charity's male employees are in higher paid, full-time roles predominantly within the Curia. This mirrors the situation for the UK as a whole.

### Closing the Gender Pay Gap

The Diocese of Westminster welcomes people of all backgrounds to work with us in providing religious and pastoral services and our educational programmes. In support of our clergy and volunteers, paid staff are employed at:

Parishes and Westminster Cathedral;  
Caritas Bakhita House our refuge for trafficked women;  
Caritas St Joseph's Hendon providing education and therapy for adults with disabilities;  
Youth Ministry team and Youth Retreat Centre at SPEC in Pinner;  
Property department Hendon;  
Agency for Evangelisation and departments including Chancery, Communications, Education, Finance, Fundraising, Human Resources, Tribunal, Maintenance and Safeguarding at Vaughan House in Westminster;



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Seminary at Allen Hall Chelsea;  
University Chaplaincy at Gower Street and  
Diocesan Archives in Kensington.

We offer a range of flexible benefits and continue to review these alongside our annual salary review. Retention of staff is good and our turnover is lower than the national or London average. The diocese employs many long serving staff, some remain working with us beyond retirement age and 8 of our 9 longest serving employees are women.

#### **Living Wage Foundation**

The Diocese of Westminster recognises that fair wages are essential to the common good of our society. As part of its mission to support the poor and vulnerable, the Diocese is an accredited Living Wage Foundation organisation.

Therefore all of our employees receive at least £10.20 per hour in London and at least £8.75 per hour outside of London.

#### **Flexible Working Arrangements**

We provide opportunities for flexible working, including part-time or term-time working, compressed and annual hours (where it fits with the operational needs of the department).

We are pleased that 100% of our maternity leavers returned to work with us following maternity leave (2017).

For difficult times we also offer compassionate leave and time off for emergencies involving a dependant.

#### **Childcare Vouchers**

The diocese offers employees the opportunity to access childcare vouchers where savings are made by buying childcare vouchers through a salary sacrifice scheme.

#### **Statement of Accuracy**

I confirm that the information contained in this report is accurate.



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A handwritten signature in black ink, appearing to read 'Ann Hayward'.

Ann Hayward  
Director of Human Resources