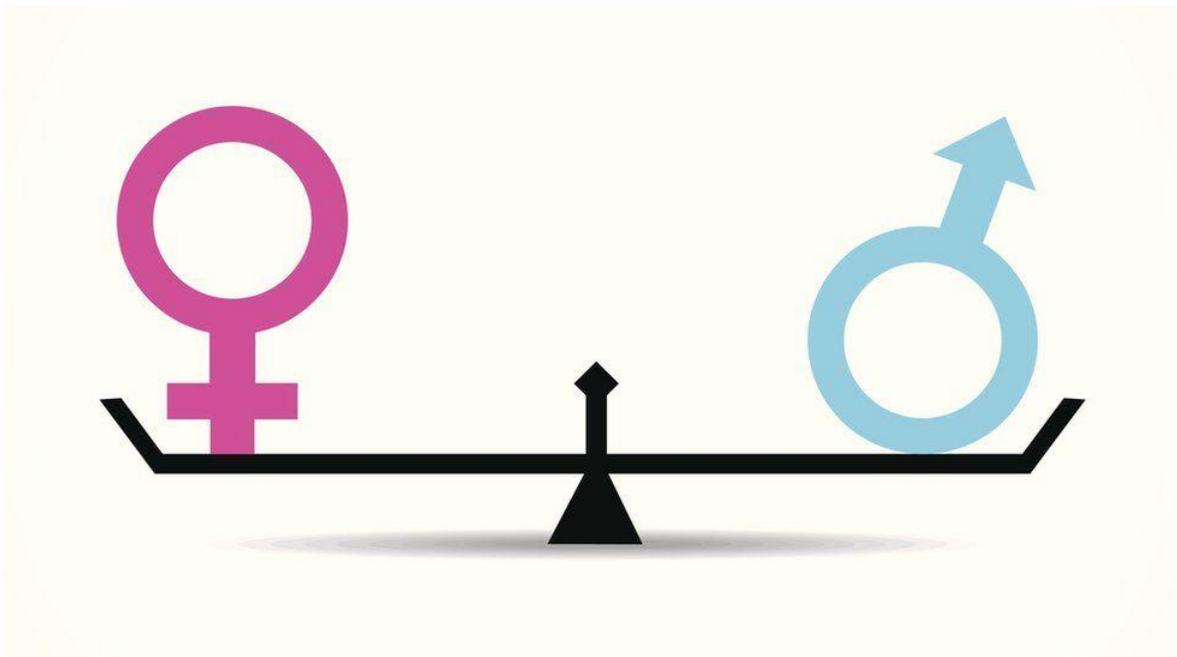




Quality Line Transport Limited

Gender Pay Gap Report

2020/2021



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Background

The gender pay gap is the percentage difference in annual pay between men and women.

Section 78 of the Equality Act 2010 was brought in to force on 22 August 2016 by the Equality Act 2010 (Commencement No 11) Order 2016 and following consultation, the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 (the "**Regulations**") came in to force on 6 April 2017.

The Regulations require private sector organisations with 250 or more employees on 5 April each year to publish their gender pay gap in accordance with prescribed calculations.

As a result of the Covid-19 pandemic, the reporting deadline was extended and all employers have until 5 October 2021 to publish their gender pay gap reports.

Publishable report

2020 Gender Pay Gap Report

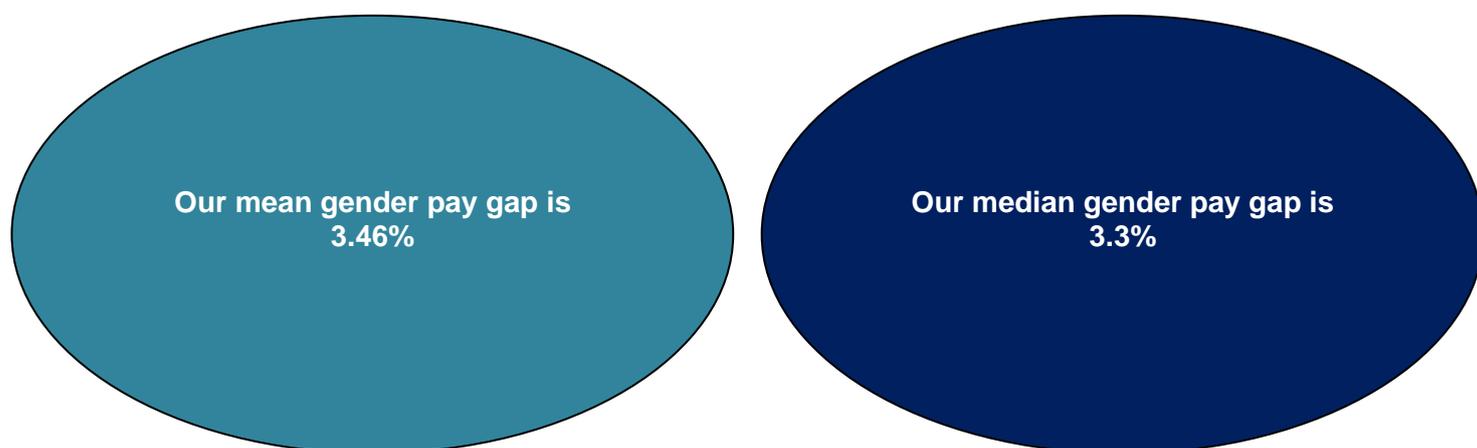
Quality Line Transport Limited is an equal opportunities employer and we are committed to providing equal pay for equal work to all of our employees.

We employ staff in a variety of different roles across our business including: drivers, engineers, administrative staff and other professionals. Therefore pay can vary dependent on role, skill and experience required.

Composition of our workforce

At 5 April 2020, we employed 256 members of staff. This comprised 226 male employees and 30 female employees. This is reflective of the historically male dominated transport sector.

We are proud to report that:



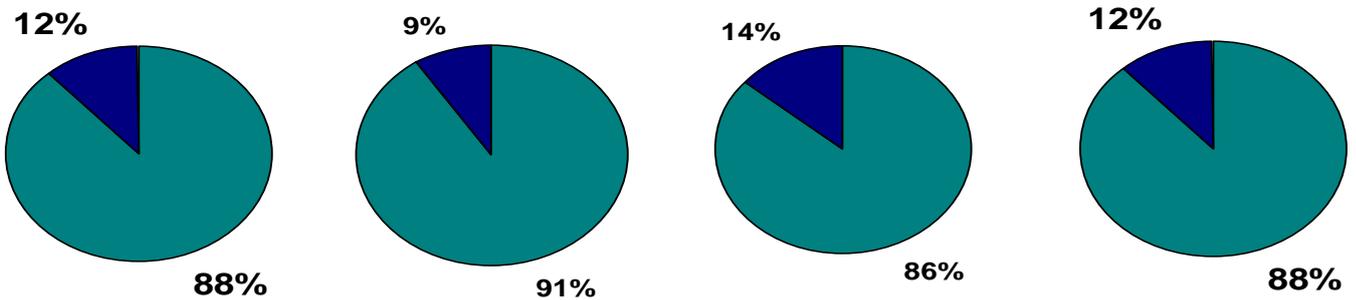
Our mean gender pay gap is 3.46% and our median gender pay gap is 3.3%. The median gender pay gap shows that there is only a difference of £0.46 pence per hour between the median hourly rate of pay for men in comparison to the median hourly rate of pay for women.

In the circumstances, we believe that our gender pay breakdown demonstrates that we are likely a leading employer in the passenger transport industry. We will of course search to improve the figures where possible.

Salary quartiles

The pie charts below illustrate the gender distribution at Quality Line Transport Limited across each of the salary quartiles. Each of the quartiles contains either 42 or 43 employees. Please note that the below pie charts have been rounded to the nearest percentage.

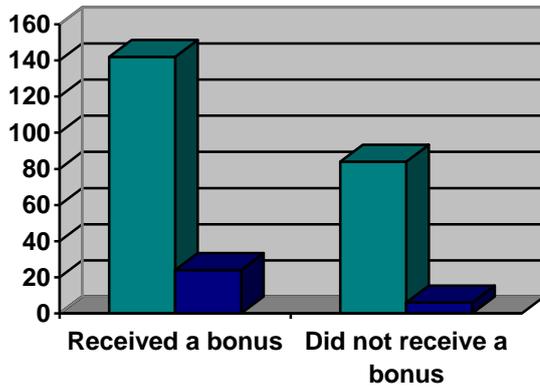
Male 
 Female 



We have increased the proportion of female employees in the upper quartile from 8.3% to 12%. This demonstrates our continued commitment to the progression and development of women to senior roles within the business.

Proportions of employees awarded a bonus in the relevant period

Men		The below bar chart shows that 142 male employees and 24 female employees were paid a bonus for their performance in the period 6 April 2019 to 5 April 2020.
Women		Based on the breakdown of male and female employees in our workforce, this equates to 62.83% of male employees receiving a bonus payment and 80% of female employees receiving a bonus payment.



Our mean bonus pay gap is 9.14%

Our median bonus pay gap is 0%

We are delighted that we have succeeded in reducing our median bonus gap to 0%. The median bonus pay gap is thought to be the best representation of the typical difference between the genders as it is not distorted by the small number of employees receiving a high bonus payment. We are also pleased that we have decreased our mean bonus pay to 9.14%.

Like other companies operating in our sector, we have a lower proportion of female employees in our upper quartile than men and this is the main driver of the gap identified. Notwithstanding this, we are satisfied that the issue is one of female representation in the upper quartile which is improving as demonstrated by the quartiles above, rather than of equal pay for employees carrying out the same roles.

I confirm that the data within this report is accurate:

Fiona Guthrie

Fiona Guthrie
HR Director
Quality Line Transport Ltd
5 October 2021

Assumptions & Anomalies

Assumptions

- 76 employees (68 men and 8 women) were, during the pay period, being paid at a reduced or nil rate as a result of them being on leave or on sickness absence. There were a large number of employees who were noted as being on leave; we suspect that this is due to the snapshot date being 5 April 2020, a week after the UK entered a national lockdown.
- All of the data provided was accurate and captures all of the employees employed at 5 April 2020.
- All of the correct variables of pay have been included in the pay data provided.

Anomalies

- Employees with no contracted hours were removed from the number of full pay relevant employees but were included as relevant employees.
- Any employee receiving no pay during the relevant pay period has been regarded as a relevant employee, rather than a full pay relevant employee.
- Two employees (1 male and 1 female) had an hourly rate which was less than the National Minimum Wage; these employees were removed from the number of full pay relevant employees but were included as relevant employees.
- Three employees were stated to receive a bonus however, this 'bonus' related to remuneration payable in relation to a TUPE transfer. These payments were discounted from the bonus calculations.

Calculations

Mean gender pay gap	Median gender pay gap
Mean gender bonus gap	Median gender bonus gap
Proportions of men and women getting a bonus	Proportion of men and women in each of four pay quartiles

Mean gender pay gap

This is the difference between the mean hourly rate of pay for men and women and is calculated as follows:

$$\frac{(A - B)}{A} \times 100$$

- A is the mean hourly rate of pay of all male full pay relevant employees; and
- B is the mean hourly rate of pay of all female full pay relevant employees.

Median gender pay gap

This is the difference between the median hourly rate of pay for men and women and is calculated as follows:

$$\frac{(A - B)}{A} \times 100$$

- A is the median hourly rate of pay of all male full pay relevant employees; and
- B is the median hourly rate of pay of all female full pay relevant employees.

Mean gender bonus gap

This is the difference between the mean bonus pay paid to male employees and female employees and is calculated as follows:

$$\frac{(A - B)}{A} \times 100$$

- A is the mean bonus pay paid during the relevant period to male relevant employees who were paid bonus pay during that period; and

- B is the mean bonus pay paid during the relevant period to female relevant employees who were paid bonus pay during that period.

Median gender bonus gap

This is the difference between the median bonus pay paid to male employees and female employees and is calculated as follows:

$$\frac{(A - B)}{A} \times 100$$

- A is the median bonus pay paid during the relevant period to male relevant employees who were paid bonus pay during that period; and
- B is the median bonus pay paid during the relevant period to female relevant employees who were paid bonus pay during that period.

Proportions of men and women getting a bonus

This is the proportions of male and female employees who received a bonus.

The proportion of male relevant employees who were paid bonus pay must be expressed as a percentage of male relevant employees and is calculated as follows:

$$\frac{A}{B} \times 100$$

- A is the number of male relevant employees who were paid bonus pay during the relevant period; and
- B is the number of male relevant employees.

The proportion of female relevant employees who were paid bonus pay must be expressed as a percentage of female relevant employees and is calculated as follows:

$$\frac{A}{B} \times 100$$

- A is the number of female relevant employees who were paid bonus pay during the relevant period; and
- B is the number of female relevant employees.

Proportion of men and women in each of four pay quartiles

This is the proportions of male and female employees in each of the company's lower, lower middle, upper middle and upper pay quartiles and this is calculated as follows:

- To determine the four pay quartiles, rank all of the full pay relevant employees from lowest hourly rate to highest hourly rate and divide the full pay relevant employees into four sections, each comprising (so far as possible) an equal number of employees, to determine the lower, lower middle, upper middle and upper pay quartiles.
- Where employees receiving the same hourly rate of pay fall within more than one pay quartile, so far as possible, ensure that, when ranking them from lowest to highest, the relative proportion of male and female employees receiving that rate of pay is the same in each of those pay quartiles.

The proportion of male full pay relevant employees within each pay quartile must be expressed as a percentage of the full pay relevant employees within that quartile and this is calculated as follows:

$$\frac{A}{B} \times 100$$

- A is the number of male full pay relevant employees in a pay quartile; and
- B is the number of full pay relevant employees in that pay quartile.

The proportion of female full pay relevant employees within each pay quartile must be expressed as a percentage of the full pay relevant employees within that quartile and this is calculated as follows:

$$\frac{A}{B} \times 100$$

- A is the number of female full pay relevant employees in a pay quartile pay; and
- B is the number of full pay relevant employees in that pay quartile.

Summary of Calculations

Mean gender pay gap

Female

- 20 female full pay relevant employees
- Total hourly rate of pay for 20 female employees = £279.41
- Mean hourly rate of pay (£279.41/20) = £13.97

Male

- 150 male full pay relevant employees
- Total hourly rate of pay for 150 male employees = £2,169.75
- Mean hourly rate of pay (£2,169.75/150) = £14.47

Mean gender pay gap $((14.47 - 13.97) / 14.47) * 100 = 3.46\%$

Median gender pay gap

Female

- 20 female full pay relevant employees
- Median hourly rate of pay (average of entries 10 and 11) = £13.46

Male

- 150 male full pay relevant employees
- Median hourly rate of pay (average of entries 75 and 76) = £13.92

Median gender pay gap $((13.92 - 13.46) / 13.92) * 100 = 3.30\%$

Salary quartiles

- 170 full pay relevant employees
- Each quartile contains either 42 or 43 employees

	Upper	Upper Middle	Lower Middle	Lower
Total number employees in the quartile	42	43	43	42
Male	37 male employees	39 male employees	37 male employees	37 male employees
	$(37/42)*100 =$	$(39/43)*100 =$	$(37/43)*100 =$	$(37/42)*100 =$

	88.10%	90.70%	86.05%	88.10%
Female	5 female employees	4 female employees	6 female employees	5 female employees
	$(5/42)*100 = 11.90\%$	$(4/43)*100 = 9.30\%$	$(6/43)*100 = 13.95\%$	$(5/42)*100 = 11.90\%$

Mean bonus pay gap

Female

- 30 female relevant employees
- 24 female relevant employees received a bonus
- Total bonus for 24 female employees = £33,450
- Mean female bonus $(33,450/24) = £1,393.75$

Male

- 226 male relevant employees
- 142 male relevant employees received a bonus
- Total bonus for 142 male employees = £217,820
- Mean male bonus $(217,820/142) = £1,533.94$

Mean gender bonus gap $((1,533.94 - 1,393.75) / 1,533.94) * 100 = 9.14\%$

Median gender bonus gap

Female

- 24 female relevant employees received a bonus
- Median bonus (average of entries 12 and 13) = £1,600

Male

- 142 male relevant employees received a bonus
- Median bonus (average of entries 71 and 72) = £1,600
- **Median gender bonus gap $((1,600 - 1,600) / 1,600) * 100 = 0\%$**

Proportion of male and female employees receiving a bonus

Female

- 30 female relevant employees
- 24 female relevant employees received a bonus

Proportion of female employees receiving a bonus $(24/30) * 100 = 80\%$

Male

- 226 male relevant employees
- 142 male relevant employees received a bonus

Proportion of male employees receiving a bonus $(142/226) * 100 = 62.83\%$

Publish the Report

- The report and figures need to be published by 5 October 2021.
- The following figures need to be published on the gov.uk site which can be accessed here (<https://www.gov.uk/report-gender-pay-gap-data>):
 - Mean gender pay gap = **3.5%**
 - Median gender pay gap = **3.3%**
 - Mean gender bonus gap = **9.1%**
 - Median gender bonus gap = **0%**
 - Proportion of men getting a bonus = **62.8%**
 - Proportion of women getting a bonus = **80%**
 - Proportions of men and women in each salary quartile =

	Upper	Upper Middle	Lower Middle	Lower
Men	88.1%	90.7%	86.1%	88.1%
Women	11.9%	9.3%	13.9%	11.9%

- The figures above have been rounded to the nearest decimal place in line with the gov.uk guidance.
- The gender pay at pages 2 - 4 of this document needs to be signed by a director and include their name and job title and confirm that the information provided is accurate.
- The report then needs to be uploaded to the company's website.
- The figures above need to be uploaded to the government's website, using the same log in details as used in the past.
- The report must remain available online for three years.