

## New Anglia LEP Remuneration Committee

**2<sup>nd</sup> March 2021**

**11.30am – 12.15pm**

**Via MS Teams**

**Attendees:**

Mark Jeffries (Chair), Andrew Proctor, Jeanette Wheeler, C-J Green, Charley Purves

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**1. Minutes of the last meeting – Confidential**

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**2. Matters arising**

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**3. Progress of CEO objectives – Confidential**

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**4. CEO Pay Review – Confidential**

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**5. Gender Pay Gap Report – Confidential**

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**6. Review Terms of Reference**

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**7. Any other business**

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**Date and time of next meeting:**

February 2022



## **Gender Pay Gap Report 2020**

### **Summary**

In 2019, New Anglia LEP agreed to review and report on its gender pay gap annually, despite not being legally required to do so. It was felt that it is a good process to follow to ascertain our position in terms of gender pay and analyse whether action should be taken. Appointments to the LEP executive team are made on merit with a rigorous recruitment process followed. Opportunities for development are open to all members of the team and we follow a continuous performance management process to ensure all members of the team can develop and grow within their roles. The LEP also follows a robust equality and diversity policy to ensure fairness and transparency across all its functions.

The LEP is governed by a non-remunerated board of directors. The LEP board is committed to achieving equal representation of female board members by 2023 in line with government requirements. The board are non-remunerated; therefore, they do not influence the statistics provided within this report.

Overall, the gender pay gap for New Anglia LEP stands at 5.02%, which means that men are being paid more than women. The LEP are committed to addressing the issues causing this gap and will look to take action to close it.

### **Background**

New Anglia LEP is an employer voluntarily choosing to carry out Gender Pay Reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

This involves carrying out calculations that show the difference between the average earnings of men and women in our organisation; it does not involve publishing individual employee's data.

We can use these results to assess:

- the levels of gender equality in our workplace
- the balance of male and female employees at different levels
- how effectively talent is being maximised and rewarded.

This gender pay gap report shows the overall difference in average pay for all men and women working for New Anglia LEP. It does not compare men and women doing the same role.

The gender pay gap is different to equal pay, which deals with the pay differences between men and women who carry out the same jobs, similar jobs, or work of equal value. Legally, men and women performing equivalent work must be paid the same.

The calculations used follow the requirements set out by government and all employees deemed to be full paid relevant employees at 5 April 2020 are included.

## Results



As at 5 April 2020, New Anglia LEP employed 54 people, 51 of which are deemed to be relevant full pay employees. Of the overall team, 37% are male and 63% are female.

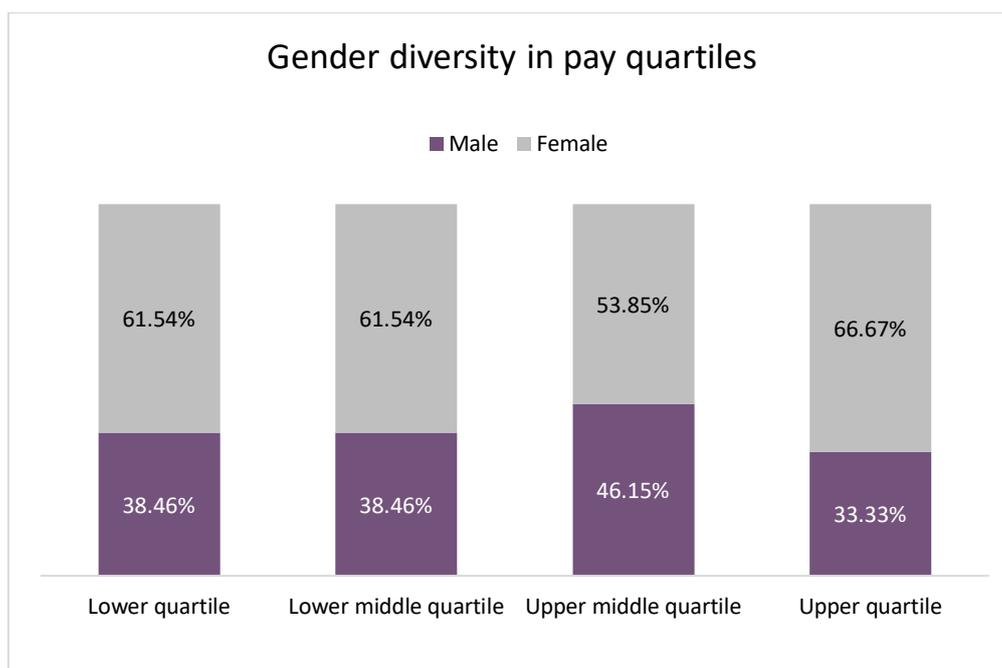
Looking specifically at the relevant full pay employees, **the mean gender pay gap is 5.02%**. This is the difference between the mean hourly rate of pay for men and women, which is calculated by adding together all the male and female hourly pay separately and then dividing by the number of men and women respectively.

**The median gender pay gap**, the difference between the median hourly rate of pay for men and women **is 7.35%**. The median rate of pay is the mid-point of the salary range for men and women.

The gender pay gap nationally for all employees stands at 15.5% for 2020, down from 17.4% in 2019, which indicates that New Anglia LEP is one of the lowest. Equally, the local government sector pay gaps stands at 6.1% for 2019, a reduction of 0.7% from 2018.

New Anglia does not award bonus payments and therefore cannot report on gender pay bonus gaps.

Employees have been divided into four groups according to their pay band. Those in the upper quartile are the highest paid, while those in the lower quartile are the lowest paid. The proportions of male and female full pay relevant employees within the quartile pay bands are shown below:



This data shows us that there is a relatively even spread of men and women across the pay quartiles.

### **Actions**

New Anglia has an open recruitment policy with vacancies advertised widely and appoints on skills and competencies. This ensures that the right person is appointed to the roles available.

Flexible working is made available to all employees and there are a number of family friendly policies in place to support all members of the team.

The equality and diversity policy has been strengthened and an action plan has been developed to roll out across the organisation, including board members. This will provide better visibility of equality and diversity in recruitment and promotion. Managers have undertaken equality and diversity training, plus the team have received training on the Public Sector Equality Duty.

We are also committed to developing our team with a focus on formal external and internal training plans. Our continuous performance management process has been reviewed and strengthened, plus further training for managers has been introduced.

### **Conclusion**

The results show that New Anglia LEP is in a good position with a low mean and median gender pay gap, however work is needed to ensure this is reduced further still.

### **Signed**

This report has been prepared by the HR team of the LEP executive and has been reviewed by the leadership team and the Remuneration Committee.

Signed:

Mark Jeffries, Chair  
Remuneration Committee



# **NEW ANGLIA LEP**

## **TERMS OF REFERENCE – REMUNERATION COMMITTEE**

### **Aims and objectives**

- There should be a formal and transparent procedure for developing policy on executive remuneration.

### **1. Membership**

- 1.1. The Board shall appoint an Independent Committee Chair, who shall serve for maximum five-year term.
- 1.2. The Committee shall be made up of at least three members, including the Independent Committee Chair. No Board Member who is an employee of the LEP or who has left the LEP's employment within three years, or a spouse or partner of such employee, shall serve on the Committee.
- 1.3. Two members of the Committee shall be appointed by and from the members of the New Anglia LEP Board.
- 1.4. The Committee is authorised to co-opt the Chair of the LEP as a Committee Member (if not already appointed) for the purposes of facilitating the annual performance review process in respect of the Chief Executive Officer.
- 1.5. Only members of the Remuneration Committee have the right to attend Remuneration Committee meetings. However, other individuals and external advisers may be invited to attend for all or part of any meeting as and when appropriate.
- 1.6. Appointments to the Committee shall be reviewed annually by the Board.

### **2. Quorum**

- 2.1. The quorum necessary for the transaction of business shall be 3. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the committee.

### **3. Meetings**

- 3.1. The Committee shall meet at least once a year and at such other times as the chair of the Committee shall require.

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- 3.2. Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the committee, any other person required to attend no later than one week before the date of the meeting. Supporting papers shall be sent to committee members and to other attendees as appropriate, at the same time.

**4. Minutes of Meetings**

- 4.1. Minutes of Committee meetings shall be circulated promptly to the Chair and, once agreed, to all members of the Board.

**5. Duties**

The Committee shall:

- 5.1. Determine and agree with the Board the framework or broad policy for the remuneration of the executive team, as it is designated to consider.
- 5.2. In determining such policy, take into account all factors which it deems necessary. The objective of such policy shall be to ensure that members of the executive team are provided with appropriate incentives to encourage enhanced performance and are, in a fair and responsible manner, rewarded for their individual contributions to the success of the LEP.
- 5.3. Approve the design of, and determine targets for, any performance related pay schemes operated by the LEP and approve the total annual payments made under such schemes.
- 5.4. Ensure that contractual terms on termination, and any payments made, are fair to the individual, and the LEP.
- 5.5. Review the outcomes of the performance review process in respect of the Chief Executive Officer and any other executives appointed from time to time.
- 5.6. Within the terms of the agreed policy make recommendations to take to the Board regarding the total individual remuneration package of the Chief Executive Officer and any other senior executive officers or employees who may be appointed from time to time, including bonuses and incentive payments.
- 5.7. In determining such packages and arrangements, give due regard to any relevant legal requirements;
- 5.8. Review and note annually the remuneration trends across the public and private sectors.

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- 5.9. Oversee any significant changes in employee benefits structures throughout the LEP.
- 5.10. Be exclusively responsible for establishing the selection criteria, selecting, appointing and setting the terms of reference for any remuneration consultants who advise the Committee and to obtain reliable, up-to-date information about remuneration in other LEPs and comparative businesses. The Committee shall have full authority to commission any reports or surveys which it deems necessary to help it fulfil its obligations within budgetary constraints.

**6. Reporting Responsibilities**

- 6.1. The Committee Chair shall report formally to the Board on its proceedings after each meeting on all matters within its duties and responsibilities.
- 6.2. The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

**7. Other**

- 7.1. The Board shall, at least once a year, review the performance of the Remuneration Committee, constitution and terms of reference to ensure it is operating at maximum effectiveness.

**8. Authority**

- 8.1. The Committee is authorised by the Board to seek any information it requires from any employee of the LEP, in order to perform its duties.
- 8.2. In connection with its duties the Committee is authorised by the Board to obtain, at the LEP's expense, any outside legal or other professional advice, within budgetary constraints.

April 2017

