



Unit 16, Green Lane One, Blackhorse Road, Letchworth, SG6 1HB

Company Registration No: IP30206R

Gender Pay Gap Reporting

Written statement

HILS is required to undertake Gender Pay Reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

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

HILS is required to publish the results on its website and a government website, within one calendar year of the reporting date (April 5th 2023).

HILS uses the 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.

The aim in our organisation, and across Great Britain, is to eliminate any gender pay gap.

Gender Pay Reporting requires our organisation to make calculations based on employee gender. We have established this by using HR and payroll records.

We confirm that the published information is accurate.

Sarah Wren
Chief Executive

Gender Pay Gap Report 2023

Hertfordshire Independent Living Service and Health & Independent Living Support (HILS) are the operating names of Hertfordshire Community Meals Limited, a registered society number IP30206R under the Co-operative and Community Benefit Societies Act 2014, registered with the Financial Conduct Authority and as a charity with HMRC registration number XT37228.

The principal activity of HILS is the provision of meals on wheels services to older, frail, disabled, and vulnerable people.

HILS also carries out caring welfare checks and provides crucial social contact for meals on wheels clients, to help them stay healthy, happy, and independent at home. HILS provides additional support and advice to clients through home-based Nutrition & Wellbeing visits, and gives free food boosts to clients that need extra help to help tackle malnutrition.

Within the financial year April 2022 to March 2023 HILS supported 2,000 people per day with meals on wheels visits. To support more older, disabled, and clinically vulnerable residents, HILS also provided at home-based exercise service, installed key safes, provided emergency grocery packs and home-from-hospital packs, and conducted pop-in visits to check clients' safety, health, and wellbeing.

HILS also provided services and support through its community centres, and dementia clubs and activities for people living with dementia and their family carers.

At 5th April 2023, Hertfordshire Independent Living Service employed 331 staff relevant to the reporting requirements.

Company	Female	Male
HILS	65%	35%

Pay	Company	
Mean gender pay gap	-0.6%	
Median gender pay gap	0.0%	
	Female	Male
Lower quartile	71%	29%
Lower middle quartile	67%	33%
Upper middle quartile	56%	44%
Upper quartile	80%	20%

Bonuses	Company	
Mean bonus gender pay gap	-20.6%	
Median bonus gender pay gap	0.0%	
Total in receipt of bonus	315	
	Female	Male
Of those in receipt of a bonus	67%	33%

Supporting narrative

As required by the legislation, this report sets out Hertfordshire Independent Living Service's (HILS') gender pay gap as at 5th April 2023. Our mean pay gap has changed from +2.9% in the previous year to -0.6%, and our median pay gap is zero. This demonstrates how small the gender pay gaps are. HILS pays its employees according to the role that they are in, and has a clear pay structure which ensures that everyone is paid fairly in relation to the work that they do and the skills that are required.

HILS has a larger proportion of females within the company, which is also reflected in the quartile reporting, demonstrating that female employees are successfully gaining leadership roles within the business.

We have a pay structure which is evaluated annually to ensure that employees receive fair and comparable reward for the work they do in their roles, this applies to all roles within the lower, lower middle, upper middle quartiles and 80% of the upper quartile. All employees performing the same role within this structure are paid the same rate. For any roles in the top 20% of the upper quartile, pay is varied according to the specific skills, qualifications, and requirements of the role. These pay rates are agreed by HILS' Board. We are confident that this structure will assist in keeping the gender pay gap small into the future.

Bonuses are awarded based solely on role within the organisation, and not based on any performance or other subjective measure. Nominal bonuses were paid to HILS employees in December 2022.

We will continue to help our line managers understand and respond to the benefits of equality, diversity and inclusion, and to be aware of, and respond to, unconscious bias. We are focussed on improving the diversity of our workforce; embedding equality, diversity and inclusion into our culture and behaviours; and ensuring that our policies, processes, and systems support this. We support career development and progression opportunities for all employees.

Our values underpin everything we do and, in the same way that we champion equality and fairness for older, frail, disabled, and vulnerable people, we do the same for our colleagues. We continue to provide additional support for people facing barriers to employment. Some of these barriers, such as carer responsibility, disproportionately affect women, which we address through our continued commitment to flexible working, varied working patterns, home-working, job-share, and other ways of working along with family leave and carer's leave where our service provision allows. This is valued by both female and male colleagues, and we are seeing increasing uptake of these benefits.

We hope to see continued stability in the gender pay gap and believe that these activities, with the full support and involvement of our colleagues, will help us achieve that. We are proud of the increasing diversity of our workforce, and particularly the large proportion of women in leadership roles in the business. HILS is a place where women (and men) have an environment in which they can feel inspired and work to their full potential, and where they know they will be treated as a whole person. We try our best to show our care for the wellbeing of our teams, as our teams show care for the wellbeing of our clients.

Sarah Wren
Chief Executive