

**Gender Pay Gap
Reporting 2018-2019**
Supporting Statement

29.03.19

Hawkins
Brown

Gender Pay Gap Reporting

2018-2019 Reporting Year

This Statement sets out the Gender Pay Gap Data for Hawkins\Brown Architects LLP, as of the snapshot date of 5 April 2018.

Gender Pay Gap / Bonus Gender Pay Gap

	Mean (%)	Median (%)
Pay	5.0%	6.0%
Bonus	17.0%	8.0%

The proportion of females and males in each quartile pay band

Quartile	Female (%)	Male (%)
Highest	32	68
2nd	48	52
3rd	48	52
Lowest	50	50

Our process of grouping staff into salary bands based solely on their level of experience ensures that men and women at Hawkins\Brown are paid equally for doing equal roles.

Our gender pay gap is a function of a higher percentage of staff in our highest pay quartile being male. Likewise because bonuses are linked in large part to level of salary as part of our profit-sharing scheme, this also gives rise to a bonus gender pay gap.

Percentage of staff receiving a bonus

Female (%)	Male (%)
65	72

All our permanent employees are eligible to receive a bonus as part of our profit share scheme, upon successful completion of their probation. In future years, if we reach a point where all staff have passed their probation at the point of profit share allocation, 100% of both female and male permanent employees will be eligible to receive a bonus.

Closing our Gender Pay Gap

As a practice we aim to foster a collaborative and inclusive environment where equality and diversity are celebrated and progression is based on merit. We appreciate that there are some broad and complex societal and industry-related factors underlying this issue and that reducing our gender pay gap will take some time. However we are fully committed to achieving this.

In 2018 we enlisted the support of an external expert to help us identify any aspects of our workplace culture that might be hindering equality and diversity, focusing primarily but not exclusively on gender. This work involved a number of focus groups with our staff as well as interviewing former employees. We also undertook a thorough review of all relevant policies. Following completion of this work we have moved forward to implement the project's recommendations. These include providing clearer internal communications and greater transparency on our salary review process and progression opportunities. We have also expanded our equality training by organising workshops on delivering effective, fair and constructive staff development reviews.

We continue to enhance and improve the policies we have in place to foster equality and diversity. We support a range of formal flexible working patterns to enable staff to balance work with other commitments including carer and childcare commitments and 7% of our staff work part-time under these arrangements. In addition to these more formalised flexible working arrangements, we also offer our staff a flexi-time scheme which allows employees to adjust their working hours at the start and end of the day to help promote work-life balance and to support staff commitments outside

work.

We put great emphasis on ensuring that all employees returning to the business after a period of maternity leave are fully supported in their transition back into work and we continue to have a high percentage of maternity returners. We are equally supportive of requests from fathers who wish to take extended parental leave or adjust their hours on an ongoing basis to accommodate childcare commitments.

Nurturing and developing talent is key to our business model. As a practice which has a range of disciplines including architecture, interior and urban design, research, digital technology and business support we are continuing to develop fully tailored and well defined career plans for all our staff.

We continue to aim to achieve an even gender balance in all areas of recruitment, in particular by ensuring we have gender-balanced longlists of candidates at interview and, wherever possible, ensuring we have gender-balanced interview panels. We continuously monitor the equality and diversity of applications received, and those which are successful. In addition we have started to monitor feedback from leavers in their exit interviews to assess whether there are any underlying diversity trends within the practice that we need to address.

We also continue to collaborate with a range of peer practices and the RIBA to share best practice and to identify cross-industry initiatives that will further advance equality and diversity in the UK architecture and built environment sectors.

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AJ100 Practice of the Year 2016 & 2017

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