****

**Disclosure & Barring Service Gender Pay Gap Report 2017**

1. **Background**
   1. In 2017 the government introduced world-leading legislation that made it statutory for organisations with 250 or more employees to report annually on their gender pay gap. Government departments are covered by the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 which came into force on 31 March 2017.

These regulations underpin the Public Sector Equality Duty and require the relevant organisations to publish their gender pay gap data by 30 March 2018 and then annually, including mean and median gender pay gaps; the mean and median gender bonus gaps; the proportion of men and women who received bonuses; and the proportions of male and female employees in each pay quartile.

The gender pay gap shows the difference in the average pay between all men and women in a workforce. The gender pay gap is different to equal pay. Equal pay deals with the pay differences between men and women who carry out the same jobs, similar jobs or work of equal value. It is unlawful to pay people unequally because they are a man or a woman.

This report fulfils the department’s reporting requirements, analyses the figures in more detail and sets out what we are doing to close the gender pay gap in the organisation.

1. **Calculations**
   1. Our calculations followed the legislative requirements set out on hhtps://www.gov.uk/guidance/gender-pay-gap-reporting-make-your-calculations, and we confirm that the data reported is accurate

All staff who were deemed to be full paid relevant employees have been included in the calculations as per guidance.

1. **Analysis**

**Context**

* 1. At 31st March 2017 the Disclosure & Barring Service employed 939 staff in delegated grades. 61% of all staff were women
  2. The DBS follows the standard public sector approach to pay and grading. All posts within the department sit within one of seven levels (grades), and these grades have an associated pay range consisting of a minimum and maximum rate. AO grade consists of a single spot rate. Salaries are paid according to grade and annual pay awards are paid irrespective of gender.

It is useful to have a statistical picture of the workforce composition by grade before analysing the gender pay gap, this provides context for the gender pay gap report.

* 1. As shown in figure 1 and 2, of the 939 employed by DBS on 31st March 2017 61% are female and 39% are male

Figure 1 – DBS workforce information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Grade | Total | Female | Female % | Male | Male % |
| Grand Total | 939 | 571 | 61% | 368 | 39% |
| AO | 360 | 232 | 64% | 128 | 36% |
| EO | 240 | 150 | 63% | 90 | 38% |
| HEO | 230 | 138 | 60% | 92 | 40% |
| SEO | 63 | 25 | 40% | 38 | 60% |
| Grade 7 | 31 | 16 | 52% | 15 | 48% |
| Grade 6 | 8 | 8 | 100% |  | 0% |
| SCS | 7 | 2 | 29% | 5 | 71% |

Figure 2 – Distribution of workforce by gender

* 1. Figures 1 and 2 illustrate that 88% of the workforce are employed at AO, EO and HEO level.

Further analysis has identified that more women are employed at lower grade levels, 67% of females are in AO / EO grade roles in comparison to 59% of males.

DBS offer positions in variety of operational, policy and corporate service roles, many of which are available on a full or part time basis, with the recent introduction of an evening shift this has offered more flexibility in working patterns.

**Mean and median gender pay gap**

* 1. The mean gender pay gap (the difference between men’s and women’s average hourly pay) is 5.5% and the median gender pay gap is 4.5%
  2. Office for National Statistics (ONS) published a mean gender pay gap of 10.6% across the Civil Service in March 2017. This shows that DBS has a pay gap which compares favourably to the overall Civil Service. It is important to note that these figures are not directly comparable as ONS use different methodology for calculating gender pay gap. ONS use average annual salary and convert part time employees to their full time equivalent salary. The methodology applied to analysis uses average hourly rates and actual hours worked to produce its figures, as required by the legislation.
  3. Further analysis of the mean gender pay gap across the grades reveals that the higher proportion of female employees in lower grades has an effect on the overall mean gap of 5.5%. With the exception of SEO all of the other grades have a less than 1% gap

Figure3 – Gender pay gap across grades

|  |  |
| --- | --- |
| Grades | Gap |
| AO | 0.0% |
| EO | 0.0% |
| HEO | 0.8% |
| SEO | 1.5% |
| Grade 7 | 0.3% |

Further analysis of SEO employees (60% are men) has revealed that men at SEO level have longer service than female SEO counterparts and are closer to the maximum rate of pay at SEO level.

G6 and SCS levels have been omitted from this table owing to the low numbers of staff in these posts.

**Hourly Pay Quartiles**

* 1. The hourly pay quartiles data show the proportion of men and women that are in each pay quartile when staff are arranged in order of hourly pay rate

Figure 4 – Percentage of males and females in each pay quartile

|  |  |
| --- | --- |
| Upper Quartile | Male 47% |
| Female 53% |
| Third quartile | Male 38% |
| Female 62% |
| Second Quartile | Male 37% |
| Female 63% |
| Lower Quartile | Male 36% |
| Female 64% |

Figure 4 demonstrates the higher proportion of female employees across the lower, second and third quartiles. The higher proportion of male staff in the upper quartile impacts on the overall pay gap, although it is worth noting that it is an almost even split, however, the number of female staff in the upper quartile are marginalised by the higher number of females in the lower quartiles.

**Bonus Pay**

* 1. The Disclosure & Barring Service offer in year reward and recognition awards to staff based on nominations for outstanding pieces of work, these are awarded in the form of vouchers or through salary, both are included for the purpose of gender pay gap calculations.

**Gender Bonus Pay Gap**

The mean gender bonus gap (difference between men and women) is 7.2% and the median gender bonus gap is 36.8%

In total 288 women received bonuses in comparison to 193 men. The median bonus for women was £60 in comparison to £90 for men.

**Proportion of employees receiving a bonus**

The proportion of women receiving bonuses was 51.3% and the proportion men was 53.2%

Figure 5 – Proportion of employees receiving a bonus

1. **Actions**
   1. DBS is committed to improving equality of its pay and reward strategy and will look to address any issues in relation to gender. DBS regularly monitors equality within the workforce and also has a wider equality and diversity agenda which endeavours to ensure that fair and equitable practices exist. There is scope to make further improvements and as such DBS will.

* Monitor pay and the distribution of reward throughout the year to ensure that consistency and fairness is maintained
* Carry out a full detailed analysis of options for the DBS pay and reward framework, consider options such as, but not limited too, introduction of spot rates and shortening of pay ranges
* Mandatory diversity and inclusion training for all employees
* Since 31st March 2017 several appointments have been made to senior positions and at the time of reporting there are 5 men and 4 women at SCS level.
* In addition to the gender pay gap report DBS will also report mid year to monitor the gap