****

**Disclosure & Barring Service Gender Pay Gap Report 2018**

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 30th March 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 2018 the Disclosure & Barring Service employed a total of 1,040 relevant employees in delegated grades. 60% of all staff were women and 40% men.
  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. Figure 1 and 2 show a breakdown of the 1,040 relevant employees in DBS on 31st March 2018.

Figure 1 – DBS workforce information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Female | | Male | |
| **Grade** | **Vol** | **%** | **Vol** | **%** |
| AO | 246 | 61.5% | 154 | 38.5% |
| EO | 151 | 62.9% | 89 | 37.1% |
| HEO | 159 | 59.8% | 107 | 40.2% |
| SEO | 38 | 49.4% | 39 | 50.6% |
| Grade 7 | 18 | 48.6% | 19 | 51.4% |
| Grade 6 | 9 | 81.8% | 2 | 18.2% |
| SCS | 4 | 44.4% | 5 | 55.6% |
| Grand Total | 625 | 60.1% | 415 | 39.9% |

Figure 2 – Distribution of workforce by gender

* 1. Figures 1 and 2 shows that 87% of the workforce are employed at AO, EO and HEO level.

Figures 1 and 2 demonstrate that across the AO, EO and HEO grades the split of men and women is representative of the overall 60% / 40% gender split in the department. There is a more equal balance at SEO, Grade 7 and SCS grades with around a 50 / 50 split of men and women. At Grade 6 there are more women, 82% compared to 18% men.

In comparison to the 2017 DBS Gender Pay gap report there has been an increase in Female SCS employees, in March 2017 there were 2 women in SCS roles compared to 5 men. In 2018 there were 4 women in SCS roles compared to 5 men.

There has been an increase in women in SEO roles in comparison to March 2017. There were 38 women in SEO roles in March 2018, this is in comparison to 25 in March 2017. In 2017 men represented 60% of employees in SEO roles, this decreased to 51% in 2018 as shown in figure 1 above.

DBS offer positions in variety of operational, policy and corporate service roles, many of which are available on a full or part time basis, DBS has an operational evening shift, this offers more flexibility in working patterns. The evening shift also attracts an evening shift allowance, 62% of employees on the evening shift as at 31st March 2018 were women.

Over the course of 2017/18 129 employees left and 230 new employees joined the DBS. The DBS recruitment and promotion policies are based on the Civil Service principle of fair and open competition.

**Mean and median gender pay gap**

* 1. The mean gender pay gap (the difference between men’s and women’s average hourly pay) is 3.5% and the median gender pay gap is 2.3%

The mean hourly rate for women is £13.82 compared to £14.33 for men

The median hourly rate for women is £12.51 compared to £12.80 for men

In comparison to last years figures there has been a reduction of 2.0% (mean average) and 2.2% (median average)

|  |  |  |
| --- | --- | --- |
|  | Mean | Median |
| 2018 | 3.5% | 2.3% |
| 2017 | 5.5% | 4.5% |

* 1. DBS gender pay gap compares favourably to UK 2018 gender pay gap. The Office for National Statistics (ONS) published the Annual Survey of Hours and Earnings (ASHE) on 25th October 2018 which revealed a gender pay gap of 17.9%. The ASHE gender pay gap methodology uses average hourly earnings, which is similar to the methodology used in this report.

* 1. The pay gap reduction can be attributed to the increase of female employees at SCS level and also an increase at SEO level as outlined in section 3.4 of the report. The reduction in female representation in junior roles and turnover of staff has also impacted on the reduction in the gap.

**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 – 2018 Percentage of males and females in each pay quartile

|  |  |  |
| --- | --- | --- |
| Upper Quartile | Male | 47% |
| Female | 53% |
| Third Quartile | Male | 38% |
| Female | 62% |
| Second Quartile | Male | 39% |
| Female | 61% |
| Lower Quartile | Male | 38% |
| Female | 62% |

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.

In comparison to figures published last year there are now more men in the lower quartiles. Whilst the upper quartiles show no change. The upper quartile is made up of employees at HEO, SEO, Grade 7, Grade 6 and SCS employees.

Figure 5 – 2017 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% |

**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 7.0% and the median gender bonus gap is -50% (in favour of women)

In total 319 women received bonuses in comparison to 204 men. The median bonus for women was £75 in comparison to £50 for men.

|  |  |  |
| --- | --- | --- |
|  | Mean | Median |
| 2018 | 7.0% | -50.0% |
| 2017 | 7.2% | 36.8% |

**Proportion of employees receiving a bonus**

The proportion of women receiving bonuses was 51% and the proportion men was 49%

Figure 6 – 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 which are outlined in the following actions:

**Equal Pay Audit**

* Continue to conduct an annual equal pay audit to identify any potential areas for improvement and considerations for the annual pay award.

**Attract, Retain & Develop**

* As part of its people agenda the DBS are investigating a range of methodologies to attract and retain a workforce with the capabilities and resource to deliver its strategic objectives. Consideration will be given to the reward proposition and how this impacts on the composition of the workforce. This is a piece of ongoing work and the output will be considered by the executive leadership team.
* DBS has recently begun using success profiles and will continue update recruitment methodologies during 2018 /19. Success profiles moves away from using purely competency based assessment and draws on behaviours, strengths, ability, experience and technical skills to find the most suitable candidate for the role.