



1. Background

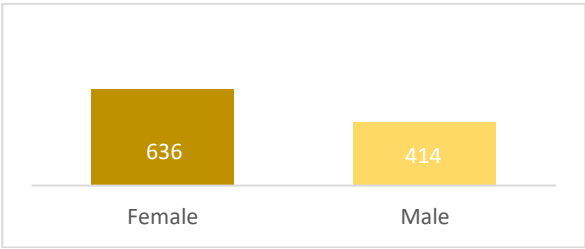
- 1.1 In 2017 the government introduced world-leading legislation that made it statutory for organisations with 250 or more employees to report annually on their gender pay gap. Government departments are covered by the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 which came into force on 31 March 2017.
- 1.2 These regulations underpin the Public Sector Equality Duty and require the relevant organisations to publish their gender pay gap data by 30th March annually. Key reporting requirements are:
 - mean and median gender pay gaps
 - mean and median gender bonus gaps
 - proportion of men and women who received bonuses
 - proportions of male and female employees in each pay quartile
- 1.3 The gender pay gap identifies 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.
- 1.4 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.

2. Calculations

- 2.1 Our calculations followed the legislative requirements set out on <https://www.gov.uk/guidance/gender-pay-gap-reporting-make-your-calculations>, and we confirm that the data reported is accurate
- 2.2 All staff who were deemed to be full paid relevant employees have been included in the calculations as per guidance.
- 2.3 To be included as a full pay relevant employee (this includes part-time employees), the employee must be paid their full usual pay during the pay period in which the snapshot date falls, if the employee is paid less than their usual rate because of being on leave for that period, they should not be counted as a full pay relevant employee. For example, if an employee is paid Statutory Sick Pay or Statutory Maternity Pay which is less than their usual pay, they will not be counted as a full pay relevant employee.

3. Analysis

3.1 At 31st March 2019 the Disclosure & Barring Service employed a total of 1,050 employees (Headcount) in delegated grades. 61% of all staff were women and 39% men.

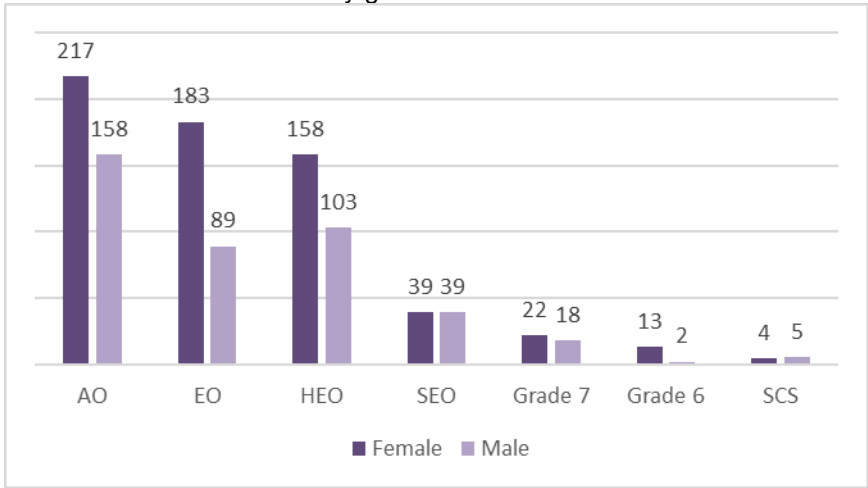


- 3.2 The DBS follows the standard public sector approach to pay and grading. All posts within the department sit within one of seven levels (grades), and these grades have an associated pay range consisting of a minimum and maximum rate. AO grade consists of a single spot rate. Salaries are paid according to grade and annual pay awards and are paid irrespective of gender.
- 3.3 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.
- 3.4 Figure 1 and 2 show a breakdown of the 1,050 relevant employees in DBS on 31st March 2019.

Figure 1 – DBS workforce information

Grade	Female		Male	
	Vol	%	Vol	%
AO	217	57.9%	158	42.1%
EO	183	67.3%	89	32.7%
HEO	158	60.5%	103	39.5%
SEO	39	50.0%	39	50.0%
Grade 7	22	55.0%	18	45.0%
Grade 6	13	86.7%	2	13.3%
SCS	4	44.4%	5	55.6%
Grand Total	636	60.6%	414	39.4%

Figure 2 – Distribution of workforce by gender



- 3.5 Figures 1 and 2 shows that 86% of the workforce are employed at AO, EO and HEO level.
- 3.6 Figures 1 and 2 demonstrate that across the AO, EO and HEO grades the split of men and women is broadly representative of the overall 61% / 39% gender split in the department. There is a 50/50 split of male and female employees at SEO grade. At Grade 7 there are 55% female employees, this is an increase compared to 48% in March 2018. At Grade 6 there are more women, 86.7% compared to 13.3% men. In 2019 there were 4 women in SCS roles compared to 5 men.
- 3.7 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 which can offer more flexibility in working patterns. The evening shift also attracts an evening shift allowance, 59% of employees on the evening shift as at 31st March 2019 were women.

4 Mean and median gender pay gap

- 4.1 The mean gender pay gap (the difference between men's and women's average hourly pay) is that men are paid on average 2% more than women, and the median gender pay gap is 3.5% favourable to men than women.
- 4.2 In comparison to last years figures there has been a reduction of 1.5% (mean average) in the gap and an increase 1.2% (median average), rationale for this is detailed below.
- 4.3 The trend over the past 2 years is that the DBS is seeing more male representation in junior roles and more female representation in senior roles, this is having an impact on the mean average gender pay gap, and is attributable to a shift in balance across grades for male and female employees.
- 4.4 The evidence of this trend is in the staffing figures across the grades. For example, there are now 57.9% female employees in AO roles compared to 61.5% in 2018. There has also been an increase in female representation in senior roles, for example, there are 55% female employees in Grade 7 roles compared to 48.6% in 2018. This is also applied to Grade 6 roles, there are 86.7% female employees in Grade 6 roles compared to 81.8% in 2018.
- 4.5 DBS operates an evening shift allowance and also pays staff for additional responsibilities and temporary promotions, as per Gender Pay Gap guidance, these allowances are captured for the pay period snapshot. The increase in median from last year is reflective of a number of employees receiving premium shift allowance and higher responsibility allowance in 2018 compared to 2019.

	Mean	Median
2019	2.0%	3.5%
2018	3.5%	2.3%
2017	5.5%	4.5%

4.6 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 29th October 2019 which revealed a gender pay gap of 17.3% nationally.

4.7 Overall, the reduction in female representation in junior roles, slight increase in females in senior roles and attrition of staff has impacted on the reduction in the gap.

5. Hourly Pay Quartiles

5.1 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 (AO to SCS).

Figure 4 – 2019 Percentage of males and females in each pay quartile

Upper Quartile	Male	44%
	Female	56%
Third Quartile	Male	37%
	Female	63%
Second Quartile	Male	37%
	Female	63%
Lower Quartile	Male	40%
	Female	60%

5.2 Figure 4 demonstrates the higher proportion of female employees across the higher grades and reflects the changing profile of our employees.

5.3 In comparison to figures published last year there are now more men in the lower quartile. Whilst the upper quartile demonstrates a 3% increase in females compared to 2018. The upper quartile is made up of employees at HEO, SEO, Grade 7, Grade 6 and SCS employees.

Figure 5 – 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%

6. Bonus Pay

6.1 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.

7. Gender Bonus Pay Gap

7.1 The mean gender bonus gap (difference between men and women) is 11.3% in favour of male employees (this equates to an extra £17 for a male employee) and the median gender bonus gap is 0% (equates to £75 for male and women employees).

7.2 In total 422 women received bonuses in comparison to 258 men – this is representative of DBS employee profile.

7.3 The median bonus for women and men was £75. This is a result of the DBS issuing vouchers in way of reward and recognition

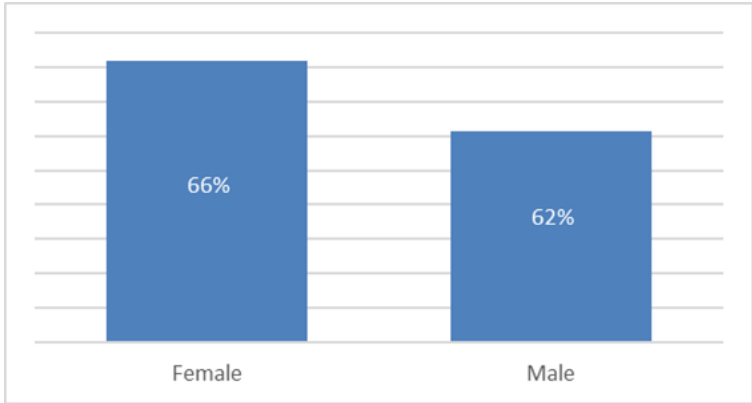
	Mean	Median
2019	11.3%	0%
2018	7.0%	-50.0%
2017	7.2%	36.8%

7.4 The higher proportion of females in junior positions receiving lower bonuses has contributed to the higher mean gap

8. Proportion of employees receiving a bonus

8.1 Out of 636 women employees, 422 received a bonus which equates to 66%. Out of 414 male employees 258 received a bonus which equates to 62%.

Figure 6 – Proportion of employees receiving a bonus



9. Actions

9.1 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.
- DBS has the ability, within the frameworks set by HM Treasury and Cabinet Office, to determine its pay and grading structures for grades AO to Grade 6. As such DBS conducts an annual review of pay for staff in grades below SCS. Analysis is conducted to ensure that changes to grading structure do not impact on gender equality. This analysis is separate to the gender pay gap and does not follow the same methodology, the report looks at annual salary paid for all staff and compares the gaps across all grades, this gives further insight on the impact on Gender Pay Gap.

Attract, Retain & Develop

- DBS will set out to implement a new Pay Policy. A pay policy which allows us to address discrepancies in pay and then build a sustainable model for the future. This will result in our people having the opportunity to move through pay scales as they develop their skills. We will work with Government to deliver.
- In future years, Cabinet Office will request the data from Home Office Organisations and produce the data to be published. This is in response to differing reports coming out of different Home Office Departments and ALB's.

10. **Conclusion**

- 10.1 DBS has seen a continuous improvement in the Gender Pay Gap over the past 3 years. Analysis demonstrates that this has largely been down to changing profile of employees, in particular female employees moving into senior positions and more male representation in junior roles.
- 10.2 DBS compares favourably to the UK Gender Pay Gap of 17.3% (Source: ONS Annual Survey of Hours and Earnings (ASHE), published on 29th October 2019).
- 10.3 DBS will continue to conduct regular reviews of its pay and grading structure to identify any variances and will act within treasury guidelines to resolve them.