

UKSBS Gender Pay Gap Analysis Report

01/04/2021 to 31/03/2022



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Executive Summary

Gender pay gap reporting in the UK is now in its sixth year. Reporting annually is an important way to track how we recruitment, reward, and progression decisions impact the achievement of a diverse, inclusive workforce.

This report covers the 2021–22 reporting cycle, using a snapshot date of 31 March 2022.

This year our median pay gap reduced by nearly 3 percentage to **23.4%**. Our mean pay gap dropped nearly 4 percentage to **18.5%**.

While it is great to see a reduction in our gender pay gap, the last six years of reporting have taught us that the drop may not necessarily be sustained. We see fluctuations in our reported pay gap because we are a medium-sized organisation with a predominantly female employees at the more junior grades, so small changes in our employee profile have a significant impact.

We are committed to fostering inclusion, equity, and equality within UKSBS and we want to understand how our culture and actions help us close the gap.

Introduction

UK Shared Business Services Ltd (UKSBS) has prepared this report as part of the legal requirement for public authorities to publish their gender pay gap on an annual basis.

The gender pay gap is the differences in the average pay between men and women in an organisation over a period of time no matter what the role is. The gender pay gap is different to equal pay. Equal pay is the pay difference between men and women who carry out the same or similar roles in an organisation. UKSBS supports fair treatment and reward of all employees irrespective of gender. This report sets out the reporting requirements for UKSBS, analysis of the figures in more detail and sets out what we are doing to close the gender pay gap in the organisation.

The Data

The gender make up of UK SBS is 363 female and 260 male. The gender pay gap for UKSBS is a mean of 18.5% and a median of 23.4%.

No bonuses were paid for the period 1st of April 2021 to 31st of March 2022. UKSBS has grades that range from Business Administration Apprentice (Band A) to Executive Directors and a CEO (Band X). Each grade has a set pay range.

The Workforce of UKSBS has a large number of females in the junior grades and this continues through to middle management roles.

The full set of data for UK SBS is in Annex A. In comparison with the previous year's figures, our average gender pay gap has shrunk by a mean of 3.8% and a median of 2.8%.

	Pay by Quartiles 2020/21		% change from the previous year	
	Male	Female	Male	Female
Lower Quartile	28.8%	71.2%	+5.3%	-5.3%
Lower-Middle Quartile	34.0%	66.0%	+4.5%	-4.5%
Upper-Middle Quartile	46.2%	53.8%	-0.8%	+0.8%
Upper Quartile	58.1%	41.9%	-1%	+1%

As in previous years the first three quartiles contain a greater number of female employees to male. However, the proportion of male employees in the lower and lower-middle quartiles has increased by 5.3% and 4.5% respectively. The upper-middle and upper quartiles have seen a small increase to the proportion of female employees. The data indicates the main reason for the gender pay gap is that more females are employed in junior grades. Since the previous reporting period, there is now an increase of females at Band G, which helps to shrink the gender pay gap.

Further details of the grade balance in UK SBS can be found in Annex A.

Closing the gender pay gap

UKSBS is committed to reducing the gender pay gap and has introduced a range of measures to do this which are set out below.

1. The UKSBS Diversity and Inclusion Forum continues to support our commitment to achieving and advancing equality within UKSBS. The aim of this group is to ensure diversity and Inclusion is central to the organisations policies and practices and includes representatives from across the business and across the breadth of grades. The group has:
 - created a menopause support group open to all employees which has led to the launch of a Menopause at work policy. It is hoped that this policy alongside guidance and awareness sessions will ensure all employees and leaders across UKSBS have a stronger understanding of the impact the menopause can have and be aware of what support is available
 - launched a Women in Leadership Forum, focussing on positive steps to support women in or into Leadership
 - continued as members of the stonewall until October 2022 under the Diversity Champions program to further improve our attractiveness as a diverse employer and highlight the importance of understanding intersectionality
2. Since April 2021, UKSBS moved to a hybrid working model allowing employees to work from home or the office as their workload requires. This was implemented in consultation with our employees and Trade Union. It is hoped this will allow us to be more competitive in attracting a diverse pool of talent whilst allowing our employees to balance their personal commitments more easily alongside their professional ones.
3. Promoted our flexible working opportunities internally and externally to appeal to a wider range of individuals who cannot work traditional office hours due to other commitments.
4. Continued ILM certified training for middle level managers to expand our talent pipeline into senior roles.
5. Diverse interview panels have been adopted and all interviewers attended panel interview training which includes unconscious bias training.
6. UKSBS offers a family friendly policy which encourages employees to consider if flexible working, maternity, paternity, or shared parental leave will help them to balance their home and work commitments. We offer many of our roles as part time opportunities. We aim to embed the culture of family friendly policies as normalised in our working practices.

Declaration

We can confirm that the calculations have been carried out in line with the regulations.

Annex A - Gender Pay Gap Figures for UKSBS

Gender Pay Gap	%	
1. Mean gender pay gap - Ordinary pay	18.5%	
2. Median gender pay gap - Ordinary pay	23.4%	
3. Mean gender pay gap - Bonus pay in the 12 months ending 31 March	-	
4. Median gender pay gap - Bonus pay in the 12 months ending 31 March	-	
5. The proportion of male and female employees paid a bonus in the 12 months ending 31 March:		
	Male	-
	Female	-
6. Proportion of male and female employees in each quartile.		
Quartile	Female %	Male %
Lower quartile	71.2%	28.8%
Lower middle quartile	66.0%	34.0%
Upper middle quartile	53.8%	46.2%
Upper quartile	41.9%	58.1%

The source data is Total Annual Salary which includes Annual Allowance (Car Allowance, Responsibility Allowance, Recruitment and Retention Allowance). UK SBS did not make any bonus payments in 2021/22

UKSBS Grade Balance			
Count of Employee Number	Female	Male	Total
UK SBS-A	1		1
UK SBS-B	111	44	155
UK SBS-C	92	41	133
UK SBS-D	72	69	141
UK SBS-E	47	63	110
UK SBS-F	28	28	56
UK SBS-G	11	10	21
UK SBS-X	1	5	6
Total	363	260	623

Mean gender pay gap				
Average of Hourly Pay (£)	Column Labels			Mean Gender Pay Gap
Row Labels	Female	Male	Total	
UK SBS-A	£7.80		£7.80	N/A
UK SBS-B	£10.12	£9.78	£10.02	-3.5%
UK SBS-C	£12.64	£12.59	£12.62	-0.3%
UK SBS-D	£16.44	£16.59	£16.51	0.9%
UK SBS-E	£20.72	£22.49	£21.73	7.9%
UK SBS-F	£26.48	£27.20	£26.84	2.6%
UK SBS-G	£33.37	£36.62	£34.91	8.9%
UK SBS-X	£49.75	£59.03	£57.48	15.7%
Total	£15.45	£18.97	£16.92	18.5%

Median gender pay gap				
Gender	Male Median	Female Median	Median Pay Gap	
UK SBS-A		£7.80	N/A	
UK SBS-B	£9.76	£9.76	0.0%	
UK SBS-C	£12.43	£12.43	0.0%	
UK SBS-D	£15.40	£15.40	0.0%	
UK SBS-E	£23.12	£19.54	15.5%	
UK SBS-F	£26.37	£24.75	6.1%	
UK SBS-G	£35.64	£32.56	8.6%	
UK SBS-X	£57.17	£49.75	13.0%	
Total	£16.55	£12.68	23.4%	