

UK SBS Gender Pay Gap Analysis Report

01/04/2019 to 31/03/2020



1. Introduction

UK Shared Business Services Ltd (UK SBS) 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. UK SBS supports fair treatment and reward of all employees irrespective of gender. This report sets out the reporting requirements for UK SBS, analysis of the figures in more detail and sets out what we are doing to close the gender pay gap in the organisation.

2. The Data

The gender make up of UK SBS is 357 female and 225 male. The gender pay gap for UK SBS is a **mean of 22.4%** and a **median of 28.7%**. No bonuses were paid for the period 1st of April 2019 to 31st of March 2020. UK SBS has grades that range from Business Administration Apprentice to Executive Directors and a CEO. Each grade has a set pay range.

The Workforce of UK SBS 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 B. In comparison with the previous year’s figures, our average gender pay gap has decreased by 2.3%.

	Pay by Quartiles 2019/20		% change from the previous year	
	Male	Female	Male	Female
Lower Quartile	26.2%	73.8%	5.1%	- 5.1%
Lower-Middle Quartile	29%	71%	- 4.6%	4.6%
Upper-Middle Quartile	40.7%	59.3%	2.5%	- 2.5%
Upper Quartile	58.5%	41.5%	- 2.3%	2.3%

As in previous years the first three quartiles contain a greater number of female employees to male, however the gender ratio has changed for all three groups. The lower and upper middle quartiles have seen an increase of 35.7% and 18.0% respectively, in the number of male employees whereas the lower middle quartile reports an increase of 18.4% in the number of female employees.

This is due to the creation of new positions at Band F in the organisation which were all awarded to existing female employees at Band E. By promoting these employees, they also moved into the upper quartile of pay where the gender pay gap has reduced by 2.3%

Overall, our gender pay gap has decreased compared to last year from 24% to 22% but is still higher than the two years previously. In part this is due to the departure of our female CEO in 2017/18 and her replacement by a male CEO in 2018/19. However, since then the steps we have taken to invest in our existing employees and to promote our flexible working have allowed for more women to achieve promotion and to attract more women at senior level. This gives an overall result of slowly bringing down the gender pay gap. In time we believe the steps we have taken and have committed to take will continue to bear dividend in reducing this gap further.

Count of Employee Number	Female	Male	Total
UK SBS-A	5	3	8
UK SBS-B	123	36	159
UK SBS-C	77	36	113
UK SBS-D	71	53	124
UK SBS-E	42	52	94
UK SBS-F	31	30	61
UK SBS-G	7	10	17
UK SBS-X&Y	1	5	6
Total	357	225	582

The data indicates the main reason for the gender pay gap is that more females are employed in junior grades and there are more men in the higher grades. However, changes we have already made in addressing the gender pay gap are continuing to have an effect and more female employees have progressed within the business to more senior roles. This is reflected in the increase of women in band F roles from 21 last year to 31 this year. Further details of the grade balance in UK SBS can be found in Annex B.

3. Closing the gender pay gap

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

The UK SBS Diversity and Inclusion Forum continues to support our commitment to achieving and advancing equality within UK SBS. 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. In the last year we have:

- Continued as members of the stonewall Diversity Champions program to further improve our attractiveness as a diverse employer and highlight the importance of understanding intersectionality.
- Promoted our flexible working opportunities to appeal to a wider range of individuals who cannot work traditional office hours due to other commitments.
- Launched ILM certified training for middle level managers to expand our talent pipeline into senior roles.
- All recruitment is done using a diverse panel of three representatives for sifting, interview and selection. We require that all panel members have attended panel interview training prior to being invited. This training includes unconscious bias training.

Family Friendly

UK SBS 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 – Mandatory Gender Pay Gap Figures

Snapshot date	31/03/2020
----------------------	------------

Gender pay gap	%
1. Mean gender pay gap - Ordinary pay	22.4%
2. Median gender pay gap - Ordinary pay	28.7%
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	73.8%	26.2%
Lower middle quartile	71.0%	29.0%
Upper middle quartile	59.3%	40.7%
Upper quartile	41.5%	58.5%

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 2019/20.

Annex B – UK SBS Grade Balance

Grade	Number of Females	% Female who work in the grade	Number of Males.	% Male who work in the grade	% Female of grade.
Band A	5	0.85%	3	0.51%	62.5%
Band B	123	21.13%	36	6.18%	77.3%
Band C	77	13.23%	36	6.18%	68.1%
Band D	71	12.19%	53	9.10%	57.2%
Band E	42	7.21%	52	8.93%	44.6%
Band F	31	5.32%	30	5.15%	50.8%
Band G	7	1.20%	10	1.71%	41.1%
Executive Grades	1	0.17%	5	0.85%	16.6
Total	357		225		61.3%