

# Our Gender Pay Gap Report

Snapshot Date - 31st March 2018



# Our Gender Pay Gap Report

## Introduction

Careers Wales has a well-defined salary grading structure coupled with open and fair promotion which is available to all. We proactively encourage staff to consider work life balance by providing varied options for flexible working. This ensures that there is fairness, inclusion and equal opportunity for all our employees. The gender pay gap does not highlight an imbalance in equality of pay for equal roles but provides a comparison of the balance between males and females within our internal pay grade structure. The pay gap compares the average pay of all females working in Careers Wales with the average pay for all males working in Careers Wales

This report highlights that our gender pay gap has reduced from 5.1% to 4.0% which is well below the reported national average for 2018 of 18.4%. However, we continue to strive to further reduce this gap. The median pay gap for the company is 0%, an explanation for this is provided within the body of the report. We confirm that the gender pay gap data contained in this report are accurate and have been produced in accordance with the regulations of the Department for Education.

The table below shows our overall mean and median gender pay gap based on hourly rates of pay as at the snapshot date (31/03/2018):

	2017/18	2016/17
Mean gender pay gap in hourly pay	4%	5.16%
Median gender pay gap in hourly pay	0%	0%
Proportion of males and females receiving a bonus payment	0%	0%
Mean bonus gender pay gap	0%	0%
Median bonus gender pay gap	0%	0%

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## The Year In Review

In last year's report we stated that we would explore options to increase the number of males employed within the company. Between April 1st 2017 and March 31st 2018 there were 22 new starters, 32% were males and 68% females. There was also a reduction in staff due to the introduction of a voluntary release scheme resulting in a higher proportion of male staff leaving the higher bands. This meant there was very little effect on the proportion of female to male staff employed by the company. Our report for 2019 will give a better understanding of the effect of our recruitment processes in reducing the female/male ratio due to a significant increase in our staffing numbers in this period.

## Mean Pay Gap

The mean pay gap is calculated by adding up the hourly pay of all the women in an organisation and dividing by the number of women, doing the same sum for the men, then comparing the two figures. Our gender pay gap is 4% compared to 5.1% last year. Although there are more females in the middle and senior management roles than males, the proportion of males in these grades is far greater than the company gender split 75:25. The pay gap is due to a higher proportion of male colleagues occupying bands 5, 6 and 8 and a greater percentage of females occupying grades 1 and 2. In total 15.7% of all males are in grades 6 or above compared to 11.5% of the female staff. Small fluctuations in the male:female split within these pay grades can have a significant effect on our gender pay gap. The pay gap reduction of 1.1% was due to the voluntary redundancy scheme resulting in the proportion of males in grade 7, 8 and 9 reducing coupled with a slight reduction in the number of females in grade 1.

**Figure 1** Comparison Gender Percentage at Each Grade March 17 - March 18

Grade	% Females 01/03/2017	% Females 01/03/2018	% Males 01/03/2017	% Males 01/03/2018
1	88.89	87.50	11.11	12.50
2	80.28	80.36	19.72	19.64
3	63.89	69.44	36.11	30.56
4	77.06	75.45	22.94	24.55
5	61.11	55.88	38.89	44.12
6	71.15	62.16	28.85	37.84
7	73.68	77.27	26.32	22.73
8	50.00	62.50	50.00	37.50
9	75.00	100.00	25.00	0.00
10	0.00	0.00	100.00	100.00

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## Median Pay Gap

The median pay gap is calculated by finding the exact middle point between the lowest and highest paid woman in an organisation and the lowest and highest paid man, then comparing the two figures. We are reporting a 0% difference in the median pay gap. Although there is a statistical unlikelihood of this occurring there is a clear explanation for this outcome. From the grading structure detailed below (Figure 2) 60% of the female staff and 56% of the male staff are employed at grade 4. Our core service provision consists of providing careers advice and guidance therefore the majority of our staff are careers advisors at this grade.

The salary scale is divided into 4 pay bands (progression through the bands is achieved by number of years' service). As of March 31st 2018 91.6% of females and 84.1% of males were at the top of the grade 4 band. The median for females is employee 208 and for males employee 73, both these fall within the pay 4 band scale at the top of the band.

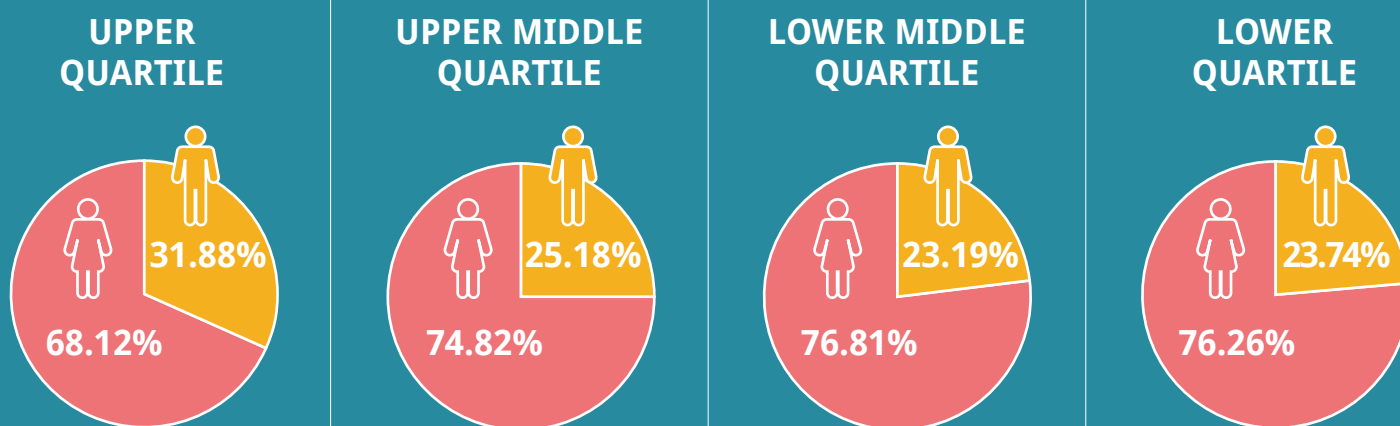
**Figure 2** Grade and Gender analysis - 31/03/18

Grade	No. of Females	No of Males
1	28	4
2	45	11
3	25	11
4	252	82
5	19	15
6	23	14
7	17	5
8	5	3
9	3	0
10	0	1
Total Staff	417	146

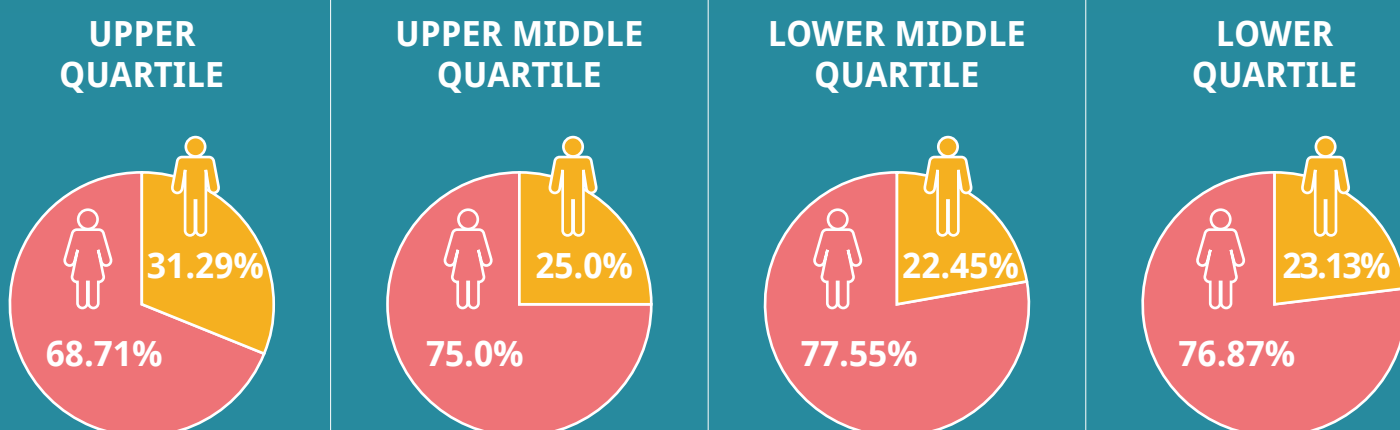
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## Pay Quartiles

### 2017/18 PROPORTION OF MALES AND FEMALES IN EACH PAY QUARTILE



### 2016/17 PROPORTION OF MALES AND FEMALES IN EACH PAY QUARTILE



Three of the quartiles indicate that the ratio of female to male staff is very similar to the overall company ratio of 75:25 in favour of females. There are only very marginal differences when comparing year on year. The biggest difference is in the upper quartile where 31.88% are males compared to a company average of 25%. This further explains the 4% mean gender pay gap is due to the prevalence of more males in the upper quartile when compared to the proportion of males as a whole.

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## How we are reducing the gap

The provision of Careers advice has historically been female dominated, and it will take some time to address this imbalance. Our recruitment process removes bias towards gender, age and ethnicity. At the initial vetting stage all applications are anonymised and all references to age gender and ethnicity are removed prior to scoring to ensure equality of selection for all. However, we will always appoint on merit. We also advertise our vacancies on specialised recruitment agencies which have a wide audience thereby encouraging a diverse range of applicants. We are committed to ensure that all members of staff reach their full potential so that they can develop within the company and progress through the pay grades.