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# Gender Pay Gap Report

31 March 2019

## Introduction

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 that came into force on 31 March 2017. These regulations underpin the Public Sector Equality Duty and require relevant organisations to publish their gender pay gap by 30 March annually. This includes the 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. If a workforce has a particularly high gender pay gap, this can indicate there may be a number of issues to deal with, and the individual calculations may help to identify what those issues are.

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.

## Difference in Hourly Rate

Women's mean hourly rate is 2.18% lower than men's

Women's median hourly rate is 3.40% lower than men's

## Proportion of Women in Each Pay Quartile

### Upper (Highest Paid)

44.44% women	55.56% men
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### Upper Middle

53.97% women	46.03% men
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### Lower Middle

59.52% women	40.48% men
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### Lower (Lowest Paid)

43.65% women	56.35% men
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## Who Received Bonus Pay

20.1% of women

18.0% of men

## Difference in Bonus Pay

Women's mean bonus pay is 0% lower than men's

Women's median bonus pay is 0% lower than men's

## What Our Data Shows

The mean and median differences in hourly rate suggest that we have a slight gender pay gap in favour of men. This is an increase of 1.38% in the mean from last year, and nearly the opposite in the median, which was in favour of women in 2018. We believe these small variances around zero each year are not a cause for concern however we are not complacent. An equal pay audit conducted by an external company on behalf of The National Archives concluded that we have no structural pay issues that would cause systematic, unjustifiable disparities in pay between males and females.

There has been a slight reduction in the percentage of women in the upper and upper middle quartiles, which probably goes some way to explain the change in difference in hourly rate. Women continue to make up the largest percentage of the middle quartiles, with men predominant in the upper and lower quartiles.

We share our non-consolidated bonus equally among all those who are assessed to be exceeding in their performance review. This means the mean and median bonuses are the same for men and women. A greater percentage of women were awarded a bonus, however this is a difference of only 6 people.

## Action We Are Taking

The main factors we believe influence our relatively low gender pay gap are the availability of flexible working patterns, in particular those that do not have an impact on pay such as compressed hours and the ability to work from home. These are popular with those returning from maternity or with caring responsibilities. In addition, we operate 'anonymised recruitment' at the application stage and offer all roles with the option of flexible working to ensure an inclusive recruitment experience.

We hold moderation meetings to guard against discrimination or favouritism and to help ensure all performance markings are fair and consistent. We are continuing to develop our diversity and inclusion training and awareness weeks, including specific training on unconscious bias and inclusive leadership, and offer wellbeing initiatives throughout the year. Our Employee Assistance Programme, which is well used by our

employees, gives advice and support on a range of issues and provides a professional counselling service.