

Diversity and Inclusion: Equal Pay Audit, Gender Pay Gap and Ethnicity Pay Gap Reporting 2020

June 2020



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On 6 May we became the Welsh Parliament; the Senedd. As the *Senedd and Elections (Wales) Act 2020* received Royal Assent in January, it marked the culmination of a long and complicated process for the many Commission colleagues who were involved in its passage.

Despite our new title, you will notice this document mostly refers to the institution as the Assembly; a reflection of the fact we’re looking back over the past 12 months before the change to our name.

1. Purpose and Definitions

The purpose of this report is to provide the Commission (the Commission) with information relating to the:

- 2020 Equal Pay Audit;
- 2020 Gender Pay Gap figures and
- 2020 BAME Pay Gap figures

This information is provided annually to accompany our Annual Equality Report and corresponding workforce and recruitment equality data. The purpose of providing this data is to ensure that pay practices are free from unfairness and discrimination on any grounds related to a protected characteristic. The overall objective is to identify the actions that the Commission can take to ensure there is ultimately no overall difference in pay between different groups.

Equal Pay Audit

‘Equal pay’ means that men and women in the same employment performing **equal work** must receive equal pay, as set out in the Equality Act 2010.

An equal pay audit is a risk assessment tool that is used to determine whether as an employer, the Commission is meeting its obligations under the Equality Act 2010 to provide equal pay for equal work¹. An equal pay audit involves:

¹ Equality and Human Rights Commission – Equal Pay Audit Toolkit

- Comparing the pay of protected groups (sex, age, disability, sexual orientation, race, nationality; and religion or belief) who are doing equal work within the Commission;
- Investigating the causes of any pay differences within these groups; and
- Identifying any actions required to close any gaps that cannot be justified on grounds other than one of those characteristics.

Gender Pay Gap

As well as the information within the Equal Pay Audit, the Commission also reports on our Gender Pay Gap in line with our statutory obligations².

The Gender Pay Gap is calculated differently to the Equal Pay Audit. The Gender Pay Gap report does not require a comparison of what men and women are paid if they are employed to do 'equal work'. Instead, it is the difference between what men typically earn in an organisation compared to what women earn, irrespective of their role or seniority or type of work. Further information on the methods of calculation is in Section 5.

2. Context

Scope

The data used in this report is as of 31 March 2020. The scope of the equal pay audit and gender pay gap reports includes all employees currently working for the Commission. The headcount as of then was 476 members of staff

² <https://www.gov.uk/guidance/gender-pay-gap-reporting-overview>

which includes permanent and temporary staff. Internal secondments and staff currently on career breaks are not included. All data referred to in this report has been sourced from our HR/Payroll IT System.

Mean and Median

Throughout the report, the information used looks at both the 'mean' (average) and the 'median' (middle). This allows us to have due consideration for the average pay for the different groups, but also use the median calculations to identify areas where the mean may have skewed the overall data.

Mean is the average hourly rate of pay, calculated by adding the total hourly pay rate for all employees then dividing that figure by the number of employees.

To calculate the median, the pay rates for all employees are arranged in order from lowest to highest. The median is the hourly rate which appears exactly in the middle.

Positive and Negative Pay Gaps

A positive gap for the figures for male/female figures means that men are paid more than women, whilst a negative pay gap means women are paid more than men. This is in line with the Office for National Statistics (ONS) method of calculating the Gender Pay Gap.

A positive gap for other protected (characteristic) groups means that the 'control' group (i.e. other staff not in the protected group) are paid more than people in the protected group, whilst a negative gap means people in the protected group are paid more than people in the control group.

Pay Scales

As the data used in this report is as of 31 March 2020, the applicable pay scales are the 2019-2020 pay scales, which came into effect on 1st April 2019 (Table 1 in the Appendix). It should be noted that as the bands within the pay scales are relatively short and designed as such to minimise the likelihood of pay discrimination occurring. All pay information provided is per annum unless otherwise specified.

Additional Contextual Information

- Our organisation makes minimal use of allowances, which helps to minimise any potential for pay differentials.
- We do not pay bonuses to any of our employees.
- The usual practice is for new starters to begin on minimum pay point, and any differences to this have to go through an objective approval process.
- Trade Union Side colleagues are involved in pay reviews and negotiations. The current pay arrangements are informed by the Annual Survey of Hours and Earnings (ASHE) index, and are in place until 2025, subject to review.
- Our Job Evaluation System is the Cabinet Office's Job Evaluation Grading System (JEGS) system for most grades, and the Cabinet Office's Job Evaluation Senior Posts (JESP) system for Directors.

3. Executive Summary

This year we have seen very positive traction towards our aim of neutralising all pay gaps, as across most groups the pay gap has reduced, and no group has seen an increase to the pay gap:

Group	Group which has pay lead (% of workforce)	Compared to (% of workforce)	% more pay lead group are paid (FTE Total salary)**	Has the pay difference reduced or increased since last year?***
Sex	Women (50.6%)	Men (49.4%)	Median 15.2%	Median Reduced (was 21.3%)
			Mean: 7.3%	Mean: Reduced (was 8.2%)
Age	41-45; 46-50 (24.8%)	All other age brackets (75.2%)	Median 11.2%	Median Reduced (was 20.1%)
			Mean: 15.2%	Mean: Reduced was (17.0%)
Disability	Staff stating they don't identify with a disability (85.3%*)	Staff identifying with a disability (5.5%*)	Median 4.2%	Median Reduced (was 11.2%)
			Mean: 4.4%	Mean: Reduced (was 15.2%)

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Sexual Orientation	LGB+ (3.99%*)	Heterosexual staff (81.7%*)	Median 8.4%	Median Comparable (was 8.4%)
			Mean: 2.1%	Mean: Reduced (was 10.4%)
Race/ Ethnicity	Staff who have stated they are non-BAME (91.8%*)	BAME (4.2%*)	Median 23.6%	Median: Reduced (was 38.9%)
			Mean: 20.9%	Mean: Reduced (was 24.4%)
Religion/ Belief	Agnostic/Atheist/C hristian/None/Othe r (77.3%)	Muslim (1.05%)	Median 38.9%	Median Comparable (was 38.9%)
			Mean: 39.0%	Mean: Reduced (was 41.3%)
Nationality	No significant difference across any group			Comparable to last year

*Does not total 100% of workforce as some staff have not specified

**Green = <10% / Amber = >10%, <25% / Red = >25%

*** Green = Reduced / Amber = Remained the same / Red = Increased

Gender and BAME Pay Gap

In comparison to last year, both Gender and BAME pay gaps have reduced:

Group	Pay Gap (based on ordinary pay)	2020*	2019**
Gender	Mean	-6.66%	-8.49%
	Median	-15.18%	-21.26%
BAME	Mean	20.4%	Not reported
	Median	21.7%	38.9%

*Green = <10% / Amber = >10%, <25% / Red = >25%

**Green = pay gap has reduced since last year

Summary of Positive Actions Taken

A number of initiatives have contributed towards these improvements. Further details are highlighted in the relevant sections - however initiatives which had the biggest impact were:

- A shortening of the pay scales from April 2019 to help mitigate length of service factor.
 - A strategy to recruit more women into the Security area over the last few years (whilst this has been gradual it has been positive);

- M-1 pay band total salary median differential has dramatically reduced from 10.4% in 2019 to 0% in 2020 (for gender pay gap)
- The voluntary severance scheme also had an impact in some areas due to longer serving staff members and some of our senior Management team leaving
- An inclusion audit of recruitment practices which resulted in new, more inclusive branding; ongoing delivery of unconscious bias training, and retention of equality recognition schemes - Age Positive Employer Champion, Stonewall #1 employer in Wales, Disability Confident Employer status.

Future Focus

The key areas of focus for 2020-21 are: Sex (neutralising the inverse pay gap), Race, and Religion/Belief. Whilst there are pay gaps between different age brackets, these are largely expected and justifiable. The key actions we will take dovetail with the 2019-2023 People Strategy and are focussed around:

- **Attract and Retain** - Engage with the people of Wales and promote us as an employer of choice to people from all communities and backgrounds, with a particular focus on our under-represented groups. (Further recruitment outreach, offering work placements to a more diverse pool of applicants, further review of the recruitment process).
- **Design and Develop** - Build on our approach to organisational development by creating and developing a diverse workforce (Increasing accuracy of reporting through encouraging more self-identification by staff)

- **Design and Develop** - Build on the progress and achievements of our Workplace Equality Networks to ensure we have an inclusive place of work, where talent is recognised and nurtured and we work together to make the Commission a great place to work. (Encouraging development of underrepresented groups)
- **Monitoring success** - the Equal Pay review is one of the key measures identified in the People Strategy to monitor the success and progress of the Strategy. This year we are introducing a mid-year mini pay audit to review the progress of actions identified, and identify any further actions needed ahead of the next formal report due in 2021.

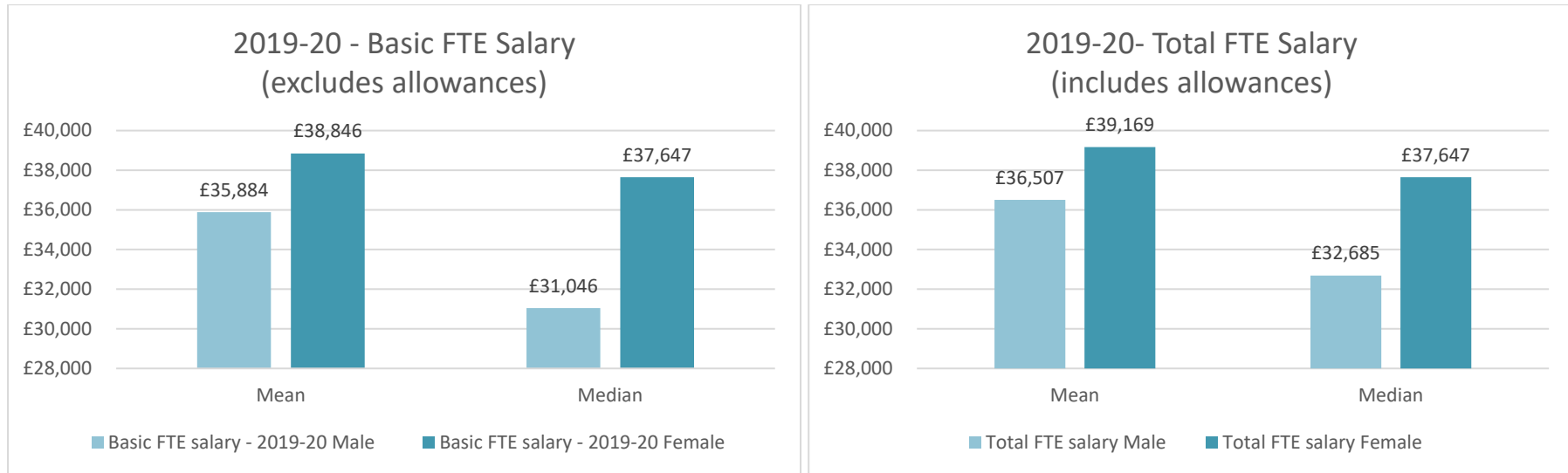
4. Equal Pay Audit – findings for each group

4.1 Sex

Key Findings:

- The ratio of men to women is 49.4%:50.6%
- The median pay gap between men and women is -21.3% for basic salary and -15.2% for total salary; this means that on median earnings women earn 21.3% more basic salary and 15.2% more total salary than men. (Table 2 in the Appendix)
- The mean pay lead that women have over men is -8.3% for basic salary and -7.3% for total salary; this means that on mean earnings women earn 8.3% more basic salary and 7.3% more total salary than men. (Table 2 in the Appendix)
- Although work is still needed, this is a significant decrease in the inverse equal pay gap, and marks positive traction towards neutralising the gender equal pay gap.

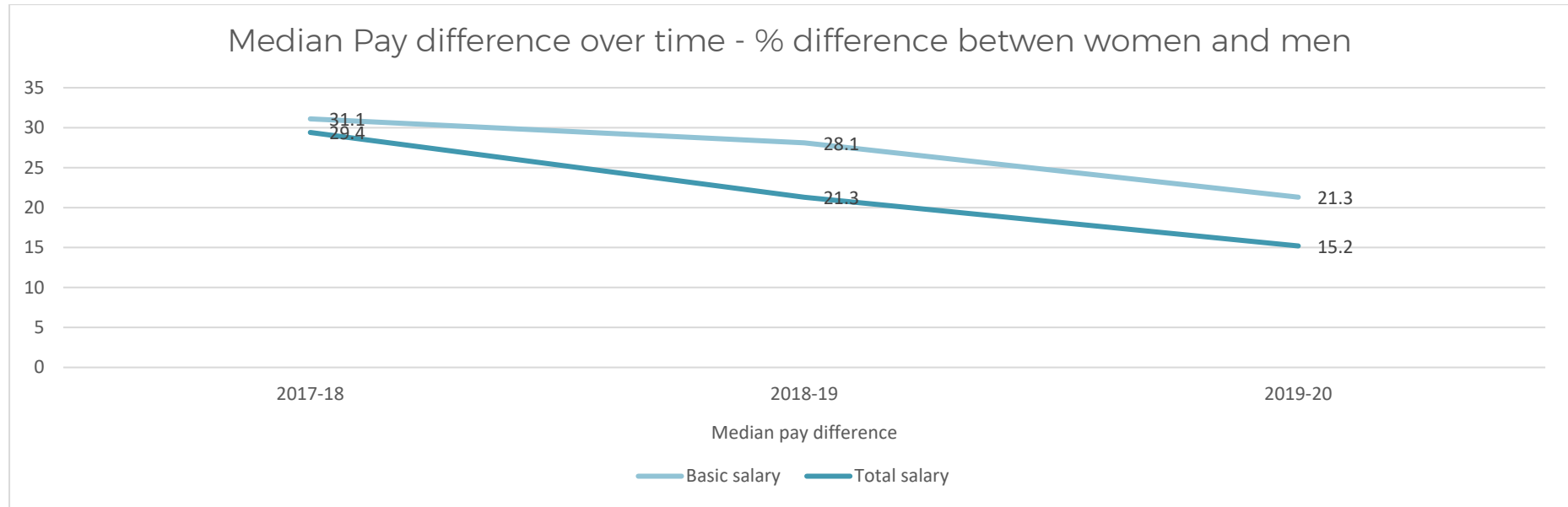
Graph 1: Comparison of Basic and Total FTE Salary Mean and Median for Men and Women



Improvements from last year:

- The median pay lead that women have over men has decreased since last year from -28.1% to -21.3% for basic salary and has decreased from -21.3% to -15.2% on median for total salary. (Table 2 and 3 in the Appendix);
- The mean pay lead that women have over men has decreased from -9.1% to -8.3% for basic salary and from -8.2% to -7.3% for total salary. (Table 2 and 3 in the Appendix);
- This continues the trend over the last few years, as shown in Graph 2.

Graph 2: comparison of Median Pay difference between men and women over time



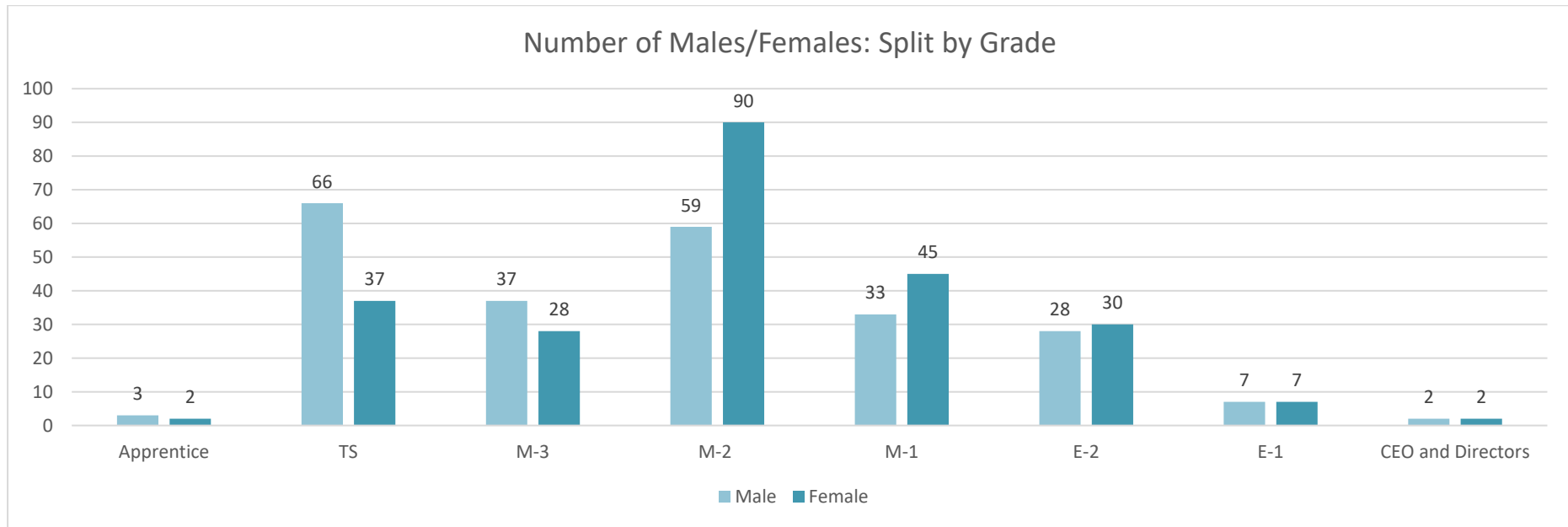
The reduction in the men/women pay gap this year is due to a number of positive steps taken, including:

- Shortening of pay scales from April 2019 to help mitigate length of service factor;
- A strategy to recruit more women into the Security area over the last few years (whilst this has been gradual it has been positive);
- M-1 pay band total salary median differential has dramatically reduced from 10.4% in 2019 to 0% in 2020.
- At E1, we have achieved an equal split 50/50 between women and men (57/43 last year). Senior grades are now 60/40 between women and men compared to last year's 40/60 between the women and men split;

however as the headcount at this level is 5 members of staff, this will always result in an imbalance either way.

- In 2019-20, there are 9 women and 10 men at E1/Senior decision making level (47.4% women), compared to 11 women and 8 men in 2018-19 (58%). The current figure of 47.4%, brings us closer to the ambition set out in the 50:50 by 2020 Campaign.

Graph 3: Number of Males/Females: Split by Grade



Factors influencing the pay gap and actions identified:

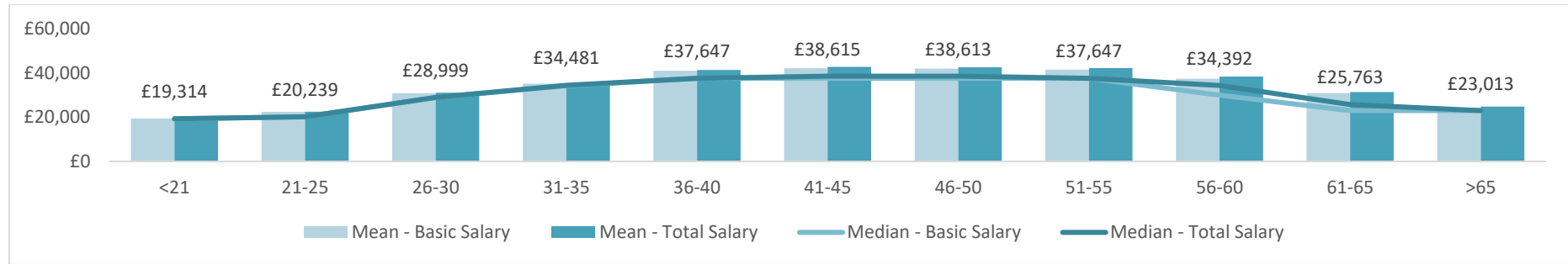
Factors	Actions
<p>Looking at the pay difference within the bands, for most bands, the mean pay difference is very small (less than 2%). The two pay bands with a mean difference higher than this are TS (where the difference in mean total pay is 4.7%) ;and CEO/Directors (where the difference in mean total pay is -16.9%). The higher levels of salary at the CEO/Director level have an impact on the overall mean % for the workforce, due to the higher salaries at this level.</p>	<p>In line with The Equality and Human Rights Commission equal pay review kit, which advises that any gaps of 5% or more between the mean pay of men and women in the same grade should be investigated, we will focus on the TS grade, where the difference in pay is -4.7% (Table 4). The only grade where the gap is above 5% difference is at CEO and Director level, but due to the low numbers at this level, the data is easily skewed by individual salaries.</p>
<p>A higher percentage of women in the M-2 (largely in our translation team) and M-1 grades (Graph 1);</p>	<p>Undertake a further short midyear report on Equal pay later in the year to identify barriers to recruitment and progression across different groups.</p>
<p>Part-time women earn more than full-time men (Table 6 in the Appendix) - this again is due to the prevalence of men in the Security Team on TS pay band of women translators in the higher pay bands.</p>	
<p>More men than women receive allowances (Table 7), and this accounts for a slightly smaller gap in pay for Total pay versus Basic Pay.</p>	<p>Continue to monitor Recruitment and Retention allowances in line with the Pay and Reward Policy.</p>

4.2 Age

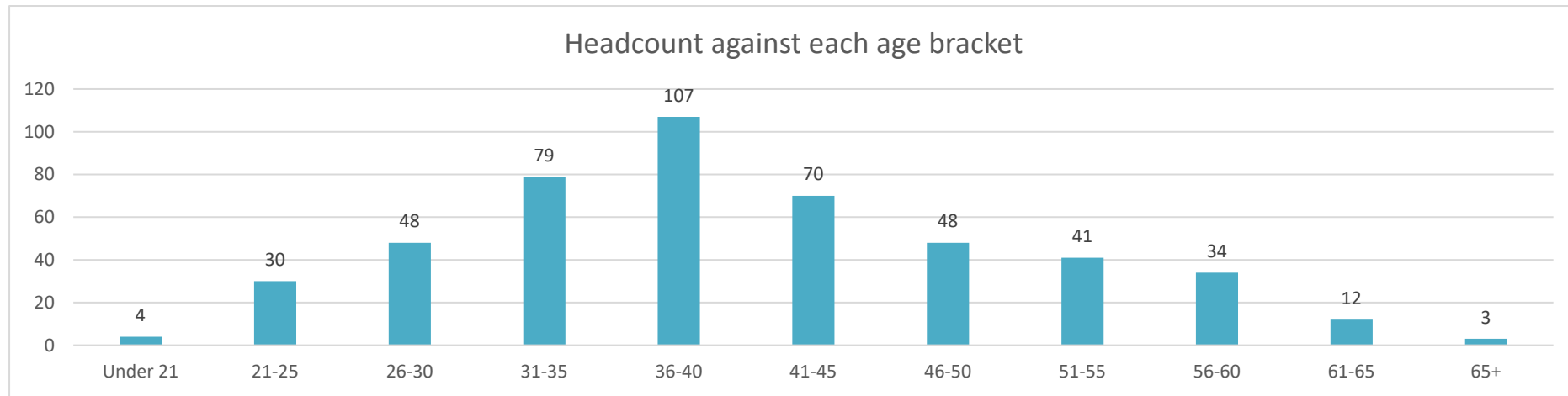
Key Findings:

- The highest earners of total median salary are in 41-45, and 46-50 age brackets (70 people and 48 people respectively), closely followed by 36-40 and 51-55 (Graph 4 and Table 9 in the Appendix);
- The median pay gap between 41-45, and 46-50 age brackets and all other age brackets is 17.5% for basic salary and 11.2% for total salary (Table 9 in the Appendix)
- The mean pay gap between 41-45, and 46-50 age brackets and all other age brackets is 14.9% for basic salary and 15.2% for total salary (Table 9 in the Appendix)
- Although there are variances across the age brackets, some of the dominant factors affecting this are justifiable. For example, staff who are in the older age ranges are more likely to have longer length of service and therefore have worked up through pay grades and pay increments within pay grades; the terms of the Voluntary Exit Scheme (VES), where there is a reduction after the age of 60, mean that staff applying for this are more likely to do so if they are under 60, and the small number of staff within the <21, 61-65 and <65 brackets means the data is easily skewed.

Graph 4: Mean and median basic and total pay at each age bracket



Graph 5: Headcount against each age bracket

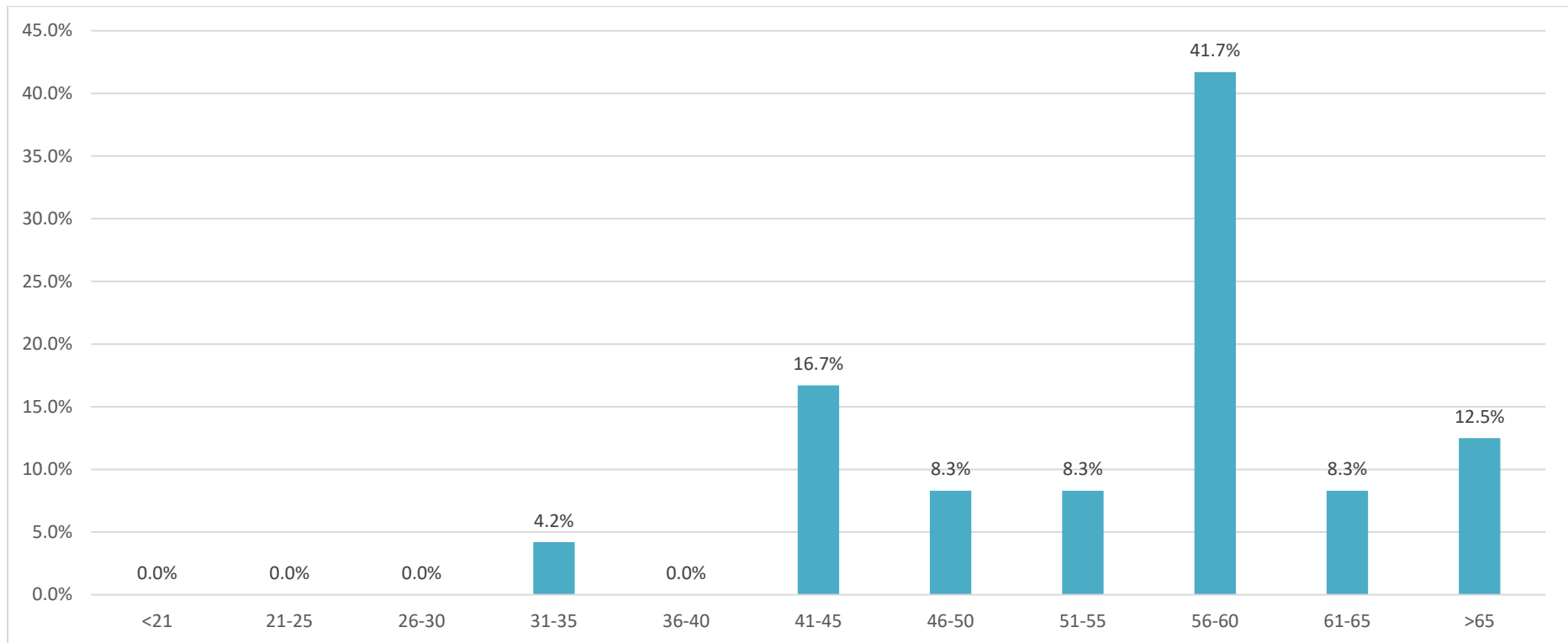


VES Scheme:

It is worth noting that in this reporting year, the Commission had a number of employees leave as part of a voluntary severance scheme, which ultimately saw some of our longer serving staff members and some of our senior

Management team leave (24 employees left between May and September 2019, which was comprised of 17 women and 7 men). The terms of the Civil Service severance scheme means that it's beneficial for staff to apply for voluntary severance before the age of 60, after which their payment is halved, staff naturally apply to for severance ahead of 60 if they can. The chart below shows that 41.7% of the employees that left on the VES scheme were between age 56-60 and 20.8 % were over 60 years of age. This is nearly 2/3rds of all the leavers.

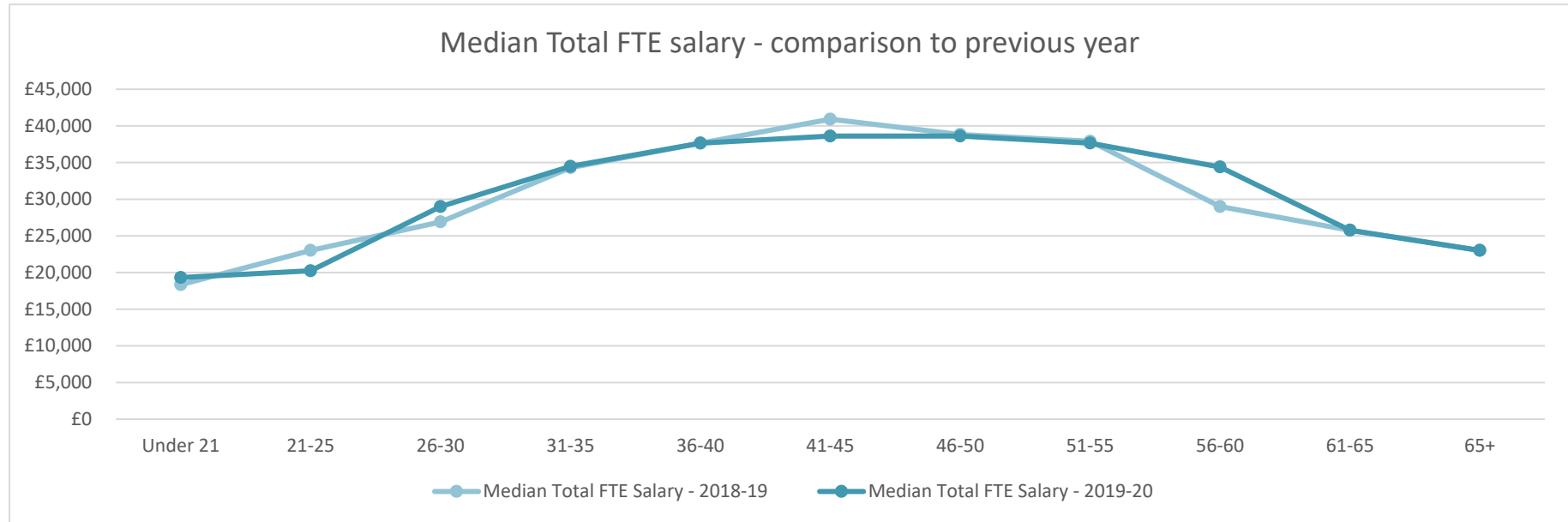
Graph 6: 2019 VES Leavers Against Each Age Bracket



Comparison to last year:

Graph 7 shows the comparisons to median pay for the different age brackets against last year's data. This shows the salaries appearing to flatten against 41-45, and to even out against 56-60, where there was a dip in the median salary for this age bracket last year. There were no significant differences in the comparison to mean salaries from last year.

Graph 7: Age: Median Total Pay comparison to previous year



Factors influencing the pay gap and actions identified:

Factor	Actions
<p>For the 2019 intake of apprentices the upper age limit for applicants was removed, however under 21s are still more likely to be apprentices and this may not have a significant impact on the mean salary at this age bracket.</p>	<p>The removal of the upper age limit for applicants for the apprenticeship scheme will continue to be positively promoted.</p>
<p>Age Positive Employer Champion: As an organisation, the Commission has demonstrated its commitment to tackling age discrimination and promoting age diversity in the workplace. Gaining Age Employer Champion status demonstrates our commitment to ensure that we do not have any discriminatory practices regarding age through our recruitment and/ or retention of employees.</p>	<p>Continue to maintain commitment to the Age Employer Champion status and promote this to attract older and younger groups.</p>

4.3 Disability

Key Findings:

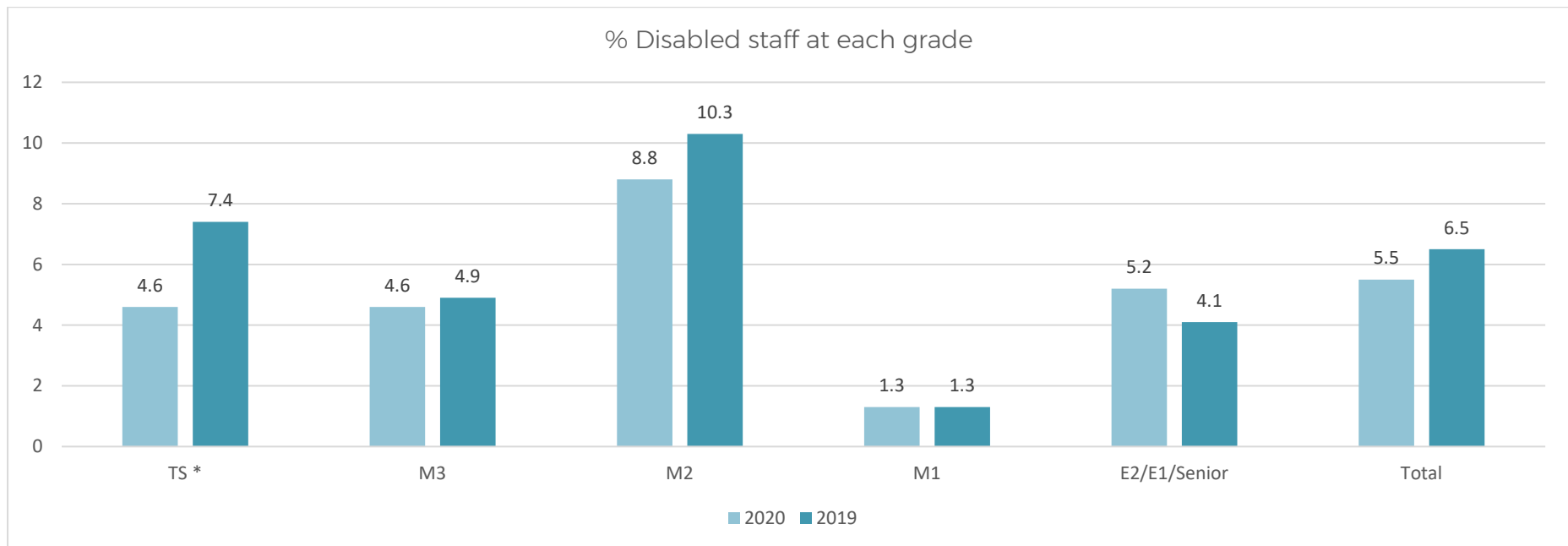
- 5.5% of the workforce have declared that they identify as having a disability with 85.3% saying they identify as not having a disability. 9.2% of staff this year have not declared whether or not they identify as having a disability
- The median pay lead that non-disabled staff have over staff identifying with a disability is 4.4% for basic salary and 4.2% on median for total salary. (Table 10 in the Appendix)
- The mean pay lead that staff who do not identify as having a disability have over staff who identify with a disability is 4.1% for basic salary and 4.4% for total salary. (Table 10 in the Appendix)
- Although in last year's equal pay audit, the disability pay gap did not pose a risk, the pay gap has reduced even further since then. This is an extremely positive step towards neutralising the pay gap entirely.
- Due to the small numbers involved, the data is sensitive to even small changes in the cohort. During the recent Covid 19 Business Continuity arrangements, 53 staff required significant ergonomic equipment for work, many of which are unlikely to perceive they would be classed as having a disability yet alone declare a disability.

Comparison to last year:

- There has been a decrease in the percentage pay lead that staff who do not identify as having a disability have over staff who identify with a disability, across both median and mean for both basic and total salary.

- There has been a reduction in the percentage of staff who identify as having a disability at a TS and M2 level, and a slight increase at a senior level. This goes some way towards accounting for the decrease in the disability equal pay gap this year.
- 6 Employees who identified as having a disability left during this period. 67% of these were at the lower grades (TS).

Graph 8: % of each grade who have identified as having a disability



Factors influencing the pay gap and actions identified:

Factors	Actions
81% of our staff who identify as having a disability are at the three lowest pay grades.	We will continue to work with our disability network to encourage disabled staff to support their development within the organisation, which may offer more potential for promotion.
9% of staff this year have not declared whether or not they identify as having a disability.	We will continue to encourage all staff who identify as having a disability to record their disability on the HR system and to work to ensure members of staff undertake the definition of a disability are, as we believe that many people with hidden disabilities, mental ill health, dyslexia and other long term health conditions, who could identify with this definition of disability on our system, are not reflected in this data.
During the recent Covid 19 Business Continuity arrangements, 53 staff required significant ergonomic equipment for work, many of which are unlikely to perceive they would be classed as having a disability yet alone declare a disability	Consider how the Commission could identify and provide further support to people with long term underlying conditions which they would not consider a disability
We are recognised as having Disability Confident Employer status by the Department for Work and Pensions. This status indicates that we are complying with best practice around the recruitment and retention of disabled people.	We will continue to work on our strategy to ensure we present as an employer of choice for people who identify as having a disability, as part of a wider strategy to address underrepresentation in our workforce.

4.4 Sexual Orientation

This relates to anyone who has identified as lesbian, gay, bi or other sexual orientation (LGB+).

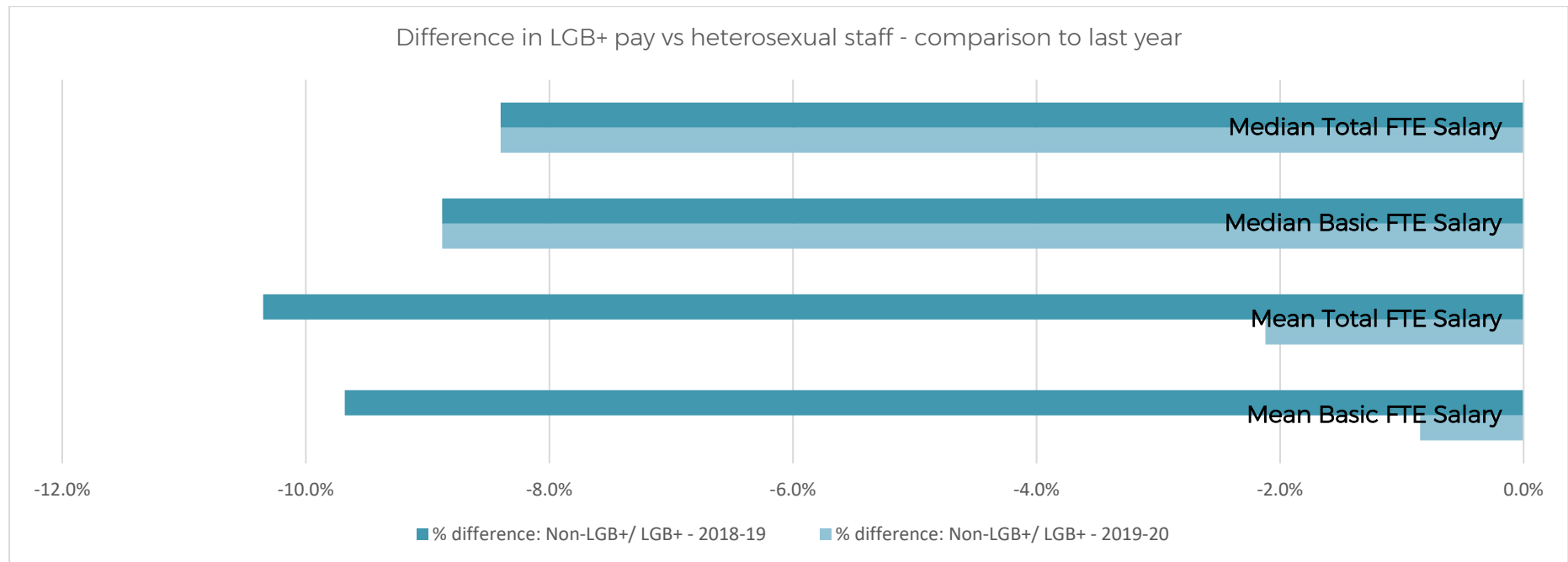
Key Findings:

- 3.99% of the workforce have declared they are LGB+. with 81.7% identifying as heterosexual. 14.3% of staff this year have not declared their sexual orientation
- The median pay gap between heterosexual staff and LGB+ staff is -8.9% for basic salary and -8.4% for total salary; this means that on median earnings LGB+ staff earn 8.9% more basic salary and 8.4% more total salary than heterosexual staff (Table 11 in the Appendix).
- The mean pay gap between heterosexual staff and LGB+ staff is -0.9% for basic salary and -2.1% for total salary; this means that on mean earnings LGB+ staff earn 0.9% more basic salary and 2.1% more total salary than heterosexual staff (Table 11 in the Appendix).
- Although in last year's equal pay audit, the sexual orientation pay gap did not pose a risk, the mean pay gap has reduced even further since then, whilst the median pay gap has remained the same. This is a positive step towards neutralising the pay gap entirely.
- Due to the small numbers involved the data is sensitive to even small changes in the cohort.
- Although there does appear to be a significant difference in mean salary between those who did not declare whether they were LGB+ and both LGB+ and heterosexual groups, it is difficult to interpret the significance of this without knowing how many people within the 'did not declare' are LGB+.

Improvements from last year:

- Graph 9 shows a significant reduction of the pay lead from LGB+ staff against last year in respect of mean basic and total salaries.
- Through VES some highly paid LGB+ staff members left which has affected the mean figures this year.

Graph 9: % Difference between LGB+ and heterosexual staff – comparison to 2018-19



Factors influencing the pay gap and actions identified:

Factors	Actions
14.3% of staff have not declared their sexual orientation	To ensure the pay data is truly reflective, we will continue to encourage all staff to record their sexual orientation on the HR system.

4.5 Race / Ethnicity

Key Findings:

- Black and Minority Ethnic (BAME) staff make up 4.2% of the workforce with 91.8% as non-BAME and 4% not stating their race or ethnic origin.
- The pay difference for median total FTE salary for non-BAME vs BAME is 23.6%; this means that on median total earnings non-BAME staff earn 23.6% more total salary than BAME staff (Table 12 in the Appendix).
- The pay difference for mean total FTE salary for non-BAME vs BAME is 20.9%, this means that on mean total earnings non-BAME staff earn 20.9% more total salary than BAME staff (Table 12 in the Appendix).
- Staff who identify as non-BAME earn significantly more than those who identify as any other category (other than those who did not reply/prefer not to say). However, positive steps have been taken in the last year to address this, and there has consequently been a significant reduction in the race/ethnicity pay gap.
- Due to the small numbers of staff identifying as BAME, the data is sensitive to even small changes in these cohorts.

Improvements from last year:

- 50% (10) of our BAME staff are employed at entry level (TS grade). This has decreased from 59.1% (13) from 2018-19.
- 70% of staff who identify as BAME are in the two lowest pay bands (TS and M3), down from 77.3% last year.

- There has been a slight increase in BAME representation at higher pay bands, including staff who have returned from secondment
- Our outreach and engagement work meant that our recent Apprenticeship Scheme this year had a 48% increase in BAME applicants
- ‘Let’s talk about Race’ sessions have been delivered to members of staff and our Leadership Team, and Cultural Awareness sessions were delivered during Black History Month. Presentation and Confidence Building Training for our Reach Workplace Equality Network (Race, Ethnicity and Cultural Heritage) staff members was procured.

Factors influencing the pay gap and Actions Identified:

Factors	Actions
<p>50% of staff who identify as BAME are concentrated at the TS pay band (including apprentices).</p>	<ul style="list-style-type: none"> ▪ We have signed up to the Race at Work Charter. The Charter helps businesses improve racial equality in the workplace and is composed of five principle calls to action for leaders and organisations across all sectors. ▪ We will implement our race/ethnicity action plan which has been designed with Business in the Community (BITC) to address underrepresentation in the Commission’s workforce. ▪ We will continue to undertake outreach work to promote the Commission as an inclusive employer. ▪ We will seek to increase representation in bands M1 and beyond through recruitment campaigns that promote diversity and champion underrepresented groups. ▪ We will continue to work with our Learning and Development Team and REACH network to encourage BAME staff to support their
<p>10% of staff who identify as BAME are at Executive and Senior level and 70% of staff who identify as BAME are in the lowest two pay bands.</p>	
<p>In pay bands M2 and M1, four members of staff identify as BAME, which constitutes 20% of our workforce that identifies as BAME.</p>	

	development within the organisation, which may offer more potential for promotion.
4% of staff have not declared race/ethnicity.	To ensure the pay data is truly reflective, we will continue to encourage all staff to record their race/ethnicity on the HR system.

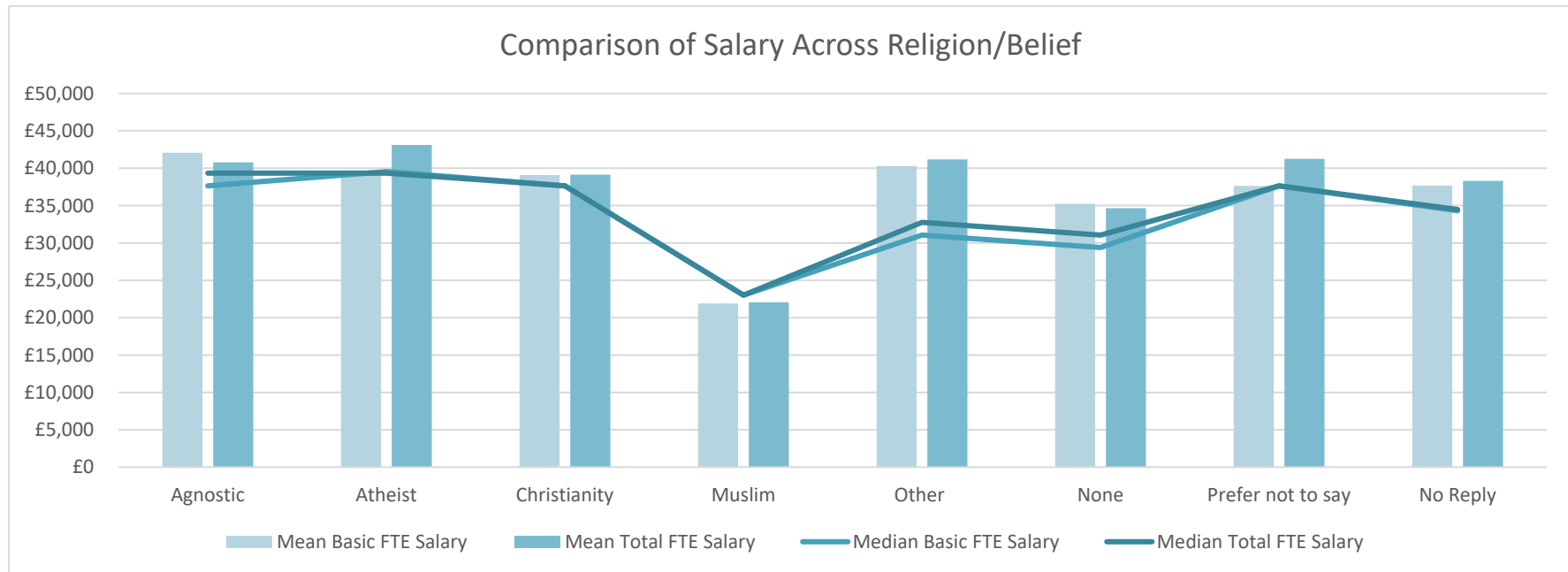
4.6 Religion or Belief

Key Findings

- There are 5 staff who have identified their religion as Muslim – they make up 1.05% of the workforce and a pay gap was identified for this group. Across all other identified religions and beliefs there was no significant pay difference (Agnostic, Atheist, Christian, None and Other), This group makes up 77.3% of the workforce. 21.6% of staff said Prefer not to Say or Did not reply.
- The pay difference for median total FTE salary for staff who identified a religion or belief difference (Agnostic, Atheist, Christian, None and Other), vs Muslim staff is 38.9%. This means that for median total FTE salary, Muslim staff receive 38.9% less pay than staff who identify their religion or belief as Agnostic, Atheist, Christian, None and Other (Table 14 in the Appendix). Staff who stated that they Preferred not to say or Did not reply were not included in the comparison data.
- The pay difference for mean total FTE salary for staff who identified a religion or belief difference (Agnostic, Atheist, Christian, None and Other), vs Muslim staff is 39.0%. This means that for mean total FTE salary, Muslim staff receive 39.0% less pay than staff who identify their religion or belief as Agnostic, Atheist, Christian, None and Other (Table 14 in the Appendix).
- For staff who identify as Muslim there is a significant pay difference. However, it is difficult to make any real conclusions on this data as this group is very small and represents only 1.05% of the workforce. Similar differentials have been reported in previous years.
- In all other groups aside from Christian or 'No Religion', the data is sensitive to even small changes in these cohorts.

- Christian includes Christian, Roman Catholic, Church in Wales, Church of England, Baptist/Methodist. Other includes any religions with less than 3 followers in the Commission, or where staff have selected 'Other' on the HR system. The way that 'Other' has been categorised this year is different to last year, as only religions with less than 3 followers in the Commission were included in this group last year and staff who selected 'Other' were excluded from this group. This year staff who have selected 'Other' have been included

Graph 10: Salaries against Religion or Belief



Comparison to previous year

- Whilst the staff who identify as Muslim are on lower pay when compared with the entire workforce, this is due to all five of these staff being employed in the lower pay grades. None are currently employed in higher grades.
- The mean total FTE salary has reduced by 2.3% since last year for staff who identify as Muslim.

Factors influencing the pay gap and Actions Identified:

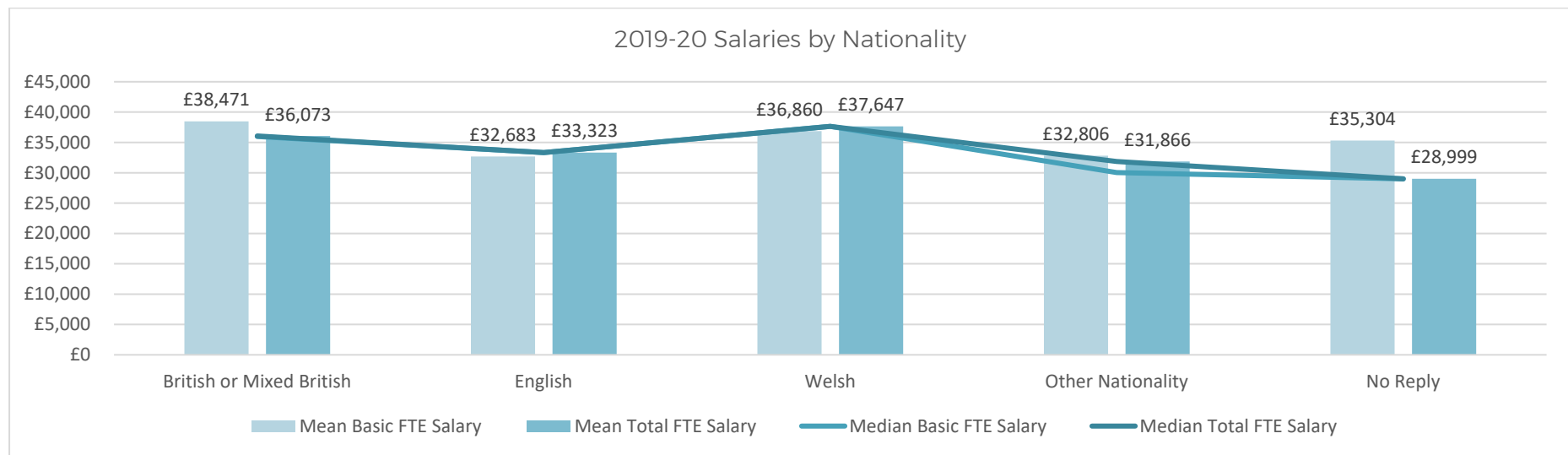
Factors	Actions
<p>We are a faith-friendly workplace, and we have flexible working arrangements in place for staff who wish to observe prayer and/or religious events and holiday; we have two on-site quiet rooms for staff and visitors to use should they wish.</p>	<p>We will look to promote our faith-friendly approach as part of our recruitment campaigns.</p>
<p>21.6% of staff have not declared religion/belief, or have stated they would prefer not to say</p>	<p>To ensure the pay data is truly reflective, we will continue to encourage all staff to record their religion/belief on the HR system. This is a significantly higher non-disclosure rate than for the other characteristics, so further analysis is needed to understand any barriers for staff declaring this.</p>
	<p>We will continue to undertake outreach work to promote the Commission as an inclusive employer.</p>
	<p>We will continue to work with our Learning and Development Team to encourage Muslim staff to support their development within the organisation, which may offer more potential for promotion.</p>

4.7 Nationality

Key Findings:

- Based on the data presented, there does not appear to be a major equal pay risk based on nationality other than that already identified on grounds of ethnicity. There are no significant changes in the data from last year.
- Due to the small numbers involved in categories identified as being other than British/Mixed British or Welsh, the data is sensitive to even small changes in these cohorts.
- There may be a blurring of distinction between different categories i.e. someone born in Wales may identify as 'Welsh' or 'British' and someone born in England may identify as 'English' or 'British'

Graph 11: Salaries by Nationality



Actions Identified:

Actions

As with previous years, there is not a significant pay gap in terms of nationality. However, we don't currently monitor or report against social mobility data. This year we have signed up to the Citizens Cymru Wales Community Jobs Compact, a scheme that aims to bring local people and employers together to tackle poverty, unemployment and under-representation in the workforce. As part of this we will consider how to gather information on Social Mobility for current staff and applicants, as well as subscribing to ONS to get benchmark data. Next year, the Commission will not include nationality reporting but will look to include Social Mobility and the impact of this on pay.

5. Gender Pay Gap Reporting

In addition to the equal pay review, we have provided data for gender pay gap reporting purposes. As an employer, the Commission is required by law to carry out Gender Pay Reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

This involves carrying out six calculations that show the difference between the average earnings of men and women in our organisation; it does not involve publishing individual employees' data. We are required to publish the results on our own website and the UK Government's Gender Pay Gap Reporting website.

What are the Gender Pay Gap calculations based on?

The Gender Pay Gap is calculated in a different way to the Equal Pay Audit taking into account the following factors:

- The Gender Pay Gap is the difference in average pay between the men and women in the workforce. It is different to equal pay, which means you must pay men and women the same for equal or similar work.
- Equal pay is calculated on a Full Time Equivalent Salary including allowances as at 31st March. The Gender Pay Gap takes the actual salary received on March 31st including any allowances at that date.
- Basic pay is calculated after salary sacrifice (e.g. for childcare vouchers, cycle to work scheme etc.), however, as the childcare vouchers purchased by the salary sacrifice are excluded, this reduces the amount which is taken into account in the comparison.
- Slightly More Females (64.3%) take up the Childcare voucher scheme compared to 35.7% Males. However, 95 % of Males take up the Cycle to Work Scheme compared to 5% Females. This would have an impact on the Basic Pay calculation.

- The information used for the Equal Pay Audit is based on a snapshot of salary levels as at 31 March 2020. The calculations in the Gender Pay Gap table are based on the salary for the whole of March and would therefore show a slightly lower figure if an employee had been promoted or received an incremental pay rise during the month of March.

What information is provided as part of the calculations?

In line with the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017, employers need to publish six calculations showing:

- mean gender pay gap in hourly pay;
- median gender pay gap in hourly pay;
- mean bonus gender pay gap;
- median bonus gender pay gap;
- proportion of males and females receiving a bonus payment; and the
- proportion of males and females in each pay quartile.

Key Findings

The mean hourly rate for male and female employees under the specified method for Gender Pay Gap calculations was £18.80 and £20.05 respectively. This represents a minus 6.66% difference.

The median hourly rate for male and female employees was £16.93 and £19.50 respectively. This represents a minus 15.18% difference.

We do not pay bonuses to any of our employees.

		2020*	2019**	
1. Mean gender pay gap - Ordinary pay		-6.66%	-8.49%	
2. Median gender pay gap - Ordinary pay		-15.18%	-21.26%	
3. Mean gender pay gap Bonus pay in the 12 months ending 31 March		0.0	0.0	
4. Median gender pay gap Bonus pay in the 12 months ending 31 March		0.0	0.0	
5. The proportion of male and female employees paid a bonus in the 12 months ending 31 March:	Male	0.0	0.0	
	Female	0.0	0.0	
6. Proportion of male and female employees in each quartile				
Quartile	2020***		2019**	
	Female	Male	Female	Male
First (lower) quartile	43.1%	56.9%	42.6%	57.4%

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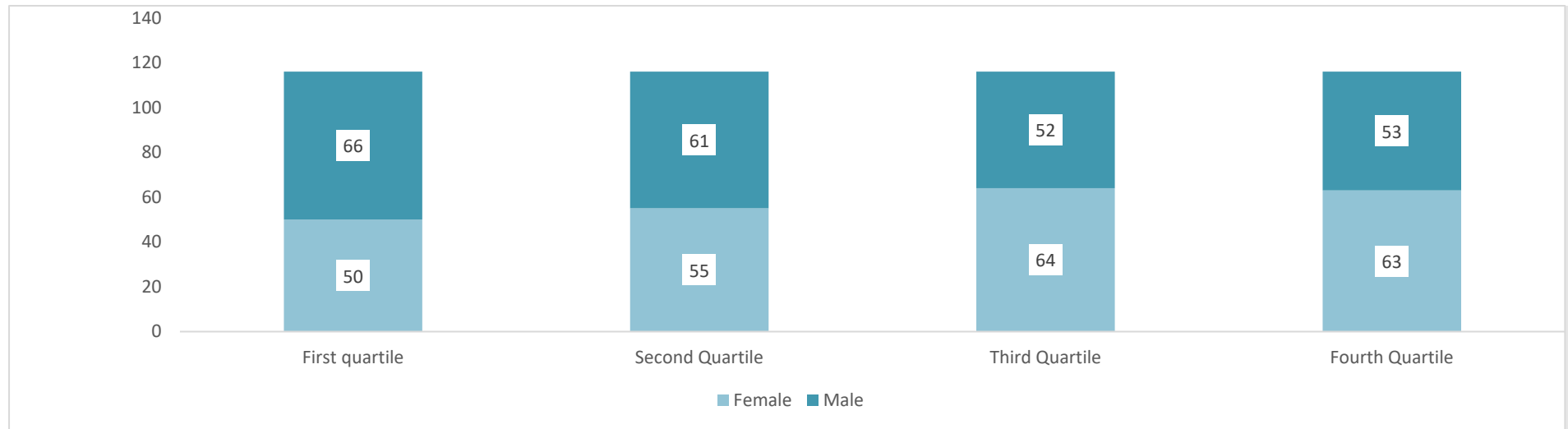
Second quartile	47.4%	52.6%	41.7%	58.3%
Third quartile	55.2%	44.8%	57.4%	42.6%
Fourth (upper) quartile	54.3%	45.7%	56.5%	43.5%

*Green = <10% / Amber = >10%, <25% / Red = >25%

**Green = pay gap has reduced since last year

***Green = within 5% of 50/50 split Amber = within 5.1%-10% of 50/50 split

Graph 12: Male/ Female Split against the pay quartiles in numbers:



Actions required:

To continue to reduce and neutralise the equal pay gap between men and women, we will:

- In line with The Equality and Human Rights Commission equal pay review kit, which advises that any gaps of 5% or more between the mean pay of men and women in the same grade should be investigated, we will focus on the TS grade, where the difference in pay is -4.7% (Table 4). The only grade where the gap is above 5% difference is at CEO and Director level, but due to the low numbers at this level, the data is easily skewed by individual salaries.
- Continue to monitor allowances on a 6 monthly basis in line with the Pay and Reward Policy;
- Undertake a further short midyear report on Equal pay later in the year to review progress and impact.

6. BAME Pay Gap

In its Scrutiny of Accounts Report 2019, the Assembly's Public Accounts Committee recommended that "the Assembly Commission builds on the work to engage with Black, Asian and Minority Ethnic [BAME] Communities and leads the way across the Public Sector by including, in its annual report and accounts, disclosure of the ethnicity pay gap".

As a result, last year we published our BAME pay gap using the same calculation methodology as with the gender pay gap (see details in Section 5 regarding this methodology).

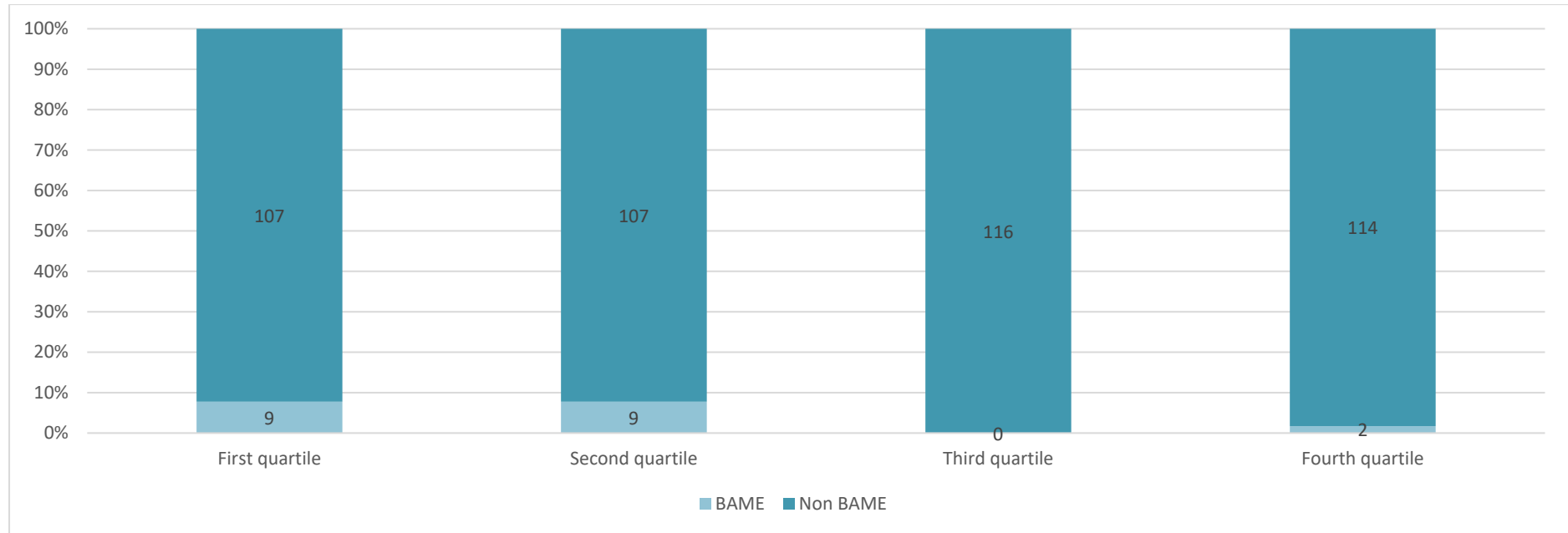
This year we have again produced data showing the BAME pay gap, using the same calculation methodology. It should be noted that the UK Government ran a consultation in 2018-19 regarding Ethnicity pay gap reporting and the results of the consultation are still being analysed. In future years this may mean that the methodology of calculation may change.

Key Findings

- The mean hourly rate for non-BAME and BAME employees shows a 20.4% difference in pay.
- The median hourly rate for non-BAME and BAME employees shows a 21.7% difference in pay.
- Last year the median BAME pay gap was 38.9%, and therefore there has been a significant reduction in the median pay gap.
- We do not pay bonuses to any of our employees.
- The difference in pay is attributed to BAME underrepresentation in senior, decision-making roles and not because BAME colleagues are paid less than non-BAME colleagues for the same job.

		%
1. Mean BAME pay gap - Ordinary pay		20.4%
2. Median BAME pay gap - Ordinary pay		21.7%
3. Mean BAME pay gap Bonus pay in the 12 months ending 31 March		0.0
4. Median BAME pay gap Bonus pay in the 12 months ending 31 March		0.0
5. The proportion of BAME and Non BAME employees paid a bonus in the 12 months ending 31 March:	BAME	0.0
	Non BAME	0.0
6. Proportion of BAME and Non BAME employees in each quartile.		
Quartile	BAME %	Non BAME %
First (lower) quartile	7.8%	92.2%
Second quartile	7.8%	92.2%
Third quartile	0.0%	100.0%
Fourth (upper) quartile	1.7%	98.3%

Graph 13: BAME/ Non BAME Split against the pay quartiles in numbers:



Actions required:

- We have signed up to the Race at Work Charter. The Charter helps businesses improve racial equality in the workplace and is composed of five principle calls to action for leaders and organisations across all sectors.
- We will implement our race/ethnicity action plan which has been designed with Business in the Community (BITC) to address underrepresentation in the Commission’s workforce.
- We will continue to undertake outreach work to promote the Commission as an inclusive employer.

- We will seek to increase representation in bands M1 and beyond through recruitment campaigns that promote diversity and champion underrepresented groups.
- We will continue to work with our Learning and Development Team and REACH network to encourage BAME staff to support their development within the organisation, which may offer more potential for promotion.
- To ensure the pay data is truly reflective, we will continue to encourage all staff to record their race/ethnicity on the HR system.

7. Summary of Actions

4	Action	Lead
All	Undertake a further short midyear report on Equal pay later in the year to identify barriers to recruitment and progression across different groups and review progress and impact of this action plan.	Employee Services
All	Continue to undertake outreach work to promote the Commission as an inclusive employer	D and I
4.1	Determine recruitment and development strategies specifically focussed on equality of sex representation within the TS grade	Recruitment
4.1	Continue to monitor Recruitment and Retention allowances in line with the Pay and Reward Policy;	Employee Services
4.2	The removal of the upper age limit for applicants for the apprenticeship scheme will continue to be positively promoted	Recruitment
4.2	Continue to maintain commitment to the Age Employer Champion status and promote this to attract older and younger groups	D and I

4.3	Continue to work with our disability network to encourage disabled staff to support their development within the organisation, which may offer more potential for promotion	D and I, OD and L
4.3	We will continue to work on our strategy to ensure we present as an employer of choice for people who identify as having a disability	Recruitment
4.3	Consider how the Commission could identify and provide further support to people with long term underlying conditions which they would not consider a disability	Employee Services
4.3, 4.4, 4.5, 4.6	Continue to encourage all staff to record any disability, sexual orientation, race, and religion/belief on the HR system	Employee Services
4.5	Work within the parameters of the Race at Work Charter	D and I
4.5	Implement our race/ethnicity action plan which has been designed with Business in the Community (BITC) to address underrepresentation in the Commission's workforce	D and I
4.5	Continue to undertake outreach work to promote the Commission as an inclusive employer	D and I
4.5	Seek to increase BAME representation in bands M1 and beyond through recruitment campaigns that promote diversity and champion underrepresented groups	Recruitment

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4.5, 4.6	Continue to encourage BAME and Muslim staff development within the organisation, which may offer more potential for promotion.	OD and L
4.6	Promote our faith-friendly approach as part of recruitment campaigns	Recruitment
4.7	Next year, the Commission will not include nationality reporting but will look to include Social Mobility and the impact of this on pay.	Employee Services

Appendices

Table 1: Pay Scale by Grade (effective as of 01/04/19)

Grade	Minimum	Maximum
Apprentice	£17,893	£17,893
Team Support	£19,314	£23,013
Management 3 (M-3)	£24,164	£28,999
Management 2 (M-2)	£31,046	£37,647
Management 1 (M-1)	£39,739	£47,626
Executive 2 (E-2)	£51,447	£61,686
Executive 1 (E-1)	£64,770	£75,745
Senior Staff (S-3)	£79,442	£101,346
Senior Staff (S-2)	£99,166	£126,553
Senior Staff (S-1)	£126,770	£155,385

Table 2: 2019-2020 – All staff total Mean and Median Salary (Basic pay excludes allowances, Total pay includes allowances)

	Basic FTE salary		% Difference		Total FTE salary		% Difference
	Male	Female			Male	Female	
Mean	£35,884	£38,846	8.3%		£36,507	£39,169	7.3%
Median	£31,046	£37,647	21.3%		£32,685	£37,647	15.2%
Count	235	241					

Table 3: 2018-2019 – All staff total Mean and Median Salary (Basic pay excludes allowances, Total pay includes allowances)

	Basic FTE salary		% Difference		Total FTE salary		% Difference
	Male	Female			Male	Female	
Mean	£35,285	£38,507	9.1%		£35,915	£38,895	8.2%
Median	£29,384	£37,647	28.1%		£31,046	£37,647	21.3%
Count	231	239					

Table 4: Mean Salaries of Men and Women by Grade

Grade	Basic FTE mean salary		% Difference	Total FTE mean salary		% Difference
	Male	Female		Male	Female	
Apprentice	£17,893	£17,893	0.0%	£17,893	£17,893	0.0%
TS	£22,060	£21,813	1.1%	£22,894	£21,813	4.7%
M-3	£28,001	£27,237	2.7%	£28,149	£27,608	1.9%
M-2	£35,181	£35,315	-0.4%	£35,938	£35,893	0.1%
M-1	£45,192	£45,689	-1.1%	£45,907	£46,033	-0.3%
E-2	£57,615	£58,688	-1.9%	£57,615	£58,688	-1.9%
E-1	£74,177	£75,745	-2.1%	£75,745	£75,745	-0.0%
CEO and Directors	£93,787	£115,583	-23.2%	£98,854	£115,583	-16.9%

Table 5: Median Salaries of Men and Women by Grade

Grade	Basic FTE median salary		% Difference		Total FTE median salary		% Difference
	Male	Female			Male	Female	
Apprentice	£17,893	£17,893	0.0%		£17,893	£17,893	0.0%
TS	£23,013	£23,013	0.0%		£23,013	£23,013	0.0%
M-3	£28,999	£28,999	0.0%		£28,999	£28,999	0.0%
M-2	£37,647	£37,647	0.0%		£37,647	£37,647	0.0%
M-1	£47,626	£47,626	0.0%		£47,626	£47,626	0.0%
E-2	£61,686	£61,686	0.0%		£61,686	£61,686	0.0%
E-1	£75,745	£75,745	0.0%		£75,745	£75,745	0.0%
CEO and Directors	£93,787	£115,583	23.2%		£98,854	£115,583	16.9%

Table 6: Comparison between Full-time and Part-time Employees

Basic FTE Salary (excludes allowances)							
	Male		Female		% Difference		
	Full-time (FT)	Part-time (PT)	Full-time (FT)	Part-time (PT)	Male PT vs Male FT	Female PT vs Female FT	Female PT vs Male FT
Mean	£36,335	£31,041	£38,625	£39,335	-14.6%	1.8%	8.3%
Median	£32,685	£26,006	£37,647	£37,647	-20.4%	0.0%	15.2%
Count	215	20	166	75			
Total FTE Salary (includes allowances)							
	Male		Female		% Difference		
	Full-time (FT)	Part-time (PT)	Full-time (FT)	Part-time (PT)	Male PT vs Male FT	Female PT vs Female FT	Female PT vs Male FT
Mean	£37,016	£31,041	£38,962	£39,628	-16.1%	1.7%	7.1%
Median	£34,303	£26,006	£37,647	£37,647	--24.22%	0.0%	9.7%
Count	215	20	166	75			

Table 7: Distribution of Allowances as at 31 March 2020

	Temporary Working Allowance		Responsibility Allowance		Recruitment and Retention Allowance		Shift Disturbance Allowance	
	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL	3	0	4	3	16	24	12*	

*merged for privacy

Table 8: Distribution of Allowances as at 31 March 2019

	Temporary Working Allowance		Responsibility Allowance		Recruitment and Retention Allowance		Shift Disturbance Allowance	
	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL	7	2	4	2	12	24	12*	

*merged for privacy

Table 9: Analysis By Age Group 2019-20

Age group	Mean Basic FTE Salary	Mean Total FTE Salary	Median Basic FTE Salary	Median Total FTE Salary	Count
Under 21	£19,421	£19,421	£19,314	£19,314	4
21-25	£22,447	£22,561	£20,239	£20,239	30
26-30	£30,859	£31,116	£28,999	£28,999	48
31-35	£35,188	£35,456	£34,303	£34,481	79
36-40	£41,071	£41,449	£37,647	£37,647	107
41-45	£42,189	£42,809	£37,647	£38,615	70
46-50	£42,005	£42,669	£37,647	£38,613	48
51-55	£42,620	£42,255	£37,647	£37,647	41
56-60	£37,465	£38,415	£30,023	£34,392	34
61-65	£30,955	£31,413	£23,013	£25,763	12
65+	£23,013	£24,846	£23,013	£23,013	3

Table 10: Analysis by Disability Status 2019-20

	Mean Basic FTE Salary	Mean Total FTE Salary	Median Basic FTE Salary	Median Total FTE Salary	Count
Disabled Staff	£35,977	£36,328	£35,975	£36,064	26
Non-Disabled Staff	£37,509	£37,999	£37,647	£37,647	406
Did not disclose(No Reply)	£37,056	£37,427	£37,647	£37,647	44
% difference: Non-Disabled/ Disabled	4.1%	4.4%	4.4%	4.2%	

Table 11: Analysis by Sexual Orientation

	Mean Basic FTE Salary	Mean Total FTE Salary	Median Basic FTE Salary	Median Total FTE Salary	Count
Lesbian, Gay and Bisexual Staff	£36,918	£37,836	£37,647	£37,647	19
Heterosexual Staff	£36,603	£37,035	£34,303	£34,481	389
No Reply/Prefer Not to Say	£41,981	£42,549	£37,647	£37,647	68
% difference: Non-LGB/ LGB	-0.9%	-2.2%	-9.8%	-9.2%	

Table 12: Staff Pay by Race/Ethnicity

	Mean Basic FTE Salary	Mean Total FTE Salary	Median Basic FTE Salary	Median Total FTE Salary	Count
BAME	£29,843	£30,118	£26,006	£28,756	20
Non - BAME	£37,609	£38,082	£37,647	£37,647	437
No reply/prefer not to say	£40,129	£40,773	£34,303	£34,481	19

Table 13: Workforce BME Data

Grade	Total staff		BAME staff		Non BAME Staff		No Reply/Prefer not to Say	
	number		number	%	number	%	number	%
TS	108		10	9.3	94	87.0	4	3.7
M3	65		4	6.2	58	89.2	3	4.6
M2	148		4	2.7	138	93.2	6	4.1
M1	78		0	0.0	75	96.2	3	3.8
E2** E1 Senior	77		2	2.6	71	92.2	4	5.2
Total	476		20	4.2	436	91.6	20	4.2

* BAME – people from a Black, Asian and minority ethnic background

** merged for privacy

Declaration rate: 95.8

Table 14: Staff Pay by Religion or Belief

	Mean Basic FTE Salary	Mean Total FTE Salary	Median Basic FTE Salary	Median Total FTE Salary	Count
Agnostic	£42,076	£40,777	£37,647	£39,346	8
Atheist	£39,500	£43,120	£39,548	£39,346	21
Christianity	£39,079	£39,127	£37,647	£37,647	145
Muslim	£21,903	£22,052	£23,013	£23,013	5
Other (includes those religions with less than three followers in the Commission or if stated 'other')	£40,288	£41,181	£31,046	£32,763	10
None	£35,228	£34,644	£29,384	£31,046	184
Prefer not to say	£37,647	£41,263	£37,647	£37,647	26
No Reply	£37,686	£38,294	£34,303	£34,481	77

Table 15: Staff Pay by Nationality

	Mean Basic FTE Salary	Mean Total FTE Salary	Median Basic FTE Salary	Median Total FTE Salary	Count
British or Mixed British	£38,471	£38,830	£35,975	£36,073	206
English	£32,683	£33,323	£33,323	£33,323	6
Irish or Scottish	No employees				No employees
Welsh	£36,860	£37,647	£37,647	£37,647	243
Other Nationality	£32,806	£31,866	£30,023	£31,866	10
No Reply	£35,304	£28,999	£28,999	£28,999	11