



# Gender pay gap report

## March 2018

At PSS, we're focused on delivering an outstanding service, and are always looking to find ways to meet needs that have previously been unmet. On our journey we recognise the importance of our staff and being a place where people love to work is a must. We pride ourselves on promoting a diverse and inclusive culture. We embrace our differences, knowing that they make us stronger and reflect the needs of the people who use our services.

We are totally committed to promoting diversity and gender equality. We offer all of our people the same growth and development opportunities within a positive, open and inclusive setting.



# Introduction

The gender pay gap shows the difference in average pay between woman and men, regardless of their role.

Under government requirements - Equality Act 2010 (Gender Pay Gap Information Regulations 2017), UK employers with 250+ employees have to report their gender pay gap.

This involves carrying out six calculations that show the difference between the average (mean and median) earnings of men and women across the organisation:

- Mean gender pay gap in hourly paid
- Median gender pay gap in hourly paid
- Mean bonus gender pay gap
- Median bonus gender pay gap
- Proportion of males and females receiving a bonus payment
- Proportion of males and females in each pay quartile

The median is simply the mid-point in the figures, i.e. what is typical and so not affected by high or low pay rates. The mean is what you would be familiar with as the straight forward average.

We're also reporting the pay information gender split by quartiles. This has been completed by ranking the highest paid staff member to the lowest and splitting into for groups ranging from highest to lowest split by gender.

At PSS we are required to publish the results on the business website and a government website. This will take place within one calendar year of 5 April 2017.

The results of these calculations enable PSS to assess:

- the levels of gender equality in the workplace; and
- the balance of male and female employees at different levels.

## Notes on calculations

These calculations are based on all PSS's full-pay relevant employees which includes all staff with a permanent contract, temporary contract or variable permanent hour's contract.

Full-pay relevant employees are those who were employed on the snapshot date (5 April 2017) and have been paid their usual full basic pay during the relevant pay period. The relevant pay period for permanent contracted staff is the April pay period, between 1 April 2017 and 30 April 2017.

The relevant pay period for all other staff is three months prior to the snapshot date (between 1 February 2017 and 30 April 2017). This period has been chosen as casual work is sporadic and we therefore feel that the three months period to the snapshot date better reflects a figure for average pay.

# Key metrics

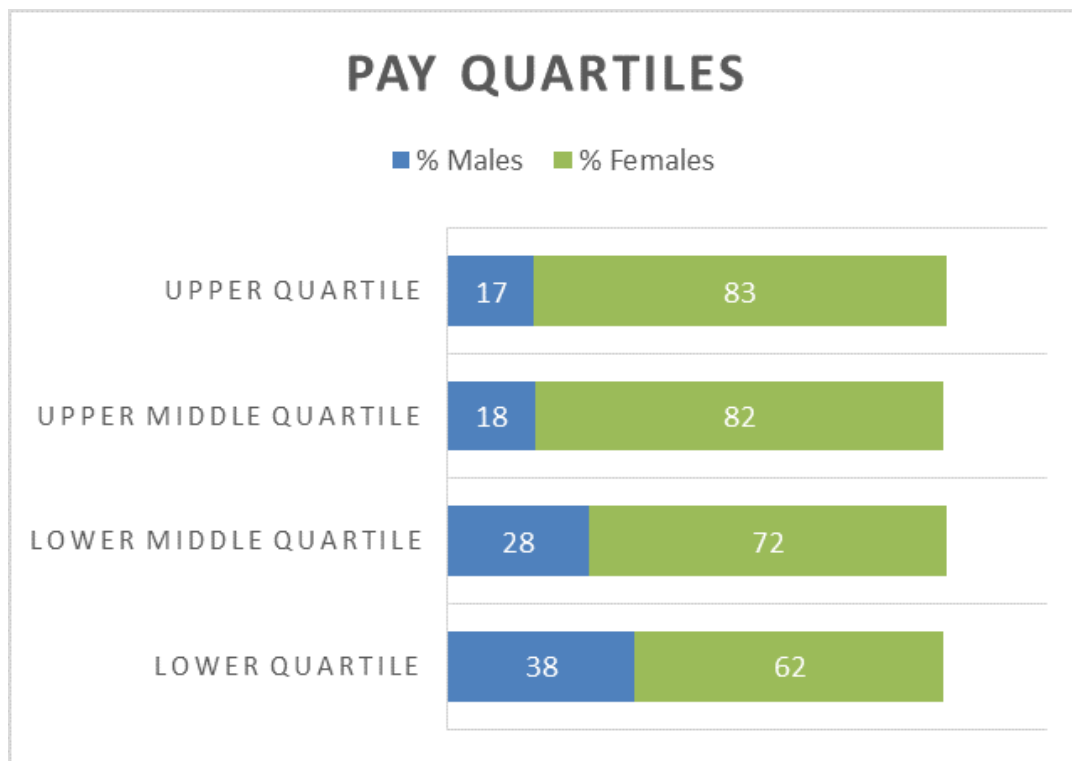
PSS has a strong female representation. On the snapshot date (5 April 2017) PSS employed 322 staff, 82 male employees and 240 female employees.

You will see from the table below that our gender pay gap by mean average is 15% in favour of women, and by median is 26% in favour of women. This is because more woman are in the higher paid roles. PSS operates a fixed point pay scale which means that pay is purely based on role, and each role is paid at single rate regardless of gender.

Hourly rates by gender	Male	Female	Gender pay gap
Median	£7.57	£9.56	26%
Mean	£9.16	£10.57	15%

Overall PSS staff by gender at the snapshot date was 75% female and 25% male. This split is typical in the care sector.

# Pay Quartile Information

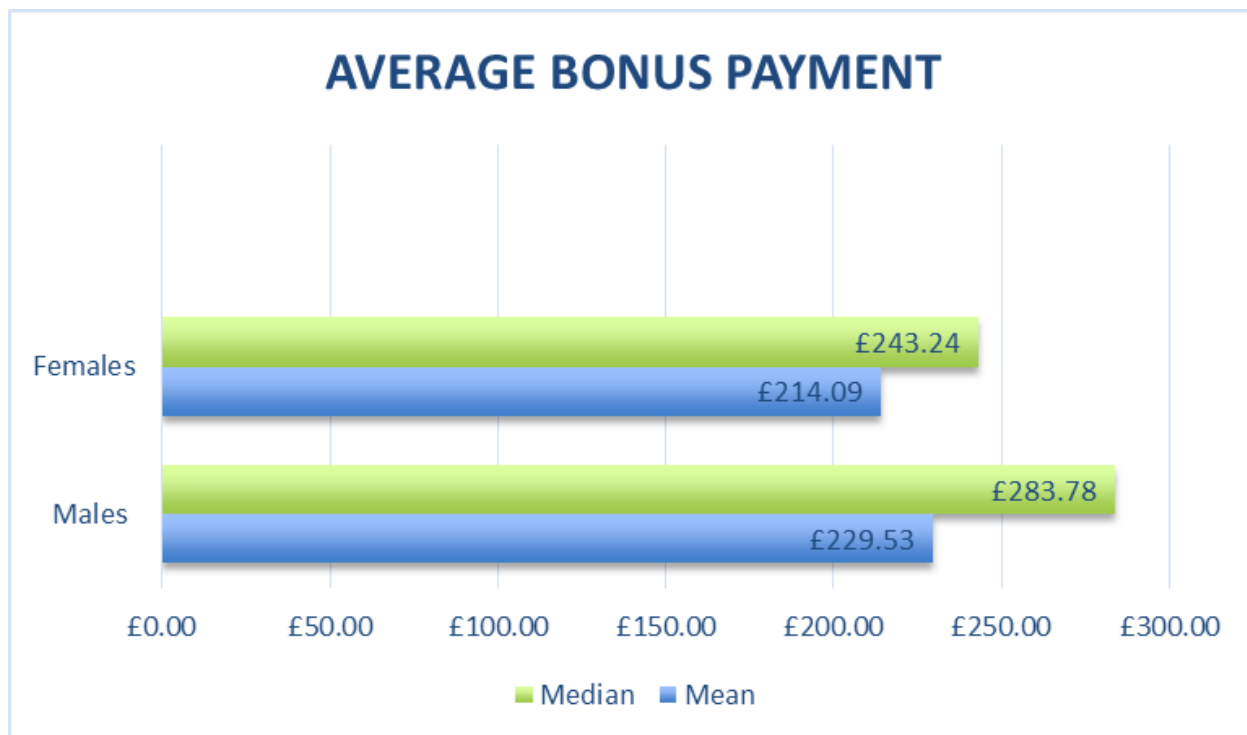


The information shows that PSS workforce is heavily dominated by female workers across all four quartiles. PSS is committed to exploring ways that encourage male employees where appropriate especially in the interests of service user choice, having both male and female staff in caring roles is ideal.

Female staff represent 83% of the upper pay quartile. This reflects the fact that 13 of the 15 members of our senior management team and leadership team are women.

# Bonus payments

After a strong financial year, as a small recognition of the hard work our team had put in PSS issued a bonus of £300 per permanent employee, based on hours worked in role. Any difference in payment values will be due to hours worked.



89% of both female and male employees received a bonus. Temporary, relief and employees who were not yet confirmed in post did not receive a bonus. Bonus payments to male employees were higher than female by 7%, when looking at the mean and 17% when looking at the median as shown in the table below. The difference is due to more female workers working part time hours.

<b>Bonus pay:</b> the difference between the mean and median bonus pay that male and female employees receive.	
<b>Men's bonus pay is:</b>	
7% higher (mean)	17% higher (median)
<b>Who received bonus pay?</b>	
89% of men	89% of women

## Summary

The metrics presented within PSS's Gender Pay Gap Report are positive. The data reflects that there are no differences in pay rates for different genders occupying equivalent roles and we are committed to ensuring that our people are rewarded fairly for their contributions, regardless of their gender. Other measures undertaken by PSS to ensure employees are treated fairly include:

- A wide range of flexible working options to enable employees to effectively manage their work/life balance. These options include part-time working, occasional home working and flexi-time scheme. Many of our employees choose these options.
- A Recruitment and Selection Policy that ensures recruiting managers appoint people to roles based on merit and regardless of age, race, gender, marital status, sexual orientation, disability or religion and belief.



- Operating a fixed point pay scale per role regardless of age, race, gender, marital status, sexual orientation, disability or religion and belief.
- Providing sick, holiday, paternity, maternity, adoption and pension contributions that exceed statutory requirements.
- We are committed to monitoring the gender pay gap annually.

## Statement of accuracy

I hereby confirm that the information provided in this report to be accurate.

A handwritten signature in black ink, appearing to read 'Lesley Dixon'.

Lesley Dixon  
**Chief executive**