

# Gender Pay Gap Report 2018

National Portrait Gallery

## Context

In 2017 the Government introduced new legislation that made it a statutory requirement for organisations with 250 or more employees to report annually on their gender pay gap. Government Departments and Relevant Public Sector employers are covered by the Equality Act 2010 (Specific Duties and Public Authorities) which came into force on 31 March 2017. Data must be calculated using a snap shot date each year. This will always be 31 March for Public Authorities subject to the Specific Duties Regulations, and 5 April for all other employers. Employers have up to 12 months from their snap shot date to publish their report, which must include:

- Mean and Median Gender Pay Gaps
- Mean and Median Gender Bonus Gaps
- Proportion of Male and Female employees receiving bonuses
- Proportion of Male and Female employees in each quartile pay band

The Gender pay gap shows the difference in the average pay between all men and women within the workforce.

The **Mean** gender pay gap looks at the difference between the mean hourly rate for all male full pay relevant employees and all female full pay relevant employees

The **Median** gender pay gap looks at the difference between the median hourly rate of pay for all male full pay relevant employees and all female full pay relevant employees.

The data must include employees Ordinary Pay, Allowances and payments in respect of annual leave but does not include payments for Overtime.

Gender Pay reporting is not the same as reporting on Equal Pay. Reporting on Gender Pay measures the difference in the hourly rate of pay for all men and women in an organisation. Equal Pay looks at the differences in the actual earnings of both men and women who undertake equal work. The Equal Pay Act of 1970 was introduced to ensure that it became illegal for employers to pay different amounts to men and women for doing the same work.

### Declaration

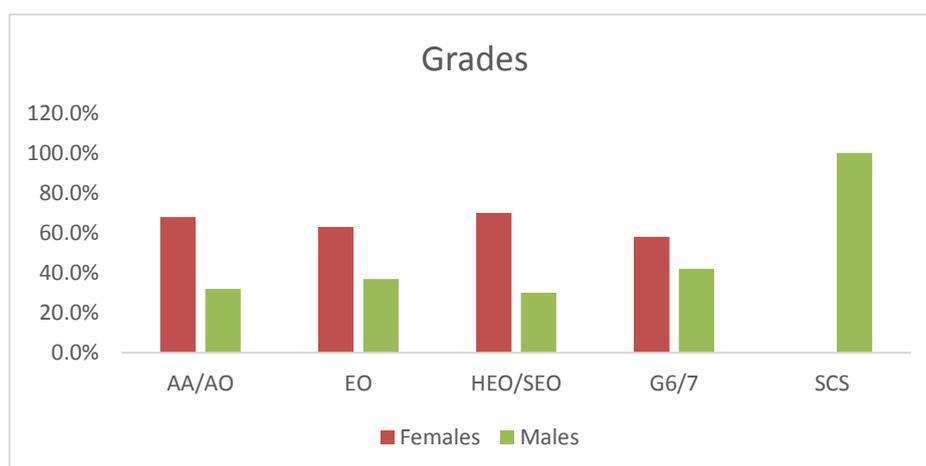
**The data reported by the National Portrait Gallery is accurate and has been calculated in accordance with the requirements set out in the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017**

## Our workforce

We have collected our data at the snap shot date of 31 March 2018, at which point the total number of employees included in the calculation is 300. This is a reduction on the figure of 337 employees included in the 2017 report. The gender profile for the 2018 report is made up of 199 women (66%) and 101 men (34%). This was reported as 232 women (69%) and 105 men (31%) in 2017.

The National Portrait Gallery broadly follows the Civil Service grade structure for its roles, with these ranging from Front of House and Administrative roles (AA/AO) to Director of the Gallery (SCS level). Analysis of the 2018 data shows that the majority of the Gallery's workforce continues to sit within the more junior roles, of which the largest proportion remains female:

Grade	Total	Females	Males
AA/AO	192	130 (68%)	62 (32%)
EO	75	48 (63%)	27 (37%)
HEO/SEO	20	14 (70%)	6 (30%)
G6/7	12	7 (58%)	5 (42%)
SCS	1	0 (0.00%)	1 (100%)



We recognise that while meeting the Gallery's business needs is important, employees need to balance their lives between their work and other commitments. Flexible working can be a useful tool to help get the balance right and can have a real and positive impact on the performance of individuals and teams. We continue, where possible, to support flexible working requests made by employees.

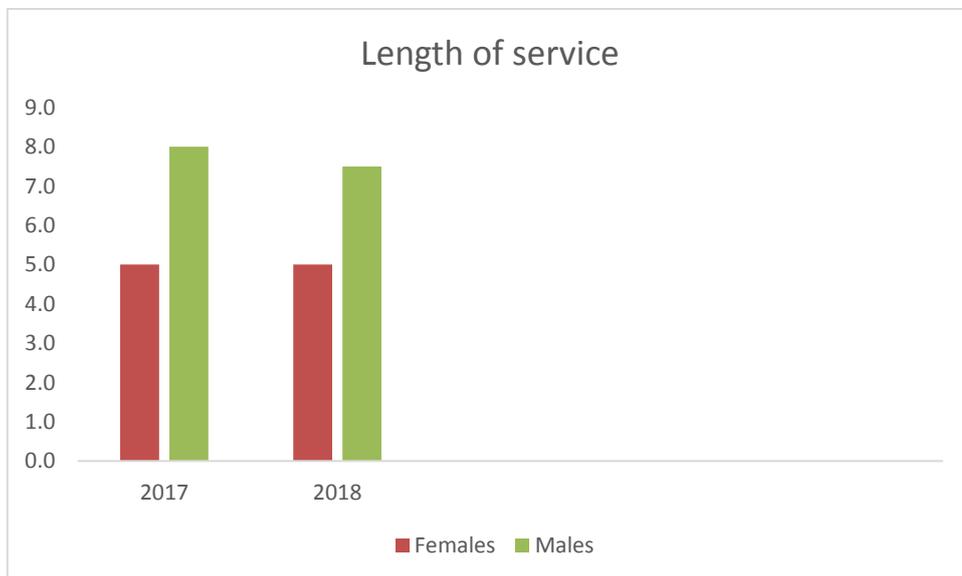
2018				
	Gender	Total	Full time	Part time
	Male	101	75 (74%)	26 (26%)
	Female	199	102 (51%)	97 (49%)
2017				
	Male	105	76 (72%)	29 (28%)
	Female	232	119 (51%)	113 (49%)

The breakdown of part time working across the Gallery at the snap shot date is above. This data, when compared to the findings for 2017 shows that the largest proportion of employees working part time remains female.

The Gallery also supports a number of employees with ad hoc working at home and compressed hours.



There has been a small change in the average length of service for employees in post at the snap shot date, with the average for males decreasing slightly from 8 to 7 ½ years. Average length of service has remained the same for females.



## Gender Pay Gap Analysis

The findings of the 2018 Gender Pay Report by the National Portrait Gallery shows that there is a Mean Gender pay gap of **7.4%** and a Median pay gap of **13.1%**. The UK National Pay gap is **18.4%**.

**The table below sets out the overall mean and median gender pay gap for the Gallery's employees at the snap shot date of 31 March 2018, and includes a comparison of the data reported for 2017.**

Gender Pay Gap	2018	2017
<b>Mean Gender Pay Gap</b>	7.4%	8.3%
<b>Median Gender Pay Gap</b>	13.1%	13.1%
<b>Mean Bonus Pay Gap</b>	100%	0%
<b>Median Bonus Pay Gap</b>	100%	0%
<b>Bonus Proportions:</b>		
Male	1.00%	0%
Female	0%	0%

The 2018 data shows that the Mean average Pay Gap within the Gallery has decreased by 0.9% since 2017, which although small, shows that the Gallery's efforts to reduce the pay gap between male and female employees is moving in the right direction. There has been no change in the overall Median pay gap from 2017. Although female employees continue to make up the majority of the Gallery's workforce it should be acknowledged that despite an increase in the proportion of the workforce that is male from 2017 there has still been a decrease in the overall pay gap within the Gallery.

The Gallery's Recruitment Framework and embedding of our Pay Policy has helped to maintain a consistent approach in relation to starting pay for new appointments at the Gallery. We recognise that work needs to continue if the gap is to be reduced further and the commitment for this remains.

Salary increases within the Gallery are related to the Annual Pay Review which is applied to all employees in post on settlement date. We are an accredited London Living Wage employer and have applied the recommended increase to all employees being paid below the minimum level. This has an impact in bringing all lower paid employees to the same level of pay, which helps to reduce the pay gap as females make up a greater proportion of employees within the lower grades.

Average length of service continues to play a part in the pay gap within the Gallery. We have a number of long serving employees across both genders, but due to the nature of our exhibition programmes some employees within the Front of House teams are recruited on short term contracts to accommodate the need for extra staff during these periods. Of the 97 front of house staff recruited in 2017/18, 75 were female, and this has an impact on the data recorded for length of service.

On average male employees continue to have greater length of service than females. However, this has reduced slightly from an average of 8 years in 2017 to 7 ½ years in 2018, but interestingly the average length of service for female employees remains at 5 years.

Our workforce remains predominately female and this may explain in some way why the mean average for women is lower. The figures show that the majority of junior roles within the Gallery

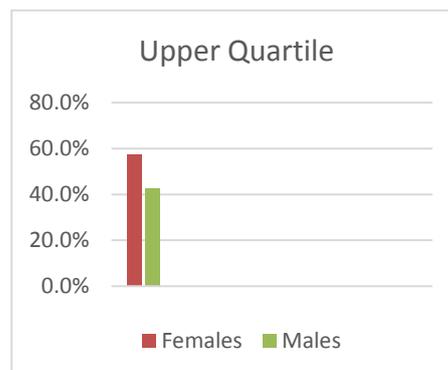
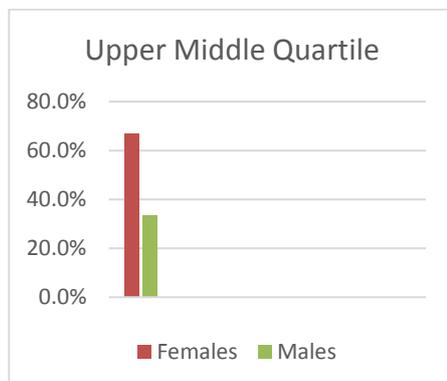
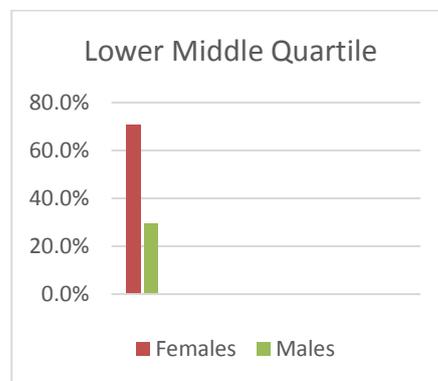
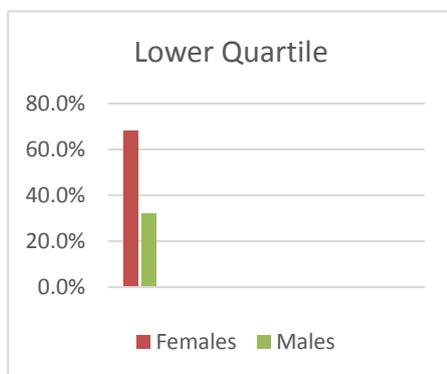
continue to be undertaken by female employees. As with the previous year there are more females than males at senior level, though this has increased slightly over the course of the year.

The Gallery’s only recipient of a bonus is the Director of the Gallery where the bonus is paid as part of their annual remuneration agreed by the Board of Trustees. The Director is not eligible to the annual pay award arrangements that apply to other staff.

**The table below sets out the proportion of male and female employees in each quartile band at the snap shot date of 31 March 2018.**

Proportion of Male and Female employees in each quartile				
2018			2017	
Quartile	Female %	Male %	Female %	Male %
Lower Quartile	68.0%	32.0%	79.8%	20.2%
Lower Middle Quartile	70.7%	29.3%	65.5%	34.5%
Upper Middle Quartile	66.7%	33.3%	65.5%	34.5%
Upper Quartile	57.3%	42.7%	61.4%	38.6%

**2018**



There has been a decrease since 2017 in the number of females occupying the lower quartile, where this was previously reported as 79.8%. There has been an increase in females in the lower middle and upper middle quartiles. The upper quartile has more male employees than 2017 which was reported as 38.6%. The National Portrait Gallery continues to see the largest proportion of female employees employed within the more junior roles across the Gallery.

## Diversity

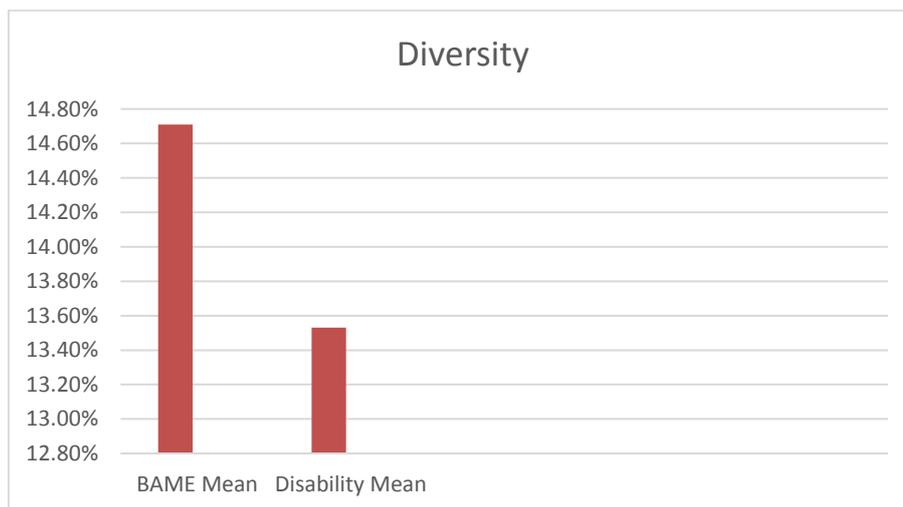
We consider Diversity within our workforce to be as equally important as that of Gender and as such we have undertaken to monitor any pay gap for Black, Asian, and Minority Ethnic (BAME) and disabled employees. Although we are not required by legislation to report on these categories, we are including these figures for 2018 for transparency.

At the snapshot date the Gallery had 34 BAME employees which made up **11.33%** of the workforce. **79.41%** of the BAME group were employed in the lowest grades within the Gallery, with no representation above HEO/SEO level. The Mean variance of BAME staff within the Gallery is **14.71%**.

We have a small minority of employees who have declared a Disability. At the snapshot date employees declaring a Disability made up **2.67%** of the workforce, all of whom were employed in the lower pay bands, AA/AO and EO. The Mean variance for Disabled employees within the Gallery is **13.53%**

This is an obvious concern for the Gallery and is an area we intend to monitor closely. One of the Gallery's commitments is to look at ways to recruit a more diverse workforce, especially within senior roles to ensure there is greater representation at the top end of the Gallery. This is a key area of focus for the Gallery.

\*7.67% of employees opted not to provide their ethnic information.



## Closing the Gender Gap – what we have achieved so far

The National Portrait Gallery is committed to closing the Gender Pay gap, and has made progress throughout 2017-2018 on the following:

Reviewed and revised the Flexible Working Policy which enables employees to request changes to their working patterns to help support work life balance.

Continued to review the Gallery's Equality Action Plan to ensure that equality and diversity is embedded across all aspects of our work.

Established a pay policy that clarifies our approach to pay, ensuring consistency around starting pay, and pay increases during employment at the Gallery.

Implemented e-recruitment which provides a more candidate focused approach to recruitment and introduced blind recruitment so that equal opportunities data is not available at the shortlisting stage.

Remained committed to being an accredited London Living Wage employer, continuing to increase the hourly rate of pay for all applicable employees to the new minimum hourly rate.

As part of our commitment to offer all employees a broad range of training programmes we have introduced the on-line training platform, SkillGate. This provides all employees, regardless of gender or ethnicity, with access to the same training and development opportunities including unlimited access to a broad range of courses, which if not related to their role, can be undertaken in their own time and remotely.

## Actions for 2018-19:

Work towards implementing a Job Evaluation scheme in 2019/2020 to ensure that the way in which salaries are determined is transparent.

Further imbed the use of our new Recruitment system, and the process of blind recruitment, introduced in 2017.

Ensure that our recruitment processes are shaped to attract and recruit diverse applicants with the necessary skills to meet the Gallery's future needs.

Develop and implement an action plan in response to feedback from our employee survey.

Maintain a continuing commitment to the development of employees through our internal skills programmes to support them progress in their career and encourage their use of the e-learning system for personal use.

Continue to promote and support our internal equality & diversity network groups

Achieve Disability Confident Employer status and implement a guaranteed interview scheme for disabled job applicants.

Raise awareness of the Gallery and the opportunities relating to work experience and employment opportunities with young people, the disabled and those from BAME backgrounds.

Continue our commitment to supporting all staff who want to start or continue to work flexibly by offering different ways of working such as part time and compressed hours and ad-hoc home working where possible.