



**BPA
QUALITY**

Gender Pay Gap Report

Introduction

Since April 2021, organisations with 250 or more employees are legally required to report their Gender Pay Gap annually. Prior to April 2021, BPA Quality did not have over 250 employees and was therefore not required to report our Gender Pay Gap. The Gender Pay Gap is an equality measure that shows the difference in average earnings between women and men, however, it does not show the differences in pay for comparable jobs. BPA Quality is committed to promoting equity and opportunity amongst all our employees, regardless of gender.

BPA Quality is committed to being a diverse and inclusive employer; our aim is to promote a working environment where all our people are paid fairly for their contribution to the success of our company. BPA Quality is a very multi-cultural organisation, where many of our people are recruited for their ability to speak languages from across the globe.

BPA Quality Gender Pay Gap

As of 5th April 2021, the BPA Quality headcount using the definition of 'full-pay relevant employees' was 58.27% women and 41.73% men*.



**Please note that for the purposes of reporting, our employees who have identified as non-binary or trans have been included as a full-pay relevant employees using the gender to which they identify on our payroll records.*

Our Organisation

BPA Quality's overall mean and median gender pay gaps reflect the diversity of roles performed within our organisation, local and national market pay variations, as well as the gender and demographic mix across our business areas.

For example, the average pay for Specialist, Technical and Management roles are typically higher than the Quality Evaluation Analyst roles performed across the business. The gender split is well balanced across the business, with a slightly higher proportion of women working for us. BPA Quality advertises widely and nationally and utilises the support of several national agencies when seeking new hires to secure the best talent and skillsets.

BPA Quality remains fully committed to reviewing our policies and processes and implementing measures aimed at improving diversity and inclusion at all levels, not just in relation to gender. We are confident that we will see the benefit of these improvements in the future, but we also recognise there is more to do.

Understanding BPA Quality's Gender Pay Gap

It is widely recognised within the UK that there is a shortage of females working in some fields including Science, Technology and IT (STEM subjects). BPA Quality makes continued efforts to attract, retain, coach and develop all our staff, regardless of gender. BPA Quality runs a successful apprenticeship programme and looks to support and develop our people within the business to be the best they can be. BPA Quality are Investors in People and have achieved Silver Accreditation, with the ambition to achieve Gold Accreditation in 2022.

Having a clear set of actions will help us to focus on reducing any identified gender pay gaps across our business areas and will enable BPA Quality to evaluate any additional steps or measures we might need to take to reduce this gap.

The salary tier variations across our Quality Evaluation Analyst salaries are underpinned by knowledge and skillsets and apply to all Quality Evaluation Analysts, regardless of their gender. BPA Quality is also undertaking a programme of job family modelling to ensure that other staff who fall outside of this tiered system are paid equitably for the roles they undertake.

Only senior managers are eligible to receive a non-contractual bonus or car allowance (if relevant) as part of their overall remuneration package. This bonus is paid as a percentage of salary and reflects their contribution to BPA Quality's success, which sometimes means working outside of the scope of their contracted hours. In 2019/2020 only two women were eligible for this bonus and as a result, the reduced volume of women in the top quartile has impacted on the data provided and provides an explanation for most of the identified gender pay gaps at BPA Quality.

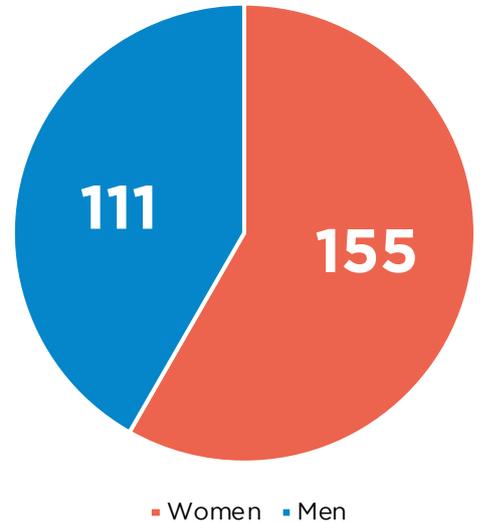
Mean Gender Pay Gap

BPA Quality has 155 women and 111 men working across the business.

69.92 % of our people are employed as Quality Evaluation Analysts (the split of Quality Evaluation Analysts is 61.29% female and 38.71% male); the other 30.08% of employees are spread across varied professional, technical, management and support roles across the organisation.

If we add together the hourly pay rates that women earn, divide by the number of women in our workforce and then compare with the same calculation for men, we find that women overall receive 22.24% an hour less than men do.

This calculation is directly influenced by the bonus and car allowance payments amongst the senior leadership team in the upper quartile, due to the majority being male at the present time.



Median Gender Pay Gap

If we list all our people by their hourly pay rate and then compare what the women in the middle of the female pay range received compared to what the men in the middle of the male pay range received, we get the median gender pay gap.

Women earned 1.42% less than men according to BPA’s median calculation, which is a marginal increase.

Median Women Hourly Rate	Median Men Hourly Rate	Median Gender Pay Gap
£10.30	£10.45	1.42%

Bonus Pay Gap

Bonus Mean Women	Percentage Difference	Percentage Receiving a Bonus Payment
Women earn 56p for every £1 that men earn when comparing mean bonus pay	43.94%	1.29% of women received a bonus payment 6.3% of men received a bonus payment

Bonus Median Women	Percentage Difference
Women earn 41p for every £1 that men earn when comparing median bonus pay	59.10%

Hourly Rate Quartiles

A quartile is a pay bracket that represents a quarter of the BPA Quality workforce; the quartiles are shown in ascending order by rates of pay per hour. The charts below show the split between male and female employees in each quartile from the lowest to the highest.

Gender	Lower Quartile	Lower Middle Quartile	Upper Middle Quartile	Upper Quartile
Male	35.82%	39.39%	40.3%	51.52%
Female	64.18%	60.61%	59.7%	48.48%

BPA Quality employs a higher percentage of female employees in comparison to male employees. Female employees hold the greater proportion of roles in each quartile, other than within the upper quartile which comprises the leadership team.

Workforce Distribution

The table below details the number of female to male staff at BPA Quality and the ratio of part-time staff amongst these two staff groups.

	Number of Female	Percentage	Number of Male	Percentage
Part-Time	24	15.49%	10	10%
Full-Time	131	84.51%	101	90%
All Employees	155		111	

BPA Quality encourages our people to be able to work flexibly in a variety of ways that are beneficial for them and for the organisation, whilst continuing to deliver effective high-quality services to our customers and clients (subject to our clients' requirements, which means in some parts of the business the minimum contractual term is 30 hours per week).

We have equipped our people with technology to enable to work from home until March 2022. This has been especially important in response to the Covid-19 Pandemic, when all employees were asked if they were able to work from home. Regular pulse surveys and town hall meetings have demonstrated that this is the preferred option with 98% percent of respondents advising that they were either satisfied or very satisfied with this opportunity.

Working from home has particularly supported our employees with childcare options during the pandemic and increased the opportunity to work flexibly. Ongoing opportunities for continued home working and hybrid working options will be explored and discussed with our people and clients in due course. Currently, approximately only 8% of our employees have chosen the option of returning to the office; this has generally been to improve their wellbeing or where home working facilities have not been available.

Summary

BPA Quality:

- Adopts the principles of the National Foundation Living Wage and is confident that men and women are paid equally for doing equivalent jobs across the organisation
- Are confident that we provide equality of access to support for development, secondment and promotional opportunities across all parts of our organisation
- Accepts that women are under-represented amongst our senior management structure and when an opportunity arises, will ensure the recruitment documentation and selection processes are free of bias and that accessibility is fully supported to all applicants
- Are committed to equal opportunities and the fair treatment of all our employees, regardless of gender
- Have created a Gender Pay Gap Action Plan 2021 – 2022 which sets out how we will reduce any Gender Pay Gaps within BPA Quality over the next year

Signed:



Dated: 04.10.21

Alex Bobba

Managing Director, BPA Quality

Appendix 1

This provides detailed explanations of each of the six calculations. Irrespective of the role, the Gender Pay Gap report demonstrates the difference in pay between what women earn and what men earn within BPA Quality.

Gender pay gaps can fluctuate from month to month across the pay quartiles depending on changes to headcount. To create a level playing field for all reporting organisations the data is taken on a snapshot date – for the private sector this is 5th April 2021.

The definitions are taken from the Managing Gender Pay Reporting guide produced by ACAS and shared with employers. The guide explains what the Gender Pay Gap is and how to report information to comply with legislation.

Gender Pay Gap Calculations

Mean Gender Pay Gap	A mean average involves adding up all the numbers and dividing the result by how many numbers were in the list. This calculation requires an employer to show the difference between the mean hourly rates of pay that male and female full-pay relevant employees receive.
Median Gender Pay Gap	A median average involves listing all the numbers in numerical order. If there is an odd number of results, the median average is the middle number. If there is an even number of results, the median will be the mean of the two central numbers. This calculation requires an employer to show the difference between the median hourly rates of pay that male and female full-pay relevant employees receive.
Mean Bonus Gap	A mean average involves adding up all the numbers and dividing the result by how many numbers were in the list. This calculation requires an employer to show the difference between the mean bonus pay that male and female relevant employees receive.
Median Bonus Gap	A median average involves listing all the numbers in numerical order. If there is an odd number of results, the median average is the middle number. If there is an even number of results, the median will be the mean of the two central numbers. This calculation requires an employer to show the difference between the median bonus pay that male and female relevant employees receive.
Bonus Proportions	This calculation requires BPA Quality to show the proportion of male relevant employees who were paid any amount of bonus pay and the proportion of female relevant employees who were paid any amount of bonus pay.
Quartile Pay Bands	This calculation requires an employer to show the proportions of male and female full-pay relevant employees in four quartile pay bands, which is done by dividing the workforce into four equal parts. These quartiles pay bands are established when making the calculation, so any other pay banding used in a workplace must not be used.

Appendix 2: Gender Pay Gap Action Plan

The BPA Quality Gender Pay Gap Action Plan 2021 - 2022 sets out how we will seek to reduce any gap in pay between males and females in our workforce. The action plan supports the BPA Quality existing Equality, Diversity and Inclusion objectives. This document is a live document and will be updated periodically to reflect changing organisational priorities and policies.

BPA Quality commits to undertake the following to support Equality, Diversity and Inclusion amongst our employees and to reduce any barriers which might contribute to our Gender Pay Gap.

BPA Quality continues to:

Recruitment and Development
<ul style="list-style-type: none">• Support and encourage gender diversity at all levels• Regularly review our recruitment channels to ensure they are inclusive and that we are using gender neutral language in all our recruitment literature• Support recruiting managers to focus on ensuring a gender balance of applicants / progression within the organisation (including flexible and agile working arrangements)• Make every effort to ensure interviewing selection panels are relevant to the role being recruited• Provide mentoring support to all new employees to ensure that their needs are fully supported in line with policy• Strive to make opportunities accessible to all
Flexible Working
<ul style="list-style-type: none">• Have a flexible approach to support the progression of our female talent to more senior roles• Monitor the uptake of flexible working across our business to help identify and overcome barriers and working practices that might impact on employee groups, including females• Enable all employees to have the opportunity to work from home until March 2022. Consultation and impact assessments will take place to ensure that the model adopted beyond this date is appropriate for all stakeholders• Support extended periods of leave, both paid and unpaid, to enable our people to travel to see family living outside of the UK• Support working carers• Progress workstreams that review how we can enhance and improve upon the flexibility that is offered take an individual and equitable approach to adjustments and support, including the structure of the working day

Career Progression
<ul style="list-style-type: none"> Continually monitor the progression of all its people, including female employees, through our recruitment and development programmes. This helps ensure that these are gender neutral, free from bias and encourages females to progress into more senior roles Offer individual mentoring and peer support across the business at all levels Run a successful apprenticeship programme Roll out a coaching and feedback programme to all line managers
Reward and Recognition
<ul style="list-style-type: none"> Implement the launch of a new and exciting platform to support reward and recognition across the business, with a 360-degree approach to feedback Enable Job Family Modelling to assist us with external and internal salary benchmarking, helping us to ensure our approach continues to be free from gender bias, is non-discriminatory and fair in its application at all stages (start pay, progression and promotion) Annually review reward, recognition and benefits packages for all employees
Culture
<ul style="list-style-type: none"> Hold Investors in People Silver Accreditation and seek to achieve Gold Accreditation in 2022 Be a Level 1 Disability Confident Employer, with plans to achieve Level 2 Status by the end of 2022 Provide a menopause support policy and support all employees, regardless of gender identity, in this respect Provide dedicated breastfeeding facilities for mothers Adopt the principles of the National Foundation Living Wage and pay all employees above this level
Education and Training
<ul style="list-style-type: none"> Provide awareness sessions with all employees, including line managers, as part of our wider Equality, Diversity & Inclusion aspirations, with ever-increasing focus on the avoidance of unconscious bias Support our people to obtain functional skills Fund a member of our HR Team to undertake a Level 6 qualification to support Equality, Diversity and Inclusion objectives within the business Support a wide range of development objectives, both formally and informally

Action Plan 2021/2022

BPA Quality will:

- Publish our Gender Pay Gap report on our website and ensure it is accessible to our employees
- Review our Equality, Diversity and Inclusion measures
- Embark upon a job family modelling programme to ensure that equal pay principles are applied equitably
- Review our recruitment processes and documentation to ensure that they are gender neutral and fully inclusive
- Review all employment policies, including flexible working and family friendly policies
- Review and implement our Training Policy
- Review our support for working carers
- Review the diversity of interview panels to ensure that they are reflective of the workforce
- Promote Access to Work, Remploy and other organisations which seek to increase accessibility
- Continue to roll out our coaching programme to our managers
- Analyse our Gender Pay Gap report by department and develop local action plans where appropriate
- Continue to undertake regular pulse surveys and Town Hall sessions to support the welfare of our people and to put in place support where required
- Continue to support our people experiencing symptoms due to the menopause, regardless of gender
- Continue to provide supportive options to all parents, regardless of gender
- Continue to engage with all employees and potential employees to identify any barriers to their success
- Undertake Equality Impact Assessments to support periods of organisational change and seek to identify any negative impacts at the earliest opportunity