



the union of choice for senior managers
and professionals in public service

FDA Gender Pay Gap Report 2023-24

Reported April 2024

Introduction

The FDA is the trade union for leaders in the civil service, our membership includes senior managers, policy advisors, diplomats, tax professionals, economists, solicitors, prosecutors and other professionals across government and the NHS.

At 5th April 2024 the FDA had 30 employees (17 female employees and 13 male employees) and are therefore not legally obliged to publish our gender pay gap under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. However, as a union we are committed to equalities and so believe that it is the right thing for all employers, no matter how big or small, to publish their gender pay gap.

Hourly Pay

The FDA's mean gender pay gap (the difference between men's and women's average hourly pay) is 9% (2023: 1%) and our median gender pay gap is 16.2% (2023: 9.7%).

Bonus

The FDA pays bonuses to staff if they have worked significantly beyond their job description. The bonuses are decided by the senior management team and there is no limit or quota set on the numbers of staff that can receive a bonus.

During the pay period 9 male and 11 female members of staff received a bonus. The figures are as follows:

- Mean gender pay gap for bonuses: -8.12% (2023: 3.9%)
- Median gender pay gap for bonuses: -8.12% (2023: 3.9%)
- Proportion of male staff receiving a bonus: 69.2% (2023: 6.7%)
- Proportion of female staff receiving a bonus: 68.8% (2023: 12.5%)

Pay Quartiles

The hourly pay quartiles show the proportion of men and women that are in each pay quartile when we arrange staff in order of hourly pay rate.

- In the upper quartile 28.6% (2023: 42.9%) of staff are male and 71.4% (2023: 57.1%) of staff are female
- In the upper middle quartile 75% (2023: 62.5%) of staff are male and 25% (2023: 37.5%) of staff are female
- In the lower middle quartile 25% (2023: 50%) of staff are male and 75% (2023: 50%) of staff are female
- In the lower quartile 42.9% (2023: 37.5%) of staff are male and 57.1% (2023: 62.5%) of staff are female

Analysis and Actions

The FDA is unequivocally committed to equality, we believe that the fact we have voluntarily chosen to publish our gender pay gap, even though as an employer with only 30 staff we are under no legal obligation to do so, proves this commitment. We are disappointed that our gender pay gap is larger in the upper, upper middle and lower middle pay quartiles than we would like it to be, but we believe that publishing our data is the right thing to do. Gender pay gap reporting is an important step forward for equalities and in the future we would like to see more organisations like the FDA voluntarily publish their gender pay gap.

The FDA has a clear equality and diversity statement and policy included within its employee handbook and the FDA's Executive Committee (made up of FDA members) and all those in leadership roles employed at the FDA are required to be proactive in promoting diversity and equal opportunities. The FDA strives to create a positive, inclusive atmosphere, based on respect for people's differences, in which staff are actively encouraged to reach their full potential.

The FDA has a transparent pay structure which is set out clearly in the employee handbook. The FDA's pay system comprises of six pay bands and most pay bands have five incremental points. Eligible staff who have completed one year's continuous service and who are deemed to have performed and contributed to a satisfactory level, will progress through the incremental points until they reach the maximum. Our pay structure and system was negotiated with our recognised trade union, the GMB.

In analysing our figures we have to be careful not to draw too many conclusions from the data because inevitably with only 30 employees we are more vulnerable to minor staff changes presenting a more differentiated picture.

The table below shows the number of male and female employees by pay band:

Pay bands	Male Employees	Female Employees
Pay band 6 (General Secretary)	1	
Pay band 5		4
Pay band 4	8	4
Pay band 3	3	3
Pay band 2	1	5
Pay band 1		1

At Assistant General Secretary level (pay band five) we are split 0:4 (2023: 0:4). At National Officer level (pay band four) we are split 8:4 male/female (2022: 9:5). Pay band 2 has a higher level of females although several at band 2 have progressed from band 1 where they started with FDA.

We do however have only one General Secretary who is male and more staff in the lowest pay band are female (in administrative, accounts and membership roles). As a small organisation this has an impact on the final figure.

We feel the FDA's overall reward package is very supportive, with flexible working opportunities offered to all staff through either flexi-time or a compressed working fortnight. We have good maternity pay and leave. We have accommodated requests to work part-time and have been supportive of staff with caring responsibilities and the inevitable domestic emergencies that occur. Throughout the whole of the reporting period, staff had moved to homeworking to accommodate the Covid situation.

Our recruitment processes use an equal opportunities approach, based on a clear assessment against the role requirements. We always aim to find the best possible candidate for the role.

We are committed to promoting equality on all fronts across our Union and we remain vigilant as to what more can be done to improve our performance to ensure our Union properly reflects best practice in the field of equalities. The FDA's senior management team will review and analyse our data to look at whether things such as our pay ranges, starting-pay decisions, and/or recruitment practices are impacting on our gender pay gap. We will also look at comparable organisations and consider further actions that we can take to improve our gender pay gap.

I, Dave Penman, General Secretary, can confirm our calculations are accurate and have been calculated in accordance with ACAS guidance.

Dave Penman

**General Secretary
FDA**