

2017/18 Reporting Criteria – Employee salary ratios by gender

Definition

The percentage of male and female employees in each salary band for the financial year 1 April 2017 to 31 March 2018.

Scope

All employees (with the exception of agency contractors and casual workers) who worked at The Crown Estate during 2017/18 are included in the calculation from all offices and work locations.

Method

Data relating to each Crown Estate employee is held on the Cascade HR database. A data extract is run by the Human Resources department from this system summarising all employees in employment with The Crown Estate for the financial year ended 31 March 2018.

The number of employees for the period is calculated on an average headcount basis, which equates to an average of 404 Crown Estate employees for the 2017/18 year. For example, if a person was in employment with The Crown Estate for 6 months of the financial year, their headcount for the year would be 0.5 (6 months divided by 12 months for the full financial year).

The salary band for these pro-rated employees is recorded differently for employees that were still employed with the business at 31 March 2018 as opposed to employees who left during the year.

- For employees still employed with the business at the end of the financial year their base salary (excluding bonus) at 31 March 2018 is used.
- For employees that left the business during the year their base salary (excluding bonus) at their point of departure is used.

For all part time employees the base salary represents the full time equivalent salary as if the employee was working full time.

For all Crown Estate non-executive board members their actual base salary has been used in the calculations.

Reporting period

1st April 2017 – 31st March 2018

Source

All data is reported from the Cascade HR database.