



Citizens **Information** Board

Gender Pay Gap Report 2025

Reporting Period June 30th, 2025

Reference Legislation Gender Pay Gap Information Act 2021 & Employment Equality Act 1998 (Section 20A) Regulations 2022



Foreword from CEO of Citizen's Information Board

I am proud to introduce the Citizens Information Board's first Gender Pay Gap Report. This marks an important milestone in our ongoing commitment to equity and inclusion across our organisation.

As a public service body, we hold ourselves to the highest standards and are guided by our values of accountability, availability and sustainability. Publishing this report is not only a legal requirement, it allows us to examine the data, understand the factors and take meaningful steps to address them in 2026.

This first report marks the beginning of a process. We will continue to monitor, evaluate, and take practical steps in sustaining and further embedding a strong culture of inclusiveness and participation across our organisation.

Thank you to everyone who contributed to this important work.

Graham Long
Chief Executive Officer
Citizens Information Board

Introduction and Legislative Context

This report has been prepared in accordance with the statutory requirements of the **Gender Pay Gap Information Act 2021**, which mandates the annual publication of the gender pay gap metrics for all organisations above a specified threshold. Under the phased implementation of the Act, organisations with 50 or more employees are required to report from 2025 onward.

This marks the first Gender Pay Gap Report for the Citizens Information Board (CIB).

In line with the regulations, the organisation has published both the quantitative metrics and accompanying explanatory narrative. The report provides a snapshot of the organisation's gender pay position as of June 30th, 2025.

Understanding the Gender Pay Gap

The requirement to report on the gender pay gap reflects a wider commitment across the public service to promote workplace equality and ensure balanced representation at all levels. While the gender pay gap reporting process does not measure individual pay equality, it offers a useful insight into patterns of representation, career progression, and access to senior roles across the organisation.

It is important to distinguish between the gender pay gap and the concept of equal pay. Equal pay relates to paying individuals the same wage for conducting the same work or work of equal value, regardless of gender — a principle protected under Irish equality legislation. The gender pay gap, by contrast, highlights the difference in average hourly earnings between men and women across the workforce as a whole, irrespective of role or grade.

At CIB, salaries are determined by established civil and public service pay scales, which are applied consistently across grades and are not influenced by gender. This ensures equal pay for equal work. However, differences in average pay may still arise due to factors such as grade distribution, part-time work patterns, and career progression trends.

Publishing this data encourages transparency and supports ongoing efforts to identify and address any underlying barriers to equality of opportunity.

Employment Control Framework Summary

As per the June 2025 ECF return, there were 77.0 WTE active employees including agency staff but excluding career break staff and externally funded project-based roles.

For the purpose of the Gender Pay Gap Report, the dataset includes all CIB contracted staff including those assigned to project funded posts, in line with the reporting requirements of the Gender Pay Gap Information Act 2021.

This difference in scope explains the variation between the 77.00 WTE recorded in the ECF submission and the 87.00 total headcount/WTE referenced in this report.

Data Protection and Confidentiality

All data used to compile this report was processed in accordance with the General Data Protection Regulation (GDPR) and relevant Data Protection Acts.

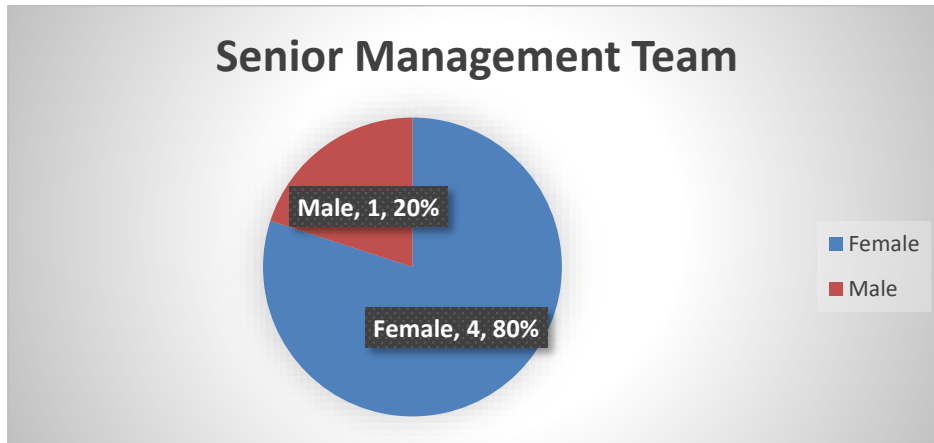
The dataset was extracted and validated by authorised personnel within the Human Resources Division, who have access to employee information as part of their official duties.

Data was anonymised and aggregated solely for statistical reporting. No individual employee can be identified from the information presented in this report.

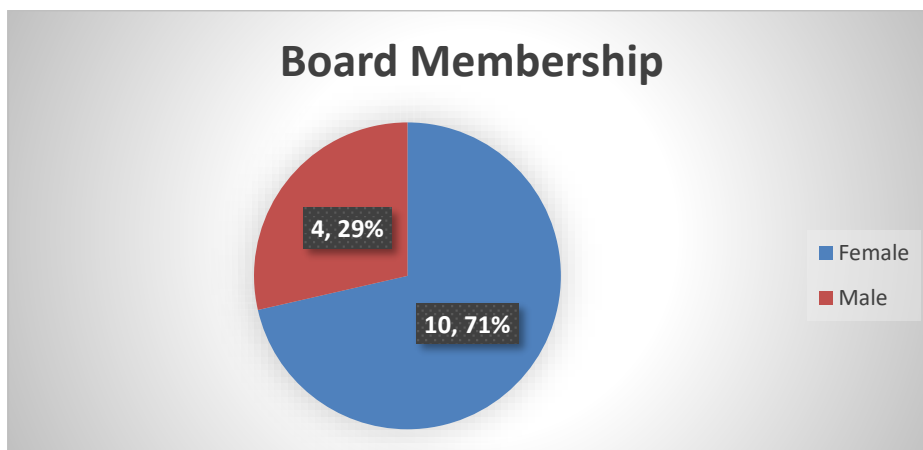
The Citizens Information Board ensures that all processing of employee data for Gender Pay Gap reporting purposes is carried out lawfully, fairly, and transparently, consistent with the organisation's Data Protection Policy.

Senior Management & Board Membership

CIB's **Senior Management** team is responsible for implementing strategic objectives, ensuring the operations of CIB run to the highest standard whilst ensuring that CIB meets the required governance and compliance requirements. They receive salaries for their role.



CIB's **Board of Directors** play a vital governance role ensuring that the organisation operates effectively, ethically and in alignment with its statutory mandate.



Methodology

A. Scope of Inclusion

This analysis includes the following

- The dataset includes all employees with valid contracts of employment on the snapshot date, across permanent and temporary roles, project-funded staff, and staff working part-time or on less than full-time contracts, included on a pro-rata whole-time equivalent (WTE) basis.

The following categories were excluded

- Agency personnel and career break staff were excluded.
- Acting-up allowances are treated as ordinary pay. They are included in the gross hourly remuneration used to calculate mean and median pay figures.

B. Metrics Calculated

In accordance with the Gender Pay Gap Information Act 2021 and the relevant 2025 Regulations, the following statutory indicators have been calculated for all employees (excluding agency and career-break staff)

- The mean and median hourly gender pay gap
- The percentage of male and female employees receiving bonus pay
- The distribution of male and female employees across hourly pay quartiles

Note on Bonus Pay

In line with the Gender Pay Gap Information Act 2021 updated guidance (2025), the organisation has not reported any bonus payments for the purpose of this analysis, as no qualifying bonus schemes are in place. Acting-up allowances are treated as ordinary pay and are included in the base hourly remuneration calculations.

Gender Pay Gap Results

A. Mean Gender Pay Gap

Mean male pay (FTE): €69,082.67

Mean female pay (FTE): €65,593.00

Mean gender pay gap: 5.05%

Explanation

This means that on average, female employees earn **5.05% less** than their male counterparts when adjusted for full-time equivalence. The mean figure is influenced by the higher concentration of males in more senior roles within the organisation.

B. Median Gender Pay Gap

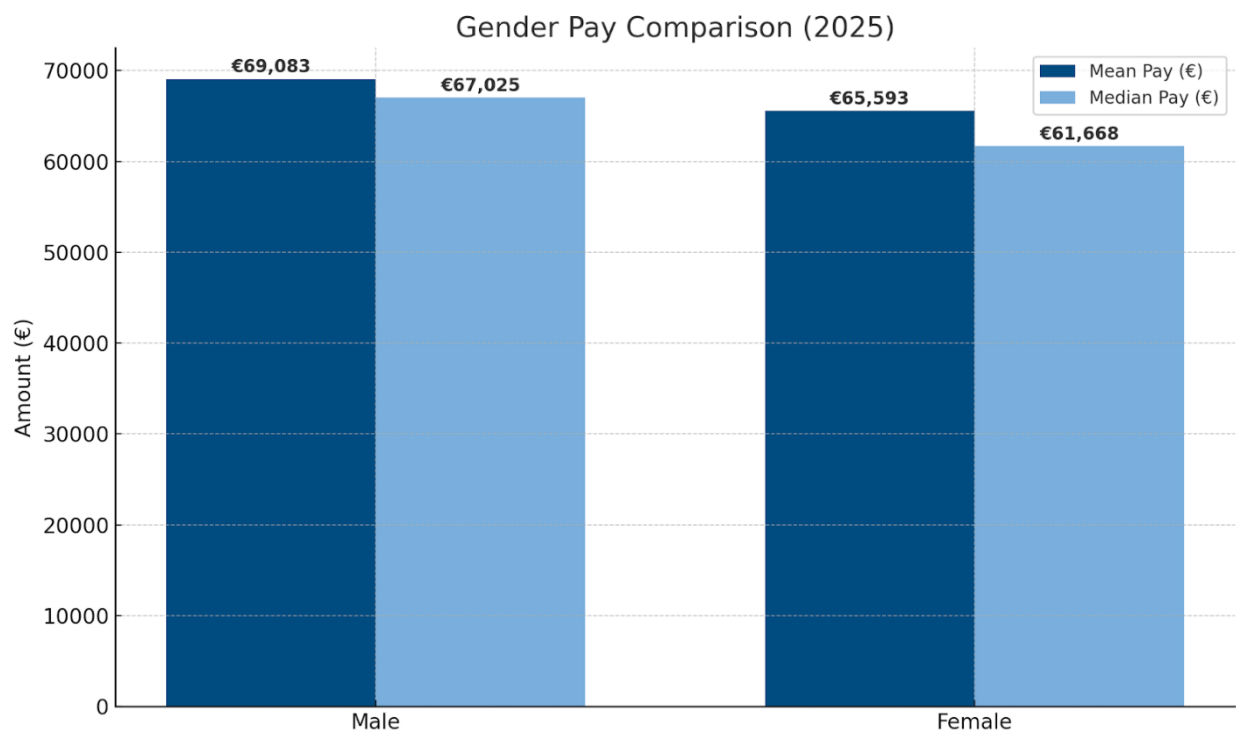
Median male pay (FTE): €67,025.00

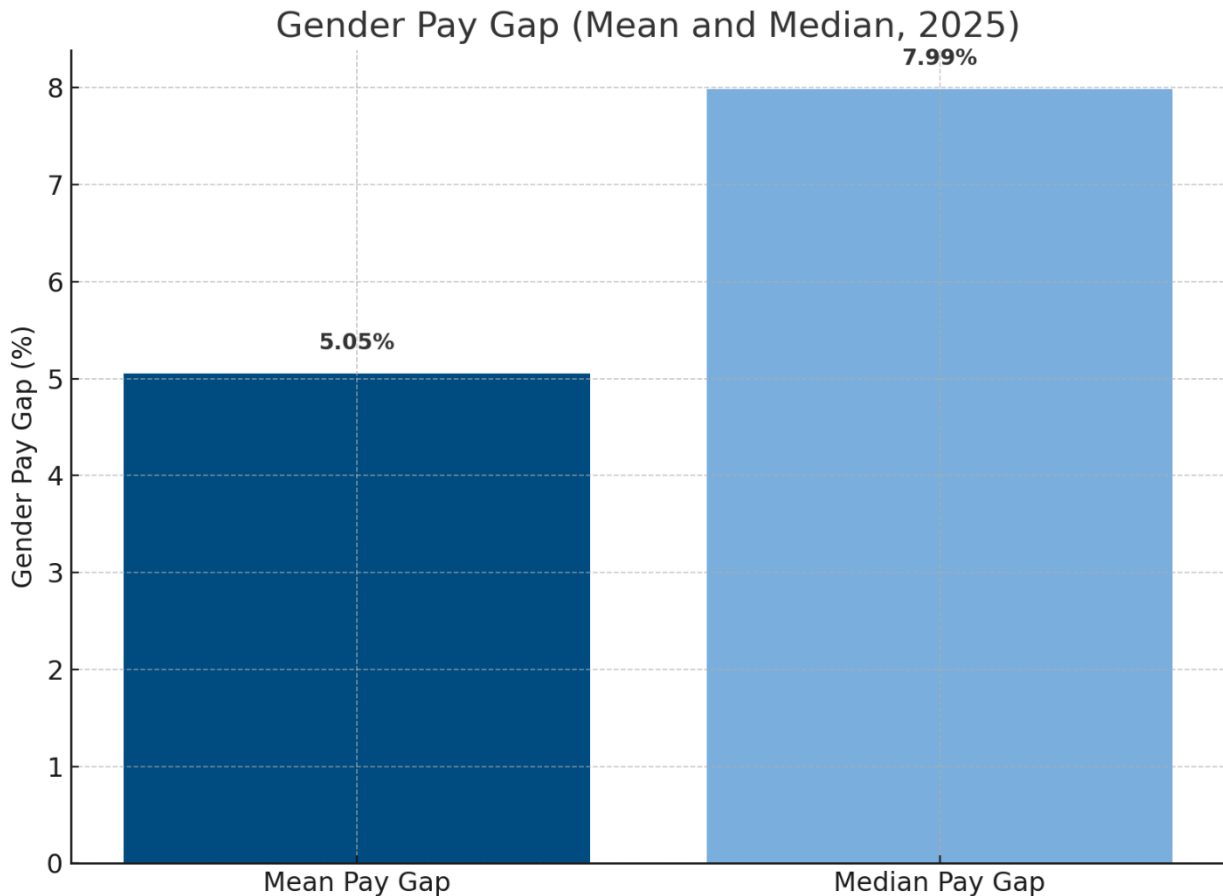
Median females pay (FTE): €61,668.00

Median gender pay gap: 7.99%

Explanation

The median gender pay gap of **7.99%** reflects the pay difference at the midpoint of male and female earnings. This measure helps reduce the influence of outlier salaries and provides a clearer view of structural pay inequality.





Definition

In accordance with the Gender Pay Gap Information Regulations 2022, as amended by the 2025 Regulations, acting-up allowances are classified as ordinary pay, not bonus remuneration. These payments are considered part of gross earnings where an employee temporarily assumes duties of a higher grade.

In line with public sector governance, Citizens Information Board employees do not receive performance-related bonuses or benefits in kind (e.g. vouchers, housing, cars) as part of the overall remuneration. The organisation therefore reports no bonus remuneration for the purposes of Gender Pay Gap reporting.

Inclusion in Pay Gap Metrics

All acting-up allowances are included within the gross hourly pay figures used to calculate the mean and median gender pay gap. These payments are not disaggregated as a separate “bonus” category.

C. Bonus Pay Gap

Proportion of Staff Receiving Bonus Pay

Male: 0%

Female: 0%

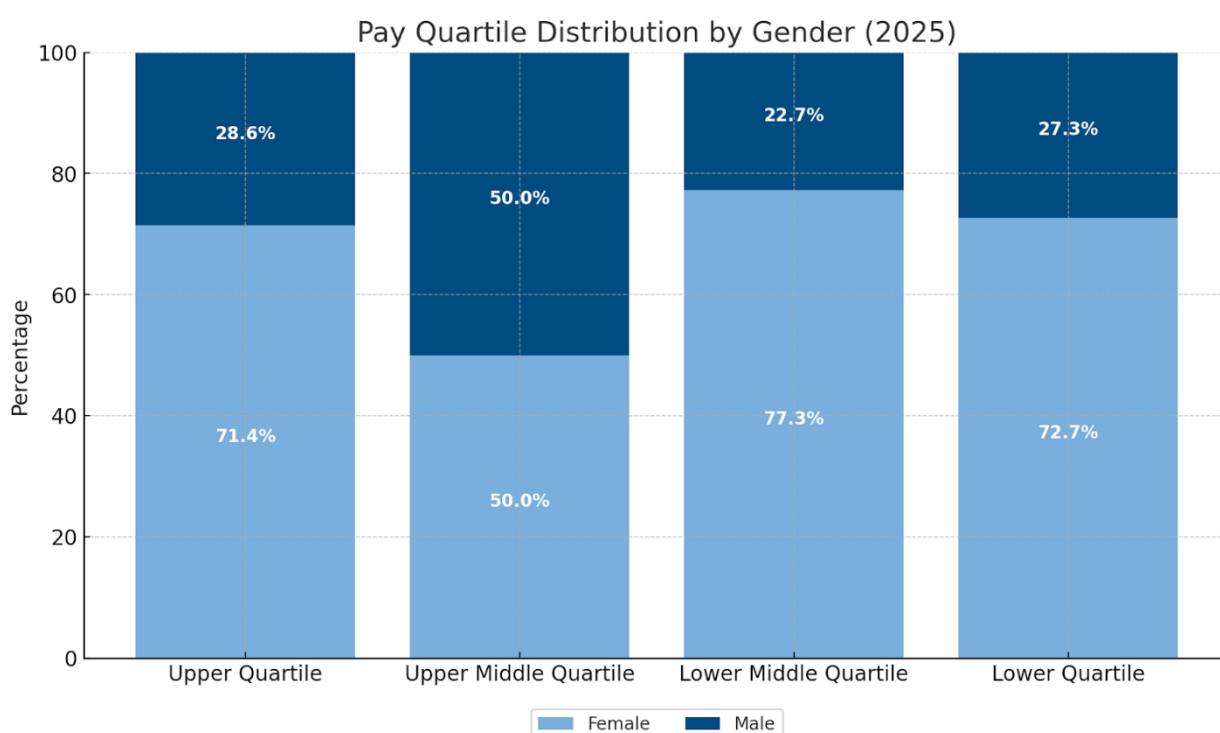
Mean and Median Bonus Pay Gap: Not applicable

D. Benefits in Kind

No non-cash benefits are provided to employees. This includes items such as housing, company cars, gift vouchers, or stock options.

Pay Quartile Distribution

The workforce has been divided into four equal quartiles based on hourly pay, showing the distribution of male and female employees within each band.

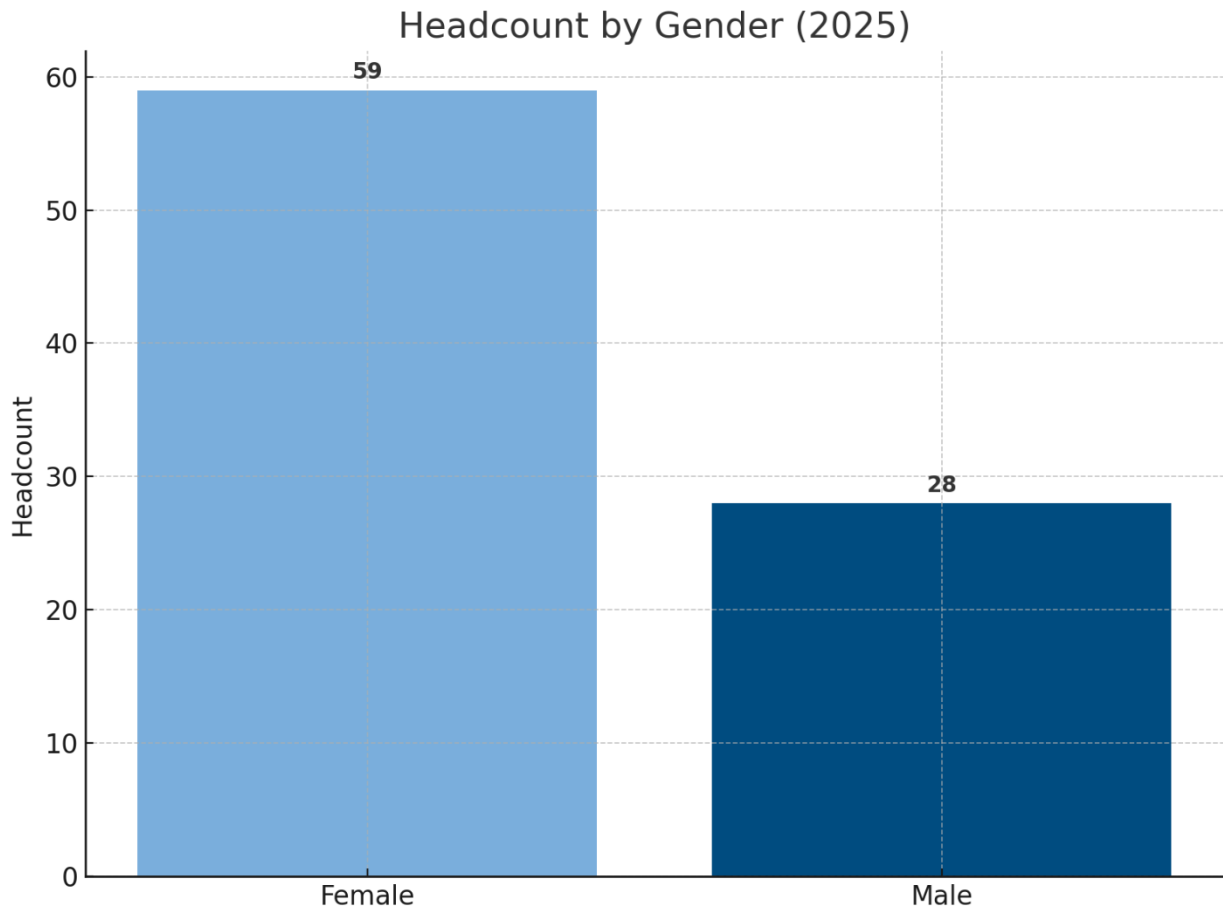


Explanation

The data shows a concentration of female employees in lower and middle salary bands, with increased male representation in the upper quartile. This structural distribution contributes to the overall pay gap and reflects legacy patterns of progression, role classification, and access to senior opportunities.

Although women make up the majority of the workforce (68% of headcount and 64% of WTE this does not automatically eliminate the gender pay gap.

Gender Pay Gap reporting measures average hourly earnings, not numerical representation. Differences in grade distribution, access to senior roles, and historical patterns of promotion can result in a gap that still favours men, even in a female-majority workforce.



Explanation of the data

Headcount (HC) refers to the total number of individuals employed by the organisation on the reporting date (30 June 2025), regardless of work pattern.

- 59 of the 87 employees (67.8%) are female
- 28 of the 87 employees (32.2%) are male

Whole-Time Equivalent (WTE) reflects the adjusted full-time equivalent of staff based on standard hours (35 hours per week).

- Female employees represent 59.0 WTE (67.8%) of the total 87.0 WTE
- Male employees represent 28.0 WTE (32.2%)

Gender Gap Interpretation

There is a headcount difference of 31 between female and male employees (59 vs 28).

The corresponding WTE difference of 31.0 also reflects a higher representation of female staff (59 vs 28). These figures confirm that the organisation is female dominated in both absolute numbers and working time commitment. This gender profile influences the interpretation of gender pay gap outcomes across all quartiles and provides important context for understanding the organisations workforce structure.

Narrative Context and Contributing Factors

The Citizens Information Board's gender pay gap is influenced by several structural and cultural factors including occupational segregation, women are represented in administrative and EO level grades, while men hold a larger share of senior posts (HEO, AP, PO). Men have also more frequently held acting-up assignments, which provide access to higher responsibility roles and may support longer-term promotional opportunities. A number of female staff hold project-based or grant dependent roles, which may limit opportunities for advancement or acting-up placements due to funding restrictions.

The overall trend indicates progress in narrowing the mean pay gap compared to prior periods. However, the median gap remains, and the distribution of acting-up role's points to disparity in access to higher-level responsibilities.

Measures Being Taken to Address the Gap

CIB continues to support continued progress and alignment with public service equality goals, the following actions will continue to assist with addressing the Gender Pay Gap.

Flexible Working arrangements: CIB continue to support flexible working arrangements for both male and female employees. In 2025, the take up for various working arrangements showed a wide variety of arrangements to include:

- **Blended Working** Male: 4 Female: 7
- **Shorter Working Year:** Male: 1 Female: 15
- **Work Share Arrangement:** Male: 1 Female: 9
- **Part-time arrangement:** Male: 2 Female: 3
- **Career Break:** Male: 0 Female: 1

The data reflects a diverse uptake across several options with notable gender differences in preferences and participation. CIB will ensure all staff are aware of such schemes so as to ensure CIB can support employees in the continued promotion of such arrangements.

Statutory Leave Supports at CIB: CIB remains committed to ensuring that both male and female employees are fully supported in accessing statutory leave entitlements that enable them to meet their parenting responsibilities. These supports are actively utilised across the organisation and include:

- **Paid Maternity and Adoption Leave**
- **Paid Paternity Leave**
- **Breastfeeding Leave** – 1 hour of paid leave daily
- **Unpaid Leave for Medical Care** – Up to 5 days under the *Work Life Balance and Miscellaneous Provisions Act 2023*

- **Force Majeure Leave** – Paid leave for urgent family emergencies
- **Parents Leave** – A total of 9 weeks available to all staff, regardless of gender

These provisions reflect CIB's ongoing dedication to fostering a family-friendly workplace that promotes shared parenting and supports employees in balancing their professional and personal responsibilities.

Capability Framework – In Q1 of 2026, CIB will roll out training for staff on the Capability Framework for Interviewing, introducing a more structured and comprehensive approach to candidate assessment. This framework is designed to enhance consistency and fairness in recruitment processes. As part of this initiative, unconscious bias training will be provided to all managers involved in recruitment, reinforcing CIB's commitment to inclusive hiring practices. Additionally, CIB will continue to ensure gender-balanced interview panels, promoting equity and diverse perspectives in candidate selection.

Learning and Development - As part of CIB's ongoing commitment to professional growth and inclusion, CIB will roll out **Management Development Training** in 2025/26. This initiative aims to equip current and aspiring leaders with the skills needed to lead effectively, foster inclusive teams, and ensuring communication is to the forefront of their agenda. In addition, Q4 of 2025 will see a launch of Dignity & Respect training for all CIB staff. This training will assist in ensuring CIB maintains its workplace culture where all employees feel valued, heard and treated fairly regardless of gender.

Diversity & Inclusion – The first half of 2026 will see a roll out of Diversity & Inclusion training. This training plays a vital role in tackling the gender pay gap by raising awareness of unconscious bias, promoting equitable decision-making, and fostering a culture of fairness and transparency. Through targeted learning, employees and managers gain a deeper understanding of how systemic barriers and workplace behaviours can impact career progression, performance evaluations, and pay equity. By embedding inclusive practices into recruitment, promotion, and reward systems, D&I training helps ensure that all employees—regardless of gender—have equal access to opportunities and recognition. This proactive approach supports CIB's broader commitment to closing the gender pay gap and building a more inclusive workplace.

Looking Ahead

This is the first Gender Pay Gap report for CIB. CIB will continue to commit in ensuring that Management engage with staff across all divisions to ensure there is an understanding of diversity and inclusion. This will be hugely helped by the delivery of appropriate training to all staff. CIB will focus on analysing gender pay gap data and analyse any factors that contribute to disparities.

As a public service organisation, CIB recognises the importance of leading by example—championing inclusive practices and continuously evolving to meet the needs of a diverse workforce and stakeholder community.