

Gender Pay Gap Action Plan – 2022/23

DRAFT 2022/23 Gender Pay Action Plan

1. Review of recruitment, selection, and promotion of opportunities for all

Objective	Action	Responsibility	Monitoring Date	Completion Date
1.1 Promote gender representation throughout the recruitment process.	1.1.1 Encourage female / male applicants in roles that have gender under-representation. Including a review of the language in our adverts to ensure that there is no gender bias and promote a focus on the values of the organisation.	Recruiting Managers / Human Resource	October 2022 & Mar 2023 Monitor 6 monthly	March 2023
	1.1.2 Managers to encourage internal recruitment to support progression whilst also advertising externally.	Recruiting Managers	October 2022 & Mar 2023 Monitor 6 monthly	March 2023
	1.1.3 Review recruitment job profiles, including job descriptions, person specifications, language, and criteria.	Recruitment Project Team	December 2022	December 2022
1.2	Promote opportunities to support progression.	Learning and Development	January 2023	September 2022
	Raise confidence in applicants to apply for positions.	Recruiting Managers / Communications Team	October 2022 & Mar 2023 Monitor 6 monthly	March 2023

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2. Data collection / monitoring to address areas for improvement

Objective		Action		Responsibility	Monitoring Date	Completion Date
2.1	Monitor recruitment and selection promotions within the council.	2.1.1	Seek and analyse recruitment and selection data by age and gender on an annual basis and share these findings with Personnel Committee	Human Resources / Organisational Change Officer	June, Sept, Dec & Mar Quarterly monitoring	April 2023
2.2	Monitor feedback from staff exiting the organisation	2.2.1	Analysis of feedback through the exit interview process, including additional questions in exit interview template regarding gender.	Learning and Development	June, Sept, Dec & Mar Quarterly monitoring	April 2023
2.3	Gain feedback on gender balance.	2.4.1.	Annual survey to women to seek feedback on working for CBC, followed by a review of feedback to analyse results	Communication Team / Organisational Change Officer	Annual feedback	April 2023

3. Improve workspace flexibility for men and women

Objective		Action		Responsibility	Monitoring Date	Completion Date
3.1	Monitor the gender pattern of take up of agile working opportunities.	3.1.1	Annual agile working survey to seek feedback on agile working plans and policy. Analyse results and challenge perceived inconsistencies.	Learning and Development	October 2022 & Mar 2023 Monitor 6 monthly	April 2023
		3.1.2.	Promote non-monetary initiatives and flexible working arrangements to staff.	Human Resources / Communications Team	October 2022 & Mar 2023 Monitor 6 monthly	April 2023
3.2	Promote a more consistent approach to flexible working across the Council	3.2.1	Encourage the uptake of shared parental leave.	Human Resources / Managers	Annual review	April 2023