

PERSONNEL COMMITTEE – 2ND APRIL 2019

Report of the Head of Strategic Support

Part A

ITEM 7 GENDER PAY GAP INFORMATION ITEM AND ACTION PLAN

Purpose of the Report

Personnel Committee to note the Council's Gender Pay Gap report based on the snapshot date of 31st March 2018 and agree the recommendations set out below.

Recommendations

1. That the Personnel Committee note the details of the Gender Pay Gap report and agree that the results are published on the Gov.UK site in accordance with reporting requirements, prior to 31st March 2019;
2. That the Personnel Committee also note and comment upon the action plan, attached at Appendix B.

Reasons

1&2. The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 requires public sector employers with 250 or more employees on the snapshot date of 31st March each given year, to carry out gender pay analysis and reporting.

Policy Justification and Previous Decisions

The Government requires that gender pay is analysed and reported on each year. The information was discussed at SMT on 2nd January 2019 and JMTUM on 17th January 2019.

Implementation Timetable Including Future Decisions

It is a requirement that the information is published on the website before 31 March each year. In order to meet that timescale, the gender pay gap report has been published on the Council's internet.

Report Implications

The following implications have been identified for this report

Financial Implications

There are no immediate financial implications arising from this decision.

Risk Management

There are no specific risks associated with this decision.

Background Papers: None

Appendices: Appendix A - Gender Pay Gap Report for publication
 Appendix B - Gender Pay Gap Action Plan 2019

Officer to contact: Adrian Ward
 Head of Strategic Support
 Telephone: (01509) 634573
 Email: adrian.ward@charnwood.gov.uk

Part B

Background

1. The Personnel Committee considered the results of the Council's Gender Pay Gap for a snapshot date of March 2017, in June 2018. Following that meeting further monitoring and a number of actions were taken as outlined below:

a) Benchmarking following Gender Pay Gap Report 31 March 2017

Detailed analysis of the statistics in 2017, were considered to identify job roles/areas where potential interventions could be considered to address perceived differences. From this analysis the following areas were targeted:

- Repairs and Maintenance operatives:
- Contact Centre Advisors.

b) Repairs and Maintenance Operatives

This is the largest group of all male staff who are paid within the upper or upper middle quartile. A substantial number of these staff receive additional and relatively generous standby and call-out payments in addition to their basic pay.

Recruitment data confirmed that only a very small numbers of females apply for repairs and maintenance posts and that those applicants were unsuccessful. Managers within this section were supportive of taking positive action to attract female applicants and including a female member of staff on selection panels.

Discussions have taken place with the Learning and Organisational Development Coordinator about promoting this area of work and related apprenticeship opportunities to females within the area.

c) Contact Centre Advisors

Contact Centre Advisors are all female and paid within the lower middle quartile, a high proportion of these staff are part-time. The Contact Centre Manager is male. The majority of applicants for these posts are female and male applicants had not been successful, the Contact Centre Manager is normally part of the recruitment and selection panel.

Following a conversation with the Contact Centre Manager it was clear that, for reasons of flexibility, there is a preference for part-time posts and no support for amalgamating posts to create full-time posts.

There are other areas within the Council where groups of predominantly female staff are paid at a basic level and where a majority of highly paid staff are male. However, the examples above reflect the largest staff numbers and greatest gender differences.

d) Apprentices

In considering the Gender Pay Gap report 2017, the Personnel Committee wished to receive an update regarding the apprenticeship scheme and understand if gender pay issues were impacting the recruitment and retention of apprentices. The table below lists current apprentices within the Council by gender, apprenticeship level and gender.

Table 1 - Direct Recruit Apprentices

Job Role	Apprenticeship Level	Male	Female
Electrician	2	Y	
Plumber	2	Y	
Pest Controller	2		Y
Business Admin	3	Y	
Accountant	3		Y
Public Sector Delivery	3	Y	
Public Sector Delivery	3	Y	
IT	4	Y	

Table 2 - Existing Staff on Management/Degree Courses

Improvement Practitioner	4		Y
CCTV Team Leader	6	Y	
Town Hall Manager	7	Y	
Contracts Manager	7		Y
Repairs and Investment Manager	7		Y

Gender Pay Gap for Report 31st March 2018

2. The gender pay gap report must set out the Council's results in relation to:

Mean Gender Pay Gap	The difference between the mean hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees
Median Gender Pay Gap	The difference between the median hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees
Mean Bonus Gap	The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees
Median Bonus Gap	The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees
Bonus Proportions	The proportions of male and female relevant employees who were paid bonus during the relevant period
Quartile Pay Bands	The proportions of male and female full pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands

3. The Council is required to publish the results on our website by 31st March each year. In addition, the results must also be published on a specified government website.
4. The Government considers that the rate of progress in terms of closing the gender pay gap is too slow, and has committed to closing the gap within a generation. The gender pay gap reporting requirements enable employers to compare the gender pay gap in its own organisation, and look at ways to close the gap if an issue arises.
5. Gender pay analysis is different to the equal pay audit analysis that is carried out separately. Gender pay shows the average difference between the earnings of men and women. Equal pay analyses if men and women are getting equal pay for doing equal work.
6. The data analysed relates to all “employees” of the Council and includes those under a contract of service, apprenticeship or a contract to do work personally. The analysis is based on all individual employees and not full time equivalents. The pay is based on ordinary pay which includes basic pay (hourly rate), occupational pension benefits, contractual enhancements and sick pay. The hourly rate is used as it takes account of the fact that more men than women work full time. It excludes expenses, overtime pay, pay in lieu of leave, benefits in kind, redundancy pay and other payments transferable to termination.

Gender Pay Gap Analysis

7. The results of the 6 calculations required are outlined below, based on the data obtained for the snapshot date of 31st March 2018.
8. The Council employed 548 eligible individuals on the snapshot date. It should be noted that 37 of these were casuals working on the snapshot date of 31st March 2018. When split into gender the figures are as follows:

Gender	Number of Employees	Percentage Difference
Female	321	59%
Male	227	41%

- Mean Gender Pay Gap

9. The mean gender pay gap is the difference between the mean hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees.

Gender	Hourly Rate	Percentage Difference for Gender Pay Gap
Female	£12.79	11.7%
Male	£14.49	

10. The average hourly rate of female employees' is 11.7% lower than male employees'. The gap has decreased from 12.8% as at 31st March 2017 as the

mean hourly rate for both male and females has decreased for this period (£12.96 female and £14.86 male as at 31st March 2017).

- Median Gender Pay Gap

11. The difference between the median hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees.

Gender	Hourly Rate	Percentage Difference for Gender Pay Gap
Female	£11.18	17.6%
Male	£13.57	

12. The median hourly rate of female employees' is 17.6% lower than male employees' (17% as at 31st March 2017). In accordance with the Annual Survey of Hours and Earnings – Gender Pay Gap in the UK - Office for National Statistics (ONS) 2018 the gender pay gap for all employees (full and part time) is 17.9%. Therefore, the Council's gender pay gap is less than this national statistic.

13. The ONS attributes the figure of 17.9% as being driven by more women working in part time jobs, which are lower paid. This is reflected at the Council where there are significantly more females in part time lower paid jobs than males.

- Mean Bonus Gap

14. The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees.

15. The Council does not consider that it pays bonus in accordance with the criteria set out and therefore reporting on this element is not applicable.

- Median Bonus Gap

16. The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees.

17. The Council does not consider that it pays bonus in accordance with the criteria set out and therefore reporting on this element is not applicable.

- Bonus Proportions

18. The proportions of male and female relevant employees who were paid bonus during the relevant period.

19. The Council does not consider that it pays bonus in accordance with the criteria set out and therefore reporting on this element is not applicable.

- Quartile Pay Bands

20. The proportions of male and female full pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands.

Quartile	Gender	Number of Employees	Percentage of Total	Percentage in Each Quartile
Upper Quartile	Male	77	14%	56%
	Female	60	11%	44%
Upper Middle Quartile	Male	65	12%	47%
	Female	72	13%	53%
Lower Middle Quartile	Male	37	7%	27%
	Female	100	18%	73%
Lower Quartile	Male	48	9%	35%
	Female	89	16%	65%

21. There is a relatively even split of males and females in the Upper Middle Quartile. However, as outlined in the table the Upper Quartile, Lower Middle Quartile and Lower Quartile outline some differences. These sections show that there are a greater proportion of males in the Upper Quartile. In the Lower Middle Quartile and Lower Quartile there are a higher proportion of females. Most notably there has been a small increase of females in the upper quartile from 41% to 44% and the lower middle quartile from 67% to 73%.

Table 3 - Analysis of Full and Part Time Employees in each Quartile

Gender.	Full Time		Part Time		Full Total	Part Time		Part Total	Grand Total		
	Female	%	Male	%		Female	%			Male	%
	UPPER QUARTILE	36	26%	70		51%	106			24	18%
UPPER MIDDLE QUARTILE	47	34%	61	45%	108	25	18%	4	3%	29	137
LOWER MIDDLE QUARTILE	36	26%	28	20%	64	64	47%	9	7%	73	137
LOWER QUARTILE	24	18%	19	14%	43	65	47%	29	21%	94	137
Grand Total	143		178		321	178		49		227	548

22. In order to analyse the quartiles further, an additional piece of reporting was conducted into the breakdown of full and part time staff, by gender, in each quartile as evidenced in the table above.

23. All quartiles show that females significantly occupy more part time posts than male employees. This is reflected particularly in the Lower Middle Quartile and the Lower Quartile.

24. There have been small shifts throughout for all male and female employees, in particular, part time females in the lower middle quartile have increased from 47 to 64. Males in the lower quartile have increased from 16 to 29.

Findings from Gender Pay Gap Data 31st March 2018

25. The findings of the data analysed as at 31st March 2018 are similar to the findings for the last analysis at 31st March 2017.

26. The upper quartiles highlight that there are groups who would typically fall within the lower middle quartiles (plumber, electrician, gas fitter, joiner) who receive enhancements, such as standby allowance. This increases the overall hourly rate of those in receipt of the enhancements. The areas highlighted are traditionally male dominated. Despite openly advertising positions, the Council has struggled to recruit in these areas.

27. There are also more male employees in Principal Officer (PO) roles than female employees.

28. Essential car user allowance is aligned to a number of posts within the Council, with those employees receiving a monthly lump sum. The essential car user lump sum is increasing some employees' salaries effectively putting them in a higher quartile. It is likely that this has impacted slightly upon the gender pay gap.

29. The Council has also outsourced some of the services falling under Green Spaces which was a heavily male dominated function. Had this service area remained within the Council there would likely have been more male employees in the lower quartiles which may have gone some way to reduce the gender pay gap.

30. There continue to be more female and part time employees on the lower pay scales and the posts that they occupy do not require them to undertake the duties do not attract enhancements. This therefore reflects a difference in the gender pay as in some areas. There are currently only male employees in the majority of posts attracting standby and call out allowances.

31. As the data is based on relevant employees on the snapshot date of 31st March each year, this year the Council have recorded 37 casual workers as part of the 548 considered for gender pay gap. Of those casuals 15 were male, with 2 of those in the lower middle quartile and 13 in the lower quartile. There were 22 females with 1 in the lower middle quartile and the remaining 21 in the lower quartile. This has increased lower level female part time workers when compared to male part time workers and this will have had some impact on the gender pay figure.

32. In terms of the quartiles, it should be noted that the pay grades do not fit neatly into each quartile. In order to establish each quartile, the total number of full pay relevant employees (not the pay bands) was split into four equal parts. Therefore, this means that grades may appear in more than one quartile. Additionally, enhancements can increase an individual's position within the quartiles from a lower quartile to a higher quartile.

33. Charnwood Borough Council is committed to the principle of equal opportunities and equal treatment for all employees, regardless of sex, race, religion or belief, age, marriage or civil partnership, pregnancy/maternity, sexual orientation, gender reassignment or disability. Employees are paid equally for the same or equivalent work and alongside its policies and working practices, the Council:

- carries out Equal Pay Audits at regular intervals
- evaluates posts through an agreed job evaluation process
- analyses gender pay gap information and considers approaches to closing the gap.

34. Overall it is considered that the Council has a good representation of male and female employees at senior level. The majority of Council employees are female with 143 full time and 178 part time. There are a greater number of full time males at 178 but significantly fewer part time males at 49.

35. As in the previous year the information analysed indicates that the gender pay gap does not stem from paying men and women differently for the same or equivalent work in principle. The gender pay gap appears to be the result of the roles in general which men and women undertake within the organisation and the salaries that these roles attract. However, enhancements have had an impact upon the results within the quartiles and these could be considered to have had an impact upon the results between the male and female employees. Also the relatively high amount of casuals, with the majority being females who would fall within the part time category, will have had some bearing on the overall percentage.

36. It should be noted that the Council continues to have a gender pay gap percentage that is lower than the national statistic as set out in section 7.2 of this report. Further analysis of the pay quartiles by age, within the Council, demonstrated that females up to the age of 29 actually earned more than their male counterparts. From the age of 50 the gender pay gap widens progressively in favour of males.

Gender Pay Gap Action Plan for 2019

37. The information listed above was considered by the Council's Senior Management Team. The Council's Equality Working Group were subsequently asked to compile an Action Plan in order to reduce the Gender Pay Gap. A report was also discussed with recognised Trade Unions. Their view was that the differences were justifiable and cultural and expressed concern that the Council may potentially take actions to address statistics, which could have a detrimental effect on their members or the service. The website GOV.UK lists actions which organisations may wish to consider in order to reduce their gender pay gap. These actions have been considered and customised in formulating an action plan which is attached as Appendix B.

Benchmarking following Gender Pay Gap Report 31st March 2018

38. In addition SMT requested that a benchmarking exercise be undertaken. Work is currently being undertaken on this.

Gender Pay Gap as at 31 March 2018

1. Background Information

1.1 Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 requires public sector employers with 250 or more employees on the snapshot date of 31 March each given year, to carry out gender pay analysis and reporting.

The gender pay gap report must set out the Council's results in relation to:

Mean Gender Pay Gap	The difference between the mean hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees
Median Gender Pay Gap	The difference between the median hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees
Mean Bonus Gap	The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees
Median Bonus Gap	The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees
Bonus Proportions	The proportions of male and female relevant employees who were paid bonus during the relevant period
Quartile Pay Bands	The proportions of male and female full pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands

The Council is required to publish the results on our website by 31 March each year. In addition, the results must also be published on a specified government website.

The Government considers that the rate of progress in terms of closing the gender pay gap continues to be too slow, and has committed to closing the gap within a generation. Gov.uk has outlined some potential actions for employers to consider.

The gender pay gap reporting requirements enable employers to compare the gender pay gap in its own organisation, and look at ways to close the gap if an issue arises.

The data analysed relates to all “employees” of the Council and includes those under a contract of service, apprenticeship or a contract to do work personally. The analysis is based on all individual employees and not full time equivalents. The pay is based on ordinary pay which includes basic pay (hourly rate), occupational pension benefits, contractual enhancements and sick pay. The hourly rate is used as it takes account of the fact that more men than women work full time. It excludes expenses, overtime pay, pay in lieu of leave, benefits in kind, redundancy pay and other payments transferable to termination.

1.2 Figures as at 31 March 2017

The first gender pay gap figures were published by 31 March 2018 for the snapshot date of 31 March 2017.

2. Gender Pay Gap Outcomes as at 31 March 2018

2.1 Gender Pay Gap Analysis

The results of the 6 required calculations are outlined below, based on the data obtained for the snapshot date of 31 March 2018.

The Council employed 548 eligible individuals on the snapshot date. It should be noted that 37 of these were casuals working on the snapshot date of 31 March 2018. When split into gender the figures are as follows:

Gender	Number of Employees	Percentage Difference
Female	321	59%
Male	227	41%

2.2 Mean Gender Pay Gap

The mean gender pay gap is the difference between the mean hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees.

Gender	Hourly Rate	Percentage Difference for Gender Pay Gap
Female	£12.79	11.7%
Male	£14.49	

The average hourly rate of female employees’ is 11.7% lower than male employees’. The gap has decreased from 12.8% as at 31 March 2017 as the mean hourly rate for both male and females has decreased for this period (£12.96 female and £14.86 male as at 31 March 2017).

2.3 Median Gender Pay Gap

The difference between the median hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees.

Gender	Hourly Rate	Percentage Difference for Gender Pay Gap
Female	£11.18	17.6%
Male	£13.57	

The median hourly rate of female employees' is 17.6% lower than male employees' (17% as at 31 March 2017). In accordance with the Annual Survey of Hours and Earnings – Gender Pay Gap in the UK - Office for National Statistics (ONS) 2018 the gender pay gap for all employees (full and part time) is 17.9%. Therefore the Council's gender pay gap is less than this national statistic.

The ONS attributes the figure of 17.9% as being driven by more women working in part time jobs, which are lower paid. This is reflected at the Council where there are significantly more females in part time lower paid jobs than males.

2.4 Mean Bonus Gap

The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees.

The Council does not consider that it pays bonus in accordance with the criteria set out and therefore reporting on this element is not applicable.

2.5 Median Bonus Gap

The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees.

The Council does not consider that it pays bonus in accordance with the criteria set out and therefore reporting on this element is not applicable.

2.6 Bonus Proportions

The proportions of male and female relevant employees who were paid bonus during the relevant period.

The Council does not consider that it pays bonus in accordance with the criteria set out and therefore reporting on this element is not applicable.

2.7 Quartile Pay Bands

The proportions of male and female full pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands.

Quartile	Gender	Number of Employees	Percentage of Total	Percentage in Each Quartile
Upper Quartile	Male	77	14%	56%
	Female	60	11%	44%
Upper Middle Quartile	Male	65	12%	47%
	Female	72	13%	53%

Lower Middle Quartile	Male	37	7%	27%
	Female	100	18%	73%
Lower Quartile	Male	48	9%	35%
	Female	89	16%	65%

There is a relatively even split of males and females in the Upper Middle Quartile. However, as outlined in the table the Upper Quartile, Lower Middle Quartile and Lower Quartile outline some differences. These sections show that there are a greater proportion of males in the Upper Quartile. In the Lower Middle Quartile and Lower Quartile there are a higher proportion of females. Most notably there has been a small increase of females in the upper quartile from 41% to 44% and the lower middle quartile from 67% to 73%.

2.8 Analysis of Full and Part Time Employees in each Quartile

Gender.					Full Total					Part Total	Grand Total
	Full Time					Part Time					
	Female	%	Male	%		Female	%	Male	%		
UPPER QUARTILE	36	26%	70	51%	106	24	18%	7	5%	31	137
UPPER MIDDLE QUARTILE	47	34%	61	45%	108	25	18%	4	3%	29	137
LOWER MIDDLE QUARTILE	36	26%	28	20%	64	64	47%	9	7%	73	137
LOWER QUARTILE	24	18%	19	14%	43	65	47%	29	21%	94	137
Grand Total	143		178		321	178		49		227	548

In order to analyse the quartiles further, an additional piece of reporting was conducted into the breakdown of full and part time staff, by gender, in each quartile as evidenced in the table above.

All quartiles show that females significantly occupy more part time posts than male employees. This is reflected particularly in the Lower Middle Quartile and the Lower Quartile.

There have been small shifts throughout for all male and female employees, in particular, part time females in the lower middle quartile have increased from 47 to 64. Males in the lower quartile have increased from 16 to 29.

Gender Pay Gap Action Plan – 2019

Listed below are 5 actions which GOV.UK recommends that companies and organisations may wish to adopt in order to close their gender pay gap. These recommendations have been considered by the Council's Equalities Working Group (EWG) and formulated into relevant and specific actions. The action plan will be reviewed every 3 months by the EWG and is out lined below against each of the GOV. UK recommendations.

1 Include Women in Shortlists for Recruitment and Promotion (as 59% of the Council's workforce is currently female; the EWG did not support guaranteeing interview for at least 1 female candidate in all recruitment).

Objective	Actions	Responsibility	Monitoring date	Completion date
Ensure mixed gender selection panels for the majority of recruitment within the Council	Adjust I trent (e-form) to list panel members	Manager improvement and OD and Systems Analyst	December 2019	
	One Charnwood article	HR	March 2019	
	CMT discussion	HR	April 2019	
	Emphasise on recruitment and selection panel training	Learning and Development	Ongoing	

2 Use Skills Based Assessment Tasks in Recruitment

Objective	Actions	Responsibility	Monitoring date	Completion date
Include at least 1 test in the majority of selection exercises	Provide training to managers	Learning and Development /HR	Ongoing	

3 Appoint Diversity Managers and/or Diversity Task Forces

Objective	Actions	Responsibility	Monitoring date	Completion date
Monitor recruitment and selection and promotions within the Council	Seek and analyse recruitment and promotion data by age and gender on an annual basis.	Equalities Coordinator	April 2019	April 2020
Monitor the age and gender balance of development opportunities	Seek and analyse development opportunity by age and gender	Learning and Development		
Monitor gender balance of Apprenticeships	Analyse and address gender balance of Apprentices	Learning and Development		

4 Improve Workplace Flexibility for Men and Women

Objective	Actions	Responsibility	Monitoring date	Completion date
Monitor the gender pattern of take up of flexible working opportunities throughout the current flexible working pilot schemes which have been agreed	Seek information, analyse and question gender balance of flexible working pilots	Learning and Development	April 2019	
Promote a more consistent approach to flexible working across the Council	Identify and question perceived inconsistencies	Learning and Development	April 2019	

Encourage the uptake of Shared Parental Leave

Provision for this already exists within the Council's Family Leave and Pay Policy. The EWG did not identify any further actions under this heading which would be likely to impact upon the Council's gender pay gap.