

## DINAS A SIR ABERTAWE

### HYSBYSIAD O GYFARFOD

Fe'ch gwahoddir i gyfarfod

### PWYLLGOR CYNGHORI'R CABINET AR WASANAETHAU CORFFORAETHOL

Lleoliad: Ystafell Bwyllgor 5, Neuadd y Ddinas, Abertawe

Dyddiad: Dydd Mercher, 13 Ebrill 2016

Amser: 4.00 pm

Cadeirydd: Cyngorydd Erika Kirchner

#### Aelodaeth:

Cynghorwyr: J E Burtonshaw, J A Hale, T J Hennegan, Y V Jardine, A J Jones,  
D J Lewis, M Thomas a/ac L V Walton

### AGENDA

Rhif y Dudalen.

- 1 Ymddiheuriadau am absenoldeb.
  - 2 Datgeliadau o fuddiannau personol a rhagfarnol.  
<http://www.abertawe.gov.uk/DatgeliadauBuddiannau>
  - 3 Cofnodion. 1 - 3  
Cymeradwyo a llofnodi cofnodion y cyfarfod blaenorol fel cofnod cywir.
  - 4 Prosiect Bwlch Cyflog Rhwng y Rhywiau. 4 - 10  
*Steve Rees/Linda Phillips*
  - 5 Llythyr gan Weinidog Cymunedau a Threchu Tlodi Llywodraeth 11 - 12  
Cymru - Trechu Anghydraddoldeb Cyflog Rhwng y Rhywiau yng  
Nghymru. (Er Gwybodaeth)
  - 6 Y diweddaraf am ardaloedd di-fwg. (Llafar)  
*David Picken*
  - 7 Gweithwyr asiantaeth. (Llafar)
  - 8 Rhaglen Waith 2015-2016. 13 - 14
- Cyfarfod Nesaf: I'w gadarnhau.



**Patrick Arran**  
**Pennaeth Gwasanaethau Cyfreithiol a Democrataidd**  
**Dydd Mercher, 6 Ebrill 2016**

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**Cyswllt: Gwasanaethau Democrataidd: - 636923**

## CITY AND COUNTY OF SWANSEA

### MINUTES OF THE CORPORATE SERVICES CABINET ADVISORY COMMITTEE

HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA ON  
WEDNESDAY, 9 MARCH 2016 AT 4.00 PM

**PRESENT:** Councillor E T Kirchner (Chair) Presided

**Councillor(s)**

J A Hale  
L V Walton

**Councillor(s)**

T J Hennegan

**Councillor(s)**

D J Lewis

**Officer(s)**

Steve Rees	- Head of Human Resources and Organisational Development
Linda Phillips	- Organisational Development Project Officer
Jeremy Parkhouse	- Democratic Services Officer

**Apologies for Absence**

Councillor(s): Y V Jardine, A J Jones and M Thomas

33 **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.**

In accordance with the provisions of the Code of conduct adopted by the City and County of Swansea, no interests were declared.

34 **MINUTES.**

**RESOLVED** that the minutes of the meeting held on 13 January 2016 be agreed as a correct record.

35 **COUNCILLOR CHAMPION UPDATE.**

Councillor J P Curtice attended the Cabinet Advisory Committee and provided a verbal update on her work as the Councillor Champion for Older People.

She detailed the events she had attended as Councillor Champion and highlighted the issues she was encountering in the role, many relating to safeguarding. She added that she had been in contact with the Older Peoples Commissioner and the Older Peoples Champion for Wales.

The Committee asked the Councillor Champion a number of questions regarding her role and the many issues encountered by older people.

The Chair thanked the Councillor Champion for providing her report.

36 **PROPOSED GENDER PAY GAP PROJECT.**

The Head of Human Resources and Organisational Development and Organisational Development Project Officer provided a briefing note regarding the proposed gender pay gap project.

It was outlined that the Welsh Specific Equality Regulations 2011, the so-called 'Equal Pay Duty' required the Council to address not only disparities of pay but also to address the structural labour market factors that can cause gender pay gaps.

With this in mind, the Head of HR&OD invited Dr Alison Parken of Cardiff University, the leading research specialist in this area, to meet with the Chair and HROD Officers about the research she has undertaken with 3 public sector organisations in Wales, including a Local Authority in South East Wales. A copy of the presentation provided by Dr Parker was provided at Appendix 1.

The research had highlighted a number of issues, particularly the way that the public sector structures jobs and contractual working hours which may be contributing to a gender pay gap that could contravene the Equal Pay Duty. For example, in the Council studied, an analysis of grades 1-3 (lowest paid posts) indicated that women held part time posts while their male counterparts held full time posts, suggesting an inequality in opportunities for career progression. This was due to the traditional notion of 'women's work' being part-time, as it was assumed that women prefer this type of work. The research found that this was not the case, as many women undertaking part-time work had more than one part-time post in order to build their earnings. More importantly, however, the evidence showed that permanent full-time posts were predominantly held by male employees, but the majority of local authority staff were female. This indicated that the way Councils structure posts and offer contracted work *could be* contributing to a potential gender pay gap because of the way work is being structured within the Council.

The Committee asked a number of questions of the Officers, who responded accordingly. Discussions centred around the following: -

- Undertaking a project to understand our current Gender Pay situation, not only to comply with the Equal Pay Duty regulations, but to assist us with moving forward to ensuring that the Council becomes an organisation that addressed the any potential gender inequalities within the workforce;
- Working arrangements within the Council such as flexi-time, flexible working, maternity leave, 'keeping in touch' and term-time working and examples provided from other local authorities whereby jobs were brought together in order to create full-time posts;
- Utilising the WAVE Project toolkit;
- Unconscious bias training and the packages available;
- Mandatory training provided by other large organisations locally.

**RESOLVED** that: -

- 1) The contents of the report be noted;
- 2) A report be provided at the next scheduled meeting giving a snapshot of one directorate in order for the Committee to discuss the issue further.

37 **WORK PROGRAMME 2015-2016.**

The Chair presented an update Work Programme 2015-2016.

The Committee discussed the topic of Agency Workers and requested the Chair clarify with the Cabinet Member if he wished the investigations to proceed and not wait until the end of the Commissioning Review into Waste Management.

The Democratic Services Officer confirmed the details of the site visit to Helping Hands on 23 March 2016.

**RESOLVED** that: -

- 1) The contents of the report be noted;
- 2) A further report on the Proposed Gender Gap Project be added to the workplan;
- 3) The Chair clarifies with the Cabinet Member his requirements in relation to Agency Workers;
- 4) A site visit to Helping Hands at Ty Blodau, Singleton Park takes place at 1.30 p.m. on Wednesday, 23<sup>rd</sup> March 2016.

The meeting ended at 4.40 pm

**CHAIR**

# Agenda Item 4

## Briefing Note of Head of HR&OD

### Corporate Services Cabinet Advisory Committee – 13 April 2016

#### Gender Pay Gap Project – Sample Data Report

#### **1. Context**

- 1.1 This Briefing Note provides an update to the discussion that took place at the Corporate Services Cabinet Advisory Committee on 9<sup>th</sup> March 2016 where it was agreed that the HROD service would provide a sample of the gender pay gap analysis for the Council workforce.
- 1.2 The Welsh Specific Equality Regulations 2011, the so-called 'Equal Pay Duty', requires the Council to address not only disparities of pay but also to address the structural labour market factors that can cause gender pay gaps.
- 1.3 The following outlines a general overview of the data analysis of the HR specialist using Cardiff University's Gender Pay Toolkit provided by Dr Parken, and an initial review of some of our data kindly undertaken by Dr Parken herself, with some recommendations for further work.

#### **2. CCS Gender Pay Gaps – Findings Summary**

- 2.1 Appendix 1 (attached) outlines a very brief and high level analysis of the non-schools workforce by gender and grade undertaken by the Council's HR specialist using Dr Parken's toolkit. There are indications that we have some areas of potential concern, specifically the number of women in temporary posts, and the number of part time women in lower grades, and Dr Parken's analysis in Appendix 2 confirms this. This may be due to the way we structure jobs to assist all employees by offering the flexibility of part time work. However, the proportion of part time posts diminishes as we progress upwards in the pay structure.
- 2.2 The data snapshot indicates that we do not necessarily have a gender biased pay gap per se, but there are indications that there is a pay gap in the wider workforce across a number of grades.

### **3. Suggested Actions**

- 3.1 The HROD service undertakes a full analysis of the workforce Gender/Pay data and that recommendations for action put forward by Dr Parken are implemented and a report provided to CAC in due course.
  
- 3.2 Regular updates will be provided to the Cabinet Advisory Committee.

Steve Rees

Head of HR&OD

1 April 2016

## Appendix 1: Pay and Pay Gaps Data – Non-Schools Workforce (Jan 2016)\*

\***Note:** the data includes Catering & Cleaning staff for Schools, employed centrally at the time the data was downloaded and only permanent and temporary posts are included.

**Table 1: Total Non-School Workforce % Gender:**

	Total FT	Total PT	% of FT workforce	% of PT workforce	Gender total
<b>MALE</b>	2133	469	31.5%	7%	2602
<b>FEMALE</b>	1446	2710	21.4%	40.1%	4156
<b>TOTALS</b>	3579	3179	52.9%	47.1%	6758

### Comment

Just under half of the total Non-School workforce, 47.1% work part time, and 53% of the workforce is full time.

**Table 2 and 2a - Jobs by Contract Type and Gender**

	PERMANENT	FIXED	TEMPORARY	CASUAL	TOTALS
<b>MALE</b>	2244	0	358	0	2602
<b>FEMALE</b>	3116	0	1040	0	4156
<b>TOTALS</b>	5360	0	1398	0	6758

**Table 2a - Percentage Distribution Stock of Jobs by Contract Type and Gender**

	PERMANENT	FIXED	TEMPORARY	CASUAL
<b>MALE</b>	86.2%	0.0%	13.8%	0.0%
<b>FEMALE</b>	75.0%	0.0%	25.0%	0.0%

### Comment:

Although we employ more women than men, there are more men in permanent posts than women, and more women in temporary posts than men.



**Table 4: Hourly Pay and gender pay gap, gross mean earnings**

Gender NS Workforce/by	Mean	Mean	Mean
Working pattern	FT	PT	ALL
Male	12.63	9.57	12.07
Female	13.58	9.68	11.04
Pay Gap %	-7.6%	-1.2%	8.6%

The hourly pay gap is generally acceptable, but more analysis will be needed to be sure that we do not have any issues across the full grade spectrum.

**Table 4a**

**Annual Actual Pay and gender pay gap, gross mean earnings**

The next table provide an average or 'mean' value for the gender / pay of all NS staff and then the average earnings is included.

Annual Actual Pay /	Mean	Mean	Mean
Working Pattern	FT	PT	ALL
Male	15661.34	8370.91	8911.48
Female	14957.94	9890.02	10033.87
Pay Gap %	4.5%	-18.1%	-12.6%

## Appendix 2: WAVE Employment and Pay Data Analysis

Alison Parken 31<sup>st</sup> March 2016\*

### 1) Employment Overview

- The datasheet records 6758 contracted staff<sup>1</sup>. Men constitute 39% of employees, women 61%. This is overall gender balance is unusual in local government workforce composition.
- 80% of all jobs are offered on a permanent basis, and 53% of all jobs are offered on a full time basis, 47% part time.

### 2) Contract type

- 80% of jobs are permanently contracted, 20% temporary.
- Men hold 42% of all Permanent jobs (slight over-representation), and women hold 58%.
- Women hold 74% of all Temporary jobs and men hold 26%.
- Of men's employment: 86% work on permanent contracts, 14% temporary
- Of women's employment: 75% work on permanent contracts, 25% temporary

**Women are over-represented within insecure forms of contract type.**

### 3) Working Patterns

- 53% of all jobs are offered on a full time basis, and 47% on a part time basis.
- Men hold 60% of all full time jobs, and women hold 40%.
- Women hold 85% of all part time jobs, men 15%
- Of Women's employment: 35% work on a full time basis and 65% on a part time basis.
- Of Men's employment: 82% work on a full time basis and 18% on a part time basis.

\*Note: The contents of Dr Parken's report has been edited slightly for relevance for reporting to CAC.

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<sup>1</sup> Total posts. Actual headcount is 516 less than this total figure, 404 of them are women, 112 are men. The additional post-holders are members of staff that hold more than one post in the Council, and therefore are generally part-time workers.

**At 39% of the workforce men hold a disproportionate amount of all the available full time posts, while women are under-represented in jobs/posts associated with this working pattern.**

**Full time work is associated with higher graded work and with progression. Women are over-represented in part time work, which is associated with low graded jobs/posts and pay.**

#### 4) Working patterns and contract type combined

- 60% of permanent work is contracted on a full time basis, 40% on a part time basis.
- Men hold 62% of all full time permanent jobs. This is the premium contract type and working pattern. Women hold 87% of all part time permanent posts. Can women progress from within this working pattern at the bottom, mid and higher points of the grade scale?
- Of men in permanent work: 87% work on a full time basis
- Of women in permanent work: 38% work on a permanent basis, and 62% work on a part time basis.
- 75% of men work on a full time permanent basis, compared to 28% of women.
- 46% of women work on a permanent part time basis, 18% on a temporary part time basis.

**Men hold a disproportionate share of the premium contract type and working pattern: full time permanent. This contract type and working pattern is most associated with higher grades, and progression routes through the organisation.**

#### 5) **Recommendations for further analysis:**

- We look at Occupations and Departments to identify if there are any concerns here in certain areas, for example Place and People directorates.
- We look at the contracted hours to actual hours worked information in detail

- Further detailed analysis is required to understand the full data of gender pay differentials such as calculating medial pay by different contract types.
- The addition of casuals/other contract types to the analysis might change the overall gender profile, if the overall number of employees is increased by their inclusion. If casuals are not recorded in the datasheet because they are allocated 0 hours, a separate gender analysis of these employees could be considered.

Lesley Griffiths AC / AM  
Y Gweinidog Cymunedau a Threchu Tlodi  
Minister for Communities and Tackling Poverty



Llywodraeth Cymru  
Welsh Government

Ein cyf/Our ref: MA-P-LG-1366-16

Chief Executives of Local Authorities

17

March 2016

Dear Colleague

As Minister with responsibility for equality, I want to remind you of your duties in tackling gender pay inequality in Wales and thank you for your continued assistance.

All Local Authorities in Wales now have single status pay arrangements in place for men and women, resolving long standing issues of back pay compensation for those women affected.

Pay gaps are a long standing and complex issue. In Wales, we have made significant progress and we continue to lead the way. Our robust Public Sector Equality duty (equal pay duty) was introduced requiring public sector employers with over 150 employees to address pay and employment differences across all protected characteristics in the Equality Act 2010.

As part of the Women Adding Value to the Economy (WAVE) team, Cardiff University has developed a Gender Employment and Pay Analysis (GEPA) method for reporting against the equal pay duty and to act to disrupt gendered patterns of employment. Cardiff University is currently piloting and testing the GEPA with a small group of employers. Once the testing is completed, the method will be made available so all employers can make use of it to look for gender and employment pay disparities within their own workforce.

I send my particular thanks to the Local Authority in Wales which took part in the WAVE Programme and was one of three employer case studies. Lisa James, Deputy Director, Local Government Democracy in Welsh Government wrote to you all in December 2015 highlighting the case study report and the work of the WAVE programme.

Bae Caerdydd • Cardiff Bay  
Caerdydd • Cardiff  
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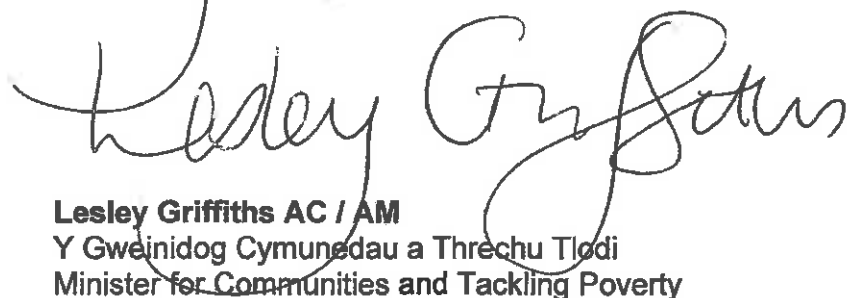
English Enquiry Line 0300 0603300  
Llinell Ymholiadau Cymraeg 0300 0604400  
Correspondence.Lesley.Griffiths@wales.gsi.gov.uk

Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

Tackling the gender pay gap is vital if we are to realise a gender equal society.  
Once available, I would encourage you to make use of the GEPA method for reporting  
against the equal pay duty and in assisting you to address gendered patterns of working.

Regards

A handwritten signature in black ink, reading "Lesley Griffiths". The signature is fluid and cursive, with the first name "Lesley" written in a larger, more prominent script than the surname "Griffiths".

**Lesley Griffiths AC / AM**  
Y Gweinidog Cymunedau a Threchgu Tlodi  
Minister for Communities and Tackling Poverty

## Report of the Chair

Corporate Services Cabinet Advisory Committee – 13 April 2016

### CORPORATE SERVICES CABINET ADVISORY COMMITTEE – WORK PROGRAMME 2015/16

Date	Subject Area	Lead
14 October 2015	<ul style="list-style-type: none"> <li>• Councillor Champion Update</li> <li>• Presentation – Helping Hands</li> <li>• Staff Engagement Feedback</li> </ul>	Councillor Paul Lloyd  Helen Lewis  Steve Rees / Deb Yeates
11 November 2015	<ul style="list-style-type: none"> <li>• Councillor Champion Update</li> <li>• Discussions with the Cabinet Member for Transformation &amp; Performance</li> </ul>	Councillor Clive Lloyd  Councillor Clive Lloyd
9 December 2015	<ul style="list-style-type: none"> <li>• Feedback regarding the staff survey</li> <li>• Survey for smoke free spaces</li> <li>• Presentation - Equality and Welsh Language Update</li> </ul>	Lee Wenham  Chris Steele  Sherill Hopkins & Phil Couch
13 January 2016	<ul style="list-style-type: none"> <li>• Invest to Save Grants</li> <li>• Analysis of the Female Workforce</li> <li>• Agency Workers</li> </ul>	Mike Hawes  Steve Rees  Steve Rees
9 March 2016	<ul style="list-style-type: none"> <li>• Councillor Champion Update</li> <li>• Update - Analysis of the Female Workforce</li> </ul>	Councillor Jan Curtice  Steve Rees
13 April 2016	<ul style="list-style-type: none"> <li>• Gender Pay Gap Project</li> <li>• Letter from Welsh Government Minister for Communities and Tackling Poverty - Tackling Gender Pay Inequality in Wales</li> </ul>	Steve Rees / Linda Phillips  For Information

	<ul style="list-style-type: none"><li>• Update - Smoke Free Spaces</li><li>• Agency Workers</li></ul>	David Picken Steve Rees
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