

**Notice of Meeting**

You are invited to attend a Meeting of the

**Transformation & Future Council Policy Development  
Committee**

**At:** Committee Room 5 - Guildhall, Swansea

**On:** Tuesday, 23 April 2019

**Time:** 2.00 pm

**Chair:** Councillor Paulette Smith

**Membership:**

Councillors: L S Gibbard, J A Hale, T J Hennegan, E T Kirchner, M B Lewis,  
S Pritchard, A H Stevens and L J Tyler-Lloyd

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<b>Agenda</b>		<b>Page No.</b>
<b>1</b>	<b>Apologies for Absence.</b>	
<b>2</b>	<b>Disclosures of Personal &amp; Prejudicial Interests.</b> <a href="http://www.swansea.gov.uk/disclosureofinterests">www.swansea.gov.uk/disclosureofinterests</a>	
<b>3</b>	<b>Minutes.</b> To approve and sign the Minutes of the previous meeting(s) as a correct record.	<b>1 - 3</b>
<b>4</b>	<b>Update - Gender Pay Gap.</b>	<b>4 - 6</b>
<b>5</b>	<b>Feedback from the Workshop on Co-production. (Verbal)</b>	
<b>6</b>	<b>Self Assessment - Review of 2018/2019. (Verbal)</b>	



**Huw Evans**  
**Head of Democratic Services**  
**Monday, 15 April 2019**

**Contact: Democratic Services - 01792 636923**

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# Agenda Item 3



City and County of Swansea

## Minutes of the Transformation & Future Council Policy Development Committee

Committee Room 5 - Guildhall, Swansea

Tuesday, 26 February 2019 at 2.00 pm

**Present:** Councillor P B Smith (Chair) Presided

**Councillor(s)**

L S Gibbard  
S Pritchard

**Councillor(s)**

T J Hennegan  
A H Stevens

**Councillor(s)**

M B Lewis  
L J Tyler-Lloyd

**Officer(s)**

Geoff Bacon	Head of Property Services
Anthony Evans	Designprint Manager
Kate Jones	Democratic Services Officer
Matthew Joyce-Brown	Lawyer
Joanne Portwood	Strategy and Policy Officer

**Apologies for Absence**

Councillor(s): J A Hale and E T Kirchner

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**27 Disclosures of Personal & Prejudicial Interests.**

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

**28 Minutes.**

**Resolved** that the Minutes of the Transformation & Future Council Policy Development Committee held on 22 January 2019 be approved and signed as a correct record.

**29 Hybrid Mail.**

Anthony Evans, Designprint Manager, provided a presentation on 'A Guide to Hybrid Mail' which included: -

- Paperless Office
- Digital Transformation in the Print Environment
- What is Hybrid Mail?
- Hard Costs – Hand Insertion
- Hidden Costs
- Workflow

- Print Output
- Digital Transformation
- Digital & E-mailing Features
- Future Proofing
- Hybrid Mail
- How it Works
- Benefits

Questions were asked on the presenting Officer who responded accordingly.  
Questions and discussions focussed on: -

- Security and Confidentiality
- Electronic Signatures
- Delivery of Hybrid Mail – Business Case required to compare options
- Savings of Hybrid Mail
- Speed of Hybrid Mail

The Committee thanked the Designprint Manger for the presentation.

**Resolved** that the presentation be noted.

### **30 Services in the Community / My Clydach.**

Geoff Bacon, Head of Property Services, provided an update on Services in the Community / My Clydach.

Services in the Community was set up with the aim to make public services more accessible. It was hoped that third parties such as Police, Health and Charities would be involved along with linking District Housing Offices and Libraries. There was also a savings target to be met with the initiative.

The first Services in the Community was set up in Clydach as a pilot and would help develop a model for future Services in the Community. It was set up in Clydach Library and was rebranded as My Clydach.

In terms of lessons learnt from My Clydach, the engagement hadn't been as positive as was hoped for. There had also been issues on integration and management of roles. The layout of the existing building has remained unchanged and it was suggested that moderations to the layout as well as greater signage could assist.

There was a need to progress Services in the Community and meet the savings target. Gorseinon was going to be the next area to set up a Services in the Community. Thought needed to be given to the operation and management of the Service to address some of the lessons learnt from My Clydach.

Questions and discussions focussed on the following: -

- Ward Members involvement in Services in the Community and merits of involving neighbouring Ward Members in the process

- Consider improvements to the layout at My Clydach and future Services in the Community
- Consideration of the positioning of the computer / skype areas for privacy to allow citizens to deal with private matters
- Promotion and Advertising of Services in the Community including signage at the venue
- Job Descriptions and integration of the various roles at Services in the Community
- Cultural change of services provided and use of buildings
- The need for Signage or staff directing people to what they can do and what areas they need to go to.
- Re-consider the name of My Clydach and future Services in the Community to better address what it is and not to exclude citizens from neighbouring areas from using the service.

**Resolved** that the Chair of the Transformation & Future Council Policy Development Committee write to the Cabinet Member and the Head of Property Services to outline the recommendations of the Committee.

### **31 Workplan 2018/2019.**

The Committee discussed the Workplan 2018/2019.

It was agreed that a Workshop be set up in March on Co-production and the Committee Meeting scheduled for 26 March 2019 be cancelled.

It was reported that the Citizen App was not being progressed at present and would be taken off the Workplan 2018/2019.

**Resolved** that the updates to the Workplan be noted.

The meeting ended at 3.25 pm

**Chair**

# Agenda Item 4



## Gender Pay Gap – Update 30 March 2019

### Swansea Council - Gender Pay Gap Report 31 March 2019

#### Foreword

The data indicates that there is a gender pay gap in the median figures, however this could be attributed to the high percentage of part time workers in the organisation. The Council has been a champion of part time working for over ten years, resulting in a high percentage of the whole workforce comprising female staff (70%).

The Council has published an Action Plan in its Annual Equality Review for tackling issues arising from the Gender Pay gap analysis undertaken in 2017/18. Members and Senior Officers will take appropriate action where necessary, in full consultation with Trades Unions and other stakeholders.

**Adam Hill**

**Deputy Chief Executive / Director of Resources**

#### The Gender Pay Gap

The Gender Pay Gap represents the difference between the average (mean or median) hourly pay of male and female employees in the organisation. This is usually expressed as a percentage of male pay, with a positive figure being in favour of males, and a negative figure being in favour of females.

The gender pay gap should not be confused with the Equal Pay gap, as the first refers to the difference in hourly pay of males and females regardless of the role being undertaken, whereas equal pay gap refers to unjustifiable differences in pay for men and women undertaking work of equal value, where this is scrutinised at the individual level, for example through a Job Evaluation process.

To meet reporting requirements, currently Schools information is excluded, as governing bodies should report directly where the establishments employ 250 or more staff.

#### Gender Pay Gap Calculations

In order to meet regulatory reporting requirements, we are only required to report on full pay relevant employees, which is summarised on our website, and reported on the .GOV website.

In order to develop an understanding of the true picture of our gender pay gap, the Council undertook more in-depth analysis in 2017, so that issues that can have direct influence on gender pay issues can be highlighted more directly.

As stated above, Swansea Council champions part time working, and has done so for some time, therefore the male / female workforce gender split favours women significantly, as shown below:

**Jobs by working pattern and gender in 2017/18:**

	<b>FT</b>	<b>PT</b>
<b>MALE</b>	59.6%	20.4%
<b>FEMALE</b>	40.4%	79.6%

**Jobs by working pattern and gender in 2017/18:**

	<b>FT</b>	<b>PT</b>
<b>MALE</b>	59.3%	17.9%
<b>FEMALE</b>	40.7%	82.1%

There has been a slight decrease in the percentage of part time male workers, resulting in a slight increase in part time female workers.

**Reported Gender Pay Gap in Swansea Council workforce for end year 30 March 2018 (non-schools, and including active casuals) for 2018**

**The following is for external reporting:**

The non-school workforce, full and part time, the gender pay gap would be as follows:

Average (mean) hourly pay	7.3%
Median hourly pay	11.1%

We do not pay bonus, therefore this is reported as 0%

A positive figure demonstrates men are better off than women, based on the hourly rate of pay.

**Therefore the average hourly rate has improved on last year, and there has been a slight improvement in the median pay gap.**

**Full and Part time workforce quartile (excluding schools, including active casual workforce).**

**Data is based on full and part time pay:**

Lower		Lower middle		Upper middle		Upper	
Male	Female	Male	Female	Male	Female	Male	Female
24%	76%	40%	60%	40%	60%	46%	54%

### **Gender Pay Gap and Bonus**

The Council implemented its Single Status project in April 2014, thus eradicating all bonus payments for staff. Therefore, this is reported as 0% on the .GOV website.

### **Action Plan to Close the Gap**

In 2019 – 2020, the Council will:

- Continue with efforts to improve workforce data, particularly cleansing and accuracy of reporting
- Continue to review casuals/relief staff arrangements
- The Council will implement the NJC Pay Award on 1 April 2019, which results in an overall gender pay gap reduction of just under 2%.
- Undertake grade distribution analysis of gender based work in lower grades to understand whether these roles are arranged fairly and not set up to exclude / include one gender over the other
- Consider undertaking a grade distribution analysis of senior roles by gender, working pattern etc.
- Continue to review multiple posts and contractual arrangements
- Review employee data with regard to multiple roles to consider whether the construction of roles is contributing to gender segregation and low pay for women in roles allocated to the first three grades of the pay structure.

Published 29 March 2019