



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

Equalities & Future Generations Policy Development Committee

At: Committee Room 5, Guildhall, Swansea

On: Tuesday, 26 November 2019

Time: 2.00 pm

Chair: Councillor Louise Gibbard

Membership:

Councillors: C Anderson, J A Hale, D W Helliwell, T J Hennegan, P K Jones, M Sherwood, P B Smith, L J Tyler-Lloyd and L V Walton

Agenda

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1 Apologies for Absence.	
2 Disclosures of Personal & Prejudicial Interests. www.swansea.gov.uk/disclosureofinterests	
3 Minutes. To approve and sign the Minutes of the previous meeting(s) as a correct record.	1 - 3
4 Gender Pay Gap Report - Action Plan Update.	4 - 13
5 Human Resources & Organisation Development Report. (Presentation)	14 - 25
6 Update on Co-production. (Verbal)	
7 Workplan 2019/20.	26

Next Meeting: Tuesday, 17 December 2019 at 2.00 pm

A handwritten signature in cursive script that reads 'Huw Evans'.

Huw Evans
Head of Democratic Services
Monday, 18 November 2019

Contact: Democratic Services - Tel (01792) 636923

Agenda Item 3



City and County of Swansea

Minutes of the Equalities & Future Generations Policy Development Committee

Committee Room 5, Guildhall, Swansea

Tuesday, 22 October 2019 at 2.00 pm

Present: Councillor L S Gibbard (Chair) Presided

Councillor(s)

C Anderson
M Sherwood

Councillor(s)

D W Helliwell
P B Smith

Councillor(s)

P K Jones

Also Present

Councillor Andrea Lewis Cabinet Member for Homes, Energy & Service
Transformation / Joint Interim Deputy Leader
Councillor Sam Pritchard Cabinet Member for Children Services (Young People)

Officer(s)

Sally-Ann Evans	Senior Lawyer
Kate Jones	Democratic Services Officer
Sarah Lackenby	Chief Digital & Transformation Officer
Martin Nicholls	Director of Place
Joanne Portwood	Strategy and Policy Officer
Lee Wenham	Head of Communications & Customer Engagement

Apologies for Absence

Councillor(s): L J Tyler-Lloyd and L V Walton

10 Disclosures of Personal & Prejudicial Interests.

In accordance with the Code of Conduct adopted by the City and County of Swansea, the following interests were declared: -

Councillor P K Jones – personal – Minute No 12 – Member of Swansea Friends of the Earth and Trustee of Swansea Environment Centre.

Councillor M Sherwood – personal – Minute No 12 – Employee of Gower Power, which owns a solar farm.

11 Minutes

Resolved that the Minutes of the Equalities & Future Generations Policy Development Committee held on 24 September 2019 be approved and signed as a correct record.

The Chair noted that the amended Consultation & Engagement Strategy 2020-23 had now been received and would be circulated to the Committee and a further update on the key milestones of the Co-production Strategic Framework would be scheduled in due course.

12 Climate Emergency Actions and Climate Charter.

The Director of Place and The Cabinet member for Homes, Energy & Service Transformation / Joint Interim Deputy Leader were present for consideration of 'Climate Emergency Action and the Climate Charter'.

The Cabinet Member for Homes, Energy & Service Transformation / Joint Interim Deputy Leader provided a brief overview of the current position and noted that this was a whole Council issue. She noted that there was no additional funding being provided, but there was a key drive to make progress. Communication would be important, in clearly setting out what would be possible and what would be bound by legislation or other barriers.

She thanked the Director of Place for the considerable work done on the Carbon Emission Strategy.

The Director of Place provided a presentation on 'Climate Emergency' which included:-

- Content
- Notice of Motion
- Climate Change Charter
- Charter – Comments Received to Date
- Scope and base line assessment
- Consultation and Engagement
- Swansea Environmental Forum
- Policy Context
- Other Emergency Actions or Opportunities
- Comments / Questions?

Questions and discussions focussed on: -

- Developing policy in line with the Notice of Motion
- Charter was designed to be a Statement of Intent that the Council and other organisations could sign up to – generic but the specifics would then link into individual action plans
- Comments / suggested amendments received on the Charter
- Expansion / greater generalisation on some wording to have a wider appeal - i.e. amend reference to engagement with schools to children and young people
- Further amendments to be considered and researched as part of the action plan, i.e. on reduction of consumption of meat and fish
- Inclusion in the Charter of reference to calling upon UK and Welsh Government to provide necessary powers and resources
- Consideration of the Scope – being mindful on unintended consequences and challenge and control on a wider scope

- Welsh Government had indicated that it was looking to provide guidance on scope and base line assessment
- Example of previous positive actions – reduction of Carbon emissions
- Possible positive impacts of solar farm and Swansea Bay tidal lagoon
- Action Plan – outlining and separating quick wins and medium / longer term strategy
- Learning from good practice shown by other organisations
- Difficulties in measuring progress and effect
- Engagement – use of the Swansea Environmental Forum, Market type events and Stakeholder Forums.
- Link with Biodiversity Working Group
- Effective communication - ensure that everyone is aware of what was being done already and what was possible
- Policy Map – to identify overlaps / gaps and any competing interests / policies
- Possibility and securing of grant funding

The Chair thanked the Cabinet Member and Officers for attending and their work on this matter.

The Cabinet Member thanked the Committee and public in attendance.

Resolved that the Director of Place would amend the Charter with the Committee's approved amendments and provide an update at the Committee Meeting scheduled for 17 December 2019.

13 Strategic Equality Plan Working Group. (Verbal)

The Chair provided a brief update on the Strategic Equality Plan Working Group. Those members who had expressed an interest had met with Richard Rowlands, Strategic Delivery & Performance Manager, to discuss objectives. These would be circulated to the Committee.

Resolved that the amended objectives of the Strategic Equality Plan Working Group be circulated to the Committee.

14 Workplan 2019/20.

The Chair presented the Workplan 2019/20 and highlighted that the next meeting was scheduled to look at the Gender Pay Gap and Workforce Diversity. An update on the Climate Emergency Actions and Climate Charter would be added to the WorkPlan for December.

Resolved that the Workplan as amended be noted.

The meeting ended at 3.25 pm

Chair

Agenda Item 4



Report of the Director of Resources

Equalities and Future Generations Policy Development Committee
26 November 2019

Gender Pay Gap Report – Action Plan Update

Purpose:	To update the Committee on progress regarding understanding the current workforce gender pay gap across the main pay grade structure after the implementation of the national pay structure in April 2019.
Policy Framework:	<i>Workforce Strategy – Equalities agenda</i>
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	That the committee takes note of the content of the report and supports the future recommended actions below: <ol style="list-style-type: none">1. To continue to undertake work to support the reduction of the gender pay gap, where possible2. To continue to undertake to improve its gender pay gap reporting to include other pay information, including the analysis of other protected characteristics.3. To continue to undertake the work outlined in the Gender Pay Gap Action Plan.
Report Author:	Linda Phillips
Finance Officer:	Ben Smith
Legal Officer:	Tracey Meredith
Access to Services Officer:	Rhian Millar

1. Introduction

- 1.1 The Council's Gender Pay Gap is under review by the HR&OD, and the implementation of the NJC national pay award in April 2019 was expected to reduce the overall gender pay gap by approximately 2%. This is the case as the current gender pay gap reduced from 7.9% to 5.7% overall.

- 1.2 The Committee agreed that further data analysis was required and that the OD Project Officer would provide an update on the following:
- 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.
 - Undertake a grade distribution analysis of senior roles by gender, working pattern etc.
- 1.3 The findings of this analysis is included in this report for information.
- 1.4 The information in this report is for current gender pay gap. When we report in March 2020, the data will be based on last year's pay structure.

2. Gender Pay Gap Caveats

- 2.1 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 Council is required to publish this data by 30 March annually under current legislation, and March 2019 data is due to be published on 30 March 2020.*
- 2.2 *The Gender Pay Gap should not be confused with the Equal Pay gap, as the gender pay gap 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.*
- 2.3 To meet reporting requirements, currently Schools information is excluded, as governing bodies should report directly where these establishments employ 250 or more staff.

3. Gender pay gap analysis - findings

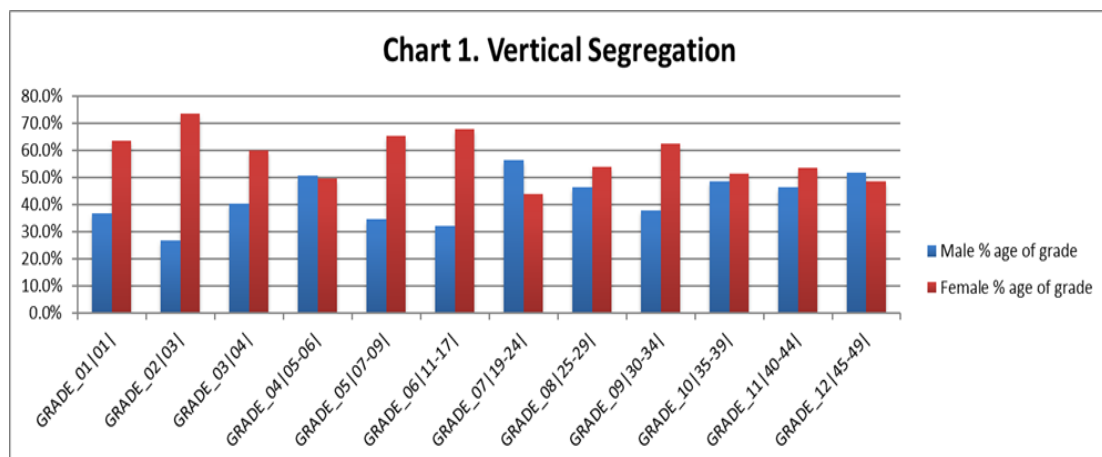
- 3.1 Gender / Grade split for the main (non-schools based) workforce, full time and part time working arrangements, demonstrates that the Council has an unusual employee distribution when looking at how we offer full and part time work:
- There are more full time men than full time women
 - The temporary full time workforce is relatively equal, with only slightly more men than women
 - The part time permanent workforce is substantial and there are 6 times as many women as men
 - The part time casual workforce as twice as many women than men, but the numbers in this group is relatively low.
 - There are 35 employees on apprenticeship schemes and appropriate pay for these roles

- There are 19 Advisor/Inspectors in Central Education on Soulbury terms and conditions

Contract Type	Working Pattern	GENDER				Total
		MALE		FEMALE		
		Count	% male employment	Count	% female employment	
PERMANENT	FT	1951	72.9%	1246	28.1%	3198
PERMANENT	PT	435	16.3%	2606	58.7%	3041
TEMPORARY	FT	152	5.7%	130	2.9%	282
TEMPORARY	PT	68	2.5%	310	7.0%	378
CASUAL	FT	0	0.0%	1	0.0%	1
CASUAL	PT	69	2.6%	146	3.3%	215
TOTALS		2675		4439		7114

Note: Data includes all non-schools based employees, including employees based in central Education departments on Soulbury terms and conditions.

3.2 Post Distribution by Gender across main grade structure (How the work is structured by gender across each grade)



3.3 As the graph shows, there is virtually equal numbers of men and women in grade 4, but all other grades there are more women than men. The graph is a visual representation of the table overleaf.

3.4 As demonstrated by the graph, there are twice as many women than men in Grades 1 and 2, although there are low numbers in grade 1 as the table overleaf shows.

3.5 The most highly populated grades are 5, 6, and 7, demonstrating that the majority of roles in the Council require a level of skills and competence, e.g. most grade 5 roles require NVQ Level 3 or equivalent. There are approximately 3000 staff in these three grades, which is 50% of the non-schools based workforce. Current Salary structure is included at Appendix A.

3.6 It should be noted that there are close to equal numbers in grades 10, 11 and 12, which we class as the 'senior manager tier'.

3.7 The table below shows the numbers of men and women in each grade and the percentage split of gender for each grade.

	Male	Male % age of grade	Female	Female % age of grade
GRADE_01 01	11	36.7%	19	63.3%
GRADE_02 03	179	26.6%	494	73.4%
GRADE_03 04	182	40.2%	271	59.8%
GRADE_04 05-06	220	50.6%	215	49.4%
GRADE_05 07-09	395	34.6%	747	65.4%
GRADE_06 11-17	393	32.3%	824	67.7%
GRADE_07 19-24	609	56.2%	474	43.8%
GRADE_08 25-29	251	46.2%	292	53.8%
GRADE_09 30-34	174	37.7%	288	62.3%
GRADE_10 35-39	78	48.4%	83	51.6%
GRADE_11 40-44	45	46.4%	52	53.6%
GRADE_12 45-49	33	51.6%	31	48.4%
Total	2570	40.4%	3790	59.6%

3.8 **The Gender Pay Gap is based on the hourly rate within each grade and the table overleaf shows the grade by grade gender pay gap average.** As most of our grades have more than one increment, the figure is calculated as an average (see Appendix A for details).

3.9 There Grade table overleaf shows the average hourly rate by grade and gender. Points of interest to note are the senior grades 10 and 11, men are on a slightly higher rate than women, but in grade 12 women are on a slightly higher rate than men.

Average Hourly Rate by Grade and Gender (main pay structure)

Grade	Male	Female	Difference
GRADE_01 01	9.00	9.00	0.00%
GRADE_02 03	9.36	9.36	0.00%
GRADE_03 04	9.55	9.55	0.00%
GRADE_04 05-06	9.91	9.86	0.41%
GRADE_05 07-09	10.47	10.44	0.29%
GRADE_06 11-17	12.04	11.80	1.95%
GRADE_07 19-24	14.21	14.16	0.32%
GRADE_08 25-29	16.28	16.13	0.94%
GRADE_09 30-34	18.59	18.68	-0.46%
GRADE_10 35-39	21.20	21.07	0.59%
GRADE_11 40-44	23.63	23.56	0.29%
GRADE_12 45-49	26.17	26.25	-0.29%

3.10 Part time working additional point: the average part time contractual hours offered to women is higher than that offered to men, and permanent contracted average hours are higher than temporary and more than double those offered to Relief/Casuals:

		PERMANENT	TEMPORARY	CASUAL
Gender	Hours	PT	PT	PT
Male	Contract Hours	9.0	7.5	5.2
Female	Contract Hours	10.3	8.5	3.4

3.11 Grade Distribution Analysis – Senior grades: Due to the very low numbers in the Chief Officer, Directors and Heads of Service grades, these posts have been excluded from the report. However, as the top of the main workforce pay structure (see Appendix A).

3.12 Gender Pay Gap – Current Status and Action Plan Update

- We are continuing to update the workforce data through cleansing and accuracy of reporting: we have introduced a new workforce management report that helps deliver more accurate gender pay gap information
- Continue to review Non-Guaranteed Hours contracts (casuals/relief staff) arrangements: we have removed the inactive casual workers who have not been actively employed during the last 2 years
- We completed an EIA on the new National Pay Spine implementation to ensure the new pay structure does not cause any detriment to either gender with regards to pay arrangements, and there were indications that there would be an approximate decrease of the gap of 2%
- A full review of recruitment policies and procedures for all staff to ensure that all aspects of the provisions laid out in the Equality Act 2010 (Statutory Duties) (Wales) regulations 2011 are adhered to and latest best practice is clear for all employees and potential candidates involved in the recruitment process to understand **is underway, and a project group are working on how we attract candidates to apply for our vacancies**
- Continue to review multiple posts and contractual arrangements on an annual basis - ongoing
- Continue to publish Gender Pay Gap data in the annual Equality and Diversity review report and on the public website – next publication will be the March 2019 data on 30 March 2020.

4. Equality and Engagement Implications

4.1 The Council is subject to the Public Sector Equality Duty (Wales) and must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.

- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

Our Equality Impact Assessment process ensures that we have paid due regard to the above.

4.2 An EIA Screening Form has been completed with the agreed outcome that a full EIA report was not required:

- There is no further impact on the workforce as a result of the implementation of the new pay structure, and there was no adverse feedback from staff after implementation.
- The Screening Form is appended as a background paper.

5. Financial Implications

5.1 There are likely to be potential future implications and these will be kept under review. The introduction of the new pay structure in April 2019 has had a considerable effect on the Gender Pay Gap, as outlined in this report.

5.2 The potential additional pay increase due to be implemented in April 2020 will also have an impact and a full EIA will be undertaken when the full details of the pay award are known.

5.3 CMT and Cabinet will be kept informed as more details regarding the next national pay award becomes available (and when the 1 November Living Wage uplift will be added the current pay bill at a later date).

6. Legal Implications

6.1 The authority is under a statutory duty to comply with the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011.

6.2 In particular under section 11 of the Regulations an authority must pay due regard to the need to have equality objectives that address the causes of any differences between the pay of persons employed by the authority who has a protected characteristic or share a protected characteristic.

6.3 Under Section 12 the authority must publish an action plan setting out any policy of the authority that relates to the need to address the causes of any gender pay difference.

6.4 Under Section 13 the authority must keep under review their arrangements.

6.5 Under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 the authority is under a duty to publish annual information relating to pay.

Background Papers: EIA Screening

Appendices:

Appendix A Salary Structure – Main Workforce

Appendix B Equality Impact Assessment Screening Form

Appendix A – Salary Structure Grades 1-12

GRADE	SCP 18/19	HOURLY RATE 18/19	SALARY 18/19	SCP 19/20	HOURLY RATE 19/20	SALARY 19/20
GRADE 1	LW	£8.78	£16,946	1	£9.00	£17,364.00
GRADE 2	11	£8.82	£17,007	3	£9.36	£18,065.00
GRADE 3	12	£8.90	£17,173	4	£9.55	£18,426.00
	13	£9.01	£17,391	4	£9.55	£18,426.00
GRADE 4	14	£9.16	£17,681	5	£9.74	£18,795.00
	15	£9.32	£17,972	5	£9.74	£18,795.00
	16	£9.50	£18,319	6	£9.94	£19,171.00
GRADE 5	17	£9.68	£18,672	7	£10.14	£19,554.00
	18	£9.78	£18,870	7	£10.14	£19,554.00
	19	£10.08	£19,446	8	£10.34	£19,945.00
	20	£10.27	£19,819	9	£10.54	£20,344.00
GRADE 6	21	£10.65	£20,541	11	£10.97	£21,166.00
	22	£10.92	£21,074	12	£11.19	£21,589.00
	23	£11.24	£21,693	14	£11.64	£22,462.00
	24	£11.61	£22,401	15	£11.88	£22,911.00
	25	£11.98	£23,111	17	£12.35	£23,836.00
GRADE 7	26	£12.37	£23,866	19	£12.85	£24,799.00
	27	£12.78	£24,657	20	£13.11	£25,295.00
	28	£13.20	£25,463	22	£13.64	£26,317.00
	29	£13.72	£26,470	23	£13.99	£26,999.00
	30	£14.18	£27,358	24	£14.46	£27,905.00
GRADE 8	31	£14.63	£28,221	25	£14.92	£28,785.00
	32	£15.06	£29,055	26	£15.36	£29,636.00
	33	£15.50	£29,909	27	£15.81	£30,507.00
	34	£15.94	£30,756	28	£16.26	£31,371.00
	35	£16.28	£31,401	29	£16.60	£32,029.00
GRADE 9	36	£16.71	£32,233	30	£17.04	£32,878.00
	37	£17.18	£33,136	31	£17.52	£33,799.00
	38	£17.68	£34,106	32	£18.03	£34,788.00
	39	£18.26	£35,229	33	£18.63	£35,934.00
	40	£18.74	£36,153	34	£19.11	£36,876.00
GRADE 10	41	£19.23	£37,107	35	£19.62	£37,849.00
	42	£19.72	£38,052	36	£20.12	£38,813.00
	43	£20.22	£39,002	37	£20.62	£39,782.00
	44	£20.71	£39,961	38	£21.13	£40,760.00
	45	£21.18	£40,858	39	£21.60	£41,675.00
GRADE 11	46	£21.69	£41,846	40	£22.12	£42,683.00
	47	£22.19	£42,806	41	£22.63	£43,662.00
	48	£22.68	£43,757	42	£23.13	£44,632.00
	49	£23.17	£44,697	43	£23.63	£45,591.00
	50	£23.67	£45,669	44	£24.14	£46,582.00
GRADE 12	51	£24.17	£46,627	45	£24.65	£47,560.00
	52	£24.67	£47,593	46	£25.16	£48,545.00
	53	£25.18	£48,586	47	£25.69	£49,558.00
	54	£25.71	£49,598	48	£26.22	£50,590.00
	55	£26.24	£50,631	49	£26.77	£51,644.00

Please ensure that you refer to the Screening Form Guidance while completing this form. If you would like further guidance please contact the Access to Services team (see guidance for details).

Section 1

Which service area and directorate are you from?

Service Area: HR and OD

Directorate: Resources

Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(b) Please name and describe here:

Update paper to Committee: Equalities and Future Generations Policy Development Committee

Q2(a) WHAT DOES Q1a RELATE TO?

Direct front line service delivery	Indirect front line service delivery	Indirect back room service delivery
<input type="checkbox"/> (H)	<input type="checkbox"/> (M)	<input checked="" type="checkbox"/> (L)

(b) DO YOUR CUSTOMERS/CLIENTS ACCESS THIS...?

Because they need to	Because they want to	Because it is automatically provided to everyone in Swansea	On an internal basis i.e. Staff
<input type="checkbox"/> (H)	<input type="checkbox"/> (M)	<input type="checkbox"/> (M)	<input checked="" type="checkbox"/> (L)

Q3 WHAT IS THE POTENTIAL IMPACT ON THE FOLLOWING...

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Children/young people (0-18) →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Older people (50+) →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Any other age group →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race (including refugees) →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Asylum seekers →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gypsies & travellers →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh Language →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Poverty/social exclusion →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers) →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community cohesion →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity →	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

There is no direct impact on the above as a result of this report.

Q4 WHAT ENGAGEMENT / CONSULTATION / CO-PRODUCTIVE APPROACHES WILL YOU UNDERTAKE?

Please provide details below – either of your planned activities or your reasons for not undertaking engagement

None required for this report

Q5(a) HOW VISIBLE IS THIS INITIATIVE TO THE GENERAL PUBLIC?

High visibility <input type="checkbox"/> (H)	Medium visibility <input checked="" type="checkbox"/> (M)	Low visibility <input type="checkbox"/> (L)
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**(b) WHAT IS THE POTENTIAL RISK TO THE COUNCIL’S REPUTATION?
(Consider the following impacts – legal, financial, political, media, public perception etc...)**

High risk <input type="checkbox"/> (H)	Medium risk <input checked="" type="checkbox"/> (M)	Low risk <input type="checkbox"/> (L)
---	--	--

Q6 Will this initiative have an impact (however minor) on any other Council service?

Yes No If yes, please provide details below

**Q7 HOW DID YOU SCORE?
Please tick the relevant box**

MOSTLY H and/or M → HIGH PRIORITY → EIA to be completed
Please go to Section 2

MOSTLY L → LOW PRIORITY / NOT RELEVANT → Do not complete EIA
Please go to Q8 followed by Section 2

Q8 If you determine that this initiative is not relevant for an EIA report, you must provide a full explanation here. Please ensure that you cover all of the relevant protected groups.

This is an update report providing data that will not be published until April 2021. There is no immediate impact.

Section 2

NB: Please email this completed form to the Access to Services Team for agreement before obtaining approval from your Head of Service. Head of Service approval is only required via email – no electronic signatures or paper copies are needed.

Screening completed by:
Name: Linda Phillips
Job title: OD Officer
Date: 14 November 2019
Approval by Head of Service:
Name: A Chard
Position: Strategic HR&OD Manager
Date: 14 November 2019

Please return the completed form to accesstoservices@swansea.gov.uk

HR & OD Report

Equalities & Future Generation PDC

26th November 2019

Adrian Chard and Linda Phillips



Cyngor **Abertawe**
Swansea Council

Gender Pay Gap Update on Action Plan (Linda)

Response to the Report of the Equalities Inquiry Panel (Adrian)

- **Recruitment & Selection Policy**
- **Training**
- **Diversity**

The Gender Pay Gap – definition

GPG 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.

Analysis requested by the Committee:

- 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.
- Undertake a grade distribution analysis of senior roles by gender, working pattern etc.

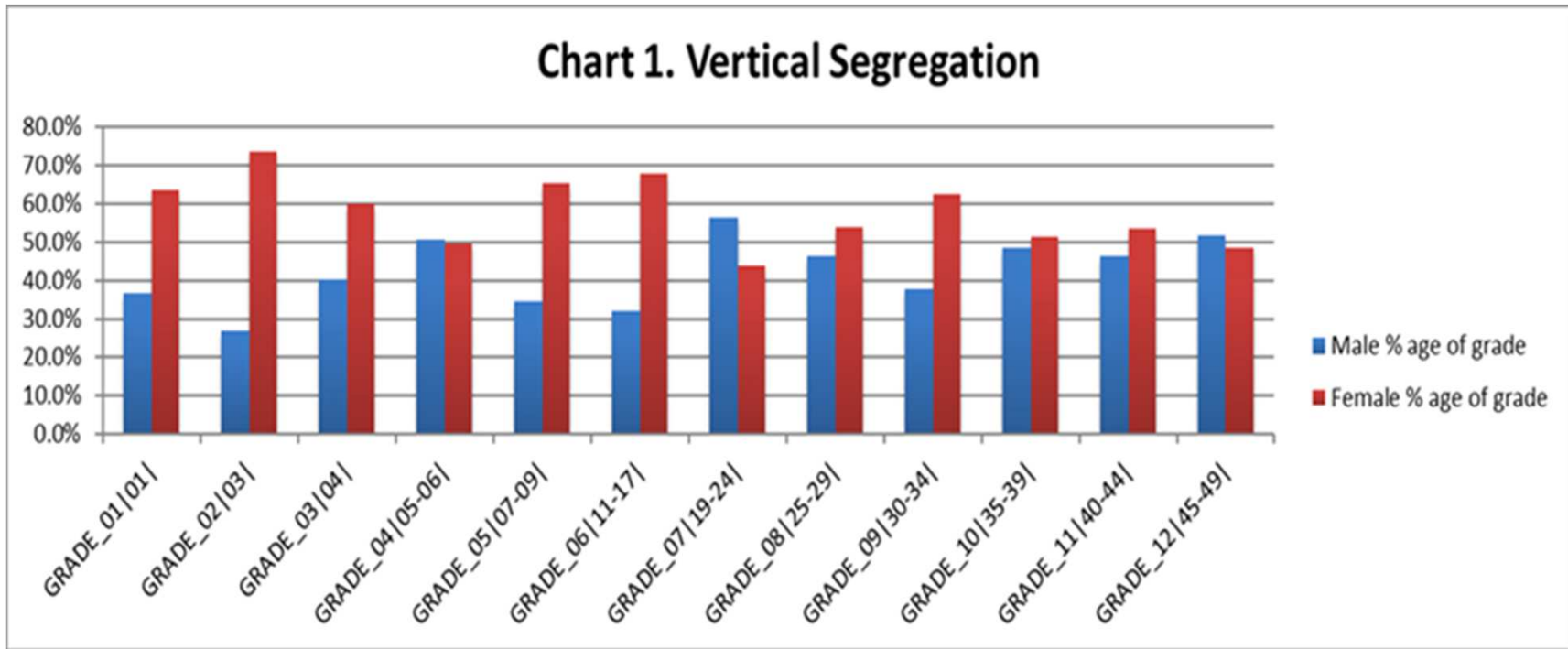
Findings – Highlights from the report

		GENDER				
		MALE		FEMALE		
Contract Type	Working Pattern	Count	% male employment	Count	% female employment	Total
PERMANENT	FT	1951	72.9%	1246	28.1%	3198
PERMANENT	PT	435	16.3%	2606	58.7%	3041
TEMPORARY	FT	152	5.7%	130	2.9%	282
TEMPORARY	PT	68	2.5%	310	7.0%	378
CASUAL	FT	0	0.0%	1	0.0%	1
CASUAL	PT	69	2.6%	146	3.3%	215
TOTALS		2675		4439		7114

Gender in Each Grade (as percentage of grade)



Chart 1. Vertical Segregation



General Workforce Posts by Gender - detail

	Male	Male % age of grade	Female	Female % age of grade
GRADE_01 01	11	36.7%	19	63.3%
GRADE_02 03	179	26.6%	494	73.4%
GRADE_03 04	182	40.2%	271	59.8%
GRADE_04 05-06	220	50.6%	215	49.4%
GRADE_05 07-09	395	34.6%	747	65.4%
GRADE_06 11-17	393	32.3%	824	67.7%
GRADE_07 19-24	609	56.2%	474	43.8%
GRADE_08 25-29	251	46.2%	292	53.8%
GRADE_09 30-34	174	37.7%	288	62.3%
GRADE_10 35-39	78	48.4%	83	51.6%
GRADE_11 40-44	45	46.4%	52	53.6%
GRADE_12 45-49	33	51.6%	31	48.4%
Total	2570	40.4%	3790	59.6%

Current GPG - Average Hourly Rate by Grade/Gender

Grade	Male	Female	Difference
GRADE_01 01	9.00	9.00	0.00%
GRADE_02 03	9.36	9.36	0.00%
GRADE_03 04	9.55	9.55	0.00%
GRADE_04 05-06	9.91	9.86	0.41%
GRADE_05 07-09	10.47	10.44	0.29%
GRADE_06 11-17	12.04	11.80	1.95%
GRADE_07 19-24	14.21	14.16	0.32%
GRADE_08 25-29	16.28	16.13	0.94%
GRADE_09 30-34	18.59	18.68	-0.46%
GRADE_10 35-39	21.20	21.07	0.59%
GRADE_11 40-44	23.63	23.56	0.29%
GRADE_12 45-49	26.17	26.25	-0.29%

Recruitment & Selection Policy

Complete the review of Recruitment and Selection Policy as a matter of urgency. This should include looking at better promotion of staff vacancies and apprenticeships to different groups, consider advertising these more carefully to promote representation of Black, Asian and Ethnic Minority people (BAME), disabled people, Lesbian Gay Bisexual and Transgender (LGBT), veterans and women in male dominated roles (and vice-versa).

Relevant Policy Commitments:

51. Follow the co-operative one Council model and ensure that Elected Members and staff work together to empower local communities and ensure their voices are heard.

Recruitment & Selection Policy

Action already being undertaken:

- Review of the Recruitment and Selection Policy underway

New actions following from the recommendation:

- Complete the review of the Recruitment and Selection Policy
- Take a co-productive approach to developing the new Policy and procedures working with equality forums
- Incorporate good practice
- Establish networks to disseminate.

Plan to review Policy to ensure in line with equalities legislation

Recommendation 9; Training

Review training opportunities to ensure they are fit for purpose. Including:

- a) Ensuring better uptake of equality related training amongst staff, especially front facing staff.
- b) Ensuring middle managers have completed training and encourage staff to do so
- c) Developing training with equality groups where possible.
- d) Ensuring the opportunities to do the training are repeated regularly particularly around unconscious bias, using alternative formats and making a reasonable adjustment.

Smarter working with others to meet our duty well by investigating the sharing of some training and consultation activities with other large organisations and/or procure jointly to improve economies of scales.

Relevant Policy Commitments:

51. Follow the co-operative one Council model and ensure that Elected Members and staff work together to empower local communities and ensure their voices are heard.

Recommendation 9; Training

Action already being undertaken:

- Review of mandatory training completed. Equalities training remains mandatory and is therefore a requirement for all staff to complete either via e-learning or face-to-face

New actions following from the recommendation:

- Reviewing the list of employees that have / have not completed the mandatory training including refreshers and working with managers to address any gaps
- Co-producing training alongside the Strategic Equality Group and equality forums
- Using existing HR&OD networks to investigate and adopt good practice and share resources wherever possible
- Further Develop the Co-production strategic Framework alongside the Strategic Equality Group
 - **Met with Equalities Forum and agreed plan to review existing online and face to face training provision.**
 - **Contacted LA and regional networks to explore**
 - **Reporting to CMT on compliance/ non-compliance of mandatory training**
 - **Issues with ability to report**

Issues to Consider

- **Availability of Resources**
- **Accuracy and Recording of Data**
- **Budgetary Pressures**

Agenda Item 7



Report of the Chair

Equalities & Future Generations Policy Development Committee

Workplan for 2019/20

Meeting Date	Agenda items and Format
27 August 2019	<ul style="list-style-type: none">• Work Plan 2019/20 (Discussion)
24 September 2019	<ul style="list-style-type: none">• Consultation and Engagement Strategy 2020/23• Co-production Strategic Framework
22 October 2019	<ul style="list-style-type: none">• Presentation on Climate Emergency Actions and Climate Charter• Strategic Equality Plan Working Group
26 November 2019	<ul style="list-style-type: none">• Gender Pay Gap Report – Action Plan Update• Human Resources & Organisation Development Report – Presentation• Update on Co-production
17 December 2019	<ul style="list-style-type: none">• Sustainable Development Policy• Update on Climate Emergency Actions and Climate Charter
28 January 2020	
25 February 2020	
24 March 2020	
28 April 2020	