

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 9th 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
MALE	2133	469	31.5%	7%	2602
FEMALE	1446	2710	21.4%	40.1%	4156
TOTALS	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
MALE	2244	0	358	0	2602
FEMALE	3116	0	1040	0	4156
TOTALS	5360	0	1398	0	6758

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

	PERMANENT	FIXED	TEMPORARY	CASUAL
MALE	86.2%	0.0%	13.8%	0.0%
FEMALE	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 Working pattern	Mean	Mean	Mean
	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 / Working Pattern	Mean	Mean	Mean
	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 31st March 2016*

1) Employment Overview

- The datasheet records 6758 contracted staff¹. 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.

¹ 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.