Briefing Note of Head of Human Resources &Organisational Development

Corporate Services Cabinet Advisory Committee – 27 July 2016

GENDER PAY GAP PROJECT UPDATE

1.0   Background

This Briefing Note provides an upate to the Corporate Services Cabinet Advisory Committee

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. Hourly pay gaps are straightforward – there is a difference in rates of pay between men and women. Structural pay gaps are slighly more complex to identify – this is when there are significant gender differences between and across grade structures and working patterns (FT and PT, contract types etc.).

1.3   With this in mind, the Head of HR&OD invited Dr Alison Parken of Cardiff University, the leading research specialist in this area, to undertake further analysis of our workforce data. She has done so and reported back to the Head of HR&OD on 12 July 2016.

1.4   The research has highlighted a number of issues, which are outlined in section 2 below.

2.0   Research into Gender Pay Gaps in City and County of Swansea workforce

2.1   Dr Parken's overview of June data 2016 summary:

10665 employees (headcount) at point of downloading the data into the tool:

- Gender Composition: women 72% and men 28%.

- Stock of jobs: 35% are offered on a FT basis and 65% PT

- 62% of posts are permanent, 37% temporary, 1% casual.

- Half of permanent posts are offered on a full time basis, half part time.

- Men hold 35% of all permanent jobs (over-representation)

- Women hold 65% of all permanent jobs (under-representation)

- Men hold 16% of all temporary posts, women 84% (over-representation)

- Men hold 57% of all full time posts (over-representation); women hold 88% all PT posts (over-representation) (3815 FT posts, 6850 PT posts)

- Women are more than twice as likely to be in temporary work than men.

- Women are over-represented in part time permanent jobs and temporary jobs.

Crucially men hold 60% of all full time permanent posts – the route to progression. This is also the route to 'making work pay' in low grades posts (women *overwhelmingly* are working PT in low grade posts).

The 'elite' – permanent full time roles - are dominated by men; at 28% of the workforce they hold 60% of all these jobs, with 69% of all men working in this contract type/pattern.

Full time work is usually most associated with mid to higher graded work, while PT is associated with the lowest three grades. These patterns will inevitably create and sustain gender pay gaps.

Most temporary jobs are part time, therefore the addition of temporary full time jobs only brings the percentage of women working full time up to 21%.

Dr Parken's view is that overall, CCS is a 'typical' local authority, with one exception, the size of our temporary workforce. There is a higher stock of full time jobs in this employment when compared to other local government workforces in Wales, but no difference in the percentage of that stock held by women at 17%.
HROD would like to point out that our temporary workforce is high because we *generally* do not offer 'fixed term contracts' any longer, they are all classed as 'temporary', which could account for the relatively high figure, but this will be investigated further as part of the project.

3.0 Actions suggested by Dr Parken based on initial overview:

3.1 Investigate Casual workers data further –
- Who they are
- Which roles they are occupying
- Grades
- Hours (and if regularly working over contracted hours)
- Length of Service (may suggest not 'casual')
- Gender analysis
- FT/PT analysis
- Formalise which posts are casual, relief, and zero hours by clear definitions and reports

3.2 Investigate 'Multiple' post-holders and the size of this 'issue':

- Who they are
- Which roles they are occupying
- Grades

- Hours (and if regularly working over contracted hours)
- Length of Service
- Gender / PT analysis – number of employees with 2 or more posts in this group

3.3 Investigate the Chief Officers / HOS data in the GEPA tool

- Include in the full workforce data analysis
- Separate to full workforce data analysis

3.4 Job Families analysis

- Grades by Gender / FT and PT
- Proportion of FT/PT roles by job family
- Contract types offered in job families (gender bias?)
- Occupations by grade and working pattern (FT/PT)

3.5 Pipeline Analysis

- Age analysis of Grade 8+ (including gender and working pattern)
- Age analysis of full time and part time workforce (myth that part time females will be under 40)

3.6 Comparison with other Local Authorities

- Undertake some benchmarking of gender split and working patterns with other LA's (refer to WLGA benchmarking survey data)
- Comparison of the temporary workforce with other Welsh Local Authorities of comparable size and our immediate neighbours.

3.7 Policy Analysis

- Implementation of Living Wage and female workforce attrition at lower grades
- Training and Development
- Flexible Working
- Agile Working
- Compressed hours
- Senior recruitment (gender analysis)

3.7 Workforce Engagement for in depth context analysis

When we have a better grip on the data above, we may wish to have some workforce consultation with different levels of staff (females specifically but not exclusively); to get a better understanding of the part time workforce, and if we have issues around perceptions around opportunities for progression, opportunities for full

time work, etc. for part time workers, and the associated issues for lower grade part time workers (benefits / tax credits affected etc.).

4.0 Actions for HROD

4.1 The Head of HR&OD has agreed the OD Project Officer will continue with the project work and:

- Analyse 'actual hours' data for casuals / relief staff
- Build a Job Families report and input into the GEPA tool
- Complete 1-6 above by the end of October 2016

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