

## **CITY AND COUNTY OF SWANSEA**

### **MINUTES OF THE CORPORATE SERVICES CABINET ADVISORY COMMITTEE**

**HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA ON  
WEDNESDAY, 29 MARCH 2017 AT 4.00 PM**

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

**Councillor(s)**

J A Hale

**Councillor(s)**

M Thomas

**Councillor(s)**

L V Walton

**Officer(s)**

Linda Phillips

Steve Rees

Gareth Borsden

Organisational Development Project Officer (HR)

Head of Human Resources & OD

Democratic Services Officer

**Apologies for Absence**

Councillor(s): R D Lewis & C E Lloyd

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

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

Councillor J A Hale - agenda as a whole – Member of Unison and Minute No.41 –  
Wife works for the Authority – personal

Councillor M Thomas - agenda as a whole – Member of Unite and Minute No.41 –  
Wife works for the Authority and I have dispensation - personal

40 **MINUTES.**

**RESOLVED** that the minutes of the meetings held on 30 November 2016 & 25  
January be agreed as correct records.

41 **GENDER PAY GAP PROJECT - UPDATE.**

Linda Phillips and Steve Rees presented an updated report which provided feedback  
to the Committee and outlined detailed statistics relating to the work and research  
undertaken into the gender pay gap within the City & County of Swansea.

This further review of data carried out by Dr Parken and Linda Phillips follows up on  
the initial review undertaken last year and now includes detailed analysis on the  
following areas:

- relief/temporary workers data
- 'multiple' post-holders and the size of this 'issue'
- Chief Officers / HOS data included in the GEPA tool

- review gender and working patterns in grades 8-12 (pipeline analysis)
- gender and working patterns from a Job Families perspective
- comparisons with other Local Authorities regarding gender split and working patterns

The main outcomes and statistics relating to the areas outlined above were detailed in the report, and can be summarised as follows:

- Swansea is a fairly typical public sector organisation where, within the workforce:
- The majority of staff are female
- The majority of staff work part time (ranging from a few hours a week up to 36 hours per week – full time is classed as 37 hours)
- The majority of staff are on salaries from Living Wage up to the national average (£25K)
- We have parity of hourly rate between men and women generally across the same grade, with some slight fluctuations as we go up the grade scale (women generally are on slightly higher hourly rate)
- In higher grades there are more men in Full Time roles than women, but it is important to note that any request for part time working at all levels is always considered in line with business needs, and not automatically denied due to the level of the post.

The review had identified the following areas for consideration for potential further action in the future

- Look into the employees employed on temporary contracts and ensure that these are not erroneously continuing as 'temporary'
- Ensure that our current commitment to 3 month reviews of relief employees continues into 2017/18
- Multiple posts – We propose undertaking data cleansing of the establishment and relief employee data in the system before we take this further.
- Draft an Action Plan in Spring/Summer 2017, outlining what we have done so far and the actions we have reported here.
- The CAC table this item as an annual review topic - which we will include as part of our 'best practice' monitoring in the Action Plan.

All the issues, findings and areas above identified for further action were discussed in detail by Members of the Committee, who asked questions from the Officers present, who responded accordingly.

The following area was outlined in addition to those outlined above, as there may be cost and resource implications:

- Members consider whether further engagement with part time staff engagement groups or to undertake a part time staff survey

The Chair and Members of the CAC thanked Dr Parken and the Officers involved, for the excellent work and research undertaken on this matter.

**RESOLVED** that:

- 1) The report and findings be noted.
- 2) The actions identified for further work and review as outlined above be endorsed and supported.
- 3) The topic be added to the CAC's workplan for 2017/18.

42 **CORPORATE SERVICES CABINET ADVISORY COMMITTEE - OUTCOMES.**

The Chair presented a report which summarised the topics examined by the CAC during the past year, and outlined a series of outcomes/actions for the future.

Members discussed the report and outlined the following additions:

- Actions outlined in the previous Gender Pay Gap report to be added
- Issue of Agency Workers to continue to be monitored by the Committee
- Issues associated with the size/wording/promotion of the Smoke Free Swansea initiative needs further investigation
- Update report on the Customer Contact Aspect be brought back to Committee in the new Municipal Year

**RESOLVED** that the report with the amendments listed above be approved and referred to the Cabinet Member.

43 **WORK PROGRAMME 2016-2017.**

The Chair presented an updated Work Programme 2016-2017.

**RESOLVED** that: -

- 1) The contents of the report be noted, subject to the topics outlined in Minute No.42 above being added to the workplan for 2017/18.

The meeting ended at 4.40 pm

**CHAIR**