



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

Transformation & Future Council Policy Development and Delivery Committee

At: Committee Room 5 - Guildhall, Swansea

On: Tuesday, 24 April 2018

Time: 2.00 pm

Chair: Councillor Erika Kirchner

Membership:

Councillors: C R Evans, J A Hale, T J Hennegan, C A Holley, P K Jones, M B Lewis, S Pritchard, A H Stevens and L J Tyler-Lloyd

Agenda

Page No.

- | | | |
|----------|---|--------------|
| 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 - 2 |
| 4 | Update on the Gender Pay Gap Project.
Linda Phillips | 3 - 7 |
| 5 | Update on Zero Hour Contracts. (Verbal) | |
| 6 | Discussion / Feedback on Site Visit of Contact Centre. | 8 - 9 |
| 7 | Workplan 2017/2018. | 10 |

Next Meeting: Tuesday, 26 June 2018 at 2.00 pm

Huw Evans
Head of Democratic Services
Wednesday, 18 April 2018
Democratic Services - Tel (01792) 636923



City and County of Swansea

Minutes of the Transformation & Future Council Policy Development and Delivery Committee

Council Chamber - Civic Centre, Swansea

Tuesday, 27 March 2018 at 2.00 pm

Present: Councillor E T Kirchner (Chair) Presided

Councillor(s)

J A Hale
M B Lewis
L J Tyler-Lloyd

Councillor(s)

T J Hennegan
S Pritchard

Councillor(s)

P K Jones
A H Stevens

Officer(s)

Kate Jones	Democratic Services Officer
Adrian Osborne	Category Manager
Debbie Smith	Deputy Head of Legal, Democratic Services and Business Intelligence.
Vicky Thomas	Sustainable Swansea Programme Manager

Apologies for Absence

Councillor(s): C R Evans and C A Holley

37 Disclosures of Personal & Prejudicial Interests.

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

38 Minutes.

Resolved that the Minutes of the Transformation & Future Council Policy Development and Delivery Committee held on 27 February 2018 be approved and signed as a correct record.

39 Procurement - 'Breaking Down Barriers for Local Suppliers' - Draft CPR Clauses.

The Category Manager presented the draft CPR Rules resulting from the workshops which looked at 'breaking down barriers for local suppliers'. He specifically highlighted Paragraph 15 which dealt with: -

- Definition of Local Area
- Consideration of the Social, Economic and Environmental Benefits when awarding contracts
- Restricting competition to the Local Area
- Definition of Local Supplier;

- Opt out clause where the Council could opt out of using a Local Supplier where its use would over burden the Council.

The process to amend the CPR Rules would entail Consultation followed by Constitutional Working Group.

A discussion ensued the draft CRR Rules which focussed on the following: -

- Financial Limits and when the CPR Rules would apply
- Effect of EU Regulations
- Extent of area defined by 'Local Supplier' and whether further areas should be added / removed
- Whether Social, Economic & Environmental benefits was the best terminology or whether a term such as Community Benefits could be better
- Position where a local supplier met one of the benefits i.e. economic benefits but was detrimental to one or both of the others i.e. social and environmental
- Approved Lists / Framework Agreements
- Report from procurement to show areas procured
- Effect and consideration of the Well-Being of Future Generations (Wales) Act

Following discussions the amendments below were proposed to the draft CPR Rules: -

- Whether an alternative term could replace Social, Economic & Environmental Benefits
- The rules should clarify that meeting one benefit i.e. economic should not be at the expense of the other benefits.

Resolved that: -

- 1) The amended draft CPR Rules be circulated to the Committee;
- 2) The Category Manager supply a report to the Committee on areas currently procured from;
- 3) The Sustainable Swansea Programme Manager provide clarity on the position of the use of approved lists within the Highway Department
- 4) The Draft CPR Rules be put out for consultation

40 Site Visit to Contact Centre, Civic Centre.

The Committee undertook a site visit of the Contact Centre.

41 Workplan 2017/2018.

The Committee discussed the proposed Work Plan.

Resolved that the Work Plan be noted.

The meeting ended at 3.55 pm

Chair



Report of the Director of Resources

Transformation & Future Council Policy Development and Delivery Committee - 24 April 2018

Gender Pay Gap Project - Update

Purpose: The report presents the Gender Pay Gap work that has been undertaken so far on behalf of the Council, outlines current position and recommendations.

Report Author: Linda Phillips
Finance Officer: Ben Smith
Legal Officer: Tracey Meredith
Access to Services Officer: Sherill Hopkins

For Information

1. Background

This Briefing Note provides an interim update to the Transformation and Future Council Policy Development Committee, following on from previous reports provided to Members of the Corporate Services Cabinet Advisory Committee who initiated the Gender Pay Gap project in 2016.

- 1.1 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.*
- 1.2 *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.*

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

2.0 Reported Gender Pay Gap in Swansea Council workforce

To meet the legislative requirements, we have reported our Gender Pay Gap for **Full Time Staff for 31 March 2017** on the .GOV website and our own public website as follows: (schools staff are excluded):

All full time employees mean hourly rate of 10.9%

All full time employees median hourly rate: 11.5%,

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

Quartile Pay Bands – Full time employees only

The percentage of men and women (full pay) there are in each pay quartile:

Lower		Lower middle		Upper middle		Upper	
Male	Female	Male	Female	Male	Female	Male	Female
69.4%	30.6%	55.6%	44.4%	67.3%	32.7%	45.2%	54.8%

3.0 Gender Pay Gap analysis of Full Time and Part Time workforce (non-schools)

- 3.1 As the majority of our general workforce work part time, it is useful to undertake a wider analysis of the workforce to include the part time group. In 2016/17, the gender of the general workforce was as follows:

% of non-schools workforce FT/PT working pattern:

	FT	PT
MALE	66.8%	33.2%
FEMALE	26.0%	74.0%

Non-schools posts by gender and working pattern:

	FT	PT	TOTAL
MALE	2159	1073	3232
FEMALE	1465	4174	5639
TOTALS	3624	5247	8871

- 3.2 Therefore, when reporting our gender pay gap data, we are only referring to 41% of the non-schools workforce, and all schools data is excluded.

- 3.3 When looking at overall data, the number of full time males are the greater proportion of the full time workforce, therefore the gender pay gap figure we report will not provide a true picture.
- 3.4 A comparison chart with other South Wales Local Authorities is attached in Appendix 1.

4.0 Gender Pay Gap – Current Status and Action Plan

- 4.1 Under the regulations we are required to give a short narrative statement of our interpretation of our data, and where we intend to take action, if necessary.
- 4.2 In our report (published on the websites), we have made the following statement:

“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 female staff (63.7%), and 74% of the female workforce is part time. The Council has published an Action Plan in its Annual Equality Review for tackling issues arising from the Gender Pay gap analysis undertaken in 2016/17. Members and Senior Officers will take appropriate action where necessary, in full consultation with Trades Unions and other stakeholders.

4.3 We have set out an action plan to close the gap as follows:

In 2017 – 2019, the Council will:

- Continue with efforts to improve workforce data, particularly cleansing and accuracy of reporting
- Continue to review casuals/relief staff arrangements
- Maintain ‘watching brief’ on the changes to the GLPC Job Evaluation scheme, in light of changes required as a result of Living Wage and changes to the National Pay Spine
- 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
- Consider undertaking consultation with staff with 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.

- Consider whether the Council will publish its data on the Equal Pay Website or only in its annual Equality and Diversity review report.

4.4 Recommendations

- The gender pay gap of both full time and part time staff should be monitored going forward in order to support the activities outlined in the action plan
- The PDDC continues to request an annual report that outlines the current situation for all non-schools staff.

5.0 Gender Pay Gap analysis to report for 31 March 2018 data

5.1 This data must be published before or at the latest on 30 March 2019 on the .GOV website, and an explanatory report must also be published on our main website.

5.2 We will be able to report earlier than March 2019 if the Committee supports this action.

6.0 Financial implications

6.1 There are likely to be potential implications in the future and these will be kept under review as the implementation plan progresses.

7.0 Legal implications

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

7.2 In particular under section 11 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.

7.3 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.

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

7.5 Under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 the authority is under a duty to publish annual information relating to pay.

8.0 Equality and engagement implications

The gender pay gap assessment information will be contained in the annual equality review report again this year, alongside our employment and training data (as required by the regulations).

Appendix 1: Comparison of Gender Pay Gap data with other SW Local Authorities

Council	Mean	Median	Reported on .Gov website
Cardiff	3.2% lower than men	6.1% lower than men	Yes
Newport	1% lower than men	3% lower than men	Yes
Vale of Glamorgan	8.8% lower than men	11.2% lower than men	Yes
Carmarthenshire			No
Pembrokeshire			No
Neath Port Talbot			No
Rhondda Cynon Taf			No
Bridgend			No



Report of the Chair

Transformation & Future Council Policy Development and Delivery Committee - 24 April 2018

Extract of the Minutes of the Corporate Services Cabinet Advisory Committee held on 30 November 2016

Purpose: To provide a copy of the findings from the previous site visit to the Contact Centre in order to establish whether the issues raised at the previous visit have been addressed / resolved.

For Information

36 CUSTOMER CONTACT ASPECT - FEEDBACK FROM SITE VISIT TO CONTACT CENTRE. (VERBAL)

The Committee provided feedback from the visit to the Contact Centre, Civic Centre. The Chair commented that it had been a very worthwhile visit and those Members who attended had been able to observe the working practices and working environment of the Contact Centre staff. A representative from DVLA also attended the visit.

The Committee highlighted the following: -

- The team were operating with a skeleton staff in very cramped working conditions;
- The need to provide an improved rest area for staff;
- The need to provide regular job rotation for staff and introduce more partnership working;
- The effect on morale of losing a third of the staff last year;
- Staff training and development should be ongoing owing to the nature of the work and very little career progression was available;
- Introducing staff incentives / rewards;
- The possibility of a two-way mirror being installed to observe if users are using the equipment properly;
- The service provides additional iPad's to assist the 'lost generation' of ICT users;

- No neighbourhood visiting officers being employed by Finance having a knock-on effect on the Contact Centre / public due to the size and complexity of forms;
- The Council introducing easier forms for the public to understand.

RESOLVED that: -

- 1) The content of the report be noted;
- 2) The Chair writes to the Customer Service Manager thanking her for the service provided and the information provided during the visit;
- 3) A further visit / report be provided in 6 months time.



Transformation and Future Council Policy Development & Delivery Committee

Schedule of Business

Meeting Date	Agenda Items
19 th December 2017	<ul style="list-style-type: none"> ▪ Procurement Workshop update (scheduled date & opportunity to feedback on outline approach circulated) ▪ Draft Schedule of Business (linking to workplan) ▪ Services in the Community – Overview Presentation
30 th January 2018	<ul style="list-style-type: none"> ▪ Procurement Workshop update
27 th February 2018	<ul style="list-style-type: none"> ▪ Procurement Policy Update ▪ Update on 'friends of parks' and community ownership (Head of Waste Management)
27 th March 2018	<ul style="list-style-type: none"> ▪ Procurement – 'Breaking Down Barriers for Local Suppliers' – Draft CPR Clauses ▪ Site Visit – Contact Centre, Civic Centre
24 th April 2018	<ul style="list-style-type: none"> ▪ Zero Hour contracts feedback ▪ Update on Gender Pay Gap ▪ Mansion House (Head of Commercial Services) ▪ Discussion / Feedback on Contact Centre Site Visit
To be arranged	<ul style="list-style-type: none"> ▪ Update on 3G pitches programme (Head of Cultural Services) ▪ Update on webcasting and e-voting (Head of Democratic Services) ▪ Develop new work programme of Transformation and Future Council Policy Development & Delivery Committee ▪ Update on single citizen account (Digital Representative) ▪ Update on plans for using schools for Community activities (Chief Education Officer)