



Dinas a Sir Abertawe

Hysbysiad o Gyfarfod

Fe'ch gwahoddir i gyfarfod

## Pwyllgor Datblygu Polisi Cyngor y Dyfodol a Thrawsnewid

Lleoliad: Ystafell Bwyllgor 5 - Neuadd y Ddinas, Abertawe

Dyddiad: Dydd Mawrth, 27 Tachwedd 2018

Amser: 2.00 pm

Cadeirydd: Cynghorydd Paulette Smith

### Aelodaeth:

Cynghorwyr: L S Gibbard, J A Hale, T J Hennegan, E T Kirchner, M B Lewis, S Pritchard, A H Stevens a/ac L J Tyler-Lloyd

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### Agenda

Rhif y Dudalen.

- 1 Ymddiheuriadau Am Absenoldeb.
- 2 Derbyn Datgeliadau o Fuddiannau Personol a Rhagfarnol.  
[www.abertawe.gov.uk/DatgeliadauBuddiannau](http://www.abertawe.gov.uk/DatgeliadauBuddiannau)
- 3 Cofnodion: 1 - 3  
Cymeradwyo a llofnodi, fel cofnod cywir, gofnodion y cyfarfod blaenorol.
- 4 Y Diweddaraf am y Bwlch rhwng Tâl y Rhywiau. 4 - 8  
Linda Philips
- 5 Y Diweddaraf am Gaffael. (Llafar)
- 6 Cynllun Gwaith 2018 - 2019. 9

Cyfarfod Nesaf: Dydd Mawrth, 18 Rhagfyr 2018 ar 2.00 pm

Huw Evans

Pennaeth Gwasanaethau Democraidd

Dydd Llyn, 19 Tachwedd 2018

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Cyswllt: Y Gwasanaethau Democraidd Ffôn (01792) 636923

# Agenda Item 3



City and County of Swansea

## Minutes of the Transformation & Future Council Policy Development Committee

Committee Room 5 - Guildhall, Swansea

Tuesday, 25 September 2018 at 2.00 pm

**Present:** Councillor P B Smith (Chair) Presided

**Councillor(s)**  
T J Hennegan  
A H Stevens

**Councillor(s)**  
E T Kirchner  
L J Tyler-Lloyd

**Councillor(s)**  
M B Lewis

**Officer(s)**

Adrian Chard

Kate Jones

Vicky Thomas

Jonathan Wills

Strategic Human Resources and Organisational  
Development Manager  
Democratic Services Officer  
Sustainable Swansea Programme Manager  
Senior Lawyer

**Apologies for Absence**

Councillor(s): L S Gibbard

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### 12 Disclosures of Personal & Prejudicial Interests.

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

### 13 Minutes:

**Resolved** that the Minutes of the Transformation & Future Council Policy Development Committee held on the 24 July 2018 be approved a signed as a correct record.

### 14 Employee HR Contract Definitions.

The Strategic Human Resources and Organisational Development Manager provided a presentation which covered Minutes 14, 15 & 16.

The presentation provided definitions of Employee HR Contracts which included: -

- Permanent
- Temporary
- Relief / Casual

The Council's Casual Relief Employment Policy was highlighted.

The presentation covered the Organisational Development Strategy and Plan, which included: -

- Organisation Development Strategic Approach and Implementation
- OD Plan; 1<sup>st</sup> Priorities
- OD Plan; 2<sup>nd</sup> Priorities
- OD Plan; 3<sup>rd</sup> Priorities

The presentation also addressed Flexible Working Hours / New Ways of Working. This covered the 3 pilot areas identified as well as workshop engagement session.

Questions and discussions focused on: -

- The use of Zero Hour Contracts by contractors
- Meaning of being an agile Organisation
- The effect of agile working on absenteeism
- Meaning of engagement within and outside the Council
- Recognition for staff and possibility of reward schemes
- Developing the Future Councillor Programme
- Scope of engagement on Flexible Working Hours
- Ways of measuring the success of the Flexible Working Hour pilots

**Resolved** that: -

- 1) The contents of the presentation be noted; and
- 2) the Strategic Human Resources and Organisation Development Manager provide further information in respect of zero hour contracts used by contractors.

## **15 Organisational Development Strategy and Plan.**

The Strategic Human Resources and Organisational Development Manager provided a presentation which covered Minutes 14, 15 & 16. Full details are provided in Minute 14.

## **16 Flexible Working Hours Plan and Scope.**

The Strategic Human Resources and Organisational Development Manager provided a presentation which covered Minutes 14, 15 & 16. Full details are provided in Minute 14.

## **17 Workplan 2018/2019.**

The Chair provided the Workplan for 2018/19 and noted that the Vice Chair would Chair the next Transformation & Future Council Policy Development Committee on 23 October 2018.

The Sustainable Swansea Programme Manager would arrange a Workshop on Council Communication / Digitalisation of letters. The Committee discussed possible days for the Workshop and it was noted that Mondays or Thursdays and afternoons were preferable.

She also noted that Flexible Working Hours would be moved from November as an update had been provided today.

The Committee discussed apps, such as Cardiff Council's app and Swansea Library app, which could be looked at for ideas of content / use.

**Resolved** that the Workplan and updates be noted.

The meeting ended at 2.55 pm

**Chair**

# Agenda Item 4



## Report of the Strategic Human Resources & Organisational Development Manager

Transformation and Future Council Policy Development Committee -  
27 November 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 and outlines the current position and recommendations.

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

#### For Information

### 1. Background

This Briefing Note provides an 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, and this year's 2018 data is due to be published in March 2019, but could be published earlier if preferred.*
- 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. Reported Gender Pay Gap in Swansea Council workforce for end of year 31 March 2017**

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 at the end of March 2018, as per regulatory requirements: (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%

**We can now report 31 March 2018 as follows (full time pay only):**

All full time employees mean hourly rate of 9.2%

All full time employees median hourly rate: 7.4%,

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
70%	30%	61%	39%	61%	39%	48%	52%

There is a slight improvement on the overall figure, but as the majority of the full time workforce is populated by men, the figure shows a detriment to women.

There has also been an increase in the male full time workforce in the lower two quartiles, an increase in females in the third quartile of the workforce, and an increase in males (and reduction in women) in the top quartile.

### **3. Gender Pay Gap analysis of Full Time and Part Time workforce (non-schools)**

It should be noted, that if we reported on the whole non-school workforce, full and part time, the gender pay gap would be as follows:

Average (mean) hourly pay	-8.1%
Median hourly pay	-0.5%

A minus figure indicates that the pay gap favours women rather than men.

- 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:

	<b>FT</b>	<b>PT</b>
<b>MALE</b>	59.9%	14.5%
<b>FEMALE</b>	40.1%	85.5%

Non-schools posts by gender and working pattern:

	<b>FT</b>	<b>PT</b>	<b>TOTAL</b>
<b>MALE</b>	2085	449	2534
<b>FEMALE</b>	1394	2639	4033
<b>TOTALS</b>	3479	3088	6567

- 3.2 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.

### **4. 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 We recommend the following updates to the action plan for 2018-2020:

- Continue with efforts to improve workforce data, particularly cleansing and accuracy of reporting
- Continue to review Non-Guaranteed Hours contracts (casuals/relief staff) arrangements
- Undertake a EIA on the proposed new National Pay Spine implementation to ensure the new pay structure does not cause any detriment to either gender with regards to pay arrangements
- Undertake 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
- Continue to review multiple posts and contractual arrangements on an annual basis
- Continue to publish Gender Pay Gap data in the annual Equality and Diversity review report and on the public website.

#### **4.3 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 PDC continues to request an annual report that outlines the current situation for all non-schools staff.

#### **5. Gender Pay Gap analysis to report for 31 March 2018 data**

- 5.1 If the Committee approves the above report, we can publish our annual Gender Pay Gap report early on the .GOV website.

#### **6. 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. The introduction of the new pay structure in April 2019 will have a considerable effect on the Gender Pay Gap, and we will ensure that a full EIA is undertaken on the agreed implementation option.

#### **7. 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. 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).

**Report compiled by L Phillips (OD Project Officer)  
On behalf of the Strategic HR & OD Manager / Chief Transformation  
Officer**

# Agenda Item 6



## Report of the Chair Transformation & Future Council Policy Development Committee

### Workplan for 2018/19

Meeting Date	Agenda items and Format
26 June 2018	<ul style="list-style-type: none"><li>• <b>Work Plan 2018-2019</b></li></ul>
24 July 2018	<ul style="list-style-type: none"><li>• <b>Schedule of Business – July 18</b></li></ul>
28 August 2018	<ul style="list-style-type: none"><li>• <b>CANCELLED</b></li></ul>
25 September 2018	<ul style="list-style-type: none"><li>• <b>Employee HR Contract Definitions</b></li><li>• <b>Organisational Development Strategy and Plan</b></li><li>• <b>Flexible Working Hrs plan and scope</b></li></ul>
23 October 2018	<b>CANCELLED</b>
27 November 2018	<ul style="list-style-type: none"><li>• <b>Gender Pay Gap Update</b></li><li>• <b>Procurement Action Plan</b></li><li>- Council to provide a service to assist suppliers to bid</li></ul>
18 December 2018	<ul style="list-style-type: none"><li>• <b>TBC</b></li></ul>
22 January 2019	<ul style="list-style-type: none"><li>• <b>Council Communication</b></li></ul>
26 February 2019	<ul style="list-style-type: none"><li>• <b>TBC</b></li></ul>
26 March 2019	<ul style="list-style-type: none"><li>• <b>Citizen App - Scope</b></li></ul>
23 April 2019	<ul style="list-style-type: none"><li>• <b>TBC</b></li></ul>
To be scheduled	<ul style="list-style-type: none"><li>• <b>Co-production</b></li><li>• <b>Procurement Action Plan</b></li><li>- Develop and enhance Advertising and Marketing</li></ul>