



Report of the Director of Resources

Equalities and Future Generations Policy Development Committee
26 November 2019

Gender Pay Gap Report – Action Plan Update

Purpose:	To update the Committee on progress regarding understanding the current workforce gender pay gap across the main pay grade structure after the implementation of the national pay structure in April 2019.
Policy Framework:	<i>Workforce Strategy – Equalities agenda</i>
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	That the committee takes note of the content of the report and supports the future recommended actions below: <ol style="list-style-type: none">1. To continue to undertake work to support the reduction of the gender pay gap, where possible2. To continue to undertake to improve its gender pay gap reporting to include other pay information, including the analysis of other protected characteristics.3. To continue to undertake the work outlined in the Gender Pay Gap Action Plan.
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1. Introduction

- 1.1 The Council's Gender Pay Gap is under review by the HR&OD, and the implementation of the NJC national pay award in April 2019 was expected to reduce the overall gender pay gap by approximately 2%. This is the case as the current gender pay gap reduced from 7.9% to 5.7% overall.

- 1.2 The Committee agreed that further data analysis was required and that the OD Project Officer would provide an update on the following:
- 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.
 - Undertake a grade distribution analysis of senior roles by gender, working pattern etc.
- 1.3 The findings of this analysis is included in this report for information.
- 1.4 The information in this report is for current gender pay gap. When we report in March 2020, the data will be based on last year's pay structure.

2. Gender Pay Gap Caveats

- 2.1 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 March 2019 data is due to be published on 30 March 2020.*
- 2.2 *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.*
- 2.3 To meet reporting requirements, currently Schools information is excluded, as governing bodies should report directly where these establishments employ 250 or more staff.

3. Gender pay gap analysis - findings

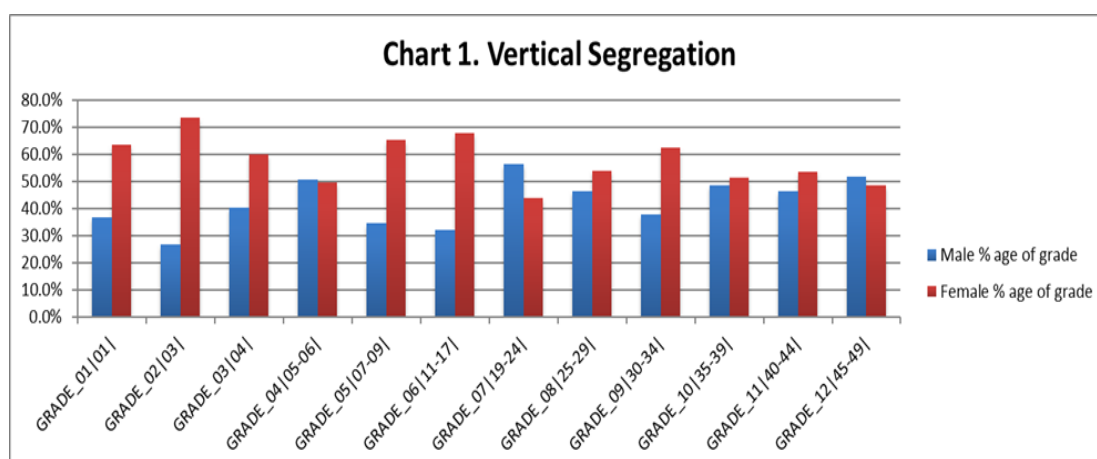
- 3.1 Gender / Grade split for the main (non-schools based) workforce, full time and part time working arrangements, demonstrates that the Council has an unusual employee distribution when looking at how we offer full and part time work:
- There are more full time men than full time women
 - The temporary full time workforce is relatively equal, with only slightly more men than women
 - The part time permanent workforce is substantial and there are 6 times as many women as men
 - The part time casual workforce as twice as many women than men, but the numbers in this group is relatively low.
 - There are 35 employees on apprenticeship schemes and appropriate pay for these roles

- There are 19 Advisor/Inspectors in Central Education on Soulbury terms and conditions

		GENDER				
		MALE		FEMALE		
Contract Type	Working Pattern	Count	% male employment	Count	% female employment	Total
PERMANENT	FT	1951	72.9%	1246	28.1%	3198
PERMANENT	PT	435	16.3%	2606	58.7%	3041
TEMPORARY	FT	152	5.7%	130	2.9%	282
TEMPORARY	PT	68	2.5%	310	7.0%	378
CASUAL	FT	0	0.0%	1	0.0%	1
CASUAL	PT	69	2.6%	146	3.3%	215
TOTALS		2675		4439		7114

Note: Data includes all non-schools based employees, including employees based in central Education departments on Soulbury terms and conditions.

3.2 Post Distribution by Gender across main grade structure (How the work is structured by gender across each grade)



- 3.3 As the graph shows, there is virtually equal numbers of men and women in grade 4, but all other grades there are more women than men. The graph is a visual representation of the table overleaf.
- 3.4 As demonstrated by the graph, there are twice as many women than men in Grades 1 and 2, although there are low numbers in grade 1 as the table overleaf shows.
- 3.5 The most highly populated grades are 5, 6, and 7, demonstrating that the majority of roles in the Council require a level of skills and competence, e.g. most grade 5 roles require NVQ Level 3 or equivalent. There are approximately 3000 staff in these three grades, which is 50% of the non-schools based workforce. Current Salary structure is included at Appendix A.
- 3.6 It should be noted that there are close to equal numbers in grades 10, 11 and 12, which we class as the 'senior manager tier'.

- 3.7 The table below shows the numbers of men and women in each grade and the percentage split of gender for each grade.

	Male	Male % age of grade	Female	Female % age of grade
GRADE_01 01	11	36.7%	19	63.3%
GRADE_02 03	179	26.6%	494	73.4%
GRADE_03 04	182	40.2%	271	59.8%
GRADE_04 05-06	220	50.6%	215	49.4%
GRADE_05 07-09	395	34.6%	747	65.4%
GRADE_06 11-17	393	32.3%	824	67.7%
GRADE_07 19-24	609	56.2%	474	43.8%
GRADE_08 25-29	251	46.2%	292	53.8%
GRADE_09 30-34	174	37.7%	288	62.3%
GRADE_10 35-39	78	48.4%	83	51.6%
GRADE_11 40-44	45	46.4%	52	53.6%
GRADE_12 45-49	33	51.6%	31	48.4%
Total	2570	40.4%	3790	59.6%

- 3.8 **The Gender Pay Gap is based on the hourly rate within each grade and the table overleaf shows the grade by grade gender pay gap average.** As most of our grades have more than one increment, the figure is calculated as an average (see Appendix A for details).
- 3.9 There Grade table overleaf shows the average hourly rate by grade and gender. Points of interest to note are the senior grades 10 and 11, men are on a slightly higher rate than women, but in grade 12 women are on a slightly higher rate than men.

Average Hourly Rate by Grade and Gender (main pay structure)

Grade	Male	Female	Difference
GRADE_01 01	9.00	9.00	0.00%
GRADE_02 03	9.36	9.36	0.00%
GRADE_03 04	9.55	9.55	0.00%
GRADE_04 05-06	9.91	9.86	0.41%
GRADE_05 07-09	10.47	10.44	0.29%
GRADE_06 11-17	12.04	11.80	1.95%
GRADE_07 19-24	14.21	14.16	0.32%
GRADE_08 25-29	16.28	16.13	0.94%
GRADE_09 30-34	18.59	18.68	-0.46%
GRADE_10 35-39	21.20	21.07	0.59%
GRADE_11 40-44	23.63	23.56	0.29%
GRADE_12 45-49	26.17	26.25	-0.29%

- 3.10 Part time working additional point: the average part time contractual hours offered to women is higher than that offered to men, and permanent contracted average hours are higher than temporary and more than double those offered to Relief/Casuals:

		PERMANENT	TEMPORARY	CASUAL
Gender	Hours	PT	PT	PT
Male	Contract Hours	9.0	7.5	5.2
Female	Contract Hours	10.3	8.5	3.4

- 3.11 Grade Distribution Analysis – Senior grades: Due to the very low numbers in the Chief Officer, Directors and Heads of Service grades, these posts have been excluded from the report. However, as the top of the main workforce pay structure (see Appendix A).

3.12 Gender Pay Gap – Current Status and Action Plan Update

- We are continuing to update the workforce data through cleansing and accuracy of reporting: we have introduced a new workforce management report that helps deliver more accurate gender pay gap information
- Continue to review Non-Guaranteed Hours contracts (casuals/relief staff) arrangements: we have removed the inactive casual workers who have not been actively employed during the last 2 years
- We completed an EIA on the new National Pay Spine implementation to ensure the new pay structure does not cause any detriment to either gender with regards to pay arrangements, and there were indications that there would be an approximate decrease of the gap of 2%
- 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 **is underway, and a project group are working on how we attract candidates to apply for our vacancies**
- Continue to review multiple posts and contractual arrangements on an annual basis - ongoing
- Continue to publish Gender Pay Gap data in the annual Equality and Diversity review report and on the public website – next publication will be the March 2019 data on 30 March 2020.

4. Equality and Engagement Implications

- 4.1 The Council is subject to the Public Sector Equality Duty (Wales) and must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.

- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

Our Equality Impact Assessment process ensures that we have paid due regard to the above.

4.2 An EIA Screening Form has been completed with the agreed outcome that a full EIA report was not required:

- There is no further impact on the workforce as a result of the implementation of the new pay structure, and there was no adverse feedback from staff after implementation.
- The Screening Form is appended as a background paper.

5. Financial Implications

5.1 There are likely to be potential future implications and these will be kept under review. The introduction of the new pay structure in April 2019 has had a considerable effect on the Gender Pay Gap, as outlined in this report.

5.2 The potential additional pay increase due to be implemented in April 2020 will also have an impact and a full EIA will be undertaken when the full details of the pay award are known.

5.3 CMT and Cabinet will be kept informed as more details regarding the next national pay award becomes available (and when the 1 November Living Wage uplift will be added the current pay bill at a later date).

6. Legal Implications

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

6.2 In particular under section 11 of the Regulations 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.

6.3 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.

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

- 6.5 Under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 the authority is under a duty to publish annual information relating to pay.

Background Papers: EIA Screening

Appendices:

- Appendix A** Salary Structure – Main Workforce
Appendix B Equality Impact Assessment Screening Form

Appendix A – Salary Structure Grades 1-12

GRADE	SCP 18/19	HOURLY RATE 18/19	SALARY 18/19	SCP 19/20	HOURLY RATE 19/20	SALARY 19/20
GRADE 1	LW	£8.78	£16,946	1	£9.00	£17,364.00
GRADE 2	11	£8.82	£17,007	3	£9.36	£18,065.00
GRADE 3	12	£8.90	£17,173	4	£9.55	£18,426.00
	13	£9.01	£17,391	4	£9.55	£18,426.00
GRADE 4	14	£9.16	£17,681	5	£9.74	£18,795.00
	15	£9.32	£17,972	5	£9.74	£18,795.00
	16	£9.50	£18,319	6	£9.94	£19,171.00
GRADE 5	17	£9.68	£18,672	7	£10.14	£19,554.00
	18	£9.78	£18,870	7	£10.14	£19,554.00
	19	£10.08	£19,446	8	£10.34	£19,945.00
	20	£10.27	£19,819	9	£10.54	£20,344.00
GRADE 6	21	£10.65	£20,541	11	£10.97	£21,166.00
	22	£10.92	£21,074	12	£11.19	£21,589.00
	23	£11.24	£21,693	14	£11.64	£22,462.00
	24	£11.61	£22,401	15	£11.88	£22,911.00
	25	£11.98	£23,111	17	£12.35	£23,836.00
GRADE 7	26	£12.37	£23,866	19	£12.85	£24,799.00
	27	£12.78	£24,657	20	£13.11	£25,295.00
	28	£13.20	£25,463	22	£13.64	£26,317.00
	29	£13.72	£26,470	23	£13.99	£26,999.00
	30	£14.18	£27,358	24	£14.46	£27,905.00
GRADE 8	31	£14.63	£28,221	25	£14.92	£28,785.00
	32	£15.06	£29,055	26	£15.36	£29,636.00
	33	£15.50	£29,909	27	£15.81	£30,507.00
	34	£15.94	£30,756	28	£16.26	£31,371.00
	35	£16.28	£31,401	29	£16.60	£32,029.00
GRADE 9	36	£16.71	£32,233	30	£17.04	£32,878.00
	37	£17.18	£33,136	31	£17.52	£33,799.00
	38	£17.68	£34,106	32	£18.03	£34,788.00
	39	£18.26	£35,229	33	£18.63	£35,934.00
	40	£18.74	£36,153	34	£19.11	£36,876.00
GRADE 10	41	£19.23	£37,107	35	£19.62	£37,849.00
	42	£19.72	£38,052	36	£20.12	£38,813.00
	43	£20.22	£39,002	37	£20.62	£39,782.00
	44	£20.71	£39,961	38	£21.13	£40,760.00
	45	£21.18	£40,858	39	£21.60	£41,675.00
GRADE 11	46	£21.69	£41,846	40	£22.12	£42,683.00
	47	£22.19	£42,806	41	£22.63	£43,662.00
	48	£22.68	£43,757	42	£23.13	£44,632.00
	49	£23.17	£44,697	43	£23.63	£45,591.00
	50	£23.67	£45,669	44	£24.14	£46,582.00
GRADE 12	51	£24.17	£46,627	45	£24.65	£47,560.00
	52	£24.67	£47,593	46	£25.16	£48,545.00
	53	£25.18	£48,586	47	£25.69	£49,558.00
	54	£25.71	£49,598	48	£26.22	£50,590.00
	55	£26.24	£50,631	49	£26.77	£51,644.00