

## EQUALITIES ANNUAL REPORT 2024 INCLUDING PAY GAP REPORT

### Executive Summary

This annual report seeks to update the Executive on the Council's position in relation to the equality agenda. It covers the period April 2023 to March 2024 and includes the Council's annual Pay Gap reporting.

The Equality Act 2010 is a comprehensive piece of legislation that consolidates and strengthens previous anti-discrimination laws. The aim of the legislation is to make it more consistent, clearer, and easier to follow in order to make society fairer. The Act also sets out the Public Sector Equality Duty, which came into force on 5 April 2011. The Equality Duty ensures that all public bodies, including local authorities, play their part in making society fairer by tackling discrimination and providing equality of opportunity for all.

The Equality Duty covers the following nine protected characteristics, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. The Duty requires the Council to have 'due regard' to the need to:

- eliminate unlawful discrimination, harassment, victimisation, and any other conduct prohibited by the Act.
- advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- foster good relations between people who share a protected characteristic and people who do not share it.

Having 'due regard' means consciously thinking about the three aims of the Equality Duty as part of the process of decision making. This means that consideration of equality issues must influence the decisions reached by the Council, e.g., how it acts as an employer, how it develops, evaluates, and reviews policies, how it designs, delivers, and evaluates services and how it commissions and procures from others.

The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 require all employers with 250 or more employees to annually publish its Gender Pay Gap. In addition, the Council voluntarily publishes its ethnicity and disability pay gaps.

### Recommendations

The Executive is requested to:

#### **RESOLVE That**

the report be received.

### Reasons for Decision

Reason: To meet the requirement to report on annual progress on the equality agenda and report pay gap figures.

The Executive has the authority to determine the recommendation(s) set out above.

## Equalities Annual Report 2024 including Pay Gap Report

**Background Papers:** [Corporate Equality Scheme](#)  
Equalities Impact Assessment

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## Equalities Annual Report 2024 including Pay Gap Report

### 1.0 Introduction

- 1.1 Woking Borough Council believes that the diversity of its population and workforce is one of its greatest strengths. Equality of opportunity and freedom from discrimination is a fundamental right and this Council has a duty to exercise leadership to promote this right. The Council intends to promote equality and prevent discrimination through its roles as service provider, employer, and community leader.
- 1.2 The Council will follow best practice in all equality areas and work to:
  - eliminate unlawful discrimination, harassment and victimisation.
  - advance equality of opportunity between people who share protected characteristics and those who do not; and
  - foster good relations between people who share a protected characteristic and those who do not.
- 1.3 Under the Equality Act 2010 there are nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 1.4 What we seek for Woking is a vibrant, thriving community where all residents have the opportunity to fulfil their potential and where disadvantage and discrimination are challenged and rooted out. Essential to this is a modern and progressive workforce which ensures access to opportunities and the wellbeing of all employees.

### 2.0 Progress

- 2.1 The Public Sector Equality Duty (specific duties) requires all public bodies to:
  - Annually publish information that shows how they have complied with the Equality Duty. This report forms part of this information.
  - Set equality objectives for the organisation. Overarching objectives have been developed which are relevant to each of the equality groups covered by the Equality Act. They relate back to the General Duty and are designed to ensure a holistic approach to tackling inequality and promoting equality through the organisation and Borough. (please see Appendix 1)
- 2.2 Meetings of the Equality & Wellbeing Working group are held quarterly. Membership includes representatives from services across the organisation and includes Unison attendance.
- 2.3 A programme wellbeing awareness took place over the year to support the Fit For the Future (FFTF) transformation programme, including dealing with change, mental health support and 121 coaching. This included information on ewokplus, webinars and face to face activities. Resilience work continues to be done with front-line teams, ensuring individuals and teams have the skills and knowledge to look after their own health and wellbeing, cope with of their work and that of their teams and ensure a healthy work-life balance.
- 2.4 Monthly health and wellbeing themes have also been highlighted on ewokplus, offering helpful advice and tips on how to look after yourself and effectively manage life and work. Topics have included general mental health, stress, anxiety, physical wellbeing, and resilience. The organisation currently has 14 trained Mental Health First Aiders (MHFA) across the organisation and Human Resources will continue to build on this number over the next 12 months. This service and the Employee Assistance Programme are promoted regularly.

## Equalities Annual Report 2024 including Pay Gap Report

- 2.5 The equality agenda has been successfully mainstreamed throughout the organisation and the Council's priority is to ensure accessible services are available to the vulnerable sections of the local communities. Achievements over the last year are highlighted in Appendix 2.
- 2.6 Equality monitoring figures are produced annually for employment, looking at areas such as workforce profile, appointments, training, promotion and discipline and grievance issues. These are broken down according to race, gender, disability, age, sexuality and religion and belief. These are detailed in Appendix 3. Census 2021 figures on local government profiles are now available and will enable the Council to ensure its workforce is reflective of the communities it serves.

### 3.0 Pay Gap Report

- 3.1 From 6 April 2017 employers in Great Britain with more than 250 staff are required by law to publish annually its gender pay gap (mean and median averages) and the proportion of men and women in each quartile of the organisation's pay structure.
- 3.2 This year's report covers the 12 months up to 31st March 2024. The Mean Gender Pay Gap is the difference between average hourly earnings of men and women. The Council has a mean gender pay gap of 17.9% (17.31% for 2023). The Median Gender Pay Gap is the difference between the mid-point in the range of hourly earnings of men and women, when arranged from the highest to lowest. The Council has a median gender pay gap of 18.6% (18.26% for 2023). The full report is detailed in Appendix 4.
- 3.3 The slight increase in the mean and median gender pay gap can be explained by movements within the quartiles partly due the changes following the corporate re-structure and staff turnover/natural wastage.
- 3.4 The mean gender pay gap for the UK for 2023 was 14.3% according to the Office for National Statistics (ONS) Annual Survey of Hours and Earnings (ASHE) figures (15.1% in 2021). Figures were not available for Local Government for 2022 but the mean gender pay gap was 5.1% in 2021 and the median gender pay gap was 3.3%.
- 3.5 The Council's Pay structure and policies ensure all employees are paid equally for the same or equivalent work, regardless of their sex or any other characteristic protected under the Equality Act 2010. The analysis shows that the Council has a significant gender pay gap. The overriding reason for this is the distribution of the workforce. The organisation is predominately female (63.3% female, 36.7% male) although the top 25% of employees, who are the highest paid, are predominately male (60% male, 40% female). The 25% of the lowest paid employees are predominately female (71.79% female, 28.21% male).
- 3.6 Across the UK, men are more likely than women to be in senior roles, especially very senior roles at the top of organisations. Generally, women are more likely than men to be in front-line roles at the lower end of the organisation. The Council's pay policy has focused on raising the level of pay for the lowest grades, to ensure that the roles are valued and paid the living wage, set by the Living Wage Foundation. The culture of the organisation has changed significantly under the new leadership and will continue to do so over the following years as the Fit for Future agenda is delivered. This should impact positively on both the structure of the organisation, and its pay gap.
- 3.7 The Council also voluntarily reports its Ethnicity and Disability Pay Gaps. The mean ethnicity pay gap for 2023 is 14.5% (15.31% for 2022). The median ethnicity pay gap is 8.93% (9.42% for 2022). The mean disability pay gap for 2023 is 7.66% (3.88% - 2022) and the median disability pay gap is -1.59% (- 4.63% - 2022).
- 3.8 Woking Borough Council is committed to reducing its pay gaps. A Gender Pay Gap Action Plan has been developed for 2024/2025 and can be viewed in Appendix 4.

### 4.0 Future Plans

- 4.1 Across the organisation a huge amount of work is completed to address the needs of the most vulnerable sections of the local communities and the equalities agenda has successfully been mainstreamed into directorate plans. The organisation embarked on major transformation as part of its Fit For The Future programme. This work ensured the needs of the most vulnerable sections of our local communities continues to be supported although not necessarily be in the way it has traditionally been done. Partnership working with the statutory, voluntary and private sectors will become increasingly important in the future.

### 5.0 Corporate Strategy

- 5.1 The equalities and well-being agenda ensures the Council meets its legal obligations under Equality legislation. Ensuring the Council has a healthy and flexible workforce which is able to meet the demands of service provision to some of the most vulnerable sections of our communities, including improving the health and wellbeing of all residents, reducing social inequality and engaging our communities. Strengthening partnership working is essential to this process, ensuring scarce resources are used to maximum effect and future sustainability ensured.

### 6.0 Implications

#### Finance and Risk

- 6.1 Equality work is mainstreamed into annual Directorate Plans and budgets allocated accordingly. This will be impacted by the current budget restrictions going forward. External funding is identified for specific projects as and when appropriate.
- 6.2 The Fit For The Future Programme transformed the organisation from the way it has traditionally delivered services. This is an opportunity to ensure services to the most vulnerable are sustainable for the future.

#### Equalities and Human Resources

- 6.3 Equality and Wellbeing Training is provided through Surrey Learn, a partnership of all Surrey local authorities. Internal awareness campaigns and training take place throughout the year.
- 6.4 The Council will need to ensure appropriate support is put in place to help employees deal with the change and transformation.

#### Legal

- 6.5 The report ensures the organisation meets its legislative requirements under equalities legislation, including the Public Sector Equality Duty and the Gender Pay Gap regulations. It also outlines annual progress on the equality and wellbeing agenda.

### 7.0 Engagement and Consultation

- 7.1 Major organisational transformation, narrowing equality gaps and improving the life chances of vulnerable groups in the Borough will require a pooling of evidence, resources and action planning. Working in partnership with the statutory, voluntary and community sectors will become essential to ensure long term sustainability. The Council will have to become smarter at engaging and involving communities of interest in decision making, service and workforce planning, particularly groups who may experience disadvantage and inequality.

### 8.0 Reflections and Next Steps

- 8.1 The Council continues to ensure that it pays due regard to the Public Sector Equality Duties, advancing equality of opportunity, fostering good community relations and eliminating unlawful discrimination, harassment and victimisation. The Council will ensure that these are embedded in all Council functions and are part of the decision-making process through consideration in reports and equality impact assessments.
- 8.2 The Council has successfully supported a programme of wellbeing awareness for employees which took place over the year to support the recent transformation programme. In addition, monthly health and wellbeing themes have also been highlighted, sign-posting employees to a wealth of valuable information. The list of Council wide actions/achievements (Appendix 2) over the last 12 months demonstrates our commitment to ensuring that accessible services are available to the most vulnerable sections of our community. The employee monitoring data demonstrates that the Council is, in the most part, reflective of the community it serves. The Council will continue to monitor this through the year to ensure that the Council continues to support diversity within the employment profile.
- 8.3 While it is important to celebrate our achievements over the past year, there are areas in which we need to focus our efforts to continue to make progress. Most notably, recruitment, retention and promotion success rates of colleagues from areas of the community less represented in our profile. Of particular importance is the need to increase the number of colleagues from female and ethnic minority backgrounds in senior positions. Other key areas which have been identified and include:
- Ensuring appropriate equalities consideration is given to future service transformation programmes.
  - Ensuring employees are supported through transformation programmes for the organisation, including appropriate communication and health and wellbeing support.
  - Developing the Council's role as a local employer of choice, raise awareness about the employment opportunities available within the Council and ensure the workforce is reflective of the local communities the Council serves.
  - Ensuring the Council develops a modern and skilled workforce for the future, reviewing development opportunities and barriers to progression across the protected characteristics and utilising traineeships, internships and the Apprenticeship Levy.
- 8.4 The analysis shows that the Council has pay gaps within the areas of gender, ethnicity and disability and these are higher than the industry and national average. The Council is committed to reducing these gaps and is keen to make progress on the areas highlighted in the action plan at the end of this report.
- 8.5 The Council has made some progress in reducing the gender pay gap, but it must push forward by being proactive and innovative in pursuing activities to reduce the gender pay gap further.
- 8.6 The Council aims to support all colleagues including those with a neurodivergent profile with the appropriate workplace support and associated training for managers.

REPORT ENDS

**Equality Objectives:**

Overarching objectives that have been developed for the council's Corporate Equality Scheme which are relevant to each of the nine equality groups covered by the Equality Act, relate back to the General Duty and are designed to ensure a holistic approach to tackling inequality and promoting equality through the organisation. The overarching objectives are to:

**Tackle victimisation, harassment and discrimination**

Take reasonable steps to ensure that residents, service users and employees are not unlawfully discriminated against and take appropriate action to prevent & tackle victimisation and harassment.

**Improve access to services**

Take reasonable steps to ensure that services are inclusive, responsive to risk, physically accessible and provided through the most efficient and effective channels available.

**Close the gap in outcomes for citizens**

Take reasonable steps to improve life chances for citizens by reducing outcome gaps that may exist within the Borough as well as those that may exist between the Borough and elsewhere.

**Increase understanding and mutual respect between communities**

Take reasonable steps to build stronger communities and promote good relations, both within and between communities.

**Increase participation and engagement**

Take reasonable steps to remove barriers that may exist to engagement and help residents (especially those who are under-represented) to participate in local decision making and influence local decisions.

**Ensure equitable employment policies and practices**

Provide equality of opportunity for all council employees by ensuring all employment policies and practices, (concerning recruitment, retention, promotion, training and discipline), are designed to reflect and attract the communities that Woking serves.

#### **Equality actions/achievements: 2023/24:**

Resettlement and Family team prior to TUPE speak a range of languages including Arabic, Ukrainian, Russian, Farsi, Dhari & Urdu and use translators where needed to support families understanding. Families encouraged to attend free accredited ESOL classes all year round at all levels and a creche is provided to support parents to attend. As of March 2024 attendance of families supported by the Resettlement Team was 96.41%.

Members of the different families we work with have successfully engaged with the Surrey Care Trust, Steps to Work programme with some gaining employment, training and educational courses as a result. On average 8-10 positive outcomes per month.

CAB provides an excellent and well used weekly drop in advice at the Ukraine hub every Tuesday, which averages 60 attendees per week.

MOD housing to support ARAP families provided 4 fully furnished new homes in 23/24 which allowed us to resettle 4 new families, totalling 21 individuals with additional interim support of a family of 3.

Working Together for Woking fair held in November 2023 brings together over 70 charities helping and supporting Woking residents. The aim of the event is to create and develop relationships between various organisations, leading to two-way referrals, thereby maximising the impact we can make in the lives of those we are all seeking to support. Inviting the public to come along so they can see what marvellous charities and organisations we have in Woking and the help and support they can offer.

Woking Food Focus the Living well team held meeting with over 15 food aid organisations attending. With the purpose to agree a shared aim for layered food provision for those in need of food support across Woking. To help identify what is already happening and what are the potential gaps/questions to be answered in moving towards our shared aim. The group will come together to ensure all resident in need of food provision can access it.

#### Independent Living Services:

The team have utilised the HSF to assist elderly and vulnerable residents who are struggling financially with their energy bills and also to buy food and pay rent arrears.

#### Extra Care:

In Extra Care we have used the HSF to assist residents who are struggling with finances, we have also helped the family of a tenant who had young children and staff. In Extra Care we have supported people living well with Dementia by arranging dementia friendly events and activities. We have also shared knowledge on Dementia to residents so they have an awareness and put on

#### Dementia Friends sessions:

We work with organisation Silver Friends to put on events at the weekends for Extra Care tenants and also wider residents in the borough to prevent social isolation. These events, Cuppa & Chat, are held monthly at our schemes.

Digital Inclusion - Coordinating a joined up approach amongst local avenues of digital support to provide residents access to in-person and community-based training, refurbished devices, and free data-enabled sim cards. Delivering regular one-to-one and group sessions at Hale End Court and Shah Jahan Mosque.



**Equalities Monitoring Data for the period 01/04/2023 – 31/03/2024**

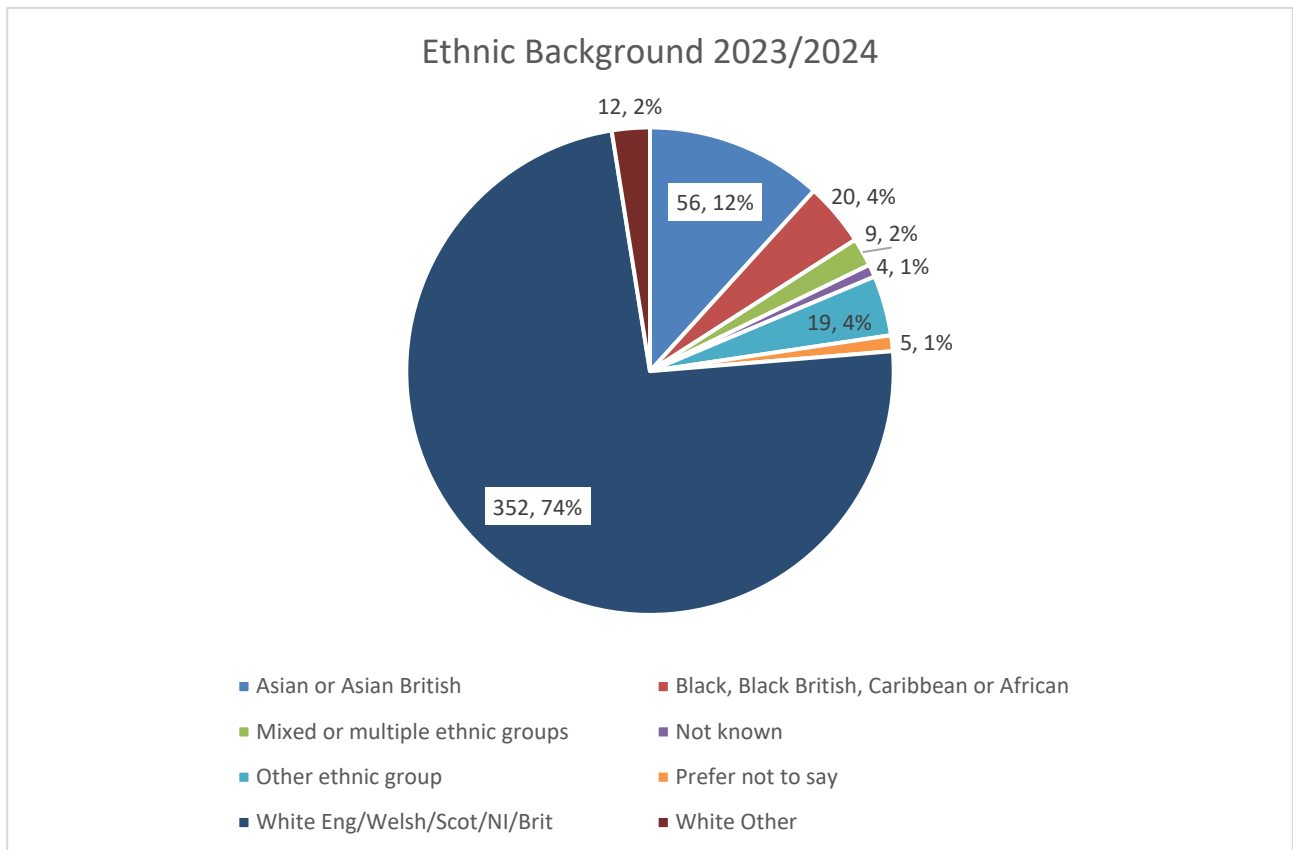
(Figures in brackets for 2022/23)

**1. \*Breakdown of all employees by:**

\*These figures are based on 477 employees (451 employees for 2022/23); this includes all employees on the payroll including casual employees who may only work very occasionally.

**a) Ethnic background**

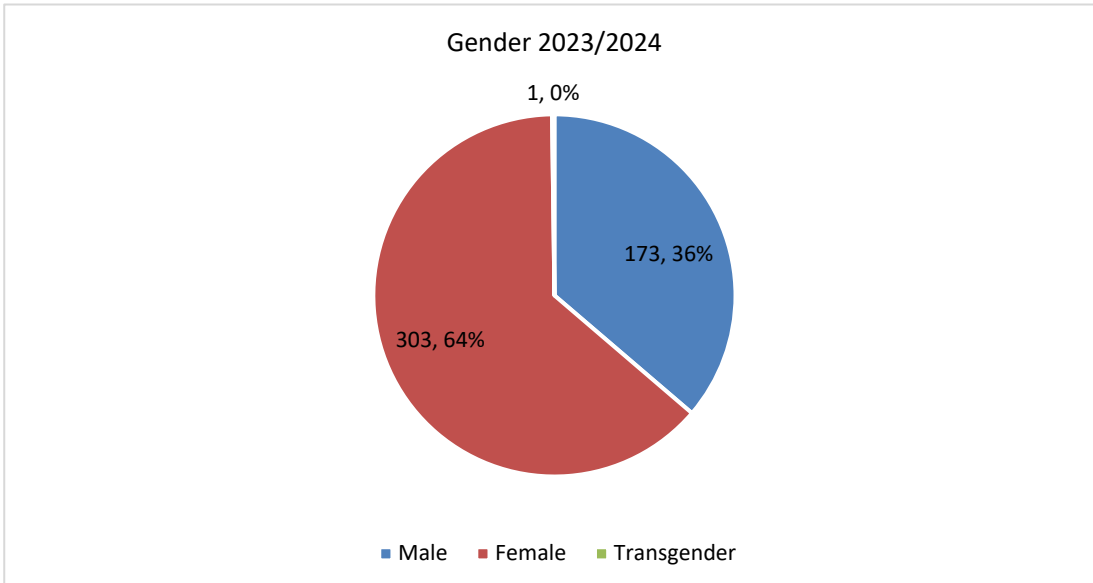
	Census 2021 (where applicable)	2022/23		2023/24	
		Actual	%	Actual	%
Asian or Asian British	13.5%	41	8.85%	56	11.74%
Black, Black British, Caribbean or African	1.8%	22	4.88%	20	4.19%
Mixed or multiple ethnic groups	3.5%	7	1.31%	9	1.89%
Not known	0.2%	4	1.31%	4	0.84%
Other ethnic group	3%	37	7.21%	19	3.98%
Prefer not to say		5	0.87%	5	1.05%
White Eng/Welsh/Scot/NI/Brit	78%	335	75.76%	352	73.79%
White Other				12	2.52%



## Equalities Annual Report 2024 including Pay Gap Report

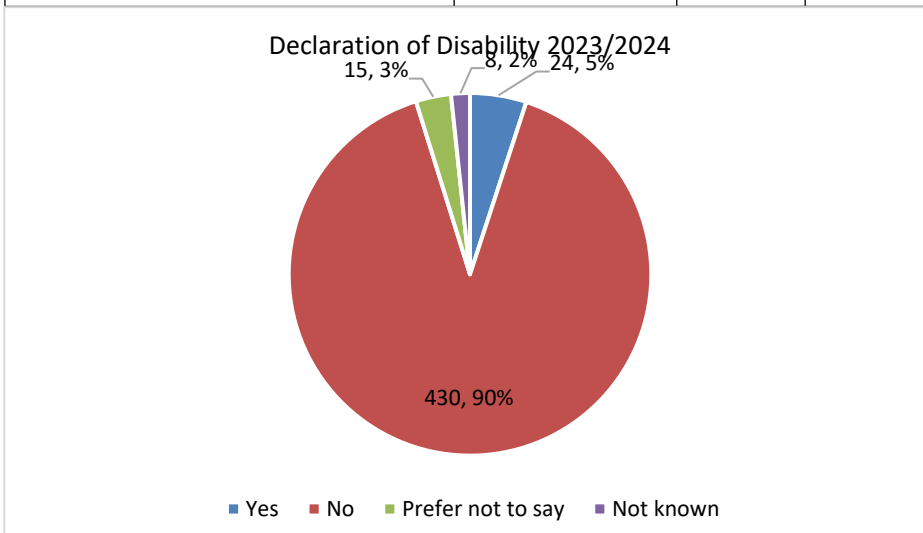
### b) Gender

	Census 2021 (where applicable)	2022/23		2023/24	
		Actual	%	Actual	%
Male	49.7%	166	36.27%	173	36.8%
Female	50.3%	284	63.52%	303	62.97%
Transgender		1	0.21%	1	0.22%



### c) Declaration of Disability

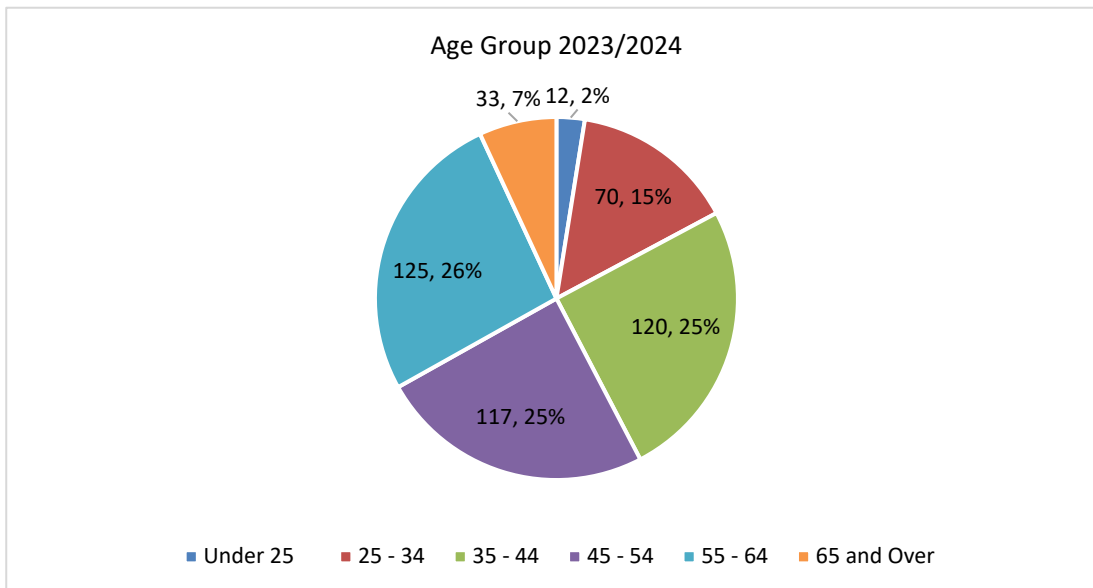
	2022/23		2023/24	
	Actual	%	Actual	%
Yes	22	4.88%	24	5.03%
No	409	90.69%	430	90.15%
Prefer not to say	14	3.10%	15	3.14%
Not known	6	1.33%	8	1.68%



## Equalities Annual Report 2024 including Pay Gap Report

### d) Age

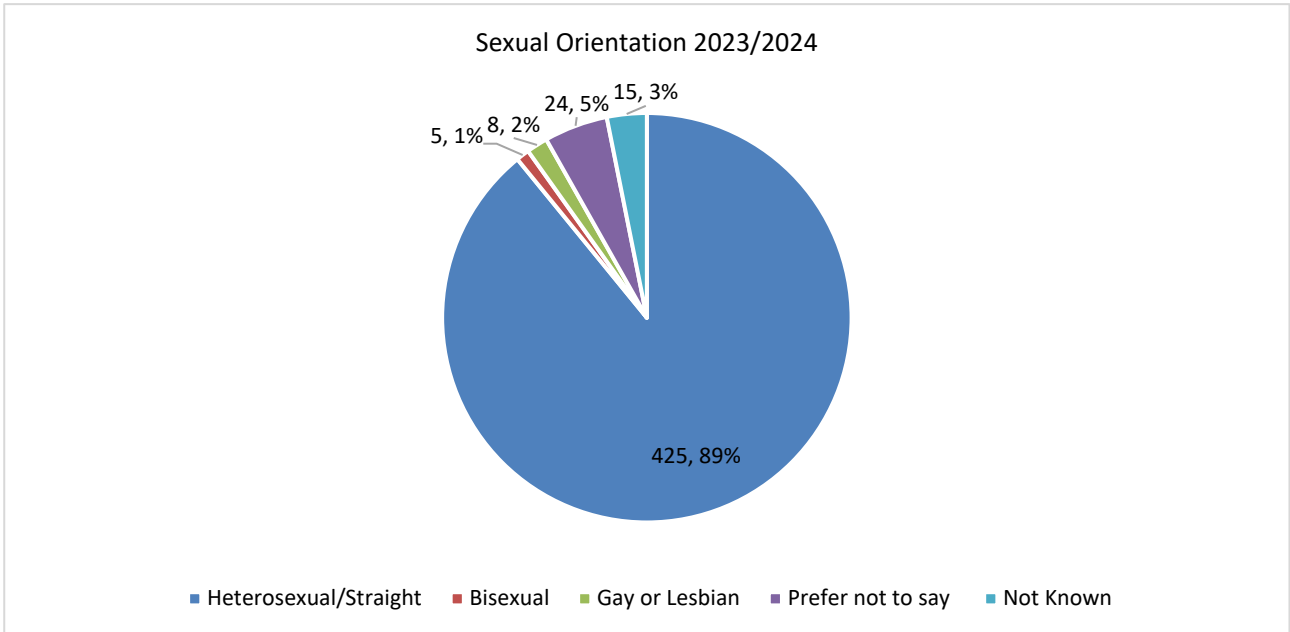
	Census 2021 (where applicable)	2022/23		2023/24	
		Actual	%	Actual	%
Under 25	28.8%	13	2.88%	12	2.52%
25 - 34	13.2%	73	16.19%	70	14.68%
35 - 44	15.5%	112	24.83%	120	25.16%
45 - 54	14.2%	116	25.72%	117	24.53%
55 - 64	11.7%	111	24.61%	125	26.21%
65 and Over	16.6%	26	5.76%	33	6.92%



### e) Sexual orientation

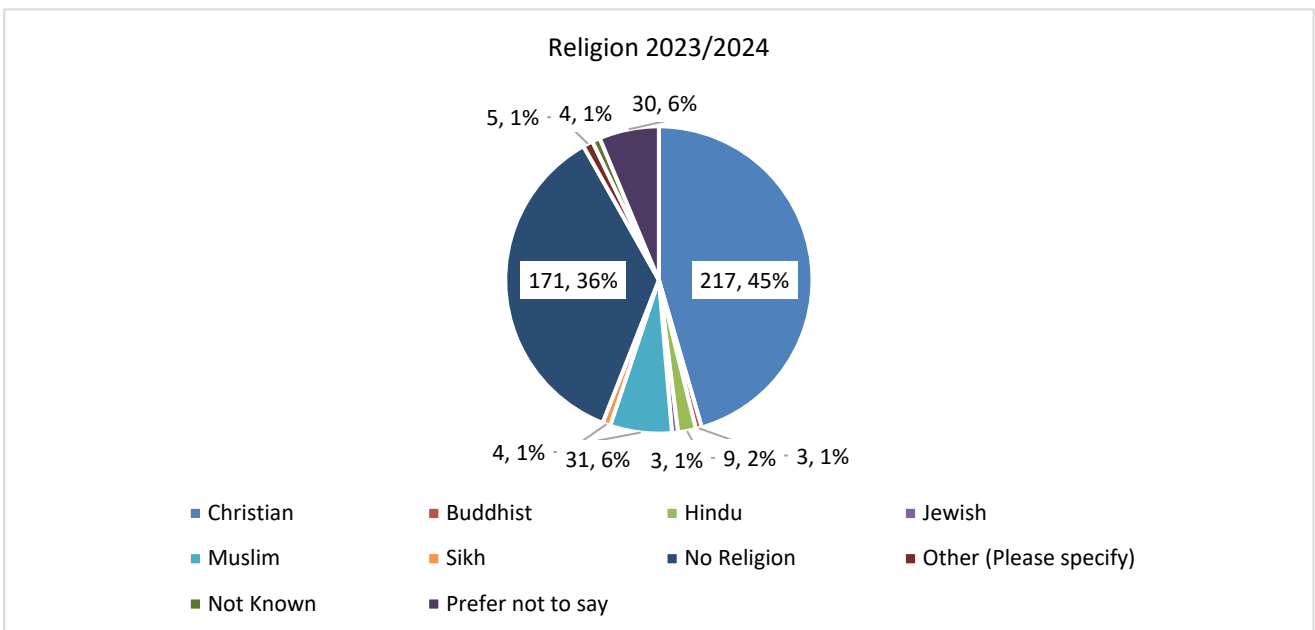
	Census 2021 (where available)	2022/23		2023/24	
		Actual	%	Actual	%
Heterosexual/Straight	90.89%	413	91.57%	425	89.10%
Bisexual	1.01%	5	1.11%	5	1.00%
Gay or Lesbian	1.18%	7	1.55%	8	1.70%
Prefer not to say		18	3.99%	24	5.00%
Not Known	6.57%	7	1.55%	15	3.10%

## Equalities Annual Report 2024 including Pay Gap Report



### f) Religion

	Census 2021 (where available)	2022/23		2023/24	
		Actual	%	Actual	%
Christian	47.60%	209	46.34%	217	45.30%
Buddhist	0.60%	3	0.67%	3	0.63%
Hindu	2.40%	9	1.99%	9	1.88%
Jewish	0.20%	3	0.66%	3	0.63%
Muslim	9.40%	26	5.76%	31	6.47%
Sikh	0.30%	5	1.11%	4	0.84%
No Religion	33.30%	161	35.70%	171	35.91%
Other (Please specify)	0.50%	5	1.11%	5	1.04%
Not Known	5.70%	27	1.33%	4	1.04%
Prefer not to say		26	5.76%	30	6.26%



**2. How many people belonging to each group applied to the council for employment during the period?**

\*Total of 306 applicants due to recruitment freeze during restructure of the organisation.

**a) Ethnic background**

	2023/2024	2022/2023
Asian or Asian British	69	223
Black, Black British, Caribbean or African	28	66
Mixed or multiple ethnic groups	12	26
Not known	12	27
Other ethnic group	3	139
Prefer not to say	6	29
White Eng/Welsh/Scot/Ni/Brit	132	329
White Other	44	

**b) Gender**

	2023/2024	2022/2023
Male	147	324
Female	141	477
Transgender	0	0
Prefer not to say	5	10
Other	0	3
Not Specified	13	25

**c) Declaration of Disability**

	2023/2024	2022/2023
Yes	17	35
No	272	780
Prefer Not to Say	6	2
Not Specified	11	22

**d) Age**

	2023/2024	2022/2023
Under 25	40	112
25-34	69	226
35-44	101	254
45-54	63	152
55-64	25	79
65 and over	4	3
Not Specified	4	13

**e) Sexual orientation**

	2023/2024	2022/2023
Heterosexual/Straight	254	699
Bisexual	6	21
Gay or Lesbian	2	18
Prefer Not To Say	27	67
Not Specified	17	34

**f) Religion**

	2023/2024	2022/2023
Buddhist	10	15
Christian	117	305
Hindu	17	46
Jewish	1	2
Muslim	33	121
Sikh	3	10
No religion	89	243
Other	5	19
Prefer Not To Say	27	21
Not Specified	4	57

**3. How many people belonging to each group applied for/received training during the period?**

**a) Ethnic background**

	2023/24	2022/23	2021/22
BME	10	22	18
White	28	66	56

**b) Gender**

	2023/24	2022/23	2021/22
Male	13	31	26
Female	25	57	48
Transgender	0	0	0

**c) Declaration of Disability**

	2023/24	2022/23	2021/22
Yes	1	1	2
No	37	87	72

**d) Age**

	2023/24	2022/23	2021/22
Under 25	2	5	6
25 - 34	16	19	22
35 - 44	8	34	21
45 - 54	9	21	15
55 - 64	2	6	9
Over 65	1	3	1

**4. How many people belonging to each group were promoted during the period?**

**a) Ethnic background**

	2023/24	2022/23	2021/22
BME	1	2	0
White	3	7	5

**b) Gender**

	2023/24	2022/23	2021/22
Male	2	3	3
Female	2	6	2
Transgender	0	0	0

**c) Declaration of Disability**

	2023/24	2022/23	2021/22
Yes	0	1	0
No	4	8	5

**d) Age**

	2023/24	2022/23	2021/22
Under 25		1	0
25 - 34		3	1
35 - 44	3	2	4
45 - 54		2	0
55 - 64	1	1	0
Over 65		0	0

**5. How many people belonging to each group "benefited or suffered detriment as a result of formal performance assessment procedures"?**

There were no formal assessment procedures carried out during the period.

**6. How many people belonging to each group were involved in grievance procedures?**

**a) Ethnic background**

	2023/24	2022/23	2021/22
BME	0	1	0
White	1	0	1

**b) Gender**

	2023/24	2022/23	2021/22
Male	1	0	0
Female	0	1	1
Transgender	0	0	0

**c) Declaration of Disability**

	2023/24	2022/23	2021/22
Yes	0	0	1
No	1	1	0

**d) Age**

	2023/24	2022/23	2021/22
Under 25	0	0	0
25 - 34	0	1	0
35 - 44	1	0	0
45 - 54	0	0	0
55 - 64	0	0	1
Over 65	0	0	0

**7. How many people belonging to each group were the subjects of disciplinary procedures?**

**a) Ethnic background**

	2023/24
BME	0
White	1

**b) Gender**

	2023/24
Male	0
Female	1
Transgender	0

**c) Declaration of Disability**

	2023/24
Yes	0
No	1



**d) Age**

	2023/24
Under 25	0
25 - 34	0
35 - 44	0
45 - 54	1
55 - 64	0
Over 65	0

**8. How many people belonging to each group ceased employment with the council during the period?**

**a) Ethnic background**

	2023/24	2022/23
Asian or Asian British	16	12
Black, Black British, Caribbean or African	7	6
Mixed or multiple ethnic groups	3	4
Not known	0	0
Other ethnic group	5	11
Prefer not to say	2	2
White Eng/Welsh/Scot/NI/Brit	98	76
White Other	1	1

**b) Gender**

	2023/24	2022/23
Male	39	38
Female	92	74
Transgender	1	0

**c) Declaration of Disability**

	2023/24	2022/23
Yes	9	9
No	116	95
Prefer not to say	5	4
Not Known	2	4

**d) Age**

	2023/24	2022/23
Under 25	4	5
25 - 34	27	27
35 - 44	36	19
45 - 54	27	21
55 - 64	28	26
Over 65	10	14

**9. Carers**

*a) Total*

	Actual	%	Census 2021
Non-carer	439	92%	91.7%
Carer	38	8%	8.3%

*b) Ethnic background*

BME	4
White	33
Prefer not to say	1

*c) Gender*

Male	10
Female	28

*d) Declaration of Disability*

Yes	2
No	34
Prefer not to say	2

*e) Age*

Under 25	1
25 - 34	0
35 - 44	8
45 - 54	9
55 - 64	17
Over 65	3

**10. Flexible Working Requests:**

	2023/24	2022/23	2021/22
Number received	9	9	19
Number agreed	9	9	19
Success rate	100%	100%	100%

**11. Return to work from maternity**

	2023/24	2022/23	2021/22
Number taking maternity leave	3	5	4
Number returned to work	2	5	4
Success rate	67%	100%	100%

**Pay Gap Report 2023/2024**

**GENDER PAY GAP REPORT - 2024**

Woking Borough Council is required by law to publish an annual gender pay gap report. The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 require all employers with 250 or more employees to publish a report based on its figures on a snap-shot date. For public authorities this snapshot date is 31<sup>st</sup> March.

This is the report for the snapshot date of 31<sup>st</sup> March 2024.

The Mean Gender Pay Gap is the difference between average hourly earnings of men and women.

The Mean Gender Pay Gap for the council is 17.9% (17.31% for 2023).

The Median Gender Pay Gap is the difference between the mid-point in the range of hourly earnings of men and women, when arranged from the highest to lowest.

The Median Gender Pay Gap for the council is 18.6% (18.26% for 2023)

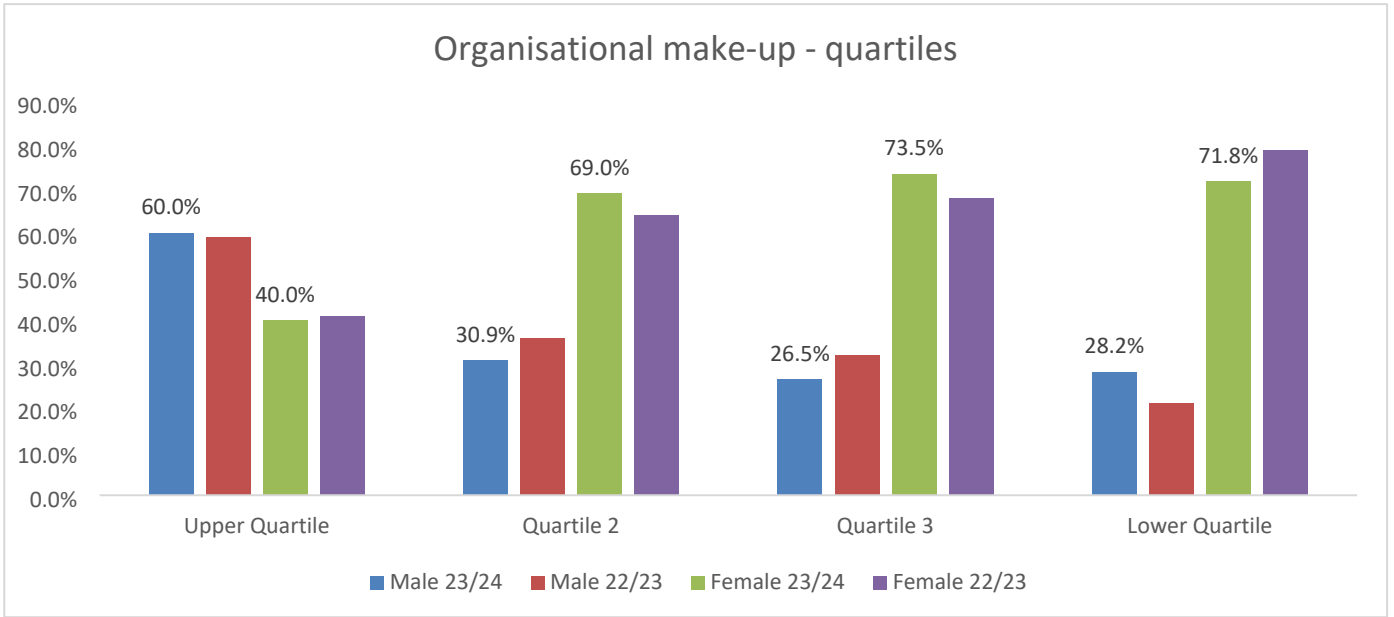
In addition, the council must depict pay quartiles by gender. The workforce is divided into four equal-sized groups based on hourly pay rates, with the Upper Quartile covering the highest paid 25% and the lower quartile containing the lowest paid 25%.

Pay Quartiles by Gender:

Quartile	Year	Male	Female	Description
Upper	2023/24	60.0%	40.0%	Includes all employees whose standard hourly rate places them above the upper quartile
	2022/23	59.0%	41.0%	
Quartile 2	2023/24	30.9%	69.0%	Includes all employees whose standard hourly rate places them above the median but at or below the upper quartile
	2022/23	36.0%	64.0%	
Quartile 3	2023/24	26.5%	73.5%	Includes all employees whose standard hourly rate places them above the lower quartile but at or below the median
	2022/23	32.0%	68.0%	
Lower	2023/24	28.2%	71.8%	Includes all employees whose standard hourly rate places them at or below the lower quartile
	2022/23	21.0%	79.0%	

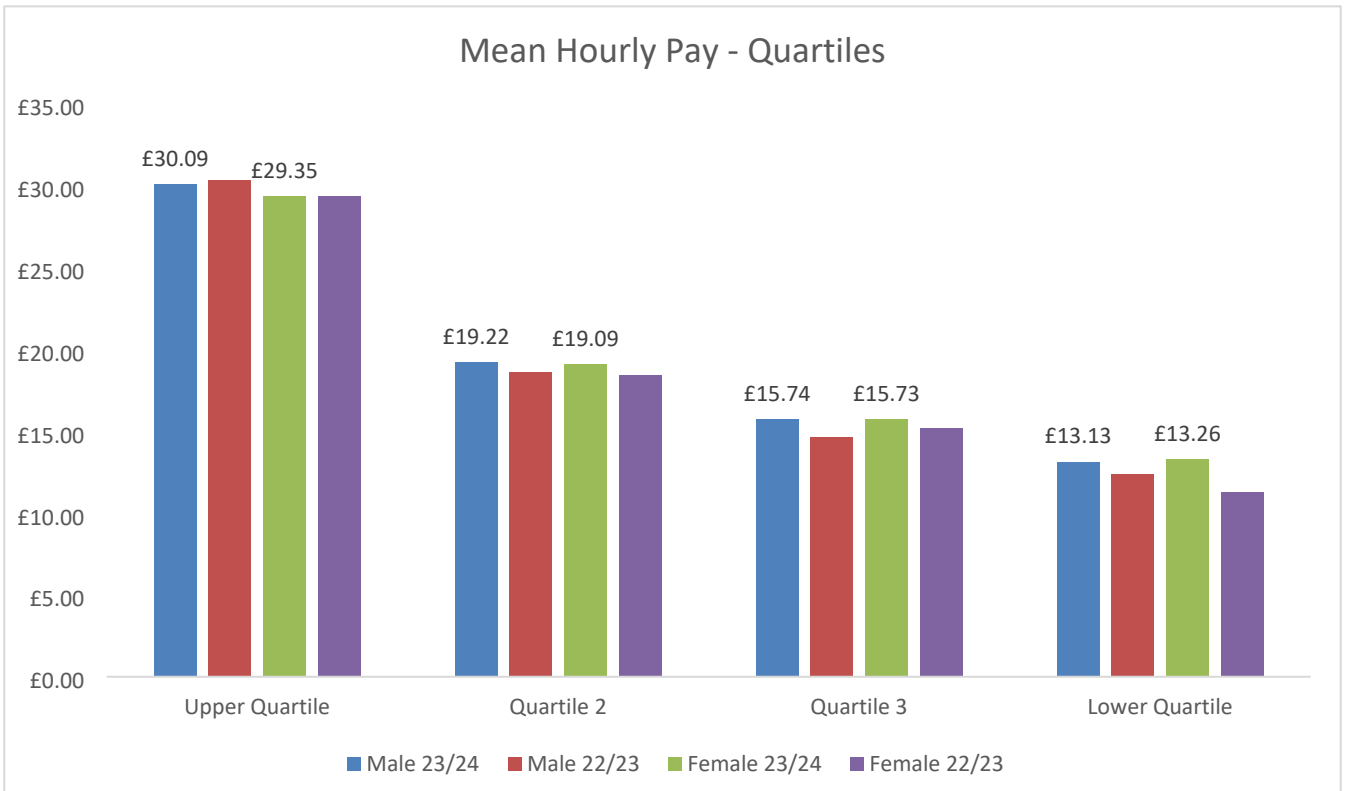
The figures set out above have been calculated using the standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

## Equalities Annual Report 2024 including Pay Gap Report



### Mean Hourly Pay

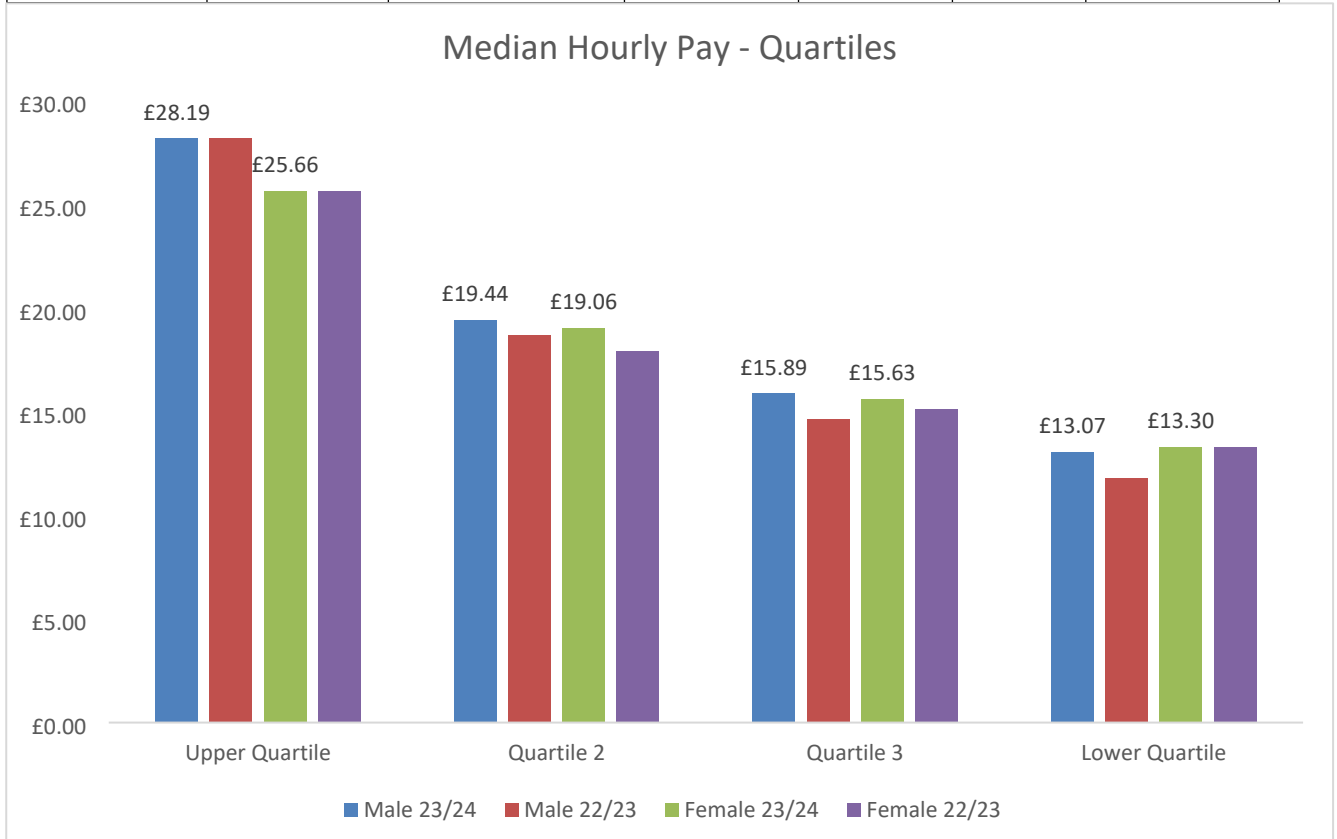
	2023/24			2022/23		
	Male	Female	Pay Gap	Male	Female	Pay Gap
Upper Quartile	£30.09	£29.35	2.5%	£30.32	£29.39	3.07%
Quartile 2	£19.22	£19.09	0.7%	£18.63	£18.44	1.02%
Quartile 3	£15.74	£15.73	0.1%	£14.65	£15.20	-3.75%
Lower Quartile	£13.13	£13.26	-0.1%	£12.38	£11.28	-11.47%



## Equalities Annual Report 2024 including Pay Gap Report

### Median Hourly Pay –

	2023/24			2022/23		
	Male	Female	Pay Gap	Male	Female	Pay Gap
Upper Quartile	£28.19	£25.66	9.0%	£28.19	£25.66	8.97%
Quartile 2	£19.44	£19.06	7.9%	£18.68	£17.91	-2.03%
Quartile 3	£15.89	£15.63	4.8%	£14.66	£15.13	-6.62%
Lower Quartile	£13.07	£13.30	-1.8%	£11.82	£13.30	-12.55%



The council's Pay structure and policies ensure all employees are paid equally for the same or equivalent work, regardless of their sex or any other characteristic protected under the Equality Act 2010. The analysis shows that the council has a significant gender pay gap. The overriding reason for this is the distribution of the workforce. The organisation is predominately female (63.3% female, 36.7% male) although the top 25% of employees, who are the highest paid, are predominately male (60% male, 40% female). The 25% of the lowest paid employees are predominately female (71.8% female, 28.2% male).

Across the UK as a whole, men are more likely than women to be in senior roles, especially very senior roles at the top of organisations. Generally, women are more likely than men to be in front-line roles at the lower end of the organisation. The council's pay policy has focused on raising the level of pay for the lowest grades, to ensure that the roles are valued and paid the living wage, set by the Living Wage Foundation. The culture of the organisation has changed significantly under the

## **Equalities Annual Report 2024 including Pay Gap Report**

new leadership and will continue to do so over the following years as the Fit for Future agenda is delivered. This should impact positively on both the structure of the organisation, and its pay gap.

### **How we compare**

The pattern from the UK economy as a whole is reflected in the figures found in our upper quartile where men are more likely to be in senior roles. Women are more likely to have had breaks from work that have affected their career progression, for example to bring up children. Women are also more likely to work part-time to accommodate caring responsibilities.

The mean gender pay gap for the UK for 2023 was 14.3% according to the Office for National Statistics (ONS) Annual Survey of Hours and Earnings (ASHE) figures (15.1% in 2021). Figures were not available for Local Government for 2022 but the mean gender pay gap was 5.1% in 2021 and the median gender pay gap was 3.3%.

### **How we are addressing the pay gap**

Woking Borough Council is committed to reducing our gender pay gap. An Action Plan has been developed for 2024/2025.

### **Commentary on last years action plan**

#### ***Pay and performance***

An analysis of the salary structure was undertaken to identify any inconsistencies occurring across job level, pay grade, full and part time. This analysis will be repeated every 3 years. There were no discrepancies found as part of this analysis. A further analysis was undertaken looking at new starter salaries and those internally promoted. Again no discrepancies were found. The PDR ratings were assessed by gender and no discrepancies were found. Although this has not had a direct impact on addressing the pay gap, it gave reassurance that the pay scheme did not contain inherent gender bias.

#### ***Recruitment and promotion***

Various policies were reviewed, updated and consolidated in line with legislation and best practice. This included 'family friendly' policies, Bullying and Harassment and a Carers policy was introduced. This was promoted to employees and in doing so demonstrated our commitment to building a positive and inclusive workplace for all employees.

#### ***Learning and development***

During the corporate restructure secondment opportunities were offered which has led to a number of successful re-deployment opportunities and promotional opportunities.

#### ***General issues***

A baby loss and menopause policy have been drafted and awaiting approval.

It's worth noting that the council was undergoing a significant and impactful re-structuring process which began in March/April 2023. Much HR and Management resource was utilised to work through this at pace. In addition there was a recruitment freeze other than essential roles. The Equalities Officer role was identified as a saving as part of the Gateway process and the post holder left the council in March 2024.

## Equalities Annual Report 2024 including Pay Gap Report

### Ethnicity Pay Gap

The Government has consulted on whether organisation should collect and publish information on its Ethnicity Pay Gap, and we are awaiting the outcome. However, it is good practice to report ethnicity and disability pay gaps. The council has been calculating its Ethnicity Pay Gap since 2019.

#### The Ethnicity Pay Gap figures for 2023 are:

White British	330 employees / 74.16% (343 employees / 76.05% - 2022)
Other Ethnicity	106 employees / 23.82% (100 / 22.17% - 2022)
Not known/prefer not to say	9 employees / 2.02% (8 employees / 1.77% - 2022)
Mean hourly rate (White British)	£20.00 (£17.81 – 2022)
Mean hourly rate (other ethnicity)	£17.10 (£15.08 – 2022)
<b>Mean ethnicity pay gap</b>	<b>14.5% (15.31% - 2022)</b>
Median hourly rate (White British)	£16.90 (£15.39 – 2022)
Median hourly rate (other ethnicity)	£15.39 (£13.94 – 2022)
<b>Median ethnicity pay gap</b>	<b>8.93% (9.42% - 2022)</b>

#### Pay Quartiles by ethnicity

Quartile	Year	White British	Other ethnicity	Not known	Description
Upper Quartile	2023/24	85.00%	14.17%	0.83%	Includes all employees whose standard hourly rate places them above the upper quartile
	2022/23	85.59%	13.51%	0.90%	
Quartile 2	2023/24	72.57%	24.78%	2.65%	Includes all employees whose standard hourly rate places them above the median but at or below the upper quartile
	2022/23	74.77%	24.33%	0.90%	
Quartile 3	2023/24	67.26%	30.97%	1.77%	Includes all employees whose standard hourly rate places them above the lower quartile but at or below the median
	2022/23	66.67%	30.63%	2.70%	
Lower Quartile	2023/24	67.52%	30.77%	1.71%	Includes all employees whose standard hourly rate places them at or below the lower quartile
	2022/23	69.64%	26.79%	3.57%	



## Equalities Annual Report 2024 including Pay Gap Report

### Breakdown of ethnicity 2023-2024

	Upper Quartile	Quartile 2	Quartile 3	Lower Quartile
Asian or Asian British	4.42%	6.19%	13.27%	15.79%
Black, Black British, Caribbean or African	4.42%	5.31%	4.42%	2.63%
Mixed or multiple ethnic groups		0.88%	4.42%	1.75%
Not known	0.83%	2.65%	1.77%	1.71%
Other ethnic group	5.33%	12.40%	8.86%	10.60%
White Eng/Welsh/Scot/NI/Brit	85.00%	72.57%	67.26%	67.52%

### Mean of Hourly Pay

	2023/24			2022/23		
	White British	Other ethnicity	Pay Gap	White British	Other ethnicity	Pay Gap
Upper Quartile	£30.20	£27.52	8.9%	£30.33	£27.24	10.19%
Quartile 2	£19.16	£19.03	0.7%	£18.52	£18.47	0.27%
Quartile 3	£15.77	£15.65	0.8%	£15.11	£14.49	3.56%
Lower Quartile	£13.23	£13.20	0.3%	£13.62	£13.42	1.47%

### Median of Hourly Pay

	2023/24			2022/23		
	White British	Other ethnicity	Pay Gap	White British	Other ethnicity	Pay Gap
Upper Quartile	£29.16	£22.07	24.31%	£28.03	£25.32	9.67%
Quartile 2	£20.20	£16.89	16.39%	£18.30	£18.10	1.09%
Quartile 3	£15.89	£15.26	3.96%	£14.88	£14.26	4.17%
Lower Quartile	£13.41	£13.07	2.54%	£13.08	£13.08	0.00%

As there is no statutory requirement to provide ethnicity pay gap information, comparisons are difficult. The Office for National Statistics - Annual Population Survey shows the median Ethnicity Pay Gap for 2019 as 2.3%, however there are considerable variations across different ethnic groups and gender.

The council is reflective of the local communities in terms of its overall ethnicity representation (21.6% non-white British – 2021 Census), however this is not consistent across all levels of the organisation. The Fit for Future programme offers the opportunity for this to be investigated further and identify drivers and barriers to progression.

## Equalities Annual Report 2024 including Pay Gap Report

### Disability Pay Gap

Since last year, the council has also voluntarily calculated the Disability Pay Gap

**The Disability Pay Gap figures for 2023 are:**

Non-Disabled	430 employees / 90.15%
	(404 employees / 90.79% - 2023)
Disabled	24 employees / 5.03%
	(22 employees / 4.94% - 2023)
Not known/prefer not to say	23 employees / 4.82%
	(19 employees / 4.27 % - 2023)
Mean hourly rate (Non-Disabled)	£19.57 (£19.33 – 2023)
Mean hourly rate (Disabled)	£18.94 (£17.85 – 2023)
<b>Mean disability pay gap</b>	<b>3.25 % (7.66% - 2023)</b>
Median hourly rate (Non-Disabled)	£16.64 (£16.39 – 2023)
Median hourly rate (Disabled)	£16.77 (£16.65 – 2023)
<b>Median disability pay gap</b>	<b>-0.76% (-1.59% - 2023)</b>

### Pay Quartiles by disability

Quartile	Year	Non-Disabled	Disabled	Not known	Description
Upper Quartile	2023/24	89.17%	4.17%	6.67%	Includes all employees whose standard hourly rate places them above the upper quartile
	2022/23	92.80%	2.70%	4.50%	
Quartile 2	2023/24	88.50%	7.08%	4.42%	Includes all employees whose standard hourly rate places them above the median but at or below the upper quartile
	2022/23	90.99%	6.31%	2.70%	
Quartile 3	2023/24	92.04%	5.31%	2.65%	Includes all employees whose standard hourly rate places them above the lower quartile but at or below the median
	2022/23	92.79%	4.50%	2.71%	
Lower Quartile	2023/24	91.45%	5.13%	3.42%	Includes all employees whose standard hourly rate places them at or below the lower quartile
	2022/23	86.61%	6.25%	7.14%	

## Equalities Annual Report 2024 including Pay Gap Report

### Mean of Hourly Pay

	2023/24			2022/23		
	Non-Disabled	Disabled	Pay Gap	Non-Disabled	Disabled	Pay Gap
Upper Quartile	£29.88	£27.87	6.7%	£30.09	£25.86	14.06%
Quartile 2	£19.10	£19.57	-2.5%	£18.46	£19.26	-4.33%
Quartile 3	£15.71	£16.18	-3.0%	£15.01	£15.13	-0.79%
Lower Quartile	£13.19	£13.83	-4.8%	£13.08	£14.96	-11.73%

### Median of Hourly Pay

	2023/24			2022/23		
	Non-disabled	Disabled	Pay Gap	Non-disabled	Disabled	Pay Gap
Upper Quartile	£28.19	£25.72	8.76%	£27.35	£28.19	-3.07%
Quartile 2	£19.05	£19.63	-3.04%	£18.11	£19.82	-9.44%
Quartile 3	£15.63	£16.26	-4.03%	£14.88	£14.66	1.48%
Lower Quartile	£13.30	£14.09	-5.94%	£13.08	£15.39	-17.66%

Once again there is no statutory requirement to report the Disability Pay gap, but the council believe it is good practice to do so. The Office for National Statistics Annual Population Survey show the median Disability Pay gap for 2021 as 13.8%. The council's figures look favourable in this context however our representation of the community is low (13.6% with a disability – 2021 Census). The employee monitoring figures for those declaring a disability are not as robust as they could be so work will need to be done around this.

The Gender Pay Gap action plan will be updated to include actions addressing the pay gaps in general.

## Gender Pay Gap Action Plan 2024/25

<b>PAY AND PERFORMANCE</b>	<b>TIMESCALE</b>	<b>RESPONSIBILITY</b>	<b>ACTION/PROGRESS</b>
Undertake detailed analysis of pay and benefits structure.	2024/25	AJ/SR	To identify if any inconsistencies are occurring across job level, pay grade, full/part-time. To include a review of our pay scheme against NJC
PDR process	2024/25	AJ/SR	Review of current PDR process and streamline
Job Evaluation and Equal Pay Audit	2024	AJ/SR	To develop and implement a Job Evaluation Scheme and produce an Equal Pay Audit report
<b>POLICY DEVELOPMENT</b>			
Review all Equality and Diversity policies	2024/25	AJ/SR	To review and update (if necessary) the corporate Equality and Diversity policies
<b>RECRUITMENT AND PROMOTION</b>			
Introduce recruitment and selection guidelines/toolkit for Employees and Managers.	2024	HL	To cover good practice on shortlisting/HR involvement/gender balance on interview panel/gender neutral language in adverts & job descriptions. Guidance document on shortlisting, includes information about Disability Confidence.
To promote through the Equalities working group the national initiatives days	2024/25	AJ/SR/EWG	To agree the initiatives WBC are to promote over the next 12 months, sure the EWG to drive these initiatives internally

## Equalities Annual Report 2024 including Pay Gap Report

Ensure employees involved in the recruitment process receive training, including Safer Recruitment	On-going	All	Safer Recruitment e-learning package available on Learning Pool for Recruiting Managers
Assess suitability of each new role advertised for flexible working.	Ongoing	HR Managers CLT	Due to introduction of hybrid working, flexibility is inbuilt. Regular evaluation will take place via 1:1s, employee survey etc. Hybrid working (if applicable) is advertised on the job advert
Review employee survey questions to include a question on how well particular policies are implemented, e.g., flexible working/supporting carers.	Autumn 2024	NG	Review survey questions Next Employee Survey due February 2024 (tbc)  2024 Employee Survey was put on hold due to FFTF Phase 2 restructure  Review metrics requested – including gender, ethnicity & disability.
Review exit interview process	30/09/2024	NG	Review current e-form and possibly move to using a survey which measures can be so that trends can be identified. Assess why employees are leaving the organisation and report on an annual basis.
<b>LEARNING AND DEVELOPMENT</b>			
Continue to promote learning and development opportunities across the organisation.	Ongoing	SR/AJ	Advertise Surrey Learn courses and L&D booking process.
Assess talent management programmes/women in leadership programmes to see if appropriate for organisation.	2024/25	SR/AJ	