

PROGRESS ON THE GENDER PAY GAP

Executive Summary

Woking Borough Council is required by law to publish annual gender pay gap data. The 2017 figures were published and presented to Council in April 2018. This report provides an update on how the Council is planning to address its gender pay gap.

Recommendations

The Executive is requested to:

RESOLVE That the action plan be noted.

Reasons for Decision

Reason: To receive an update on how the Council is planning to address its gender pay gap.

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| Background Papers: | Pay Policy Report 2018-19 |
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1.0 Introduction

- 1.1 Woking Borough Council is required by law to publish annual gender pay gap data. The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 require all employers with 250 or more employees to publish data based on the snap-shot date 31 March 2017. In addition the Council has to depict pay quartiles by gender whereby 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%. The data has to be calculated using the standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 and published on the Council's website annually. This information was presented to the Council meeting on the 5th April 2018 as part of the Pay Policy Report 2018-19.
- 1.2 The report showed that on the snapshot date of 31st March 2017 Woking Borough Council had a Mean Gender Pay Gap of 22.5% and a Median Gender Pay Gap of 15.6%. The Council meeting acknowledged the importance of reducing the pay gap and the Chief Executive undertook to report to this meeting on actions the Council is going to take to help address this.

2.0 Gender Pay Gap Action Plan

- 2.1 A draft action plan is attached (Appendix 1). Four key areas have been identified for attention, Pay and Performance, Recruitment and Promotion, Training and Development, Flexible and Part-time working. Actions have been identified under each area and progress will be reported annually.

3.0 Implications

Financial

- 3.1 There will be financial implications from Learning and Development implemented.

Human Resource/Training and Development

- 3.2 Many of the actions will be the responsibility of HR so will need to be built into work plans and resourced appropriately. Training and development will be rolled out to address priorities.

Community Safety

- 3.3 There are no community safety implications arising from this report.

Risk Management

- 3.4 To ensure the Council complies with Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 to reduce its gender pay gap.

Sustainability

- 3.5 Sustainability Impact Assessment completed.

Equalities

3.6 Equality Impact Assessment completed.

Safeguarding

3.7 There are no safeguarding implications arising from this report.

4.0 Consultations

4.1 Equality & Wellbeing Working Group.

4.2 CMG.

REPORT ENDS

Gender Pay Gap Action Plan 2018/20

| PAY AND PERFORMANCE | TIMESCALE | RESPONSIBILITY | ACTION/PROGRESS |
|--|------------------|-----------------------|--|
| Undertake detailed analysis of salary structure. | May 2019 | HR | To identify if any inconsistencies are occurring across job level, pay grade, full/part-time. |
| Analyse data on starting salaries of appointments and promoted posts. | May 2019 | HR | Assess evidence of gender based differences. |
| Analyse PDR rating by gender. | May 2019 | HR | Assess evidence of gender based differences. |
| RECRUITMENT AND PROMOTION | | | |
| Introduce recruitment and selection guidelines. | March 2019 | HR | To cover good practice on shortlisting/HR involvement/gender balance on interview panel/gender neutral language in adverts & job descriptions. |
| Ensure employees involved in the recruitment process receive training, including non-discrimination & fair treatment in recruitment. | September 2019 | HR | Investigate e-learning provision. |
| Assess suitability of each new role advertised for flexible working. | Ongoing | HR Managers CMG | Assess wording on adverts/website |
| Increase women's access to networking and informal development opportunities, eg. in-house mentoring programme. | By end 2019 | HR Managers | Undertake focus groups to assess requirements. |
| Ask senior employee who works flexibly/part-time to become a flexible working champion/share story. | By March 2019 | HR | For inclusion in employee communications. |

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| Review employee survey questions to include a question on how well particular policies are implemented, eg. flexible working/carers leave. | For February 2020 survey release | HR | Update survey questions. |
| Review employee survey to see how responses could be analysed in a more meaningful way, eg. by gender & teams. | For February 2020 survey release | HR | Review metrics requested. |
| Amalgamate family friendly policies into Parents at Work Policy. Communicate & promote the benefits to employees once approved. | December 2018 | HR CMG Unison | Updated policy to CMG (Dec '18) and then Unison for consultation |
| Evaluate the Working Forward Campaign | January 2019 | HR CMG | Designed to make the workplace the best it can be for pregnant women and new parents. |
| Review Harassment Policy, including sexual harassment, to ensure it is fit for purpose. | June 2019 | HR CMG Unison | Research best practice – ACAS. |
| Review exit interview process. | September 2019 | HR | Assess why employees are leaving the organisation. |
| TRAINING AND DEVELOPMENT | | | |
| Continue to promote learning & development opportunities across the organisation. Look into introducing secondment opportunities. | Ongoing | HR Managers | |
| Assess talent management programmes/women in leadership programmes to see if appropriate for organisation. | During 2019 | HR Managers | |

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| Investigate a return to work programme. | During 2019 | HR | Designed to assist new/returning mothers with opportunities to enhance their skills. |
| FLEXIBLE AND PART-TIME WORKING | | | |
| Map what types of flexible working are used in the organisation and look at this by team & gender. | By September 2019 | HR | |
| Review how flexible working policy is communicated to employees to ensure it is easily accessible & understood by everyone. | During 2019 | HR | Change approach if required. |
| GENERAL | | | |
| Calculate Gender Pay Gap. | Annually | HR | Monitor improvements. |
| Consultation exercise with employees (using Facilitation Network) re. gender pay & related areas. | During 2019 | Facilitation Network HR | Seek views of employees and test assumptions. |