

**JOINT STAFF CONSULTATIVE COMMITTEE  
18 DECEMBER 2019**

**PUBLIC DOCUMENT**

**TITLE OF INFORMATION NOTE: EQUALITIES UPDATE**

INFORMATION NOTE OF THE SENIOR HUMAN RESOURCES AND CONTRACTS  
MANAGER

**1. SUMMARY**

This is an update regarding equalities at the Council in respect of:

- Equalities Data
- Gender Pay Gap

**2. STEPS TO DATE**

This note is provided to the Joint Staff Consultation Forum to update the Committee on the Council's current equalities profile.

**3. INFORMATION TO NOTE**

**3.1 Equalities Data 2018**

**3.1.1 Data**

Appendix 1 to this Report shows a summary of the equalities data for the Council for the period 1<sup>st</sup> January 2018 – 31<sup>st</sup> December 2018 which was published in full on the Council's website in January 2019 in accordance with The Public Sector Equality Duty (section 149 of the Equality Act 2010). The Equality Duty applies to public bodies and others carrying out public functions. The Equality Duty is supported by specific duties which require public bodies to publish relevant, proportionate information demonstrating their compliance with the Equality Duty; and to set themselves specific, measurable equality objectives.

The data provided covers recruitment, current staff, application of HR policies, refusal of applications for learning and development, analysis of those taking and returning from maternity leave, analysis of leavers from NHDC employment and a summary of the most recent Equal Pay Review Report.

The first few pages of the full Equalities Data Report give an overview of the equalities picture in respect of current staff and those joining and leaving the Council in 2018. This is followed by data showing more detailed analysis by protected characteristic.

The equalities profiles for employees, new joiners and those who left the Council in 2018 are given below. Previous years' figures are shown in brackets. In the provision of the data, percentages have been used instead of raw numbers in order to protect confidentiality and analysis has not been undertaken where overall numbers are less than 10. Figures may not always add to 100% due to rounding.

### 3.1.1.1 Employees

- **2018 - 69% female, 32% male**  
(2017 - 66% female, 34% male, 2016 - 66% female, 34% male, 2015 - 66% female, 34% male).
- **2018 - 80% not disabled, 3% disabled**  
(2017 - 78% not disabled, 4% disabled, 2016 - 78% not disabled, 5% disabled, 2015 - 75% not disabled, 4% disabled).
- **2018 - 88% White, 6% other ethnic origin**  
(2017 - 87% White, 7% other ethnic origin, 2016 - 88% White, 5% other ethnic origin, 2015 - 88% White, 6% other ethnic origin).
- **2018 - 76% heterosexual, 2% gay, lesbian or bisexual**  
(2017 - 77% heterosexual, 1% gay, lesbian or bisexual, 2016 - 76% heterosexual, 1% gay, lesbian or bisexual, 2015 - 74% heterosexual, 1% gay, lesbian or bisexual).
- **2018 - 49% Christian, 23% no religion, 5% other religions**  
(2017 - 54% Christian, 18% no religion, 4% other religions, 2016 - 53% Christian, 18% no religion, 5% other religions, 2015 - 53% Christian, 18% no religion, 5% other religions).
- **2018 - 2% under 21, 7% aged 21-25, 13% aged 26-34, 22% aged 35-44, 31% aged 45-54, 22% aged 55-64, 3% aged 65 and over**  
(2017 - 2% under 21, 5% aged 21-25, 11% aged 26-34, 25% aged 35-44, 32% aged 45-54, 22% aged 55-64, 4% aged 65 and over, 2016 - 2% under 21, 6% aged 21-25, 10% aged 26-34, 24% aged 35-44, 34% aged 45-54, 22% aged 55-64, 3% aged 65 and over, 2015 - 2% under 21, 5% aged 21-25, 8% aged 26-34, 24% aged 35-44, 33% aged 45-54, 24% aged 55-64, 3% aged 65 and over).
- **2018 - 55% married, 32% single, 5% divorced, 1% civil partnership, 1% widowed**  
(2017 - 60% married, 27% single, 3% divorced, 1% civil partnership, 1% widowed 2016 - 59% married, 29% single, 3% divorced, 1% civil partnership, 2015 - 58% married, 27% single, 4% divorced, 1% civil partnership).
- **2018 - 67% full time, 33% part time**  
(2017 - 65% full time, 35% part time, 2016 - 67% full time, 33% part time, 2015 - 65% full time, 35% part time).

### 3.1.1.2 Joiners

- **2018 - 38% female, 62% male**  
(2017 - 41% female, 59% male, 2016 - 64% female, 36% male, 2015 - 60% female, 40% male)
- **2018 - 93% not disabled, 5% disabled**  
(2017 - 97% not disabled, 0% disabled, 2016 - 86% not disabled, 12% disabled, 2015 - 93% not disabled, 5% disabled).
- **2018 - 82% White, 12% other ethnic origin**  
(2017 - 86% White, 14% other ethnic origin, 2016 - 88% White, 7% other ethnic origin, 2015 - 88% White, 7% other ethnic origin).
- **2018 - 89% heterosexual, 3% gay, lesbian, bisexual or transsexual**  
(2017 - 84% heterosexual, 3% gay, lesbian or bisexual, 2016 - 90% heterosexual, 2% gay, lesbian or bisexual, 2015 - 82% heterosexual, 5% gay, lesbian or bisexual).

- **2018 - 37% Christian, 5% other religions**  
(2017 - 41% Christian, 3% other religions, 2016 - 45% Christian, 4% other religions, 2015 - 47% Christian, 22% other religions).
- **2018 - 8% under 21, 14% aged 21-25, 25% aged 26-34, 20% aged 35-44, 22% aged 45-54, 8% aged 55-64, 0% aged 65 and over**  
(2017 - 5% under 21, 14% aged 21-25, 27% aged 26-34, 24% aged 35-44, 30% aged 45-54, 0% aged 55-64, 0% aged 65 and over, 2016 - 10% under 21, 21% aged 21-25, 21% aged 26-34, 17% aged 35-44, 24% aged 45-54, 5% aged 55-64, 2% aged 65 and over, 2015 - 20% aged 16-20, 28% aged 21-30, 34% aged 31-40, 7% aged 41-50, 10% aged 51-60).

### 3.1.1.3 Leavers

- **2018 - 66% female, 34% male**  
(2017 - 59% female, 41% male, 2016 - 62% female, 38% male, 2015 - 64% female, 36% male).
- **2018 - 84% not disabled, 7% disabled**  
(2017 - 85% not disabled, 7% disabled, 2016 - 82% not disabled, 8% disabled, 2015 - 73% not disabled, 3% disabled).
- **2018 - 79% White, 10% other ethnic origin**  
(2017 - 83% White, 15% other ethnic origin, 2016 - 87% White, 7% other ethnic origin, 2015 - 80% White, 7% other ethnic origin).
- **2018 - 85% heterosexual, 3% gay, lesbian or bisexual**  
(2017 - 80% heterosexual, 4% gay, lesbian or bisexual, 2016 - 85% heterosexual, 3% gay, lesbian or bisexual, 2015 - 68% heterosexual, 8% gay, lesbian or bisexual).
- **2018 - 53% Christian, 28% no religion, 7% other religions**  
2017 - 37% Christian, 35% no religion, 10% other religions, 2016 - 48% Christian, 28% no religion, 4% other religions, 2015 - 51% Christian, 19% no religion, 2% other religions).
- **2018 - 7% under 21, 12% aged 21-25, 16% aged 26-34, 22% aged 35-44, 14% aged 45-54, 19% aged 55-64, 10% aged 65 and over**  
(2017 - 11% under 21, 7% aged 21-25, 17% aged 26-34, 20% aged 35-44, 28% aged 45-54, 13% aged 55-64, 4% aged 65 and over, 2016 - 2% under 21, 13% aged 21-25, 8% aged 26-34, 25% aged 35-44, 17% aged 45-54, 23% aged 55-64, 12% aged 65 and over, 2015 - 11% under 21, 16% aged 21-25, 14% aged 26-34, 19% aged 35-44, 14% aged 45-54, 23% aged 55-64, 4% aged 65 and over).
- **2018 - 33% married, 29% single, 2% divorced**  
(2017 - 33% married, 54% single, 7% divorced, 2016 - 52% married, 33% single, 7% divorced, 2015 - 36% married, 41% single, 1% divorced, 1% widowed).
- **2018 - 57% resigned, 14% retired, 12% came to the end of a fixed term contract, redundancy 7%, 3% were dismissed and 2% died in service**  
(2017 - 61% resigned, 22% came to the end of a fixed term contract, 7% retired, 2% early severance, 2% died in service and 7% were dismissed, 2016 - 52% resigned, 13% came to the end of a fixed term contract, 7% were made redundant, 12% retired, 5% transferred under the TUPE regulations and 5% were dismissed, 2015 - 53% resigned, 31% came to the end of a fixed term contract, 7% were made redundant, 3% transferred under the TUPE regulations, 3% retired and 1% died in service).

### 3.1.2 Analysis

These figures show that the make up of the Council's workforce, joiners and leavers by protected characteristic remains very stable with few changes. There are however some points to note:

#### Gender

- Slight increase in females in the workforce (3%) after 3 years of no change
- Continued decrease in the percentage of joiners to the Council who are female. This has been significant over the past 4 years and is particularly obvious when comparing 2016 when 64% of joiners were women with 2018, when only 38% were.
- The 2018 figures show there has also been a 7% increase in female leavers from the Council. Two-thirds of those leaving the Council are female which is in line with the current staff profile. 75% of those who resigned from the Council were female and all those leaving due to redundancy, both compulsory and voluntary, (4 staff), were also female.

#### Disability

- The number of the Council's staff who class themselves as disabled has decreased since 2017, continuing the trend of the last 3 years
- Very few of those who joined the Council in 2018 (1 person) declared themselves to be disabled.
- The number of those leaving the Council who declared themselves to be disabled did not change between 2017 and 2018 but this at 7% this is still more than double the percentage of those still working for the Council who class themselves as disabled.

#### Ethnic Origin

- The % of White new recruits, and leavers decreased in 2018 and there was a very little change, (1%), in the number of staff who classed themselves as White.
- The biggest % fall (4%) in the White ethnic group was in those who left the Council but there was also a 5% fall in leavers from other ethnic groups.

#### Sexual Orientation

- There has been very little change in the sexual orientation of new recruits, staff and leavers during 2018 although there was a very small increase (1%) in the number of gay, lesbian or bisexual employees and the same percentage drop in leavers in this group.

#### Religion

- The significant downward trend of those whose religion is Christian continues for employees and for those joining the Council in 2018. There has also been a large increase, (16%), in leavers who class themselves as Christians.
- The number of those with no religion working for the Council has grown with a decrease in this group leaving the Council.
- There has been a slight increase (1%) in those of other religions joining and working for the Council and a 3% decrease in those from other religions leaving the Council.

## Age

- The age profile of Council employees has varied very little between 2017 and 2018.
- There were slight increases in staff, (2%), joiners, (3%), and leavers, (1%), aged up to 25 in 2018.
- The age group 45-54 remains the largest group of employees and accounts for nearly a third (31%) of all staff.
- 29% of those leaving the Council in 2018 were over age 55, a 12% increase over 2017.

## Marital Status

- There has been a decrease in married employees which is matched by an increase in single employees in 2018.
- There has been no change to the numbers of those leaving the Council who are married, a 25% decrease in those who are single and a 5% decrease in those who are divorced.
- Marital status of those joining the Council is not requested during recruitment

## Full time/Part time

- There has been a 4% increase in females working full time for the Council in 2018.
- There has been a small % reduction in both full time and part time disabled employees.
- The age, race and sexual orientation profiles of full time and part time workers changed little in 2018 compared to the previous year.

## Long Term Sick

- There has been a significant increase in the number of long term sickness cases in 2018 which follows the trend from 2016, (2018 - 49 cases, 2017 – 26 cases, 2016 – 19 cases).
- Analysis of the age profiles of those on long term sickness absence shows a marked drop in cases in the 35-44 and 45-54 age groups of 9% and 22% respectively and an increase of 9% in cases in the 55-64 age group.
- The number of cases for those in non-white groups has dropped by 14% in 2018.
- There has been a noticeable swing in the gender of those on long term sick leave with females now comprising 75% of these in 2018 as opposed to 54% in 2017.

## Attendance Procedure

- The number of cases in 2018 dropped to 10 from 13 in both 2017 and 2016.
- In 2018 there was an increase of 5% in cases in the 21-25 and 26-34 age groups. In 2018 the percentage of those under this procedure who are women reduced by 5% but they still form 80% of cases.
- Reversing the trend of last year, there has been a increase in White staff under the procedure of 28% and a decrease in Other Ethnic groups to 0 from 38%.

NB There are small numbers of staff under this procedure so there is a larger percentage distortion

## Leavers

- There was an increase in leavers in 2018 to 58. This compares to 46 leavers in 2017 and 60 leavers in 2016.
- The number of staff going on maternity leave in 2018 (2) was the same as in 2017. The number of those who returned from maternity leave dropped from 4 in 2017 to 2 in 2018.
- The picture for reasons for leaving is mixed with the numbers leaving by reason of retirement and redundancy increasing and those leaving by reason of resignation, dismissal and end of contract decreasing.

## 3.2 Gender Pay Gap

### 3.2.1. Background

Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 employers with 250 or more employees are required to publish statutory gender pay gap calculations every year. Accordingly, NHDC are required to calculate and publish the following gender pay data:

- Gender pay gap (mean and median averages)
- Gender bonus gap (mean and median averages)\*
- Proportion of men and women receiving bonuses\*
- Proportion of men and women in each quartile of the Council's pay structure

\*The Council does not operate any bonus schemes but the definition of bonus under the Regulations on gender pay gap reporting includes long service awards and for this reason the Council has had to produce bonus figures for publication for 2017 and 2018.

### 3.2.2 Data

The data must be a snapshot of salary data on 31 March each year and the bonus pay gap must be calculated from all bonus payments made in the 12 months up to and including the snapshot date of 31 March. This data must be published on the NHDC website and a government website by 30 March each year.

NHDC gender pay reporting figures have been calculated by our outsourced pay service provider, Serco, using the standard methodologies outlined in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

The gender pay gap and equal pay are not the same and do not have the same purpose. The Equality and Human Rights Commission defines the difference as follows:

- Equal pay means that men and women in the same employment performing equal work must receive equal pay, as set out in the Equality Act 2010.
- The gender pay gap is a measure of the difference between men's and women's average earnings across an organisation or the labour market. It is expressed as a percentage of men's earnings.

The broad purpose of the equal pay provisions of the Equality Act 2010 is to require equality of treatment in employment as between men and women in respect of pay and other contractual terms. The stated aim of the gender pay gap reporting legislation is to introduce greater levels of pay transparency.

Salaries at NHDC are determined through a grading system which evaluates the job and not the post holder. It makes no reference to gender or any other personal characteristics of existing or potential job holders. Therefore, we are confident that NHDC is paying the same salary to roles of equal value and that its gender pay gap may be as a result of the roles which men and women undertake within the Council and the salaries that these roles attract.

### 3.2.3 Results

The first set of tables below, (Tables 1 – 3), show the Council's gender pay gap figures for 2019. Tables 4 – 6 contain a comparison of the NHDC figures for the years 2017, 2018 and 2019. The highlighted figures must be reported on the Gov.uk website.

**Table 1 Gender Pay Gap 2019 – Hourly Pay**

	<b>Mean Hourly Rate</b>	<b>Median Hourly Rate</b>
Female	£14.47	£13.01
Male	£19.13	£18.33
<b>Gender Pay Gap</b>	<b>24%</b>	<b>29%</b>

**Table 2 Gender Bonus Gap 2019**

	<b>Mean Bonus rate</b>	<b>Median Bonus rate</b>
Female	£50.00	£50.00
Male	£50.00	£50.00
<b>Gender Bonus Gap</b>	<b>0%</b>	<b>0%</b>

**Table 3 Quartile Pay Bands 2019**

	<b>Males</b>	<b>Females</b>
Lower Quartile	28.40%	71.60%
Lower Middle Quartile	15.85%	84.15%
Upper Middle Quartile	27.16%	72.84%
Upper Quartile	58.54%	41.46%

**Table 4 Gender Pay Gap 2017 – 2019 – Hourly Pay**

	<b>Mean Hourly Rate</b>			<b>Median Hourly Rate</b>		
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Female	£13.94	£14.19	£14.47	£12.05	£12.48	£13.01
Male	£18.57	£18.43	£19.13	£18.17	£16.85	£18.33
<b>Gender Pay Gap</b>	<b>25%</b>	<b>23%</b>	<b>24%</b>	<b>34%</b>	<b>26%</b>	<b>29%</b>

**Table 5 Gender Bonus Gap 2017 – 2019**

	<b>Mean Bonus rate</b>			<b>Median Bonus rate</b>		
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Female	£73.52	£50.00	£50.00	£50.00	£50.00	£50.00
Male	£66.67	£50.00	£50.00	£50.00	£50.00	£50.00
<b>Gender Bonus Gap</b>	<b>-10.27%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>

**Table 6 Quartile Pay Bands 2017 - 2019**

	<b>Males</b>			<b>Females</b>		
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Lower Quartile	22.78%	30.86%	28.40%	77.22%	69.14%	71.60%
Lower Middle Quartile	16.25%	17.07%	15.85%	83.75%	82.93%	84.46%
Upper Middle Quartile	41.78%	37.80%	27.16%	58.23%	62.20%	72.84%
Upper Quartile	58.23%	59.76%	58.54%	41.77%	40.24%	41.46%

### 3.2.4 Analysis

The Council's Gender Pay Gap figures for 2018 were submitted in March 2019. The full Gender Pay Gap Report is attached as Appendix 2 and is available on the NHDC website.

In respect of the Action Plan attached to the Report the career development survey has been completed and the outline results were circulated to all staff. A number of staff contacted HR to arrange for a career development discussion. It's planned to recirculate the results to staff and ask again that anyone wanting to discuss their career development should contact HR. It's also planned to do further work with the Management Support Unit (MSU) as a pilot. The MSU has a lot of women working in support roles.

Consideration of the tools for ensuring the use of gender neutral language in recruitment advertisements and for deeper analysis of the Council's gender pay gap, and in time the ethnic pay gap, data have now been introduced. The Council is proceeding with Gapsquare software that will help find where there are particular pay disparities so actions can be developed to address these.

The software for gender neutral language in recruitment advertisements was explored and HR are now using the free software correct language to gender neutral words in job adverts, job descriptions and person specifications, and interview questions.

The group is also working introducing a staff network group to link up staff with the aim of developing knowledge of other service areas and provide information for people on things such as career coaching and other opportunities to and help them develop.

The figures for the Council's 2019 gender pay gap which need to be submitted in March 2020 and are shown above, have only recently been received and analysis is underway which will lead to the production of the 2019 Gender Pay Gap Report. Key points to note are:

- All quartiles showed an increase in the proportion of females but this was largest in the upper middle quartile where the increase was over 10.6% which is a very positive sign.
- The gross hourly pay rate including all allowances and enhancements and less salary sacrifice payments in this quartile ranges from £13.55 - £18.86 per hour.
- The average differences in the pay packets of women compared to men at the Council are £4.66 per hour (mean) and £5.32 per hour (median).
- The narrowing of the mean and median gender pay gap in 2018 was not sustained in 2019.
- The Action plan to go with the report has been developed and the 2019 results, report and action plan will be published by 31 March 2020.

## **4. NEXT STEPS**

4.1 There will be a further update on equalities prepared for the March 2020 JSCC.

## **5. APPENDICES**

5.1 Appendix 1 – Summary of Equalities Data 2018

5.2 Appendix 2 – Gender Pay Gap Report 2018

## **6. CONTACT OFFICERS**

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6.2 Kerry Shorrocks – Corporate Human Resources Manager 01462 474224  
[Kerry.shorrocks@north-herts.gov.uk](mailto:Kerry.shorrocks@north-herts.gov.uk)

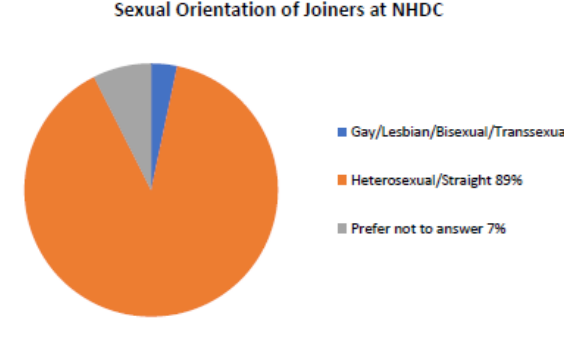
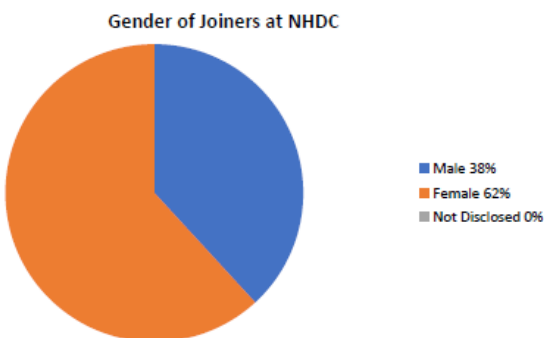
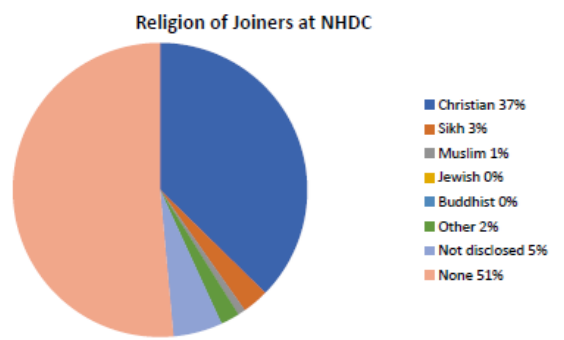
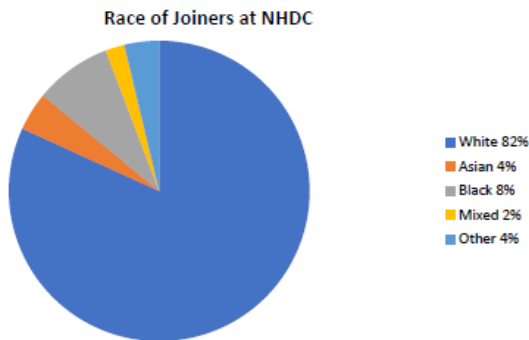
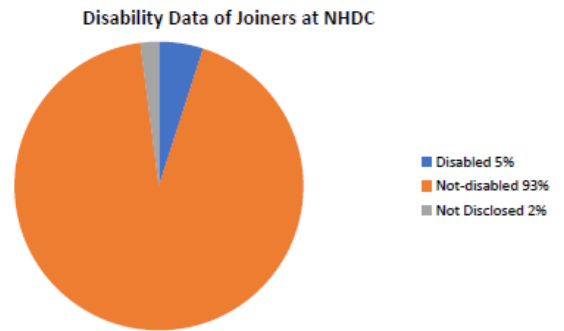
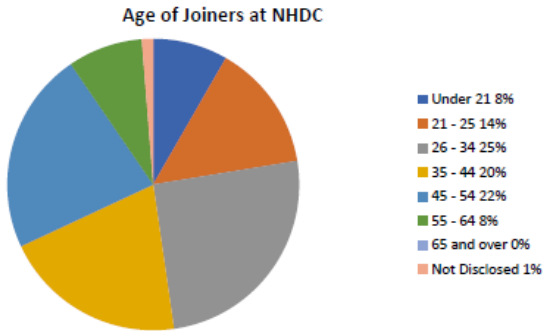


## **7. BACKGROUND PAPERS**

- 7.1 Equalities data for the Council for the period 1<sup>st</sup> January 2018 – 31<sup>st</sup> January 2018 published in January 2019 in accordance with The Public Sector Equality Duty (section 149 of the Equality Act 2010). Available on the Councils Website.
- 7.2 The Council's Gender Pay Gap Report 2018 published in March 2019 in accordance with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017. Available on the Councils Website.

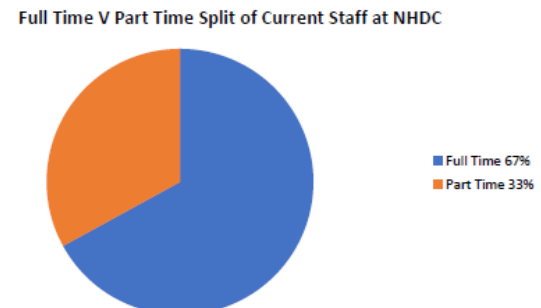
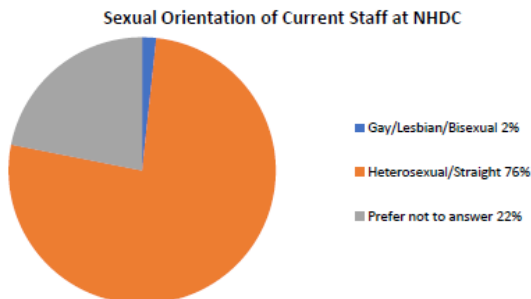
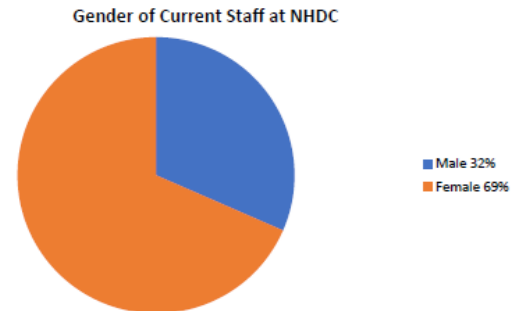
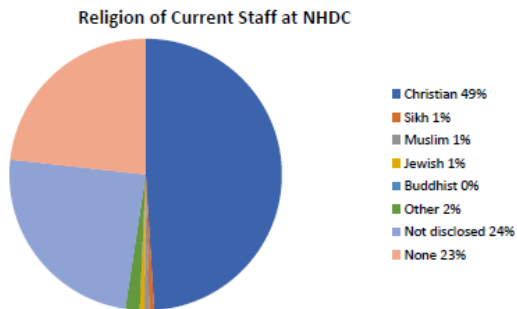
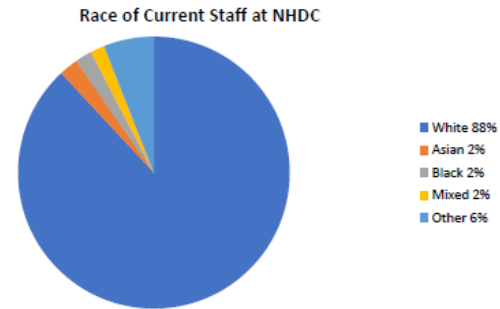
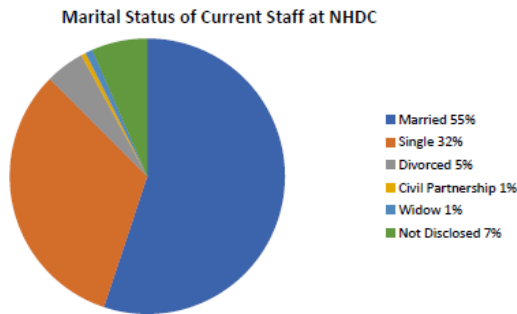
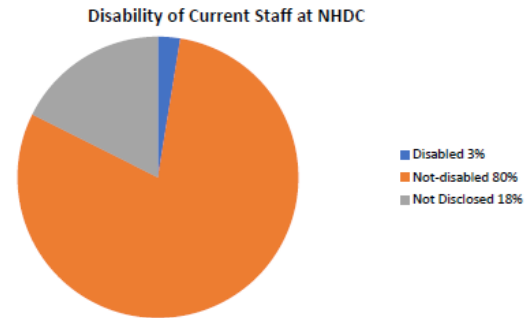
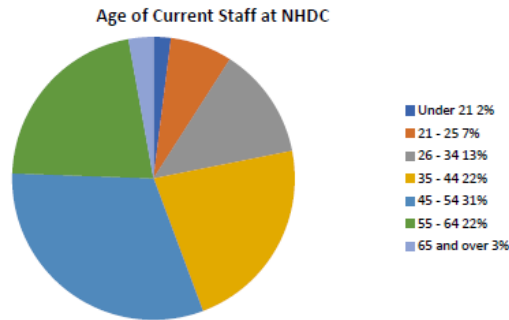
**Appendix 1**  
**Summary of 2018 Equalities Data for Joiners, Current Staff and Leavers**

Joiners





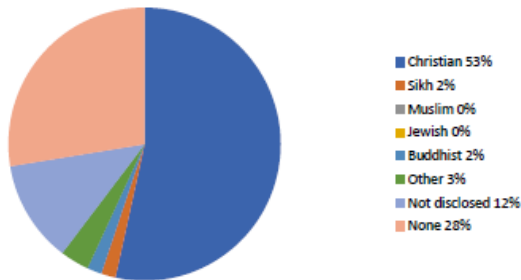
Current Staff



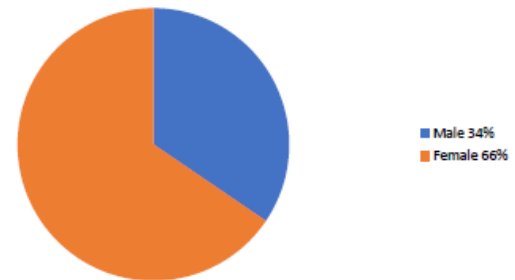


Leavers

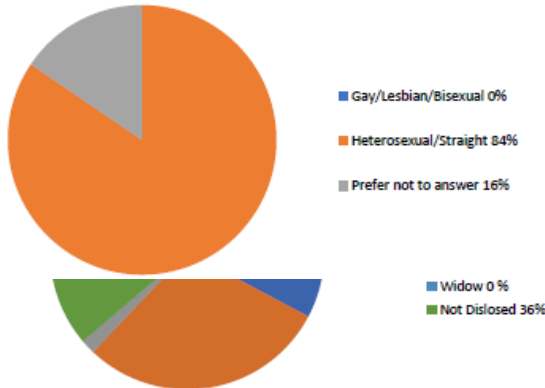
Religion of NHDC Leavers



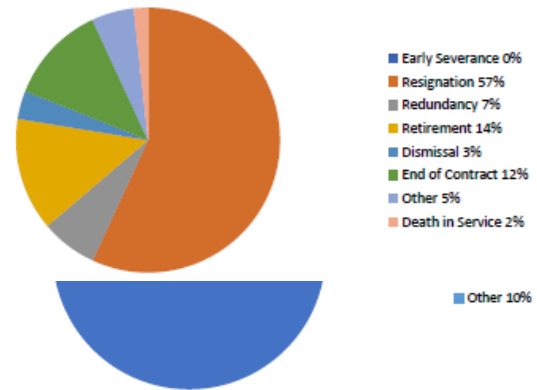
Gender of NHDC Leavers



Sexual Orientation of NHDC Leavers



Reasons for Staff Leaving NHDC



## Appendix 2

# Gender Pay Gap Report 2018

## 1. Summary

This report provides gender pay data on the gap between salaries and bonuses for North Herts District Council's male and female employees. It also provides narrative to put the gender pay gap into context.

## 2. Background

### 2.1 Requirements

From April 2017 under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 employers with 250 or more employees are required to publish statutory gender pay gap calculations every year. Accordingly, NHDC are required to calculate and publish the following gender pay data:

- Gender pay gap (mean and median averages)
- Gender bonus gap (mean and median averages)
- Proportion of men and women receiving bonuses
- Proportion of men and women in each quartile of the Council's pay structure

### 2.2 Data

The data must be a snapshot of salary data on 31 March 2017 and on the 31st March each year thereafter and the bonus pay gap must be calculated from all bonus payments made in the 12 months up to and including the snapshot date of 31st March 2017 and up to the 31st March each year thereafter. This data must be published on the NHDC website and a government website by 30 March 2018 and by the 30th March each year thereafter.

### 2.3 Gender Pay Gap and Equal Pay

The gender pay gap and equal pay are not the same and do not have the same purpose. The Equality and Human Rights Commission defines the difference as follows:

- Equal pay means that men and women in the same employment performing equal work must receive equal pay, as set out in the Equality Act 2010.
- The gender pay gap is a measure of the difference between men's and women's average earnings across an organisation or the labour market. It is expressed as a percentage of men's earnings.

The broad purpose of the equal pay provisions of the Equality Act 2010 is to require equality of treatment in employment as between men and women in respect of pay and other contractual terms. The stated aim of the gender pay gap reporting legislation is to introduce greater levels of pay transparency.

Salaries at NHDC are determined through a grading system which evaluates the job and not the post holder. It makes no reference to gender or any other personal characteristics of existing or potential job holders. Therefore, we are confident that NHDC is paying the same salary to roles of equal value and this is checked with regular equal pay reviews. The gender pay gap results from the roles which men and women undertake within the Council and the salaries that these roles attract. The Council outsources most frontline services such as

grounds maintenance, refuse, recycling, street cleaning and housing; all areas of work which traditionally attract male employees to jobs on the lower quartiles.

### 3. Results

#### 3.1 Gender Pay Gap Report

The gender pay reporting figures have been calculated by our outsourced pay service provider Serco using the standard methodologies outlined in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. The highlighted figures are those that have been published.

**Table 1 Gender Pay Gap – Hourly Pay**

	Mean Hourly Rate	Median Hourly Rate
Female	£14.19	£12.48
Male	£18.43	£16.85
<b>Gender Pay Gap</b>	<b>23%</b>	<b>26%</b>

**Table 2 Gender Bonus\* Gap**

	Mean Bonus rate	Median Bonus rate
Female	£50.00	£50.00
Male	£50.00	£50.00
<b>Gender Bonus Gap</b>	<b>0%</b>	<b>0%</b>

\*Long service cash awards are the only payments made by the Council falling under the gender pay gap definition of bonus pay. 3 awards were made in the relevant reporting period.

**Table 3 Quartile Pay Bands**

	Males	Females
Lower Quartile	30.86%	69.14%
Lower Middle Quartile	17.07%	82.93%
Upper Middle Quartile	37.80%	62.20%
Upper Quartile	59.76%	40.24%

#### 3.2 Analysis

**Table 1** The Council has a total of 16 grades, however as the top 5 managerial grades, (Grades 11-16), are predominately filled by males, 64%, the overall average hourly rate in the Council is positively influenced in favour of males. This result arises because of the number of males and females in the senior roles, rather than males being paid more for doing similar roles to females. However it is worth noting that the gaps in both mean and median pay have lessened since the previous report. The most prominent fall is in median pay where the gap has narrowed 9% since 2017. The gap in mean pay has fallen from 25% to 23% in the same period.

The opportunity to increase the number of females in senior roles is dependant on relevant vacancies arising. During the period April 2017 to March 2018 5 roles were appointed at grade 11 and above, with 3 of these roles being filled by men and 2 by women.

Car allowances at the Council are paid to those in Grades 11-16 and enhance the pay of staff at this level. These allowances have not increased since 2004. As 64% of those in these grades are men, this increases the hourly rate for men in these grades and the overall male average hourly rate in the Council.

Nearly 7% of staff at NHDC take advantage of the salary sacrifice schemes the Council offers. As gender pay gap calculations use gross salary figures after salary sacrifice amounts have been

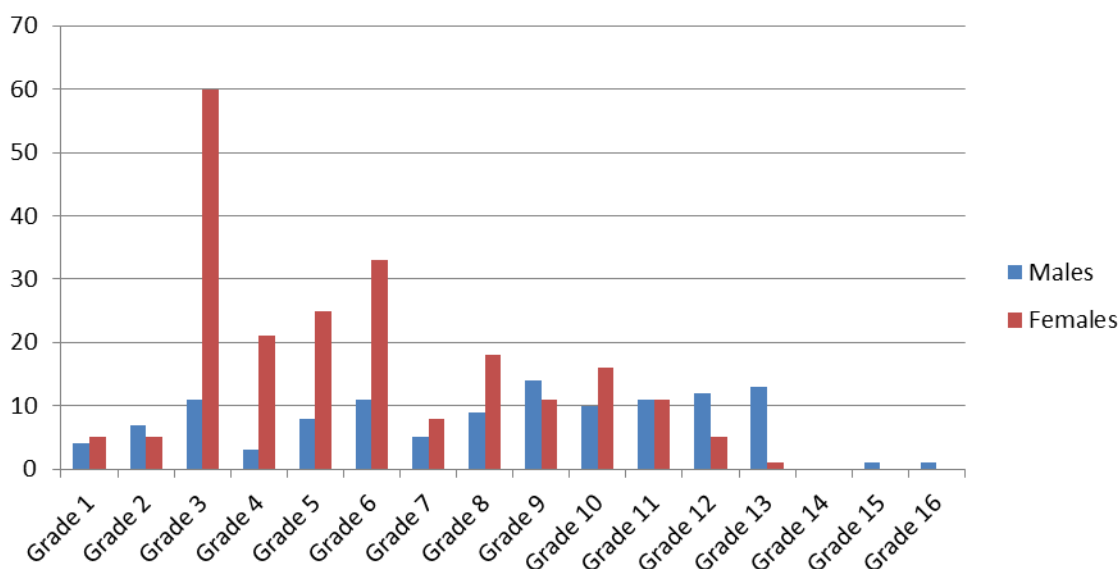
deducted, and 65% of those in the Council's salary sacrifice schemes are women, this decreases the overall female average hourly rate in the Council.

Additional responsibility payments enhance the pay of Council staff. These were paid to 8% of NHDC staff on 31<sup>st</sup> March 2018 and those receiving them were 46% men and 54% women.

**Table 2** The definition of bonus pay under the Regulations means the Council's long service cash awards are included for the purpose of reporting our gender pay gap. The bonuses set out in Table 2 reflect the gender bonus pay gap of the long service awards given to 3 members of staff, ( 2 males and 1 female), in the relevant reporting period.

**Table 3** The gender split across all employees is 64% female 36% male and this profile has been static for a number of years. Table 3 illustrates that the breakdown of males and females is not consistent in all pay grades and this is illustrated more clearly in the chart below. In 2017 there was a dominance in favour of males in the upper quartile and this has not changed in 2018 when the figures moved a further 1.5% in favour of males in this quartile. In the lower quartile there are 8% more males compared to the 2017 figures. This significant increase, together with a small increase in males in the lower middle quartile shows lower level roles are now more attractive to males than previously. These results, coupled with a 4% increase in females in the upper middle quartile since last year, have contributed to the overall reduction of the gender pay gap at the Council.

### **Breakdown of Males / Females in Pay grade**



### **3.3 Commentary**

The Council has a large number of customer facing administrative roles in the grades below Grade 8. Many of these jobs are part-time and/or are suitable for flexible working which makes them attractive to women with caring responsibilities. The pattern of roles in the lower quartiles being predominantly held by females is further exacerbated by the fact that the Council outsources many of its operational functions such as grounds maintenance, refuse, recycling, street cleaning and housing; all areas of work which traditionally attract male employees. If these roles were filled directly by NHDC employees then there would be an



increased number of men within the lower two quartiles and it is likely that the gender pay gap would be significantly reduced.

With respect to career progression, a number of factors are likely to adversely affect more women than men. These include taking breaks from work for caring responsibilities, the reduction of turnover in senior roles and the flattening of management structures and hierarchies in the recent years of austerity which has restricted the available opportunities.

### **3.4 Action Plan**

The Council's current Gender Pay Gap Action Plan is attached as Appendix 1.

## **4. Workforce Monitoring**

The Council regularly monitors its workforce statistics which includes information on pay, staff turnover and exit information, recruitment, employee relations matters and the equalities profile. This monitoring ensures that trends can be identified and appropriate action taken if there are areas of concern.

## **5. Policies**

The Council has a number of policies and procedures that ensure transparency, fairness and equity. These include:

- Job evaluation (HAY) for all roles
- A well-designed pay scale with a restricted number of incremental points
- Formal authorisation processes for changes in pay
- A fair and equitable Market Supplement Policy based on external benchmarking
- A fair and equitable Additional Responsibility Pay Policy
- An on line recruitment system in which gender is not known until interview stage
- A competency based interview process with a clear scoring method
- Family friendly policies such as flexible working, including part-time working and job sharing, flexi-time, home-working, special leave, time off for dependants and parental leave.
- Exit questionnaires and interviews to gain feedback on employment experiences.

## **6. Equal Pay Review 2018**

Following the implementation of the single status agreement and the 2004 Pay Review, the Council has undertaken regular equal pay reviews. A further equal pay review was undertaken in 2017 and the results of this produced during last year.

The review covered the main areas where inequalities are likely to exist. The review of NHDC data has been undertaken using grade, gender, age, ethnic group, disability, religion, sexuality and hours worked. The areas of additional responsibility pay, market forces payments, disturbance/standby allowance, protected pay, attendance at evening meeting allowances and starting pay were also explored. In order for comparisons to be made the average, (mean) salary was calculated for each grade in the groups considered. Differences above 3% between the groups being compared were considered significant and analysis focused mainly on the instances where these occurred.

In the context of the Council's gender pay gap the following findings are relevant.





### **6.1 Gender**

A high number of female workers is a feature of Local Government and North Herts District Council is no different, with 66% of the workforce being women. Nationally over 48% of local Government female workers are part-time and these figures have changed very little for a number of years. Part-time working is an excellent means of balancing work and the responsibilities of childcare and can be regarded as flexible working. Despite the introduction of statutory shared parental leave and other family friendly measures, the trend is still for women to be the principal carers and this is the main contributor to the demand for part-time work. Looking at the average pay for part time staff at the Council, there has been a move towards part time staff earning more than their full time colleagues since the last Report with over 80% of comparisons now being in favour of part time staff. Women working full time at the Council earn more than their male counterparts in 75% of the comparisons that can be made. When looking at all female and all male Council employees almost 70% of the comparisons are in favour of women. This reinforces that whilst the workforce profile, where the majority of women, 80%, are concentrated in the grades up to Grade 9, has a significant effect on the gender pay gap figures, there are no underlying gender based equal pay issues at the Council.

### **6.2 Starting Salaries and Allowances**

The study of allowances and starting salaries at the Council did not indicate discrimination was occurring in the way these were being applied. It is noted however, that the revision of the circumstances in which Additional Responsibility Payments can be made at the Council has led to a 100% increase in the number of such payments being made since the previous Equal Pay Report and reflects the need for pay mechanisms to ensure appropriate reward for those taking on additional responsibility in difficult economic times for the Council. There has been a significant increase in ARP made to female staff and the proportion receiving these now better reflects the overall female/male split at NHDC.

**North Herts District Council Gender Pay Gap Action Plan**

- The Council pays females equal pay for work of equal value and checks this with regular equal pay reviews.
- The Council has a well established culture of flexible working including part time, job share, flexi time and home working.
- The Council collects monthly data on the highest earners by gender. At January 2019 the Council had 49.2% of female high earners.
- Front line services including Housing, Grounds Maintenance, Refuse and Recycling and Leisure centres are contracted out. These services attract lower paid male workers and this contributes to our Gender Pay Gap.

**Gender Pay Gap Principle Target**

The Council plans to narrow a 10% differential of 55% male to 45% female distribution in Grades 9 and above.

Action Rationale	Proposed action	Target outcome	Timescale and measures
76% of our workforce up to Grade 8 is female.  This large percentage of females in our organisation is seen as a significant opportunity to increase the number of female staff into management and professional grades.	Survey our staff in Grades 1 – 8 to establish those that have career aspirations and arrange career development meetings and plans.	Reduce a 10% differential in male female gender at grades 9 upwards.	2019 to 2021 and review bi annually. Measures Survey results and numbers of career plans produced and delivered against.
Encourage more male staff to share childcare to allow more females to take up career opportunities against a backdrop of 2% take up of SPL nationally	Enhance Shared Parental Leave payments granted by the Council to equal those for maternity leave and promote this to staff.	Shared parental leave take up rates.	April 2019 and annual take up rates
All recruitment is undertaken blind of equality data until the interviewing stage and then the use of standard questions and training regarding unconscious bias is used to ensure a fair process for selection and appointment.	Continue with recruitment good practice and training aimed at eliminating unconscious bias	An increased number of female applications shortlisted and appointments at	2019 onwards Numbers training and training feedback analysis



<p>The Councils Recruitment and Selection workshop has been reviewed and now includes additional content relevant to addressing the Gender Pay Gap.</p> <p>The training is focussed on clear and objective selection criteria and now includes an enhanced session covering unconscious bias. This element allows recruiters to discuss the impact of culture, conditioning and language.</p> <p>In addition further specific training workshops are being designed focussed on job design (Job descriptions and person specifications).</p>		Grade 8 and above	
<p>Consider language used in adverts including posts advertised internally to ensure language is not used that may deter female applicants.</p> <p>Consider purchasing a tool that searches for alternative language that should not deter female applicants.</p>	Ensure that adverts and job descriptions and person specifications use appropriate language that does not deter female applicants.	Numbers of female applicants as a proportion to male both internal and external applications. Number of female v male appointments	2019 – 2021 with bi annual review
Consider purchasing tool that allows better analysis of data to drill down and identify where the issues are occurring.	Analyse gender pay gap figures in greater depth to provide the evidence of the root causes which will influence the determination of actions to reduce the gap	Actions to reduce the gap are effectively focused	2019 with quarterly updates on the current profile of the Council's staff