

<b>SUBJECT:</b>	<i>Gender Pay Gap Reporting</i>
<b>REPORT OF:</b>	<i>Nick Naylor/Isabel Derby</i>
<b>RESPONSIBLE OFFICER</b>	<i>Bob Smith, Chief Executive</i>
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<b>WARD/S AFFECTED</b>	<i>N/A</i>

## 1. Purpose of Report

To inform the Joint Staffing Committee of our obligations under the Equality Act (Specific Duties and Public Authorities) Regulations 2017 to report our gender pay gap and to notify them of the figures that will be reported.

### RECOMMENDATIONS

1. **Joint Staffing Committee is asked to note the Councils' gender pay gap and associated figures produced to date.**
2. **Joint Staffing Committee is asked to note the plan for reporting our figures both within the organisation and externally.**

## 2. Content of Report

### Gender Pay Gap

Earlier this year, the Government published the Equality Act (Specific Duties and Public Authorities) Regulations 2017, which implement the gender pay gap reporting requirement for the public sector. 'Relevant public authorities' in England with 250 or more employees must report specific figures about their gender pay gap. They must: publish their gender pay gap data on their public facing website, and; report their data to government online – using the gender pay gap reporting service.

Therefore, due to their respective sizes, we are required to publish data about employees of Chiltern District Council but not South Bucks District Council (next year we anticipate being below the reporting thresholds at both Councils). However, for our own information, the calculations for the combined workforce of both Councils are most relevant.

There is a requirement to publish the following figures (where applicable to the organisation in question) based on the 'snapshot date' of 31st March 2017, i.e. the payroll data for March 2017. This information must be published no later than the 30th March 2018 and thereafter on an annual basis.

- Mean\* gender pay gap in hourly pay as a percentage of men's pay.
- Median\*\* gender pay gap in hourly pay as a percentage of men's pay.
- Mean bonus gender pay gap (not applicable to CDC or SBDC).
- Median bonus gender pay gap (not applicable to CDC or SBDC).
- Proportion of males and females receiving a bonus payment (not applicable to CDC or SBDC).
- Proportion of males and female in each pay quartile.

\*The mean is obtained by adding up all the figures and dividing the result by the number of figures in the list.

\*\* The median is obtained by listing all the figures in numerical order and taking the middle number.

Please note that that the above does not cover all Council employees; those not in receipt of their usual full basic salary during the reporting period must be disregarded for these purposes. Also, the definition of employee is much wider than generally used and covers 'workers' and some 'self-employed' people.

Organisations who are a business or charity must publish a written statement signed off by an 'appropriate person', such as the Chief Executive. Although this isn't a requirement of public authorities, it is recommended because a supporting narrative will be necessary to provide context and an explanation of the figures. The narrative we propose to use is attached in Appendix 1.

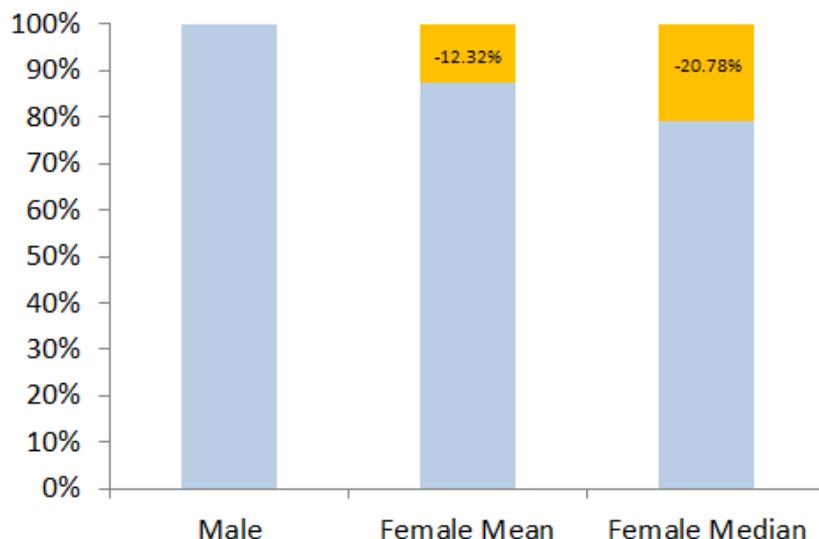
Due to the low national reporting rate to date, we are currently unable to benchmark ourselves against similar organisations (at time of writing, 6<sup>th</sup> December 2017, only 2 District Councils had published their gender pay gap details on the national website). However in 2016 the government reported that the national gender pay gap (median) was 18.1% for all employees.

The figures for our combined workforce are as follows:

Mean gender pay gap in hourly pay as a percentage of men's pay	12.32%
	(Actual £19.07 male; £16.72 female)
Median gender pay gap in hourly pay as a percentage of men's pay	20.78%
	(Actual £17.28 male; £13.69 female)
Mean bonus gender pay gap	0
Median bonus gender pay gap	0
Proportion of males and females receiving a bonus payment	0
Proportion of males and females in each pay quartile	
	Upper quartile: 50.7% male; 49.3% female
	Upper middle quartile: 24.3% male; 75.7% female
	Lower middle quartile: 33.9% male; 67.1% female
	Lower quartile: 29.9% male; 70.1% female

This information can be shown diagrammatically as follows:

**Difference in hourly rate as a percentage of men's pay (combined workforce of CDC and SBDC)**



### **Percentage of males and females in each pay quartile – (combined workforce of CDC and SBDC)**



N.B. Overall, 34.7% of our combined workforce is male and 65.3% is female..

### **Communication Plan**

We are required to report the CDC data to the government and on our public facing website in a prescribed format by 30<sup>th</sup> March 2018. We are not required to report the SBDC data as this Council employs less than 250 employees.

We have discretion as to how we communicate this data to our staff. In the interest of transparency it is important that we do communicate this information, and also explain to staff what we are doing to address this imbalance.

To break down employees by Council would be a very artificial distinction when they work in shared teams and are on harmonised terms and conditions. Therefore the proposed narrative contained in Appendix 1 relates to the statistics of the combined workforce. This will be sent by email to all staff by the Chief Executive and be made available on the Intranet.

### **3. Consultation**

Not applicable

### **4. Options**

Not applicable – this is a statutory requirement

## 5. Corporate Implications

### *Financial*

There should be no financial impact as we follow the Hay Job Evaluation Process and pay employees equal pay for work of equal value.

### *Legal*

There is a mandatory requirement to publish our figures for the first time on the government website no later than the 30th March 2018 and thereafter on an annual basis.

## 6. Links to Council Policy Objectives

This links to the council policy of delivering cost-effective, customer-focused services.

## 7. Next Step

The gender pay gap data will be communicated as set out above.

<b>Background Papers:</b>	Government guidance: <a href="https://www.gov.uk/government/news/gender-pay-gap-reporting">https://www.gov.uk/government/news/gender-pay-gap-reporting</a> ACAS advice: <a href="http://www.acas.org.uk/index.aspx?articleid=5768">http://www.acas.org.uk/index.aspx?articleid=5768</a>
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