

Equal Pay Audit – 2016-17

April 2018



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EQUAL PAY AUDIT 2016-17

1.0 INTRODUCTION

Carmarthenshire County Council (“the Authority”) is committed to supporting and promoting all aspects of equality and diversity and providing a working environment that is fair, inclusive and free from discrimination.

Equal pay for work of equal value is a fundamental part of this aim. In support of this, a single status pay and grading structure and single status terms and conditions have been introduced for all employees covered by NJC “green book” terms and conditions.

Devolved Public Bodies in Wales are covered by Schedule 2 to the Equality Act 2010 (Specific Duties and Public Authorities) Regulations. We are required, under the Act, to have due regard to the need to have equality objectives that address the causes of pay difference, including those relating to gender, between our employees. This Equal Pay Audit identifies those pay gaps, explains the reasons for them and suggests, in the form of an action plan, ways in which we can reduce or remove those gaps.

Job evaluation of all posts covered by the single status pay and grading structure has been carried out using the Greater London Provincial Council (GLPC) job evaluation scheme to ensure all employees are rewarded fairly for the work they do. The GLPC job evaluation scheme is analytical, factor-based and has been reviewed at a national level to ensure it meets equality standards.

Local terms and conditions for Soulbury, Youth and Community and Chief Officers’ posts have been brought in line with those agreed under single status.

The single status pay and grading structure and terms and conditions were subject to an Equality Impact Assessment prior to being introduced in April 2012. This was carried out by an independent consultant.

Following on from the Equality Impact Assessment, Equal Pay Audits have been completed for each financial year from 2013/14. This document is the fourth Equal Pay Audit for the Authority and will highlight any changes to the overall pay gap.

The Authority continues to undertake a data collection exercise to update employee records with information on protected characteristics as described in the Equality Act 2010. This is a voluntary declaration process on the part of the employee but the aim of the exercise is to continue to improve the quality and quantity of equal opportunities data held against each employee’s record. As the level of data held for some of the protected characteristics is currently low, this Equal Pay Audit focuses on the protected characteristics of sex and age only. It is anticipated that by encouraging employees to declare

more information, the availability of data will improve and other protected characteristics can be included in future analyses.

2.0 OBJECTIVES

The primary objective of completing an Equal Pay Audit is to identify the overall pay gap for the Authority between men and women. In addition, any pay gaps in individual grades, or any other areas which may require further analysis or action, will be highlighted. It is also an opportunity to identify areas where there is room for improvement in data collection or in the application of allowances.

A pay gap of 3% or more (marked in *italics* in the tables) requires further investigation. A pay gap of 5% or more (marked in **bold** in the tables) requires investigation and action if there is no clear justification for the difference and where that justification is unrelated to protected characteristics.

The "outcomes" section of the Audit will identify any actions needed and these will form part of an ongoing action plan. The results of implementing any changes from the action plan will be reviewed as part of future Equal Pay Audits.

3.0 EQUAL PAY AUDIT – A 5 STEP PROCESS

An Equal Pay Audit involves:

- Comparing the pay of men and women carrying out equal work
- Identification and explanation of any significant pay gaps
- Devising an action plan to address any areas of concern

The Equal Pay Audit follows the approach recommended by the Equality and Human Rights Commission (EHRC) which has five main steps.

- Step 1 Decide scope of Audit and identify data needed
- Step 2 Identify where protected groups are doing equal work
- Step 3 Collect pay data
- Step 4 Identify causes of pay gaps (if any)
- Step 5 Develop an action plan

The Equal Pay Act 1970 provides three definitions of equal work and how it can be assessed. These are:

- "Like work" (work that is the same or very similar)
- "Work rated as equivalent" (rated as equivalent under a job evaluation scheme)

- “Work of equal value” (when compared under headings such as effort and skill)

Where jobs have been rated under a job evaluation scheme, “work rated as equivalent” is the most appropriate way in which equal work can be measured. This is the method used to measure equal pay for equal work in this Audit.

4.0 SCOPE

Pay gaps will be identified on basic pay and on total pay which includes the allowances specified in **Appendix A**. Allowances have been included in the Equal Pay Audit where they either affect a large number of employees or are of a large monetary value. Excluded are any that are only received by a very few employees or those that are in respect of a reimbursement of expenses (for example, travel payments).

All Authority posts are included in the Audit with limited exceptions (see below). Included are staff groups on single status pay and terms and conditions as well as staff on Soulbury (blue book), Youth and Community (pink book) and Chief Officer graded posts. The report is based on headcount figures and not Full Time Equivalent (FTE) in relation to employees of Carmarthenshire County Council.

Certain posts are excluded from the Audit. These posts are:

- Teachers (other than those centrally employed)
- Nationally graded posts such as Modern Apprentices and other training positions
- Employees of Voluntary Aided schools as these are not employees of the Authority

Casual workers are also excluded for the purposes of any audit but are paid in accordance with the Authority’s agreed pay scales for hours worked.

Currently the Equal Pay Audit uses sex and age only as the data we hold on other protected characteristic is limited, with the majority of employees not declaring. In addition, there are certain characteristics such as race where we have a relatively low percentage of employees who identify as being in BME categories meaning that individuals would be identifiable in comparisons within grades.

5.0 METHODOLOGY

During 2016/17 Carmarthenshire County Council employed around 6,395 people across five departments and in a wide variety of roles. 15.03% of our employees hold more than one job with the Authority and the Audit will cover all the posts they hold, providing they are not excluded from the scope, as shown above. Where people hold multiple posts, each job has been evaluated separately and the employee is paid at the relevant rate for each job thus supporting the principle of equal work for equal pay.

The data used in the Audit has been extracted from the HR/Payroll system. It includes anyone who was in post on 31st March 2017 and covers pay and allowances received for the period 1st April 2016 to 31st March 2017. Where an employee started in post after 1st April 2016 and before 31st March 2017 their pay and allowances have been calculated as a full year's equivalent to allow for accurate comparison with other employees.

Part-time salaries have been uplifted to a full-time equivalent for the purposes of comparing like figures. Average salaries have been calculated on a mean average basis. This allows us to identify pay gaps in average salaries. Positive outcomes identify pay gaps in favour of women and negative outcomes identify pay gaps in favour of men.

6.0 PAY STRUCTURES

The Authority's NJC pay structure consists of 15 basic grades and remained linked to the national rates of pay during 2016/17.

Grades A and O do not overlap with any other grades. Grades E, F, G, H, and I all have two SCP overlaps either at the top or the bottom of the grade. All the other grades overlap by one SCP.

The usual expectation is that employees will start at the lowest SCP for their grade. Where someone is appointed at a higher spinal column point, justification is required in line with the Authority's Recruitment Salaries' guidance. There is no evidence within the Equal Pay Audit that recruitment salaries have led to any significant inequality of pay.

Again, it is expected that employees will progress through the grade by means of time-served annual increments. Where someone progresses through the grade more quickly, justification is required in line with the Authority's Accelerated Increments' guidance. There is no evidence within the Audit that accelerated increments have led to any significant inequality of pay.

Our current Pay Policy, which includes all pay structures operating within Carmarthenshire County Council can be viewed on our website [Pay Policy](#)

7.0 ADJUSTMENT PERIODS

When an employee is deemed "at risk" and transfers to a lower graded post via the Redeployment Policy, other than through them actively applying for that post, they remain in their substantive post for a period of up to 12 weeks as an adjustment period whilst undertaking a work trial in the new post. During that period they remain on the salary for their substantive post. Transfers of this nature may occur as a result of redeployment in a redundancy situation or other instances of suitable alternative employment being found for an individual. The adjustment period is carefully monitored and ceases at the end of the agreed period or when the employee's salary reaches, or exceeds, its former level, whichever happens first.

The Authority also allows for a period of adjustment when staff are transferred to the NJC grading structure from another pay structure and where their salary decreases. The adjustment period is carefully monitored and ceases at the end of the agreed 12 month period or when the employee's salary reaches, or exceeds, its former level, whichever happens first.

During the year 2016/17 there were 58 employees who remained on their substantive salary for period of adjustment as a result of a reduction to their grade. This is a significant increase on the previous period which is as a result of the transfer of Voluntary Aided school staff to the agreed NJC 'single status' grades. 50 of these employees (86%) were women and eight (14%) were men. There is no evidence within the Audit that the adjustment periods have led to any significant inequality of pay.

8.0 MARKET SUPPLEMENTS

The Authority has a Market Supplement Scheme to recognise that there may be times when specific skills and experiences are in short supply. Use of market supplement payments is one way of ensuring we can recruit and retain sufficient employees with the required skills to safeguard the provision of these services.

A key purpose of the scheme is to ensure that any market supplements are paid fairly and consistently to avoid the risk of non-compliance with equal pay legislation. There needs to be clear evidence that the basic rate of pay for a specific job is significantly lower than the market rate for a relevant and equivalent post in a similar market and that any recruitment or retention problems are due to rates of pay.

The introduction of market supplements must be properly controlled in order to avoid the creation of potentially unlawful pay disparities and Equal Pay Act risks. There are, therefore, very specific rules to the application of market supplements to ensure that they can be objectively justified.

During the period 2016/17, 50 employees received market supplement allowances across four job groups. 21 (42%) of the employees were male and 29 (58%) female. In all instances of market supplements being paid, business cases evidencing recruitment and retention difficulties for specific job roles have been agreed. The market supplement business cases are reviewed after a maximum of 12 months to ensure the business case is still relevant or decide that the payment should cease.

There is no evidence that Market Supplement allowances have led to any inequality of pay.

9.0 OUTCOME

The staff groups covered by the Equal Pay Audit consist of 76.2% women and 23.8% men. This is broken down in **Table 1** below to show the percentages of women and men in the various groups.

Table 1: Gender analysis per Grade Group	Number			% of Grade	
	Female	Male	Total	Female	Male
Locally Negotiated Grades	5755	1778	7533	76.4%	23.6%
Soulbury Advisers/Inspectors & Youth & Community Workers	37	10	47	78.7%	21.3%
Teaching Pay Scales	48	26	74	64.9%	35.1%
Chief Officer Grades	5	15	20	25.0%	75.0%
Miscellaneous Grades	9	1	10	90.0%	10.0%
Grand Total	5854	1830	7684	76.2%	23.8%

Table 1 – men and women within grade groups

98% of the workforce is currently covered by NJC terms and conditions and the Single Status Agreement.

65.4% of the workforce works part time (less than 37 hours per week) of which 89% is female. 45% are term time only workers, as denoted by their job, of which 91.97% is female.

The overall pay gap for the Authority is -17.48% on basic pay only. The overall pay gap for total pay (basic pay plus the allowances included in Appendix A) is -19.23. A breakdown of the grades that have a pay gap of 3% or more on either basic pay or total pay follows below.

The pay gap pre-single status was -21.2% on basic pay only. We have therefore seen a continual year on year reduction in the pay gap between men and women as shown in the table below.

Year	Basic pay gap	Year on year Difference	% Change	Cumulative change
Pre-single status	-21.2%	-	-	
2013/14 EPA	-20.58%	0.62	2.92%	2.92%
2014/15 EPA	-19.36%	1.22	5.75%	8.68%
2015/16 EPA	-18.44%	0.92	4.75%	13.02%
2016/17 EPA	-17.48%	0.96	5.21%	15.06%

Table 2 – pay gaps on basic pay only between men and women

Pay gaps resulting from average full time equivalent (FTE) basic pay only

The analysis of our pay data has identified ten significant pay gaps resulting from average FTE basic pay only. Six of these pay gaps are in favour of women (**shown as positive %**) and the other four are in favour of men (**shown as negative %**). Details are shown in the table below:

Grade	Number of women in Post	Average FTE Basic Pay	Number of men in Post	Average FTE Basic Pay	% difference
Educational Psychologist	5	£48,325.20	1	£44,353.00	8.96%
Grade D + 4%	275	£17,964.24	31	£16,927.83	6.12%
Unqualified Teacher	5	£26,034.00	6	£24,757.67	5.16%
Grade G + 8%	5	£29,037.60	6	£27,728.67	4.72%
Grade E + 4%	551	£21,216.07	25	£20,449.40	3.75%
Grade F + 4%	262	£23,711.92	43	£22,928.81	3.42%
Soulbury 8-12	14	£44,592.00	3	£46,068.67	-3.21%
Grade E	166	£19,872.53	136	£20,639.57	-3.72%
Grade M	7	£45,039.00	12	£46,876.25	-3.92%
Grade E + 8%	31	£21,094.03	24	£22,058.54	-4.37%

Table 3 – pay gaps of 3% and more, on average FTE basic pay, between men and women

Pay gaps in favour of women

Educational Psychologist 8.96%

There are 7 women and one man in this group. The pay gap results from a combination of length of service with some of the women having up to four years more service than the man and the application of structured professional assessments to some of the women's pay.

Grade D + 4% 6.12%

This pay gap is as a result of length of service resulting in 60% of the women in this group (300) being paid at the top spinal column point of the grade whereas only 35% of the men (31) are paid on the top spinal column point.

Unqualified Teacher 5.16%

The pay gap for this grade is as a result of length of service. All occupants apart from one of the men are on top of the unqualified scale. The one man on a lower salary started in post during 2014 so has not progressed as far through the pay scale.

Grade G + 8% 4.72%

Five of the eleven posts in this grade were previously a Grade F. They were re-evaluated to a Grade G but that means that the occupants have a shorter length of service in the grade (even though they have long service within the job) than those in the other jobs that fall within this grade. Combined with the fact that four out of the five occupants of those re-graded jobs are men results in the pay gap in favour of women.

Grade E + 4% 3.75%

The average length of service for men in this grade is lower than that for women, therefore the pay gap is a result of increments paid due to length of service with 57% of women on the top spinal column point and 24% of men on the top spinal column point.

Grade F + 4% 3.42%

The average length of service for men in this grade is lower than that for women, therefore the pay gap is a result of increments paid due to length of

service with 67% of women in the top half of the grade and 34% of men in the top half of the grade.

Pay gaps in favour of men

Grade E +8% -4.37%

The pay difference is as a result of length of service with 42% of the men on this grade having 5 or more years' service whereas only 23% of women are on the top of the grade.

Grade M -3.92%

This is as a result of length of service with 58% of men being on top of the grade as against 14% of women having five or more years' service.

Grade E -3.72%

This difference is due to length of service in the grade with 58% of men having five or more years' service compared to 48% of women.

Soulbury 8-12 -3.21%

The difference in pay is largely as a result of length of service with the average for men being 7 years and the average for women being 4 years. The Soulbury 8-12 grade is an amalgamation of a number of different grades (e.g. Soulbury 8, Soulbury 9-11 and Soulbury 8-12) covering a number of different job roles.

This analysis confirms that there is no evidence of systemic pay discrimination in relation to basic pay.

Pay gaps resulting from average full time equivalent (FTE) total pay

The analysis of our pay data has identified eighteen significant pay gaps resulting from average FTE total pay. Total pay is average FTE basic pay plus

FTE allowances and additional payments as identified in Appendix A which were received during the year. Eight of these pay gaps are in favour of women and ten are in favour of men. The table below details these grades:

Grade	Number of women in Post	Average FTE Total Pay	Number of men in Post	Average FTE Total Pay	% difference
Grade G + 8%	5	£31,440.18	6	£27,825.29	12.99%
Educational Psychologist	5	£48,355.12	1	£44,353.00	9.02%
Grade D + 4%	275	£18,060.92	31	£16,997.07	6.26%
Grade C + 8%	211	£19,260.37	27	£18,135.24	6.20%
Unqualified Teacher	5	£26,034.00	6	£24,757.67	5.16%
Grade E + 4%	551	£21,242.69	25	£20,469.34	3.78%
Grade E + 8%	31	£23,928.33	24	£23,125.22	3.47%
Soulbury 15 - 19	3	£55,852.34	1	£54,042.00	3.35%
Directors (JNC)	1	£117,696.00	3	£121,760.93	-3.34%
Grade G	224	£26,377.34	171	£27,373.99	-3.64%
Main Pay Scale Teacher	4	£32,477.50	6	£33,711.67	-3.66%
School Improvement Officer	2	£61,033.67	1	£63,361.73	-3.67%
Grade M	7	£45,039.00	12	£46,876.25	-3.92%
Soulbury 8-12	14	£44,647.51	3	£46,671.51	-4.34%
Grade F	224	£23,257.65	178	£24,477.99	-4.99%
Grade H	115	£29,620.04	104	£31,290.53	-5.34%
Grade D	317	£17,360.18	274	£18,913.46	-8.21%
Grade E	166	£20,296.34	136	£22,428.04	-9.50%

Table 4 – pay gaps of 3% and more on average FTE total pay, between men and women

Pay gaps in favour of women

Grade G+8% 12.99%

4.72% of the pay gap is as a result of differences in basic pay (see above for details). The remaining difference results partly from the payment of bank holiday supplements to two women and no men and an honorarium payment to one woman and no men. In addition, overtime payments were made to two women and two men but the total overtime paid to the two men in the period was £579 compared to the total of £10,318 paid to the two women.

Educational Psychologists 9.02%

8.96% of this pay gap is due to differences in basic pay (see explanation above for details). The additional 0.6% is as a result of one of the six women in

this group being in receipt of an honorarium payment. The one man within this grade did not receive any additional payments during the period of review.

Grade D+4% 6.26%

6.12% of this pay gap is due to a difference in basic pay (see explanation above). The balance is due to overtime payments, which are paid to both men and women but with a higher number of payments being made to women.

Grade C + 8% 6.20%

There are a number of allowances paid to both men and women on this grade. Those contributing most to the pay gap are Acting Up (paid to 37% of women and 15% of men) and Night Duty allowance (paid to 41% of women and 22% of men).

Unqualified Teacher – 5.16%

The gap of 5.16% is purely down to differences in basic pay. Please see explanation above.

Grade E+4% 3.78%

Basic pay differences account for 3.75% of this pay difference (see explanation above). The remaining 0.03% is as a result of overtime payments which are paid fairly consistently to both men and women but on this occasion at a slightly higher amount to women.

Grade E + 8% 3.47%

Allowances were paid to a greater number of women than men during the period and this is down to the nature of the jobs occupied by men and women within this pay grade. 52% of women received bank holiday payments compared to 13% of men. 55% of women were paid night duty allowance compared to 13% of men and 77% of women received overtime payments compared to 46% of men.

Soulbury 15-19 3.35%

This is an amalgamated grade that covers more than one job type occupied by three women and one man. The only allowance being paid is an honorarium payment to one of the women.

Pay gaps in favour of men

Grade F -4.99%

This pay gap largely results from overtime payments which are paid to 28% of men (to the value of £86,000), as against 12% of women (to the value of £25,836).

Grade G -3.64%

This grade covers a range of jobs some of which attract more allowances than others. The main areas of difference are honoraria (paid to 1 woman and 4 men), Night Duty Allowance (paid to no women during this period and seven men), overtime (paid to 15 women and 42 men) and standby (paid to 2 women and 22 men).

Directors (JNC) -3.34%

Director grade posts are occupied by three men and one woman. One of the men is in receipt of an honorarium payment and this is the reason for the difference in pay.

Main pay scale teacher -3.66%

67% of the occupants of this pay grade are men, two of whom are receiving an additional responsibility allowance. No other allowances are being paid.

Grade H -5.34%

Although both men and women are in receipt of allowances, a higher percentage of these are received by men. The biggest allowance payments are overtime and standby. During this period men received 69% of the overtime payments and 97% of standby payments. There are a mix of job types within this grade.

Grade E -9.50%

There are a number of allowances paid to both men and women in this grade. The two biggest are overtime and standby. Payments of these are higher to men within this grade as a result of the types of work being undertaken. 69% of the overtime payments made were made to men during this period, along with 81% of the standby payments.

Grade D -8.21%

There are a number of additional payments made to this staff group although the two most significant ones are overtime and standby payments which are paid to 44 women and 135 men (overtime) and, in the case of standby to 55 men and no women.

School Improvement Officers -3.67%

One of the men in this grade is being paid an additional allowance as he is currently seconded to a post within ERW. This is a time-bound payment which will cease on 30th April 2018.

Grade M – 3.92%

The difference in pay of -3.92% is all accounted for by a difference in basic pay. See above explanation for the reason for the pay gap.

Soulbury 8-12 -4.34%

3.21% of the pay gap is accounted for by differences in basic pay (see above for details). The remaining difference is due to honoraria payments. One man and one woman within the group are in receipt of honoraria, however, there are differences in the amount of payment (£777.20 to the woman in this grade and £1808.52 to the man).

10. ANALYSIS CONCLUSION

The analysis of the pay gaps does not suggest any evidence of discrimination within the pay structures nor the allowances paid. The pay gaps are generally as a result of segregation of the sexes between job types rather than application of the allowances and this is an area that the Authority needs to continue to work on as part of any future reduction in pay gaps as well as for future workforce planning.

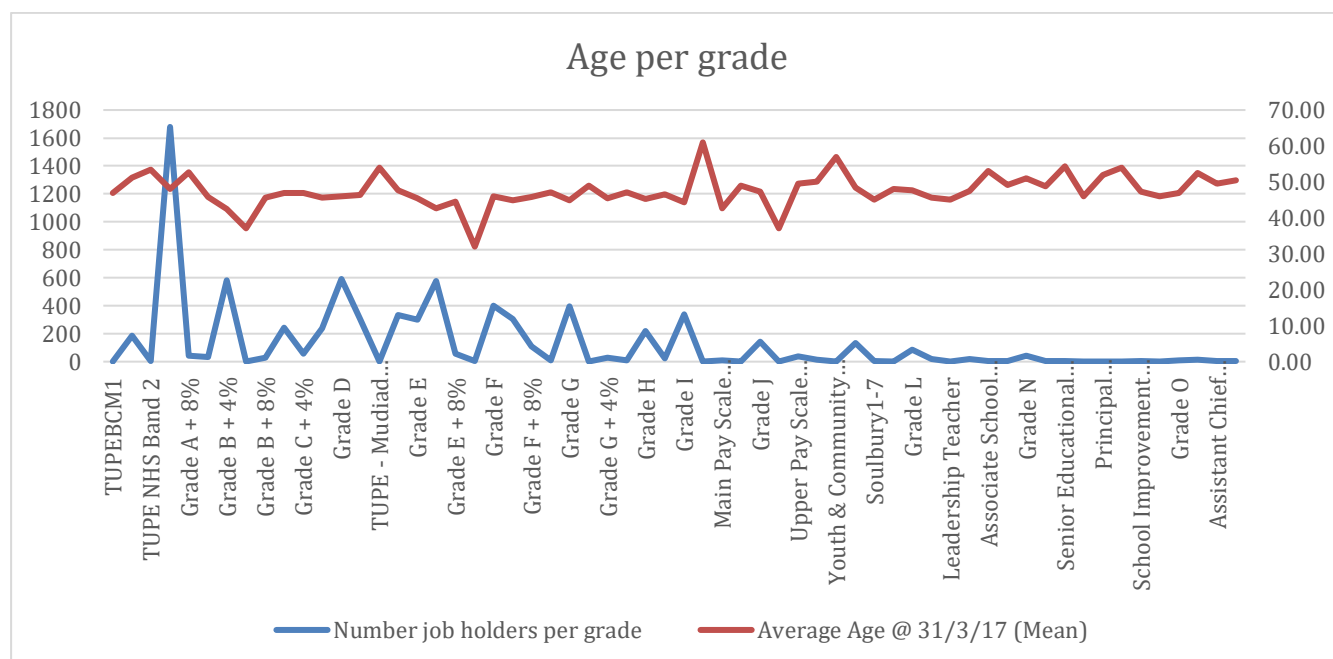
11.0 AGE PAY ANALYSIS

Organisation distribution by age

Distribution of Employees by Grade & Age			
Grade	Number job holders per grade	Average Age @ 31/3/17 (Mean)	Difference from Overall Average age
TUPEBCM1	1	47.00	0.85
Grade A	187	51.13	4.98
TUPE NHS Band 2	5	53.40	7.25
Grade A + 4%	1679	48.09	1.94
Grade A + 8%	44	52.70	6.55
Grade B	32	45.75	-0.40
Grade B + 4%	582	42.38	-3.77
TUPEBCM2	1	37.00	-9.15
Grade B + 8%	29	45.66	-0.49
Grade C	244	46.86	0.71
Grade C + 4%	56	46.89	0.74
Grade C + 8%	238	45.65	-0.50
Grade D	591	46.07	-0.08
Grade D + 4%	306	46.44	0.29
TUPE - Mudiad Meithrin Points 17-19	1	54.00	7.85
Grade D + 8%	334	47.62	1.47
Grade E	302	45.37	-0.78
Grade E + 4%	576	42.62	-3.53
Grade E + 8%	55	44.60	-1.55
PW1	2	32.00	-14.15
Grade F	402	45.97	-0.18
Grade F + 4%	305	44.92	-1.23
Grade F + 8%	111	45.72	-0.43
Unqualified Teacher	11	47.18	1.03
Grade G	395	44.94	-1.21
Youth & Community Workers	1	49.00	2.85
Grade G + 4%	29	45.34	-0.81
Grade G + 8%	11	47.09	0.94
Grade H	219	45.19	-0.96
Grade H + 4%	24	46.58	0.43
Grade I	337	44.35	-1.80
Grade I + 4%	1	61.00	14.85
Main Pay Scale Teacher	10	42.70	-3.45
Grade I + 8%	1	49.00	2.85
Grade J	144	47.22	1.07
Grade J + 4%	1	37.00	-9.15
Upper Pay Scale Teacher	39	49.56	3.41
Upper Pay Teacher & TLR	13	50.00	3.85
Youth & Community Officer	1	57.00	10.85
Grade K	135	48.32	2.17
Soulbury1-7	2	45.00	-1.15
Community Learning Manager	1	48.00	1.85
Grade L	87	47.71	1.56
Soulbury 8-12	17	45.65	-0.50
Leadership Teacher	1	45.00	-1.15
Grade M	19	47.53	1.38
Associate School Improvement Officer	5	53.00	6.85
Educational Psychologist	6	49.17	3.02

Grade N	44	50.95	4.80
Soulbury 15 - 19	4	48.75	2.60
Senior Educational Psychologist	3	54.33	8.18
SOULBURY 20-23	1	46.00	-0.15
Principal Educational Psychologist	1	52.00	5.85
Soulbury 23-25	1	54.00	7.85
School Improvement Officer	3	47.33	1.18
Principal School Improvement Officer	1	46.00	-0.15
Grade O	9	47.00	0.85
Head of Service (1)	15	52.40	6.25
Assistant Chief Executive	2	49.50	3.35
Directors (JNC)	4	50.50	4.35
Chief Executive	1	57.00	10.85

The above table indicates a tendency for the average age to be slightly lower in lower graded posts increasing to a higher average age at the higher grades. This is a common trend where high levels of experience and / or skills are required.



The pay structure, and the way in which employees progress through it, is key to avoiding any issues of age discrimination.

12.0 OVERALL CONCLUSION

The Equal Pay Audit confirms there is no evidence of systemic pay discrimination in the employee groups covered by the Equal Pay Audit. It also

shows a progressively shrinking pay gap between men and women year on year.

However, it is important that the Authority strives to maintain this position so regular reviews of the pay structure, the terms and conditions and all policies in relation to how we manage pay will continue and, where improvement can be made, recommendation will be made to the Corporate Management Team and Executive Board. The application of payment of allowances was reviewed as part of the implementation of single status and will continue to be monitored so that fairness and consistency of application continues.

13.0 ACTION PLAN

Progress on action plan resulting from 2015/16 Equal Pay Audit

Actions from the 2015/16 Equal Pay Audit were the same as from the 2014/15 Audit as a) these areas continue to contribute to the pay gaps and b) the shrinking pay gaps indicate changes made under these actions are starting to impact. In addition there were two new actions detailed at 7) and 8) below.

- 1) Continue to gather data on all protected characteristics with a view to being able to include more characteristics in future audits.

We continue to gather data from staff, and improved HR / Payroll systems together with more accessible self-service systems are expected to improve the availability of data going forwards.

- 2) Undertake a further Equal Pay Audit for the financial year 2017/18 to monitor trends in any pay gaps identified in this audit.

This 2016/17 Equal Pay Audit shows an ongoing shrinking of the pay gap between men and women and we will continue to monitor the changes.

- 3) Continue to review allowances to ensure they are a) paid in a fair and consistent manner and b) remain relevant as the economic climate changes.

The ongoing review of allowances resulted in Standby payments being reduced from 1st April 2018. This will have an impact on reducing the total pay gaps for some grades when the 2018/19 Equal Pay Audit figures are produced. We will continue to monitor and where applicable review, allowances.

- 4) Continue to review any TUPE graded posts and harmonise them into the single status pay and grading structure as the TUPE regulations allow.

This is an ongoing HR process and continues to be monitored on a six-monthly basis.

- 5) Continue to review gender segregation across job types and instigate any steps that may reduce this.

This is an ongoing issue and will form part of the business plan to be put to the People Strategy Group for discussion.

- 6) Review of pay structure, i.e. double SCP overlaps/reduction in number of increments in pay bands.

We continue to monitor and review our pay structure. One significant change that we have made is to increase our minimum hourly rate to that of the Foundation Living Wage with effect from 1st April 2018. The pay structure will be further reviewed during 2018 / 19 in light of the proposed national pay awards for staff on NJC grades.

- 7) Ongoing review of Standby and associated call-out / overtime payments.

The rate of Standby payments has been reduced from £53 per session to £40 per session with effect from 1st April 2018. In addition, a part-session has been introduced which is to be paid at £25 per session.

The new standby rates will include 30 minutes dealing with enquiries by email or telephone per session or 20 minutes dealing with enquiries by email or telephone per part-session. This will reduce the amount of all-out payment.

Action plan resulting from 2016/17 Equal Pay Audit

In addition to the above actions which will be carried forward through 2017/18, the following course of action are recommended:

- A) That the existing flexible working policy is widely promoted and applied to all job vacancies, and consideration is given whenever a vacancy

arises to whether it has to be replaced like for like (e.g. a full time post replaced by another full time post) or whether we can appoint a number of part-time workers for greater flexibility.

- B) Ongoing review of the fairness of the application of allowances and plussages.
- C) Continue to check and monitor the use of 'gender neutral' language in job profiles, job adverts and the recruitment process as a whole. Recruitment training is being rolled out across the Authority during 2018 which will assist with managers' understanding of the use of appropriate terminology.
- D) Ensure that gender neutral approach continues throughout the working life of every employee within the Authority to improve retention and progress of staff in all jobs at all levels of the Council.
- E) Consider the option of flexible working in all jobs, whether this is flexitime, agile working, job share, part-time etc. and at all times during the lifespan of the role, not just at the recruitment stage.
- F) Work towards encouraging a more gender balanced mix of staff into gender stereo-typical roles such as cooks, cleaners, catering or craft workers via recruitment campaigns or apprenticeships.
- G) Ensure development and training opportunities are available for staff at all levels within the authority whether this is to improve skills in their existing roles, open up opportunities for career progression within a chosen field of work or consider opportunities which employees may wish to take in different fields.

APPENDIX A

Allowances included as part of Equal Pay Audit

Acting up allowances

Additional pay

Bank holiday pay

Call out

Holiday hours

Honoraria

Market Supplements

Night duty pay

Overtime

Pay protection

Plussages on basic pay

Sleep in allowance

Standby payments

Training pay

