

## Babergh and Mid Suffolk District Councils



# 2019

### WHAT IS THIS REPORT?

The Councils are required to report annually on their gender pay gap. The gender pay gap results below are based on a snapshot of the pay period including 31<sup>st</sup> March 2019. The data was prepared in accordance with ACAS guidelines on what should be included or excluded. 504 full-pay employees formed the basis of the analysis. The Councils are required to report the data separately as they remain sovereign Councils. They have a joint workforce however and the combined results are therefore those that are the most relevant for the purposes of this report.

### WHAT IS THE GENDER PAY GAP?

The gender pay gap is the difference between female and male average hourly pay, expressed as a percentage of male average hourly pay. A positive figure means that the average hourly rate for women is less than that for men.

The requirement is to calculate and publish data on the:

- Mean gender pay gap
- Median gender pay gap
- Mean bonus gender pay gap
- Median bonus gender pay gap
- Proportion of males receiving a bonus payment
- Proportion of females receiving a bonus payment
- Proportion of males and females in quartile pay bands

As recommended by ACAS this report contains a narrative setting out how the Councils plan to reduce their Gender Pay Gap. In consultation with trade unions, the Councils have developed an action plan with actions aimed to reduce the Gender Pay Gap.

## THE GENDER PAY GAP CALCULATIONS

As the Councils do not pay bonus, there were only three calculations that needed to be made:

<b>Mean average</b> – this is where all the hourly rates for all employees who received their full pay in March 2019 were totalled, and the figure divided by the number of employees, giving a mean average hourly rate of pay. This was done separately for males and females. The difference between the male and female mean average hourly rate of pay was then expressed as a percentage of the mean male average hourly pay.	<b>2017 Mean average gender pay gap</b>	<b>2018 Mean average gender pay gap</b>	<b>2019 Mean average gender pay gap</b>
<b>Babergh District Council</b>	<b>22.8%</b>	<b>20.8%</b>	<b>19.1%</b>
<b>Mid Suffolk District Council</b>	<b>7.7%</b>	<b>9.2%</b>	<b>10.9%</b>
<b>Babergh and Mid Suffolk Joint Workforce</b>	<b>13.9%</b>	<b>14.1%</b>	<b>14.3%</b>

The current (29 October 2019) national mean average Gender Pay Gap is 17.3% according to ONS calculations.

**Median average** - this is where all weekly pay rates were sorted in numerical order, separately for males and females. The median (middle) hourly rate of pay was identified for both males and females. The difference between the median hourly rate of pay for males and females was then calculated. This difference was expressed as a percentage of the male median hourly rate of pay.

<b>Council</b>	<b>2017 Median average gender pay gap</b>	<b>2018 Median average gender pay gap</b>	<b>2019 Median average gender pay gap</b>
<b>Babergh District Council</b>	<b>28.3%</b>	<b>27.8%</b>	<b>24.2%</b>
<b>Mid Suffolk Council</b>	<b>17.0%</b>	<b>17.9%</b>	<b>11.42%</b>
<b>Babergh and Mid Suffolk joint workforce</b>	<b>19.7%</b>	<b>20.2%</b>	<b>14.85%</b>

**Percentage of male and female employees in pay Quartiles** - this was calculated by sorting the weekly pay for all full pay employees into ascending order. The records were divided into four even quartiles. The number of males and females in each quartile was identified and the percentage that were male and female calculated.

**The numbers of full-pay employees for each council and the joint workforce:**

	<b>All full-pay employees 2019 (2018)</b>	<b>Male full-pay employees 2019 (2018)</b>	<b>Female full-pay employees 2019 (2018)</b>
<b>Babergh and Mid Suffolk DC</b>	522 (504)	219 (203)	303 (301)

**The percentages of males and females in each quartile:**

Council	Female	Male	Females	Males	Females	Males	Females	Males
Quartile	Lower Apprentice to Grade 3	Lower Apprentice to Grade 3	Lower Middle Grade 3 to Grade 4	Lower Middle Grade 3 to Grade 4	Upper Middle Grade 5	Upper Middle Grade 5	Upper Grade 6 and above	Upper Grade 6 and above
Babergh								
2018	84.3	15.7	68.6	31.4	52.9	47.1	43.1	56.9
2019	81.5	18.5	59.3	32.0	61.1	38.9	38.9	61.1
Mid Suffolk								
2018	72.0	28.0	60.0	40.0	48.0	52.0	52.0	48.0
2019	70.1	29.9	56.6	43.4	55.3	44.7	44.2	55.8
Babergh & Mid Suffolk joint workforce								
2018	77.8	22.2	65.1	34.9	47.6	52.4	48.4	51.6
2019	74.0	26.0	68.0	39.2	54.2	45.8	43.1	56.9

In summary, the figures for the middle and upper quartile between males and females are similar. We also have more females than males in the middle quartile which is encouraging.

However, in the lower quartile many of these positions are held by women and this is where our gender pay gap arises. The male population is under-represented in these areas. Many of these roles will be filled by females who are part time and undertake child care responsibilities. Despite men taking on more of this responsibility many women still want to take on this role.

The Councils offer very flexible working arrangements, promote agile working and always try to accommodate women wishing to return from maternity on different working arrangements which will be a factor in the figures above. This is positive in that we can offer workable solutions which benefit both employees and the Councils.

## **What are Babergh and Mid Suffolk District Councils already doing to address their Gender Pay Gap?**

The Councils are committed to reducing their gender pay gap, and their transparent approach to pay, progression and development seeks to reward all employees equally, regardless of gender. To this end, they already have many initiatives, policies and procedures in place which contribute to reducing the gap. They:

- ✓ have a robust job evaluation and grading structure which ensures equal pay for all employees.
- ✓ have a clear, consistent, single approach to pay and reward and formal authorisation processes for any changes in pay.
- ✓ are working with the workforce to develop clear organisational values, which will highlight our culture of respect and empowerment and are developing a set of behaviours that demonstrate these values.
- ✓ have an occupational maternity pay scheme that pays higher than the statutory levels and enhanced occupational shared parental pay.
- ✓ encourage flexible working widely, with multiple options available to all.
- ✓ have appropriate technology and sites in place to allow flexibility in when and where individuals work through our agile working ethos and policy.
- ✓ take opportunities to attend careers events and encourage people to apply for jobs that are not stereotypically populated by their gender.
- ✓ have a clear policy on appointment which should be at first point of grade, except in exceptional circumstances which is required to be approved by an Assistant Director. The reasons for exceptions are monitored.
- ✓ apply an equality impact assessment process to decision-making and policies at all levels.
- ✓ report annually on workforce demographics.
- ✓ Continually reviewing policies and producing toolkits to equip managers with the tools and to ensure a robust process.
- ✓ Promote job share and part time opportunities.

<p><b>Further actions the Councils will take to reduce their Gender Pay Gap</b></p>
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**The Councils are committed as part of their Equality & Diversity Strategy to take action to reduce the Gender Pay Gap. They will measure and report on progress annually and will continue to seek more opportunities to reduce the gap.**

**Proposed Actions 2020**

<b>Leadership</b>	Member of the Senior Leadership Team to support and promote actions to reduce the Gender Pay Gap
	Ensure that managers keep in touch with and update employees absent for any form of family-friendly leave and support on their return
<b>Training and Development</b>	Coach and train managers on flexible working options and agile working to remove barriers for those seeking to work part-time and/or flexibly
	E Learning recruitment training for all new managers and refreshers for existing including unconscious bias.
	Review evaluation forms for training and development to seek feedback on whether it helped women to aspire to more senior level roles
	Actively promote the coaching and mentoring scheme
<b>Recruitment</b>	Ensure that the Councils remain equal pay employers and that job evaluation remains objective and unbiased
	Identify and challenge any unconscious bias in recruitment advertising
	Target recruitment advertising where there is both male and female under representation using different media and ways to reach potential applicants
	Review titles for gender bias and change where necessary
	Monitor numbers of men and women that apply and are appointed

	Specifically monitor recruitment in male dominated areas of the business
	Where possible in recruitment use standardised skills-based assessment rather than rely on interviews.
<b>Apprenticeship Levy</b>	Promote career development for women and men, exploring the use of the Apprenticeship Levy and dedicating funds for this purpose
<b>Induction</b>	Promote flexible working options and monitor take up by men and women across all occupations and grades
<b>Working Conditions and terms and Conditions</b>	Introduce agile working guidelines/ Monitor the flexible working culture to gauge how supportive managers are and identify areas of good and bad practice
	Promote shared parental leave – increase take up
	Monitor the rate of return to work of men and women following maternity, paternity, adoption or shared parental leave to resume their old jobs
	Monitor the proportion of men and women still in post a year after a return to work from maternity, paternity, adoption or shared parental leave
<b>Pay and reward, development and promotion</b>	Monitor the numbers of men and women achieving promotions
	Monitor take-up of development opportunities of men and women
	Monitor starting salaries of men and women and numbers of men and women in each pay grade

	<p>Seek views from employees that will identify the levels of jobs satisfaction and engagement they feel – look at gender split and potential actions to address.</p>
	<p>To take account of the size of the Gender Pay Gap at different current grades when designing a new grading structure in the future.</p>
<b>Satisfaction and engagement</b>	<p>Monitor turnover of men and women and types of jobs</p>
<b>Leavers</b>	<p>Encourage completion of exit questionnaires which include reasons for leaving for HR Business Partners to analyse. Identify any issues</p>

The Councils have formed a Gender Pay Gap action group. This has eight members including representation from HR, trade unions, and workforce development. This group meets quarterly to check progress and identify areas of success and to ensure we reduce our gender pay gap. It is encouraging to see that the Councils combined gender pay gap figures is below the national average.

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