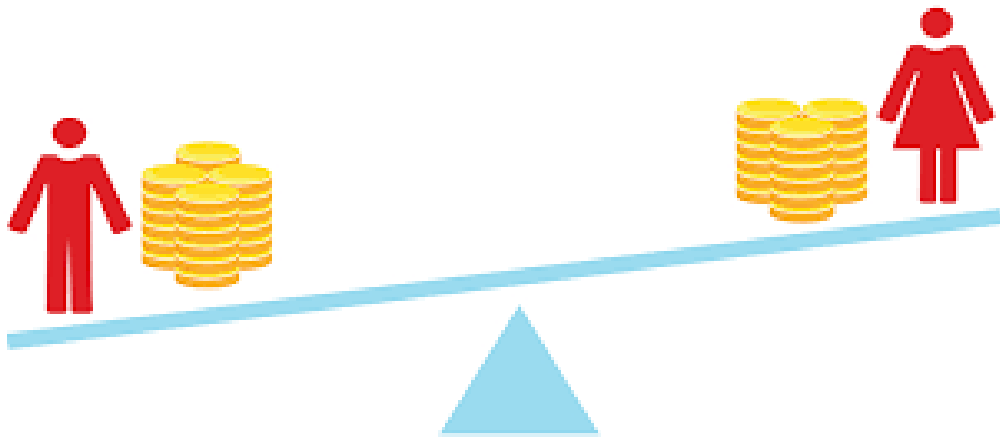


# Swale Borough Council

## Gender Pay Gap Report 2020



Snapshot Date: 31<sup>st</sup> March 2020

# Gender Pay Gap 2020

## Introduction

As a public sector employer with over 250 employees, Swale Borough Council is required to publish data on our gender pay gap – the difference between the average hourly pay of all men and women we employ.

Although we are required to publish this data under the Equality Act 2010 (Gender Pay Gap Information), by publishing this report Swale Borough Council is reaffirming its commitment to being an inclusive employer. This report is only one way in which we are promoting equality of opportunity for everyone and will help us to identify new ways in which we can become a modern employer of the future.

The information within this report is based on a snapshot of pay on 31<sup>st</sup> March 2020. This information will only include employees who were employed by Swale Borough Council on this date and in receipt of their normal full pay; it will not include employees who were on reduced pay (such as those on maternity leave).

# Gender Pay Gap 2020

## What is a gender pay gap?

The gender pay gap is the difference between the average earnings of men and women across the organisation. The gender pay gap is calculated as a difference in the mean and median hourly rates at the snapshot date and is expressed as a percentage of the average earnings of men.

It is important to note that a gender pay gap is not the same as equal pay.

### Equal Pay is about:



Pay differences between men and women who carry out the same jobs, similar jobs or work of equal value. Men and women are paid equally for the same like work.

### Gender Pay Gap is about



Differences in average hourly pay and bonuses between all men and women in a workforce, expressed as a percentage of men's earnings.

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The Gender Pay Gap regulations require employers to publish the following information:

### Mean Gender Pay Gap

The difference between the mean hourly rate of pay of male and female employees.

### Median Gender Pay Gap

The difference between the median hourly rate of pay of male and female employees.

### Mean Bonus Gender Pay Gap

The difference between the mean bonus pay paid to male and female employees.

### Median Bonus Gender Pay Gap

The difference between the median bonus pay paid to male and female employees.

### The Proportion of Employees Receiving a Bonus

The proportion of male and female employees who were paid bonus pay.

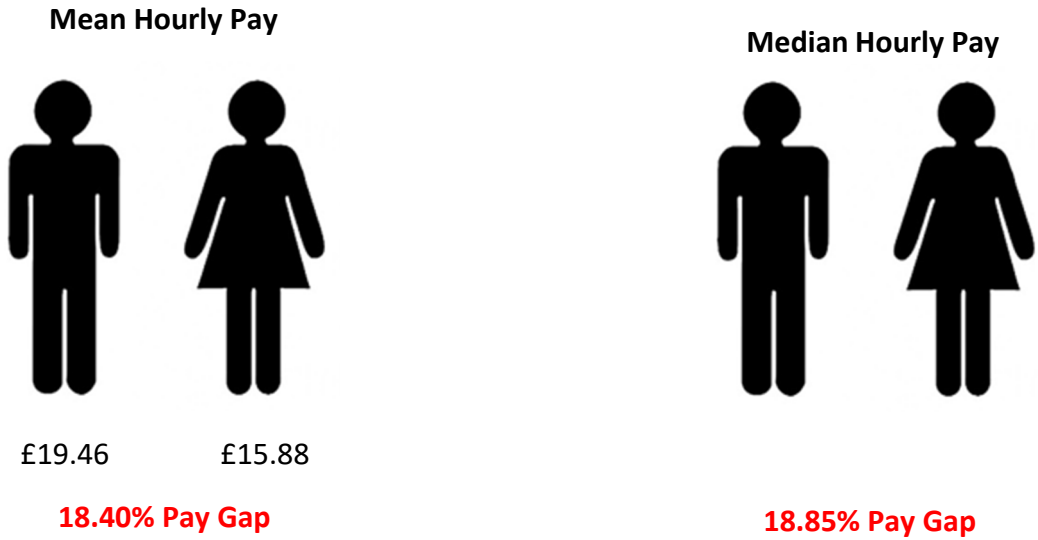
### The Quartile Pay Bands

The proportion of male and female employees in each of four pay bands. The pay bands are defined as follows (starting with the highest earners):

- Upper quartile
- Upper middle quartile
- Lower middle quartile
- Lower quartile

# Gender Pay Gap 2020

## Swale Borough Council's Gender Pay Gap



# Gender Pay Gap 2020

## Summary of data

Swale Borough Council's pay structure follows a standard public sector approach to pay and grading and covers grades from Cleaner job roles to senior managerial levels. Grades vary according to the level of responsibility and each grade is evaluated through a job evaluation process in accordance with the council's Job Evaluation scheme. The council also has a clear policy of paying employees equally for the same or equivalent work, regardless of their gender.

The overall mean gender pay gap at the council is 18.40% which means for all employees (both full time and part time), men earned on average 18.40% more than women hourly.

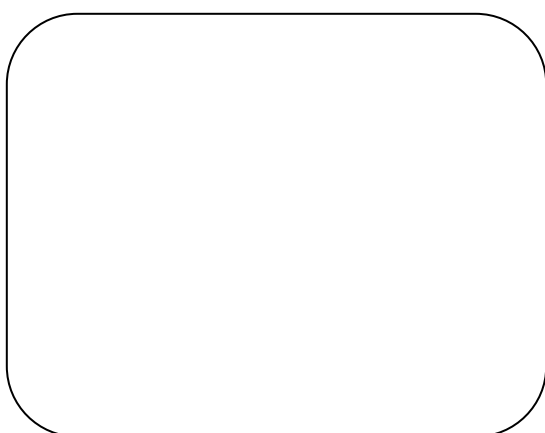
The makeup of the workforce of the council (which is 72% female) can affect the gender pay gap calculations, as can the distribution of the workforce. The majority of female employees within the council are within the lower and middle grades which will distort the overall pay gap, reflecting workforce composition rather than pay inequalities.

The median gender pay gap of 18.85% demonstrates that a higher proportion of men are working in higher graded roles than women as the average median hourly rate for a male is £16.50 and for a female this is £13.39.

Bonus pay is defined as any payment or remuneration that is in the form of money or vouchers that relates to productivity, performance, incentive or commission. For the council, this covers cash awards for exceptional performance and long service awards in the form of vouchers.

The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees is 52% and for the median this is 70%. Both mean and median gender bonus gap for the council is relatively large. However, there were a higher proportion of females that received a long service award or cash award as 24 females received this award compared to 9 males. This shows that whilst a higher number of females received a bonus, for a few staff the payments relating to a cash award were pro rata'd to reflect part time working hours. This has therefore had an impact on the mean and median figures for bonus payments.

## How Does This Compare With 2019?



There has been an increase to both our mean and median gender pay gap since the previous year. However, the gender pay gap does not stem from paying male and female employees differently for the same or equivalent work.

## Gender Pay Gap 2020

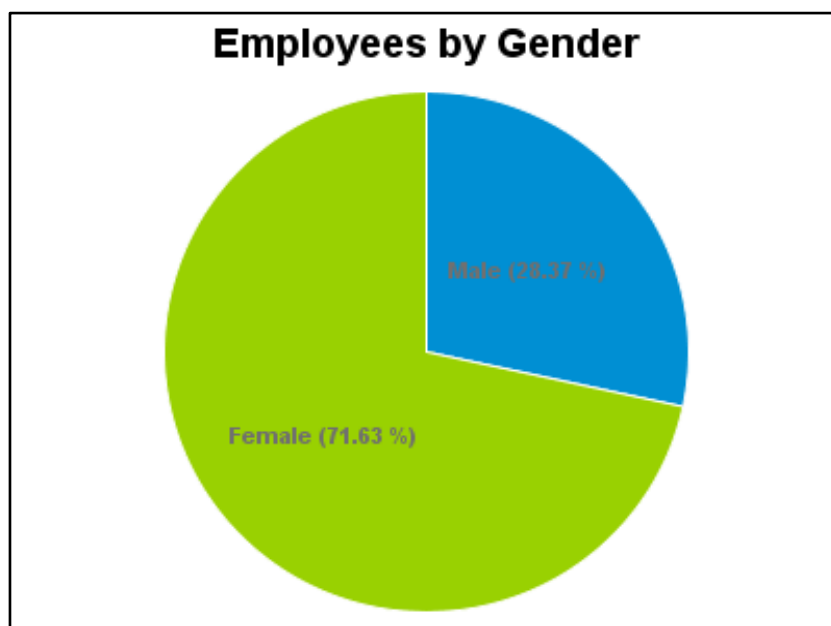
Rather its gender pay gap is the result of the roles in which male and females work within the council and the salaries that these roles attract.

There have been very marginal changes to the proportion of males and females within the quartile pay bands:

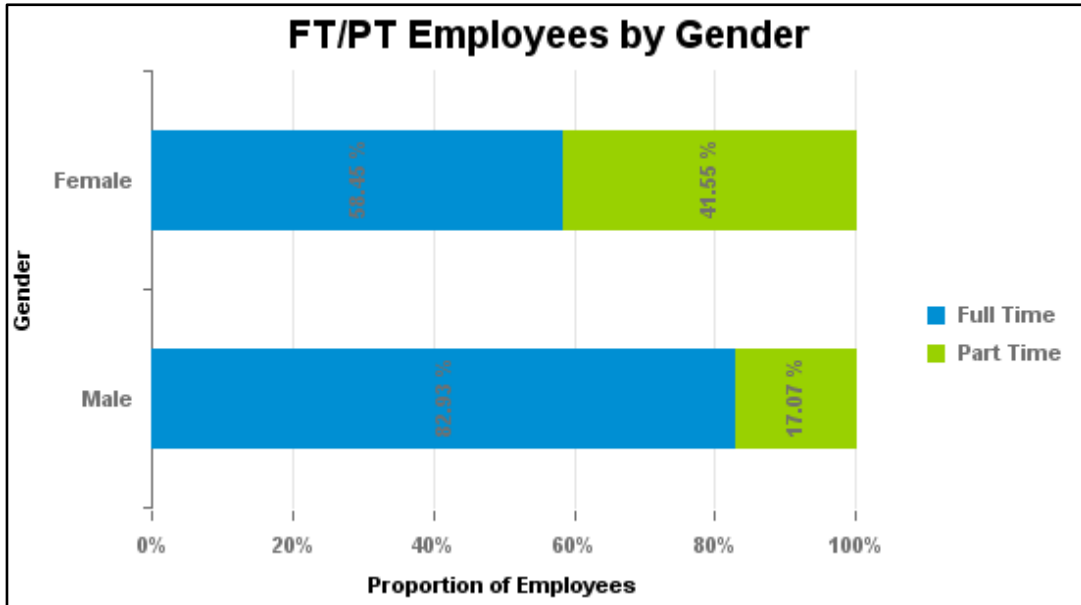
Pay Quartile	Proportion of Males	Proportion of Females	Male Proportion Increase
Upper Quartile	41.67%	58.33%	-5.47%
Upper Middle Quartile	30.56%	69.44%	-0.87%
Lower Middle Quartile	19.18%	80.82%	0.61%
Lower Quartile	22.22%	77.78%	-4.92%

Like most areas of local government, the councils gender split is 71% female and 29% male overall. In order for there to be no gender pay gap, there would need to be an equal ratio of male to female in each quartile. However, the gender split is not evenly spread throughout all the grades within the council as can be seen from gender breakdown for each pay grade in the table. Although the Council employs more females than males, a higher percentage of females are employed within the lower and lower middle quartiles.

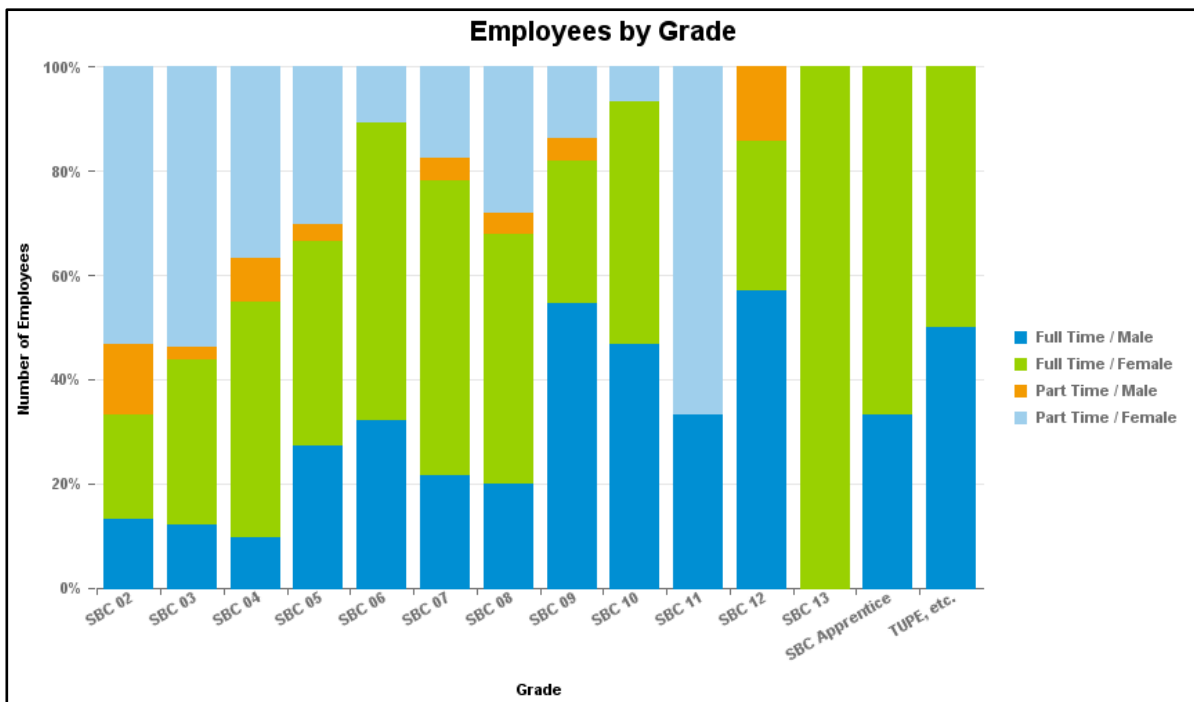
### Swale Borough Council's Workforce



## Gender Pay Gap 2020



Swale Borough Council employees 207 female members of staff, and 82 male members of staff. In addition, the majority of our male staff members are full time, whereas over half of our female staff members are working in part time positions.



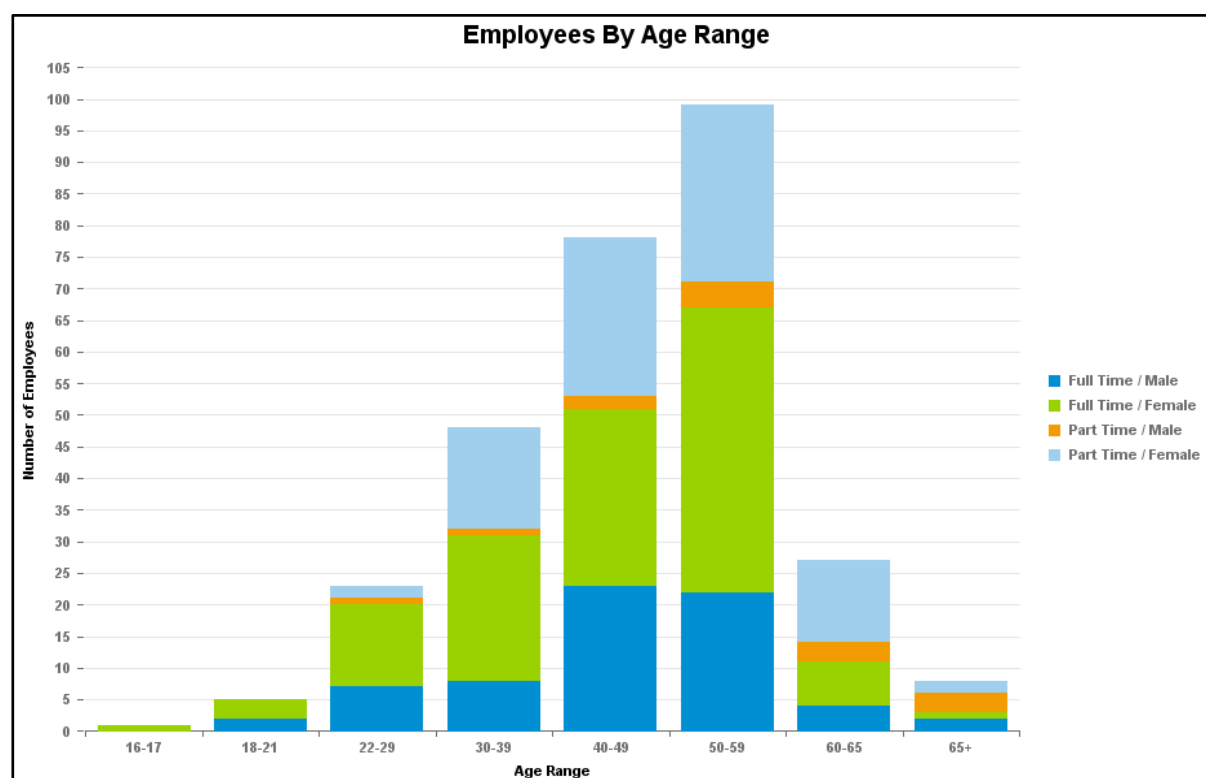
Further analysis show that there are more female workers in the middle pay grades (grades 4-8) than male workers. The jobs at this level are mainly clerical, administrative and lower level of technical roles which seem to attract a higher number of female applicants. Furthermore, most of our part time staff are female. This could be contributing to the gender pay gap, as there are more female employees who work part time in these roles.

## Gender Pay Gap 2020

Swale Borough Council also offer numerous family friendly policies and flexible working options such as job share, term time working and from the data it shows that female employees take up of these flexible benefits are at a greater level compared to males which adversely impacts on the council's gender pay gap.

The following table shows the gender pay gap for full time and part time workers:

Working Pattern	Number of Employees	Mean Hourly Pay Males	Mean Hourly Pay Females	Mean Gender Pay Gap
Full Time	189	£20.15	£16.86	16.33%
Part Time	100	£16.12	£14.50	10.05%



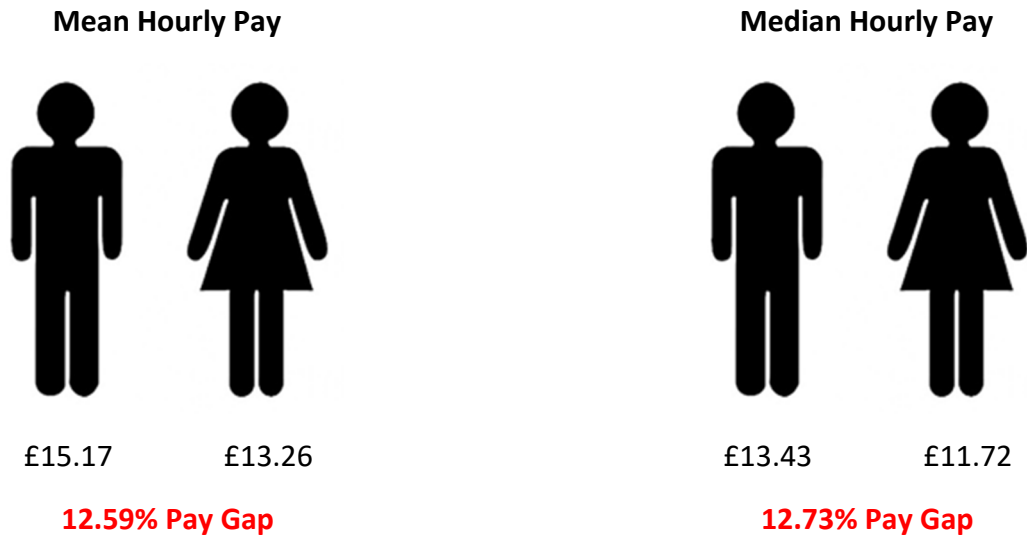
When looking at the workforce by age, the gender pay gap is similar across all age ranges although employees aged between 22 – 29, there is a negative gender pay gap. The smallest gender pay gap is in those employees aged between 30 – 39, which the third largest group of staff within the Council.

Age Range	Number of Employees	Mean Hourly Pay Males	Mean Hourly Pay Females	Mean Gender Pay Gap
16 – 17	1	-	£8.99	-
18 – 21	5	£8.18	£6.38	22.00%
22 – 29	23	£11.67	£14.30	-22.54%
30 – 39	48	£16.08	£15.42	4.10%
40 – 49	78	£23.68	£17.63	25.55%
50 – 59	99	£21.50	£16.35	23.95%
60 – 65	27	£15.20	£13.71	9.80%
65+	8	£16.79	£13.55	19.30%

# Gender Pay Gap 2020

## The Gender Pay Gap For New Starters

Below is the gender pay gap for new starters between 1<sup>st</sup> April 2019 and 31<sup>st</sup> March 2020.



Between 1<sup>st</sup> April 2019 and 31<sup>st</sup> March 2020, Swale Borough Council employed 10 males and 20 females into new roles. Although the council employed half as many males compared to females in this period, 40% of the males were employed at grade 6 or above and female staff in more lower and middle graded jobs.

During this time there were also females appointed to apprentice roles that are paid at the apprentice rate.

The council has a very stable workforce with normally a low turnover which means that there are only a few vacancies that give an opportunity for changes in the makeup of the workforce. With such low levels of recruitment and turnover these figures will be difficult to shift significantly in the near future.

## Gender Pay Gap 2020

### How Does This Compare With Similar Organisations?

Nationally, the mean gender pay gap was on average 6.1% in 2019 for Local Government organisations; the average median gender pay gap was 4%.

When looking at other Councils within Kent, the average mean gender pay gap was 9.12%; the average median gender pay gap was 6.35%.

Swale Borough Council's gender pay gap is considerable higher than these averages. A factor in this will be due to the low levels of staff turnover, which means that there are very few new members of staff joining the Council and having an impact on the gender pay gap.

Council	Mean Pay Gap	Median Pay Gap
Ashford Borough Council <sup>1</sup>	13.50%	22.40%
Canterbury City Council <sup>1</sup>	6.70%	2.40%
Dartford Borough Council <sup>1</sup>	19.40%	21.40%
Dover District Council <sup>1</sup>	4.00%	3.50%
Folkestone & Hythe District Council <sup>1</sup>	1.10%	-12.80%
Gravesham Borough Council <sup>1</sup>	6.10%	-0.60%
Maidstone Borough Council <sup>1</sup>	5.22%	3.95%
Sevenoaks District Council <sup>2</sup>	7.80%	0.00%
Thanet District Council <sup>2</sup>	-8.70%	-27.60%
Tonbridge & Malling Borough Council <sup>1</sup>	19.70%	29.50%
Tunbridge Wells Borough Council <sup>2</sup>	11.30%	7.60%
Kent County Council <sup>1</sup>	12.00%	13.0%
Medway Council <sup>1</sup>	12.30%	12.0%
Kent Average – Local Government	9.12%	6.35%
National Average – Local Government <sup>3</sup>	6.10%	4.00%
<b>Swale Borough Council</b>	<b>18.40%</b>	<b>18.85%</b>

### Footnotes

<sup>1</sup> [gender-pay-gap.service.gov.uk](https://gender-pay-gap.service.gov.uk) (2019/20 submission)

<sup>2</sup> [gender-pay-gap.service.gov.uk](https://gender-pay-gap.service.gov.uk) (2018/19 submission – no data present for 2019/20)

<sup>3</sup> *The gender pay gap in local government 2019*, Local Government Association

# Gender Pay Gap 2020

## What Steps Do Swale Borough Council Take To Minimise Any Gender Pay Gap?

Swale Borough Council is committed to providing a fair and balanced work environment to all employees, with equal opportunities provided for everyone. The Council's leadership team monitors its workforce statistics on a quarterly basis which includes information on staff turnover and exit information, recruitment, employee relations matters and the equalities profile. This regular monitoring ensures that trends can be identified, and appropriate action taken if there are areas of concern.

Swale Borough Council has a number of policies relating to pay that ensure transparency, fairness and equity. These include:

- Job evaluation scheme (Ibucon) for all roles. This is a significant part of ensuring gender-neutral in the assessment of roles as it takes no account of individuals and is purely based on the job role and its requirements;
- A well-designed pay scale with no overlapping grades and a restricted number of incremental points;
- Formal authorisation processes for the change in pay;
- A clear policy at appointment which should be at the first point of grade;
- An equal pay approved Market Supplement Policy;
- Enhanced Shared Parental Pay to mirror Maternity Pay;
- Exit interviews to gain feedback on employment experiences;
- The provision of Recruitment & Selection training to ensure interviewers have relevant knowledge and an understanding of Equalities and Diversity including unconscious bias;
- Equal pay report that considers not only gender but disability and race

## Actions

Swale Borough Council has a clear approach to pay and reward which is well controlled.

One of the factors that can influence the gender pay gap is the distribution of males and females within the grades. Therefore, the following actions are recommended:

- The recruitment processes to be monitored by the HR team to avoid any unfairness including the wording in advertisements to ensure there is no gender bias.
- To increase Managers awareness of 'unconscious bias's as part of the recruitment and selection training.
- Review the recruitment process and to revise the process to anonymise the candidate's name for the shortlisting process. This would enable a completely unbiased approach to considering candidates as all other equality data is not shared with the recruitment panel.
- Encourage managers to consider job redesign if there are aspects of a job that prevents or stops employees applying for them on a part-time or flexible basis.