

# 1 Purpose of Report and Executive Summary

- 1.1 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.
- 1.2 The data must be a snapshot of salary data on 31 March 2019 and must be published on our own website and a government website every year by 30 March. This report sets out the figures we will need to publish with an analysis of the information.

## 2 Background

- 1.1 The gender pay gap differs from equal pay as it is concerned with the differences in the average pay between men and women over a period no matter what their role in an organisation.

### 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



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

- 1.2 The information that is required for publication is set out in the table below.

Mean gender pay gap	The difference between the mean hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees.
Median gender pay gap	The difference between the median hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees.
Mean Bonus Gap	The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees.
Median Bonus Gap	The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees.

Bonus proportions	The proportions of male and female relevant employees who were paid bonus pay during the relevant period.
Quartile pay bands	The proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands.

3.1 The figures determined for the Gender Pay Gap report has been produced by the payroll system. The highlighted figures are those that will require publication.

**Table 1**

	Mean Hourly rate	Median Hourly rate
Male	19.03	16.65
Female	15.96	14.21
Gender Pay Gap	16.13%	14.65%
<i>Change from 2017/18</i>	<i>0.33%</i>	<i>-3.87%</i>

**Table 2**

Bonus Gender Pay Gap	Mean Bonus rate	Median Bonus rate
Male	0	0
Female	0	0
Gender Pay Gap	0	0

There were no bonuses paid during the relevant period.

**Table 3**

	% Males	% Females	<i>Change from 2017/18</i>
Lower Q	27.14	72.86	-2.46
L Mid Q	18.57	81.43	-3.51
U Mid Q	31.43	68.57	1.56
Upper Q	47.14	52.86	-2.21

### 3.2 Analysis of the data

**Table 1** The key reason for the difference in the median and mean pay rates is the structure of the pay scales and the length of service of males and females. The pay scales were designed to minimise equal pay issues through the use of reduced number of annual incremental points. The current pay scales have between one and five incremental points which reflect the increased level of skill and experience gained in a role over time, 'seasoning in the job'.

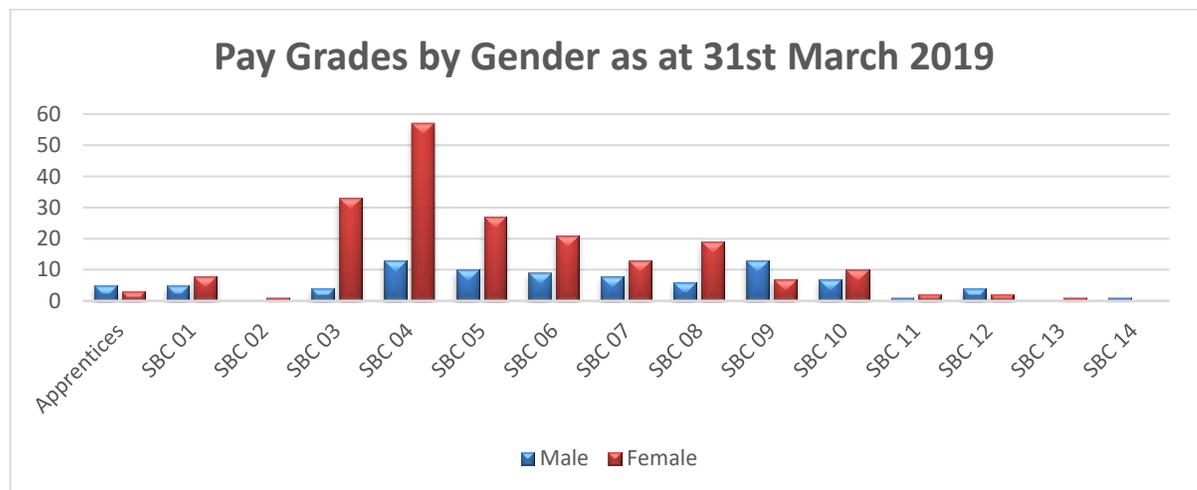
The mean gender pay gap is broadly the same, with a 0.3% increase for 2019. This can be attributed to the fact that 54% of new starters during this period were female (new starters commence at the bottom of the grade).

The median gender pay gap has decreased by just under 4%. This is due to a combination of the median hourly rate of females increasing where they have received incremental progression, and also the median hourly rate for males remaining at the same level as most males are at the top of their pay grade. This mainly relates to staff turnover as more females have been appointed during this reporting period. Further analysis has been provided below under Table 3.

In 2018/19, the mean gender pay gap reported by the Local Government Association was on average 6.1%, with the median gender pay gap on average 4.0%. In all organisations, the mean gender pay gap was on average 17.3% as reported by the Office for National Statistics (2019). The gender pay gap for Swale Borough Council is therefore slightly lower in comparison to the figure provided for all organisations.

**Table 2** The council does not have provision for the payment of bonuses within its terms and conditions.

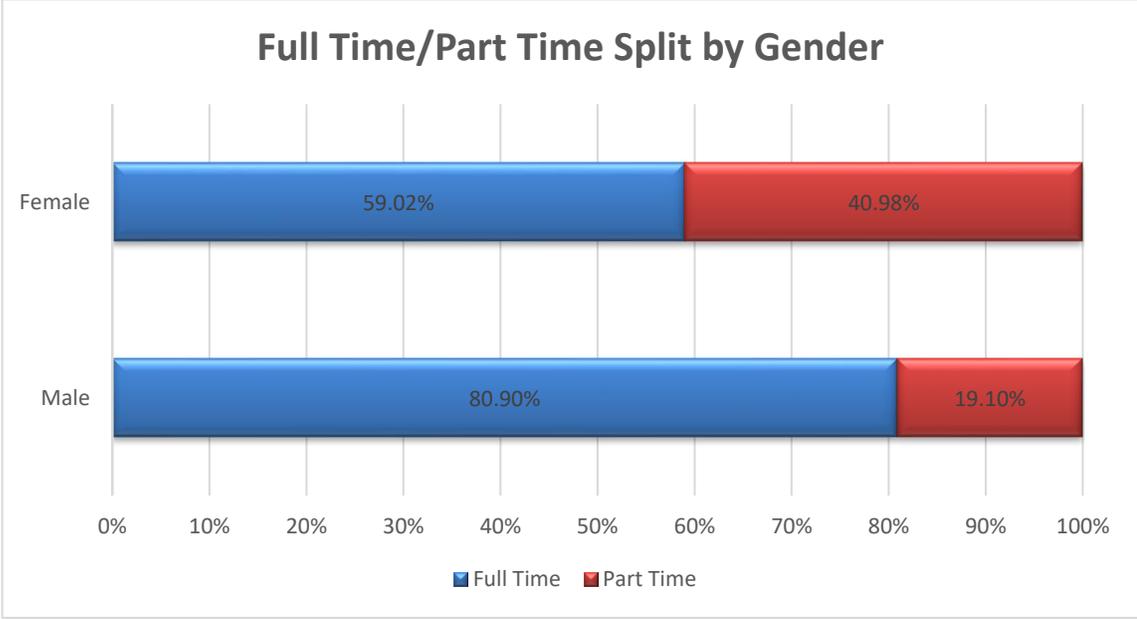
**Table 3** Like most areas of local government the councils gender split is 72% female and 28% male overall. However, this gender split is not evenly spread throughout all the grades within the council as can be seen from gender breakdown for each pay grade in the table below. Although the Council employs more females than males, 73% of females employed are within grades 1 to 6. Male employees are more evenly distributed over the pay grades (47% of males employed are within grades 7 to 14).



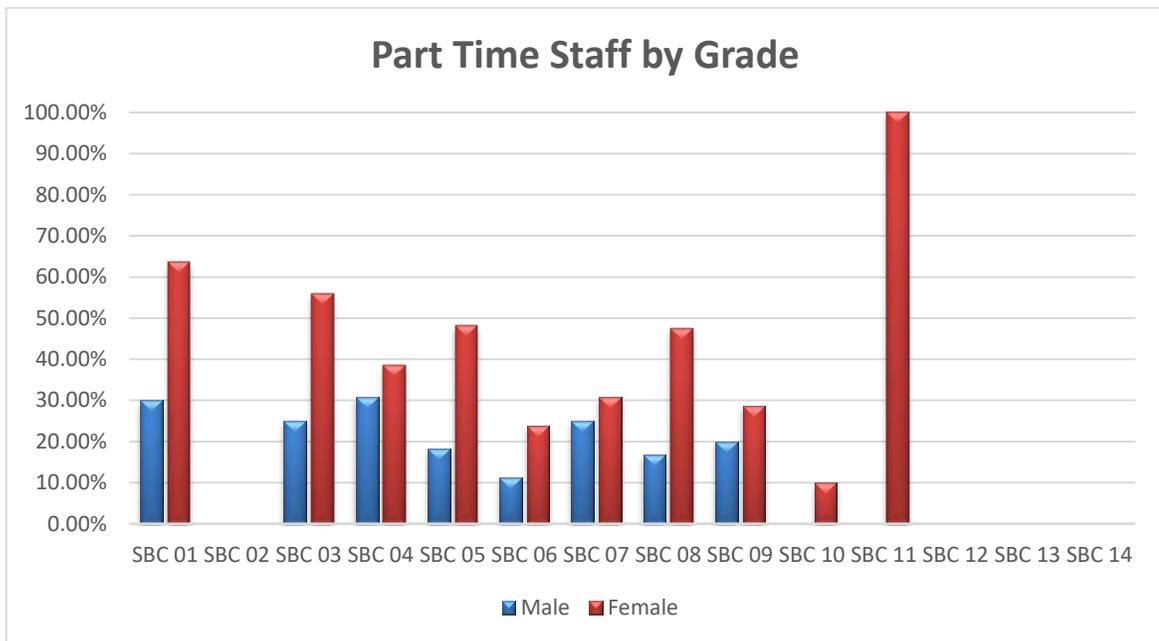
Pay grades 3 to 8 has a higher number of female employees which is mainly due to the jobs at this level of clerical, administrative and lower level of technical roles

which seem to attract a higher number of female applicants. However, the figures between males and females are more balanced in the lower and higher pay grades.

The council provides a range of flexible working opportunities such as part time working, job share, term time working as well as other types of flexible working options. Although the Council employs more females, a higher proportion of them work part time in comparison to males, as highlighted in the graph below.



Further analysis in the table below show that a higher proportion of females within grades 3 to 5 are working part time hours. The data demonstrates 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 as it means more females are paid at a lower median pay than full time jobs.



	No. of recruitment applicants	Percentage of recruitment applicants	No. of appointees	Percentage of appointees
<b>Male</b>	126	45%	9	31%
<b>Female</b>	152	55%	20	69%

In addition, recruitment to posts during 2018/19 show slightly more females are applying for roles within the Council; however, the number of females who are successful at the recruitment stage is significantly higher than males.

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.

### 3.3 Workforce Monitoring

The council's management 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.

### **3.4 Positive practices and actions to reduce the pay gap**

The council has a number of policies relating to pay that ensure transparency, fairness and equity. These include:

- The Job evaluation scheme (Inbucon) 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