

## Employment Committee Tuesday 16 February 2021

An additional meeting of the above Committee will be held remotely on Tuesday 16 February 2021, at 6.00pm and available for the public to watch via the Warwick District Council [YouTube channel](#).

Councillor R Margrave (Chairman)

Councillor A Day  
Councillor B Gifford  
Councillor R Hales  
Councillor O Jacques  
Councillor J Kennedy

Councillor P Kohler  
Councillor M Mangat  
Councillor J Tracey  
Councillor N Tangri  
Councillor T Wright

### Agenda

#### 1. Apologies & Substitutes

- (a) to receive apologies for absence from any Councillor who is unable to attend; and
- (b) to receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Chief Executive, together with the name of the Councillor for whom they are acting.

#### 2. Declarations of Interest

Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct.

Declarations should be disclosed during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Monitoring Officer of the interest within 28 days.

Members are also reminded of the need to declare predetermination on any matter.

If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.

#### 3. Minutes

To confirm the minutes of the meeting held on 15 September 2020

**(Pages 1 to 16)**

#### 4. **Employment Sub-Committees Minutes**

To confirm the minutes of the meetings held on:

(a) 8 September 2020

**(Pages 1 to 2)**

(b) 15 September 2020

**(Pages 1 to 2)**

#### 5. **Public and Press**

To consider resolving that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following items by reason of the likely disclosure of exempt information within the paragraphs of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

Item Numbers	Paragraph Numbers	Reason
6	1	Information relating to an Individual
6	2	Information which is likely to reveal the identity of an individual
6	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

#### 6. **CMT/SMT Review**

To consider a confidential report from Human Resources

**(Pages 1 to 9)**  
**(Not for publication)**

Published Friday 5 February 2021

General Enquiries: Please contact Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ.

Telephone: 01926 456114

E-Mail: [committee@warwickdc.gov.uk](mailto:committee@warwickdc.gov.uk)

For enquiries about specific reports, please contact the officers named in the reports.

You can e-mail the members of the Committee at

[employmentcommittee@warwickdc.gov.uk](mailto:employmentcommittee@warwickdc.gov.uk)

Details of all the Council's committees, councillors and agenda papers are available via our website on the [Committees page](#)

We endeavour to make all of our agendas and reports fully accessible. Please see our [accessibility statement](#) for details.

The agenda is available in large print on request, prior to the meeting, by telephoning (01926) 456114

# Employment Committee

Minutes of the remote meeting held on Tuesday 15 September 2020 at 6.00pm, which was broadcast live via the Council's YouTube Channel.

**Present:** Councillor Margrave (Chairman); Councillors Day, B Gifford, Hales, Kennedy, Kohler, Mangat, Tangri and Tracey.

## 7. **Apologies and Substitutes**

- (a) there were apologies for from Councillor Wright; and
- (b) there were no substitutions made.

## 8. **Declarations of Interest**

There were no declarations of interest made.

## 9. **Minutes**

The Minutes of the meetings held on 10 December 2019, 22 January 2020, 7 May 2020, 9 June 2020 and 5 August 2020, were taken as read and signed by the Chairman as a correct record.

## 10. **Employment Sub-Committee -minutes**

The minutes of the meetings held on 13 March 2020 and 28 April 2020 were taken as read and signed by the Chairman as a correct record.

## 11. **People Strategy update**

The Committee considered a report from Human Resources that detailed progress made on areas of the People Strategy and policy updates.

**The purpose of the People Strategy was to support the Council's Fit for the Future** programme of work. Its aim was to ensure that the approaches to resourcing, learning and development, cultural change and organisational development were designed to deliver the workforce that the Council requires. The People Strategy Action Plan underpins the People Strategy and reports progress to SMT, CMT, People Strategy Steering Group and Employment Committee.

An update in relation to the Apprentice Cohort was provided in Appendix 1, to the report. The Council was actively recruiting a number of new apprentices but this had been limited for the time being in order to enable a review of the processes to ensure the Council was able to continue to provide a high quality working and learning experience and support in new ways.

After a review of the HAY appeals process it was proposed to continue to provide the opportunity for staff/managers to appeal a grade based on the existing criteria. The amendment was to move from a HAY Appeals Panel, which at present included an external HR consultant specialist in HAY, a Councillor representative trained in HAY and Unison representation, to an external verification through Korn Ferry, the providers of HAY evaluation

scheme. This would ensure a reduction in time for the staff member to wait for an outcome, was more cost effective and reduced the emotional impact of the staff member defending their role within a post. This reflected the Officer Employment Procedure rules, within the Constitution and the recognised Unions were fully supportive of this amendment.

### **Resolved**

- (1) the update of the Apprenticeship scheme as set out at Appendix 1 to the report, be noted; and
- (2) the amendment to the Hay Panel Appeal process by replacing the Appeals panel with independent external verification, be approved.

## 12. **Gender Pay Gap and Ethnicity Pay Gap reporting**

The Committee considered a report from Human Resources which presented the mandatory gender pay gap information that must be reported to central Government and published on the Warwick District Council website.

In accordance with the Equality Act 2010 with effect from 30 March 2018 it was a requirement to report and publish specific gender pay gap information; this was the third annual statement. The Council was required to publish the report before 1 April 2021.

**The Council's gender pay reporting figures had been calculated using the standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.** The data included the following types of staff: Employees with a contract of employment (part time, full time, permanent and fixed term), Casuals/Workers.

The mean gender pay gap was 14.32% (a total decrease of 0.98% since 2018). The median gender pay gap was 15.5% (a total increase of 4.60% since 2018). Females in lower graded part time roles had increased by 16 and at the same time males in these roles had decreased by 10. The mean bonus pay had increased by 8.37%, an increase from 2019 of 0.29%, however the same numbers of males and females received a payment and the medium bonus payment was 0% difference with both groups receiving £444. The proportion of females in the top two pay quartiles was exactly 50%.

Following a Notice of Motion to Council in June 2020, the Council decided that it would publish relevant annual data, including an Ethnicity Pay Gap report alongside the current Gender Pay Gap report. Further review of the Ethnicity Pay Gap reporting data would be reviewed by the Task and Finish Group.

It was proposed by Councillor Gifford, seconded by Councillor Kohler and

**Recommended** that the

- (1) Gender Pay Gap reporting as at 31 March 2020 presented in Appendix 1 as appended to the minutes, be approved for publication; and
- (2) Ethnicity Pay Gap reporting as at 31 March 2020 presented in Appendix 2 as appended to the minutes be approved for publication.

13. **Public and Press**

**Resolved** that under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following two items, by reason of the likely disclosure of exempt information within paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

Minute Nos.	Para Nos.	Reason
14 & 15	1	Information relating to an individual
14 & 15	2	Information which is likely to reveal the identity of an individual.

14. **Minutes**

The confidential minutes of the Employment Committee meeting held on 10 December 2019, were taken as read and signed by the Chairman as a correct record.

15. **Members/Trades Unions Joint Consultation & Safety Panel Minutes**

The confidential minutes of the Members/Trades Unions Joint Consultation & Safety Panel meetings held on 20 November 2019 and 11 March 2020 were taken as read and signed by the Chairman as a correct record.

(The meeting ended at 6.33pm)

CHAIRMAN  
23 March 2021

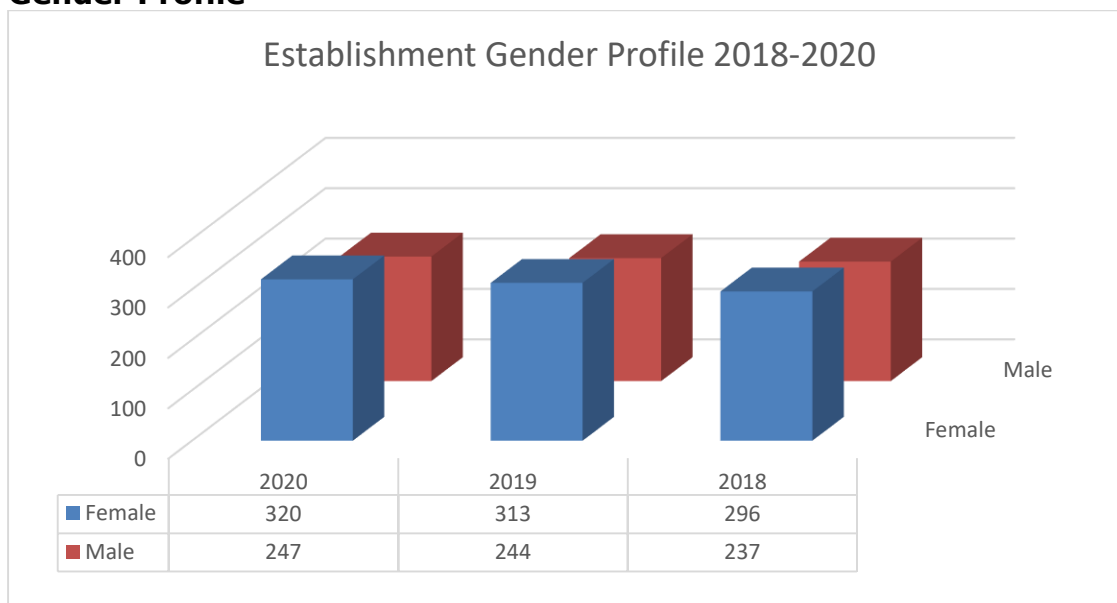
**GENDER PAY GAP REPORT AS AT 31.3.20****1. Background Information**

- 1.1 The gender pay gap report for Warwick District Council sets out the gender pay gap information relating to employees in line with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.
- 1.2 Any company who employs more than 250 employees are required to report on their:
- a. Mean gender pay gap
  - b. Median gender pay gap
  - c. Mean bonus gender pay gap (including long service and honoraria)
  - d. Median bonus gender pay gap (including long service and honoraria)
  - e. Proportion of males and females receiving a bonus payment
  - f. Proportion of males and females in each quartile band
- 1.3 This report identifies Gender pay gap data using pay data on the snapshot date of 31<sup>st</sup> March 2020, **and in relation to 'bonuses' paid between 1<sup>st</sup> April 2019 and 31<sup>st</sup> March 2020.**
- 1.4 The information must be published on both the **Council's website** and available for at least 3 years and on the designated government website. This is the third pay gap data report to be compiled.
- 1.5 This data is being reported early to Employment Committee September 2020 at the request of the September 2019 Employment Committee.

**2.0 WDC Workforce Profile**

- 2.1 The WDC gender pay reporting figures have been calculated using the standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.
- 2.2 The data includes the following types of staff:
- Employees with a contract of employment (part time, full time, permanent and fixed term)
  - Casuals/Workers
  - Apprentices
- 2.3 The data does not include temporary staff employed through an agency

## 2.4 Gender Profile



As at 31.3.20 Warwick District Council employed 567 people (contracted and casual staff) - an increase of 34 from 21.3.18.

	<b>2020</b>	<b>2019</b>	<b>2018</b>
<b>Female</b>	320	313	296
<b>Male</b>	247	244	237
<b>Total</b>	567	557	533

<b>Female</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
Employees	320	313	296
% of employees	56%	56%	56%
Full time	162	171	152
Part time	122	115	115
% part time	38%	37%	38%
Casual workers	36	27	29
Average week p/t	23 hours	22 hours	23 hours
Hours between	7.5 -35 hrs	7.5 -35 hrs	7.5 - 35 hours
Average week all	31 hours	31 hours	31 hours
% Managerial roles	16.6%	14%	14%

<b>Male</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
Employees	247	244	237
% of employees	44%	44%	44%
Full time	200	187	178
Part time	28	29	38
% part time	11%	12%	16%
Casual workers	19	28	21
Average week p/t	20.7 hrs	21.8 hours	22.8 hours
Hours between	7.67 - 35 hours	7.67 - 35 hours	7.67 - 35 hours
Average week all	35 hours	35 hours	34.7 hours
% Managerial roles	27%	21%	21%

### 3. Mean and Median Gender Pay Gap Results

We have used the guidance detailed on the gov.uk website to calculate this data described as: 'The gender pay gap of the organisation should be calculated as hourly pay, as both a:

- mean figure (the difference between the average of male and female pay).
- median figure (the difference between the midpoints in the ranges of male and female pay)'.

As a summary the results for Warwick District Council are set out below:

	Year	Female	Male	Difference between Female and Male mean & median hourly rate
<b>Number of employees</b>	2020	320	247	
	2019	313	244	
	2018	296	237	
<b>Mean hourly rate</b>	2020	£12.92	£15.08	14.32%
	2019	£12.43	£14.56	14.63%
	2018	£12.20	£14.41	15.3%
<b>Median hourly rate</b>	2020	£11.07	£13.11	15.5%
	2019	£11.24	£12.49	10%
	2018	£11.02	£12.37	10.9%
<b>Mean bonus payment</b>	2020	£390	£427	8.66%
	2019	£60.90	£61.08	0.29%
	2018	£34.47	£18.20	-89.4%
<b>Median bonus payment</b>	2020	£444	£444	0%
	2019	£500	£130	-284.6%
	2018	£750	£447	-68%
<b>Proportion who received a bonus</b>	2020	1.5%	2%	
	2019	13.4%	14.3%	
	2018	6%	3%	

3.1 For the purposes of Gender Pay Gap reporting a bonus payment includes a 'one off honoraria' and Warwick District Council 'Long Service Awards'.

3.2 The mean hourly rate is the "average" hourly rate when adding together the total of the hourly rates of all employees and dividing the total by the number of employees. The median hourly rate is the "average", middle hourly rate of all employees. This is calculated by sorting the hourly rate of workers from lowest to highest and working out what the middle employee's hourly rate is.

3.3 The mean can be affected by a small number of high earners, whereas the median takes into account the distribution of pay across the workforce and is less affected by a small number of high earners.

#### 4.0 Pay Quartiles

4.1 2019 – 2020 hourly rates within Warwick District Council range from £4.35 (apprentice rate) to £58.25. When dividing all employees into 4 quartiles the pay rates for the 4 quartiles are shown below:



<b>WDC Pay Quartiles by Gender 31.3.20</b>						
<b>Quartile</b>	<b>No. of males</b>	<b>No. of females</b>	<b>Total</b>	<b>Males</b>	<b>Females</b>	<b>Total %</b>
<b>Lower Quartile</b> £4.35 to £10.24	46	95	141	33%	67%	100%
<b>Lower Middle Quartile</b> £10.24 to £11.88	59	83	142	42%	58%	100%
<b>Upper Middle Quartile</b> £11.88 to £16.60	58	84	142	41%	59%	100%
<b>Upper Quartile</b> £16.60 to £58.25	84	58	142	59%	41%	100%

<b>WDC Pay Quartiles by Gender 31.3.19</b>						
<b>Quartile</b>	<b>No. of males</b>	<b>No. of females</b>	<b>Total</b>	<b>Males</b>	<b>Females</b>	<b>Total %</b>
<b>Lower Quartile</b> £4.10 to £9.78	55	84	139	40%	60%	100%
<b>Lower Middle Quartile</b> £9.78 to £11.61	57	82	139	41%	59%	100%
<b>Upper Middle Quartile</b> £11.61 to £15.94	49	90	139	35%	65%	100%
<b>Upper Quartile</b> £15.94 to £57.11	83	57	140	59%	41%	100%

<b>WDC Pay Quartiles by Gender 31.3.18</b>						
<b>Quartile</b>	<b>No. of males</b>	<b>No. of females</b>	<b>Total</b>	<b>Males</b>	<b>Females</b>	<b>Total %</b>
<b>Lower Quartile</b> £4.59 to £9.55	54	80	134	37%	63%	100%
<b>Lower Middle Quartile</b> 9.72 to £11.74	48	85	133	36%	64%	100%
<b>Upper Middle Quartile</b> £11.74 to £15.63	52	81	133	39%	61%	100%
<b>Upper Quartile</b> £15.63 to £55.99	83	50	133	62%	38%	100%

4.2 Quartile Pay Band Summary - 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, within the Council 61.6% of the employees in the three lowest quartiles are female and 38% are male. This is reversed in the highest quartile with 59% being male and 41% women.

4.3 The figures set out above have been calculated using the standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

#### 5.0 **Summary of Gender Pay Gap Data as at 31<sup>st</sup> March 2020**

- The Mean Gender pay gap is 14.32% (a total decrease of 0.98% since 2018).
- The Median Gender pay gap is 15.5% (a total increase of 4.60% since 2018). Females in lower graded roles have increased by 16 and at the same time males in these roles have decreased by 10.
- The Mean Bonus pay has increased by 8.37% an increase from 2019 of 0.29% however the same numbers of males and females received a payment and the Medium bonus payment is 0% difference with both groups receiving £444.

## 6.0 Analysis

At Warwick District Council the mean hourly rate for females grew by 0.49p whereas the mean hourly rate for men grew by 0.52p.

The median hourly rate for females decreased by 0.17p and the median hourly rate for males grew by 0.62p. This is largely attributable to the higher number of females in the lower graded roles compared to males.

The lowest pay rate increased from £4.10 to £4.35 due to an increase in the apprenticeship pay rate.

## 7.0 National Picture

- 7.1 The Government Equalities Office (GEO) and the Equality and Human Right Commission (EHRC) have suspended gender pay gap reporting regulations for this year, due to the Covid-19 (Coronavirus). This means that there will be no expectation for employers to report their gender pay gaps for the 2019/20 reporting year (18/19 actual year). The **Government's decision to relax this year's gender pay gap reporting** deadline was due the unprecedented pressure faced by organisations. The table below gives the results that had been reported for 2018/19 (data the year prior to this report) prior to this announcement.

Employer	Employer Size	% Difference in hourly rate	% Difference in hourly rate	% Women in lower pay quartile	% Women in lower middle pay	% Women in upper middle pay	% Women in top pay quartile
North Warwickshire Borough Council	Not Provided						
Nuneaton & Bedworth Borough Council	500 to 999	4.5	4.3	64	44	56	50
Rugby Borough Council	Not Provided						
Stratford-On-Avon District Council	250 to 499	19.1	18.3	74.6	70.4	59.2	33.8
Warwick District Council	500 to 999	14.6	10	60	59	65	41
Warwickshire County Council	1000 to 4999	3.2	11.4	72.3	73	60.6	65.5

From the Office of National Statistics, the median gender pay gap among all employees fell from 17.8% in 2018 to 17.3% in March 2019, and continues to decline

**We have compared the Council's gender pay gap results for the mean and median hourly pay to the Office of National Statistics (ONS) - Annual Survey of Hours and Earnings (ASHE) provisional earnings data for**

October 2019 for jobs in the United Kingdom in the table below:

Description	Mean	Median
<b>United Kingdom</b>	16.2	17.3
Public Sector	15.7	16.8
Private Sector	19.9	23.6
<b>Warwickshire</b>	18.0	17.7
Warwick Area	24.2	17.9
Warwick District Council	15.3 (2018) 14.6 (2019) 14.3 (2020)	10.9 (2018) 10.0 (2019) 15.5 (2020)

At the date of compiling this report there is insufficient data published to draw effective comparisons for 31<sup>st</sup> March 2020 data.

7.2 **What are the factors influencing Warwick District Council's gender pay gap?**

7.3 Under the law, males and females must receive equal pay for:

- the same or broadly similar work;
- work rated as equivalent under a job evaluation scheme; or
- work of equal value.

7.4 Warwick District Council is committed to the principle of equal opportunities and equal treatment for all employees, regardless of sex, race, religion or belief, age, marriage or civil partnership, pregnancy/maternity, sexual orientation, gender reassignment or disability. It has a clear policy of paying employees equally for the same or equivalent work, regardless of their sex (or any other characteristic set out above).

7.5 As such it:

- operates job evaluation methodology to grade all jobs, using the Hay Job Evaluation Scheme to ensure that jobs are paid fairly;
- ensures that allowances are awarded fairly and consistently across the Council;
- re-evaluates job roles and pay grades as necessary to ensure a fair structure.

7.6 Warwick District Council is confident that its gender pay gap does not stem from paying males and females differently for the same or equivalent work.

7.7 On the date that this information was taken we employed more females than males, therefore it would be expected that there are more females than males at almost every level of the organisation. However, this is not replicated in the upper quartile.

8.0 **Publication**

WDC Gender pay gap data will be published at the end of March 2021.

## 9.0 Next steps

9.1 The data reported is based on March 2020 data, and comparisons have been drawn with the March 2018 and 2019 data which gives a positive indication of the direction of travel.

Update on previous actions:

- a) As discussed at Employment Committee in 2019 - further work on MI is now being scoped as part of the new Payroll system including the recruitment portal for 2021.
- b) MI has been enhanced in how it is presented to SMT to provide trends in recruitment and retention.
- c) As highlighted benchmarking data has been difficult to obtain however **reviewing how we can deliver 'family friendly' policies/schemes has been a key priority – e.g. Maternity 'pay back' scheme withdrawn; Health and well-being scheme implemented.**

It is apparent from the current high level data that females are not proportionality represented in the upper pay quartiles, utilising the data from the new recruitment portal in 2021 will support how we first understand and then address the causes of this as necessary, with some further examples to be considered below:

- i. Analysis of number of female applicants to roles and success rate.
- ii. Develop a greater evidence base to determine the proportion of female staff who return to work after maternity and adoption e.g. full time; part time and same role and those that continue in post a year after returning.
- iii. Any impact from COVID-19

And continue to:

- iv. Ensure consistent recruitment training that is fit for purpose e.g. recognition of unconscious bias.
- v. **Increase awareness of 'work apprenticeship' training to encourage** more employees to improve their skills and experience to enable the opportunity to progress their career.
- vi. Promote a consistent and transparent process to career grades and progression.
- vii. Promote Mentoring/Coaching opportunities.
- viii. Continue to develop flexible working options that support effective work life balance including career breaks/sabbaticals.

9.2 It should be noted that addressing the underlying causes of a gender pay gap and developing an effective action plan is an ongoing and iterative process. Time is required to both consider in detail the approach to adopt, and to refine the content as well as consider comparative data to be able to benchmark best practice both internally and externally. This will be incorporated into our Equality and Diversity and Inclusion actions as part of the People strategy updates.

## **Definitions**



For the purposes of reporting, **Standard Hourly Rate** includes the following:

- Basic Salary
- Casual payments
- Honoraria paid monthly to recognize acting up duties
- Shift premium pay
- Retention allowances
- Living Wage Foundation top ups
- Unsocial hours payments
- Standby payments
- First Aid Allowances
- Market Related Supplements

Not required to be included in reporting are:

- Overtime
- Mileage, subsistence and other expenses
- Redundancy payments
- Anyone receiving nil pay during the period e.g. on maternity / sick leave / leave with no pay
- Salary sacrifice amounts

### **Bonus**

Bonus pay means any remuneration that is in the form of money, vouchers, securities, securities options or interests in securities and relates to profit sharing, productivity, performance, incentive or commission. Non-consolidated bonuses are included. Long service awards with a monetary value are also included.

For WDC, this captures Long Service Awards and one-off honoraria payments. Regular honoraria payments are excluded from "bonus" calculations and included in "ordinary pay".

We believe this is in line with the ACAS guidance, but it is unclear whether other Councils have followed this definition as closely as ourselves and we have previously had conflicting advice.

### **Gender Pay Gap**

The gender pay gap is a measure of labour market or workplace disadvantage, expressed in terms of a comparison between males and females average hourly rates of pay. The gap can be measured in various ways and it is important to understand how the gap is being measured. The hourly rates of pay, excluding overtime are used to take account of the fact that many more males than females work full-time. Overtime is excluded because it is recognised that male employees work more overtime than female employees due to female's caring responsibility and part-time nature of work.

Gender pay is different to equal pay. The gender pay gap is the difference between the average hourly rate of pay of a male employee and the average hourly rate of a female employee as a percentage. The gender pay gap is calculated using both mean and median hourly rates.

### **Equal Pay**

There have been laws in place since the 1970s requiring employers to pay male and female **who are doing 'like work', 'work of equal value' or 'work rated as equivalent' the same salary and to have**

equal contractual terms such as annual leave and pension payments. The law was updated in the Equalities Act 2010. This is known as equal pay.

Equal pay and gender pay are separate and not necessarily related. A company can be equal pay compliant and still have a gender pay gap. When a company pays equally and has a gender pay gap the cause is likely to be the distribution of males and females in different grades.

### **Mean Vs Median**

**The mean hourly rate is the 'average' hourly rate** when adding together the total of the hourly rates of all employees and dividing the total by the number of employees.

**The median hourly rate is a different way of calculating an "average" hourly rate** where the average is the middle hourly rate of all employees. This is calculated by sorting the hourly rate of workers from lowest to highest and working out **what the middle employee's hourly rate is.**

The mean average can be affected by a small number of high earners, whereas the median takes into account the distribution of pay across the workforce and is less affected by a small number of high earners.

### **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.

#### **To calculate the mean**

The mean is an average of all the numbers in a dataset, that is you have to add up all the numbers and then divide the result by how many numbers you are dealing with. To find the mean hourly rate for WDC's full-pay relevant male employees, all the hourly rates will be added together and then divided by the total number of full-pay relevant male employees. This will give the "mean" hourly rate.

### **Median Gender Pay Gap**

The difference between the median hourly rate of pay of male full-pay relevant employees and that for female full-pay relevant employees.

#### **To calculate the median**

The median is the numerical value which splits the top 50% and the bottom 50%. To find the median, all the hourly rates for all employees will be listed in numerical order; if there are an odd number of values, the median is the number in the middle. If there is an even number, the median is the mean of the two central numbers.

### **Bonus**

The gender pay gap is the average value of bonuses paid to female relevant employees expressed as a percentage of the average value of bonuses paid to male relevant employees. For Warwick District Council, bonuses as defined for the purposes of the Gender pay Gap are retention payments, one-off honoraria and long service awards.

Regular honoraria payments, to cover an acting up situation, are excluded from "bonus" calculations and included in "ordinary pay".

### **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.

### **Quartiles**

A quartile is one of the three points that divide the population of data into 4 equal parts. In the context of gender pay gap reporting, the four quartile pay bands are created by dividing the total number of full-pay relevant employee into four equal parts. For clarification, that is not WDC Pay bands.

### **Measures**

A positive measure, for example 18%, indicates the extent to which females earn, on average, **less** per hour than their male counterparts.

A negative measure, for example -18%, indicates the extent to which females earn, on average, **more** per hour than their male counterparts. This may happen, for example, if WDC employ a high proportion of males in low-paid part-time work, and/or the senior and higher paid employees are female.

## Ethnicity Pay Gap Reporting

### 1. Background

The overall ethnicity pay gap is defined as the difference between the average (mean and median) pay of Black, Asian and minority ethnic (BAME) employees and White British employees expressed as a percentage of the mean and median pay of BAME employees.

In January 2019 the UK government closed its consultation on ethnicity pay gap reporting. We do not yet know what will come of that consultation, but it seems highly likely that in the future this will become a new requirement alongside gender pay gap reporting. We are recommending that from this reporting year onwards the Council voluntarily publishes its ethnicity pay gap data **because we believe it's an important step towards ensuring our workforce is diverse, inclusive and fair for everyone.**

We use the term BAME throughout this report however we recognise its limitations as a term that combines and therefore dilutes the experiences of Black, Asian and other minority ethnic groups.

This report includes the **Council's ethnicity pay gap data** using the snapshot date of 31<sup>st</sup> March every year.

### 2. BAME profile

At June 2020, the Black, Asian and Minority Ethnic (BAME) profile at the Council, comparing the percentage of White British and other ethnicities, shows a similar representation of BAME employees as of 11.33%, snapshot as of June 2020 (58 out of 512 and 46 (8.99% not known), compared with the general population of Warwickshire (11.8%).

	2020		2019		2018	
<b>Not Known</b>	60	10.6%	64	11.5%	47	8.8%
<b>BAME</b>	57	10 %	52	9.4%	46	8.7%
<b>White</b>	450	79.4%	441	79.1%	440	82.5%
<b>Total</b>	567		557		533	

### 3. Mean ethnicity pay gap

- 3.1 There is an 8.9% pay gap between the mean hourly rate for BAME employees and those White British / unknown at 31 March 2020.
- 3.2 **The Council's mean ethnicity pay gap has reduced by 3.8 percentage points from 12.7% since 2018.**

### 4. Median ethnicity pay gap

- 4.1 There is an 11.2% pay gap between the median hourly rate for BAME employees and those White British / unknown at 31 March 2020.
- 4.2 **The Council's median ethnicity pay gap has reduced by 2.7 percentage points from 13.9% since 2018.**



## 5. Bonus pay

- 5.1 In terms of mean hourly bonuses, those of BAME background earn less (£370.00) than White British employees (£413.33). The gap is 10.5% in favour of White British employees.
- 5.2 In terms of median bonuses, those of BAME background earn more (£370.00) than total employees (£327.60) employees. The gap is -12.9% in favour of BAME employees.

## 6. Proportion by pay band quartiles

WDC Pay Quartiles by Ethnicity 31.3.20						
Quartile	Not Known	%	BAME	%	White	%
Lower Quartile £4.35 to £10.24	25	17.7%	13	9.2%	103	73.1%
Lower Middle Quartile £10.24 to £11.88	14	9.9%	22	15.5%	106	74.6%
Upper Middle Quartile £11.88 to £16.60	9	6.3%	13	9.2%	120	84.5%
Upper Quartile £16.60 to £58.25	12	8.5%	9	6.3%	121	85.2%

- 6.1 At 31 March 2020 the highest concentration of BAME employees is in the lower middle quartile (15.5%).
- 6.2 The percentage of BAME employees in the upper quartile has increased by 1.8 percentage points and by 0.2 percentage points in the upper middle quartile since March 2018.
- 6.3 Since March 2018, the percentage of BAME employees in the lower quartile has decreased by 1.3 percentage points.

WDC Pay Quartiles by Ethnicity 31.3.19						
Quartile	Not known	%	BAME	%	White	%
Lower Quartile £4.10 to £9.78	24	17.3%	11	7.9%	88	63.3%
Lower Middle Quartile £9.78 to £11.61	13	9.35%	19	13.6%	107	76.9%
Upper Middle Quartile £11.61 to £15.94	12	8.6%	15	10.8%	111	79.8%
Upper Quartile £15.94 to £57.11	15	10.7%	7	5%	118	84.3%

6.4 At 31 March 2019 the highest concentration of BAME employees is in the lower middle quartile (13.6%).

<b>WDC Pay Quartiles by Ethnicity 31.3.18</b>						
<b>Quartile</b>	<b>Not known</b>	<b>%</b>	<b>BAME</b>	<b>%</b>	<b>White</b>	<b>%</b>
<b>Lower Quartile</b> £4.59 to £9.55	9	6.7%	14	10.5%	111	82.8%
<b>Lower Middle Quartile</b> 9.72 to £11.74	10	7.5%	14	10.5%	109	82%
<b>Upper Middle Quartile</b> £11.74 to £15.63	13	9.8%	12	9%	108	81.2%
<b>Upper Quartile</b> £15.63 to £55.99	15	11.3%	6	4.5%	112	84.2%

6.5 At 31 March 2018 the highest concentration of BAME employees is in the lower and lower middle quartiles, both at 10.5%.

## 7. Raw Data

		<b>Not Known</b>	<b>BAME</b>	<b>White</b>	<b>OVERALL</b>	<b>Difference between BAME and Overall mean &amp; medium rates</b>
<b>Number of employees</b>	2020	60	57	450	567	
	2019	64	52	441	557	
	2018	47	46	440	533	
<b>Mean hourly rate</b>	2020	12.81	12.62	14.16	13.86	8.9%
	2019	12.47	11.66	13.69	13.36	12.07%
	2018	13.49	11.81	13.67	13.53	12.7%
<b>Median hourly rate</b>	2020	10.54	10.54	12.35	11.88	11.2%
	2019	10.27	10.27	11.85	11.61	11.5%
	2018	12.13	10.44	12.13	12.13	13.9%
<b>Mean bonus payment</b>	2020	0	370	413.33	413.33	10.5%
	2019	554.29	600	442.21	422.21	9.9%
	2018	1800	600	625	681.58	11.9%
<b>Median bonus payment</b>	2020	0	370	444	327.60	-12.9%
	2019	500	500	250	250	-100%
	2018	1800	750	750	750	0%
<b>Proportion who received a bonus</b>	2020	0%	1.75%	2%	1.76%	
	2019	10.9%	7.69%	14.96%	12%	
	2018	2.13%	8.69%	3.18%	3.56%	

# Employment Sub-Committee

Minutes of the remote meeting held on Tuesday 8 September 2020 at 9.30am.

**Present:** Councillors Day, B Gifford, Hales, Kennedy and Mangat.

## 1. **Apologies**

There were no apologies made.

## 2. **Appointment of Chairman**

It was proposed by Councillor Day, duly seconded by Councillor Hales and

**Resolved** that Councillor Kennedy be appointed Chairman of the Sub-Committee until its dissolution following the successful appointment to the vacancy of Head of Service, Development Services.

## 3. **Declarations of Interest**

There were no declarations of interest made.

## 4. **Public and Press**

**Resolved** that under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following two items, by reason of the likely disclosure of exempt information within paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

Minute Nos.	Para Nos.	Reason
5 - 7	1	Information relating to an individual
5 - 7	2	Information which is likely to reveal the identity of an individual.

## 5. **Vacancy – Head of Service, Development Services**

**Resolved** to shortlist both candidates for the vacancy for Head of Service, Development Services.

## 6. **Meeting Adjournment**

The Chairman adjourned the meeting until 12.00pm, Noon on Tuesday 15 September 2020.

(The meeting was adjourned at 11.00am)

Resumption of the adjourned Employment Sub-Committee remote meeting held on Tuesday 15 September 2020 at 12.00pm.

**Present:** Councillor Kennedy (Chairman); Councillors Day, B Gifford, Hales, and Mangat.

The Chairman confirmed with Members that the position on declarations of interest made at the beginning of the meeting held on 8 September 2020 still stood and he affirmed that the meeting was still in confidential session.

7. **Vacancy – Head of Service, Development Services**

The panel reviewed the presentations and interviewed the two candidates who had been shortlisted in the meeting held on Tuesday 8 September 2020.

**Resolved** to offer the position of Head of Service, Development Services to Mr Philip Clarke.

(The meeting ended at 3.30pm)

CHAIRMAN  
16 February 2021

# Employment Sub-Committee

Minutes of the remote meeting held on Tuesday 15 September 2020 at 9.30am.

**Present:** Councillors Day, Hales, Kohler, Mangat and Tangri.

## 1. **Apologies**

There were no apologies made.

## 2. **Appointment of Chairman**

It was proposed by Councillor Day, duly seconded by Councillor Hales and

**Resolved** that Councillor Mangat be appointed Chairman of the Sub-Committee until its dissolution following the successful appointment to the vacancy of Head of Service, ICT.

## 3. **Declarations of Interest**

There were no declarations of interest made.

## 4. **Public and Press**

**Resolved** that under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following two items, by reason of the likely disclosure of exempt information within paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

Minute Nos.	Para Nos.	Reason
5 - 7	1	Information relating to an individual
5 - 7	2	Information which is likely to reveal the identity of an individual.

## 5. **Vacancy – Head of Service, ICT**

**Resolved** to shortlist one candidate for the vacancy for Head of Service, ICT.

## 6. **Meeting Adjournment**

The Chairman adjourned the meeting until 9.30am, on Thursday 24 September 2020.

(The meeting was adjourned at 11.00am)

Resumption of the adjourned Employment Sub-Committee remote meeting held on Thursday 24 September 2020 at 9.30am.

**Present:** Councillor Mangat (Chairman); Councillors Day, Hales, Kohler and Tangri.

The Chairman confirmed with Members that the position on declarations of interest made at the beginning of the meeting held on 15 September 2020 still stood and she affirmed that the meeting was still in confidential session.

7. **Vacancy – Head of Service, ICT**

The panel reviewed the presentations and interviewed the one candidate who had been shortlisted in the meeting held on Tuesday 15 September 2020.

**Resolved** to offer the position of Head of Service, ICT to Mr David Elkington.

(The meeting ended at 11.30pm)

CHAIRMAN  
16 February 2021