

<b>TITLE</b>	<b>HR Update report</b>
<b>FOR CONSIDERATION BY</b>	Personnel Board on 22 March 2018
<b>WARD</b>	None Specific
<b>DIRECTOR</b>	Director of Corporate Services - Graham Ebers

## **OUTCOME / BENEFITS TO THE COMMUNITY**

To note the Gender Pay Gap report that will be published before 31 March 2018 and approve the Annual Equalities Workforce Monitoring Report and new Apprenticeship Policy and Guidance.

## **RECOMMENDATION**

- 1) To note the Gender Pay Gap report that will be published before 31 March 2018;
- 2) To approve the Annual Equalities Workforce Monitoring Report and new Apprenticeship Policy and Guidance.

## **SUMMARY OF REPORT**

Members are asked to:

- 1) Note the Gender Pay Gap report that will be published on our website before 31 March.
- 2) Approve the Equalities Workforce Monitoring Report that has been prepared and agreed by the Employment Equalities Working Group
- 3) Approve the Apprenticeship Policy that will enable us to:
  - a. be compliant with the requirements now set down in legislation
  - b. maximise the use of the Apprenticeship Levy

## **Background**

- 1) **Gender Pay Gap Report:** Gender pay reporting legislation requires employers with 250 or more employees to publish statutory calculations every year showing how large the pay gap is between their male and female employees. As a public sector organisation this demonstrates our compliance under the Public Sector Equality Duty. Attached is Wokingham Borough Council's report which has to be published no later than 31 March 2018. The data is a snapshot in time and explained in the report. We are also preparing a version for Members, Directors and the Communications team with commentary in order to be ready for any public interest.
- 2) **Equalities Workforce Monitoring Report 2017-2018:** This annual report provides information on employees obtained from our monitoring processes and procedures, which allows us to meet the reporting requirements outlined in the Equality Act 2010. Using this data we can understand the composition of our people, help identify areas for action, and publish the information required to show compliance with the duty. The report for 2017-18 is attached and produced by the Employment Equalities Working Group.

- 3) **Apprenticeship Policy:** On 6 April 2017 the new Apprenticeship Levy came into force and the Corporate Leadership Team (CLT) agreed that a top slice should be taken from the Corporate Training budget to set up our Apprenticeship Framework and offer in order to maximise the usage of the levy and a consultant commissioned to develop a programme of work. This has culminated in the recruitment of an Apprenticeship Specialist who will support the organisation to identify the most appropriate training provider and recruit the Apprentice. In order to maximise our opportunity to successfully achieve the targets set for us (25 Apprentices by April 2021), CLT have approved the attached Apprenticeship Policy. This policy is compliant with all legislation with regards to employing Apprentices and the use of the Apprenticeship Levy which costs Wokingham Borough Council approximately £14,250 per month for its centrally employed staff. Within the policy, we are proposing a special pay scale for Apprentices. This pay scale is designed to suit all areas of the business and those managers who have already employed, or are planning on employing Apprentices were consulted on their views of the proposal. It is proposed that as the Apprentices grows, so do the breadth of the pay-scales therefore enabling managers to set the salary, within boundaries, that enable retention and within budget. Unison are currently being consulted on the proposal and their feedback will be verbally reported at Personnel Board.

#### **FINANCIAL IMPLICATIONS OF THE RECOMMENDATION**

***The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.***

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£0	n/a	n/a
Next Financial Year (Year 2)	£0	n/a	n/a
Following Financial Year (Year 3)	£0	n/a	n/a

<b>Other financial information relevant to the Recommendation/Decision</b>
Failure to maximise the use of the Apprenticeship Levy will result the funds reverting to central government after 2 years if unspent.

<b>Cross-Council Implications</b>
N/A

<b>Reasons for considering the report in Part 2</b>
N/A

<b>List of Background Papers</b>
1) Gender Pay Gap Report
2) Equalities Workforce Monitoring Report 2017-2018

3) Apprenticeship Policy
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<b>Contact</b> Sarah Swindley	<b>Service</b> Business Services
<b>Telephone No</b> Tel: 0118 974 6076	<b>Email</b> sarah.swindley@wokingham.gov.uk

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