



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **PERSONNEL BOARD** will be held
Virtually on **TUESDAY 23 MARCH 2021 AT 7.30 PM**

Susan Parsonage
Chief Executive
Published on 15 March 2021

Note: The Council has made arrangements under the Coronavirus Act 2020 to hold the meeting virtually via Team Meetings, the meeting can be watched live at the following link: <https://youtu.be/Nralgm1x204>



WOKINGHAM BOROUGH COUNCIL

Our Vision

A great place to live, learn, work and grow and a great place to do business

Enriching Lives

- Champion outstanding education and enable our children and young people to achieve their full potential, regardless of their background.
- Support our residents to lead happy, healthy lives and provide access to good leisure facilities to complement an active lifestyle.
- Engage and involve our communities through arts and culture and create a sense of identity which people feel part of.
- Support growth in our local economy and help to build business.

Safe, Strong, Communities

- Protect and safeguard our children, young and vulnerable people.
- Offer quality care and support, at the right time, to prevent the need for long term care.
- Nurture communities and help them to thrive.
- Ensure our borough and communities remain safe for all.

A Clean and Green Borough

- Do all we can to become carbon neutral and sustainable for the future.
- Protect our borough, keep it clean and enhance our green areas.
- Reduce our waste, improve biodiversity and increase recycling.
- Connect our parks and open spaces with green cycleways.

Right Homes, Right Places

- Offer quality, affordable, sustainable homes fit for the future.
- Build our fair share of housing with the right infrastructure to support and enable our borough to grow.
- Protect our unique places and preserve our natural environment.
- Help with your housing needs and support people to live independently in their own homes.

Keeping the Borough Moving

- Maintain and improve our roads, footpaths and cycleways.
- Tackle traffic congestion, minimise delays and disruptions.
- Enable safe and sustainable travel around the borough with good transport infrastructure.
- Promote healthy alternative travel options and support our partners to offer affordable, accessible public transport with good network links.

Changing the Way We Work for You

- Be relentlessly customer focussed.
- Work with our partners to provide efficient, effective, joined up services which are focussed around you.
- Communicate better with you, owning issues, updating on progress and responding appropriately as well as promoting what is happening in our Borough.
- Drive innovative digital ways of working that will connect our communities, businesses and customers to our services in a way that suits their needs.

MEMBERSHIP OF THE PERSONNEL BOARD

Councillors

John Halsall (Chairman)
Lindsay Ferris
Simon Weeks

John Kaiser (Vice-Chairman)
Pauline Helliar-Symons

Carl Doran
Clive Jones

ITEM NO.	WARD	SUBJECT	PAGE NO.
34.		APOLOGIES To receive any apologies for absence	
35.		MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Meeting held on 9 February 2021.	5 - 6
36.		DECLARATION OF INTEREST To receive any declarations of interest	
37.		PUBLIC QUESTION TIME To answer any public questions A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice. The Council welcomes questions from members of the public about the work of this committee. Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Committee or an item which is on the Agenda for this meeting. For full details of the procedure for submitting questions please contact the Democratic Services Section on the numbers given below or go to www.wokingham.gov.uk/publicquestions	
38.		MEMBER QUESTION TIME To answer any member questions	
39.	None Specific	GENDER AND ETHNICITY PAY GAP REPORT To receive the Gender and Ethnicity Pay Gap Report.	7 - 16

Any other items which the Chairman decides are urgent

A Supplementary Agenda will be issued by the Chief Executive if there are any other items to consider under this heading.

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**MINUTES OF A MEETING OF THE
PERSONNEL BOARD
HELD ON 9 FEBRUARY 2021 FROM 7.30 PM TO 7.45 PM**

Committee Members Present

Councillors: John Halsall (Chairman), Carl Doran, Lindsay Ferris, Pauline Helliard-Symons, Clive Jones and Simon Weeks

Officers Present

Madeleine Shopland, Democratic and Electoral Services Specialist
Sarah Swindley, Lead Specialist HR

28. APOLOGIES

An apology for absence was submitted from John Kaiser.

29. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Board held on 17 November 2020 were confirmed as a correct record and will be signed by the Chairman at a future opportunity.

30. DECLARATION OF INTEREST

There were no declarations of absence received.

31. PUBLIC QUESTION TIME

There were no public questions.

32. MEMBER QUESTION TIME

There were no Member questions.

33. EXCLUSION OF THE PUBLIC

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act (as amended) as appropriate.

34. AGENCY WORKER USAGE - QUARTER 3

The Board received the Agency Worker Usage – Quarter 3 report.

RESOLVED: That the Agency Worker Usage – Quarter 3 report be noted.

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Agenda Item 39.

TITLE	Gender and Ethnicity Pay Gap Report
FOR CONSIDERATION BY	Personnel Board on 23 March 2021
WARD	None Specific
LEAD OFFICER	Director, Communities, Insight and Change - Keeley Clements

OUTCOME / BENEFITS TO THE COMMUNITY

Compliance with statutory requirements and visibility of commitment to signing up to the Race Charter.

RECOMMENDATION

To note the Gender and Ethnicity Pay Gap report that will be published before 31 March 2021.

SUMMARY OF REPORT

Members are asked to note the Gender and Ethnicity Pay Gap report that will be published on our website before 31 March 2021 and the associated planned actions.

Background

Gender pay gap requires employers with 250 or more employees to publish various figures to demonstrate 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.

While not a legal requirement, we made a commitment through signing the Race Charter, that we would also, from this year, publish our Ethnicity pay Gap.

Attached is Wokingham Borough Council's report which has to be published no later than 31 March 2021. The data is a snapshot in time and explained in the report.

Summary of findings

- Our workforce is currently 74% Female and 26% Male
- 38% of all our employees are part time workers
- 12.7% (of those declared) have declared they come from an ethnic minority background
- The mean Gender Pay Gap between male and female pay stands at 15.58%
- The mean Ethnicity Pay Gap between ethnic minority groups and non-ethnic minority groups stands at 5.96%

This means that at Wokingham Borough Council men are paid on average 15.58% more than women, and ethnic minority groups are paid on average 5.96% less than non-ethnic minority groups.

Analysis of Issues

Gender Pay Gap

Table 1 shows the Gender Pay Gap figures since reporting commenced in 2017

	2017	2018	2019	2020
Mean	14.71%	13.88%	15.23%	15.58%
Median	28.51%	26.27%	25.84%	17.26%

Our male workforce therefore is being paid more than our female workforce. This does not mean we pay men differently to women for the same roles but that roles at different grading levels are attracting people from different genders. Our flexible working policies and significant opportunities for part time working, primarily in roles within the lower pay quartiles, means that we are attractive as an employer to primary carers, who in the main continue to be women. In addition to this, Wokingham Borough Council has outsourced the majority of lower paid roles that typically attract male workers. The situation is unlikely to change significantly unless there is a society shift with more men taking on the primary carer role and seeking part time work.

However, this does not mean we should not be proactive in our efforts to reduce the pay gap and our Equality Action Plan which is reviewed annually assesses pay alongside all

other employment factors and other protected characteristics to ensure that the workplace is discrimination free for all.

Ethnicity Pay Gap

There is no legal requirement to publish this data. However, we have made a commitment to publish through signing the Race Charter. Reviewing the final table on the Report reveals that the pay gap that exists does so due to there being a lack of Ethnic Minority colleagues in senior roles. We will therefore this year be looking at our recruitment equality data to determine whether we are getting applicants for vacant roles from ethnic minority groups and this will inform any necessary actions moving forward. This has also been reflected in our overarching Equality Plan.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.

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

Other financial information relevant to the Recommendation/Decision
None

Cross-Council Implications
None

Public Sector Equality Duty
No equalities impact assessment is required as this is a statutory report with no decisions to be taken

Reasons for considering the report in Part 2
N/A

List of Background Papers
Attachment 1 – Gender Pay Gap Report 2020

Contact Sarah Swindley	Service Business Services
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Gender & Ethnicity Pay Gap 2020



**WOKINGHAM
BOROUGH COUNCIL**

Forward

The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 requires employers with 250 or more employees to publish data with regard to the difference in pay between male and female employees. We have decided this year, as part of our signing up to the Race Charter to publish not only our Gender Pay Gap, but also our Ethnicity Pay Gap.

Having joined Wokingham Borough Council in an extraordinary year, I have been able to observe first-hand the commitment of my colleagues: facing the unprecedented challenges that responding to the pandemic has required; pulling together and supporting each other along the way. The kindness and generosity of spirit in our colleagues knows no bounds and is evident regardless of gender or ethnicity.

However, we also recognise that we, as an organisation, have a duty to support all our colleagues and to scrutinise our working practices, policies, and procedures to ensure issues, as they arise, are managed fairly, treating everyone with the dignity and respect they deserve. We want our workplace to be one where equality of opportunity exists across the board, where we are inclusive and diverse and where woman and men, from any ethnic background, have equal opportunities for growth and progression. And this is work which will never stop! It grows and changes, but we continue to prod and probe and ask questions of our ourselves and our culture.

Over the past 6 months our Employment Equality Working Group have begun work on 'deep dives' to scrutinise our data and seek to identify where gender and ethnicity pay gaps might be cause for concern. We have also introduced a brand-new Applicant Tracking System which will help us identify any issues in the application process and onboarding of new colleagues.

We promote working hours and practices which are flexible and enable people to balance work and life in a sustainable way, therefore encouraging more women, and men, to make their career in the public sector and supporting those who take a career break, to return to work on a flexible basis.

The value of inclusion and harnessing diversity should not be underestimated, and we are proud of the opportunities available to all at Wokingham.

Keeley Clements

Director, Communities, Insight & Change

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WBC Colleague Workforce Profile

Like most public sector employers, WBC has a workforce which comprises a wide and diverse range of skills from numerous industry sectors including front line service and support for adults and children, customer services, education, health, leisure, building control, planning and professional services.

At the time of reporting our headcount* at was made up of:

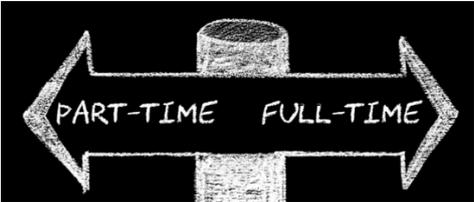
74% Female
(886)



26% Male
(310)

Ratio of 3:1

38% Part Time
(393)



62% Full Time
(803)

Ratio of 1:2

A significantly higher proportion of females (41%, 362 women) work part time compared to males (10%, 31 men).

Of 77% WBC colleagues who have declared their ethnicity, 12.7% (121) come from an ethnic minority background and 88% (827) from a non-ethnic minority background.



*Headcount is defined as all WBC colleagues on permanent, fixed term or apprentice contracts paid via WBC payroll.

Introduction to the Gender Pay Gap

The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 require Wokingham Borough Council to produce an annual report on the differences in aggregate pay and bonuses of men and women based on a snapshot of data on 31st March each year. This includes data for 'relevant colleagues' which relates to three groups at WBC. These are:

- WBC Colleagues including those on permanent and fixed term contracts
- Casual workers who received pay during the reporting period (March 2020 payroll)
- Colleagues at our Pupil Referral Unit including those on permanent and fixed term contracts

Local authorities are not required to include school-based staff in their Gender Pay Gap reporting.

Employers are required to report:

- The difference in the mean pay of full-pay men and women, expressed as a percentage
- The difference in the median pay of full-pay men and women, expressed as a percentage
- The difference in mean bonus pay of men and women, expressed as a percentage
- The difference in median bonus pay of men and women, expressed as a percentage
- The proportion of men and women who received bonus pay
- The proportion of full-pay men and women in each of four quartile pay bands

A positive percentage figure reveals that female employees have a lower average pay or bonus than male employees. A negative percentage figure reveals the opposite, i.e. male colleagues have a lower average pay or bonus than female colleagues.

It is important to understand that gender pay gap measures the difference between men and women's average earnings across the organisation. This is distinctly different from equal pay, as set out in the Equality Act 2010, which requires that men and women in the same employment performing the same, or similar, jobs of equal value receive equal pay.

Further information on the Gender Pay Gap is available at www.acas.org.uk/genderpay.

Wokingham Borough Council is committed to the principle of equal opportunities and equal treatment for all colleagues, regardless of sex, race, religion or belief, age, marriage or civil partnership, pregnancy/maternity, sexual orientation, gender reassignment or disability. We have a clear policy of paying colleagues equally for the same or equivalent work, regardless of their sex (or any other characteristic set out above). As such, we evaluate job roles and have pay scales linked to a structured grading framework.

We are therefore confident that our gender pay gap does not stem from paying men and women differently for the same or equivalent work. Rather our gender pay gap is the result of the roles in which men and women work within the organisation and the salaries that these roles attract.

Gender Pay Gap Reporting

Mean Gender Pay Gap

The mean gender pay gap at WBC is **15.58%**

National average mean gender pay gap (October 2019 Office for National Statistics Annual Survey of Hours and Earnings) is **14.6%**

Median Gender Pay Gap

The median gender pay gap at WBC is **17.26%**

National average median gender pay gap (October 2019 Office for National Statistics Annual Survey of Hours and Earnings) is **15.5%**

Gender Bonus Gap

Wokingham Borough Council operates two bonus schemes:

- Performance Related Pay (PRP) for senior management
- Retention bonus for children’s social work to support recruitment and retention

Following a deep dive data review, commissioned by our Employment Equality Working Group, we reviewed what our comparative authorities included in this metric and the decision has made to report on our PRP bonus only. The social work retention bonus is based purely on length of service and is not indicative of performance or any gender skew. Calculations have also considered full year service equivalent bonus payments.

The mean gender bonus gap at WBC is **1.58%**

The median gender bonus gap at WBC is **1.57%**

Proportion of Men and Women who received Bonus Pay

Female	Male
0.45%	0.32%

Proportion of Men and Women in Quartile Pay Bands

	Female	Male
Lower	81.33%	18.67%
Lower Middle	80.97%	19.03%
Upper Middle	73.80%	26.20%
Upper	63.25%	36.75%

Introduction to the Ethnicity Pay Gap

From October 2018 to January 2019 the Government ran a consultation seeking views on ethnicity pay reporting by employers asking questions on:

- What ethnicity pay information should be reported by employers to allow for meaningful action; and
- Who should be expected to report

The ministerial forward of the consultation stated that the government are “committed to ensuring that people from all walks of life have the opportunity to realise their potential”, and as we wait for the outcome of that consultation, we recognised that we, at WBC, are equally committed to that philosophy.

Without published guidance yet, we have worked to the same principles as the Gender Pay Gap and have calculated the mean and median ethnicity gaps for our WBC workforce. We have included those on permanent, fixed term and apprentice contracts who have declared an ethnicity via our self-service reporting tool. Unlike the Gender Pay Gap report, and as we do not hold this data centrally, we have excluded all casual workers and those at our Pupil Referral Unit.

Ethnicity Pay Gap Reporting

Mean Ethnicity Pay Gap

The mean ethnicity pay gap for WBC (excluding casual workers and pupil referral unit) is: **5.96%**

Median Ethnicity Pay Gap

The median ethnicity pay gap for WBC (excluding casual workers and pupil referral unit) is: **2.85%**

Ethnicity Bonus Gap

PRP was paid to five employees, all of whom were from a non-ethnic minority background or who had not declared an ethnicity.

Proportion of Ethnic Minority and Non-Ethnic Minority Staff who received bonus Pay

Ethnic Minority	Non-Ethnic Minority
0%	0.36%

Proportion of Ethnic Minority and Non-Ethnic Minority Staff in Quartile Pay Bands

	Ethnic Minority	Non-Ethnic Minority
Lower	11.39%	88.61%
Lower Middle	14.77%	85.23%
Upper Middle	16.03%	83.97%
Upper	8.86%	91.14%