



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **PERSONNEL BOARD** will be held in
David Hicks 1 - Civic Offices, Shute End, Wokingham RG40
1BN on **MONDAY 7 FEBRUARY 2022 AT 6.45 PM**

A handwritten signature in black ink, appearing to read 'Susan Parsonage', written in a cursive style.

Susan Parsonage
Chief Executive

Published on 28 January 2022

Note: Although non-Committee Members and members of the public are entitled to attend the meeting in person, space is very limited due to the ongoing Coronavirus pandemic. You can however participate in this meeting virtually, in line with the Council's Constitution. If you wish to participate either in person or virtually via Microsoft Teams, please contact Democratic Services. The meeting can also be watched live using the following link:

<https://youtu.be/BIZnTsfOfw0>



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)
Stephen Conway
Rachel Bishop-Firth

John Kaiser (Vice-Chairman)
Clive Jones

Pauline Helliard-Symons
Simon Weeks

ITEM NO.	WARD	SUBJECT	PAGE NO.
17.		APOLOGIES To receive any apologies for absence	
18.	None Specific	MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Meeting held on 10 November 2021.	5 - 6
19.		DECLARATION OF INTEREST To receive any declarations of interest	
20.		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	
21.		MEMBER QUESTION TIME To answer any member questions	
22.	None Specific	RECRUITMENT AND APPOINTMENT OF DIRECTORS AND ASSISTANT DIRECTORS (PERMANENT AND INTERIM) To receive a report regarding the Recruitment and appointment of Directors and Assistant Directors (Permanent and Interim).	7 - 12
23.	None Specific	HR UPDATE REPORT - PUBLICATION OF HR ACTIVITY ON COUNCIL'S WEBSITE To receive the HR Update Report – Publication of HR activity on Council's website.	13 - 30

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|------------|---------------|--|----------------|
| 24. | None Specific | COVID 19 VACCINATION POLICY
To consider the Covid 19 Vaccination Policy. | 31 - 38 |
| 25. | None Specific | EXCLUSION OF THE PUBLIC
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. | |
| 26. | None Specific | AGENCY REPORT
To receive the Agency Report – Quarter 2. | 39 - 50 |

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 10 NOVEMBER 2021 FROM 6.00 PM TO 6.45 PM**

Committee Members Present

Councillors: John Halsall (Chairman), John Kaiser (Vice-Chairman), Pauline Helliars-Symons, Stephen Conway, Clive Jones, Simon Weeks and Rachel Bishop-Firth

Officers Present

Madeleine Shopland, Democratic and Electoral Services Specialist
Christine Bennett, Interim Assistant Director HR and OD
Susan Parsonage, Chief Executive

9. APOLOGIES

There were no apologies for absence.

10. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Board held on 28 June 2021 were confirmed as a correct record and signed by the Chairman.

11. DECLARATION OF INTEREST

There were no declarations of interest received.

12. PUBLIC QUESTION TIME

There were no public questions.

13. MEMBER QUESTION TIME

There were no Member questions.

14. PROPOSED NEW PAY ELEMENT: ANTI-SOCIAL HOURS SHIFT ALLOWANCE - ENFORCEMENT & SAFETY SERVICE

The Board considered a report regarding a proposed new pay element: Anti Social Hours Allowance – Enforcement and Safety Service.

During the discussion of this item, the following points were made:

- The Interim Assistant Director HR and OD commented that the Council had given notice on the Public Protection Partnership in March 2021. As part of bringing the service in house, and particularly around being more responsive to anti-social behaviour incidents, a new allowance was proposed to compensate staff working in this area, for working weekends and out of hours.
- Research had been carried out regarding other local authorities' positions. The costings were listed within the report.
- Option one, a flat rate percentage of 15%, was the preferred option because it was a flat rate payment that compensated workers equally for the disruption to their lives. Payment would be in line with market rates which would help make the roles more attractive should further recruitment be required in the future.
- Councillor Jones asked about the rate of the allowance paid by West Berkshire Council for those working anti-social hours and was informed that they did not, because officers in the relevant team were not available out of hours.
- Councillor Weeks questioned whether time off in lieu or other options would be put in place should option one not be agreed. The Interim Assistant Director HR and

OD indicated that time off in lieu would create scheduling problems and necessitate a larger staff complement, which was less cost effective.

- Councillor Bishop Firth asked about part time team members and whether the allowance would be pro rata, and if so if it would be included in the terms and conditions. The Interim Assistant Director HR and OD indicated that the terms and conditions could be clarified to reflect this.

RESOLVED: That Personnel Board

- 1) agrees a proposal for a new Anti-social Hours Shift Allowance at 15% of spinal point 27, equivalent to £4,700 per annum for each shift worker from the Enforcement & Safety Service.
- 2) notes the financial implications which will be considered as part of the Medium-Term Financial Plan.

15. 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.

16. SENIOR TEAM STRUCTURE

The Board received a report regarding the structure of the senior team.

RESOLVED: That the recommendations detailed in Part 2 of the report be agreed.

Agenda Item 22.

TITLE	Recruitment and appointment of Directors and Assistant Directors (Permanent and Interim)
FOR CONSIDERATION BY	Personnel Board on 7 th February 2022
WARD	None Specific
LEAD OFFICERS	Christine Bennett, Interim Assistant Director Human Resources Andrew Moulton, Assistant Director Governance

OUTCOME / BENEFITS TO THE COMMUNITY

Clarification of recruitment processes for Directors and Assistant Directors.

RECOMMENDATION

That Personnel Board recommends to Council via the Constitution Review Working Group, changes to the appointment processes for Directors and Assistant Directors.

SUMMARY OF REPORT

Under the current constitutional arrangements, the recruitment and appointment of permanent Directors is a matter for Personnel Board. This report proposes that the same constitutional arrangements are introduced for the recruitment and appointment of permanent Assistant Directors.

The report also proposes new provisions for the recruitment and appointment of interim Directors and Assistant Directors that include formal requirements for officers to consult with lead members. This reflects changes to the work environment whereby there are increasing business needs to make temporary appointments at Director and Assistant Director levels requiring a recruitment process that is timely, flexible, and includes appropriate levels of member scrutiny/engagement.

BACKGROUND

The Council engages a variety of workers to deliver services to the community. A range of workers may be employed on different types of contracts. For directly employed council workers, this may be in a fixed term, casual, sessional or permanent (part time or full time) contract of employment.

The reason for employing workers on different types of contracts is governed by the nature of the work that needs to be completed. Some work is more project based or required to support permanent workers during periods of transition or to cover absences (e.g., sickness absence, jury service etc).

The types of workers are:-

- Permanent: full time, part time, fixed term contract, casual, sessional
- Temporary; agency, interim contractor, consultants

Recent trends in the labour market have shifted the focus from engaging workers solely to the permanent workforce.

The reasons for this are complex; however, some of the reasons are listed below

- Specialist skills are required for a dedicated project where it would not be cost effective to employ a permanent worker who would be subject to redundancy provisions once the need for a particular skill set had reduced/ declined or is no longer required.
- The need to meet statutory staffing to client ratios (the need may have arisen due to a temporary absence of permanent employees or shortage in the labour market resulting in temporary work offering higher rates of pay than permanent salaries in LA).
- Shift in labour market trends sometimes referred to as the 'gig economy' where workers prefer not to be part of a permanent workforce and work flexibly for a number of different employers to suit personal circumstances.
- There is a temporary increase in demand and the forward plan predictions are that the demand will peak and then tail off. Therefore, additional resource is required for a temporary period of time and employing permanent workers would not be cost effective.
- Technology has changed the way people work and working from a fixed location for set days Monday to Friday is no longer the approach that is favoured by much of the workforce and more flexible arrangements preferred.

This shift in the ways of working has meant leaders of the organisation have had to adapt to managing and supporting colleagues who have varied work patterns.

Members seek assurances that the Council recruits the right person to deliver on its corporate commitment and therefore wish to enhance their oversight of appointments at Assistant Director level (roles that provide critical support to directors).

Currently, members are directly involved in permanent Chief Officer appointments (Directors, the Monitoring Officer, and the Chief Executive). This is set out in Section

11.6 of the Council's Constitution and it is not proposed to make any changes to these arrangements.

In the future, members wish to have oversight of appointments at interim Director level and at Assistant Director (interim and permanent). The following proposed changes to the Constitution bring these changes into effect.

CHANGES TO THE CONSTITUTION

Section 11.6 – Delegated Powers Relating to Staffing Matters

a. Interim Directors

Rule 11.6.5.3 currently states:

Interim Appointment of Directors (excluding Statutory Chief Officers)	The Head of Paid Service will appoint on an interim basis a Director for a period not exceeding 12 months, pending permanent replacement
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It is requested that this timing be extended to allow more flexibility to the length of appointment for Interim Directors and also requires the Head of Paid Service (Chief Executive) to consult with lead Members. The following amendment (in bold italics) is therefore proposed:

Interim Appointment of Directors (excluding Statutory Chief Officers)	The Head of Paid Service <i>in consultation with the Leader, relevant Executive Member(s) and Chairman of Personnel Board</i> will appoint on an interim basis a Director for a period not exceeding 12 months, pending permanent replacement. <i>Subject to the agreement of the Chairman of Personnel Board and the Leader this period can be further extended as required.</i>
All other employees (excluding the Monitoring Officer)	

11.5.5 Interim Appointment of Directors (excluding Statutory Chief Officers) will also be amended to reflect this change.

11.5.5 Interim Appointment of Directors (excluding Statutory Chief Officers)

The Head of Paid Service ***in consultation with the Leader, relevant Executive Member(s) and Chairman of Personnel Board*** will appoint on an interim basis a Director for a period not exceeding 12 months, pending permanent replacement.

Subject to the agreement of the Chairman of Personnel Board this period can be further extended as required

b. Interim Appointment of Assistant Directors

The Constitution is currently non-specific about appointments an Interim Assistant Director level. The following additions are proposed to 11.6.5.3:-

Interim Appointment of Assistant Directors (excluding Statutory Chief Officers)	<i>The Director in consultation with the Leader, relevant Executive Member(s) and Chairman of Personnel Board will appoint on an interim basis an Assistant Director for a period not exceeding 12 months, pending permanent replacement. Subject to the agreement of the Chairman of Personnel Board and the Leader this period can be further extended as required.</i>
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c. Permanent Appointment of Assistant Directors

In order to mirror the existing arrangements for permanent Directors, the following changes are proposed for Assistant Directors. Changes are shown in bold italics.

11.5.2 Recruitment of Head of Paid Service, Directors, S151 Officer, ~~and~~ Monitoring Officer ***and permanent Assistant Directors***

Where the Council proposed to appoint any of the aforementioned and it is not proposed that the appointment be made exclusively from among their existing Officers, the Council will:

- a. draw up a job description and person specification;
- b. make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and
- c. Make arrangements for a copy of the job description and person specification to be sent to any person on request.

11.5.4 Permanent Appointment of other Directors ***and Assistant Directors*** (excluding S151 Officer)

- a) Executive members will be informed of Personnel Board's decision and given an opportunity to make a well-founded objection to the appointment then;

- b) subject to the majority of Executive Members not objecting, Personnel Board to make the appointment.

11.5.6 Other Appointments

Officers below **Assistant** Director

Appointment of Officers below **Assistant** Director is the responsibility of the Head of Paid Service or his/her nominee, and may not be made by Councillors. The exception to this *is* are;

- b) Assistants to Political Groups – appointment of an assistant to a political group shall be made in accordance with the Council's recruitment procedure and involve that political group in the selection process and decision.
- c) ~~The Monitoring Officer – appointment of the Monitoring Officer will be made in accordance with the process detailed in Rules 11.5.2 and 11.5.3~~

It is proposed that the Personnel Board's terms of reference be amended as followed to reflect the amended arrangements for the appointment of permanent Assistant Directors (excluding the Monitoring Officer).

8.6.1 Functions of the Personnel Board

The Personnel Board shall comprise seven Members of the Authority, appointed by the Council in accordance with the rules of political balance. At least one Member of the Board shall be a Member of the Executive. In addition, Council shall appoint substitute Members who shall be entitled to deputise for, and inherit the voting rights of, a Member of the Board when the appointment **of permanent Assistant Directors or the appointment** or dismissal of or disciplinary action in respect of the Head of Paid Service or Directors is being considered...

- a) To deal with the appointment and Terms and Conditions of service of the Head of Paid Service, and Directors **and Assistant Directors**. In relation to the Head of Paid Service, the Personnel Board shall make a recommendation to the Council.
- b) To discharge the Council's functions relating to the appointment **of Assistant Directors and the appointment**, dismissal or disciplinary action in respect of the Head of Paid Service, or Directors;

8.6.7 Procedure for the Appointment of Head of Paid Service, or Directors or **Assistant Directors**

Meetings of the Personnel Board to shortlist, interview or appoint **the** Head of Paid Service, or Directors **or Assistant Directors** shall be convened by the Chief Executive in consultation with the Chairman of the Board. **For Director appointments the Head of Paid Service will attend all relevant recruitment meetings and provide advice to**

the Board. For Assistant Director appointments the relevant Director will attend all relevant recruitment meetings and provide advice to the Board. Detailed arrangements for the meetings shall be set out in the Agenda for the meeting which shall be dispatched in accordance with the normal Access to Information Procedure Rule set out in Chapter 3.2.

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)	£0	Yes	Revenue
Next Financial Year (Year 2)	£0	Yes	Revenue
Following Financial Year (Year 3)	£0	Yes	Revenue

Other financial information relevant to the Recommendation/Decision

None

Cross-Council Implications

This report impacts senior management posts across the Council.

Public Sector Equality Duty

The Council is an equal opportunities employer with the appropriate policies and practices in place.

List of Background Papers

None.

Contact Andrew Moulton	Service Governance
Telephone No 07538 757887	Email andrew.moulton@wokingham.gov.uk

TITLE	HR Update report – Publication of HR activity on Council's website
FOR CONSIDERATION BY	Personnel Board on 7 February 2022
WARD	None Specific
DIRECTOR	Susan Parsonage - Chief Executive

OUTCOME / BENEFITS TO THE COMMUNITY

To note the Gender, Pay Gap report that will be published before 30 March 2022 and the Apprenticeship Annual statement that records how many apprentices the Council has employed, and measures taken to recruit apprentices.

RECOMMENDATION

- 1) To note the Gender, Pay Gap report that will be published before 30 March 2022.
- 2) To note the report setting out the Council's involvement in the Government's apprenticeship scheme.

SUMMARY OF REPORT

Members are asked to:

- 1) Note the Gender Pay Gap report that will be published on our website before 30 March.
- 2) Note the Apprenticeship report that sets out:
 - a. compliance with the requirements set out in legislation
 - b. measures taken to 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 and the measures that they are taking to reduce the pay gap (detailed guidance on how to calculate the gender pay gap is set out in the legislation).
- 2) As a public sector organisation this demonstrates our compliance under the Public Sector Equality Duty. Attached is Wokingham Borough Council's report that needs to be published no later than 30 March 2022 (Appendix A).
- 3) The data is a snapshot in time of the gender pay gap as explained in the report and reporting is in line with government guidance and comparable with reporting of other local authorities.
- 4) Gender Pay Gap is not the same as equal pay. Equal pay is the right for men and women to be paid the same when doing the same or equivalent work. The Gender

Pay Gap is a measure of the difference between the average earnings of men and women across all roles in an organisation expressed as a percentage of men's earnings. The Council determines grades and salaries by job evaluation and gender does not feature in any decision around pay.

- 5) The pay gap may be due to many factors such as many women historically have been in occupational groups that have been paid lower than other groups; this is changing; however, it may take several years to redress any imbalances.
- 6) **Apprenticeship Report:** On 6 April 2017 the new Apprenticeship Levy came into force and an apprenticeship framework was set up to maximise the use of the levy. The Apprenticeship Specialist works with service areas and participating schools to identify the most appropriate training provider to support the development of any potential apprentices.
- 7) The target for the number of apprentices for 1 April 2020 to 31 March 2021 was 86 (including maintained schools).
- 8) The Apprenticeship Levy costs Wokingham Borough Council approximately £19,500 per month for its centrally employed staff with maintained schools paying £15,300 per month; a total of £34,800 per month.
- 9) The report attached at Appendix B sets out the requirements the Council is required to publish each year in relation to the number of apprentices and the measures the Council has taken to recruit apprentices.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

None

	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

Other financial information relevant to the Recommendation/Decision

Failure to maximise the use of the Apprenticeship Levy will result the funds reverting to central government after 2 years if unspent.

Cross-Council Implications

N/A

Reasons for considering the report in Part 2

N/A

List of Background Papers	
1) Gender Pay Gap Report 2) Apprenticeship Policy	
Contact Christine Bennett	Service HR and OD
Telephone No Tel: 07738 855322	Email Christine.Bennett@wokingham.gov.uk

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Gender Pay Gap Report 2021



**WOKINGHAM
BOROUGH COUNCIL**

EXECUTIVE SUMMARY

This report sets out the gender pay gap data for Wokingham Borough Council as at the snapshot date of 31 March 2021. The data set out in this report has been calculated in accordance with The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

REPORTING REQUIREMENTS

The government introduced mandatory gender pay gap reporting for all organisations with 250 or more employees in 2017. Organisations are required to take a snapshot of pay data as of 31 March annually and publish the following statistics:

- the difference in the mean and median hourly rates of pay between male and female employees
- the difference in the mean and median bonus payments between male and female employees
- the proportion of male and female employees who received bonus pay during the twelve-month period preceding the snapshot date
- the proportion of men and women in each quartile of the organisation's pay distribution.

A positive percentage figure shows that male employees are paid more, on average, than female employees. A negative percentage figure shows that female employees are paid more, on average, than male employees.

The mean, or arithmetic mean, is the average of a set of numbers, calculated by adding all the numbers together and then dividing by how many numbers there are. The median is another type of average and is the middle value of a list of numbers. The pay quartiles are calculated by listing all rates of pay in order of value and then dividing into four equal sections (quartiles), with each quartile containing the same number of individuals.

GENDER PAY GAP VERSUS EQUAL PAY

It is important to understand that the Gender Pay Gap is different to Equal Pay. The Gender Pay Gap is a measure of the difference between the average earnings of men and women across an organisation expressed as a percentage of men's earnings. The average is calculated across all roles

including for example, administrators, library assistants, estate workers, registrars, social workers, planning officers, management accountants, highways officers and senior management. A gender pay gap is indicative of occupational segregation and does not equate to an equal pay issue. Equal pay is the right for men and women to be paid the same when doing the same or equivalent work.

Wokingham Borough Council is committed to the principle of equal opportunities and equal treatment for all employees.

SUMMARY OF DATA ANALYSIS

The key points are:

- The mean gender pay gap is 15.15%, compared with 15.58% in 2020, a decrease of 0.43%.
- The gender pay gap figure includes all Wokingham Borough Council employees as well as casual workers who received pay during the reporting period (March 2021 payroll) and employees at our Pupil Referral Unit. Local authorities are not required to include school-based staff in their Gender Pay Gap reporting.
- The mean bonus pay gap is 56.28%. This figure takes into consideration payments made under both the Performance Related Pay scheme for the senior management team and the Recruitment and Retention bonus scheme for Children's Social Workers. The Children's Service Bonus scheme is paid as a lump sum and in line with government guidance needs to be included as an annual bonus payment. However, only a very small number of staff are eligible to receive payments under these schemes.
- 26.63% of our workforce is male and 73.37% of our workforce is female. Where organisations are predominantly one gender or the other, gender pay gaps can easily arise and relatively small changes in the balance of genders can have a significant impact.
- The gender pay gap is reflective of occupational segregation. Local authorities have a wide range of services and professions, however many of the lower paid functions tend to be dominated by women e.g., administration, care, customer services etc. Women make up 81.43% of employees in the lower quartile, whereas men only make up 18.57%. Men are more highly represented in the upper two quartiles, and it is this distribution that causes the hourly rate to be higher for males.
- The size and shape of the Council's workforce is constantly changing as services may be outsourced or new services introduced to ensure the best value for money to deliver services to residents.
- As part of our commitment to the Race Charter, we have decided to publish not only our Gender Pay Gap, but also our Ethnicity Pay Gap. The mean ethnicity pay gap is 3.48%.
- The Council participates in the Joint Negotiating Committee for Local Government Staff pay bargaining process and pay awards are agreed at a national level.
- The Council has incremental pay scales, so that employees progress within the pay range for their job grade on an annual basis. This means that longer-serving employees will generally be on a higher salary point.

- In calculating the Council's gender pay gap data, we have applied the definitions and criteria set out in the regulations.

GENDER PAY GAP

The table below shows the mean and median gender pay gap based on hourly rates of pay as at the snapshot date of 31 March 2021. It also shows the mean and median difference between bonuses paid to men and women in the 12-month period up to 31 March 2021. The table compares the figures for 2021 with those for the previous 2 years.

	Difference between men and women					
	Mean			Median		
	2019	2020	2021	2019	2020	2021
Hourly Rate of Pay	15.23%	15.58%	15.15%	25.84%	17.26%	14.23%
Bonus	0%	1.58%	56.28%	0%	1.57%	87.96%

The national median gender pay gap is 15.4% (April 2021 Office for National Statistics Annual Survey of Hours and Earnings ASHE Gender Pay Gap Analysis). Further information published by the Office for National Statistics using data from the ASHE survey shows that the median gender gap for the public sector is 18.0%. The median gender pay gap for Wokingham Borough Council (14.23%) is lower than the public sector average.

Both the mean and median hourly rate of pay gaps have decreased since the last data snapshot on 31 March 2020. The mean hourly rate of pay gap has decreased by 0.43% since 2020 and the median pay gap has decreased by 3.03%. The median hourly rate pay gap has decreased significantly from 25.84% in 2019. The median hourly rate for female employees is £15.43 and £17.99 for men.

Bonus Gap

The bonus pay gap has been calculated in line with the definition of bonus pay contained within the regulations and takes into consideration data from the two schemes operated by the Council:

1. Performance Related Pay (PRP) for senior management

The Performance Related Pay scheme is only applicable to members of the senior management team and reviews what colleagues have achieved both individually and collectively. Targets are set across key factors relating to corporate performance, financial management and individual performance targets. Bonus payments were made to 4 people, 2 male and 2 female. Both the mean and median bonus pay gaps for this scheme are -0.6%. This is not significant and is only based on a very small number of employees who are eligible for the scheme.

2. Retention bonus for children's social work to support recruitment and retention

The retention bonus for children's social workers was paid to 11 employees, 9 females and 2 males. The retention bonus is paid in two parts, the first after completing 1 year of service and the second after completing 2 years' service. The payment is the same amount for all eligible employees, irrespective of gender. The mean bonus pay gap for this scheme is 0% and the median bonus pay gap is also 0%.

Where recruitment and retention payments are more in the nature of a bonus than an ongoing allowance, as is the case here, they should be treated as incentive payments falling within bonus pay, rather than as allowances falling within ordinary pay.

The mean bonus pay gap for the two schemes combined is 56.28% and the median bonus pay gap is 87.96%. This is because there is a significant difference in the values paid under these two schemes. The Performance Related Pay scheme for senior management pays up to 10% of salary, whereas the retention bonus for children's social workers is a fixed amount of £500. Only a small number of employees are eligible for these schemes.

Proportion of Men and Women who received Bonus Pay

Female	Male
1.08%	1.06%

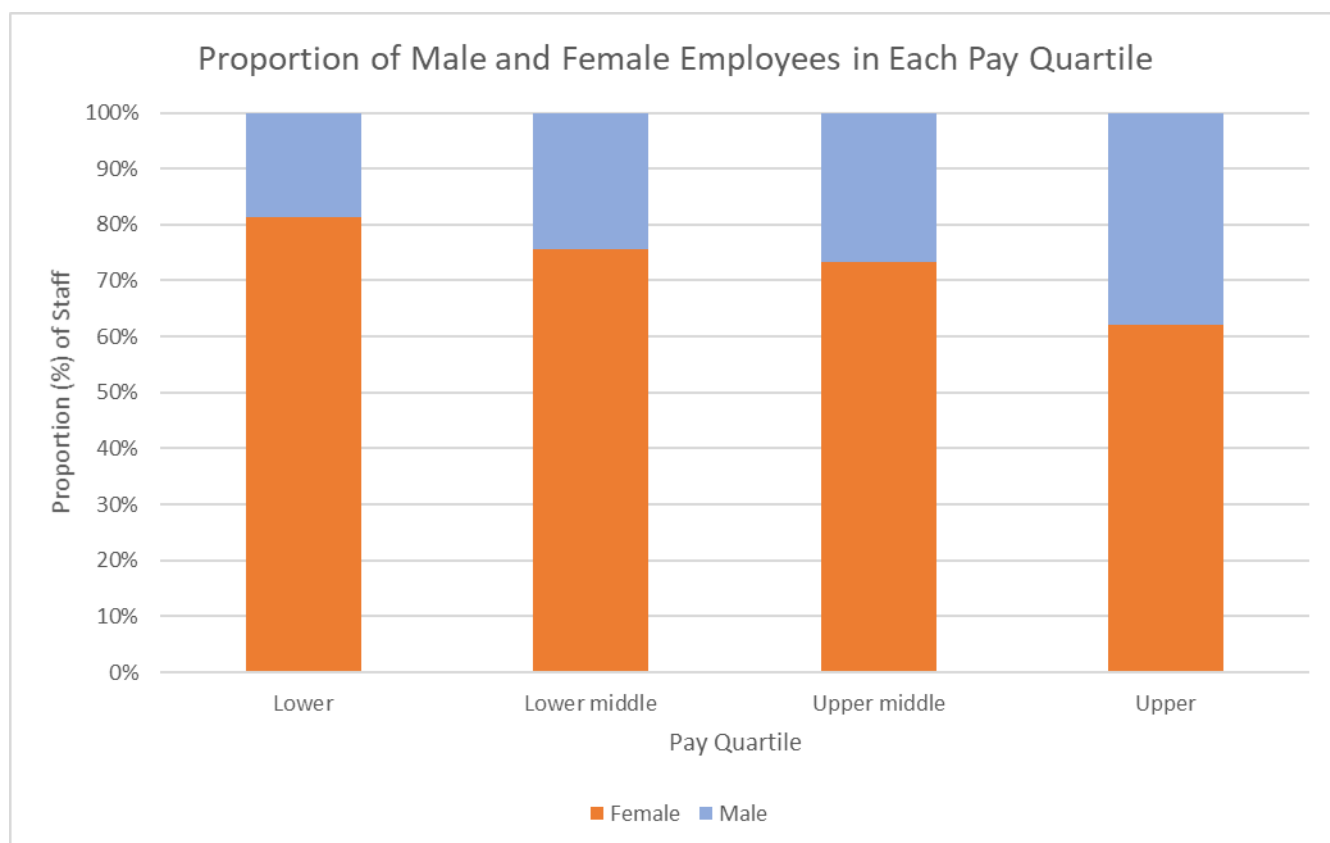
Pay Quartiles

The chart below illustrates the distribution of men and women across the quartiles of the Council's pay range and shows that the pay gap is largely because of occupational segregation. Local authorities have a wide range of services and professions, however many of the lower paid roles tend to be dominated by women e.g., administration, care, customer services etc.

Roles within the lower quartile include Library Assistants, Receptionists, Administrative Assistants, estate workers. The lower middle quartile includes roles such as: Building Support Officers, Customer Delivery Officers, Technical Support, Supervisors/Team Leaders. The upper middle quartile includes roles such as: Social Workers, Planning Officers, and professional support roles such as: HR Specialists, Management Accountants.

Men only represent 18.57% of the lower quartile, but 37.82% of the upper quartile. The proportion of women in the upper quartile has decreased slightly from 63.25% in 2020 to 62.18% in 2021. The upper quartile includes roles such as: senior professional and managerial roles, Assistant Directors, Directors, and the Chief Executive.

Whilst female employees are strongly represented in the upper middle and upper quartiles, over half (53.67%) of female employees are in the lower middle and lower pay quartiles. Male employees only represent a very small proportion of the lower quartiles but are more highly represented in the upper two quartiles. The gender pay gap is significantly affected by occupational segregation and reflects the uneven distribution of men and women throughout the pay structure.



Ethnicity Pay Gap

As part of our commitment to the Race Charter we have decided to publish our ethnicity pay gap data. Without published guidance, we have worked to the same principles as the Gender Pay Gap and have calculated the mean and median ethnicity pay gaps for our workforce. We have included those on permanent, fixed term and apprenticeship contracts who have declared their ethnicity.

79.42% of employees have declared their ethnicity, of which, 13.76% are from an ethnic minority background and 86.24% are from a non-ethnic minority background.

	Difference between ethnic minority and non-ethnic minority employees	
	Mean	Median
Hourly rate of pay	3.48%	-8.08%

The median hourly rate pay gap shows that ethnic minority employees are paid more, on average, than non-ethnic minority employees. The median hourly rate for ethnic minority employees is £17.05 and £15.77 for non-ethnic minority employees. The median is the middle rate of pay and reflects that the majority of ethnic minority employees are paid within the upper middle and upper pay quartiles.

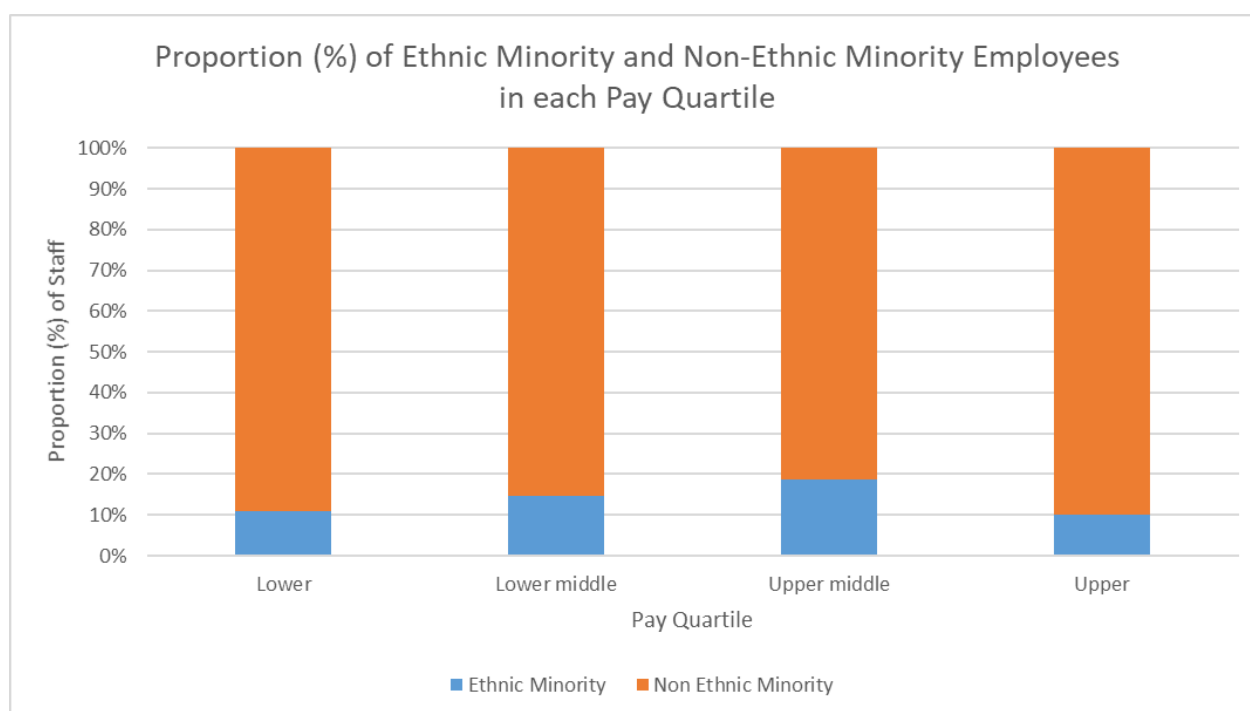
It was not appropriate to calculate an ethnicity bonus pay gap due to the small number of employees who were eligible to receive a payment and the low declaration rates. The performance related pay bonus was paid to 4 employees, who were either from a non-ethnic minority background, or had not declared their ethnicity. There was a low declaration rate amongst the employees eligible for the retention bonus for Children's Social Workers.

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

Ethnic Minority	Non-Ethnic Minority
0%	0.28%

Pay Quartiles

The chart below illustrates the distribution of ethnic minority and non-ethnic minority employees across the quartiles of the Council's pay range and shows that ethnic minority employees represent a very low proportion of the Council's workforce across all pay quartiles. However, over half (53%) of ethnic minority employees are in the upper middle and upper quartiles combined, occupying more professional and managerial roles.



WORKING TO CLOSE THE GENDER PAY GAP

The Council promotes the fair treatment of all employees and is committed to understanding and addressing any significant factors contributing to the gender pay gap. We continue to challenge and engage in a process of continuous improvement. The Council will undertake the following actions:

- Conduct further data analyses to investigate and identify where pay issues may be occurring, understand the causes and develop an action plan to address them.
- Review our recruitment practices and policy on starting salaries for men and women.
- Review our job evaluation processes to ensure that they are robust and transparent.

The Council continues to tackle inequality by raising awareness through equality champions and networks such as the Ethnically Diverse Staff Network and the Neurodiversity Colleague Network.

DECLARATION

We confirm that our data has been calculated according to the requirements of The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

Mrs Susan Parsonage

Chief Executive

Mr John Halsall

Leader

Ms Christine Bennett

Interim Assistant Director of Human
Resources

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Wokingham Borough Council Annual Apprenticeship Report 2020-2021

Purpose

This annual report demonstrates the Council's compliance with The Public Sector Apprenticeship Targets Regulations 2017. It captures data about Wokingham Borough Council employees (including schools).

Document Approvals**Author:** Gemma Lenton

January 2022

Approval: CLT

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Introduction

Under the 2017 The Public Sector Apprenticeship Targets Regulations, 2017 Wokingham Borough Council has a legal duty to publish annually specific data requested by central government.

It is widely acknowledged that 2020-2021 has been a challenging year for Apprenticeships in the context of a global pandemic and this is reflected nationally in reviewing apprenticeship participation rates against nationally set targets. As one would expect, a key focus of 2020-21 from a local authority perspective was responding to and supporting our residents, customers, and employees through three national lockdowns and transitioning to new ways of service delivery. This, coupled with the uncertain economic climate has impacted apprenticeship participation rate during this period however despite this, we have seen pockets of success as we continue to strive for improvement and higher engagement rates as we move towards recovery from the global pandemic.

Apprenticeships are for both new and existing employees at Wokingham Borough Council and the key points of an apprenticeship are:

- They are for anyone aged 16 or over
- The apprenticeship standards are designed for someone working at least 30 hours a week – if someone is part-time, they can still complete an apprenticeship the duration will just be extended to allow them sufficient time to complete it.
- There is a requirement that 20% of an apprentice's paid time at work is for off the job training – this could be attendance to college/university, attending online webinars or workshops, work shadowing and other learning and development opportunities
- There is no cost to the apprentices for completing an apprenticeship, the training costs are fully funded by the Wokingham Borough Council Apprenticeship Levy

The apprenticeship target set for Wokingham Borough Council includes our maintained schools between 1st April 2020 and the 31st of March 2021, was 86.

Employees

Number of employees who were working for Wokingham Borough Council and our maintained schools on 31 March 2020 was 4042.

Number of employees who were working for Wokingham Borough Council and our maintained schools England on 31 March 2021 was 3768.

Number of new employees who started working for Wokingham Borough Council and our maintained schools between 1 April 2020 to 31 March 2021 was 597.

Apprentices

Number of apprentices who were working for Wokingham Borough Council and our maintained schools on 31 March 2020 was 62.

Number of apprentices who were working for Wokingham Borough Council and our maintained schools on 31 March 2021 was 73

Number of new apprentices in who were working for Wokingham Borough Council whose apprenticeship agreements started between 1 April 2020 to 31 March 2021 was 19.

Actions taken to help meet the public sector target

The following actions have been undertaken in the last year:

- The government apprenticeship incentives have been widely promoted to all staff across Wokingham Borough Council including Schools via Education News and the School Bursar meetings.
- As part of the recruitment business case, recruiting managers are required to consider the suitability of an apprenticeship prior to filling the role with an experienced hire.
- Virtual activities and webinars were offered for National Apprenticeship week including ACT (Apprentices Connect Together) and an Ignite masterclass with George Anderson.
- Wokingham Borough Council developed and hosted the “Apprenticeship Big Chat”— this was an opportunity for apprentices across the local authorities to meet and discuss their experiences and share the benefits of being an apprentice. The week concluded with the Apprenticeship Ambassador National Network meeting which was informative and had key speakers including Gillian Keegan MP, Minister for Apprenticeships and Skills.
- Wokingham organised and chaired network meetings with other Local Authorities to share good practice and problem-solving initiatives.
- Apprenticeships were detailed as continuous professional development opportunities as part of the staff annual review process and are incorporated into new starter induction information to increase awareness at all levels across the Council.
- Continued promotion of the success stories of apprentices through weekly news publications including external marketing through our social media forums to demonstrate how apprentices can help to develop and enhance the skills within teams and allow for succession planning.
- Procurement via competitive tendering process for two new training providers to deliver group cohorts of business administration and associate project management apprenticeships to help to develop our internal talent and succession plan.

Challenges faced in efforts to meet the target

As outlined in the introduction, 2020-2021 has been a challenging year nationally for the apprenticeship scheme and has impacted on our ability to meet our target.

Schools in particular have struggled over the last year, heavily impacted by remote teaching during the national lockdowns, prioritising key worker placements and a high number of part time roles that prove more challenging to provide the number of learning hours required for an apprenticeship.

Schools make up approximately 64% of the target for the local authority and with the challenges around part-time roles and durations needing to be extended to meet the requirements of the apprenticeship this does put people off applying.

Providing the right level of support for apprentices has also been challenging over the year as the vast majority of roles moved to remote working and a high proportion of Wokingham colleagues were redeployed to essential and critical roles to support the pandemic response. This resulted in fewer suitable roles for apprenticeship development during this time.

We also saw a lower application and response rate to those roles that were considered suitable for apprenticeships. Anecdotally, apprentices reported that they were not receiving full support due to the challenges managers were facing the Covid pandemic.

Changes to Apprenticeship Frameworks and gaps in career pathways

During this period, at a national level, changes were made to the apprenticeship frameworks – new standards have been introduced and existing ones amended to make apprenticeships more robust. Apprentices are now required to demonstrate apprentice competency and capability in their chosen apprenticeship area and because of this, the entry level has been affected with some learners feeding back that the entry level standard is too high to start on the apprenticeship journey.

There also some challenges with the existing apprenticeship pathways that are acting as a deterrent for new applicants and also for those sectors considering apprenticeships as part of their development and succession planning strategies. For example, there is a level 3 Teaching Assistant and Level 6 Teacher apprenticeship but nothing in-between to bridge the gap and allow Teaching Assistants to progress. Until these gaps are addressed, and clear career pathways developed for specific careers/industries, apprenticeships are not fulfilling their desired outcomes and we are unable to maximise the benefit of the entire levy.

Plans to ensure we meet the target in the future

- We shall continue to promote and publicise apprenticeships and share updates to the workforce and schools as beneficial opportunities to attract, retain and develop talent. as a key part of their recruitment and workforce development strategies.
- We will work with internal WBC management teams to ensure that apprenticeships form part of their recruitment and workforce development strategies.
- We shall continue to utilise the opportunities to develop and enhance our understanding of the apprenticeship programmes available and how these will benefit Wokingham Borough Council.
- We shall continue to work with other local authorities and engage with national programmes to help design and promote maximum engagement and opportunities for apprenticeship programmes.

TITLE	Covid 19 Vaccination Policy
FOR CONSIDERATION BY	Personnel Board on the 7 February
WARD	None Specific
LEAD OFFICER	Interim HR Business Partner – Russell Gabbini

OUTCOME / BENEFITS TO THE COMMUNITY

Compliance with The Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) Regulations 2021 sets out this requirement which came into force on 11 November 2021 (the 'Regulations').

RECOMMENDATION

That the Board approve the Covid 19 Vaccination Policy

SUMMARY OF REPORT

To propose a Covid 19 Vaccination Policy that includes:

- Guidance to employees and managers regarding arrangements for vaccinations.
- The Council's stance on employees being vaccinated and how the vaccination programme impacts the workforce.
- Provides information about specific Government legislation that will mandate some Council staff to be fully vaccinated to be able to undertake their work.

Background

Since the start of the vaccination programme in December 2020, the government has encouraged the population of the UK to get vaccinated against Covid 19. The initial vaccination programme prioritised the vaccination programme roll out based on clinical vulnerability and age.

Based on government scientific evidence, it was identified that vaccination was a key factor in the fight against Covid 19, to reduce the spread of infection, mitigate against severe illness, reduce hospitalisations, and therefore relieve pressure on the NHS.

The Council has actively encouraged its employees to get vaccinated based on the rollout criteria and the proposed Vaccination Policy aims to provide guidance and advice regarding vaccinations and to formalise the Council's stance on vaccination protocols.

The Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) Regulations 2021 sets out specific requirements for Health and Social Care staff working in Care Quality Commission (CQC) registered care homes. Some Council staff working in the Adult Social Care and Health directorate were identified as being in scope of the legislation and this proposed Vaccination Policy aims to highlight these requirements and set out the implications for council employees, especially regarding non-compliance with the legislation. This potentially includes:

- Reasonable adjustments wherever practicable

- Redeployment if appropriate and available
- As a last result, possible dismissal

Risks to implementation of the policy

- If dismissal is required, this may lead to attrition in a directorate already struggling with recruitment and retention of Social Care workers
- There may be legal challenge to the legislation as some view the legislation as an infringement of their human rights (there are currently no case studies available yet to influence the Council's policy)

The policy covering the guidance and new legislation is attached at Appendix A

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.

No direct financial implications

Other financial information relevant to the Recommendation/Decision
None initially, but potential costs if legal challenges are made

Cross-Council Implications
None at present

Public Sector Equality Duty
Not required as the policy includes legislative requirements

List of Background Papers
Attachment 1 – Covid 19 Vaccination Policy

Contact Russell Gabbini	Service Human Resources & OD
Telephone No 07717440990	Email russell.gabbini@wokingham.gov.uk



Covid 19 Vaccination Policy

The purpose of this policy is to provide guidance to staff and managers regarding arrangements for staff being vaccinated in line with Government guidelines and advice.

The policy sets out the Council's stance on employees being vaccinated and how the vaccination programme impacts our workforce.

The policy provides information about specific Government legislation which will mandate some staff to be fully vaccinated to be able to undertake their work.

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Version Control and Document Approvals			
Date	Version	Amendment	Author
17/11/2021	1	New Policy	Russell Gabbini

Introduction

As a response to the pandemic, a vaccine to prevent serious health effects from coronavirus has been developed and made available to the public. The purpose of this policy is to set out our organisation's stance on the vaccine as it affects our workforce and the related rights of our employees.

Individual opinions on vaccines can vary greatly and we appreciate that having a vaccine is generally a personal choice, dictated by personal circumstances. The Government has not made the taking of the vaccine mandatory for the whole population, however for some employees it has been deemed as mandatory to provide evidence of their vaccination status to be able to undertake their role (see 'Mandatory vaccination for staff required to work in Care Quality Commission (CQC) registered care homes' section of this document)

Wokingham Borough Council's stance on vaccination

As an employer, we have a duty to ensure the safety of our employees. In addition, the Health and Safety at Work Act 1974 requires employers to take all reasonably practicable steps to ensure the health, safety, and welfare at work of all their workers. Despite the extensive measures we have taken to ensure that our workplace and our working arrangements are, and continue to be, COVID secure, research has shown the vaccines help provide a greater level of personal protection and safety against serious illness (source: NHS.uk).

Because of this, the Council are actively supporting employees to take up the opportunity to have the vaccine when it is offered to them.

Treating colleagues with respect

The Council recognises that the subject of the COVID-19 vaccination programme can be divisive and lead to the expression of strong opinions. However, employees must remain responsible and respectful when communicating with their colleagues about COVID-19 vaccinations.

Employees must not act against colleagues in a way that could amount to bullying or harassment, for example mocking a colleague's views on COVID-19 vaccinations or forcing their own views on COVID-19 vaccinations on others.

The harassment or intimidation of colleagues because of their views or individual circumstances may lead to disciplinary action.

Any employee who is offended by, or concerned about, a colleague's behaviour in this regard should raise the matter with their line manager.

Making an informed decision

It is normal that some of our employees may have concerns about having the vaccine. We encourage all our workforce to make an informed decision by paying attention to official information sources such as the NHS. We also ask our employees to check the source of any information they read about the Covid 19 vaccines, as we are aware that there is a certain amount of information available which lacks credibility.

Vaccination Appointments

Wherever possible, employees should attempt to secure a vaccination appointment outside of their normal working hours, or as close to the start or the end of the working day as possible. If this is not possible, vaccination appointments will be treated in the same way as other medical appointments and staff should inform their line manager of the date/time of the appointment. Line managers may, at their discretion, ask employees to produce evidence of their appointment (for example an appointment card or email/text inviting them to a COVID-19 vaccination appointment).

Employees who may become unwell after receiving a coronavirus vaccination should take sickness absence in the usual way, adhering to Council's Leave policy.

Mandatory vaccination for staff required to work in Care Quality Commission (CQC) registered care homes

The Government has now passed laws to make it a legal requirement for staff regularly required to work in CQC registered care homes to be fully vaccinated against COVID-19 unless they have a medical or other exemption.

The Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) (No. 2) Regulations 2022 sets out this requirement which came into force on 6 January 2022. The requirement to be vaccinated will apply to workers aged 18 or over who enter the indoor premises of a care home to work. There is an exception where the worker can show that they have a genuine medical or other exemption.

New applicants to the Council (including agency staff) that fall in scope of the legislation will be informed if appropriate and will be required to provide evidence of their vaccination status. Existing employees that are in scope of the legislation will also be asked to provide evidence of their vaccination status.

The legislation requires staff in scope to have completed the course of doses of an authorised vaccine. For the approved UK NHS vaccines this is currently detailed as two doses to be compliant, this may be subject to change due to revised Government policy and legislation. For vaccines administered outside of the UK, please refer to the legislation for further guidance on vaccination compliance.

Employees that are in scope of the legislation should **not** enter CQC registered care homes as part of their duties unless they are fully vaccinated or medically or otherwise exempt. If you have any concerns, you should contact your line manager before entering.

For employees that refuse to be vaccinated or do not have an appropriate exemption and therefore are not compliant with the legislation, the following actions will be considered:

- Reasonable adjustments to roles in scope may be considered at the discretion of the management team, and only if service needs allow this to be considered.
- Alternative roles for employees who have not been vaccinated and do not have an appropriate exemption may not be available, but this will be explored.
- As a last resort, the Council may be left with no option to dismiss these individuals as the current legislation does not allow them to work in CQC registered care homes.

Data Protection

Data collected about our workforce's vaccination status will be held securely and accessed by, and disclosed to, individuals only for the purpose of ensuring that we comply with this new legal requirement.

Management must ensure that an individual's personal data, including data relating to their health, is handled in accordance with our data protection policy.

Any breach of confidentiality, which includes a line manager disclosing a worker's vaccination status to other colleagues who have no legal or business requirement to be informed of a colleague's vaccination status, will be treated very seriously, and dealt with under the Council's disciplinary procedure.

Further information

Further help and advice can be obtained through emailing hrenquiries@wokingham.gov.uk

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By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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