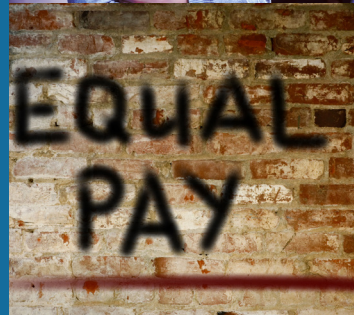


Gender Pay Gap Data

2018/19



West Berkshire
COUNCIL



Introduction

West Berkshire Council employs 1512 people as of 31st March 2019 (78% female, 22% male) providing many different services to communities across the district. From emptying bins and looking after our roads to providing social care and fostering services the work we do touches every one of our residents. Our staff work hard to make a difference in our communities and we appreciate the contribution they make every day.

As a large employer in the District we take our responsibilities to our staff and to future recruits seriously. West Berkshire Council is committed to the principle of equal opportunities and equal treatment for all employees and recognises the value of a diverse and inclusive workforce. We also pride ourselves on our track-record as an employer; supporting our staff, providing flexible and part-time working hours and generous pension and annual leave schemes. In a recent survey (EAS 2018) our staff told us that:

- Over 70% feel a sense of **personal achievement** through their work
- There's a great **team ethic**, with 86% saying that their colleagues co-operate well to get things done
- Over two thirds say they are able to strike a good **work-life balance**
- Most of our staff tell us they're **proud** to work for us

West Berkshire Council is committed to equal pay for equal work with clear pay bands and a job evaluation scheme which ensures a consistent approach in setting pay.

As an employer of more than 250 people the Council is required to publish data on the gender pay gap and report specific figures about their gender pay gap – the difference between the average (mean and median) earnings of males and females, expressed relative to males' earnings.

This report sets out the gender pay gap for 2018/19. It reports that notwithstanding there is equal pay for equal work, where a pay gap exists it is likely to be due to a predominantly female workforce (the majority of which work in our lower grade posts B-F*). A large number of part time workers and a larger percentage of lower-paid roles being occupied by women. It also sets out the action the Council has taken, and intends to take in order to further close the gender pay gap.

“West Berkshire Council is committed to equal pay for equal work”

*See our [Annual Employment Report](#) for further information.

About Gender Pay Gap Data

The Gender Pay Gap information below is a snapshot of pay that shows the difference in earnings between women and men.

What is the Gender Pay Gap?

The Gender Pay Gap is the difference between the average earnings of men and women expressed relative to men's earnings regardless of the role they occupy. A positive figure such as 5% means that men are, on average, earning more than women by that amount. A negative figure such as -5% means that women are, on average, earning more than men by that amount.

What does the Gender Pay Gap not show us?

The Gender Pay Gap is different to Equal Pay. Equal Pay involves ensuring that men and women are paid equally for working in the same or similar roles, or work of equal value, as required in the Equality Act 2010. Job evaluation schemes are an effective way of ensuring equal pay for equal value.

Definitions

- The mean gender pay gap is the difference between the average hourly earnings of men and women.
- The median gender pay gap is the difference between the mid-point in the range of hourly earnings when arranged from highest to lowest.
- Quartiles represent four equal sized groups based on hourly earnings with the upper quartile including the highest paid 25% and the lower quartile including the lowest paid 25%.
- Bonus payments should only be included as "bonus" if it is performance related. All other honoraria contribute to the pay calculation only.

- Calculating the Gender Pay Gap consists of more than the basic hourly rate. The calculation requires inclusion of various allowances relating to ordinary pay. It does not include overtime.

Data for year ending 31st March 2019

This is the third year of reporting our gender pay gap. The results of our latest gender pay gap reporting are displayed below:

Mean gender pay gap: 19.5%

This is the difference between the average hourly rate for men and the average hourly rate for women expressed as a percentage of the average hourly rate for men.

Median gender pay gap: 17.8%

This is the difference between the middle value hourly rate for men and the middle value hourly rate for women expressed as a percentage of the median.

Gender Pay Quartiles

These are correct quartiles based on the statutory reporting requirements.

The quartiles show the percentage of males and females split across four equally sized sections based in their hourly earnings (including bonuses) e.g the upper quartile is comprised of 64.7% females and 35.35 males).

Pay Quartile	Male %	Female %
Upper Quartile	35.3	64.7
Upper Middle Quartile	15.6	76.9
Lower Middle Quartile	23.1	84.4
Lower Quartile	17.0	83.0

Bonus Pay

West Berkshire Council does not operate a bonus scheme however managers can award honoraria for performance related reasons and these payments have been classified as a bonus under the gender pay gap reporting guidance.

2.1 % of women in West Berkshire Council received a bonus

2.3 % of men in West Berkshire Council received a bonus

Women's mean bonus pay is **42.5 %** lower than men's
Women's median bonus pay is **0 %** lower than men's

	2018/19	2017/18	2016/17
Mean Gender Pay Gap	19.5	16.7	19.5
Median Gender Pay Gap	17.8	17.3	15.7
Mean Bonus Gender Pay Gap	42.5	0.0	65.5
Median Bonus Gender Pay Gap	0.0	-2.4	66.7

Typical Causes and Drivers of the Gender Pay Gap

The reasons for a Gender Pay Gap are complex, and can often be due to social norms such as:

- Occupational segregation, overrepresentation in certain sectors
- Underrepresentation of women at senior management level
- Conscious or unconscious discrimination
- Lack of senior roles for part-time working, including progression
- Older workforce, as gap often widens as age increases



Narrative around West Berkshire's

Gender Pay Gap (Analysis based on 2018 figures and will be updated every 3 years)

Occupational Segregation

Occupational segregation has a great impact on the Gender Pay Gap which is largely out of the control of the employer. Occupations are traditionally linked to specific genders for a variety of reasons, including social norms, personal preference and bias.

Looking at West Berkshire Council's (WBC) top 10 roles by women and men illustrates this point. In all of the top 10 roles held by women, they represent 87.5% to 100% of occupancy. The majority of these roles are in the lower B-F grade range, and represent approximately 25% of the female workforce.

Top 10 Roles:

Women:

1. Social Worker
2. Social Care practitioner
3. Dementia Practitioner
4. Reablement assistant
5. Care practitioner
6. Residential care officer
7. Customer Services advisor
8. Dementia practitioner nights
9. Senior Customer Service Assistant
10. Family Support worker

Men

1. Transport services driver
2. Head of Service
3. Civil enforcement officer
4. Social worker
5. Environmental health officer
6. Project engineer#
7. Senior Engineer
8. Principal planning officer
9. Service Manager
10. Reablement Assistant

Gender Imbalance in Promotions or Career Development

Examining data of current staff, 45% of women have not increased their grade during their period of employment with WBC compared to 52% of men. 31% of women have made one grade increase, compared to 25% of men. 24% of women have increased by more than one grade, compared to 24% of men. Therefore, promotions/job evaluations are fairly evenly distributed between the genders.

Imbalance on Starting Pay

Our recruitment policy recommends that new starters are recruited at the bottom of the grade. However managers are given discretion to pay above the minimum dependant on the skills and experience the new starter brings to the role. Bearing this in mind, 51% of new starters who are women have started at the bottom or one SCP from the bottom of the grade, compared with 44% of men. 42% of men start between the mid-point and the maximum, with only 33% of woman appointed in the same section of the pay scale.

Reasons why managers chose to pay above the minimum SCP is not recorded.

Grading structure at West Berkshire Council

38% of all staff are employed on B-F grades of which almost **84%** are female. This mainly consists of care workers and administration.

46% are G-J (or equivalent) of which **78%** are female. This mainly consists of professional, technical, lower management roles.

15% are Grade K to M (or equivalent) of which **64%** are female. This mainly consists of professional and middle managerial roles.

1% are Senior Managers, of which 20% are female, which for this purpose, is classed as Heads of Service, Directors and the Chief Executive.

Management/Leadership Apprenticeships

22 out of 24 (91%) of all current management apprenticeships are being studied by women. This is a positive move to develop the skills for higher paid roles. Over time, we will monitor the success apprenticeships have in helping employees gain promotion and career development.

Older Workforce

It is widely acknowledged that Gender Pay Gaps are linked to age. Pay gaps are less for those under 25 and generally increase as the workforce ages. This is often due to changes in life circumstances, such as women often taking career breaks and reducing hours to part time work whereas this isn't a common occurrence for men when they start a family.

Calculating on basic pay only, this is the case at West Berkshire Council where the differences in Gender Pay are minimal for under 25s, but increase for each age range. With an average age of 46 for women and 47 for men, this is the approximate age where the Gender Pay Gap increases.

Under 25	25-34	35-44
3.23%	14.92%	22.11%
45-54	55-64	65+
31.65%	24.87%	3.23%

Casual Workers

The Gender Pay Gap also takes into account casual workers who were paid in the relevant pay reporting period and averages their hourly rates together with staff on the establishment.

The majority of the Council's casual workers are placed in lower graded roles. 87% of casual workers are women but the split between genders across the grades remains at a fairly constant proportion.



Part-time Workers

Whilst the hourly rate remains the same regardless of part time or full time work, there are less part-time opportunities within higher paid roles. This is likely to discourage women from applying for more senior roles if they are unable to continue their commitment to dependent care.

Ensuring part-time staff are given opportunities for career progression means that the Council is utilising the skills and experience women (and men with caring responsibilities) bring to develop a more effective workforce.

This is illustrated by part time women earning approximately 10% less than full time women.

Looking at seniority of grades (as at 31/03/2019), there are 29.4% and 27.7% of part-time employees in the Grade G-J and Middle Manager Grade K-M respectively. This is significantly less than B-F at 52.1% .

41% of middle management part time roles are in Education Services alone with only a handful of roles in each of the other Services. Commissioning and Customer Services & ICT have no part-time staff in middle or senior management.

Narrative around West Berkshire's Gender Pay Gap

(Analysis based on 2018 figures and will be updated every 3 years)

Recruitment Data

For all vacancies (regardless of grade) since April 2016, 71.94% of applicants are women with 71.59% being invited to interview. Women are slightly less likely to be successful after the interview stage with 65.62% being offered the role.

Conclusions

From the analysis in this report, we can conclude that the relatively larger Gender Pay Gap at West Berkshire is linked to:

- Predominantly female workforce due to retaining our social care functions in house (which have high numbers of female employees) and outsourcing services such as waste and highways (which are often dominated by male staff)
- Large number of part time workers, but limited in senior roles
- Large percentage of lower paid roles are occupied by women
- Older workforce

Positive Findings

- Take up of women for managerial apprenticeships
- Increases in grade are fairly evenly distributed

Future Action

In the last 12 months the Council has introduced a new Workforce Board with representatives from across each area of the Council and union representation to look at workplace matters including improving the gender pay gap. In addition the Equalities and Diversity Board has been implemented and part time Equalities officer appointed. For more information:

<https://info.westberks.gov.uk/article/27939>

Both Boards will be looking at working on improving equality and diversity and this will include the gender pay gap data and any resulting action plans.

Potential Practical Areas to Improve

- Review recruitment forms asking managers to justify specifically why they are paying starters over the minimum SCP at offer stage.
- Central log of flexible working requests and responses.
- Continue to promote family friendly policies and evaluate the take-up and effectiveness throughout levels of the organisation.
- Identify ways to encourage women to apply for more senior roles internally and externally.
- Carry out a survey of female staff to understand their views in relation in recruitment and promotion

Areas Already in Place

- To encourage recruiting managers to consider whether a part-time worker could succeed in a role, the HR team have put in place a question on EC5 recruitment form “Would you consider appointing on less hours than advertised?” If agreed, HR will ensure that a clause is inserted into the advertisement to inform applicants that there is potential for part time working, so that they know upfront that this is an option. Such roles will appear in both full time and part-time filter searches on our recruitment website.
- Considering flexible hours will also be included in the Recruitment and Selection training sessions.
- A recent staff survey carried out following the recent COVID crisis looked at working patterns and arrangements and how these interact with work life balance. It also explored options to encourage and develop more flexible ways of working.

“Occupations are traditionally linked to specific genders for a variety of reasons, including social norms, personal preference and bias.”





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