

# Gender pay gap report

31 March 2017



## 1.0 Executive summary

- 1.1 Lichfield District Council aims to ensure people are treated fairly and equally, whether this is about the way we treat the public in the provision of our services, or our employees in the way they are treated at work. Diversity and inclusion are also key priorities.
- 1.2 For the first time this year we are publishing a gender pay gap report in line with a new legal requirement for all public-sector bodies.
- 1.3 A gender pay gap report shows the difference between the average (mean or median) earnings of men and women. The difference is expressed as a percentage of men's earnings – for example women earn 3% less than men.
- 1.4 Used to its full potential, gender pay gap reporting is a valuable tool for assessing levels of equality in the workplace, female and male participation, and how effectively talent is being maximised.
- 1.5 **Overall, we are pleased that our reported gender pay gap is significantly lower than the national average (4.72% vs 17.4% in all sectors).**
- 1.6 We have robust policies and procedures in place to make sure staff are paid fairly and equally across all sections of the workforce, and we are confident that our gender pay gap does not stem from paying men and women differently for the same or equivalent work. There is however **still an average (mean) gender pay gap of 4.72%**, so we have investigated this to find out why.
- 1.7 We have identified that the main reason for the gap is that we host the joint waste service with Tamworth Borough Council. This service area traditionally attracts a larger percentage of male employees, and as a result, we employ a higher number of men in the middle quartile, displacing more women in the lower and lower middle quartiles, which otherwise would have been balanced with male employees (see section 4.0 for more details on quartiles).
- 1.8 The gender pay gap data was taken during the recent management restructure (31 March 2017). Due to structural changes, recruitment and outsourcing of leisure that has taken place since, we are confident the gaps that existed in 2017 are unlikely to be replicated in future years, however this will be kept under review.
- 1.9 We are also confident that our future plans for recruitment and resourcing, promotion and talent management will help to further narrow the gap and ensure a fairer future for all who work here.

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## 2.0 Background Information

- 2.1 The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (S1 2017/353) require public sector employers with 250 or more employees to publish their gender pay gap information. There is a similar requirement of the private sector.
- 2.2 As an employer with a headcount of more than 250 we are required to publish the following data annually, as at 31 March.

## 3.0 What is the gender pay gap

- 3.1 The gender pay gap is the way we express the difference between the average pay of men and women in all roles in the organisation.
- 3.2 It is calculated using two methods of average pay across quartiles:

**Mean** The percentage pay difference between the average mean hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees.

**Median** The percentage pay difference between the average median hourly rate of pay of male full pay relevant employees and that of female full-pay relevant employees.

- 3.3 The report must also illustrate the proportion of males and females in each quartile pay band.
- 3.4 Our report does not show certain calculations, as the council does not pay bonuses – these include:
  - The mean bonus gender pay gap (not applicable)
  - The median bonus gender pay gap (not applicable)
  - The proportion of males receiving a bonus payment (not applicable)
  - The proportion of females receiving a bonus payment (not applicable)
- 3.5 The information must be published/available for at least 3 years on [www.lichfielddc.gov.uk/genderpaygap](http://www.lichfielddc.gov.uk/genderpaygap) and on the designated government website.

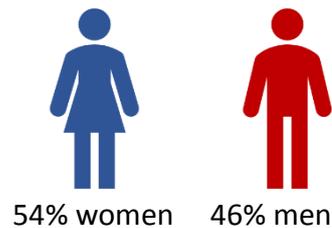
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## 4.0 Our data

Our gender pay gap reporting figures have been calculated using the standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

### Our workforce gender profile

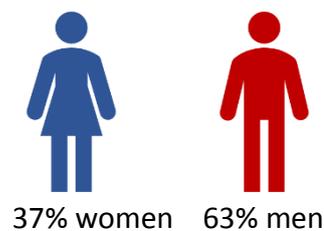


### Our workforce gender profile – broken down into full-time and part-time staff

33% of our workforce is full-time and 67% is part-time.

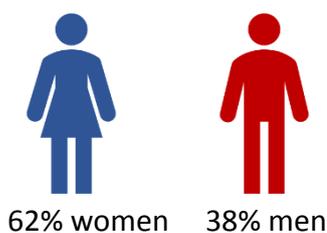
### Our full-time workforce

63% of our full-time workforce is male and 37% is female. The **average (mean)** pay for women working full time is £14.30 compared to men at £13.01.



### Our part-time workforce

38% of our part-time workforce is male and 62% is female. The average (**mean**) pay for women working part-time is £9.68 compared to men at £10.32.



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## Mean and median gender pay gap

As expressed above:

**Mean** is the entire range of pay expressed as an average by gender. The % difference is calculated between male and female's average pay.

**Median** is the mid-point in the range of salaries for both male and female employees from which the % difference is calculated with regards to the difference in pay.

Our gender pay gap – mean and median	
Mean gender pay gap	4.72%
Median gender pay gap	0%

## Pay quartiles

The **quartiles** are calculated by ranking the pay data values and dividing the data set into four equal groups, each group comprising a quarter of the data.

Quartile	Men	Women	Description
Lower quartile	45.35%	54.65%	Includes all employees whose standard hourly rate places them at or below the lower quartile
Lower middle quartile	40.70%	59.30%	Includes all employees whose standard hourly rate places them at or below the median
Upper middle quartile	46.51%	53.49%	Includes all employees whose standard hourly rate places them at the median but at or below the upper quartile
Upper quartile	53.18%	46.82%	Includes all employees whose standard hourly rate places them above the upper quartile

## 5.0 Commentary

5.1 Under the Equal Pay Act 1970, men and women must receive equal pay for:

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

5.2 We have a clear policy of paying employees equally for the same or equivalent work, regardless of their sex (or any other characteristic set out above).

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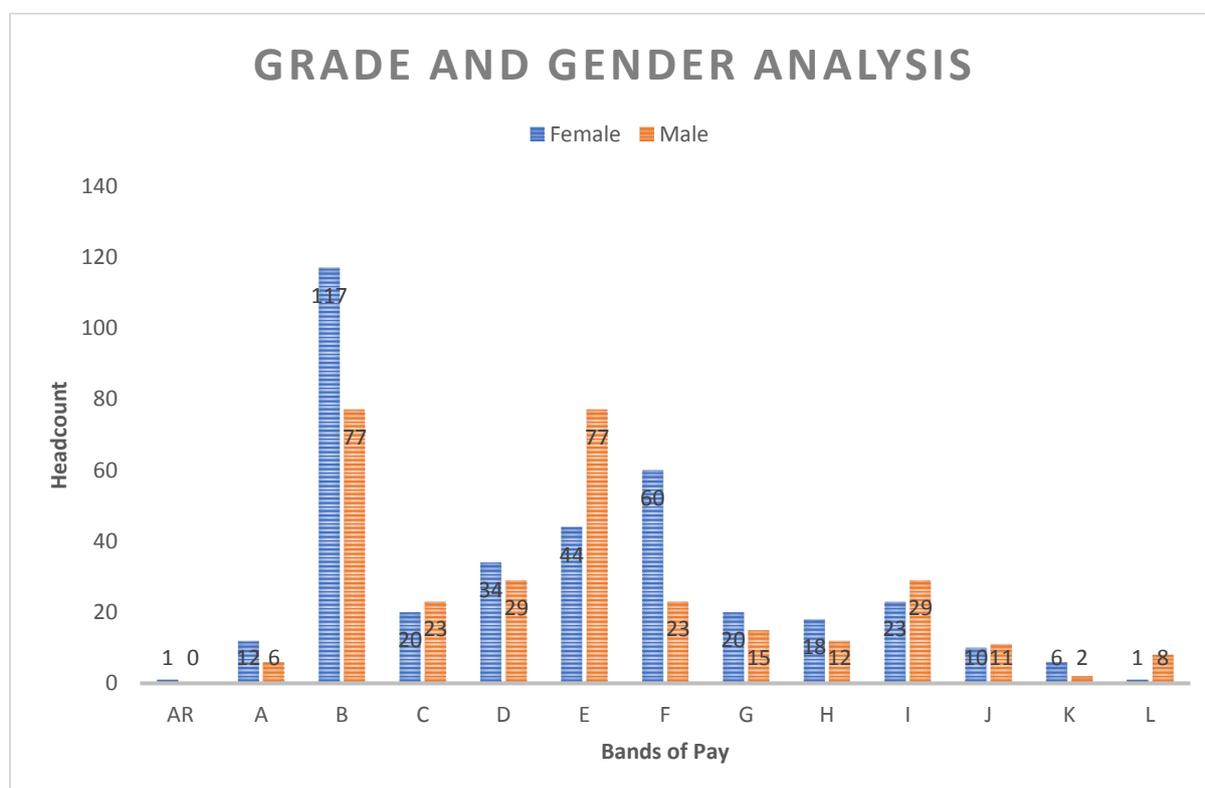
5.3 To achieve this, we:

- Operate a job evaluation methodology to grade all jobs consistently.
- We use the National Joint Council (NJC) Job Evaluation Scheme to ensure that all jobs below Chief Officer roles are paid fairly.
- We use Hay methodology for more senior roles that sit outside of the NJC framework.
- Ensure that allowances are awarded fairly and consistently across the council.
- Re-evaluate job roles and pay grades as necessary to ensure a fair structure.

5.4 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 may be as a result of the roles in which men and women undertake within the council and the salaries that these roles attract.

5.5 Across the UK economy as a whole, men are more likely than women to be in senior roles (especially very senior roles at the top of organisations), while women are more likely than men to be in front-line roles at the lower end of the organisation.

5.6 This trend is reflected in the make-up of our workforce, with the majority of our cleaning, casual leisure staff, administrative and customer services roles being carried out by women as demonstrated in the graph below in bands A and B.



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- 5.7 This pattern is further exacerbated in the lower middle quartile by the fact that we host a joint waste service with Tamworth Borough Council which traditionally attracts a higher percentage of male employees.
- 5.8 In general women are also more likely than men to have had breaks from work that may have affected their career progression, for example to bring up children.
- 5.9 We have a flexible working procedure which applies to all employees regardless of their role and gender. Women are also more likely to work part time, and many of the jobs that are available across the UK on a part-time basis are relatively low paid.
- 5.10 From the mean average of pay broken down for males and females working part-time and full-time at our council, it is evident that the average salary for both men and women working part-time is significantly lower than those working full-time.
- 5.11 In the last year the council created nine new roles at head of service level, which has given progression opportunities to staff inside the council.
- 5.12 As employees leave naturally the figures will alter as the numbers are small and therefore the impact is sensitive.

## 6.0 Benchmarking

6.1 The following table identifies comparable information to provide a benchmark for the Lichfield District Council figures.

	Lichfield District Council	All sectors	Public sector
Mean gender pay gap	4.72%	17.4%	17.7%
Median gender pay gap	0%	18.5%	19.4%

## 7.0 Going forward

- 7.1 We will continue to embed principles of diversity and inclusion in all our activities, so that underrepresented groups can gain ground and operate at a level playing field.
- 7.2 Developing the talent of our female workforce is critical to ensuring we have a balance of skills, attributes and capabilities to help us achieve our plans.
- 7.3 To ensure that the jobs employees undertake are of equal value, in setting the pay levels we undertake job evaluation to determine the size of a job by following the nationally recognised job evaluation scheme for National Joint Council employees and the Local Government Employers job evaluation scheme for Joint National Council employees. Evaluations are undertaken regularly for new jobs and as part of restructures where a job significantly changes.

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- 7.4 Our recruitment and selection processes look to support our commitment to offer internal promotion opportunities and help develop long term careers for employees through creating a mobile, flexible and agile workforce. Monitoring takes place throughout the process and looks at the protected characteristics to ensure they are treated fairly and where necessary, positive action will be undertaken to attract candidates from particularly under-represented groups.
- 7.5 Our recruitment and selection processes will be reviewed to ensure that the reduction of the gender pay gap is considered for any changes to the policy.
- 7.6 Exit monitoring is also carried out that can also be used to identify issues that may affect the gender pay gap.
- 7.7 Pay gap monitoring forms part of the annual pay progression cycle to ensure that any decisions on pay awards as a result of that process do not adversely affect a protected characteristic group.
- 7.8 Flexible working is offered throughout the council for all levels of jobs unless business need means that it is not possible – for example the use of flexi-time for some frontline employees will be limited in order to maintain the service due to the nature of the job.
- 7.9 Support is offered to returners to work following shared parental/maternity/adoption leave in order to enable them to return to work and fit around their work life balance. We will continue to support new ways of working that offers flexibility and enables employees to continue to develop within the organisation whilst still enabling them to get the best out of their home life.

ENDS