



Committee: PERSONNEL COMMITTEE

Date: MONDAY, 30TH APRIL 2018

Venue: LANCASTER TOWN HALL

Time: 6.10 P.M.

A G E N D A

1. **Apologies for absence**

2. **Minutes**

Minutes of meetings held on 3rd and 10th April, 2018 (previously circulated).

3. **Declarations of Interest**

To receive declarations by Members of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Whilst not a legal requirement, in accordance with Council Procedure Rule 9 and in the interests of clarity and transparency, Members should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

In accordance with Part B Section 2 of the Code Of Conduct, Members are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

4. **Items of urgent business authorised by the Chairman**

5. **Gender Pay Gap Reporting** (Pages 1 - 6)

Report of the Interim HR Manager.

6. **Work Plan** (Pages 7 - 9)

Report of the Interim HR Manager.

7. **Exclusion of the Press and Public**

The Committee is recommended to pass the following recommendation in relation to the following item(s):-

“That, in accordance with Section 100A(4) of the Local Government Act, 1972, the press

and public be excluded from the meeting for the following item(s) of business, on the grounds that they could involve the possible disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Schedule 12A of that Act.”

Members are reminded that, whilst the following item(s) have been marked as exempt, it is for the Committee itself to decide whether or not to consider each of them in private or in public. In making the decision, Members should consider the relevant paragraph of Schedule 12A of the Local Government Act 1972, and also whether the public interest in maintaining the exemption outweighs the public interest in disclosing the information. In considering their discretion Members should also be mindful of the advice of Council Officers.

8. Executive Team Structure (Pages 10 - 44)

Report of the Chief Executive.

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Caroline Jackson (Vice-Chairman), Eileen Blamire, Ronnie Kershaw, Jane Parkinson, Margaret Pattison, Sylvia Rogerson and 1 Labour vacancy

(ii) Substitute Membership

Councillors Carla Brayshaw (Substitute), Andrew Gardiner (Substitute), Rebecca Novell (Substitute), David Whitaker (Substitute) and Phillippa Williamson (Substitute)

(iii) Queries regarding this Agenda

Please contact Stephen Metcalfe, Democratic Services - telephone 01524 582073, or e-mail sjmetcalfe@lancaster.gov.uk.

(iv) Changes to Membership, substitutions or apologies

Please contact Democratic Support, telephone 582170, or alternatively email democraticsupport@lancaster.gov.uk.

SUSAN PARSONAGE,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
LANCASTER, LA1 1PJ

Published on Thursday, 19th April 2018.

PERSONNEL COMMITTEE**Gender Pay Gap Reporting****30 April 2018****Report of the Interim HR Manager****PURPOSE OF REPORT**

To enable the Committee to consider the Gender Pay Gap report, and the comparison between figures for 2016/17 and 2017/18.

This report is public.

RECOMMENDATIONS

- (1) That Personnel Committee notes the published gender pay gap report for 2016/17 and the figures provided for 2017/18.**

1.0 Introduction

- 1.1 The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 require that organisations with 250 employees or more publish specific figures about their gender pay gap on a snapshot date of 31st March 2017.
- 1.2 The Council has published its figures in line with these regulations, and the published report is included at Appendix A.
- 1.3 The figures published show both the mean and median pay gaps, which are lower than the national averages. The report also clarifies the reasons why figures are at the level they are, specifying the composition of our workforce at various levels.
- 1.4 The Committee should note that the Council has a set of pay grades, each with its own salary range. All employees carrying out the same job are paid within a specific grade, and all employees within each grade benefit equally from progression within the grade, up to the maximum salary payable. Jobs are allocated to specific grades within the Council using the analytical job evaluation scheme the Council currently uses. Both of these approaches ensure that the Council complies with equal pay legislation.

2.0 2017/18 Gender Pay Gap figures

- 2.1 Whilst figures for the 2017/18 year are expected to be published by the end of the current financial year, the Council have calculated figures for the year so that an early comparison can be made. These have not yet been published.
- 2.2 Gender Pay Gap figures for 2017/18 are as follows:
1. Mean Gender Pay Gap +4.60% (compared to +3.96% in 2016/17)
2. Median Gender Pay Gap +12.54% (compared to +15.04% in 2016/17)
- 2.3 These figures, when compared to the figures for 2016/17, show that the mean has increased slightly, which it is expected is mainly due to the appointment of a male in the

Assistant Chief Executive position during the year. The median figure has now decreased, which for the most part is as a result of the standby and callout rates having now been standardised across all service areas within the Council.

3.0 Conclusions

- 3.1 The Council continues to pay its staff in accordance with internal policy and procedure, and complies with employment legislation in ensuring pay rates follow the principle of 'equal pay for work of equal value'.
- 3.2 As specified in the report for 16/17, the primary reasons for the Gender Pay Gaps as reported above are the make-up of our workforce, and in particular that:
- 80% of our manual workforce (i.e. refuse collection and skilled trade staff) are male. Whilst steps can be taken to encourage more female applications for these positions, it should be noted that the Office for National Statistics reports that generally 92% of tradespeople are male.
 - The vast majority of people in our in-house cleaning team are female, and these positions are paid within the Lower Quartile of our grading system.

**CONCLUSION OF IMPACT ASSESSMENT
(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing):**

There is no impact. Should actions be proposed as a result of this paper, then impact assessments will be carried out in relation to those specific actions.

LEGAL IMPLICATIONS

There are no legal implications arising from this report.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

OTHER RESOURCE IMPLICATIONS, such as Human Resources, Information Services, Property, Open Spaces:

There are no resource implications arising from this report. However, should actions be proposed as a result of this report, then it is expected that the Human Resources team would be responsible for progressing those actions, and would need to review capacity when considering timescales alongside other priorities.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no comments

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no comments.

BACKGROUND PAPERS

Contact Officer: Dave Rigby
Telephone: 01524 582180
E-mail: darigby@lancaster.gov.uk

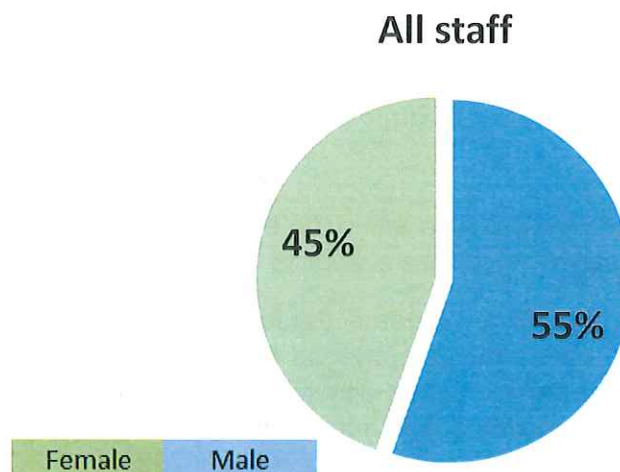
Introduction

The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 require that organisations with 250 employees or more must publish specific figures about their gender pay gap on a snapshot date of 31st March 2017. This includes the requirement to base calculations on the ordinary pay for all staff paid on the snapshot date.

On 31st March 2017 our workforce totalled 799 individuals, of which 357 were female and 442 were male.

For the purpose of reporting the gender pay gap, all permanent, temporary and casual employees are included in the total workforce figure.

A positive pay gap indicates that men are paid more, a negative pay gap indicates that women are paid more.



The regulations require us to report on:

1	Mean Gender Pay Gap	The difference between the mean hourly rate of pay of male full-pay relevant employees and that of female full pay relevant employees
2	Median Gender Pay Gap	The difference between the median hourly rate of pay of male full pay relevant employees and that of female full- pay relevant employees
3	Mean Bonus Gap	The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees
4	Median Bonus Gap	The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees
5	Bonus Proportions	The proportions of male and female relevant employees who were paid bonus pay
6	Quartile Pay Band	The proportions of male and female full pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands

The gender pay gap is different to equal pay. Equal pay relates to men and women receiving equal pay for equal work. The gender pay gap is a measure of any disparity in pay between the average earnings of males and females in the workforce.

Mean and Median pay gap:

1	Mean Gender Pay Gap	+3.96%
2	Median Gender Pay Gap	+15.04%

Lancaster City Council's Mean and Median pay gap is significantly lower than the national average of 17.4% and 18.4%* respectively. Please see the Analysis section for further information.

*Annual Survey of Hours and Earnings 2017, Office for National Statistics.

Bonus Gender Pay Gap

The only payment that the Council makes that falls within the definition of a bonus are long service awards, which are awarded to all staff upon achieving 25 years' service.

Since September 2017 long service awards are made in the form of a vouchers to the value of £150 to all employees, which will ensure a 0% bonus gender pay gap in future years. Prior to this point, qualifying employees were able to take their long service award either as a gift up to the value of £150 or a monetary award of £125. The choice of Award was optional, with most males choosing a gift of up to £150. More female staff chose the cash award or purchased a gift below the maximum value.

Mean and Median bonus pay gap:

3	Mean Bonus Gap	+2.3%
4	Median Bonus Gap	+2.7%

5 The proportion of males and females who receive bonus pay in 2016/17 (i.e., Long Service Award)

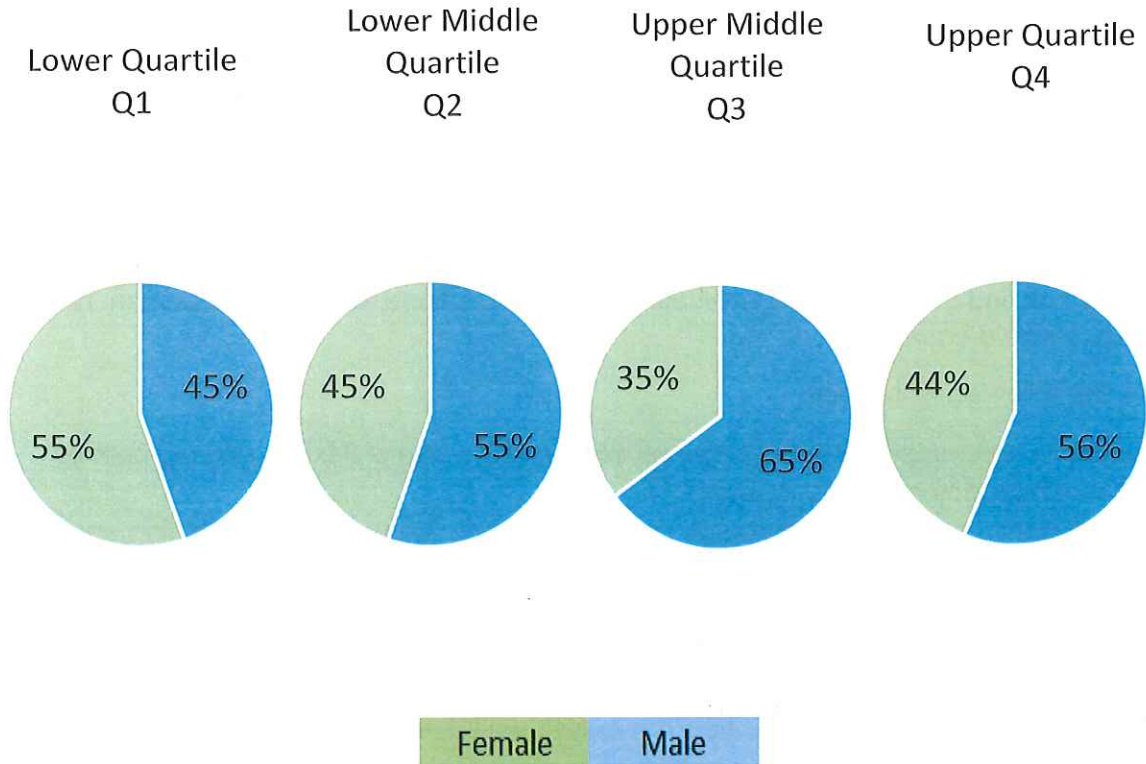
Gender	Percentage
Female	2%
Male	1.8%

The actual number of male and females who received a long service award in 2016/17

Gender	No.	Proportion %
Female	7	46.7
Male	8	53.3
Total	15	100.0

6 Quartile Pay Band – The proportion of males and females in each quartile pay band

These charts show the workforce composition in each pay quartile. The proportions in Quartile 2 (Lower Middle) and Quartile 4 (Upper) generally reflect our gender workforce profile. However, there are more women in Quartile 1 and more men in Quartile 3.



Analysis

The data tell us that on average men are paid 3.96% higher than women, but the gap widens to 15.04% as a median.

It is positive to note that the Upper Quartile and Lower Middle Quartile are reflective of our current workforce profile.

The median gender pay gap is higher than the average pay gap, due to the larger numbers of female staff in the Lower Quartile. There are a number of factors that influence this including the fact that Lancaster City Council has retained an in-house cleaning team, which is made up primarily of female staff who are paid within the Lower Quartile.

Additionally Lancaster City Council's retention of its council housing stock, along with its repairs and maintenance function, and refuse collection service means that a high proportion of the workforce at Lancaster City Council (38%) is made up of manual and skilled trade staff, of which 80% are male. The Annual Survey of Hours and Earnings 2017 - Office for National Statistics reports that 92% of skilled tradespeople are male.

Further, the Gender Pay Gap information is based on ordinary pay, which includes certain types of additional pay, including standby & callout. Manual and skilled trade staff are more likely to undertake standby and callout, due to the nature of their duties. Of 74 staff who take part in standby and callout arrangements, 81% are male, which results in higher ordinary pay for these staff and has a direct bearing on the gender pay gap.

Supportive Statement

Lancaster City Council is committed to gender equality. In 2010 the Council concluded work on a comprehensive pay and grading review, evaluating job roles to ensure that men and women, performing work of equal value are paid equally.

Additionally, the following is in place:

- Support for all employees through the application of a range of flexible working policies
- Review of standby and callout payments
- Apprenticeship scheme to encourage new entrants into the workforce, including appointing female apprentices into skilled trade positions.

I, Susan Parsonage, Chief Executive, confirm that the information in this statement is accurate.

Signed:



Date:

29/3/18

PERSONNEL COMMITTEE**Personnel Committee Work Plan****30 April 2018****Report of the Interim HR Manager****PURPOSE OF REPORT**

To enable the Committee to consider proposed work plan for the next twelve month period

This report is public

RECOMMENDATIONS

- (1) That Personnel Committee agrees the work plan for the next twelve months
- (2) The work plan is considered at each meeting of the Personnel Committee

1.0 Introduction

- 1.1 It was agreed by Personnel Committee on 10th April 2018 that a work plan should be developed for the Committee covering the future twelve month period and updated on an ongoing basis.
- 1.2 The work plan will be considered at each meeting of the Committee as a standing agenda item
- 1.3 The draft plan is attached at Appendix A.

**CONCLUSION OF IMPACT ASSESSMENT
(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing):**

There is no impact

LEGAL IMPLICATIONS

There are no legal implications arising from this Report.

FINANCIAL IMPLICATIONS

There are no financial implications directly arising from this report. Any implications in relation to specific work plan items would be included in the relevant Committee reports.

OTHER RESOURCE IMPLICATIONS, such as Human Resources, Information Services, Property, Open Spaces:

There are no other resource implications arising from this report.

DEPUTY SECTION 151 OFFICER'S COMMENTS

The Deputy Section 151 Officer has been consulted and has no further comments.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no comments

BACKGROUND PAPERS

Contact Officer: Dave Rigby

Telephone: 01524 582180

E-mail: darigby@lancaster.gov.uk

Personnel Committee Work Plan

Date	Subject	Comments
April 2018	Gender Pay Gap Reporting Executive Team Structure	
May 2018	Assistant Chief Executive Recruitment Proposed Executive Team Roles	
June 2018	JCC	
July 2018	Pay Policy Statement Proposed Executive Team Recruitment	PPS will need to be updated from JCC discussions as well as incorporating agreed pay award for senior staff, if agreed at that stage
August 2018	Proposed Executive Team Recruitment	
September 2018		
October 2018		
November 2018	Pay Policy Statement	
December 2018		
January 2019	Pay Policy Statement	In advance of full Council
February 2019		
March 2019		
April 2019		

Document is Restricted

By virtue of paragraph(s) 1, 2, 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted