

Personnel Committee

Date: **Tuesday 4 December 2018**
Time: **10.00am**
Venue: **Conference Room, Ground Floor, South Wing
County Hall, Norwich**

Persons attending the meeting are requested to turn off mobile phones.

Membership:

Mr A Adams
Mr G Nobbs
Mr G Plant
Mr A Proctor (Chairman)
Dr M Strong

**For further details and general enquiries about this Agenda
please contact:**

Karen Haywood on 01603 228913
or email committees@norfolk.gov.uk

Under the Council's protocol on the use of media equipment at meetings held in public, this meeting may be filmed, recorded or photographed. Anyone who wishes to do so must inform the Chairman and ensure that it is done in a manner clearly visible to anyone present. The wishes of any individual not to be recorded or filmed must be appropriately respected.



If you need this document in large print, audio, Braille, alternative format or in a different language please contact Karen Haywood on 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Agenda

1 Apologies

To receive any apologies.

2. Minutes

To confirm the minutes of the meeting held on 25 September 2018.

(Page 5)

3. Members to Declare any Interests

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter.

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an **Other Interest** in a matter to be discussed if it affects, to a greater extent than others in your division

- Your wellbeing or financial position, or
- that of your family or close friends
- Any body -
 - Exercising functions of a public nature.
 - Directed to charitable purposes; or
 - One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);

Of which you are in a position of general control or management.

If that is the case then you must declare such an interest but can speak and vote on the matter.

4. Gender Pay Gap 2018-19

(Page 7)

Report by the Head of Human Resources

5. Exclusion of Public

The Committee is asked to consider excluding the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the items below on the grounds that they involve the likely disclosure of exempt information as defined by paragraph 4 of Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The committee will be presented with the conclusions of the public interest tests carried out by the report author and is recommended to confirm the exclusion.

6. Exempt Minutes (Page 13)

To confirm the exempt minutes of the meeting held on 25 September 2018

7. Pay Structure Review (Page 14)

Report by the Head of Human Resources

8. Proposed Grade of the post of Executive Director of Strategy and Governance and interim pay arrangements for Head of Paid Service (Page 27)

Report by the Head of Human Resources

Chris Walton
Head of Democratic Services
County Hall
Martineau Lane
Norwich
NR1 2DH

Date Agenda Published: 26 November 2018

Personnel Committee

Minutes of the Meeting held on 25 September 2018 at 10.00am in the Conference Room, Ground Floor at County Hall

Present:

Mr G Nobbs
Mr G Plant
Mr A Proctor

Substitute Members present:

Mr P Duigan for Mr T Adams
Mr D Roper for Dr M Strong

Also Present:

Ms S Albrow	Senior HR Consultant
Mr R Graham Leigh	Employment Framework and Reward Manager
Ms K Haywood	Democratic Support and Scrutiny Manager
Mrs S Shirtcliff	Head of Human Resources
Dr W Thomson	Managing Director

1. Apologies

1.1 Apologies for absence were received from Dr Marie Strong and Mr Tony Adams.

2. Minutes of the Meeting Held on 19 June 2018

2.1 The public minutes of the meeting held on 19 June 2018 were agreed as a correct record and signed by the Chairman.

2.2 The Committee received an update on the Coroners' Pay report which had been brought to the last meeting of the Committee. It was noted that following the last meeting an offer had been accepted which could be met within the County Council's budget.

3. Declarations of Interests

3.1 There were no declarations of interest.

4. Exclusion of the Public

4.1 Officers presented the public interest test for the following report, as required by the 2006 Access to Information Regulations, for the consideration of the Committee as follows:

The report sets out sensitive information relating to the terms of employment of

County Council employees. The release of this information would prejudice possible forthcoming negotiations and would therefore not be in the public interest. This assessment has been reached in light of the guidance provided by the Head of Law.

The Committee **RESOLVED:**

That the public be excluded while the following minute and reports were considered.

8 Summary of minutes excluded from public deposit

- 8.1 The exempt minutes of the meeting held on 19 June 2018 were agreed as a correct record and signed by the Chairman.

9. Pay Structure Review

The exempt report by the Head of Human Resources was received and the recommendations agreed.

The meeting concluded at 10:10am.

CHAIRMAN

Personnel Committee

Item No.....

Report title:	Gender Pay Gap 2018/19
Date of meeting:	4 December 2018
Lead Officer:	Sarah Shirtcliff
Strategic impact This report seeks authority to publish data on our pay by gender on an annual basis in accordance with the Equality Act regulations.	

Executive summary

In April 2018, all companies in the UK with more than 250 employees were required to publish:

- their median gender pay gap figures, which compare the pay of the man and woman who are at the mid-point of the company payroll
- their mean gender pay gap figures - produced by dividing the total male and female payroll by the number of workers
- the proportion of men and women in each quarter of the pay structure.
- the gender pay gaps (mean and median) for bonuses

The data is calculated for the public sector as at the 31 March each year and must be published within 12 months of the snapshot date.

Recommendation

Personnel Committee are asked to review and agree the Gender Pay Gap Report, authorising the Head of HR to publish the 2018/19 results and supporting narrative before the statutory deadline.

1. Purpose of the report

1.1 New legislation took effect in 2018, requiring all employers with 250+ employees to publish their Gender Pay Gap by the end of each financial year.

1.2 This is the second cycle of reporting under the new legislative regime and this report sets out the position in respect of NCC's gender pay gap as at 31 March 2018, and compares against our position in 2017.

2. Scope of the legislation

2.1 The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 applies to local authorities and other public bodies. Publicly-funded schools are required to submit their own reports, so employees in council-maintained schools are not in scope. A wide definition of employee is used for the purposes of this legislation and includes:

- employees (those with a contract of employment)
- workers and agency workers (those with a contract to do work or provide services)
- some self-employed people (where they personally have to perform the work)

2.2 The calculations should be made from the March payroll as the public sector “snapshot” date of the 31 March falls into this period. Employers then have 1 year by which the analysis should be published.

2.3 Where the employer does not have, and for the employer to obtain, the necessary data, Section 2(3) of the Regulations states that the employer is not required to include any data it doesn’t hold and where it isn’t reasonably practicable for them to get it. Agency workers, self-employed people and retained firefighters are excluded from the 2018 report as we either do not hold any or insufficient data on the individuals to enable us to report accurately.

2.4 The regulations define pay to include basic pay, all types of paid leave, shift or other allowances. It does not include overtime, expenses, salary sacrifice, benefits in kind, redundancy pay or tax credits. Employees on reduced pay due to sick or maternity leave are out of scope.

3. 2018 Gender pay gap reporting outcomes

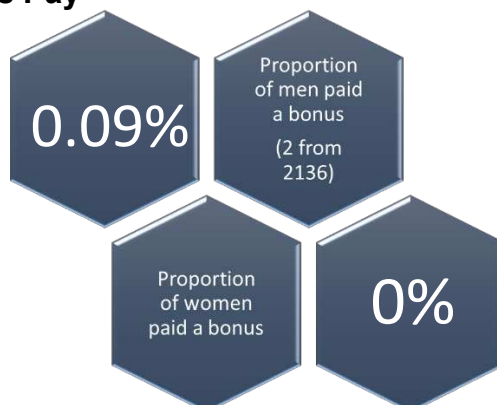
3.1 Overall Gender pay gap outcome

2018/19	Mean ave pay (per hour)	Median ave pay (per hour)	Mean bonus pay	Median bonus pay
All	£14.72	£12.94	£494.38	£494.89
Males	£15.63	£14.34	£494.38	£494.89
Females	£14.29	£12.94	£0	£0
Pay gap	8.57%	9.77%	100%	100%

3.2 Quartile data



3.3 Bonus Pay



4. Comparison with 2017/18 data

- 4.1 The mean gender pay gap has increased by 1.76% compared to the 2017/18 outcome, the median pay gap has remained broadly steady having increased by 0.07%.
- 4.2 Looking at the data by grade (appendix A), the pay gaps for the majority of grades still do not exceed the Equality and Human Rights Commission's definition of a significant pay gap of +/-3% pay gap. There have been some fluctuations within grades compared to 2017:
- There are more significant pay gaps in favour of women (Scale A, K, P and S)
 - There is a significant pay gap in favour of men at Scale H
 - There has been a widening of several pay gaps across the scales, but not to a significant level
- 4.3 These gaps are a result of varying factors: the pay gap at Scale A is as a result of assimilating employees at Scale A (who are predominantly women) with employees on the lower national minimum apprenticeship salary (who are male). A small number of female staff at Scale P and S are in receipt of market related payments which has resulted in the gap. Female staff at Scale K are more likely to be paid towards the top of the grade compared to men, with 27% of female employees paid on the top 3 points, compared to 16% of men.
- 4.4 Winter Services staff, who are predominantly male, paid on Scale H are eligible for contractual allowances in addition to basic pay. The number of these staff who will fall in scope of the pay gap analysis will depend on weather conditions each year, and due to the Beast from the East in late February, a higher number of claims were submitted and paid in the March payroll.
- 4.5 The pay gap in favour of men at Scale N reported in 2017/18 remains an issue, but has not deteriorated, and the median gap at Scale M has reduced to below 3%. The 2018/19 data shows that at Scale N men are still more likely to be at the top of the grade than women, but the profile is improving. At Scale M the pay gap is as a result of female staff who carry out work on an as and when basis within the Education Service who are paid at the bottom of the grade.
- 4.6 As noted last year, NCC's gender pay gap is predominantly driven by the structure of the workforce. This increase can be partly explained by changes in the workforce structure in the last 12 months, however there are likely to be a number of underlying causes of the change.
- 4.7 Looking at the distribution of males and females across the quartiles, overall there has been no change in the proportion of men and women employed (32% v 68%). There has however, been an increase in the proportion of men in the at more senior grades in the 3rd and 4th quartiles (1.9 and 1.3 percentage points respectively) coupled with a reduction in men in lower grades in the 1st and 2nd quartiles (1.5 and 1.2 percentage points respectively) and this has impacted on the differential in average pay.
- 4.8 Starters and leavers data for employees at Scale G and above (Quartile 3 and 4) between April 2017 and March 2018 shows that men comprised 30% of new starters but 27% of leavers. Further, looking at data for Quartile 4 employees (Scale J and above), men comprised 35% of new starters and 29% of leavers. It is likely that internal promotions is another factor behind the shift, with over 420 employees being appointed to a higher graded post during the 12 month period. 10 employees moved to a role at a lower grade below scale J, now falling in scope of quartile 3 rather than quartile 4. All were female.

5 Bonus Pay Gap

- 5.1 Bonus pay is defined in the Regulations as any remuneration relating to profit sharing, productivity, performance, incentive or commission.
- 5.2 The gender bonus gaps results from payments made to 2 male employees, who transferred to the Council from the private sector in 2014 and are protected under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE). There were a total of 5 male employees receiving a bonus payment in 2017, but turnover during 2017/18 has resulted in an improved position.

6 Issues, risks and innovation

- 6.1 It should be noted that if the post of Managing Director is dis-established, this will impact the mean gender pay gap will increase to 8.68%.

Officer Contact

If you have any questions about matters contained or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

If you have any questions about matters contained in this paper please get in touch with:

Officer Name:	Tel No:	Email address:
Sarah Shirtcliff	01603 222796	sarah.shirtcliff@norfolk.gov.uk



If you need this report in large print, audio, Braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Appendix A - Data to be published on the Gender Pay Gap viewing service

	Mean average pay	Median average pay	Mean bonus pay	Median bonus pay
All	£14.72	£12.94	£494.38	£494.38
Males	£15.63	£14.34	£494.38	£494.89
Females	£14.29	£12.94	N/A	N/A
Pay gap	8.57%	9.77%	100%	100%

Quartile data	Males	Females
Quartile 1 (Sc A – E)	26.59%	73.41%
Quartile 2 (Sc E – G)	24.65%	75.35%
Quartile 3 (Sc G – J)	39.27%	60.73%
Quartile 4 (Sc J upwards)	37.97%	62.03%

Proportion of male employees paid a bonus	0.09%
Proportion of female employees paid a bonus	0%

Appendix B - analysis of gender pay gap by grade (This data is not required to be published on the Gender Pay Gap Viewing Service)

Grade	Grade Population 2018/19		Grade Population 2017/18		Mean hourly rate 2018/19		Mean hourly rate 2017/18		Median Hourly rate 2018/19		Median Hourly rate 2017/18		Mean Gender Pay Gap 2018/19	Median Gender Pay Gap 2018/19	Mean Gender Pay Gap 2017/18	Median Gender Pay Gap 2017/18	Total pop 2018/19	Total pop 2017/18
	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male						
MD	1		1	0	£ 95.17		£94.23	£0.00	£95.17		£94.23	£0.00	-100%	-100%	-100%	-100%	1	1
Scale A	149	66	73	40	£ 9.50	£ 8.97	£7.52	£7.41	£8.12	£7.94	£7.52	£7.52	-5.91%	-2.37%	-1.59%	0.00%	215	113
Scale B.	38	19	24	16	£ 7.98	£ 8.07	£7.74	£7.71	£7.93	£7.97	£7.76	£7.76	1.08%	0.46%	-0.33%	0.00%	57	40
Scale C.	341	118	119	41	£ 8.83	£ 9.09	£8.30	£8.29	£8.55	£8.55	£8.39	£8.39	2.86%	0.00%	-0.13%	0.00%	459	160
Scale D.	344	126	403	138	£ 9.29	£ 9.45	£8.92	£8.84	£9.21	£9.21	£9.10	£8.69	1.77%	0.00%	-0.97%	-4.72%	470	541
Scale E.	822	214	411	175	£ 10.92	£ 11.08	£10.02	£10.01	£10.44	£10.44	£10.33	£10.05	1.46%	0.00%	-0.05%	-2.79%	1036	586
Scale F.	313	148	466	153	£ 11.63	£ 12.01	£11.35	£11.29	£11.74	£11.38	£11.46	£11.27	3.12%	-3.09%	-0.58%	-1.69%	461	619
Scale G.	679	288	694	255	£ 13.07	£ 13.11	£12.66	£12.67	£12.94	£12.94	£12.81	£12.81	0.27%	0.00%	0.05%	0.00%	967	949
Scale H.	237	145	257	261	£ 14.83	£ 15.56	£14.01	£13.98	£14.34	£14.34	£14.20	£14.03	4.74%	0.00%	-0.20%	-1.21%	382	518
Scale I.	393	315	396	256	£ 15.53	£ 15.15	£15.14	£15.23	£15.63	£15.20	£15.21	£15.36	-2.50%	-2.83%	0.54%	0.98%	708	652
Scale J.	394	163	395	191	£ 17.00	£ 16.61	£16.48	£16.64	£16.84	£16.84	£16.67	£16.67	-2.34%	0.00%	0.98%	0.00%	557	586
Scale K.	362	216	341	169	£ 20.43	£ 19.30	£19.01	£19.12	£19.82	£19.82	£19.38	£19.62	-5.87%	0.00%	0.61%	1.22%	578	510
Scale L.	257	169	226	160	£ 22.18	£ 22.65	£21.78	£22.09	£22.13	£22.61	£22.10	£22.39	2.09%	2.13%	1.41%	1.30%	426	386
Scale M.	96	70	152	74	£ 25.49	£ 26.27	£25.01	£25.68	£25.70	£26.23	£24.88	£25.97	2.96%	2.05%	2.63%	4.20%	166	226
Scale N.	56	45	66	60	£ 29.71	£ 30.71	£29.07	£30.14	£29.38	£31.09	£29.09	£30.74	3.27%	5.49%	3.55%	5.37%	101	126
Scale O.	14	22	20	19	£ 36.88	£ 37.88	£35.84	£35.33	£36.69	£36.69	£35.32	£35.42	2.65%	0.00%	-1.46%	0.28%	36	39
Scale P.	11	6	10	9	£ 48.66	£ 46.04	£46.49	£46.27	£48.29	£46.92	£46.42	£45.78	-5.70%	-2.91%	-0.48%	-1.40%	17	19
Scale Q.	5	2	5	0	£ 52.25	£ 57.23	£51.03	£0.00	£52.14	£57.23	£52.14	£0.00	8.70%	8.90%	100.00%	100.00%	7	5
Scale R.		1	3	2		£ 51.39	£57.72	£58.51		£51.39	£55.89	£54.34	100.00%	100.00%	1.35%	-2.85%	1	5
Scale S.	1	3	0	3	£ 77.69	£ 71.63		£69.56	£77.69	£71.61		£68.83	-8.46%	-8.49%	100.00%	100%	4	3
Grand Total	4514	2136	4044	1957	£ 14.29	£ 15.62	£ 14.21	£ 15.25	£ 12.94	£ 14.34	£ 12.81	£ 14.19	8.57%	9.76%	6.82%	9.73%	6650	6001

Where a % is indicated as a negative – this is a % in favour of the female workforce