

Public Document Pack



Hinckley & Bosworth
Borough Council

Bill Cullen MBA (ISM), BA(Hons) MRTPI
Chief Executive

Date: 06 March 2018

To: **Members of the Ethical Governance and
Personnel Committee**

Mrs R Camamile (Chairman)
Mr RG Allen
Mr MB Cartwright
Mr WJ Crooks
Mr MR Lay

Mr K Morrell
Mr M Nickerson
Mr LJP O'Shea
Ms BM Witherford

Copy to all other Members of the Council

(other recipients for information)

Dear member,

There will be a meeting of the **ETHICAL GOVERNANCE AND PERSONNEL COMMITTEE** in the De Montfort Suite, Hinckley Hub on **WEDNESDAY, 14 MARCH 2018** at **6.00 pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Owen'.

Rebecca Owen
Democratic Services Officer

A G E N D A

1. APOLOGIES AND SUBSTITUTIONS
2. MINUTES OF PREVIOUS MEETINGS (Pages 1 - 6)
To confirm the minutes of the two meetings held on 12 January 2018.
3. ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES
To be advised of any additional items of business which the Chairman decides by reason of special circumstances shall be taken as matters of urgency at this meeting.
4. DECLARATIONS OF INTEREST
To receive verbally from members any disclosures which they are required to make in accordance with the Council's code of conduct or in pursuance of Section 106 of the Local Government Finance Act 1992. **This is in addition to the need for such disclosure to be also given when the relevant matter is reached on the agenda.**
5. QUESTIONS
To hear any questions received in accordance with Council Procedure Rule 12.
6. EQUALITIES MONITORING (Pages 7 - 24)
Report presenting workforce data, for information.
7. COMPLAINTS UPDATE
To provide an update on complaints outstanding.
8. PROCESS AND SCHEME OF DELEGATION FOR CODE OF CONDUCT COMPLAINTS (Verbal Report)
For discussion.
9. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIRMAN DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY
10. MATTERS FROM WHICH THE PUBLIC MAY BE EXCLUDED
To consider the passing of a resolution under Section 100A(4) of the Local Government Act 1972 excluding the public from the undermentioned item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2, 7c and 10 of Schedule 12A of the 1972 Act.
11. COMPLAINT 2018/01 (Pages 25 - 32)
Fact finding report attached.
12. COMPLAINT 2018/02 (Pages 33 - 36)
Fact finding report attached.

Agenda Item 2

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

ETHICAL GOVERNANCE AND PERSONNEL COMMITTEE

12 JANUARY 2018 AT 9.45 AM

PRESENT: Mrs R Camamile - Chairman

Mr RG Allen, Mr WJ Crooks, Mr E Hollick (for Mr MB Cartwright), Mr BE Sutton (for Mr M Nickerson) and Ms BM Witherford

Also in attendance: Mr G Grimes, Independent Person

Officers in attendance: Julie Kenny and Rebecca Owen

274 APOLOGIES AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillors Boothby, Cartwright, Nickerson and O'Shea, with the substitutions of Cllr Hollick for Cllr Cartwright and Cllr Sutton for Cllr Nickerson authorised in accordance with council procedure rule 10.

275 MINUTES OF PREVIOUS MEETING

It was moved by Councillor Allen, seconded by Councillor Witherford and

RESOLVED – the minutes of the meeting held on 29 November be confirmed and signed by the chairman.

276 DECLARATIONS OF INTEREST

No interests were declared at this stage.

277 COMPLAINTS UPDATE

It was noted that the only other outstanding complaint was the subject of a separate meeting which would follow this one.

278 MATTERS FROM WHICH THE PUBLIC MAY BE EXCLUDED

On the motion of Councillor Allen seconded by Councillor Sutton, it was

RESOLVED – in accordance with section 100A(4) of the Local Government Act 1972, the public be excluded from the following item of business on the grounds that it involves the disclosure of exempt information as defined in paragraphs 1 and 10 of Part I of Schedule 12A of that Act.

279 COMPLAINT 2017-07

Members gave consideration to a complaint about two parish councillors. It was noted that this was before the committee as it did not fall within the remit of the Monitoring Officer's delegated powers.

Members felt that there had not been a breach of the code of conduct by either of the members. It was moved by Councillor Allen, seconded by Councillor Crooks and

RESOLVED – no further action be taken in respect of this complaint.

(The meeting closed at 10.00 am)

CHAIRMAN

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

ETHICAL GOVERNANCE AND PERSONNEL COMMITTEE

12 JANUARY 2018 AT 10.30 AM

PRESENT: Mrs R Camamile - Chairman
Mr RG Allen, Mrs MA Cook (for Mr LJP O'Shea), Mr WJ Crooks, Mr E Hollick (for Mr MB Cartwright), Mr BE Sutton (for Mr M Nickerson), Mr P Wallace (for Mr CW Boothby) and Ms BM Witherford

Also in attendance: Mr G Grimes, Independent Person

Officers in attendance: Julie Kenny and Rebecca Owen

280 APOLOGIES AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillors Boothby, Cartwright, Nickerson and O'Shea, with the following substitutions authorised in accordance with council procedure rule 10:

Councillor Wallace for Councillor Boothby
Councillor Hollick for Councillor Cartwright
Councillor Sutton for Councillor Nickerson
Councillor Cook for Councillor O'Shea.

281 DECLARATIONS OF INTEREST

No interests were declared.

282 MATTERS FROM WHICH THE PUBLIC MAY BE EXCLUDED

On the motion of Councillor Allen seconded by Councillor Witherford, it was

RESOLVED – in accordance with section 100A(4) of the Local Government Act 1972, the public be excluded from the following item of business on the grounds that it involves the disclosure of exempt information as defined in paragraphs 1 and 10 of Part I of Schedule 12A of that Act.

283 COMPLAINT 2017-06

Members gave consideration to the report of the independent investigator in relation to a complaint about Councillor Chris Boothby which had been referred for a hearing by the Ethical Governance & Personnel Committee on 29 November 2017.

The committee was informed that the subject member had indicated he would not be in attendance at the meeting and they agreed to continue in his absence as it was highly unlikely, given comments he had made, that he would attend at a later date should they decide to adjourn.

The investigator, Mr Maxey, was in attendance and presented his findings. He outlined the allegations that, on 6 June 2017, there was an exchange between Councillor Boothby and the complainant concerning where the complainant had parked their car. Mr Maxey referred to the three allegations within the complaint:

- (i) That, in challenging the complainant's parking, Councillor Boothby breached the requirement in Hinckley & Bosworth Borough Council's code of conduct for Members in that he failed to 'strive to create respectful and courteous relationships with everyone you come into contact with as a Member' (paragraph 1(b)) and the Nolan Principles (paragraph 1(a) and appendix 1 of the code);
- (ii) That Councillor Boothby challenged the complainant's entitlement to a blue badge, in breach of the same provisions of the code;
- (iii) That the manner in which Councillor Boothby spoke to the complainant breached the same provisions of the code.

The investigator had found that, on the balance of probabilities, there had been a breach of (i) and (ii) above but that, due to it being a case of the complainant's word against the subject member's, on the balance of probabilities there had not been a breach of the code of conduct in relation to point (iii) above.

The investigator explained that Councillor Boothby had felt that he had a role to challenge the complainant as part of his role as Executive member for Housing & Community Safety, whereas he had no more responsibility to do so than any other member of the public. He also explained that the issue for discussion was not whether the complainant had parked in an inconvenient or obstructive manner, but about how Councillor Boothby had treated the complainant and how he had challenged the complainant's use of and entitlement to a blue badge.

Members then asked questions of Mr Maxey in relation to the details of the case to ascertain the relevant facts. This part of the hearing concluded at 10:45am and Mr Maxey left the meeting.

Members then considered the information they had received and the options available to them.

In reaching a decision, members referred to the following:

- Agreement with the investigator's report that Councillor Boothby had breached the code of conduct in relation to two elements
- Agreement with the investigator's report that Councillor Boothby had not, on the balance of probability, breached the code of conduct in relation to the third element of the allegation
- The disappointing fact that Councillor Boothby had not attended the meeting to make representations
- The contempt for the committee and standards process evidently held by Councillor Boothby being at odds with his membership of that very body
- The poor reflection of Councillor Boothby's behaviour on other members of the Council and the Council as a whole.

The options were discussed and it was moved by Councillor Camamile and seconded by Councillors Cook and Witherford that Councillor Boothby had breached the code of conduct and the following sanctions should be imposed:

1. Issue a formal letter to Councillor Boothby setting out the breach of the code which had been identified
2. Censure the member by issuing a public statement
3. Make recommendations to Council to remove Councillor Boothby from positions on council bodies and outside bodies for the remainder of the current term of office (to May 2019), including precluding him from substituting at meetings
4. Recommend training for Councillor Boothby
5. Require Councillor Boothby to issue an apology to the complainant.

Upon being put to the vote, the motion was CARRIED and it was unanimously

RESOLVED –

- (i) Councillor Boothby had breached the code of conduct by failing to comply with the requirement to “strive to create respectful and courteous relationships with everyone you come into contact with as a member” when he:
 - a. Challenged the complainant’s parking
 - b. Challenged the complainant’s entitlement to a blue badge.

- (ii) The following sanctions be actioned:
 - 1. A formal letter be issued to Councillor Boothby setting out the breach of the code identified;
 - 2. A formal statement be issued by the committee on behalf of the Council;
 - 3. Council be RECOMMENDED to remove Councillor Boothby from his positions on council bodies and outside bodies for the remainder of the current term of office (to May 2019), including precluding him from substituting at meetings;
 - 4. Appropriate training be provided for Councillor Boothby;
 - 5. Councillor Boothby be required to issue an apology to the complainant.

Reasons:

- 1. On the balance of probabilities, Councillor Boothby failed to treat the complainant with respect on 6 June 2017;
- 2. The Ethical Governance & Personnel Committee wish to make a statement to the effect that they do not condone this behaviour in light of the poor reflection of Councillor Boothby’s actions on other members and the Council as a whole;
- 3. In addition to the embarrassment caused by his actions on 6 June, Councillor Boothby has (in failing to attend this hearing) shown a lack of respect for the committee and the standards process and, as a consequence, the privilege of holding positions on council bodies and outside bodies should be withdrawn. This includes acting as substitute for other members on any council or outside bodies;
- 4. This matter clearly caused the complainant upset and embarrassment, in acknowledgement of which an apology should be issued.

(The Meeting closed at 11.15 am)

CHAIRMAN

This page is intentionally left blank



Hinckley & Bosworth
Borough Council

A Borough to be proud of

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

SCRUTINY COMMISSION 1 FEBRUARY 2018
ETHICAL GOVERNANCE & PERSONNEL COMMITTEE 14 MARCH 2018

WARDS AFFECTED: ALL WARDS

EQUALITIES MONITORING – 2016/17

Report of Director of Corporate Services

1. PURPOSE OF REPORT

- 1.1 This report presents workforce data for the period April 2016 to March 2017 (including comparison data for the financial years 2014/15 and 2015/16). The data covers an equality analysis of headcount, FTE, occupational segregation, recruitment and selection, leavers and employment relation matters. The report also sets out the mandatory gender pay gap as at 31 March 2017.

2. RECOMMENDATION

- 2.1 That members of the committee:

- Note the equalities monitoring data and the proactive measures taken to address inequalities
- Note the positive gender pay gap of 4.3% as at 31 March 2017

3. BACKGROUND TO THE REPORT

- 3.1 Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (SI 2017/353) there are three specific duties:

- to publish equality information;
- to publish equality objectives and
- to publish gender pay gap information.

- 3.2 The public sector equality duty relates to the following nine protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnerships

- Pregnancy and maternity
- Race
- Religion and belief
- Sex and
- Sexual orientation

3.3 In order to meet the specific duty, the Council is also required to publish sufficient information on protected characteristics, occupational segregation, grievance, disciplinary and recruitment in order to demonstrate that it is compliant with the general equality duty.

This report forms part of that evidence and will be published on the council's website.

3.4 The workforce monitoring report in Appendix 1 covers the period from April 2015 to March 2017 including an equality analysis of headcount, FTE, occupational segregation, gender pay gap information, recruitment and selection, leavers and employment relations data. This information will be used to determine if any practices, procedures, policies or work cultures unfairly discriminate against staff based upon the protected characteristics and to take action where inequalities exist.

3.5 **Workforce Profile 2016/17**

Key headline data for 2016/17 is outlined below. For more detailed comparative data for the previous two years please refer to Appendix 1.

- Headcount is **403** and has remained static over the last three years
- The workforce is split 50/50 Male and Female
- **76.2%** of our staff are **full time** of which 60% are male
- **23.8%** of our staff are **part time** of which 81% are female
- Median Age: **47**
- **15%** of the workforce are formal flexible workers, 64% are full time employees and 36% part time. Flexible workers are Grade 8 or below
- Disabled employees represent **2.5% of the workforce** - a 1% decrease over 2 years and this is less representative than the Hinckley area (7.5 % based on 2011 census)
- Ethnic Minority has increased and is currently **4.5%** - 0.9% higher than the ethnic minority population of Hinckley (3.9% according to the 2011 census)
- Religion or belief: **49.3%** employees are of Christian denomination, 24% advise no religion or belief, **1% Muslim**, **1.5% Hindu** and **3.5% other**. 20% have not disclosed their religion or belief.
- Sexual orientation: **1.7%** Gay or Lesbian
- **53** leavers (of which 67% due to resignation)

3.6 Occupational Segregation

The detailed analysis set out within Appendix 1 does identify that predominantly male employees sit within lower paid roles. This is due to manual work based at the depot and this type of work is lower paid. The council does however operate a job evaluation scheme that fairly evaluates job roles which covers all diverse job roles, from professional roles to manual work, including assessing factors such as skills, responsibility and physical requirements. At the other end of the spectrum, males are more prevalent within professional and senior roles within the authority.

3.7 Recruitment Profile 2016/17

- Ethnic Minority: **17.4%** of applications from ethnic minority; 11% of applicants interviewed were from ethnic minority; 3.8% of those appointed.
- Disability: **5.5%** of applicants declared a disability, 5.8% of applicants shortlisted had a disability; 1.9% of those appointed.
- Religion or belief: **44.5%** of applications were from Christian denomination; 6% Muslim, 3.2% Hindu and 35.4% declared No religion or belief. 41.5% of those appointed were Christian denomination, 1.9% Hindu. 45.3% has no Religion or belief.
- Age: The median age range at all stages of recruitment was 30-44 years
- Sexual Orientation: 1.3 applicants were gay or lesbian, 1.6% of those selected for interview and 2% of those appointed.

3.8 Disciplinary and Grievance 2016/17

There were no disciplinary action against ethnic minority or disabled employees; the average age of those subject to disciplinary action was 39. There were 8 grievances raised. There was with no identifiable pattern in any service area, occupation or nature of the grievance.

3.9 Return rate from maternity leave 2016/17

We had 6 employees on maternity leave last year. During that period 1 employee returned, the remaining staff are due to return in 2017/18.

3.10 Training and Development on Equalities

Employees have completed a refreshed online equality and diversity in the workplace e-learning module. The council is currently sourcing training for manual workers or for staff who do not have access to e-learning.

3.11 Mandatory Gender Pay Gap Reporting

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 expanded the specific duties within the Equality Act 2010 to introduce the gender pay gap reporting duty for public authorities.

This is a new requirement for employers with more than 250 employees at a snapshot date of 31 March each year. Employers should publish specific figures about their gender pay gap on their own website and on the government's online reporting service, in particular:

- The mean and median gender pay gap
- The mean and median bonus
- The proportion of males and females receiving a bonus payment;
- The proportion of males and females in each quartile pay band; and
- A written statement from an appropriate senior person which confirms the accuracy of the calculations

As at 31 March 2017 the council's gender pay gap was 4.3%. The average mean hourly rate for female employees is £12.39 which is lower compared to male employees which is £12.94. This is a difference of 55 pence per hour. The calculation is set out below:

$0.55/£12.94 \times 100 =$ a gap of 4.25% (rounded up to 4.3%)

Full details are contained within the gender pay gap report (Appendix 2) and should be published no later than 31 March 2018. The pay gap reported is extremely positive given that it is significantly lower than other public sector employers which average a pay gap of 17% and the private sector which averages 21.1% (Office for National Statistics (ONS) 2017).

3.12 **Positive measures**

Disabled employees represent 2.5% of the workforce; this is below the corporate target (2.99%). The council is a 'Disability Confident Employer' and this scheme replaces the former 'two tick scheme' and is an initiative led by the DWP. By signing up to the scheme the council is showing that it is committed to increasing the number of disabled staff at the council using various recruitment methods and workplace adjustments. As a Disability Confident Employer we seek to ensure that we are:

- Actively looking to attract and recruit disabled people (we currently work with a designated disability Officer at the Job Centre)
- Providing a fully inclusive and accessible recruitment process
- Offering an interview to disabled people who meet the minimum criteria for the job
- Flexibility when assessing people so disabled job applicants have the best opportunity to demonstrate that they can do the job and
- Proactively offering and making reasonable adjustments as required

In regard to the current workforce, the low percentage could be a result of the under-reporting of staff that has a disability as this is reliant upon the employee self-declaring that they have a disability. Staff may actively report a disability at recruitment stage, however existing staff may not update their records should their medical circumstances change; this may be due to the personal or sensitive reasons. The council needs to ensure that it encourages self-declarations and that this is promoted council wide. HR will carry out a refresh of data collection of equalities information amongst current staff.

4. **EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES**

- 4.1 Report is to be taken in open session.
5. FINANCIAL IMPLICATIONS [DW]
- 5.1 None.
6. LEGAL IMPLICATIONS [AR]
- 6.1 Set out within the body of this report.
7. CORPORATE PLAN IMPLICATIONS
- 7.1 Contributes to all Corporate Aims.
8. CONSULTATION
- 8.1 Not applicable.
9. RISK IMPLICATIONS
- 9.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.
- 9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.
- 9.3 The following significant risks associated with this report / decisions were identified from this assessment:
- None.
10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS
- 10.1 Set out within the report, particularly para 3.12.
11. CORPORATE IMPLICATIONS
- 11.1 By submitting this report, the report author has taken the following into account:
- Community Safety implications
 - Environmental implications
 - ICT implications
 - Asset Management implications
 - Procurement implications
 - Human Resources implications
 - Planning implications
 - Data Protection implications
 - Voluntary Sector
-

Background papers: None

Contact Officer: Julie Stay, 01455 255688
Executive Member: Councillor M Hall

Workforce Profile Data

	2016/17	%	2015/16	%	2014/15	%
Total employees	403		409		410	
Full time	307	76.2	334	81.7	339	82.7
Part time	96	23.8	75	18.3	71	17.3
Female	199	49.4	202	49.4	213	52.0
Male	204	50.6	207	50.6	197	48.0
FTE	367		378		375	
Male FT	187	46.4	194		187	
Female FT	121	30.0	140		152	
Male PT	18	4.5	13		10	
FTE	10		8		6	
Female PT	78	19.4	62		61	
FTE	49		37		34	
Ethnic Minority	18	4.5	18	4.4	14	3.4
Disability	10	2.5	11	2.7	15	3.7
Age						
16-19	3	1	2	0.5	1	0.2
20-24	16	4	23	5.6	21	5.1
25-29	40	10	39	9.5	37	9.0
30-44	112	28	112	27.4	121	29.5
45-59	180	45	184	45.0	177	43.2
60-64	37	9	36	8.8	33	8.0
65-74	15	4	13	3.2	19	4.6
75+	0	0	0	0.0	1	0.2
Gay	4	1	3	0.7	3	0.7
Lesbian	3	1	1	0.2	1	0.2
Bi-Sexual	3	1				
Heterosexual	282	70				
Not specified	111	27				
Religion or belief	2016/17	%	2015/16	%	2014/15	%
Buddhist	1	0.2	1	0.2	0	0.0
Christian (all denominations)	199	49.3	198	48.4	202	49.3
Hindu	6	1.5	6	1.5	6	1.5
Jewish	0	0.0	0	0.0	0	0.0
Muslim	4	1.0	5	1.2	5	1.2
None	97	24.0	90	22.0	88	21.5
Not disclosed	81	20.0	92	22.5	94	22.9
Other Religion or Belief	14	3.5	15	3.7	15	3.7
Sikh	1	0.2	2	0.5	0	0.0

Workforce Profile - Occupational Segregation

In general women and men tend to be clustered into different occupations and sectors.

There are many factors which underlie this segregation including stereotyping about men and women's capabilities and skills; the culture associated with different types of work; and access to training courses and apprenticeships.

Although job segregation restricts choices for men and women, the jobs which are most likely to be done by women are also those that are associated with low pay and limited possibilities for progression. These are sometimes referred to the '5 Cs' – cleaning, catering, cashiering, clerical work and caring. To assess if this is the case at the council, job roles within the council have been grouped using the standard occupational classification 2010 (SOC2010) Major Groups used by the Office for National Statistics.

A summary of these groups is outlined below:

Major group	General nature of qualifications, training and experience for occupations in the major group
Managers, directors and senior officials	A significant amount of knowledge and experience of the production processes and service requirements associated with the efficient functioning of organisations and businesses.
Professional occupations	A degree or equivalent qualification, with some occupations requiring postgraduate qualifications and/or a formal period of experience-related training.
Associate professional and technical occupations	An associated high-level vocational qualification, often involving a substantial period of full-time training or further study. Some additional task-related training is usually provided through a formal period of induction.
Administrative and secretarial occupations	A good standard of general education. Certain occupations will require further additional vocational training to a well-defined standard (e.g. office skills).
Skilled trades occupations	A substantial period of training, often provided by means of a work based training programme.
Caring, leisure and other service occupations	A good standard of general education. Certain occupations will require further additional vocational training, often provided by means of a work-based training programme.
Sales and customer service occupations	A general education and a programme of work-based training related to Sales procedures. Some occupations require additional specific technical knowledge but are included in this major group because the primary task involves selling.
Process, plant and machine operatives	The knowledge and experience necessary to operate vehicles and other mobile and stationary machinery, to operate and monitor industrial plant and equipment, to assemble products from component parts according to strict rules and procedures and subject assembled parts to routine tests. Most occupations in this major group will specify a minimum standard of competence for associated tasks and will have a related period of formal training.
Elementary occupations	Occupations classified at this level will usually require a minimum general level of education (that is, that which is acquired by the end of the period of compulsory education). Some occupations at this level will also have short periods of work-related training in areas such as health and safety, food hygiene, and customer service requirements.

	2016/17	Male	%	Female	%	FT	PT
--	---------	------	---	--------	---	----	----

SOC2010-Group 1-Managers, Directors and Senior Officials	26	17	65.4	9	34.6	25	1
SOC2010-Group 2-Professional Occupations	65	40	61.5	25	38.5	52	13
SOC2010-Group 3-Assoc Professional and Technical Occupations	94	32	34.0	63	67.0	73	21
SOC2010-Group 4-Administrative and Secretarial Occupations	72	12	16.7	60	83.3	45	27
SOC2010-Group 5-Skilled Trade Occupations	31	31	100.0	0	0.0	30	1
SOC2010-Group 6-Caring, Leisure and Other Service Occupations	16	4	25.0	12	75.0	10	6
SOC2010-Group 7-Sales and Customer Service Occupations	25	3	12.0	22	88.0	7	18
SOC2010-Group 8-Process, Plant and Machine Operatives	24	23	95.8	1	4.2	23	1
SOC2010-Group 9-Elementary Occupations	50	41	82.0	7	14.0	42	8
Total	403	203		199		307	96

A table showing gender, ethnic group, disabled employees by grade:

Grade	Male	Female	White	Other Ethnic Group	Disabled
Apprentice	2	1	3	0	0
Grade 1	2	4	6	0	1
Grade 2	44	12	54	2	4
Grade 3	20	21	40	1	0
Grade 4	41	79	119	2	1
Grade 5	14	13	25	2	0
Grade 6	27	34	56	5	1
Grade 7	16	10	24	2	0
Grade 8	18	14	31	2	3
Grade 9	7	3	9	1	0
Grade 10	6	3	8	1	0

Grade 11	2	1	3	0	0
Head of Service	3	2	5	0	0
Director	1	2	3	0	0
Chief Executive	1	0	1	0	0
Total	204	199	387	18	10

Workforce Profile – Recruitment Monitoring

Application Forms 2016/17

Applications	Number	%
Vacancies	55	
Total applications	663	
Online	614	97.0
Written	19	3.0
Male	349	52.6
Female	314	47.4
Ethnic Minority	110	17.4
Disability	35	5.5
<u>Age</u>		
16-19	11	1.7
20-24	92	14.5
25-29	106	16.7
30-44	250	39.5
45-59	188	29.7
60-64	13	2.1
65-74	2	0.3
75+	1	0.2
Gay	5	0.8
Lesbian	3	0.5
<u>Religion or belief</u>		
Buddhist	2	0.3
Christian (all denominations)	282	44.5
Hindu	20	3.2
Jewish	3	0.5
Muslim	38	6.0
None	224	35.4
Not disclosed	55	8.7
Other Religion or Belief	29	4.6
Sikh	10	1.6

Applications short listed 2016/17

Shortlisted	Number	%
Vacancies	55	
Shortlisted	242	
Online	n/a	
Written	n/a	
Male	131	54.1
Female	111	45.9
Ethnic Minority	28	11.6
Disability	14	5.8
Age		
16-19	4	1.7
20-24	25	10.3
25-29	40	16.5
30-44	96	39.7
45-59	69	28.5
60-64	7	2.9
65-74	0	0.0
75+	1	0.4
Gay	2	0.8
Lesbian	2	0.8
Religion or belief		
Buddhist	0	0.0
Christian (all denominations)	104	43.0
Hindu	8	3.3
Jewish	1	0.4
Muslim	7	2.9
None	86	35.5
Not disclosed	26	10.7
Other Religion or Belief	7	2.9
Sikh	3	1.2

Applicants appointed 2016/17

Appointed	Number	%
Vacancies	55	
Appointed	53	
Online	n/a	
Written	n/a	
Male	30	56.6
Female	23	43.4
Ethnic Minority	2	3.8
Disability	1	1.9
Age		
16-19	2	3.8

20-24	8	15.1
25-29	8	15.1
30-44	19	35.8
45-59	14	26.4
60-64	1	1.9
65-74	0	0.0
75+	0	0.0
Gay	0	0.0
Lesbian	1	1.9
Religion or belief		
Buddhist	0	0.0
Christian (all denominations)	22	41.5
Hindu	1	1.9
Jewish	0	0.0
Muslim	0	0.0
None	24	45.3
Not disclosed	3	5.7
Other Religion or Belief	3	5.7
Sikh	0	0.0

Workforce Profile – Disciplinary and Grievance records

Disciplinary records

Disciplinary records	2014/15 (%)	2015/16 (%)	2016/17 (%)
Ethnic minority	11	0	0
White	89	100	100
Disabled	0	0	0
Mean age	50	49	39
Disciplinary hearings	9	13	11
Male	100	77	73
Female	0	23	27
Verbal Warning	4	4	2
First Written	3	3	3
Final Written	1	1	3
Dismissal	1	5	3

Grievance Records

Grievances	2014/15 (%)	2015/16 (%)	2016/17 (%)
Ethnic minority	0	0	0
White	1	92	75
Disabled	0	0	0
Mean age	43	47	43
Male	40	50	38
Female	60	50	63
Upheld	25	84	50
In part	75	0	25
Not upheld	0	0	25
Terms and conditions	2	2	1
Breach of policy	2	0	3
Bullying	1	9	3
Discrimination	0	0	0
Poor Supervision	0	1	0
Health and Safety	0	0	1

Workforce Profile – Leavers

Leavers	2016/17
Total	53
Male (%)	58
Female (%)	42
Ethnic Minority (%)	11
Disabled (%)	0
Resignation (%)	67
Retirement (%)	2
ill health retirement (%)	2
Voluntary redundancy (%)	2
End of temporary contract (%)	14
Dismissal (%)	6
Death in Service (%)	2
Compromise (%)	2
Probation (%)	2

Workforce Profile – Return from maternity leave

Year	2014/15	2015/16	2016/17
Return rate	4 out of 6	3 out of 4	1 out of 1
Currently on maternity leave	n/a	n/a	5

Workforce Profile – Flexible working

Flexible Working positions	62	%
Male	15	24%
Female	47	76%
Full time	42	35% male
Part time	20	100% female
Apprentice	0	0.0
Grade 1	0	0.0
Grade 2	1	1.6
Grade 3	1	1.6
Grade 4	20	32.3
Grade 5	3	4.8
Grade 6	11	17.7
Grade 7	11	17.7
Grade 8	11	17.7
Grade 9	2	3.2
Grade 10	2	3.2
Grade 11	0	0.0
Head of Service	0	0.0
Director	0	0.0
Chief Executive	0	0.0
Corporate Services	32	51.6
Environment and Planning	21	33.9
Community Services	9	14.5



Gender Pay Gap Report – as at 31 March 2017

The council is required by law to carry out Gender Pay Reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

This involves carrying out six calculations that show the difference between the average earnings of men and women in the council. It will not involve publishing individual employee's data.

The council is required to publish the results. These can be accessed via the council's website and a government website. We can use these results to assess:

- the levels of gender equality in our workplace
- the balance of male and female employees at different levels
- how effectively talent is being maximised and rewarded.

The challenge within our council and nationally is to eliminate any gender pay gap. Gender Pay Reporting requires the council to make calculations based on employee gender and this can be done by using existing HR and payroll records.

Gender Pay Gap

This is the council's report for the snapshot date as at 31 March 2017.

- The mean gender pay gap for the Council is **4.3 %**
- The median gender pay gap for the Council is **0 %**
- The council does not pay bonus payments

Calculating the Gender Mean Pay Gap

The average mean hourly rate for female employees is £12.39 which is lower compared to male employees which is £12.94. This is a difference of 55 pence. The calculation is set out below:

$0.55/£12.94 \times 100 =$ a gap of 4.25% (rounded up to 4.3%)

Pay quartiles by gender

Band	Males	Females	Description
A	62%	38%	Employees whose standard hourly rate places them at or below the lower quartile
B	38%	62%	Employees whose standard hourly rate places them above the lower quartile but at or below the median
C	45%	55%	Employees whose standard hourly rate places them above the median but at or below the upper quartile
D	59%	41%	Employees whose standard hourly rate places them above the upper quartile

The figures set out above have been calculated using the standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

Identifying underlying causes of council's gender pay gap

Under the law, 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.

The council is committed to the principle of equal opportunities and equal treatment for all employees, regardless of sex, race, religion or belief, age, marriage or civil partnership, pregnancy/maternity, sexual orientation, gender reassignment or disability. It has a clear policy of paying employees equally for the same or equivalent work regardless of their sex (or any other characteristic set out above). As such the council:

- evaluates job roles and pay grades to ensure a fair pay structure
- carries out pay and benefits audits at regular intervals
- provides regular equal pay training for all managers and other staff members who are involved in pay reviews

The council is confident that its gender pay gap does not stem from paying men and women differently for the same or equivalent work. Rather its gender pay gap is the result of the roles in which men and women work within the council and the salaries that these roles attract.

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. Women are also more likely

than men to have had breaks from work that have affected their career progression, for example to bring up children. They 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.

This can be seen above in the table depicting pay quartiles by gender. This shows the council's workforce divided into four equal-sized groups based on hourly pay rates, with Band A including the lowest-paid 25% of employees (the lower quartile) up to D covering the highest-paid 25% (the upper quartile).

In order for there to be no gender pay gap, there would need to be an equal ratio of men to women in each band. However each band shows variances. 38% of the employees in band A are women and 62% men. Conversely, the percentage of male employees is lower in band B at 38% and band C at 45%. In the lowest pay band 59% are male compared to 41% female. The pay gap in this band is due to occupational segregation as manual worker roles are typically male dominated.

How does the council's gender pay gap compare with that of other councils?

Other public sector employers average a pay gap of 17% and the private sector is 21.1% (Office for National Statistics (ONS) 2017). At 4.3%, the council's mean gender pay gap is significantly lower than other organisations within the public sector and private sector.

The median gender pay gap for other public sector employers is 19.4% and the private sector is 23.7% (Office for National Statistics (ONS) 2017). The council's median gender pay gap is 0%.

What is the council doing to address its gender pay gap?

While the council's gender pay gap compares favourably with that of the public sector generally and the whole UK economy this is not a subject about which the council is complacent and the organisation is committed to seeking to reduce the current gender pay gap further, particularly within the quartiles.

However, we also recognise that our scope to act is limited in some areas - for example we have no direct control over the subjects that individuals choose to study or the career choices that they make.

To date, the steps that the council has taken to promote gender diversity in all areas of its workforce include the following:

- Encouraging women into senior roles and this is demonstrated through the gender profile of the Strategic Leadership Team which is split 50% male and female
- The council is a flexible working employer and this is firmly embedded within the culture. Currently 15% of the council's workforce has a flexible working contract; of which 76% are female

Creating an evidence base

To identify any barriers to gender equality and inform priorities for action, the council monitors gender to understand:

- the proportions of men and women applying for jobs and being recruited;
- the proportions of men and women applying for job
- the proportions of men and women leaving the council and their reasons for leaving;

- the numbers of men and women in each role and pay band;
- take-up of flexible working arrangements by gender and level within the council;
- the proportion of men and women who return to their original job after a period of maternity or other parental leave; and
- impact assessing all relevant HR policies and procedures

Any further initiatives launched throughout the year will be reported on the Council's intranet.

I, Julie Kenny, Director (Corporate Services) confirm that the information in this statement is accurate.

Signature

Date

By virtue of paragraph(s) 1, 2, 7c, 10 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 7c, 10 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 7c, 10 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank