

Background to gender pay gap reporting

1. Gender pay gap reporting came into effect from April 2017 and requires organisations with 250 or more employees to publish 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.
2. All public-sector organisations must publish a set of figures and information about their gender pay gaps by 30th March each year. This year the figures must be published by 30 March 2019 based on the reference date (snapshot date) of the 31st March 2018.
3. The set of figures required include:
 - the difference in the mean pay of full-pay males and females, expressed as a percentage;
 - the difference in the median pay of full-pay males and females, expressed as a percentage;
 - the difference in mean bonus pay of males and females, expressed as a percentage;
 - the difference in median bonus pay of males and females, expressed as a percentage;
 - the proportion of males and females who received bonus pay; and
 - the proportion of full-pay males and females in each of four quartile pay bands.

Wiltshire Council in context

4. Wiltshire Council had 4410 pay relevant staff employed on the snapshot date of 31st March 2018 across a range of services including (but not limited to) adult care, children's services, education, environmental services, housing as well as support functions such as business support, finance, HR and information technology.
5. In common with public sector organisations as a whole, 69.91% of the workforce is female and 30.09% are male.
6. Wiltshire 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, disability or caring responsibilities. 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 a result of this, Wiltshire Council:
 - carries out pay and benefits audits at regular intervals;
 - provides regular job evaluation training for those involved in carrying out job evaluation; and
 - evaluates job roles and pay grades as necessary to ensure a fair structure.

7. The council uses job evaluation schemes such as the Greater London Provincial Council (GLPC) and Hay schemes to assess the value of jobs across the organisation ensuring equal pay for equal work across roles. Salaries are paid according to grade band and incremental annual progression within this band occurs irrespective of gender.
8. Wiltshire Council is therefore confident that any gender pay gap does not stem from paying males and females differently for the same or equivalent work. Any gender pay gap identified is therefore the result of the roles in which males and females work within the organisation (which is largely down to social factors such as females tending to take up part time roles due to caring responsibilities) and the salaries that these roles attract.

Wiltshire Council pay gap data and analysis

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

Mean and median gender pay gaps

10. The mean and median pay gaps demonstrate the difference between the mean (average) and median (midpoint) basic annual earnings of males and females expressed as a percentage of the mean or median basic annual earnings of males.

	Male (per hour)	Female (per hour)	Pay Gap
Mean	£14.70	£13.49	8.25%
Median	£12.92	£12.12	6.19%

11. The mean gender pay gap for Wiltshire Council has increased slightly to 8.25% compared to 7.81% in 2017. This means that the average hourly rate for females is £13.49 compared with an average hourly rate for males of £14.70
12. The median gender pay gap for Wiltshire Council has also increased slightly to 6.19% compared to 5.36% in 2017. This means that the middle hourly rate for females is £12.12 compared with males at £12.92.
13. The mean gender pay gap for the whole economy (according to the October 2018 Office for National Statistics (ONS) Annual Survey of Hours and Earnings (ASHE) figures) is 17.1% and 17.5% for the public sector ([provisional figures](#)).
14. The median gender pay gap for the whole economy (according to the October 2017 ONS ASHE figures) is 17.9% and 19.0% for the public sector (provisional figures).
15. Wiltshire Council's median and mean gender pay gap is significantly lower than the national figure and public sector figure.
16. The slight increase in both the mean and median gender pay gap figures for Wiltshire Council this year is likely to reflect slight fluctuations which may occur year on year. In 2017, the male median value was at an amount between spinal points (due to the additional payments a few staff received as a plussage) and in 2018 has moved up

and now sits in a group of staff on the next spinal point. This will have happened for a number of reasons including people being excluded from the data this year for sickness etc. Movement is more likely to occur to the male median as we have fewer male staff. The mean has also slightly increased. Any significant changes can only be measured in time and the council will continue to monitor for these.

17. The council has taken steps to monitor the gender pay gap on a quarterly basis at senior level.

Bonus payments

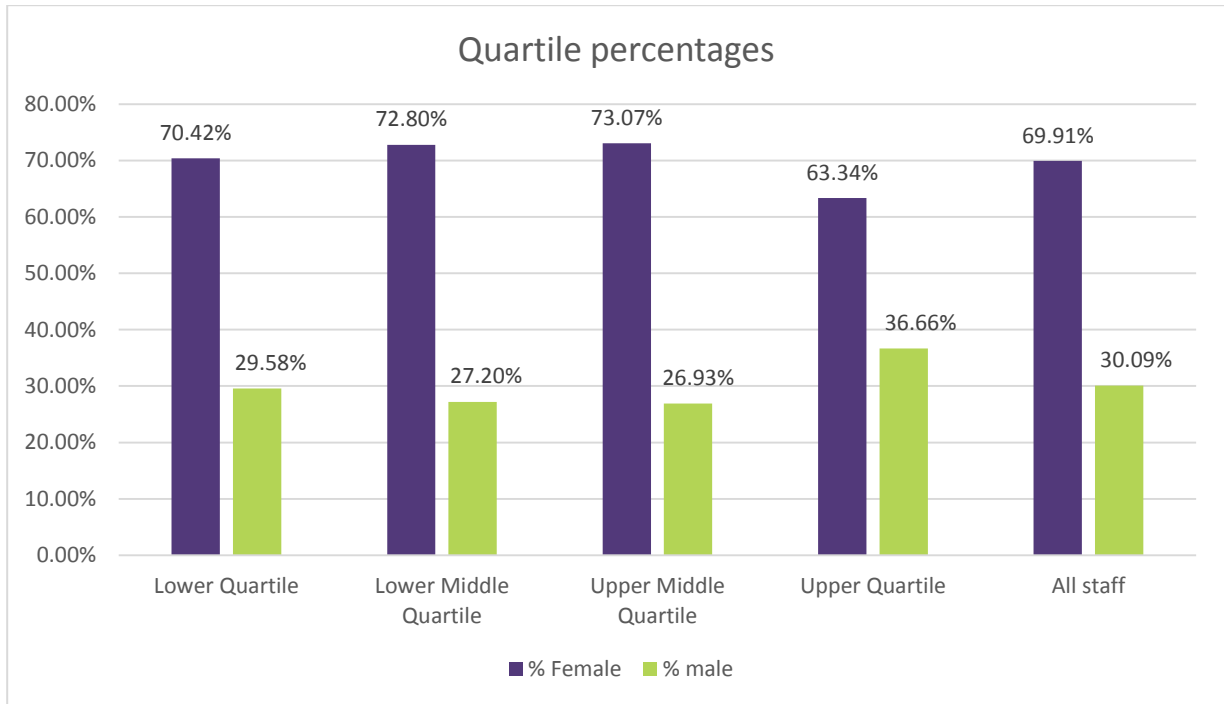
18. Bonus payments refer to any remuneration in relation to productivity, performance or incentive.
19. Wiltshire Council does not provide performance related pay or bonus schemes. However, the council does provide the payment of £150 in voucher form to employees achieving 25 years' service (exclusive to the council) as a long service payment. This payment is regardless of gender and the only criteria is time served.
20. Bonus payments data for Wiltshire Council is as follows:

	Pay Gap
Mean bonus gender pay gap	0.00%
Median bonus gender pay gap	0.00%
Proportion of males receiving a bonus payment	0.39%
Proportion of females receiving a bonus payment	0.65%

21. Both the mean and median bonus pay gaps are 0% as all those in receipt of a long service award received the same amount of £150 regardless of gender.
22. The proportion of males receiving a bonus payment is 0.39% compared with females at 0.65%. This equates to 28 females and 7 males who received the long service award of £150.

Pay quartiles

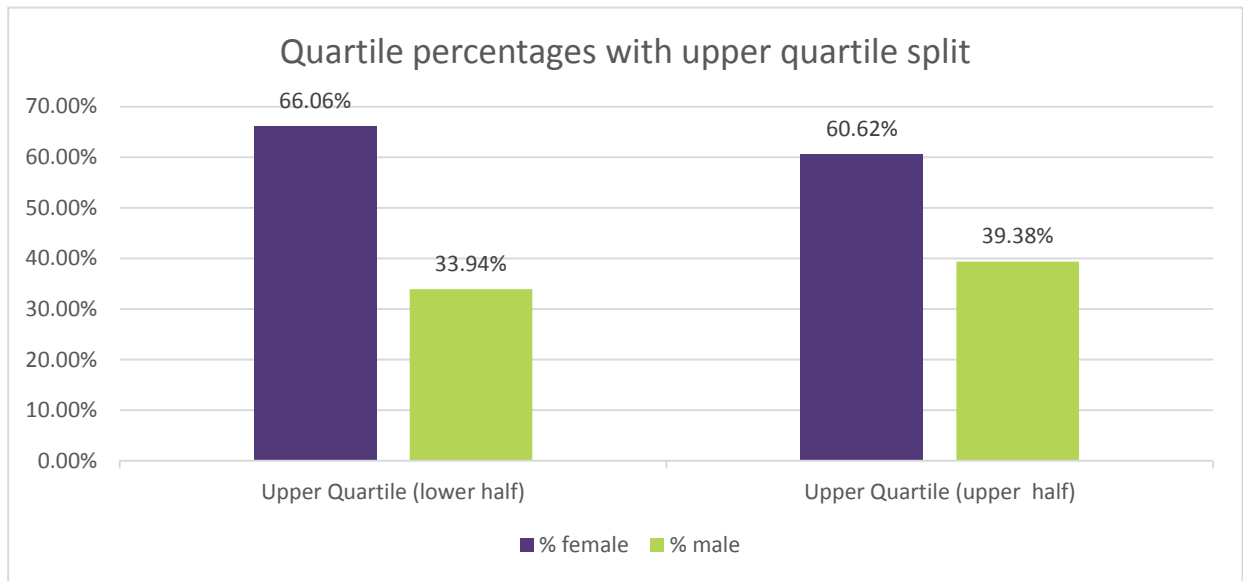
23. The table below shows the proportions of male and female employees in the lower, lower middle, upper middle and upper quartile pay bands. This shows Wiltshire Council's workforce split into 4 equal parts based on calculated hourly pay rates.



24. The quartile split for each of the 4 quartiles is broadly in line with our workforce demographics of 69.91% female and 30.09% male. However, there are slightly more females in the first 3 quartiles and fewer females in the 4th quartile (the upper pay quartile) when compared with the overall workforce. For there to be no gender pay gap, you would expect to see the workforce demographics (69.91% female and 30.09% male) reflected in each of these quartiles.

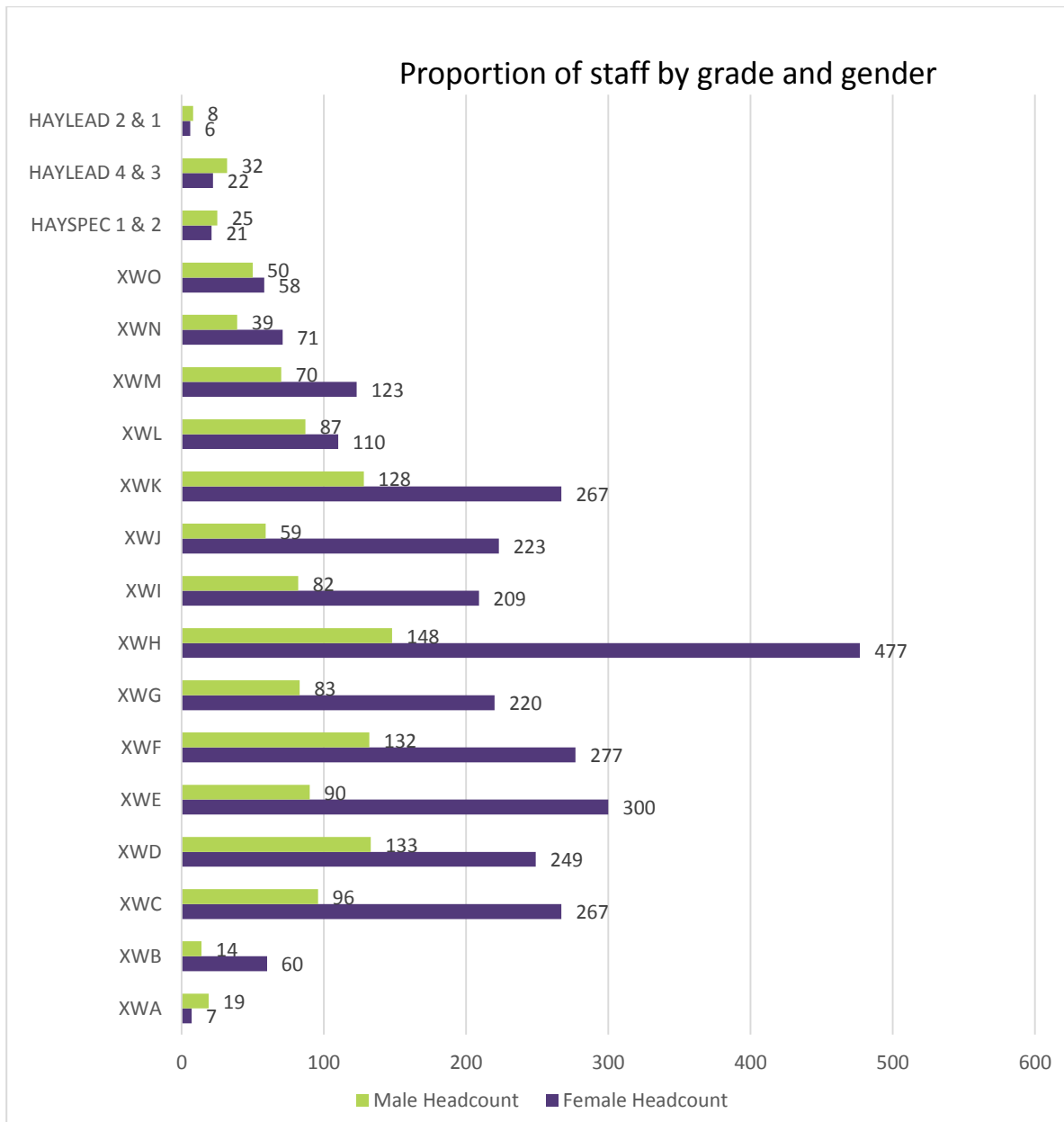
25. As the number of females in the upper quartile is fewer than the workforce split and the other quartiles are higher, this suggests that females may have fewer progression opportunities than males. However, this may largely be down to social factors. Females are more likely than males to have had breaks from work for caring responsibilities that have affected their career progression. 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 in the lower paid brackets.

26. When analysing the data further to consider the upper quartile, this quartile has been split in order to understand at what point the number of females begin to significantly reduce.



27. The table above shows that when the upper quartile is split the number of females in the upper half of the quartile reduces further to 60.62%, further demonstrating that the more senior (and higher paid) role, the less likely these roles are to be undertaken by females.

28. In analysing the data further to understand how the split of females and males compares to our workforce demographics, the table below shows the proportion of staff by grade and gender across Wiltshire Council's main grades evaluated under the GLPC and Hay job evaluation schemes.



29. With the exception of grade L (XWL), the grades above grade K (XWK) broadly reflect that of Wiltshire Council's workforce demographic (69.91% female and 30.09% male) until grade O (XWO) where this reduces significantly to 54% female and 46% male with the number of females continuing to reduce across the senior (hay graded) roles. This confirms that identified above with the pay quartiles that females are less likely to undertake higher paid roles.

Addressing the gender pay gap

30. Although low compared with the national statistics, Wiltshire Council has a gender pay gap as the majority of the workforce is female (69.91%) and predominantly a large proportion of these are employed in the lower quartile pay bands, with fewer employed at the more senior levels.

31. As Wiltshire Council has a predominately female workforce, small fluctuations in the male workforce can have significant impact on the gender pay gap data and results.

For example, if Wiltshire Council employed more males in the lower pay quartiles this would reduce the gender pay gap further.

32. Wiltshire Council's gender pay gap could be largely reflective of society. Across the UK as a whole, males are more likely to be in very senior roles towards the top of an organisation's structure while females are more likely to be in less senior roles. Although organisations and society are becoming increasingly flexible, females are more likely to have had breaks from work for example to bring up children or take lifestyle choices that support a caring role away from work, and as a consequence can be in roles which attract a lower salary or lack opportunities for career progression.
33. While Wiltshire Council's gender pay gap is relatively low, comparing favourably with national statistics, and could be in part a result of society and culture, the council is not complacent and is committed to taking action to reduce the gap. To date, the steps that Wiltshire Council has taken to promote gender diversity in all areas of its workforce include the following:

Flexible working and family friendly policies

34. The council currently has a suite of flexible working and family friendly policies and arrangements for employees to promote equal opportunity such as maternity leave, paternity, shared parental leave, adoption leave, childcare vouchers, carers leave, flexible working, homeworking and a range of contract types. These arrangements are available to all eligible staff and are published on the internal HR website and available as part of the recruitment process.

Progress against actions from last year's report

35. HR has been raising greater awareness of flexible working and family friendly policies at the point of recruitment and at new starter induction and through further communications to our staff. An HR communications plan has been put together and communication to staff about flexible working and family friendly policies is included as part of this. Information reminding staff about these policies has been included in internal communications to staff and included in the induction process for new staff. The careers website also includes information about flexible working and family friendly policies.
36. We have been using data analytics to monitor employee take up of all family friendly policies and flexible working arrangements, rather than just employees returning from maternity leave (as set out in our annual workforce equality and diversity report). Data has been collected and analysed this year on:
- Shared parental leave
 - Adoption leave
 - Maternity leave/ordinary paternity leave
 - Ordinary parental leave
 - Leave for carers
37. In terms of flexible working we are aware through our equalities and diversity monitoring that 47.50% of our staff work part-time. 54.18% of women work part-time and 29.48% of men work part-time. The percentage of men working part-time has steadily increased from previous years. Although we have a formal procedure for

requesting flexible working, the use of this policy is low and it is likely that most staff make requests informally to their manager. It is not possible to collect information on informal requests.

38. In order to address the data gap in relation to informal flexible working requests and to understand the different type of flexible working arrangements across the council, we have collected further information from staff this year as part of our staff survey. The response rate to this year's staff survey was 63.3%. 62.8 % of those staff who responded to the question in the survey considered that they have a flexible working arrangement. Of those staff who responded to the question and also included information about whether they were female or male; 43.79% of female staff indicated that they had a flexible working arrangement and 13.59% of male staff.

39. The range of flexible working options included in the staff survey question were:

- Annualised hours
- Compressed/condensed hours
- Job share
- Term time only
- Part-time
- Flexi time
- Other arrangement
- More than one arrangement

40. A separate question was asked about homeworking and 68.08% of those staff who responded to the question in the survey considered that they work from home either:

- Frequently (more than 60% of your time per week/month)
- Sometimes (regularly but less than 60% of your time per week/month)
- Occasionally (e.g. less than twice a month)

Of those staff who responded to the question and also included information about whether they were female or male; 67.5% of female staff indicated that they had a flexible working arrangement and 69.5% of male staff.

41. The council fully supports flexible working opportunities and family friendly policies as these provide the opportunity to combine work with responsibilities outside of work and are open to all staff. The data indicates that there is a good uptake of flexible working opportunities within the council.

Further action

42. We will continue to raise awareness of flexible working and family friendly policies and make these as accessible as possible to staff.

43. We will continue to improve our use of data analytics to include other family friendly leave where possible. We will also use this information to monitor take-up, identify any fluctuations and take action to promote the schemes.

Job evaluation practices

44. The council uses robust job evaluation schemes such as GLPC and HAY to ensure roles are graded consistently and jobs which are evaluated as like work/equivalent work are paid equally. All new jobs and jobs undergoing review continue to be evaluated using these methods to ensure these robust practices continue across the council.

Apprenticeships and learning development programmes

45. Wiltshire Council provides apprenticeship opportunities to both new recruits and existing staff to support career progression. The council provides 'upskilling' opportunities for existing staff to enable them to gain a qualification or skills to equip them for career progression should an opportunity arise.
46. In addition to offering apprenticeship upskilling opportunities, the council offers a range of e-learning opportunities for employees to select and attend as they wish. As these programmes continue to develop, the council will monitor data on registration numbers split by the nine protected characteristics.

Progress against actions from last year's report

47. HR has been promoting apprenticeship opportunities and good progress has been made. The council employed 118 apprentices on 1 October 2018. This included 23 new apprentices and 95 upskilling apprentices. 60.87% of the new apprentices were female and 39.13% were male. 61.05% of the upskillers were female and 38.95% were male.
48. Work has also been undertaken to increase the support offered to apprentices including:
- Guaranteed interview to those with a disability/care leaver
 - Guaranteed job at the end of the apprenticeship
 - Additional pastoral care
 - Additional functional skills support to those who require it or require any additional support.

The council has also increased its use of social media to increase access to careers information and has introduced a one application process to improve accessibility. Work is also underway to provide a social engagement group for young apprentices and through the development of regular blogs to encourage new apprentices to join the council.

49. The council continues to monitor data on learning and development opportunities, details of which are set out in the annual equality and diversity workforce report. The range of opportunities and take-up of learning and development continues to increase. The percentage of those attending learning and development who were female was 74.82%, which is higher than the proportion of females in the workforce which is 69.61%. The council has also launched the Wiltshire leadership programme for aspiring and developing managers. Data on these programmes indicates that 119 staff have attended this type of learning and development in the last year and 60.50% were female. This is a lower percentage than the proportion of females in the workforce and the council will continue to monitor these figures.

Further action

50. The council will continue to raise awareness and promote apprentice opportunities internally and externally and make these as accessible as possible.
51. The council recognises the importance of learning and development opportunities for all staff and as a way to assist female staff to access and progress to more senior roles and opportunities. We will continue to monitor our learning and development opportunities by the protected characteristics to monitor take-up, identify any fluctuations and to take further action if required.

Equalities groups

52. The council is firmly committed to the principles of diversity and inclusion in both employment and the delivery of its services. The council consults on equality and diversity work across the organisation and continually monitors the effects of employment policies and practices. The council also has a number of staff networks including the carers and disability network, LGBT network and the BME network which provide an opportunity for issues to be raised and initiatives implemented. The work of the staff networks is outlined in the annual diversity and inclusion workforce report.

Progress against actions from last year's report

53. HR have been gauging the interest of introducing an equalities focus group specifically for women. This has been considered but as the focus would be specifically in relation to senior recruitment and promotion it was concluded this might not be the most effective way forward. Plans are underway to involve all staff and ask them to complete a survey to assist the council to understand the barriers in this area so the council can assess what action is required and help assess priorities.

Further action

54. To continue to support our existing staff networks.
55. To undertake a survey of all staff to understand the barriers to recruitment and promotion to senior roles in the council. To arrange for awareness raising events/activities for staff and managers linked to our staff voices network.

Recruitment information

56. Wiltshire Council will continue to use recruitment and induction information in a way that promotes the council as an equal opportunities employer. The council is aware of the potential for unconscious bias within its recruitment and interviewing process and is constantly reviewing these practices and processes.

Progress against actions from last year's report

57. HR have been analysing starting salaries for males and females across the grades. This has been completed in relation to external recruitment. Overall the average male starting salary is £355 higher than the average starting salary for females. This represents the total average difference across all the grades and does not take

account of how many people are within each grade, the actual salary difference experienced may be lower in some grades particularly where there are clusters of female employees. Across the grades overall there were a higher number of grades where the starting salary was higher for females in comparison to males.

58. The council has a starting salary policy and staff are normally appointed at the minimum of the grade. Managers can, however, make a higher offer to external candidates taking into account factors such as their current salary in the role they are leaving and the cost of not appointing. Managers should also ensure that they take into account the relevance of transferable skills and the comparative experience and salaries of existing staff. Any appointments above the minimum of the grade should be agreed with the recruitment team.
59. In 2018 the council also updated and revised the recruitment and selection course for managers involved in the recruitment process. The new course includes face to face and e-learning content which includes equality and diversity and unconscious bias elements. A new e-learning module relating to unconscious bias was also launched.

Further action

60. The council will continue to improve data in this area, including looking at the feasibility of producing data relating to internal promotions. It is noted that the data will vary year on year and the council will continue to monitor this and raise awareness and take action if required.

In conclusion

61. Wiltshire Council's mean gender pay gap is 8.25% and the median gender pay gap is 6.19%. This is significantly lower than the national pay gap of 17.1% and 17.9% respectively. Wiltshire Council is committed to taking action as set out in this report to further improve the pay gap and will report the progress it is making to reduce the gender pay gap. The council will publish an updated report and data on an annual basis.

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Appendix 1

Take up of family friendly policies

The use of * indicates that numbers were low and have not been used to maintain staff confidentiality.

This year the council also provided staff with the option to self describe their gender identity. Due to low numbers these figures have also not been included to maintain staff confidentiality.

Type of Leave	Number of staff using leave	Number of returners
Maternity	93	82
Adoption leave	2	2
Shared Parental leave	3	2
Maternity Support leave	32	32
Paternity leave	21 out of the 32 (above)	21
Ordinary Parental leave	13	13
Carers leave	12	12

Flexible working (staff survey)

	Female	Female %	Male	Male %
Have flexible working arrangements	1195	64.1%	371	57.4%
Don't have flexible working arrangements	643	34.5%	265	41.0%
(blank)	25	1.3%	10	1.5%
Grand Total	1863		646	

Flexible working includes:

	Female	Female %	Male	Male %
Annualised hours (calculating hours across the year to cover peaks and troughs in work)	*	0.4%	*	0.6%
Condensed or compressed hours (e.g. a 9 day fortnight)	43	2.3%	20	3.1%
Flexi-time (being able to flex your start / finish / break times and take back extra hours accrued as a flexi day)	526	28.2%	264	40.9%
Job-share (2 people covering a single role)	*		*	
Other arrangement – please tell us about them	52	2.8%	21	3.3%
Part-time hours	278	14.9%	37	5.7%

Term-time only (having some or all school holidays as non working time)	26	1.4%	*	
More than one arrangement (also counted in the figures above)	255	13.7%	20	3.1%

Homeworking figures

Row Labels	Female	Female %	Male	Male %
Frequently (more than 60% of your time per week/month)	133	7.1%	44	6.8%
Sometimes (regularly but less than 60% of your time per week/month)	754	40.5%	243	37.6%
Occasionally (e.g. less than twice a month)	370	19.9%	162	25.1%
Never	460	24.7%	169	26.2%
(blank)	146	7.8%	28	4.3%
Grand Total	1863		646	

Average full time equivalent starting salaries by grade and gender

New Starters in year to September 2018 - Salaries normalised to September 2018 pay rate

Row Labels	Female	Male	Average
XWO	*		*
XWN	£41,033	*	£40,780
XWM	£37,374	£37,578	£37,419
XWL	£34,855	£35,164	£35,106
XWK	£31,518	£31,305	£31,447
XWJ	£28,405	£28,959	£28,516
XWI	£26,305	£26,309	£26,305
XWH	£23,355	£23,353	£23,354
XWG	£21,136	£21,435	£21,205
XWF	£19,700	£19,446	£19,624
XWE	£18,702	£18,687	£18,698
XWD	£17,716	£17,690	£17,706
XWC	£16,863	£16,863	£16,863
XWB	£16,495	£16,495	£16,495
XWA	£16,394	£16,394	£16,394
Grand Total	£22,946	£23,301	£23,056