

## Gender pay gap report for the year 2018 - 2019

### Background

Suffolk Coastal District Council (SCDC) and Waveney District Councils (WDC) (the Councils) work in partnership and 1 April 2019 they are formally joining to become East Suffolk Council.

The Councils have prepared this report as part of the legal requirement for public authorities to publish their gender pay gap annually and we welcome gender pay gap reporting and what it seeks to achieve. The Councils are committed to equality of opportunity and our approach to pay seeks to reward all staff fairly, regardless of gender.

In 2017 the Government made it statutory for organisations with 250 or more employees to report annually on their gender pay gap. Government departments are covered by the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 which came into force on 31 March 2017. These regulations underpin the Public Sector Equality Duty and require the relevant organisations to publish their gender pay gap data annually, including mean and median gender pay gaps; the mean and median gender bonus gaps; the proportion of men and women who received bonuses; and the proportions of male and female employees in each pay quartile.

### Analysis

The gender pay gap shows the difference in the average pay between all men and women in a workforce. If a workforce has a particularly high gender pay gap, this can indicate there may be a number of issues to deal with, and the individual calculations may help to identify what those issues are.

The gender pay gap is different to equal pay. Equal pay deals with the pay differences between men and women who carry out the same jobs, similar jobs or work of equal value. It is unlawful to pay people unequally because they are a man or a woman.

The Councils' pay approach supports the fair treatment and reward of all staff irrespective of gender, through a nationally agreed Job Evaluation scheme which is free from bias. This is in line with our Pay Policy, People Strategy and Business Plan.

This report fulfils the Councils' reporting requirements, analyses the figures in more detail and sets out what we are doing to close the gender pay gap in the organisation. The information is produced in accordance with recommended methodologies. The figures provided in brackets are 2017/18 and the analysis of Gender Pay Gap only accounts for employees at 28 February 2019. The figures against East Suffolk Council are an average of the two authorities.

### Gender make-up of the Councils

	Male	Female
Suffolk Coastal District Council	40.8% (39.6%)	59.2% (60.4%)
Waveney District Council	47.4% (46.7%)	52.6% (53.3%)
East Suffolk Councils	44.6% (43.7%)	55.4% (56.3%)

## Ordinary Pay

The mean gender pay gap is the difference in average hourly rates of pay that male and female employees receive. This gives an overall indication of the gender pay gap by taking all hourly rates of pay and dividing by the total number of people in scope. The mean gender pay gap is shown in the table below:

Suffolk Coastal District Council	21.7% (16.0%)
Waveney District Council	12.4% (13.5%)
<b>East Suffolk Councils</b>	<b>15.8% (13.2%)</b>

The Councils' pay gap has increased in the last year particularly at SCDC but still compares favorably to the rest of the Public sector pay gap of 17.5% (mean) as published by the Office for National Statistics<sup>1</sup>.

The median gender pay gap shows the difference in the midpoints of the ranges of hourly rates of pay for men and women by ordering individual rates of pay from lowest to highest and comparing the middle value. The median pay gap is shown in the table below:

Suffolk Coastal District Council	19.3% (14.2%)
Waveney District Council	21.4% (20.5%)
<b>East Suffolk Councils</b>	<b>18.1% (18.5%)</b>

The Councils' pay gap has increased in the last year particularly at SCDC but still compares favorably to the rest of the Public sector pay gap of 19.0% (median) as published by the Office for National Statistics.

## Bonus Pay

The Councils do not pay any employee bonuses.

## Hourly pay quartiles

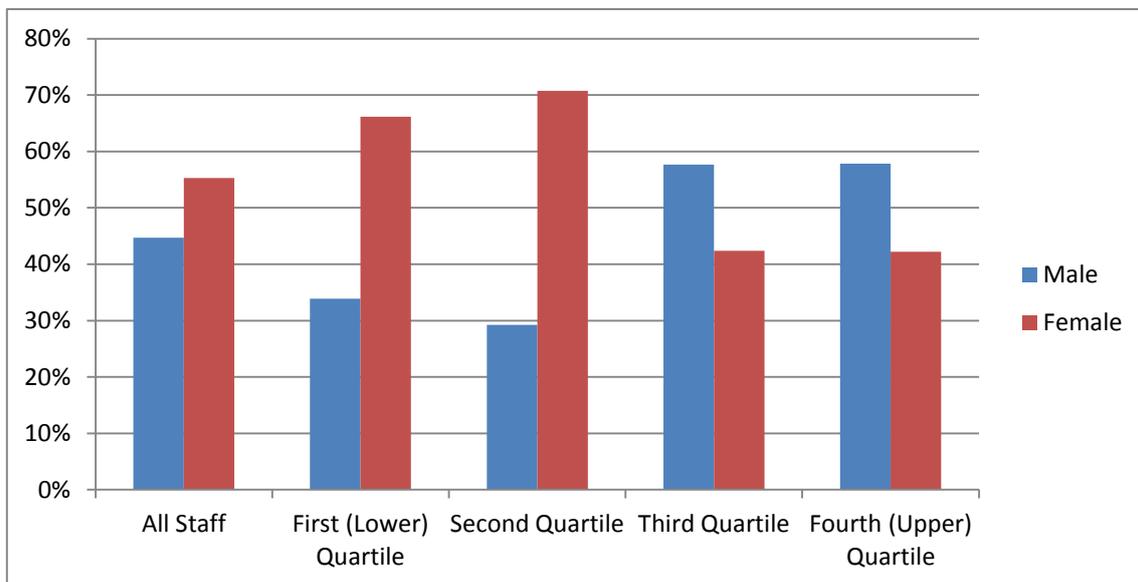
This is the percentage of male and female employees in four quartile pay bands, (dividing our workforce into four equal parts).

%	Suffolk Coastal District Council		Waveney District Council	
	Male	Female	Male	Female
<b>All Staff</b>	<b>40.8% (39.6%)</b>	<b>59.2 % (60.4%)</b>	<b>47.5% (46.7%)</b>	<b>52.5% (53.3%)</b>
First (Lower) Quartile	26.9% (30.7%)	73.1% (69.3%)	38.7% (22.1%)	61.3% (77.9%)
Second Quartile	35.3% (35.4%)	64.7% (64.6%)	24.5% (36.7%)	75.5% (63.3%)
Third Quartile	46.3% (41.1%)	53.7% (58.9%)	65.8% (67.0%)	34.2% (33.0%)
Fourth (Upper) Quartile	54.3% (50.6%)	45.7% (49.4%)	59.8% (59.2%)	40.2% (40.8%)

%	East Suffolk Councils	
	Male	Female
<b>All Staff</b>	<b>44.7% (43.7%)</b>	<b>55.3% (56.3%)</b>
First (Lower) Quartile	33.9% (25.9%)	66.1% (74.1%)
Second Quartile	29.2% (36.2%)	70.8% (63.8%)
Third Quartile	57.7% (56.4%)	42.3% (43.6%)
Fourth (Upper) Quartile	57.5% (55.4%)	42.5% (44.6%)

The chart below shows the proportion of male and female employees in each quartile of the Councils' pay structure.

**Chart 1: Median hourly pay for both Councils**



The Councils recognise that, in the context of managing scarce public resources, remuneration at all levels needs to be adequate to attract and retain high quality employees dedicated to the service of the public, but at the same time needs to reflect that the Councils are part of the public sector, funded through the tax payer and not a private sector organisation. As a general principle, the Councils believe in rewarding all employees in a fair and equitable manner and this is demonstrated in the Pay Policy which accords with the requirements of the Localism Act 2011 and is reviewed annually. The Councils adopted a single pay and reward strategy in 2016 and general principles applying to remuneration of chief officers and employees can be found in the [Councils' Pay Policy here](#).

The purpose of the Pay Policy is to ensure transparency and accountability with regard to our approach to setting pay and the Policy Statement identifies the method by which salaries are determined and the detail and level of remuneration of the Councils' most senior managers. The Policy also provides the detail and level of remuneration for the lowest level of post and the ratio of pay of the top earner and that of the median earner.

## Addressing the gender pay gap

The leadership of the Councils set the standard in consistently ensuring that all aspects of people management are dealt with fairly and are transparent. Our People Strategy underpins this and outlines our aim to build a strong reputation as a good employer and to be seen as both a progressive and exciting place to work. We want our staff to be able to achieve their potential, feeling valued and supported in a safe and healthy workplace. We wish to attract and retain good quality people, by offering great opportunities for interesting roles and career development. Our strategy involves attracting women to work in traditionally non female areas and we have achieved particular successes in Coastal Management and Planning.

The Councils have a clear set of values and framework of expected behaviours which contribute to a culture based on trust and outcomes. Our employee engagement survey results tell us that the vast majority of our staff believe that there is a culture of dignity and respect at the Councils.

There are a number of initiatives in place which should have a positive impact on reducing the gender pay gap, including;

- Monitoring pay to identify pay differences and take targeted action where appropriate, within the Councils pay controls.
- Ensuring that all new and changed roles are job evaluated through a robust process which involves Unison.
- Flexible working policies are in place which actively encourage women to work, taking into account training and development that has been invested in these employees.
- Support is provided for women returning to work - through shared parental leave, job-sharing, compressed hours, part-time, and term-time only opportunities.
- Encouraging men to take advantage of arrangements which enable them to fulfil their caring responsibilities, such as shared parental leave, part-time working and compressed hours.
- Continuous improvement of the recruitment process, including regular diversity awareness sessions for recruiting managers to eliminate any bias. We ensure that our adverts are gender neutral and all recruitment is based on merit and competency.
- The use of Natural Work Teams which will be utilised to promote development opportunities for employees across the Councils. This complements an accessible learning and development programme.
- Exit interviews offered to leavers to gauge their experience and obtain feedback.
- We will continue to encourage recognition of the value of diverse perspectives in developing teams.
- Further development and implementation of the Intern scheme and graduate scheme, to develop future talent.
- Continue and develop participation with local schools and colleges, offering work experience and attendance at careers events to assist in dispelling stereotypes.
- Well established apprenticeship scheme in place across a range of occupational areas. We actively encourage female apprentices in the Building trades through our work with schools.
- No market supplements in place.

In addition, the HR team will report quarterly at our senior management team meetings on the progress of reducing the gender pay gap.

## **Glossary**

**Job Evaluation Scheme** – this is a robust, consistent and gender neutral method for assessing and comparing the value of different roles. The scheme provides a basis for a grading and pay structure, as well as a means to demonstrate equal pay for equal work. The scheme evaluates the job, not the job holder, and provides a way to assess the demands of the job through an objective means.

**Natural Work Teams** - The Natural Work Team framework is based on a ‘top down objective’ and ‘bottom up solutions’ approach to allow the freedom to generate solutions from a blank page. Natural Work Teams have responsibility for a particular process and work together in a participative environment. The participative approach is based on the belief that employees will be more productive if they have a higher level of responsibility for their work, and that people will advocate what they help to create. This framework has been adapted to enable wider organisational change.

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<sup>i</sup> ONS Data set – Gender Pay Gap (25 October 2018)

<https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/datasets/annualsurveyofhoursandearningsashegenderpaygaptables>