

# Public Document Pack

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## EMPLOYMENT AND MEMBER STANDARDS PANEL

will meet on

**TUESDAY, 14TH JANUARY, 2020**

**At 6.30 pm**

in the

**ASCOT AND BRAY - TOWN HALL, MAIDENHEAD**

TO: MEMBERS OF THE EMPLOYMENT AND MEMBER STANDARDS PANEL

COUNCILLORS CHRISTINE BATESON, SAMANTHA RAYNER (CHAIRMAN),  
LYNNE JONES, CATHERINE DEL CAMPO, SHAMSUL SHELM (VICE-CHAIRMAN),  
SIMON WERNER, DAVID COPPINGER AND ANDREW JOHNSON

COUNCILLORS

SUBSTITUTE MEMBERS

COUNCILLORS DAVID HILTON, JOHN STORY, JOHN BALDWIN, DAVID CANNON,  
STUART CARROLL, PHIL HASELER, GEOFF HILL AND JOSHUA REYNOLDS

Karen Shepherd, Head of Governance - Issued: Monday, 6 January 2020

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## **AGENDA**

### **PART I**

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2.	<b><u>DECLARATIONS OF INTEREST</u></b>  To receive any declarations of interest	5 - 6
3.	<b><u>MINUTES</u></b>  To consider the Part I minutes of the meetings held on 12 November 2019 and 3 December 2019.	7 - 12
4.	<b><u>GENDER PAY GAP 2019</u></b>  To consider the report.	13 - 40
5.	<b><u>APPROVAL OF 2020/21 PAY POLICY STATEMENT</u></b>  To consider the report.	41 - 52
6.	<b><u>REVIEW OF ARRANGEMENTS FOR STANDBY AND OVERTIME</u></b>  To endorse the briefing note.	53 - 54
7.	<b><u>LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC</u></b>  To consider passing the following resolution:-  "That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act"	

## **PART II - PRIVATE MEETING**

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8.	<p><b><u>MINUTES</u></b></p> <p>To consider the Part II minutes of the meetings held on 12 November 2019 and 3 December 2019.</p> <p><b><i>(Not for publication by virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></b></p>	55 - 60
9.	<p><b><u>APPOINTMENT OF HEAD OF INFRASTRUCTURE, SUSTAINABILITY AND TRANSPORT</u></b></p> <p>To consider the report.</p> <p><b><i>(Not for publication by virtue of Paragraph 1, 3 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></b></p>	61 - 66



## MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

### Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a DPI or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in the discussion or vote at a meeting.** The speaking time allocated for Members to make representations is at the discretion of the Chairman of the meeting. In order to avoid any accusations of taking part in the discussion or vote, after speaking, Members should move away from the panel table to a public area or, if they wish, leave the room. If the interest declared has not been entered on to a Members' Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

### Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any licence to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where:
  - a) that body has a piece of business or land in the area of the relevant authority, and
  - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

A Member with a DPI should state in the meeting: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations on the item: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

### Prejudicial Interests

Any interest which a reasonable, fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs the Member's ability to judge the public interest in the item, i.e. a Member's decision making is influenced by their interest so that they are not able to impartially consider relevant issues.

A Member with a Prejudicial interest should state in the meeting: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations in the item: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

### Personal interests

Any other connection or association which a member of the public may reasonably think may influence a Member when making a decision on council matters.

Members with a Personal Interest should state at the meeting: ***'I wish to declare a Personal Interest in item x because xxx'. As this is a Personal Interest only, I will take part in the discussion and vote on the matter.***

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# Agenda Item 3

## EMPLOYMENT AND MEMBER STANDARDS PANEL

TUESDAY, 12 NOVEMBER 2019

PRESENT: Councillors Christine Bateson, John Story, Samantha Rayner (Chairman), Lynne Jones, Del Campo, David Cannon, Simon Werner and Andrew Johnson

Also in attendance: Mr Duncan-Jordan (Unison) and Mr Roberts (GMB) for item 4.

Officers: Duncan Sharkey, Nikki Craig, Vanessa Faulkner and David Cook.

### APOLOGIES FOR ABSENCE

Apologies were received from Cllr Shelim and Cllr Coppinger. Cllr Story and Cllr Cannon attended as substitutes.

### DECLARATIONS OF INTEREST

Cllr Story declared a personal interest as his wife worked for RBWM, he had taken advice from the monitoring officer and had been told he could take part in the discussion and vote on items.

### MINUTES

**Resolved unanimously: that the minutes of the meeting held on 10 September 2019 be approved subject to Cllr Catherine Del Campo and Cllr David Hilton be recorded as being in attendance.**

Cllr Del Campo clarified that her comments on minute page 10 about concern regarding the senior leadership team questioner results was due to the fact she felt the question was not fair as a new structure had only just been implemented and she wished to offer her support to them.

### UNISON AND GMB PAY CLAIM FOR 2020/21

The Panel considered the report regarding the annual pay claim submitted by UNISON and GMB trade unions.

The Head of HR, Corporate Projects and ICT informed the Panel that their claim covers all staff on local terms and conditions, including the Corporate Leadership Team and Managing Director. Union representatives were in attendance to present their claim as detailed in appendix A. Table 5 of the report showed the implementation timetable of what would happen after this meeting regarding the pay claim.

Representatives from Unison and GMB thanked the Panel for the opportunity to present their pay claim on behalf of their representatives. Mr Neil Duncan-Jordan said he would not read out the whole pay claim as it was an appendix to the report but he wished to raise some of the more salient points.

The Panel were informed that it was Unisons opinion that the greatest asset of the council was its staff and thus how they were treated was how they were treated. Both unions representing had undertaken surveys of their members with key highlights being:

- 76% felt that they were now worst off this year than the previous year.

- 50% said they had to rely on a second job to supplement their income.
- More than a third said they had to claim for additional unsociable hours to increase their take home pay.
- Staff had a falling value in pay, as demonstrated in section 2 of their report that showed the increased cost of living and RBWM pay increases. It was felt that the cost of living had increased more than pay.
- RBWM had introduced performance related pay which had been unpopular with their members.
- Turnover was high and pay rates were an important factor.
- Moral had been hit with 47% of those surveyed saying their workload had increased over the last year, 41% saying stress levels had increased and staff were finding it difficult to have a work life balance.

The Chairman thanked the union representatives for attending the meeting and said that our staff were important and valued especially with the importance of their work for our residents.

Cllr Jones asked the union representatives when the surveys were taken as it may have been periods of transition and why performance related pay was unpopular. The Panel were informed that the surveys were undertaken late September / early October 2019. With regards to performance related pay they felt that it was an out dated methodology and that it could result in officers doing the same job being paid at different rates. Members also felt under pressure to work longer hours to achieve targets. The Head of HR informed that the authority had now moved away from target based performance related pay and it was now if staff were meeting expectations.

Cllr Werner mentioned that he was concerned about the results showing staff felt the need to work longer hours or take a second job, he felt that it was important to get a proper work life balance. The increased cost of living had resulted in the real value of a wage being decreased this could result in low moral and increased stress. He supported the union claims within the report especially as the borough was an expensive area to live in.

The Chairman asked how many employees were members of a union and how many took part in the survey. The figures were not known as both unions represented different members.

The Head of HR, Corporate Projects and ICT informed the Panel that there was a headcount of about 600. The RBWM staff survey had a response rate of 60% and over the past four years all responses were moving in a positive direction. Sickness rates were about 3.5 days which was low for any sector. Turnover was about 13% and this included Taped staff so it was expected to fall over time.

Cllr Jones asked mentioned that work life balance was not just about money and asked if the unions survey had shown any other areas that were important. Mr Roberts, representing GMB, said that other surveys had shown staff were using their holidays to get an extra day off per week so they could spend time at home, however the majority felt an increase in pay was important.

The Panel were informed that RBWM did have a good flexible working policy in place that allowed working from home, nine day fortnights and flexible working. There had also been a focus on wellbeing and mental health.

Cllr Story said the survey had shown over 35% of staff had considered leaving, he felt it would have been useful to have the numbers and reasons why.



It was noted that the unison surveys only included RBWM staff and no those working for AFC or Optalis.

The Chairman thanked the union representatives for attending the meeting to present their pay claims.

**Resolved unanimously: that the Employment and Member Standards Panel notes the report and:**

- i) Reviewed the trade union pay claim and the supplementary information supplied as part of the consideration of the annual pay review for eligible staff for 2020/21.**

#### FAMILY LEAVE POLICY - ADDITIONAL PAID LEAVE FOR FOSTER CARERS

The Panel considered the report regarding additional paid leave for foster carers.

The Chairman reported that this was a fantastic report that proposed to enhance the current arrangements by the addition of up to nine days paid leave for foster carers.

The Head of HR, Corporate Projects and ICT informed that if approved the proposals would be added to the current Paternity, Shared Parental and Dependent Care Leave policy, which would be renamed the Family Leave policy. AFC had already implemented the new policy and the Panel were asked to approve it also be introduced by RBWM to support our foster careers.

The proposed new provision was outlined in paragraph 2.4 of the report and provided an additional 9 days paid leave for foster careers in their first year of becoming a foster carer. The council current did not have any foster carers as employees but it was hoped that the new policy would help encourage and support future careers.

Cllr Johnson said he supported the report but asked why it had been decided to recommend 9 days rather than 10. Members were informed that this was based on the requirements for initial training and support required and to match AFC offer.

Cllr Del Campo said she supported the changes but recommended that consideration also be given to increase workloads of staff covering the additional leave as this was something that could not be budgeted for.

Cllr Jones reported that there was 9 days for the first year to allow 4 days of assessment so after that it was an additional 5 days per year. If this was what was required she supported the proposals and would like them reviewed in the future.

Cllr Baldwin asked what happened if a foster career already had a child and one of them were ill, did they have to use annual leave. The panel were informed that arrangements would be made when a child was ill as for any employee who had a family, this could be that they take leave if required.

**Resolved unanimously: that the Employment Panel notes the report and:**

- Approves the addition of paid leave for foster carers to the Council's Family Leave policy.**

LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

**RESOLVED UNANIMOUSLY:** That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act.

The meeting, which began at 6.30 pm, finished at 8.15 pm

CHAIRMAN.....

DATE.....

EMPLOYMENT AND MEMBER STANDARDS PANEL

TUESDAY, 3 DECEMBER 2019

PRESENT: Councillors Christine Bateson, Samantha Rayner (Chairman), Lynne Jones, Catherine Del Campo, Shamsul Shelim (Vice-Chairman), Simon Werner, David Coppinger and Andrew Johnson

Officers: Duncan Sharkey, Nikki Craig and David Cook.

APOLOGIES FOR ABSENCE

No apologies received.

DECLARATIONS OF INTEREST

There were no declarations of interest received.

LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

**RESOLVED UNANIMOUSLY:** That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act.

The meeting, which began at 6.00 pm, finished at 6.15 pm

CHAIRMAN.....

DATE.....

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Report Title:	<b>Gender pay gap 2019</b>
Contains Confidential or Exempt Information?	No - Part I
Member reporting:	Councillor Rayner, Lead Member for HR, Legal , IT, Resident and Leisure Services and Performance Management
Meeting and Date:	Employment and Member Standards Panel - 14 January 2020
Responsible Officer(s):	Duncan Sharkey, Managing Director & Nikki Craig, Head of HR, Corporate Projects and IT
Wards affected:	None

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## REPORT SUMMARY

1. The Council is required to publish by 30 March annually a number of gender pay gap indicators reflecting a snapshot of employees in post on 31 March in the previous year. This report contains the data for 31 March 2019 to be published by 30 March 2020.
2. The commentary published last year has been updated. The Council's gender pay gap has reduced since 2018 and continues to be significantly below the national gender pay gap.

## 1. DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION:** That Employment and Member Standards Panel notes the report and:

- i) Approves the updated commentary about the Council's gender pay gap for publication on the Council's website and the Gov.uk website.
- ii) Approves the continuing actions identified in the commentary.

## 2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

### Options

**Table 1: Options arising from this report**

Option	Comments
Employment and Member Standards Panel notes the report and approves the updated commentary.	
<b>This is the recommended option</b>	

Option	Comments
The Employment and member Standards Panel does not approve the updated commentary.	The Council must publish its gender pay gap data by 30 March 2020.

## Background

- 2.1 Since April 2017, under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, employers with 250 or more employees are required to publish statutory gender pay gap indicators every year.
- 2.2 The gender pay gap looks at the variation between the pay of men and women across all levels of the organisation. In the workplace generally men are still more likely to hold more senior positions than women and women tend to occupy front line roles, which are lower paid. Women also tend to work part time, which can be less compatible with more senior roles and in some cases, have taken a career break. The purpose of highlighting the gender pay gap is to encourage society and employers to identify ways in which women can be encouraged to take on more senior roles.
- 2.3 The calculations are based on a snapshot as at 31 March 2019 and must be published by 30 March 2020 on the Council's website and the Gov.uk website.
- 2.4 The data excludes schools, which must report in their own right if they have 250 or more employees. None of the Council's schools meet this criteria.
- 2.5 The data that must be published is:
- Gender pay gap – mean and median
  - Gender performance payment gap – mean and median
  - Proportion of men and women receiving performance payments
  - Proportion of men and women in each quartile of the Council's pay structure.
- 2.6 The indicators have been calculated in line with the definitions and criteria in the regulations, which allows comparisons between employers. Table 2 compares the Council's 2019 gender pay gap with the national figures for all employees and those in the public sector.

**Table 2: Comparison of gender pay gap percentages**

Group	2019	
	% gap mean	% gap median
The council	5	2.6
National - all employees	16.2	17.3
Public administration - all employees	15.7	16.8

- 2.7 This shows that the Council's gap remains significantly below the national figures not only for all employers, but also the public sector.
- 2.8 Comparisons between 2018 and 2019 are set out in Appendix A.
- 2.9 Table 3 compares the Council with the other Berkshire councils for 2018. This will be updated once the 2019 data is available.

**Table 3: Gender pay gap for Berkshire councils 2018**

<b>Council</b>	<b>Ranking</b>	<b>% mean</b>	<b>% median</b>
Reading	95	3	5
Slough	131	4.7	-6.4
<b>Windsor and Maidenhead</b>	<b>187</b>	<b>7.6</b>	<b>9.1</b>
Wokingham	281	13.9	26.3
Bracknell Forest	302	16.2	27.1
West Berks	305	16.7	17.3

- 2.10 Appendix B contains a list of Councils with their mean and median gender pay gap for 2018. The Royal Borough is mid table. This will also be updated when the 2019 data is available after 31 March 2020.

**Performance payment gender pay gap**

- 2.11 Table 4 shows the data for the performance payment gender pay gap. This reflects the payment of honoraria/instant reward payments given for one off exceptional pieces of work - 33 payments were made in 2018/2019. Whilst on the face of it the percentage difference in payments between men and women is high, this is impacted by the level of payment. Analysis of the payments shows that a number of payments at or around the maximum amount of £1,000 were made to those in roles involved in the preparations for the Royal Wedding in 2018, a large number of which were held by men.

**Table 4: Performance payment gender pay gap**

<b>Indicator</b>	<b>Percentage gap - actual payments 2019</b>
The mean performance payment gender pay gap	31.2
The median performance payment gender pay gap	50

**Commentary**

- 2.12 There is no requirement on employers to publish a commentary on their gender pay gap figures and very few have done so for either their 2017 or 2018 data.
- 2.13 Appendix C sets out the proposed commentary to be published with the Council's gender pay gap data. In the context of the national figures and other local authorities, the Council's gender pay gap is not a significant concern. However, given that women continue to make up around 2/3rds of the Council's workforce, the aim should be to continue to reduce the gap.
- 2.14 The Council committed to a number of actions to support the reduction of the gender pay gap:

**Review the pay profile within the pay grades and dip sample to identify any pay inequalities.**

- 2.15 A truer indicator of pay inequality in an organisation is the differential between women and men's pay within the same grade. Therefore a review of the current gender pay profile by grade was undertaken for all employees.
- 2.16 The results, set out in Appendix D, show a positive outcome, in that for eight out of 13 grades, women are paid slightly more than men. For grades 10 and above, although men are mostly paid slightly more than women, analysis of the gender profile identified that women have fewer years' service with the Council, less continuous Local Government service and are younger. This might indicate that women are achieving more senior roles with less experience and at an earlier stage in their careers. With regard to the Corporate Leadership team, this group consists of Heads of Service and Directors. These roles have a wide salary range. The higher salaries for some males in this group reflect historical performance pay systems. And the highest paid in this group is male.

**Undertake unconscious bias training for managers to raise awareness of gender and other bias issues.**

- 2.17 Unconscious bias training has been added to the e-Learning suite of training courses for recruiting managers and in the last quarter of 2019/20 over 70 managers were targeted to undertake the training.

**Promote family friendly policies and evaluate the take up of those policies. Determine what action should be taken, if any, to further encourage the take up of these policies.**

- 2.18 We have continued to promote the Council's family friendly policies and in 2019 introduced paid leave for Foster Carers.

**Women and particularly those working part time, will be encouraged to participate in the 2018/19 management development programme.**

- 2.19 In 2018/19 two management development initiatives were developed – a middle managers forum and management Apprenticeships.
- 2.20 The Middle Manager Forum was launched in April 2019. The purpose of the forum is an opportunity for mid-level management colleagues to network share best practice and learn about different areas of the council. Female colleagues made up 61% of the attendees on the forum, with part-time workers representing 18%. Further forums are planned in early 2020.
- 2.21 The Council appreciates the importance of utilising apprentices and offering apprenticeships as an opportunity for current staff to develop and also for those entering employment. Currently apprenticeships are offered in a wide range of specialism including management, education, Human Resources and Finance. Currently 78% of those colleagues on apprenticeships are female. Part-time colleagues are encouraged to undertake apprenticeships and additional support is offered to line managers to manage this with reasonable expectations of the staff member. Currently, 15% of those undertaking apprenticeships are working part-time.



### 3. KEY IMPLICATIONS

#### 3.1

**Table 5: Key Implications**

<b>Outcome</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Significantly Exceeded</b>	<b>Date of delivery</b>
Gender pay gap information published by 30 March 2020 on the gov.uk website and council's own website	> 30 March 2020	30 March 2020	1 March 2020	1 February 2020	30 March 2020

### 4. FINANCIAL DETAILS / VALUE FOR MONEY

4.1 There are no financial implications.

### 5. LEGAL IMPLICATIONS

5.1 The regulations require the Council to publish by 30 March annually. Initially there were no financial penalties for non-publication and no enforcement mechanism or any sanctions for non-compliance with the duty, but the explanatory note to the regulations states that failure to comply with the duty will constitute an "unlawful act" within the meaning of s.34 of the Equality Act 2006, which empowers the Equality and Human Rights Commission (EHRC) to take enforcement action.

5.2 In 2019, the EHRC took enforcement action against 47 employers, who had failed to report or failed to report on time.

### 6. RISK MANAGEMENT

#### 6.1

**Table 6: Impact of risk and mitigation**

<b>Risks</b>	<b>Uncontrolled risk</b>	<b>Controls</b>	<b>Controlled risk</b>
Failure to publish on time, results in enforcement action.	Medium	Data published on time	Low
Failure to publish results	Medium	Data published on time	Low

<b>Risks</b>	<b>Uncontrolled risk</b>	<b>Controls</b>	<b>Controlled risk</b>
in reputational damage.			

## **7. POTENTIAL IMPACTS**

- 7.1 Equalities: No EQIA was required.
- 7.2 Climate change/sustainability: There are no climate change/sustainability impacts or implications.
- 7.3 Data Protection/GDPR: Employee data is processed in accordance with the HR Privacy Statement, which is published on the website.

## **8. CONSULTATION**

- 8.1 None.

## **9. TIMETABLE FOR IMPLEMENTATION**

- 9.1 The full implementation stages are set out in table 7.

**Table 7: Implementation timetable**

<b>Date</b>	<b>Details</b>
By 30 March 2020	Data published on the Council's website
By 30 March 2020	Data published on the gov.uk website

## **10. APPENDICES**

- 10.1 This report is supported by the following appendices:
- Appendix A – 2017, 2018 and 2019 gender pay gap results.
  - Appendix B – list of councils' gender pay gap results for 2018.
  - Appendix C – commentary on the Council's gender pay gap.
  - Appendix D - gender pay gap by grade.

## **11. BACKGROUND DOCUMENTS**

- 11.1 There are no background documents.

## **12. CONSULTATION (MANDATORY)**

<b>Name of consultee</b>	<b>Post held</b>	<b>Date sent</b>	<b>Date returned</b>
Cllr Rayner	Lead Member for HR, Legal, IT, Resident and Leisure	30/12/19	03/01/2020



Appendix A

Mean and median gender pay gaps compared to the national and public sector figures from the ONS Annual Earnings and Hours Survey						
Group	% gap mean 2017	% gap median 2017	% gap mean 2018	% gap median 2018	% gap mean 2019	% gap median 2019
The council	7.1	10.2	7.6	9.1	5.0	2.6
National - all employees	17.4	18.4	17.2	17.8	16.2	17.3
Public administration - all employees	17.7	19.4	17.4	19	15.7	16.8

Mean and median gender pay gap for performance payments (Honoraria/Instant Rewards)			
Indicator	Percentage gap - actual payments 2017	Percentage gap - actual payments 2018	Percentage gap - actual payments 2019
The mean performance payment gender pay gap	8.10	-12.45	31.2
The median performance payment gender pay gap	17.30	0	50

Proportion of men and women receiving a performance payment						
Indicator	Female 2017	Male 2017	Female 2018	Male 2018	Female 2019	Male 2019
The proportion of males and females receiving a performance payment	39.40%	40.40%	5.79%	9.39%	5.30%	5.70%

Indicator	Quartile	Female 2017	Male 2017	Female 2018	Male 2018	Female 2019	Male 2019
The proportion of males and females in each quartile pay band	Upper	63.80%	36.20%	60.14%	39.86%	63.40%	36.60%
	Upper middle	69.40%	30.60%	60.14%	39.86%	59.50%	40.50%
	Lower middle	71%	29%	68.24%	31.76%	66.40%	33.60%
	Lower	71.60%	28.40%	67.79%	32.21%	67.10%	32.90%

Appendix B List of all Council's 2018 GPG (To be updated once 2019 data available)

Type of council	Council	Ranking	% gap mean	% gap median
District/borough	Three Rivers District Council	1	-18	-50
London Borough	Barnet Council	2	-17	-28.7
District/borough	Epsom and Ewell Borough Council	3	-15.3	-23.3
District/borough	Aylesbury Vale District Council	4	-13.6	-23.7
District/borough	Pendle Borough Council	5	-12.5	-36.4
London Borough	Lewisham	6	-11.4	-14.2
District/borough	South Hams District Council	7	-11	-17
District/borough	Broxbourne Borough Council	8	-10.9	-24.2
District/borough	Wyre Forest District Council	9	-9.4	-14
District/borough	Guildford Borough Council	10	-9	-21
District/borough	Thanet District Council	11	-8.7	-27.6
District/borough	High Peak Borough Council	12	-8	-19
London Borough	London Borough Of Southwark	13	-7.9	-11.8
District/borough	Worcester City Council	14	-7.7	-20.5
Unitary	Brighton & Hove City Council	15	-7.3	-6.7
District/borough	Reigate and Banstead Borough Council	16	-6.9	-18.9
District/borough	Brentwood Borough Council	17	-6.1	-13.5
District/borough	South Cambridgeshire District Council	18	-5.9	-13.2
District/borough	Hambleton District Council	19	-5.8	-10.2
District/borough	West Lindsey District Council	20	-5.5	-31.1
District/borough	North Devon Council	21	-5.4	-14
District/borough	Spelthorne Borough Council	22	-5	-21
London Borough	London Borough of Redbridge Council	23	-4.7	-9.2
District/borough	Colchester Borough Council	24	-4.6	-6.5
District/borough	Hertsmere Borough Council	25	-4.6	-16.1
London Borough	London Borough of Hackney	26	-4.6	-16.8
London Borough	Greenwich	27	-4.3	-6.3
District/borough	South Norfolk Council	28	-4.3	-13.6
District/borough	South Lakeland District Council	29	-3.8	-25.4
London Borough	London borough Harrow Council	30	-3.3	-13.2
District/borough	Eastleigh	31	-3	-9.9
District/borough	Braintree District Council	32	-3	-18.4
County	Hertfordshire County Council	33	-2.9	1.9
District/borough	Fareham Borough Council	34	-2.8	-11.4
Unitary	Redcar & Cleveland Borough Council	35	-2.8	-4.3
Met districts	Wigan Metropolitan Borough Council	36	-2.6	-5.3
District/borough	Exeter City Council	37	-2.3	-11.1
District/borough	Uttlesford District Council	38	-2.2	0
District/borough	East Lindsey District Council	39	-2	-13

Type of council	Council	Ranking	% gap mean	% gap median
Unitary	Stoke-on-Trent City Council	40	-1.7	-6.7
Unitary	Bournemouth Borough Council	41	-1.4	-3.9
District/borough	Basingstoke & Deane Borough Council	42	-1.3	-11.4
District/borough	Bassetlaw District Council	43	-1.3	-2.4
District/borough	Fylde Borough Council	44	-1.3	-15.9
District/borough	Scarborough Borough Council	45	-1.2	-11.3
Unitary	Torbay Council	46	-1.1	-1.4
Unitary	Blackpool Council	47	-1	-5.8
District/borough	Dacorum Borough Council	48	-1	8
Unitary	Leicester City Council	49	-1	0
District/borough	Harrogate Borough Council	50	-0.9	-2.6
District/borough	Oxford City Council	51	-0.7	0
District/borough	Forest Heath District Council	52	-0.5	0
District/borough	ST Edmundsbury Borough Council	53	-0.5	0
District/borough	Crawley Borough Council	54	-0.4	-4
District/borough	Basildon District Council	55	-0.2	-6.6
Unitary	North East Lincolnshire Council	56	-0.2	3.3
London Borough	London Borough of Camden	57	-0.1	-1.6
District/borough	Adur District Council	58	0	-4.2
District/borough	Chorley Borough Council	59	0.1	0
District/borough	Craven District Council	60	0.1	-15
District/borough	South Somerset	61	0.2	6.3
District/borough	Derbyshire Dales District Council	62	0.3	0.8
District/borough	Ashfield District Council	63	0.5	0
Met districts	Stockport Metropolitan Borough Council	64	0.5	0.4
Unitary	Blackburn With Darwen Borough Council	65	0.7	-1.3
Unitary	Derby City Council	66	0.8	0.4
District/borough	Chelmsford City Council	67	1	-4.8
Unitary	Dorset County Council	68	1	-9.8
District/borough	Nuneaton & Bedworth Borough Council	69	1.2	2
District/borough	Test Valley Borough Council	70	1.2	-10.4
District/borough	Mansfield	71	1.3	11.1
District/borough	Kettering Borough Council	72	1.3	-5.5
District/borough	West Lancashire Borough Council	73	1.5	4.9
London Borough	Croydon Council	74	1.6	2.6
Unitary	Durham County Council	75	1.9	4.8
District/borough	North West Leicestershire District Council	76	1.9	4.4
Unitary	Plymouth City Council	77	1.9	-7
District/borough	Bromsgrove District Council	78	2	1
Unitary	Swindon Borough Council	79	2	1.6
District/borough	Kings Lynn & West Norfolk Borough Council	80	2.1	-5.1
London Borough	Lambeth Council	81	2.1	0.7
District/borough	Mid Devon District Council	82	2.1	0

Type of council	Council	Ranking	% gap mean	% gap median
District/borough	Newark & Sherwood District Council	83	2.1	-5.6
District/borough	Preston City Council	84	2.2	0
District/borough	Blaby District Council	85	2.5	2.3
Met districts	Coventry City Council	86	2.5	3.2
District/borough	Tendring District Council	87	2.5	-8.9
Met districts	Sheffield City Council HQ	88	2.6	8.4
Met districts	Tameside Metropolitan Borough Council	89	2.6	-8.5
District/borough	Tandridge District Council	90	2.7	11
County	Blaenau Gwent County Borough Council	91	2.9	2.3
Met districts	Calderdale Metropolitan Borough Council	92	2.9	-0.1
District/borough	Cherwell District Council	93	2.9	3.1
Unitary	Northumberland County Council	94	2.9	0.5
Unitary	<b>Reading Borough Council</b>	95	3	5
London Borough	London Borough Of Hounslow	96	3.1	5.2
Unitary	Nottingham City Council	97	3.1	0
District/borough	Cambridge City Council	98	3.2	5.9
County	Cardiff Council	99	3.2	4.7
Unitary	Cheshire West And Chester Council	100	3.4	-3.2
District/borough	Gravesham Borough Council	101	3.4	-8.9
Met districts	Rochdale Borough Council	102	3.4	1.2
District/borough	Eastbourne Borough Council	103	3.5	0
District/borough	St. Albans City Council	104	3.5	3.2
District/borough	Carlisle City Council	105	3.7	-3.2
London Borough	Kingston upon Thames	106	3.8	4.8
District/borough	Amber Valley Borough Council	107	3.8	-15.6
District/borough	Christchurch and East Dorset Councils	108	3.8	-1.6
District/borough	Taunton Deane Borough Council	109	3.8	0
London Borough	Haringey	110	3.9	0
Unitary	City of York Council	111	3.9	0.8
London Borough	Haringey Council	112	3.9	0
District/borough	Horsham District Council	113	3.9	-10.8
County	Oxfordshire County Council	114	3.9	3
District/borough	South Ribble Borough Council	115	3.9	0.4
Unitary	Bristol City Council	116	4	8.9
District/borough	Wyre Council	117	4	8.3
County	Warwickshire County Council	118	4.2	14.9
Unitary	Darlington Borough Council	119	4.3	6.3
District/borough	Ipswich Borough Council	120	4.3	0
London Borough	London Borough of Hillingdon	121	4.4	0.6
District/borough	Teignbridge District Council	122	4.4	6.4
London Borough	Ealing Council	123	4.5	0
London Borough	Enfield Council	124	4.5	-2.9
District/borough	Renfrewshire council	125	4.5	2.8

Type of council	Council	Ranking	% gap mean	% gap median
District/borough	Hinckley And Bosworth Borough Council	126	4.6	2.5
District/borough	Lancaster City Council	127	4.6	12.5
Met districts	Newcastle City Council	128	4.6	6
London Borough	Havering	129	4.7	0.4
District/borough	Burnley Borough Council	130	4.7	5.5
Unitary	<b>Slough Borough Council</b>	131	4.7	-6.4
Met districts	Wakefield Metropolitan District Council	132	4.7	2.1
County	Newport City Council	133	4.8	3
Met districts	Sefton Metropolitan Borough Council	134	4.9	0
Unitary	Telford & Wrekin Council	135	4.9	4.2
County	New Forest District Council	136	5	-6
District/borough	Redditch Borough Council	137	5	9
District/borough	Shepway District Council	138	5	-7.2
District/borough	Gedling Borough Council	139	5.1	0
District/borough	Bolsover District Council	140	5.2	0.4
Unitary	Borough of Poole	141	5.2	2.8
District/borough	East Staffordshire Borough Council	142	5.2	-2.6
London Borough	London Borough of Hammersmith & Fulham	143	5.2	3.7
District/borough	Elmbridge Borough Council	144	5.3	-1.6
District/borough	Huntingdonshire District Council	145	5.5	0
District/borough	Newcastle-under-lyme Borough Council	146	5.5	2.2
District/borough	Chichester District Council	147	5.6	0.9
Unitary	Rutland County Council	148	5.7	-1.5
London Borough	Newham Council	149	5.8	8.1
District/borough	Wycombe District Council	150	5.9	3.2
London Borough	London Borough Of Richmond Upon Thames Council	151	6	2.8
Unitary	Luton Borough Council	152	6	12.6
District/borough	North Warwickshire Borough Council	153	6	-5
London Borough	Wandsworth Borough Council	154	6	2.8
Met districts	Barnsley Metropolitan Borough Council	155	6.1	9.6
Met districts	Bolton Metropolitan Borough Council	156	6.1	10.7
District/borough	South Derbyshire District Council	157	6.2	-11.6
District/borough	South Kesteven District Council	158	6.2	11.7
District/borough	Stevenage Borough Council	159	6.2	5.9
Met districts	Leeds City Council	160	6.3	10.8
District/borough	Mid Sussex District Council	161	6.3	11.2
Unitary	Southampton City Council	162	6.3	6.2
Met districts	Wirral Council	163	6.3	10.9
Unitary	Bath and North East Somerset Council	164	6.6	-0.5
Unitary	North Lincolnshire Council	165	6.6	-1.1
District/borough	Rugby Borough Council	166	6.6	5.3
Unitary	Middlesbrough Council	167	6.7	3.8
Unitary	Southend-on-Sea Borough Council	168	6.9	7.7



Type of council	Council	Ranking	% gap mean	% gap median
District/borough	Hyndburn Borough Council	169	7	0.4
Met districts	Oldham Council	170	7	7
Met districts	Bury Council	171	7.1	5.2
Met districts	Sandwell Metropolitan Borough Council	172	7.1	12.6
Met districts	Wolverhampton City Council	173	7.1	0
Unitary	Peterborough City Council	174	7.2	3.6
District/borough	Lichfield District Council	175	7.3	0
Met districts	Liverpool City Council	176	7.3	9.4
County	Caerphilly County Borough Council	177	7.4	11.7
District/borough	Castle Point Borough Council	178	7.4	-9.7
County	Gloucestershire County Council	179	7.4	11.8
District/borough	Northeast Derbyshire Council	180	7.4	8.8
District/borough	South Staffordshire Council	181	7.4	7.6
County	West Sussex County Council	182	7.4	9.7
District/borough	Canterbury City Council	183	7.5	10.9
Unitary	Herefordshire Council	184	7.5	12.8
County	East Sussex Council	185	7.6	7.1
County	Lincolnshire County Council	186	7.6	2.1
Unitary	<b>Royal Borough of Windsor &amp; Maidenhead Council</b>	187	7.6	9.1
District/borough	Runnymede Borough Council	188	7.6	-5.2
District/borough	Stafford Borough Council	189	7.6	-2.4
County	Denbighshire County Council	190	7.7	10.7
County	Pembrokeshire County Council	191	7.8	12.6
District/borough	Sevenoaks District Council	192	7.8	0
London Borough	Kensington and Chelsea	193	7.9	7.6
District/borough	Broxtowe Borough Council	194	7.9	0
Unitary	Hartlepool Borough Council	195	8	8
County	Northamptonshire County Council	196	8	5
District/borough	Rushmoor Borough Council	197	8	0
County	Vale of Glamorgan Council	198	8	13.9
Met districts	City Of Bradford Metropolitan District Council	199	8.1	11.1
County	Monmouthshire County Council	200	8.1	11.5
London Borough	Brent	201	8.2	6.8
District/borough	Maidstone Borough Council	202	8.2	7.5
Unitary	Wiltshire Council	203	8.3	6.2
District/borough	Dover District Council	204	8.4	8.7
London Borough	London Borough of Bexley	205	8.4	9.1
London Borough	London Borough Of Tower Hamlets	206	8.4	6.5
County	Buckinghamshire County Council	207	8.5	1.8
County	Norfolk County Council	208	8.6	9.8
London Borough	Westminster City Council	209	8.6	8.5
Met districts	St Helen's Metropolitan Borough Council	210	8.7	0
District/borough	East Hertfordshire Council	211	9	12

Type of council	Council	Ranking	% gap mean	% gap median
District/borough	Hastings Borough Council	212	9	12
Met districts	Manchester City Council	213	9	9.8
District/borough	Surrey Heath Borough Council	214	9	14.7
Unitary	East Riding of Yorkshire Council	215	9.1	0
District/borough	Mid Suffolk District Council	216	9.2	17.9
Met districts	Birmingham City Council	217	9.3	9
District/borough	City of Lincoln Council	218	9.3	15
District/borough	East Devon District Council	219	9.3	3.2
Unitary	Cornwall Council	220	9.5	11.1
District/borough	Erewash Borough Council	221	9.6	0
Unitary	Portsmouth City Council	222	9.6	12.8
Met districts	Gateshead Council	223	9.7	12.1
County	Powys Council	224	9.8	9.5
Met districts	Walsall Council	225	9.8	12.7
County	Essex County Council	226	9.9	8.1
Met districts	Rotherham Metropolitan Borough Council	227	9.9	13.3
District/borough	Sedgemoor District Council	228	9.9	6.6
Unitary	Isle Of Wight Council	229	10.1	15.5
County	Isle of Anglesey County Council	230	10.2	11.1
County	Somerset County Council	231	10.4	14.5
London Borough	London Borough of Merton	232	10.5	8.2
District/borough	North Kesteven District Council	233	10.5	-0.4
Unitary	Kingston upon Hull City Council	234	10.6	3.9
Unitary	Medway Council	235	10.6	10.4
District/borough	Mole Valley District Council	236	10.6	6.8
Unitary	Thurrock Borough Council	237	10.7	9.3
District/borough	Corby Borough Council	238	10.8	19.1
District/borough	Havant Borough Council	239	10.8	13
District/borough	Rushcliffe Borough Council	240	10.8	-0.1
County	Worcestershire County Council	241	10.8	9.3
District/borough	Fenland District Council	242	10.9	-9
Met districts	Kirklees Council	243	10.9	14.2
County	North Yorkshire County Council	244	10.9	11.8
Met districts	Trafford Council	245	10.9	17.6
Met districts	Dudley Metropolitan Borough Council	246	11	20
Unitary	Milton Keynes Council	247	11	10
District/borough	Northampton Borough Council	248	11	8
County	Kent County Council	249	11.1	11.7
District/borough	North Norfolk District Council	250	11.1	15.1
District/borough	Selby District Council	251	11.1	9.2
County	Swansea Council	252	11.1	7.3
District/borough	East Hampshire District Council	253	11.2	15.8
District/borough	Tunbridge Wells Borough Council	254	11.3	7.6

Type of council	Council	Ranking	% gap mean	% gap median
County	Nottinghamshire County Council	255	11.5	20.2
District/borough	Charnwood Borough Council	256	11.7	17.6
Unitary	South Gloucestershire Council	257	11.7	14.6
Unitary	Stockton-On-Tees Borough Council	258	11.8	10.9
District/borough	Wellingborough Borough Council	259	11.8	19.3
County	Leicestershire County Council	260	12	9
District/borough	South Oxfordshire and Vale of White Horse District Councils	261	12	1
District/borough	Wychavon District Council	262	12	9.9
Unitary	Bedford Borough Council	263	12.2	12.8
County	Staffordshire County Council	264	12.3	14.4
District/borough	Harlow District Council	265	12.4	6.7
County	Derbyshire County Council	266	12.5	19.7
District/borough	Welwyn Hatfield Council	267	12.5	12.5
District/borough	Tamworth Borough Council	268	12.6	8.2
County	Cambridgeshire County Council	269	13	19
County	Devon County Council	270	13	17.2
County	Lancashire County Council	271	13	19.5
District/borough	Breckland District Council	272	13.1	23.9
County	Cumbria County Council	273	13.1	25.5
Met districts	Salford City Council	274	13.3	15.4
District/borough	Stroud District Council	275	13.3	15.9
District/borough	Winchester City Council	276	13.4	11.1
London Borough	London Borough of Barking and Dagenham	277	13.5	16.8
London Borough	Waltham Forest Council	278	13.5	14
Unitary	Cheshire East Council	279	13.7	12.7
Unitary	North Somerset Council	280	13.7	13.9
Unitary	<b>Wokingham Council</b>	281	13.9	26.3
Unitary	Halton Borough Council	282	14.4	9
County	Suffolk County Council	283	14.4	16.1
Met districts	Sunderland City Council	284	14.4	13.9
District/borough	Waverley Borough Council	285	14.5	11.5
London Borough	London Borough Of Sutton	286	14.6	11.1
District/borough	Cannock Chase District Council	287	14.8	26.4
Met districts	Doncaster Metropolitan Borough Council	288	14.8	16.5
District/borough	Allerdale Borough Council	289	15	14
District/borough	Great Yarmouth Borough Council	290	15	17.9
District/borough	Warwick District Council	291	15.3	10.9
District/borough	Epping Forest District Council	292	15.4	18
District/borough	Gloucester City Council	293	15.4	12
District/borough	Chesterfield Borough Council	294	15.7	24.3
Unitary	Warrington Borough Council	295	15.7	15.7
District/borough	Ashford Borough Council	296	15.8	22.5

Type of council	Council	Ranking	% gap mean	% gap median
District/borough	Barrow-in-furness Borough Council	297	15.8	15.2
Unitary	Central Bedfordshire Council	298	15.8	18.1
District/borough	Suffolk Coastal District Council and Waveney District Council	299	15.8	18.1
District/borough	Swale Borough Council	300	15.8	18.5
London Borough	London Borough of Bromley Council	301	15.9	11.7
Unitary	<b>Bracknell Forest Council</b>	302	16.2	27.1
Met districts	Knowsley Metropolitan Borough Council	303	16.2	9.6
District/borough	Copeland Borough Council	304	16.3	20.9
Unitary	<b>West Berkshire Council</b>	305	16.7	17.3
District/borough	Stratford-On-Avon District Council	306	17.5	15.9
Met districts	South Tyneside Council	307	17.6	17.2
District/borough	Weymouth and Portland Borough Council	308	17.6	15.5
Unitary	Shropshire Council	309	18.2	18.3
County	Hampshire County Council	310	18.3	19.7
District/borough	Woking Borough Council	311	19.3	16.2
Met districts	Solihull Metropolitan Borough Council	312	19.4	26.7
District/borough	Rother District Council	313	20.7	19.5
District/borough	Babergh	314	20.8	27.8
District/borough	Tewkesbury Borough Council	315	21.3	20.2
District/borough	Tonbridge & Malling Borough Council	316	22.6	32.7
District/borough	Arun District Council	317	22.8	14.7
District/borough	North Hertfordshire District Council	318	23	26
County	Surrey County Council	319	23.4	13.3
District/borough	Dartford Borough Council	320	23.8	27.5
District/borough	Wealden District Council	321	23.9	25.5

# **Royal Borough Windsor & Maidenhead**

## **Gender pay gap**

**March 2020**

**“Building a borough for everyone – where residents and businesses grow, with opportunities for all”**

**Our vision is underpinned by six priorities:**

*Healthy, skilled and independent residents*

*Growing economy, affordable housing*

*Safe and vibrant communities*

*Attractive and well-connected borough*

*An excellent customer experience*

*Well-managed resources delivering value for money*

## CONTENTS

- 1 Introduction
- 2 Gender pay gap Indicators
- 3 Action to reduce the gender pay gap

### Frequently used acronyms

None

## 1 INTRODUCTION

- 1.1 Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, employers with 250 or more employees are required to publish statutory gender pay gap indicators every year. This is the third year of publication and the data is a snap shot of the workforce as at 31 March 2019 and must be published by 30 March 2020. The data will be updated annually.
- 1.2 For the Council this excludes schools, who are required to publish their own data where their workforce exceeds 250. None of the Council's schools meet this requirement.
- 1.3 The gender pay gap is not about equal pay for men and women. The Council pays men and women on the same grade based on their job role being assessed as being of equal value. We do this via a job evaluation scheme. The gender pay gap compares the hourly pay of all men and all women in the Council.
- 1.4 Reasons for the size of the gap vary between organisations, but generally they can be accounted for on the basis that:
  - Men tend to hold more senior positions.
  - Women tend to work part time and part time work tends to be more prevalent at lower levels in organisations.
  - Women tend to take career breaks, which can impact on their progression or later career choices.
  - 
  - Local authorities have a wide range of services and professions, however many of the lower paid functions tend to be dominated by women e.g. administration, care, customer services etc.
- 1.5 In calculating the Council's gender pay gap data, we have applied the definitions and criteria set out in the regulations.

## 2 GENDER PAY GAP INDICATORS

- 2.1 RBWM is required to publish the following information:
  - Median gender pay gap
  - Mean gender pay gap
  - Median performance pay gap
  - Mean performance pay gap
  - Proportion of males and females receiving a performance payment
  - Proportion of males and females in each pay quartile.
- 2.2 To help understand the indicators, they are described below in Table 1.



**Table 1: Indicators**

Indicator	Description
Median gender pay gap	This is the difference between the middle value of the hourly rate for men (when ordered from lowest to highest) and the middle value for women, expressed as a percentage of the median hourly rate for men.
Mean gender pay gap	This is the difference between the average hourly rate for men and the average for women, expressed as a percentage of the average hourly rate for men.
Median performance pay gap	This is the difference between the middle value of performance payment for men (when ordered from lowest to highest) and the middle value for women, expressed as a percentage of the median performance payment for men.
Mean performance pay gap	This is the difference between the average performance payment for men and the average for women, expressed as a percentage of the average performance payment for men.
Proportion of males and females receiving a performance payment	This is the percentage of men and the percentage of women who received a performance payment.
Proportion of males and females in each pay quartile	This is the percentage of men and women in each quartile (25%) of the pay structure. This is calculated by listing all the individual hourly rates, lowest to highest and dividing them into 4 equal groups called: upper, upper middle, lower middle and lower.

- 2.3 The Council's mean and median gender pay gaps are shown in Table 2 and compared to the national and public sector figures from the ONS 2019 Annual Earnings and Hours Survey (provisional figures).

**Table 2: RBWM mean and median gender pay gap compared to the national**

Group	% gap mean 2019	% gap median 2019
The council	5.0	2.6
National - all employees	16.2	17.3
Public administration - all employees	15.7	16.8

- 2.4 This shows that the gender pay gaps at the Council remains significantly below the national and public sector pay gaps. Refer to Appendix A for year on year comparisons,
- 2.5 Comparing the Council with others in Berkshire.

**Table 3: Gender pay gap for Berkshire councils 2018**

<b>Council</b>	<b>Ranking</b>	<b>% mean gap</b>	<b>% median gap</b>
Reading	95	3.0	5.0
Slough	131	4.7	-6.4
Windsor and Maidenhead	187	7.6	9.1
Wokingham	281	13.9	28.526.3
Bracknell	302	16.2	27.1
West Berkshire	305	16.7	17.3

**The data for 2019 will not be available until after 31 March 2020.**

2.6 The gender pay gap for performance payments are shown in Table 4 and Table 5 shows the proportion of men and women receiving performance payments. This reflects the payment of honoraria/instant reward payments given for one off exceptional pieces of work - 33 payments were made in 2018/2019. Whilst on the face of it the percentage difference in payments between men and women is high, this is impacted by the level of payment. Analysis of the payments shows that a number of payments at or around the maximum amount of £1,000 were made to those in roles involved in the preparations for the Royal Wedding in 2018, a large number of which were held by men.

**Table 4: Performance gender pay gap**

<b>Indicator</b>	<b>Percentage gap - actual payments 2018</b>
The mean performance gender pay gap	31.2
The median performance gender pay gap	50

**Table 5: Proportion of men and women receiving a performance payment**

<b>Indicator</b>	<b>Female 2018</b>	<b>Male 2018</b>
The proportion of males and females receiving a performance payment	5.3 %	5.7 %

Table 6 sets out the proportion of men and women in each pay quartile.

**Table 6: Pay quartiles**

<b>Indicator</b>	<b>Quartile</b>	<b>Female 2019</b>	<b>Male 2019</b>
The proportion of males and females in each quartile pay band	Upper	63.4	36.6
	Upper middle	59.5	40.5
	Lower middle	66.4	33.6
	Lower	67.1	32.9

2.7 The explanations for the gender pay gaps at the Council are broadly in line with the general reasons that apply to many organisations:

- Women are more prevalent within the lower paid roles.
- 32 percent of the workforce is part time and of those 81 percent are women.
- Women have on average one year's less service with the Council.

### **3 ACTION TO REDUCE THE GENDER PAY GAP**

3.1 The Council already has in place policies that encourage women to join and remain with the Council:

- Wide range of flexible working patterns including term time only.
- Family friendly benefits such as buying additional leave.

3.2 The Council's current gender pay gap is significantly less than the national figure, however there is more that could be done to improve the opportunities for women at the Council. The following actions have been identified:

- Review the pay profile within the pay grades to identify any pay inequalities.
- Undertake unconscious bias training for managers to raise awareness of gender issues.
- Promote family friendly policies and evaluate the take up of those policies. Determine what action should be taken, if any, to further encourage the take up of these policies.
- Women and particularly those working part time, will be encouraged to participate in the management development programme.

3.3 We have:

- Reviewed the gender pay gap within pay grades, which may be considered a truer indicator of the difference in pay between men and women.
- This identified that for eight out of 13 grades, women are paid slightly more than men. Where there are pay gaps in favour of men they are relatively small.
- In looking at the pay gap for each grade, we have identified that women at the more senior grades have on average less service and are on average younger than men. This would account for the generally small differences in pay. And is a positive message as it suggests that women are obtaining more senior roles at a younger age and with fewer years' experience.
- We have provided unconscious bias training via our eLearning platform to over 70 managers.
- We continue to promote the Council's family friendly policies and recently introduced paid leave for Foster Carers. 32 % of our workforce work part time and many others work other forms of flexible working. Our staff are regularly reminded about our flexible working policies.
- In 2018/19 two management development initiatives were developed – a middle managers forum and management Apprenticeships.

- The Middle Manager Forum was launched in April 2019. The purpose of the forum is an opportunity for mid-level management colleagues to network share best practice and learn about different areas of the Council. Female colleagues made up 61% of the attendees on the forum, with part-time workers representing 18%. Further forums are planned in early 2020.
- The Council appreciates the importance of utilising apprentices and offering apprenticeships as an opportunity for current staff to develop and also for those entering employment. Currently apprenticeships are offered in a wide range of specialism including management, education, Human Resources and Finance. Currently 78% of those colleagues on apprenticeships are female. Part-time colleagues are encouraged to undertake apprenticeships and additional support is offered to line managers to manage this with reasonable expectations of the staff member. Currently, 15% of those undertaking apprenticeships are working part-time.

3.4 We will continue to:

- Monitor gender pay by grade.
- Promote unconscious bias training.
- Promote family friendly policies.
- Promote management development opportunities to women.

## Appendix A

Table 1

Mean and median gender pay gaps compared to the national and public sector figures from the ONS Annual Earnings and Hours Survey

Group	% gap mean 2017	% gap median 2017	% gap mean 2018	% gap median 2018	% gap mean 2019	% gap median 2019
The council	7.1	10.2	7.6	9.1	5.0	2.6
National - all employees	17.4	18.4	17.2	17.8	16.2	17.3
Public administration - all employees	17.7	19.4	17.4	19	15.7	16.8

Table 2

Mean and median gender pay gap for performance payments (Honoraria/Instant Rewards)

Indicator	Percentage gap - actual payments 2017	Percentage gap - actual payments 2018	Percentage gap - actual payments 2019
The mean performance payment gender pay gap	8.10	-12.45	31.2
The median performance payment gender pay gap	17.30	0	50

Table 3

Proportion of men and women receiving a performance payment

Indicator	Female 2017	Male 2017	Female 2018	Male 2018	Female 2019	Male 2019
The proportion of males and females receiving a performance payment	39.40%	40.40%	5.79%	9.39%	5.30%	5.70%

Indicator	Quartile	Female 2017	Male 2017	Female 2018	Male 2018	Female 2019	Male 2019
The proportion of males and females in each quartile pay band	Upper	63.80%	36.20%	60.14%	39.86%	63.40%	36.60%
	Upper middle	69.40%	30.60%	60.14%	39.86%	59.50%	40.50%
	Lower middle	71%	29%	68.24%	31.76%	66.40%	33.60%
	Lower	71.60%	28.40%	67.79%	32.21%	67.10%	32.90%

Document Name	Gender pay gap 2019 - commentary		
Document Author	Karin Zussman-Ward, HR		
Document owner	Karin Zussman-Ward, HR		
Accessibility	Open		
File location	Council website		
Destruction date			
How this document was created	Version 1	March 2018	
	Version 2	March 2019	
	Version 3	March 2020	
Circulation restrictions	None		
Review date	January 2021		

Appendix D

2019

Grade	Mean % GPG	Median % GPG	% female	% male	Comments	Possible explanation
Whole council	5	2.6	67	33		
Grade 1	-0.7	0	47	53	Women paid slightly more than men	
Grade 2	0.4	2	64	36	Men paid slightly more than women	
Grade 3	-1.4	-7.4	65	35	Women paid slightly more than men	
Grade 4	-1.2	-3.2	65	35	Women paid slightly more than men	
Grade 5	-0.9	0	70	30	Women paid slightly more than men	
Grade 6	-1.4	-2.2	42	58	Women paid slightly more than men	
Grade 7	-2	-2.1	68	32	Women paid slightly more than men	
Grade 8	1.1	2.4	68	32	Men paid slightly more than women	
Grade 9	-0.5	0.3	33	67	Women paid slightly more than men	
Grade 10	4.5	4.7	59	41	Men paid more than women	For this grade men have longer service with the Council and in local Government (LG) than women. Average age: F 47, M 49 Length of service: With RBWM F 7, M 10. LG: F 11, M 15 3 men have over 20 years service with RBWM and 4 over 20 years LG service
Grade 11	3.4	5.5	53	47	Men paid more than women	For this grade men have longer service with the Council and in local Government (LG) than women. Average age: F 47, M 50 Length of service: With RBWM F 9, M 12. LG: F 15, M 16 2 men have over 20 years service with RBWM.
Grade 12	-6.4	-4	67	33	Women paid more than men	For this grade men have longer service with the Council and in local Government (LG) than women. Average age: F 42, M 50 Length of service: With RBWM F 7, M 24. LG: F 15, M 24 The 2 men on this grade both have over 20 years service with RBWM.
Grade 13		0				Only 1 employee
CLT	15.6	22.7	56.0	44.0	Men paid more than women	For this grade men have longer service with the Council and in local Government (LG) than women. Average age: F 48, M 53. Length of service: With RBWM F 4, M 15. LG: F 15, M 23 3 men have over 30 years service with RBWM, 4 women and 4 men have over 20 years LG service

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Report Title:	<b>Approval of 2020/21 Pay Policy Statement</b>
Contains Confidential or Exempt Information?	No - Part I
Member reporting:	Councillor Rayner, Lead Member for HR, Legal , IT, Resident and Leisure Services and Performance Management
Meeting and Date:	Employment and Member Standards Panel - 14 January 2020
Responsible Officer(s):	Duncan Sharkey, Managing Director & Nikki Craig, Head of HR, Corporate Projects and IT
Wards affected:	None

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## REPORT SUMMARY

1. This report deals with the approval of an updated Pay Policy Statement for 2020/21 as required by the Localism Act 2011. It recommends that Employment and Member Standards Panel approve the updated Statement and recommend its approval by Full Council on 25 February 2020. These recommendations are being made because the Council is required to review, approve and publish a Pay Policy Statement by 31 March annually.
2. The Pay Policy Statement enables residents to understand the Council's pay policy for senior staff and how it relates to the salaries of the lowest paid. It provides transparency and enables residents to assess whether salaries paid represent value for money.

## 1. DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION:** That Employment and Member Standards Panel notes the report and:

- i) Approves the updated Pay Policy Statement for 2020/21 and recommends the statement to full Council for approval on 25 February 2020.
- ii) Notes that further revisions will be required to the statement when the Government's reforms to public sector exit pay arrangements are implemented.

## 2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

### Options

**Table 1: Options arising from this report**

Option	Comments
Approve the updated 2020/21 Pay Policy Statement.	In accordance with the Localism Act an updated version of the statement

Option	Comments
<b>This is the recommended option</b>	must be approved by full Council each year.
Reject the updated 2020/21 Pay Policy Statement.	Council has to approve an updated statement and publish it by 31 March 2020.

2.1 The Localism Act 2011 requires the council to review its Pay Policy Statement annually and publish an updated statement for 2020/21 by 31 March 2020.

2.2 The Pay Policy Statement, attached as appendix A, has been updated to reflect:

- Latest structure for 'Chief Officers'.
- Updating of the pay ratio between the Managing Director and the median and average pay.
- Updating of employee numbers in section 11.

The pay ratio between the Managing Director's salary and the lowest paid employee and the average salary has remained the same. The ratio between the Managing Director's salary and the median salary has decreased very slightly from 5.3 last year to 5.22 this year. And the ratio between the Managing Director's salary and the average has also decreased very slightly from 4.51 to 4.48.

2.3 The Government is introducing regulations regarding the recovery of exit payments and limiting the total value of exit payments that will apply to organisations in the public sector. These were expected in the spring of 2018, but were delayed. The Government launched a further consultation in the spring of 2019. At the time of writing, these regulations were still not finalised and there was no information available on the timescale, therefore the Pay Policy Statement will need to be revised once the regulations are in place.

### 3. KEY IMPLICATIONS

3.1 Key implications are detailed in Table 2.

**Table 2: Key implications**

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Approve and publish statement by 31 March 2020	> 31 March 2020.	By 31 March 2020.	By 17 March 2020.	By 1 March 2020.	31 March 2020.

#### **4. FINANCIAL DETAILS / VALUE FOR MONEY**

4.1 None.

#### **5. LEGAL IMPLICATIONS**

5.1 The amended Pay Policy Statement 2020/21 meets the requirements of the Localism Act 2011.

5.2 The Council was required by Sections 38-39 of the Localism Act 2011 to approve and publish its first pay policy statement by 31 March 2012 for the financial year 2012/13 and annually thereafter. Any changes during the year have to be approved by full Council. Failure to do so would be contrary to the council's statutory duty under the Localism Act and could result in a number of adverse steps against it including judicial review for failing to comply with statutory duties.

#### **6. RISK MANAGEMENT**

6.1 Table 3 highlights risk.

**Table 3: Impact of risk and mitigation**

<b>Risks</b>	<b>Uncontrolled Risk</b>	<b>Controls</b>	<b>Controlled Risk</b>
Failure to approve and publish the revised Pay Policy Statement on the council website by 31 March 2020, results in contravention of the council's obligations under the Localism Act.	High.	Statement approved at Council 25 February 2020 and published by 31 March 2020.	Low.

#### **7. POTENTIAL IMPACTS**

7.1 Equalities: The original EQIA was not reviewed as there are no significant changes to the updated statement.

7.2 Climate change/sustainability. There are no climate change/sustainability issues associated with this policy.

- 7.3 Data Protection/GDPR: No Data Protection Impact Assessment was necessary. The Council processes its employees' personal data in accordance with the HR Privacy Statement that is published on the Council's website.

## **8. CONSULTATION**

- 8.1 The updated statement contains minimal changes of factual information and therefore no consultation has been undertaken.

## **9. TIMETABLE FOR IMPLEMENTATION**

- 9.1 The full implementation stages are set out in table 4.

**Table 4: Implementation timetable**

<b>Date</b>	<b>Details</b>
14 January 2020	EP approves updated Pay Policy Statement
25 February 2020	Full Council approves Pay Policy Statement
31 March 2020	Deadline for publication on website

## **10. APPENDICES**

- 10.1 This report is supported by one appendix:
- Appendix A – Updated Pay Policy Statement for 2020/21.

## **11. BACKGROUND DOCUMENTS**

- 11.1 There are no background documents:

## **12. CONSULTATION (MANDATORY)**

<b>Name of consultee</b>	<b>Post held</b>	<b>Date sent</b>	<b>Date returned</b>
Cllr Rayner	Lead Member for HR, Legal, IT, Resident and Leisure Services and Performance Management	30/12/19	03/01/20
Duncan Sharkey	Managing Director	23/12/19	24/12/19
Russell O'Keefe	Executive Director	23/12/19	
Kevin McDaniel	Director of Children's Services	23/12/19	
Hilary Hall	Director of Adults, Health and Commissioning	23/12/19	23/12/19
Terry Neaves	S151 officer	23/12/19	
Elaine Browne	Head of Law	23/12/19	30/12/19
Mary Severin	Monitoring Officer	23/12/19	
Nikki Craig	Head of HR, Corporate Projects and IT	20/12/19	23/12/19
Louisa Dean	Communications	23/12/19	
Karen Shepherd	Head of Governance	23/12/19	03/01/20

## REPORT HISTORY

<b>Decision type:</b> Non-key decision	<b>Urgency item</b> No	<b>To Follow item</b> No
Report Author: Karin Zussman-Ward, Lead HR Policy and Reward Advisor, 01628 796211		

## ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

### Pay Policy Statement for the year 2020/21

#### 1. INTRODUCTION

- 1.1 Under sections 38 to 43 of the Localism Act 2011, Local Authorities are required to prepare, approve by full Council (as a Part 1 item) and publish on their website, a pay policy statement by 31 March 2020, for the financial year 2020/21.
- 1.2 This statement must be reviewed, updated, approved by full Council and published by 31 March annually for the immediately following financial year.
- 1.3 The Council may amend this statement during the financial year in which it is effective; however any change must be approved by full Council. Any amended statement will be published on the website within 10 working days of the Council meeting.
- 1.4 In drawing up this statement, the Council has taken into account the guidance issued by the Department of Communities and Local Government and the advice supplied jointly by the Local Government Association and the Association of Local Authority Chief Executives (ALACE).
- 1.5 Links to external websites:
  - [CLG Guidance](#)
  - [CLG Supplementary Guidance](#)
- 1.6 This statement does not include employees based in the Council's schools as this is outside the scope of the legislation.
- 1.7 This statement was approved by full Council on 25 February 2020.
- 1.8 The Council fully endorses and supports the requirement to be open and honest about the reward packages of senior employees.

#### 2. REMUNERATION OF CHIEF OFFICERS

- 2.1 Under the current structure of the Council, the following posts are included in the definition of 'Chief Officer':
  - Managing Director
  - Executive Director of Place

- Director of Adults, Health and Commissioning
- Director of Children's Services\*
- Director of Children's Social Care and Early Help\*
- \* Seconded to Achieving for Children
- Director of Resources and S151 Officer
- Head of Commissioning – Infrastructure
- Head of Commissioning - People
- Head of Communities
- Head of Finance
- Head of Governance
- Head of Housing
- Head of HR, Corporate Projects and IT
- Head of Infrastructure, Sustainability and Transport
- Head of Planning
- Head of Revenue, Benefits, Libraries and Resident Services
- Strategic Director of Public Health

### **Salaries**

- 2.2 The Managing Director is paid within a salary band of £122,400 to £149,083. Executive Directors and Directors are paid within a salary band of £97,869 to £134,997.
- 2.3 Heads of Service are paid within a salary band of £66,912 to £93,460.
- 2.4 Appointments are made on a market benchmarked 'spot salary'. Individual posts are market tested as and when required.

### **Other payments**

- 2.5 The Head of Communities performs the role of the Council's Returning Officer, appointed for this role under the Representation of the People Act 1983. The Returning Officer is eligible for fees linked to duties undertaken for running national, European or local elections/referenda. These fees are determined by the number of electors registered in the borough/parliamentary constituency and are determined by a formula operated by the Government for determining fees to all Returning Officers across the country.
- 2.6 There are no other regular payments made to the post holders in the roles listed in section 2.1.

### **Instant Reward Scheme**

- 2.7 An Instant Reward Scheme applies to all employees including Chief Officers.

### **Salary reviews**

- 2.8 The annual pay review is undertaken by the Council and any pay award is determined by the Employment and Member Standards Panel. The annual pay review date is 1 April.

- 2.9 There was no pay award in 2019 and at the time of writing, there was no decision on the 2020 pay award.

#### **Expenses and benefits**

- 2.10 The Council has a comprehensive Expenses policy, which applies to all employees.
- 2.11 The Council will pay for one annual membership of a professional body, where the membership/qualification is required for the post held.
- 2.12 All other benefits are available to all employees and identified in point 3.7.

#### **Remuneration on appointment**

- 2.13 In the event of a vacancy the market levels for the post, see 2.4, may be reassessed and any appointment would be made in accordance with the market comparability evidence.

#### **Termination payments**

- 2.14 RBWM does not treat the Managing Director, Executive Directors, Directors and Heads of Service differently to other Council employees in relation to termination payments. See section 6.

#### **Other terms and conditions**

- 2.15 Since 1 March 2013 the terms and conditions for this group of employees have been wholly locally determined and set out in the Council's Employee Handbook.
- 2.16 All employees receive 28 days annual leave plus 8 bank holidays each year.

#### **Use of interim managers in senior roles**

- 2.17 The Council would not normally appoint a consultant to a permanent post, unless specific expertise was required.
- 2.18 There may be occasions when the Council has a short term need for an interim senior manager, for example pending a permanent appointment or for maternity cover etc. In these cases the Council may use a consultant appointed via their temporary worker agency or a direct consultancy agreement, both routes being in accordance with Contract Rules.
- 2.19 The Council would consider appointing a senior manager via their agency or on a consultancy contract for a fixed period where they have been unable to recruit to the post. Such appointments would be in accordance with Contract Rules and regularly reviewed.

### **3. DEFINITION AND REMUNERATION OF THE LOWEST PAID EMPLOYEES**

#### **Definition of the Council's lowest paid employees**



- 3.1 The simplest definition to use is that of the lowest pay point that the Council uses.
- 3.2 The reasons for adopting this definition is because it is recommended by the JNC for Chief Executives in their guidance to local authorities.

### **Salaries**

- 3.3 The hourly rate of the lowest paid employee is £8.78, which equates to an annual salary of £16,954.
- 3.4 The Council's lowest paid employees are slightly above the national living wage (NLW) rate of £8.72 per hour from April 2020.

### **Other payments**

- 3.5 It is unlikely that this particular pay level would receive any additional payments. The Council's pay and benefits policy sets out the policy on additional payments such as shift pay, stand by etc.

### **Salary review and increments**

- 3.6 Since 2010, the annual pay review for this group of employees has been undertaken by the Council and any pay award is determined by the Employment and Member Standards Panel. The pay review date is 1 April.

### **Benefits**

- 3.7 The Council offers a range of benefits to its employees:
- Advantage card – for those employees who are non-residents (residents automatically qualify)
  - Bike Lease Scheme via salary sacrifice
  - Buy and sell annual leave
  - Car Lease Scheme via salary sacrifice
  - Contributory pension scheme (employee contribution rates from 5.5% to 11.4% and the Council's employer contribution rate of 14.3%)
  - AVC scheme via salary sacrifice
  - Employee Assistance Programme (EAP)
  - Employee Benefits Portal
  - Eye care vouchers for designated DSE users
  - Car parking at work
  - Physiotherapy – subject to criteria
  - Season ticket loan
  - Discounted rail travel to Maidenhead on Great Western routes.

## **4. RELATIONSHIP BETWEEN THE REMUNERATION OF CHIEF OFFICERS AND THE LOWEST PAID EMPLOYEES**

- 4.1 The salary for the Managing Director is £149,000, plus employer's pension contributions.

- 4.2 The remuneration of the lowest paid employee is £16,954, which represents solely basic salary as no other allowances are payable.
- 4.3 Using a remuneration figure for the Managing Director of £149,000 and a remuneration figure of £16,954 for the lowest paid employee, the pay multiple is the same as last year.
- 4.4 The ratio between the highest paid employee, the Managing Director and the average pay including permanent allowances of all Council employees is 1:4.48 and the median pay of all employees is 1:5.22.
- 4.5 The Hutton Review of Fair Pay in the public sector, published in March 2011, did not recommend a defined pay multiple, but instead recommended that the public sector should publish, track and explain their pay multiples over time. Table 1 shows the pay multiples since 2012.

**Table 1: Pay multiples**

<b>Year</b>	<b>Pay multiples highest to lowest pay</b>
2012/13	12
2013/14	11.3
2014/15	9.6
2015/16	9.6
2016/17	9.2
2017/18	9.46
2018/19	8.31
2019/20	8.79
2020/21	8.79

- 4.6 The trend since 2012 has generally been a reduction of the pay multiple. This reflects a number of changes and reductions in the management structure. The small increase in 2019/20 was the result of the appointment of a new Managing Director.
- 4.7 The policy regarding the pay of senior employees aims to ensure that the Council can recruit and retain the calibre of employee that is needed to deliver continuous improvement in service delivery. The Council will use market comparability to determine pay levels to ensure that they are not over or underpaying for these key roles.

## **5. RE-EMPLOYMENT OF THOSE IN RECEIPT OF SEVERANCE PAY OR RETIREMENT PENSION**

- 5.1 If an individual is in receipt of a severance payment or retirement pension from another local authority or the Royal Borough, that would not be taken into account in the decision as to whether or not to employ them.
- 5.2 Under Regulation 70 of the Local Government Pension Scheme (LGPS) (Administration) Regulations 2008, the Berkshire Pension Fund is required to determine its approach to the abatement of pensions in the event that

the recipient re-enters Local Government employment. The Pension Fund Panel determined on 20 October 2003 (under the previous LGPS Regulation 109) that no abatement would be exercised for those returning to local government employment within the Berkshire fund area.

- 5.3 The Government is consulting on regulations regarding the recovery of public sector exit payments. Once the regulations are approved, then this section of the pay statement will be reviewed.

## **6. POLICIES ON REDUNDANCY AND PENSION ENTITLEMENT**

### **Redundancy**

- 6.1 The policy and procedure for redundancy, early retirements on the grounds of efficiency of the service and ill health defines how the Council will approach redundancy including redundancy pay.
- 6.2 The Council uses its discretionary powers to calculate redundancy pay using the individual's actual weekly salary.
- 6.3 The Council does not enhance the number of statutory week's redundancy pay an individual is entitled to under the Employment Rights Act 1996.

### **Pension enhancement**

- 6.4 The LGPS contains provision for employers to enhance pension payments. Employers are required to determine how they will use these discretionary provisions. The Council has determined generally not to use its discretion to enhance pension payments by either additional years or additional pension, the Council will however consider any application on its merits.
- 6.5 The Government is consulting on regulations regarding the reforms to public sector exit payments. Once the regulations are approved, then this section of the pay statement will be reviewed.

### **Early retirement or flexible retirement**

- 6.6 In certain circumstances, eligible employees may request early retirement or flexible retirement. (Flexible retirement gives access to accrued pension, whilst allowing the scheme member to continue working). In both these cases, there must be sufficient financial or other benefit to the Council for such retirements to be approved.

## **7. APPROVAL OF SALARY PACKAGES OVER £100,000**

- 7.1 Under the terms of the Constitution the appointment of the Managing Director is approved by full Council following a recommendation by the Employment and Member Standards Panel.
- 7.2 For Directors and Heads of Service and for posts attracting a remuneration package exceeding £100,000, the terms of recruitment for and appointments of these posts will be made by the Employment and Member Standards Panel.

7.3 Arrangements for appointments are set out in Part 8 B of the Constitution.

## **8. HOW DECISIONS ON PAY AND REWARD POLICIES ARE MADE**

8.1 All of the pay and reward policies are approved by the Council's Employment and Member Standards Panel.

8.2 All of the policies are reviewed regularly and updated to reflect legislation, best practice and organisational changes.

## **9. PUBLICATION AND ACCESS TO INFORMATION AND REMUNERATION OF CHIEF OFFICERS**

9.1 In accordance with the Accounts and Audit (England) Regulations 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency, the Council publishes annually the remuneration of the Managing Director and Directors on its website.

## **10. OTHER RELEVANT COUNCIL DOCUMENTS**

- Expenses policy
- Flexible retirement
- Instant Reward Scheme
- Pay & benefits policy
- Pension abatement policy
- Pension's discretion policy
- Redundancy and early retirements' policy.

## **11. NUMBER OF EMPLOYEES AND SALARY BANDS**

11.1 This table shows the number of employees within specified pay bands:

<b>Pay band* £</b>	<b>Number of staff*</b>
> 16,000 <20,000	72
>20,000 <25,000	119
>25,000 <35,000	199
>35,000 <45,000	135
>45,000 <55,000	46
>55,000 <65,000	15
>65,000 <80,000	8
>80,000 <100,000	6
>100,000	7
<b>Total</b>	<b>607</b>

\* Excludes casual workers. Multiple job holders counted individually. All data based on Full Time Equivalent salary and permanent allowances only.

<b>Subject:</b>	Review of arrangements for standby and overtime
<b>Reason for briefing note:</b>	To endorse decision made by the Managing Director and CLT
<b>Responsible officer(s):</b>	Nikki Craig, Head of HR, Corporate Projects and IT and David Scott, Head of Communities
<b>Senior leader sponsor:</b>	Duncan Sharkey, Managing Director
<b>Date:</b>	Employment and Member Standards Panel 14 January 2014

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## SUMMARY

As a result of a recent review of the role of the Emergency Duty Officer (EDO), this paper sets out the revised allowance payable to those undertaking the role and a revision to the Council's Pay Policy regarding the payment of those in posts of Grade 8 and above, who work additional hours in connection with emergencies or special public event such as royal weddings.

## 1 BACKGROUND

- 1.1 In the autumn there was a review of the arrangements for and the role of the EDO. A role profile was drafted and a rota established whereby members of the Corporate Leadership Team and other managers would each undertake standby duties on a weekly rota. The requirement would be approximately two duties per year. This review raised the issue of the rate of pay for this type of standby duty.
- 1.2 At the same time, the opportunity was also taken to review the overtime policy. The current policy restricts the payment of overtime to those below Grade 8 and makes no provision for the recognition of emergency situations and royal/public events, when staff at and above this grade would play key roles in the Council's response/support for these events.

## 2 KEY IMPLICATIONS

- 2.1 Under the Council's Pay and Benefits policy, the payment for a week's standby duty is £55. This payment is made to those in services such as libraries and facilities. And is also currently paid to the EDO.
- 2.2 Information from the other Berkshire councils indicates that this our rate is the lowest for the role of EDO, as Reading pay £131, West Berkshire pay £210 and Slough £246 when someone is on call for the week. Bracknell pay £200 per month regardless whether someone has actually been on call in the month.
- 2.3 On 13 November CLT determined that the payment for standby for the EDO role should be set at £150 per week.
- 2.4 They also determined that with regard to overtime for staff above Grade 8, to recognise the work undertaken in the event of an emergency situation or for royal/public events, that the Pay and Benefits policy be amended to include the following:

‘It is recognised that there will be some occasions when staff at Grade 8 or above are involved in working significant extra hours to support activities in the Borough such as royal/public events or emergency situations. Extra hours on the designated emergency day or days or 48 hours either side of the royal/public event, will be paid at the relevant overtime rate at the individual’s own hourly rate.’

### **3 RISKS**

- 3.1 As this is a change to the current policy, Employment and Member Standards Panel is requested to endorse this decision.

### **4 NEXT STEPS**

- 4.1 Employment and Member Standards Panel endorse the decision made by CLT to make the following changes to the Pay and Benefits policy:
- Standby payment of £150 per week for the role of EDO. (With effect from 28 November 2019, the first duty week on the new rota)
  - Overtime for Grade 8 and above for emergency/royal/public events as set out in 2.4.

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

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

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

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