



NOTICE OF MEETING

EMPLOYMENT COMMITTEE

WEDNESDAY, 9 MARCH 2022 AT 1.00 PM

COUNCIL CHAMBER - THE GUILDHALL

Telephone enquiries to James Harris on 023 9260 6065
Email: james.harris@portsmouthcc.gov.uk

If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

Information with regard to public access due to Covid precautions

- Following the government announcement 'Living with COVID-19' made on 21st February, attendees will still be requested to undertake an asymptomatic/ lateral flow test within 48 hours of the meeting until the end of March (This guidance will be updated at that point). Around one in three people who are infected with COVID-19 have no symptoms so could be spreading the virus without knowing it. Asymptomatic testing – getting tested when you don't have symptoms - helps protect people most at risk by helping to drive down transmission rates.
- We strongly recommend that attendees should be double vaccinated and have received a booster.
- If symptomatic we encourage you not to attend the meeting but to stay at home, avoid contact with other people and to take a PCR test in line with current UKHSA advice.
- We encourage all attendees to wear a face covering while moving around crowded areas of the Guildhall.
- Although not a legal requirement, attendees are strongly encouraged to keep a social distance and take opportunities to prevent the spread of infection by following the 'hands, face, space' and 'catch it, kill it, bin it' advice that also protects us from other winter viruses.
- Hand sanitiser is provided at the entrance and throughout the Guildhall. All attendees are encouraged to make use of hand sanitiser on entry to the Guildhall.
- Those not participating in the meeting and wish to view proceedings are encouraged to do so remotely via the livestream link.

Membership

Councillor Gerald Vernon-Jackson CBE (Chair)
Councillor Simon Boshier (Vice-Chair)
Councillor Cal Corkery
Councillor Lewis Gosling
Councillor Darren Sanders
Councillor Jeanette Smith

Standing Deputies

Councillor Ryan Brent
Councillor Ben Dowling
Councillor George Fielding
Councillor Suzy Horton
Councillor Gemma New
Councillor Scott Payter-Harris

(NB This agenda should be retained for future reference with the Minutes of this meeting.)
Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: www.portsmouth.gov.uk

Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendation/s). Email requests are accepted.

AGENDA

1 Apologies for Absence

2 Declarations of Members' Interests

3 Minutes of the meeting held on 23 November 2021 and the special meeting held on 20 January 2021 (Pages 5 - 12)

RECOMMENDED that the minutes of the meeting held on 23 November 2021 and the extraordinary meeting held on 20 January 2022 be confirmed and signed by the Chair as correct records.

4 Health & Safety Update Progress Report on 2021/22 Action Plan (Pages 13 - 18)

Purpose

The purpose of this report is to provide assurance to the Employment Committee that Portsmouth City Council is complying with health and safety

legislation and is ensuring the health, safety and wellbeing of those affected by the council's activities.

RECOMMENDED that the Employment Committee notes the report.

5 Pay Policy Statement (Pages 19 - 28)

Purpose

The Council is required by section 38(1) of the Localism Act 2011 (openness and accountability in local pay) to prepare a Pay Policy Statement. The Local Government Transparency Code 2014 further clarifies and describes the information and data local authorities are required to publish to increase democratic accountability.

A Pay Policy Statement must articulate the Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff, Chief Officers and its lowest paid employees.

A Pay Policy Statement must be prepared for each financial year. It should be approved by Full Council no later than 31st March of each year, prior to the financial year to which it relates and be published on the council's website.

RECOMMENDED that Employment Committee approves the Pay Policy Statement attached as Appendix 1, to go forward for approval by the Full Council prior to 31 March 2022.

6 Quarterly Sickness Absence Report (Pages 29 - 36)

Purpose

The purpose of this report is to update the Employment Committee about the levels of sickness absence across the council and the actions being taken to manage absence and promote employee wellbeing.

RECOMMENDED that the committee notes

- (i) the change in absence levels across the organisation; and**
- (ii) the wellbeing activities undertaken to support attendance and in response to the Covid-19 pandemic.**

7 Gender Pay Gap Report 2021/22 (Pages 37 - 62)

Purpose

The purpose of the report is to present the outcomes of the Gender Pay Gap 2021/22, ensuring the Council can fulfil its statutory obligations in respect of the Gender Pay Gap Information Regulations, and note the recommended action plan to build on the council's inclusive working practices, to continue to

reduce the gap.

RECOMMENDED that the Employment Committee Notes:

(i) the key findings of the Gender Pay Gap Report 2021/22 (Appendix 1); and

(ii) the action plan as set out as item 8 in the Gender Pay Gap Report 2021/22

8 Senior Management Structure - Regeneration

Report to follow under separate cover.

Members of the public are permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting nor records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.

Whilst every effort will be made to webcast this meeting, should technical or other difficulties occur, the meeting will continue without being webcast via the Council's website.

This meeting is webcast (videoed), viewable via the Council's livestream account at <https://livestream.com/accounts/14063785>

EMPLOYMENT COMMITTEE

MINUTES OF THE MEETING of the Employment Committee held on Tuesday, 23 November 2021 at 12.00 pm at the Council Chamber - The Guildhall

Present

Councillor Gerald Vernon-Jackson CBE (in the chair)
Councillor Simon Boshier (Vice-Chair)
Councillor Cal Corkery
Councillor Lewis Gosling
Councillor Darren Sanders
Councillor Jeanette Smith

Officers Present

Natasha Edmunds, Director of Corporate Services
Andy Biddle, Director of Adult Social Care
Peter Budd, Assistant Director of HR
Richard Lock, Procurement Manager
Susan Page, Finance Manager

21. Apologies for Absence (AI 1)

No apologies for absence had been received.

22. Declarations of Members' Interests (AI 2)

Councillor Cal Corkery declared a personal, non-prejudicial interest in all items as he was a member and paid official of a union.

Councillor Jeanette Smith declared a personal, non-prejudicial interest in all items as a paid official of Unison.

23. Minutes of the meeting held on 21 September 2021 (AI 3)

The minutes of the previous meeting held on 21 September 2021 were confirmed and signed as an accurate record.

As matters arising the committee requested:

- (i) A report without a defined recommendation be considered at a future meeting in respect of exploring best practice for member involvement in the recruitment of Assistant Directors; and
- (ii) Regular information reports be produced on recruitment to senior posts, market conditions and any particular challenges to recruitment.

24. Living Wage Accreditation - Progress Update Report (AI 4)

(TAKE IN REPORT)

Natasha Edmunds, Director of Corporate Services and Richard Lock, Procurement Manager, introduced the report which updated the Committee on progress made towards becoming an accredited Living Wage employer.

It was proposed that a special meeting of the Employment Committee be held in January 2022 to enable time for a full financial appraisal to be undertaken incorporating the announcement made the previous week by the Living Wage Foundation that the Real Living Wage would increase to £9.90 from April 2022.

From a procurement perspective the committee was advised that engagement with suppliers had been undertaken with a particular focus on adult social care. 40 responses had been received from the 200 suppliers contacted, half of whom seemed to already be paying the current living wage of £9.50 despite most not being accredited Real Living Wage suppliers.

The feedback received from suppliers indicated that they would generally support the Real Living Wage but due to existing financial pressures would condition that any increased costs would be covered by the council. There were also concerns about a two-tier workforce, as a number of suppliers also had contracts with Hampshire County Council who had not indicated that they were considering implementing the Real Living Wage.

Suppliers did however see the benefit with the recruitment, morale and retention of staff and some savings could potentially be realised if these factors reduced the reliance on agency staff.

The next step was to complete the financial analysis currently underway with the data received and factoring in the increase of the Real Living Wage to £9.90 from April 2022.

Andy Biddle, Director of Adult Social Care, explained the Government's Care Cost Cap which from October 2023 would enable private individuals to approach local authorities to access care at local authority rates. This national context was a concern as it in itself could threaten the viability of some providers and increase care costs. This would be in addition to the budget pressures that implementing the Real Living Wage would generate.

In response to questions the committee was advised:

The handing back of contracts was not a lot as large a problem in Portsmouth as other areas. Portsmouth City Council had seen one small provider exit and two had handed some elements back.

The figure of £3.2 million in the previous report had been based upon a real living wage of £9.50. Costings for the new real living wage of £9.90 had not yet been undertaken.

Officers agreed to find out the number of recently awarded contracts where the supplier had committed to paying the real living wage, however all contracts had a social value score and the suppliers' awarded contracts for the new cruise terminal had all committed to paying the Real living Wage.

Should the Council commit to the Real Living Wage it was not believed that this would impact on the weekend overtime rate. The Council would also not be committed to recompense suppliers for maintaining the differential between those benefitting from the uplift to the Real Living Wage and those in more senior positions. It was recognised that this might cause issues as it could bring the carers salaries close to the salaries of supervisors.

During discussion, it was requested that the peer review include Cornwall Council, Lancashire County Council and London Borough of Hounslow Council.

The committee was keen for the Council to achieve Real Living Wage accreditation, however acknowledged the financial pressures and the need to be realistic about budgets.

Following the discussion it was RESOLVED that:

- (i) A special meeting of the Employment Committee be held in January 2022, with an informal briefing prior to allow for a detailed financial analysis to be completed so the financial impact of seeking accreditation from the forthcoming financial year can be understood; and**
- (ii) the update be noted.**

25. Sickness Absence - Quarterly Report (AI 5)

(TAKE IN REPORT)

Peter Budd, Assistant Director of HR introduced the report which updated the committee on the levels of sickness absence across the council and the actions being taken to manage absence and promote employee wellbeing.

The committee was advised that the sickness absence had decreased slightly in the past quarter, with an average of 9.03 days per person per year. Long term sickness had decreased slightly, whilst short term sickness had increased slightly. Psychological issues were the highest reason for sickness absence with Coronavirus second.

The committee was pleased to see a decrease, although noted that hybrid working was likely to be a contributory factor and there was a risk that employees continue working rather than resting if unwell.

Concern was raised that 2,076 days had been lost due to work related psychological reasons and in response the measures that the council had

implemented to address this were detailed. These included an increase in the number of Wellbeing Champions and an enhanced training offer for managers and supervisors on managing wellbeing in a hybrid team.

RESOLVED that the Employment Committee:

(i) Continues to monitor sickness absence and ensure appropriate management action is taken to address absenteeism.

(ii) Notes the additional wellbeing activities specifically in response to the Covid-19 pandemic; and

(iii) Notes the change in absence levels across the organisation.

26. Equality, Diversity and Inclusion (AI 6)

(TAKE IN REPORT)

The Chairman noted that this and the subsequent reports on the agenda had been included on the agenda for information and would be considered by the Cabinet Member for Communities & Central Services at an upcoming Cabinet member decision meeting.

RESOLVED that the Employment Committee noted the contents of the report and endorsed the planned activity to enhance and embed the council's commitment to equality, diversity and inclusion.

27. Workforce Profile (AI 7)

(TAKE IN REPORT)

The committee considered the report which presented the workforce profiles for 2019 and 2020 and outlined how this data would be used going forward.

In response to questions the committee was advised that the Gender Pay Gap report would be published as usual in March and would include demographic data about the workforce. In respect of the low number of BAME employees and employees with disabilities working at the council the committee was advised that work was underway to understand whether there were any barriers to employment which needed to be addressed.

RESOLVED that the committee noted the contents of the report, the attached workforce profile, the key actions and next steps.

28. Future Working Arrangements (Connectivity Project) (AI 8)

(TAKE IN REPORT)

Natasha Edmunds, Director of Corporate Services, introduced the report which provided an update on the emerging Connectivity Programme that was tasked with delivering projects to support and enable the council's new ways of working.

The Connectivity Programme had a focus on modernising technology and phase one related to changes to the Civic Offices to standardise IT and office equipment, the implementation of a resource booking system and the implementation of hybrid meeting rooms.

In response to questions regarding the process and the governance around the allocation of the £1.3m funding for the project it was explained that this money was a grant from the Department for Health & Social Care Contain Outbreak Management Fund and had been secured via the Public Health Protection Board.

RESOLVED that the committee:

- (i) **Noted the progress made to date and the upcoming work that will be delivered by the Connectivity Programme.**

The meeting concluded at 1.47 pm.

Councillor Gerald Vernon-Jackson CBE
Chair

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EMPLOYMENT COMMITTEE

MINUTES OF THE SPECIAL MEETING of the Employment Committee held virtually on Thursday, 20 January 2022 at 11.00 am

Present

Councillor Gerald Vernon-Jackson CBE (in the chair)

Councillor Cal Corkery
Councillor Lewis Gosling
Councillor Darren Sanders
Councillor Jeanette Smith

Officers Present

Natasha Edmunds, Director of Corporate Services
Andy Biddle, Director of Adult Social Care
Richard Lock, Procurement Manager
Richard Webb, Finance Manager
Susan Page, Finance Manager

1. Apologies for Absence (AI 1)

Apologies for absence were received from Cllr Simon Boshier.

2. Declarations of Members' Interests (AI 2)

Councillor Cal Corkery declared a personal, non-prejudicial interest as a both a member and paid official of Unison.

Councillor Jeanette Smith declared a personal, non-prejudicial interest as a full time paid official of Unison Hampshire.

3. Living Wage Financial Update (AI 3)

(TAKE IN REPORT)

Natasha Edmunds, Director of Corporate Services, Susan Page, Finance Manager and Richard Webb, Finance Manager, introduced the report which provided the committee with a financial appraisal of the impact of adopting the Real Living Wage and seeking accreditation as a Living Wage employer.

In response to questions the committee was advised that whilst a number of larger contractors which provided services on behalf of the council paid the real living wage or in excess of the real living wage, adult social care providers were the least likely to. Of the 100 adult social care providers surveyed 50 had replied, with 50% stating that they paid the real living wage. At the time of the survey the real living wage was £9.50.

During the discussion it was explained that whilst some adult social care providers paid the real living wage the rate paid to providers by the council needed to be the same for all. Therefore, any uplift would apply to all providers regardless of whether they currently paid the real living wage.

In respect of the benefits of paying the real living wage, suppliers who responded to the survey had cited improved staff retention, more motivated staff and a reduction in agency costs to fill vacancies. Whilst the council had not analysed the benefits to staff, the Living Wage Foundation listed employee benefits on its website.

The Director of Corporate Services highlighted that some retention issues existed at the council even though it paid the real living wage and the Director of Adult Services added that a lack of parity of conditions with the NHS or a defined career structure were also factors which affected the retention of carers.

The committee discussed the impacts to the council as a whole of adopting the real living wage. Whilst there would be additional costs there might also be reduced benefit payments and increased council tax revenue if people were earning higher wages.

The provision of sick pay was also highlighted, with the committee noting that some providers only paid the statutory minimum.

Members of the committee suggested the potential for bringing adult social care services in-house and believed it important that those providing care were paid the real living wage and given adequate sick pay. It was also suggested that when awarding contracts, the assessment criteria could include a social value question asking whether the provider paid the real living wage.

The committee agreed the importance of the real living wage and the aspiration that that it is paid as a minimum to everybody delivering services on behalf of the council. Whilst the predicted costs of implementing the real living wage had reduced to £1.8m from over £3m last year, it was not believed that this shortfall could be found for the 2022/23 budget without there being a large number of redundancies or cutting services. Further work on the project and costings was encouraged, with a hope that the real living wage could be implemented for 2023/24.

Following the discussion the update was NOTED.

The meeting concluded at 11.08 am.

Councillor Gerald Vernon-Jackson CBE
Chair

Agenda Item 4



THIS ITEM IS FOR INFORMATION ONLY

(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

Title of meeting:	Employment Committee
Subject:	Health & Safety Update Progress Report on 2021/22 Action Plan
Date of meeting:	9 March 2022
Report by:	Lynda Martin, Corporate Health & Safety Manager, Corporate Services
Wards affected:	All

1. Requested by

Members

2. Purpose

To provide assurance to the Employment Committee that Portsmouth City Council is complying with health and safety legislation and is ensuring the health, safety, and wellbeing of those affected by the council's activities.

3. Information Requested

An update, as requested at the September 2021 meeting, on progress against the Health and Safety 2021/22 Action Plan.

4. Background

The Corporate Health & Safety team, who are accountable to the Chief Executive via Corporate Services, provide specialist advice, guidance, training and support to council members, managers, and employees to enable them to fulfil their legal Health & Safety responsibilities and comply with UK Health & Safety legislation, guidance, and best practice.

The Corporate Health & Safety team currently comprises of 4 full-time, directly employed staff - 1 x Health & Safety Manager, 2 x Health & Safety Advisors and 1 x Business Administration Apprentice.

THIS ITEM IS FOR INFORMATION ONLY

(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

5. Updates against Health and Safety 2021/22 Action Plan

Please find this attached as Appendix 1.

L Martin

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Signed by Lynda Martin, PCC Corporate Health and Safety Manager

Appendices:

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

Corporate Health and Safety Action Plan 2021 / 2022

Action	Objective	Target date	Lead Person	Update/ Outcome
1. To review the management system, including risk identification, training and guidance documents and wishes to introduce a Health & Safety legal register, risk register, departmental risk registers, a job hazard identification form, better corporate record keeping, reporting, consultation and communication.	To protect the health, safety and wellbeing of those affected by the Council's activities and to comply with corporate H&S policy, and UK H&S legislation	31/03/22	H&S Manager	Update February 2022 - This action is on track with documentation being presented to the Health, Safety and Board meetings and liaison with other stakeholders.
2. To continue to review the overarching Health & Safety Policy to change the emphasis to a more proactive approach towards Health & Safety and base it on the HSE's Leading Health and Safety at work document.	To protect the health, safety and wellbeing of those affected by the Council's activities and to comply with corporate H&S policies and UK H&S legislation	31/03/22	H&S Manager	Update February 2022 - This target date has been moved to 31/03/23 to allow the other actions to be completed, then the Policy can be updated to reflect all changes.
3. To review the service schools receive and report on levels of compliance against the audit schedule at quarterly HSWB meetings.	To protect the health, safety and wellbeing of those affected by the Council's activities and to comply with corporate H&S policies and UK H&S legislation and generate income to support the H&S staffing levels	31/03/22	H&S Manager	Update February 2022 - This action is on track. The Health and Safety Manager is visiting all schools and is providing updates to the Health, Safety and Wellbeing Board.
4. To review the corporate H&S Team's 'Management Audit & Inspection' programme to ensure that all buildings are appropriately covered. The Health, Safety and Wellbeing Board will receive updates on progress throughout the year.	To provide corporate assurance by verifying service/ workplace-specific compliance with corporate H&S policies and UK H&S legislation	31/03/22	H&S Manager	Update February 2022 - This action is on track.

Appendix 6

Action	Objective	Target date	Lead Person	Update/ Outcome
5. To review methods of consultation and communication.	To comply with corporate H&S policy and UK legislation - and to facilitate H&S consultation and communication council wide	31/03/22	H&S Manager	Update February 2022 - This action is on track. The Health and Safety Team are being supported by the Internal Comms Team regarding communication channels and the Digital Customer Experience Team regarding the webpages.
6. To review the incident reporting procedure.	To prevent incidents and to assist managers/staff in complying with corporate 'post-incident' management requirements and UK H&S legislation. To assist service managers in collating/ documenting evidence for reference, in case of future legal/ civil litigation claims	31/03/22	H&S Manager	Update February 2022 - This action is on track. The Health and Safety Team are working well with stakeholders and the Digital Transformation Team, as the forms are going to be online using Granicus.
7. To review all Health and Safety training, including liaison with other stakeholders, eg for First Aid Training, Conflict, etc	To ensure up to date H&S advice and training is available to all council employees and 'others' signed up to the H&S Team's traded service	31/03/22	H&S Manager	Update February 2022 - The target date for this action has been extended to 31/03/2023 because of the amount of training to be reviewed. Progress is good.
8. To review all PCC Health & Safety risks. Additional policies and guidance will be produced, along with a legal and risk register.	To protect the health, safety and wellbeing of those affected by the Council's activities and to comply with corporate H&S policy, and UK H&S legislation	31/03/22	H&S	Update February 2022 - This action is on track. The Health, Safety and Wellbeing Board have received and approved the Legal Register and Risk Register.

Appendix 6

Action	Objective	Target date	Lead Person	Update/ Outcome
9. To review the Health & Safety team functions and report to Health, Safety and Wellbeing Board, to include exploring opportunities to expand the service offering to both internal and external customers.	To evaluate the council's H&S functions for compliance with corporate H&S policies and UK H&S legislation. To increase the service engagement across PCC and generate an external fee earning client base.	31/03/22	H&S Manager	Update February 2022 - This action is on track. The Health and Safety Team now comprises of 4 full time members of staff. The Health and Safety Manager, two Health and Safety Advisors and a Business Admin Apprentice.

End of Action Plan

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Agenda Item 5



Title of meeting:	Employment Committee
Date of meeting:	March 2022
Subject:	Pay Policy Statement 2022/23
Report by:	Natasha Edmunds, Director for Corporate Services
Wards affected:	None
Key decision:	No
Full Council decision:	Yes

1. Purpose of report

The Council is required by section 38(1) of the Localism Act 2011 (openness and accountability in local pay) to prepare a Pay Policy Statement. The Local Government Transparency Code 2014 further clarifies and describes the information and data local authorities are required to publish to increase democratic accountability.

A Pay Policy Statement must articulate the Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff, Chief Officers and its lowest paid employees.

A Pay Policy Statement must be prepared for each financial year. It should be approved by Full Council no later than 31st March of each year, prior to the financial year to which it relates and be published on the council's website.

2. Recommendations

The Employment Committee is recommended to:

- 2.1 Agree the Pay Policy Statement attached as **Appendix 1**, to go forward for approval by the Full Council prior to 31 March 2022.

3. Background

- 3.1 Increased transparency about how taxpayers' money is used, including the pay and reward of public sector staff is now a legislative requirement under section 38(1) of the Localism Act 2011. The Department for Levelling Up, Housing and Communities published a revised Local Government Transparency Code on 3rd October 2014. The code enshrines the principles of transparency and asks

relevant authorities to follow these three principles when publishing the data they hold. These are as follows:

- Responding to public demand
- Releasing data in open format available for re-use; and
- Releasing data in a timely way

This includes data on senior salaries and how they relate to the rest of the workforce (pay multiple).

3.2 The Council must have regard to the Secretary of State's guidance "Openness and accountability in local pay: Draft guidance under section 40 of the Localism Act". It is now essential that an authority's approach to pay, as set out in a Pay Policy Statement, is accessible for citizens and enables taxpayers to take an informed view of whether local decisions on all aspects of remuneration are fair and make the best use of public funds.

Approved statements must be published on the authority's website and in any other manner that the authority thinks appropriate, as soon as reasonably practical after they have been approved by Full Council.

3.3 The Act also requires that authorities include in their pay policy statement, their approach to the publication of and access to information relating to the remuneration of chief officers. Remuneration includes salary, expenses, bonuses, performance related pay as well as severance payments.

3.4 The definition of a chief officer as set out in the Act is not limited to Head of Paid Service or statutory chief officers. It also includes those who report directly to them.

3.5 The Portsmouth Pay Policy statement is attached as **Appendix 1**. The pay multiple data used for this report is based on 31 March 2021 and is based on the difference between the highest salary and the median salary which is 7.21.

The Council also considers that the relationship between the base salaries of its highest and lowest paid employees, which is currently a ratio of 1:8.45, represents an appropriate, fair, and equitable internal pay relationship.

3.6 Whilst the Pay Policy Statement relates to the year 2022/23, Members' attention is drawn to the changing shape of the council and the environment in which it operates, and the impact this may have in future on its pay structure. In particular:

- The need for officers to operate across organisational boundaries, e.g. with the health sector and other local authorities
- The increased commercialisation of the council and the need to recruit and retain suitably skilled staff (who may expect alternative reward packages)
- The council's role as accountable body for commercial or quasi-commercial bodies

- The increased specialisation of skills in some employment markets, driving pay inflation that the council's pay structure is not well suited to meet

Members approval will be sought for any significant changes to the Council's pay structure resulting from these, or other factors.

4. Reasons for recommendations

The Council is required by the Localism Act 2011, section 38(1) to publish a Pay Policy Statement on a yearly basis which is approved by Full Council.

5. Integrated impact assessment

The contents of this report do not have any relevant equalities and environmental impact and therefore an Integrated Impact assessment is not required.

6. Legal implications

- 6.1 The Director of Corporate Services is satisfied the Pay Policy Statement at Appendix 1 meets the legislative requirements under Section 38 Pay Accountability, of the Localism Act 2011 and is in line with the Local Government Transparency Code 2014.
- 6.2 The Council is required to prepare a Pay Policy Statement for the financial year 2022/23 and each subsequent year, which sets out the policies, remuneration and other benefits of its chief officers and lowest paid employees and the relationship between its chief officers and every other officer.
- 6.3 The Pay Policy Statement must be approved by Full Council before 31st March 2022 and can only be amended thereafter by resolution to Full Council.

7. Director of Finance's comments

- 7.1 There are no direct financial implications arising from the recommendation in this report.

Natasha Edmunds

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Signed by Director of Corporate Services

Appendices:

Appendix 1: Pay Policy Statement 2022/23

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

.....
Signed by:

PAY POLICY STATEMENT FOR THE FINANCIAL YEAR 2022/23

INTRODUCTION

This policy statement has been produced in accordance with Sections 38 to 43 of the Localism Act 2011 (the Act) and is compliant with the Local Government Transparency Code 2014.

The Act requires each local authority to produce a Pay Policy Statement (the 'statement') explaining its approach to the pay of its 'chief officers' and its 'lowest paid' employees and the relationship between the two. The statement must be published and accessible to the public. The statement must be approved annually before 31 March each year prior to the financial year to which it relates.

SECTION 1: REMUNERATION OF STATUTORY AND NON-STATUTORY CHIEF OFFICERS, DEPUTY CHIEF OFFICERS, AND MONITORING OFFICER

1.1 REMUNERATION COVERED IN THIS SECTION OF THE POLICY

This section covers the Council's policies in relation to the remuneration of its senior employees, including:

- Its Chief Executive (who is its Head of Paid Service);
- The Directors, who report to and are directly accountable to the Chief Executive or any Director who acts in the capacity of Deputy Chief Executive. These Directors fulfil the roles of statutory Chief Officers, Section 151 Officer, and non-statutory Chief Officers;
- City Solicitor and Monitoring Officer
- The Port Director;
- The managers who report to and are directly accountable to the Port Director.

1.2 OVERALL POLICY ON REMUNERATION FOR SENIOR ROLES

The Council's remuneration policy complies with the Equality Act 2010 and other relevant legislation. The Council's Job Evaluation Support Scheme (JESS) is used when setting pay levels for all posts within the Council. This system is a factor-based analytical job evaluation scheme designed to measure the relative responsibilities of all jobs fairly and accurately.

1.3 THE REMUNERATION OFFERED TO SENIOR EMPLOYEES

At Chief Executive and Director level (and for the Port Director and his direct reports), the Council offers only an annual salary, access to the Local Government Pension Scheme, and the payment of a small number of allowances, details of which are set out below. No other cash benefits or benefits in kind are offered. The Council does not offer performance related payments or bonuses to its senior employees.

All are employed on PAYE taxation arrangements. However, in exceptional circumstances e.g., interim appointments, an alternative form of engagement/employment may if appropriate be used.

Annual salaries

Annual salary levels for senior employees are set in accordance with the overall principles set out in section 1.3, above. At Chief Executive and Director level, they consist of a grade range which is determined locally by the Council. This grade range consists of a number of incremental salary points, through which employees may progress until the top of the grade is reached.

The pay ranges based on 1 April 2021 (*subject to change once the 2021/22 NJC national pay award is agreed):

Chief Executive	£149,099 - £164,794
Port Director	£111,778 - £121,123
Director (upper band) **	£111,778 - £121,123
Director (lower band)	£95,809 - £105,898
Senior Managers*	£80,909 - £89,427

**This includes any Director (upper band) who also acts in capacity of Deputy Chief Executive as part of their role as Director.

The Council has entered into shared working arrangements with Gosport Borough and Isle of Wight Councils to share senior management and their related statutory functions. All Councils have retained their clear identities as individual councils under this arrangement. Gosport Borough and Isle of Wight Council pay a contribution under this arrangement to Portsmouth City Council. Additional payments are made to these Chief Officers for carrying out the statutory functions under this shared working arrangement. These payments are separate to the level of pay received for performing their duties within Portsmouth City Council - see Section 4 - Honoraria payments.

Other groups of employees are paid in accordance with salaries or salary scales agreed by the relevant national negotiating bodies. These groups include such workers as, NHS workers (statutory transfer from Primary Care Trusts) and those falling within the group of the Soulbury Committee or School Teachers' Pay and Conditions agreements.

Remuneration of senior employees on recruitment

The Council's policy is that any newly appointed senior employee will commence employment at the lowest pay point in the pay range for their job, other than in circumstances where it is necessary to pay at a higher point within the range in order to match the salary of their previous post with another organisation. Any decision to appoint a senior employee on a higher pay point within the relevant pay range would be made by the Members Appointment Committee.

Pay progression

Pay progression is by annual increment, payable from 1st April. Pay progression is based on the period of time the employee has served in that grade. Increments are due on 1 April each year, or 6 months after appointment if less than 6 months in the new grade by 1 April, i.e., an increment is paid after 6 months if the employee is appointed between 1 October and 31 March.

There is no scope for accelerated progression beyond one increment per annum, or for progression beyond the top of the grade's pay range.

Pay awards

The salaries of Directors (lower and upper bands) will be increased in line with any pay increase agreed nationally in line with the Joint National Councils (JNCs) for Chief Executives and Chief Officers. Senior Managers pay will be increased with any pay increase agreed nationally in line with the National Joint Council (NJC).

Eligibility of Pay awards for TUPE employees will be reviewed on an annual basis as these are not automatically applied in order to preserve the employee's terms and conditions of

employment. Employees who TUPE into the Council on existing NJC terms and conditions will continue to receive the NJC pay award applied.

Bonuses

The Council does not pay bonuses to any of its employees.

Other Allowances and Payments

Other payments and allowances that the Chief Officers may be eligible for are detailed in Section 4 – **POLICIES COMMON TO ALL EMPLOYEES**. This includes Market Supplements, Local Government Pension Scheme (LGPS), Payments on Termination of Employment, Allowances.

Election fees

Returning Officer fees will be paid where there is a statutory entitlement available. This is usually available for General and European Elections, but not local elections. Where a Director acts as the Deputy Returning Officer the appropriate fee at that time is paid.

SECTION 2: REMUNERATION OF LOWEST PAID EMPLOYEES

2.1 DEFINITION OF LOWEST PAID EMPLOYEES

The definition of the “lowest-paid employees” adopted by the Council for the purposes of this statement is as follows:

The lowest paid employees* within the Council are those employees who are paid on the minimum salary point of the Council’s substantive pay structure, i.e., spinal column point 1, within Band 1 of its salary scales.

With effect from 1st September 2018, the Employment Committee made the commitment to Portsmouth City Council Employees (subject to agreement by governing bodies of schools) to pay the Living Wage rate as set by the independent Living Wage Foundation, subject to review each year. The current annual full-time equivalent value of this pay level, based on a 37-hour standard working week at £9.50 per hour is £18,329.

From 1st April 2022 this will result in employees* from SCP1 to SCP4 (subject to change depending on the agreement of the national pay award) receiving a minimum hourly rate of £9.90 per hour, with the full-time equivalent value of pay, based on a 37-hour standard working week, being £19,100.

(*The lowest paid does not include Apprentices for whom there are separate pay arrangements).

SECTION 3: PAY RELATIONSHIPS

Under the provisions of the Code of Recommended Practice for Local Authorities on Data Transparency, issued by the Department for Communities and Local Government under Section 2 of the Local Government Planning and Land Act 1980, the Council is expected to publish its “pay multiple”, i.e., the ratio between the highest paid salary and the median salary of the whole of the local authority’s workforce based on data as at 31st March 2020. This multiple is 7.21 with a median salary of £22,526.

(The median salary figure is the salary value at which 50% of the salaries which apply to the whole of the local authority’s workforce are below that value and 50% are above it. The lowest pay point in the overall salary range which has been used by the Council in calculating the median salary is that which applies to its lowest paid employees, as defined in section 2 of this pay policy statement.)

The Council considers that the current pay multiple, as identified above, represents an appropriate, fair and equitable internal pay relationship between the highest salary and the

pay levels which apply to the rest of the workforce. It will therefore seek to ensure that, as far as possible, the multiple remains at its current level.

The Council also considers that the relationship between the base salaries of its highest and lowest paid employees, which is currently a ratio of 1:8.45, represents an appropriate, fair and equitable internal pay relationship.

SECTION 4: POLICIES COMMON TO ALL EMPLOYEES

The following elements of remuneration are determined by corporate policies or arrangements which apply to all permanent employees of the Council (including its Chief Executive, Directors (including those who act in the capacity as Deputy Chief Executive) and the lowest paid employees as defined above), regardless of their pay level, status or grading within the Council:

Market Supplements

A Market Supplement payment may be made if there is a clear business need, supported by effective market data, where a post is difficult to recruit to or to retain key members of staff, in addition to the normal reward package.

The supplement payment will be made in strict accordance with the Recruitment and Retention Policy and will be reviewed biennially. The full Recruitment and Retention Policy will be provided on request.

Payments on Termination of Employment

Other than payments made under the LGPS, the Council's payments to any employee whose employment is terminated on grounds of redundancy or in the interests of the efficiency of the service will be in accordance with the policy the Council has adopted for all its employees in relation to the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. This policy (Early Termination of Employment Payments) has been published in accordance with the requirements of Regulation 7 of these regulations and is available on request.

Reimbursement of removal/relocation costs on appointment

The Council's relocation scheme is to enable financial assistance (within pre-defined limits) to be given to any employee who is required to relocate to the Portsmouth area to take up an appointment in a post deemed 'hard to fill' by the appropriate Director. Full details of the policy can be provided on request.

Honoraria

The Council pays honoraria to any employee only in accordance with its corporate scheme for such payments. This scheme provides that honoraria payments may be made to any employee who undertakes exceptional additional duties unrelated to those of a higher post, for example a special project. Such payments must be approved by the Director for HR where payments will exceed £1,000 per annum.

Acting up/additional responsibility payments

Where employees are required to "act-up" into a higher-graded post and take on additional responsibilities beyond those of their substantive post, for a temporary/time-limited period (which must exceed 4 weeks), they may receive an additional payment in accordance with the terms of the Council's policy. The payment will be based on the percentage of the higher duties and responsibilities undertaken and on the salary that would apply were the employee promoted to the higher post. (i.e., the lowest spinal column point of the higher grade).

Standby and call out allowances

Any employee who is required to undertake standby and call-out duties will be paid at the appropriate rate and in accordance with the policy. A full copy of the policy can be provided on request.

Mileage rates

The Council compensates employees who are authorised to use their own car, motorcycle or bicycle on Council business, in accordance with the mileage rates set out by HMRC.

Subsistence allowance

The Council reimburses expenditure on meals and accommodation and any other expenses necessarily incurred by employees who have to be away from home on Council business on the basis of actual expenditure incurred and in accordance with the Travel and Subsistence Policy. These allowance rates are set out by HMRC.

Childcare (salary sacrifice scheme)

Childcare vouchers are available to existing users via the HMRC-approved salary sacrifice scheme. New users will be able to access the Government Tax-Free Childcare scheme. There is no direct subsidy towards childcare costs by the Council.

SECTION 5: DECISION MAKING ON PAY

The provisions of this pay policy statement will apply to any determination made by the Council in the relevant financial year in relation to the remuneration, or other terms and conditions, of a Chief Officer of the Authority and of its lowest paid employees, as defined in this statement. The Council will ensure that the provisions of this pay policy statement are properly applied and fully complied with in making any such determination.

Any proposal to offer a new chief officer appointment on terms and conditions which include a total remuneration package of £100,000 or more, which would routinely be payable to the appointee and any benefits in kind to which the officer would be entitled as a result of their employment (but excluding employer's pension contributions), will be referred to the Full Council for approval before any such offer is made to a particular candidate.

Additionally, any severance payments over £100,000 are referred to Full Council for approval.

SECTION 6: AMENDMENTS TO THIS PAY POLICY STATEMENT

The Council may agree any amendments to this pay policy statement after it has been approved, but only by a resolution of the full Council.

The finalised Pay Policy Statement will be agreed by the Council by end of March 2022 for the financial year 2022/23.

SECTION 7: PUBLICATION OF AND ACCESS TO INFORMATION

The Council will publish this pay policy statement on its website as soon as is reasonably practicable after it has been approved by the Council. Any subsequent amendments to this pay policy statement made during the financial year to which it relates will also be similarly published.

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Agenda Item 6



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(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

Title of meeting:	Employment Committee
Subject:	Quarterly Sickness Absence Report
Date of meeting:	9 March 2022
Report by:	Assistant Director of Human Resources
Wards affected:	N/A

1. Purpose of report

- 1.1. The purpose of this report is to update the Employment Committee about the levels of sickness absence across the council and the actions being taken to manage absence and promote employee wellbeing.

2. Recommendations

- 2.1. Members are recommended to:

- Note the change in absence levels across the organisation.
- Note the wellbeing activities undertaken to support attendance and in response to the Covid-19 pandemic.

3. Background

- 3.1. Members will be aware that the council continues operating many services differently because of the coronavirus pandemic. Many staff have adopted a hybrid approach to their work and are working from home where possible.
- 3.2. The following section of the report will note this quarter's sickness absence figures compared to last quarter:
 - The level of sickness absence for this quarter has increased from 9.03 to 10.11 average days per person per year.
 - Long term absence has increased from 6.04 to 6.20 average days per person per year.

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- Short term absence has increased from 1.70 to 2.16 average days per person per year.
 - 3 directorates have seen a decrease in absence levels this quarter.
 - 7 directorates have seen an increase in absence levels this quarter
 - The highest reason for sickness absence remains to be due to psychological (stress, anxiety and depression), Coronavirus is now ranked 2nd and Musculoskeletal (Lower Limb) is ranked 3rd.
 - Musculoskeletal absences are divided into three categories; if these were collated they would become the second highest ranked reason for absence (as was the case last quarter).
- 3.3. Absence levels by directorates for the period from February 2021 to January 2022 are attached in Appendix 1. A summary of reason for sickness absence for the last year is attached in Appendix 2.

4. Wellbeing

- 4.1 This quarter we received the findings of the second Wellbeing Pulse Survey. The survey was carried out at the end of another difficult year through which employees continued to deliver essential business as usual services and respond to the challenges of the pandemic both at home and work.
- 4.2 It is perhaps not surprising that the results showed employees are feeling slightly less satisfied compared with earlier in the year, in particular with how supported they feel and their workload. We are now looking at the feedback in detail, and directors have been asked to develop action plans to help us address the issues that were highlighted, and ensure we support staff as effectively as possible.
- 4.3 During this quarter we have also continued to provide details of the staff flu vaccination programme (which ends February 2022), updated the mental health pages and Stress risk assessment on the intranet, as well promoting a number of wellbeing campaigns and training opportunities available to staff and managers.
- 4.4 For the 2021/2022 flu vaccination programme, we provided details on how staff could apply for an e-voucher to use at participating pharmacies, to date 547 employees have requested an e-voucher using the councils online booking form.
- 4.5 Working in partnership with the unions and the Healthy and Safety team, the Councils Stress flowcharts and Risk Assessment for staff and managers have been updated. This has resulted in a more streamlined process and allows for a

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more detailed assessment to take place to try and resolve any stress related issues.

- 4.6 The campaigns and wellbeing updates that have been promoted to staff this quarter have included details on managing wellbeing over the festive period, January's update focused on Blue Monday and invited employees to get together virtually to discuss their health and wellbeing. The update also promoted the support available via the Employee Assistance Programme, as well as including details of the Lunchtime learning session on Autism and Neurodiversity awareness.
- 4.7 The Learning and Development team have continued to provide training to managers on Managing Wellbeing in a Hybrid Team and Leading a Hybrid Team. These sessions have received lots of positive feedback and will continue to monitor their impact as they run throughout the year.
- 4.8 During this quarter we have made several changes to the Wellbeing intranet pages. This has included creating new pages focusing on money and debt advice available to staff, the new site provides details and information on support with debt, making money go further, keeping your bills and everyday costs down and checking which benefits you may be entitled to.
- 4.9 To help staff navigate the information and support available to help manage their mental health, the intranet pages have been updated and include a number of new pages such as looking after our mind, supporting someone with their mental health, loneliness and crisis and suicide prevention. Work is also in progress to update further pages and build upon the tools and resources available to managers to support the wellbeing of their staff.

5. Reasons for recommendations

- 5.1. To continue to improve employee attendance levels. To do this through monitoring sickness absence, understanding and engaging with the workforce to understand the reasons for improved attendance levels, continuing to improve employee wellbeing, which in turn will increase productivity, improve engagement and build a more resilient workforce.

.....
Signed by:

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Appendices:

Appendix 1: Sickness Absence

Appendix 2: Summary of reasons for absence

Natasha Edmunds

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Signed by Director of Corporate Services

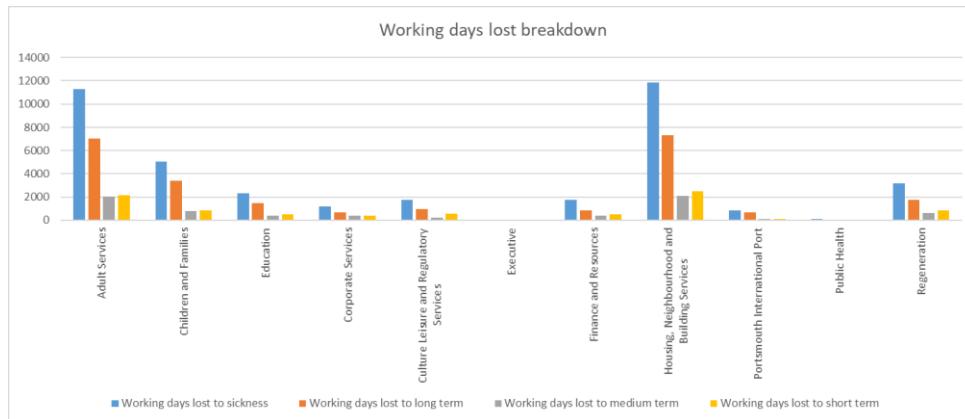
Appendices:

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

Appendix 1: Sickness Absence (Rolling Year) 1st Feb 2021 to Jan 31st 2022



Directorate	Headcount	Sickness - Working days Lost										Total Average Per Person Per Year, EC Nov 21
		Total		Compared to Last EC report	Long Term		Medium Term		Short Term			
		Working days lost to sickness	Average per Person per Year		Working days lost to sickness	Average per Person per Year	Working days lost to sickness	Average per Person per Year	Working days lost to sickness	Average per Person per Year		
Agency	129	302	2.34	↑	109	0.84	122	0.95	71	0.55	1.70	
Adult Services	685	11279	16.47	↑	7053	10.30	2062	3.01	2164	3.16	15.98	
Children and Families	406	5029	12.39	↑	3390	8.35	773	1.90	866	2.13	11.08	
Education	269	2318	8.62	↑	1452	5.40	366	1.36	500	1.86	8.06	
Corporate Services	323	1186	3.67	↓	695	2.15	414	1.28	379	1.17	4.44	
Culture Leisure and Regulatory Services	312	1742	5.58	↑	957	3.07	231	0.74	554	1.78	4.41	
Executive	31	69	2.23	↓	0	0.00	32	1.03	37	1.19	2.30	
Finance and Resources	316	1747	5.53	↑	833	2.64	396	1.25	518	1.64	5.50	
Housing, Neighbourhood and Building Services	957	11843	12.38	↑	7307	7.64	2069	2.16	2467	2.58	10.71	
Portsmouth International Port	87	861	9.90	↓	670	7.70	111	1.28	80	0.92	10.17	
Public Health	46	131	2.85	↑	60	1.30	24	0.52	47	1.02	2.83	
Regeneration	466	3199	6.86	↑	1747	3.75	632	1.36	820	1.76	5.83	
Schools	1155	10765	9.32	↑	3753	3.25	2567	2.22	4445	3.85	6.91	
Grand Total (excluding schools and Agency)	3898	39404	10.11	↑	24164	6.20	7110	1.82	8432	2.16	9.30	
Grand Total (including Schools excluding Agency)	5053	50169	9.93	↑	27917	5.52	9677	1.92	12877	2.55	8.71	
Grand Total (including Agency Workers)	4027	39706	9.86	↑	24273	6.03	7232	1.80	8503	2.11	9.03	

= over 7 days

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Appendix 2 - summary of reasons for absence, rolling year 1st Feb 2021 to 31st Jan 2022

Absence Reason	Days Lost	% of Days Lost	Rank		Absence Reason	Days Lost	% of Days Lost	Rank
PSYCHOLOGICAL - STRESS, ANXIETY AND DEPRESSION	7759	19.70	1		* Psychological - stress, anxiety and depression	7759	19.70	1
CORONAVIRUS	4380	11.12	2		* Psychological - stress, anxiety and depression (Work Related)	2482	6.30	7
MUSCULOSKELETAL (LOWER LIMB)	3750	9.52	3		Total	10241	26.01	
VIRUS (INC COLDS, COUGHS AND INFLUENZA; EXCLUDING CORONAVIRUS)	3321	8.43	4					
GASTROINTESTINAL (INC STOMACH AND BOWEL)	2903	7.37	5		* Musculoskeletal (Lower limb)	3750	9.52	3
MUSCULOSKELETAL (BACK AND NECK)	2609	6.63	6		* Musculoskeletal (Upper limb)	1541	3.91	10
PSYCHOLOGICAL - (WORK RELATED) STRESS, ANXIETY AND DEPRESSION	2482	6.30	7		* Musculoskeletal (back and neck)	2903	7.37	6
NEUROLOGY/NERVOUS SYSTEM (INC HEADACHE, MIGRAINE AND	2119	5.38	8		Total	8194	20.81	
CANCER AND TUMOURS	1799	4.57	9					
MUSCULOSKELETAL (UPPER LIMB)	1541	3.91	10		Total Stress + musculoskeletal %	18435	46.82	
EAR/NOSE/THROAT (INC DENTAL)	1191	3.02	11					
RESPIRATORY PROBLEMS (INC CHEST AND ASTHMA)	892	2.27	12					
FAMILY BEREAVEMENT	836	2.12	13		Absence Reason	Days Lost	% of Days	Rank
GYNAECOLOGICAL (INC REPRODUCTION ORGAN DISORDERS)	740	1.88	14		* Corona Virus	4380	11.12	2
GENITOURINARY (INC KIDNEY AND BLADDER)	600	1.52	15					
HEART DISORDERS	522	1.33	16					
EYE PROBLEMS	467	1.19	17					
PREGNANCY RELATED DISORDERS	422	1.07	18					
SKIN DISORDERS (INC BURNS)	282	0.72	19					
BLOOD DISORDERS	272	0.69	20					
LONG COVID	188	0.48	21					
INFECTIOUS DISEASE (INC CHICKENPOX, MEASLES ETC)	132	0.34	22					
ENDOCRINE/HORMONAL (INC DIABETES)	120	0.30	23					
VIOLENCE AT WORK	41	0.10	24					
EXTERNAL SICKNESS	4	0.01	25					
ACCIDENT	4	0.01	26					
THIRD PARTY ACCIDENT	1	0.00	27					
Grand Total	39377							

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Agenda Item 7



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(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

Title of meeting:	Employment Committee
Subject:	Gender Pay Gap Report 2021/22
Date of meeting:	9 th March 2022
Report by:	Director of Corporate Services
Wards affected:	N/A

1. Purpose

To present the outcomes of the Gender Pay Gap 2021/22, ensuring the Council can fulfil its statutory obligations in respect of the Gender Pay Gap Information Regulations, and note the recommended action plan to build on the council's inclusive working practices, to continue to reduce the gap.

At Employment Committee on 4th December 2018, Members requested that additional data on the age breakdown be included in the Gender Pay Gap Report. The Gender Pay Gap report now includes a breakdown of the workforce profile by age, gender and whether full time or part time. Appendix 1 includes this additional information, as well as the statutory data that the Council is required to publish in accordance with the Gender Pay Gap Information Regulations.

2. Recommendations

It is recommended that the Employment Committee:

- 2.1 Note the key findings of the Gender Pay Gap Report 2021/22 (Appendix 1).
- 2.2 Note the action plan as set out as item 8 in the Gender Pay Gap Report 2021/22

3. Background

3.1 The National Context

- 3.1.1 The Gender Pay Gap Information Regulations came into force in March 2017. The regulations applied to all employers with 250 or more employees on the snapshot date of 31st March (for Public Sector employers). Therefore, the authority is

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required to publish its gender pay gap for each year and publish this information on its website, no later than 30th March of the following year.

- 3.1.2 Employers in the public sector are subject to a specific public sector equality duty in respect of their functions. They must have due regard to the need to eliminate discrimination and advance equality of opportunity.
- 3.1.3 The purpose of Gender Pay Gap reporting is to achieve greater gender equality across the UK and increase pay transparency. It has been estimated that the under-utilisation of women's skills costs the UK economy 1.3-2% of GDP annually, and that eradicating the full-time gender pay gap would contribute additional spending into the economy of £41bn each year.
- 3.1.4 According to the ONS Gender Pay Gap in the UK: 2020, the national gender pay gap for full-time employees was 7.4%, meaning that average pay for full-time female employees was 7.4% lower than for full-time male employees. This is a slight decrease since 2019, where the gap was 9.0%. The national gender pay gap for all employees, full and part-time is 15.5% which is a slight decrease from 2019 when it was 17.4%. It is important to note that the Coronavirus pandemic and the furlough scheme may have an artificial impact on the national gender pay gap figures for 2021/22.
- 3.1.5 Nationally the gender pay gap is higher for all employees than for each of full-time employees and part-time employees. This is because women fill more part-time jobs, which have lower hourly median pay than full-time jobs, and are more likely to be in lower paid occupations. A contributory factor may be that occupations with the highest rates of pay tend to offer fewer part-time jobs than those with lower pay. A lack of flexible working arrangements on offer at senior levels can be a factor affecting women's progression opportunities.
- 3.1.6 Whilst the data on the age breakdown is not a statutory requirement under the legislation, this data has been included at the request of Members. The ONS has published some national data on the age breakdown and the same categorisation and calculations used by the ONS have been replicated for the breakdown of the data for Portsmouth City Council. The findings are contained in section 3.2.

3.2 The Regional Context

- 3.2.1 The table below provides a comparison of the reporting figures from other Local Authorities for the year 2020/21. There is no comparative data yet from these local authorities as yet for the year 2021/22.

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Employer	Employer Size	% Difference in hourly rate (Mean)	% Difference in hourly rate (Median)	% Women in lower pay quartile	% Women in lower middle pay quartile	% Women in upper middle pay quartile	% Women in top pay quartile	% Who received bonus pay (Women)	% Who received bonus pay (Men)	% Difference in bonus pay (Mean)	% Difference in bonus pay (Median)
Arun District Council	250 to 499	7.3	10.7	67	74	64	49	0	0	0	0
Chichester District Council	250 to 499	-2.7	-8.2	39	44	58	50	0	0	0	0
East Sussex Council	1000 to 4999	8.4	10.7	75	80	75	69	0.6	1	68.9	17.4
Fareham Borough Council	250 to 499	-0.9	-3.9	31.4	61	50.5	46.7	0	0	0	0
Hampshire County Council	5000 to 19,999	15.8	16.3	85.6	77.3	74.6	66.4	8.3	11.2	14.2	0
Isle Of Wight Council	1000 to 4999	10.7	18	66	77	56	51	0.1	0	0	0
New Forest District Council	1000 to 4999	7.8	0	45.3	59.1	61.3	37.9	0	0	0	0
Oxfordshire County Council	5000 to 19,999	3.2	1.1	69.7	65.2	64.2	65.9	0	0	0	0
Plymouth City Council	1000 to 4999	1.8	-4.1	61.2	67.3	57.1	63.2	0	0	0	0
Portsmouth City Council	5000 to 19,999	11	9.3	76	76	71	64	2.8	3.3	14.7	0.5
Reading Borough Council	1000 to 4999	4.7	2.5	65	60	60	57	0.4	0.1	0	0
West Berkshire Council	1000 to 4999	18.2	14.9	83.2	82.6	78.7	66.5	2.9	2.6	4.6	20

3.3 The Local Context

3.3.1 The Gender Pay Gap data supplied is correct for all staff, including school staff, in post with Portsmouth City Council on 31st March 2021 who earned their full-pay (relevant employees). At that time, there were 4869 relevant full pay employees, which is made up by 3401 females (70%) and 1468 (30%) males. Out of the 4869 relevant employees, 95 are covered by TUPE regulations (32 are male and 63 are female). This is an overall decrease of 259 employees since 2020. This decrease can be explained as more employees were excluded for earning less than their normal salary. For instance, where employees receive reduced pay (such as long-term sick leave, maternity, paternity, shared parental leave or adoption leave, for example or those on Furlough) at the snapshot date, they would not fall under the reporting definition of relevant full pay employees.

3.3.2 The profile of the workforce has been broken down into the proportion of full time and part time employees, whereby 1135 (77%) of males are full time¹ and 333 (23%) are part time compared to 1253 (37%) of females are full time and 2148 (63%) are part time.

3.3.3 The profile of the workforce has been further categorised by age range. The age ranges used are based on those as determined by the ONS data. The table below outlines the workforce profile for **full-time** employees. There has been an overall decrease in numbers of females and males across all age ranges with the exception of the 60 and over age bracket where there has been a slight increase.

¹ Full time is as determined by ONS as those working 30 hours or more.

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Age Range	Full-time women headcount	Full-time women %	Full-time men headcount	Full-time men %	Total headcount
16 to 21	17	49	18	51	35
22 to 29	195	60	128	40	323
30 to 39	240	53	211	47	451
40 to 49	298	51	281	49	579
50 to 59	407	54	349	46	756
60 and over	96	39	148	61	244
Total	1235		1135		2388

3.3.4 Looking at all the data for both part time and full time, our data correlates with the national data, where between the ages of 30 to 59 there are 841 men (57%) employed full time. Women, however, are less likely to work full time with only 945 (28%) of 30- to 59-year-olds employed full time. In comparison across the same age ranges (30 to 59 years old) 1594 (47%) of women are employed part time and 29 (2%) of men work part time.

3.3.5 Based on the Council's breakdown, our data for full time females correlates with the national data, however as the majority of our workforce is predominantly female this skews the data to show that they are the higher proportion of workers across each age category compared to males.

3.3.6 The table below outlines the workforce profile for part-time employees.

Age Range	Part-time women headcount	Part-time women %	Part-time men headcount	Part-time men %	Total headcount
16 to 21	38	70	16	30	54
22 to 29	195	78	55	22	250
30 to 39	475	89	57	11	532
40 to 49	536	92	48	8	584
50 to 59	583	90	64	10	647
60 and over	321	78	93	22	414
Total	2148		333		2481

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3.3.7 In addition to the above age profile of the workforce, and using the same methodology as applied by the ONS, the gender pay gap has been broken down by age and full-time/part-time hours. In accordance with the ONS data, full-time hours have been classed as 30 hours or more. The Gender pay gap by age full-time/part-time is based on the median salary within each data category (as per the ONS data) and uses a separate calculation for part-time and full-time per age range. The data looks at the gender pay gap for people of a similar age and working pattern, unlike the statutory data which looks at the gender pay gap based on the median difference between men and women. Therefore, the gender pay gap within each age bracket does not relate to the overall median figure because that is based on **all** relevant employees across the Council, whereas the age gender gap is based on each individual age groupings and working patterns within those age brackets.

Age Bands	Full Time %	Part Time %
16 to 21	1.96	-3.52
22 to 29	-2.00	7.70
30 to 39	-1.99	36.37
40 to 49	0.00	18.00
50 to 59	2.06	7.70
60 and over	3.27	-3.83

The table above shows that within each age bracket where there is a negative figure, for example -18%, this indicates the extent to which females earn, on average, **more** per hour than their male counterparts. A positive measure, for example 18%, indicates the extent to which females earn, on average, **less** per hour than their male counterparts.

3.3.8 Therefore it can be determined that female employees earn more between the ages of 22 up to age 39 for full-time employees and between the ages of 16 to 21 for part-time employees. As male employees get older, over 40 years old, they tend to earn more than female employees within the same age bracket when working full time.

3.3.8 According to ONS data, for age groups under 40 years, the gender pay gap for full time employees is now close to zero but was over 10% for older age groups. The data for Portsmouth City Council shows that our gaps for the older age groups are much smaller and have decreased since last year. Whilst our figures show that **full-time** females are earning less, on average, than their male counterparts (with the exception of 22- to 39-year-olds), this could be attributed to the fact that a significantly higher number of females are employed within these age brackets, compared to the number of males.

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The ONS highlight that, nationally, this is because the proportion of employees who held full-time jobs rather than part-time jobs increased more for females than males, but that new entrants or returners to full-time jobs are likely to start from a lower pay level and may reduce the average pay for full-time women employees.

3.3.10 The pay gap has reduced for **part-time** workers in the 60 and over age bracket compared to last year's gap of 16.32% meaning women are now paid more on average at this age than their male counterparts. In contrast the gap has increased in the 22-39 age bracket.

3.3.11 It is worth noting that across all age groups, (apart from 16 to 21 females and 60 plus year olds both genders), there has been an increase in the total headcount of full-time employees by 53 compared to the headcount in 2020. In contrast there has been a reduction in headcount of 330 across all age groups apart from the 16–21-year-olds for both genders and 22-29 for males only for part time employees. The reduction in the pay gap across the age groups as listed above, could be explained by the recruitment of new employees, subject to where they start in the pay band for example, as female employees are likely to start at the bottom of the pay band due to breaks in employment. If an existing employee changes their working pattern from full time to part time, their hourly rate will remain the same and if they have been employed for a number of years, they are likely to be at the top of their pay band through the incremental rises within the pay band compared to a new starter.

3.4 Key Findings

- 3.4.1 **Mean Gender pay gap** - The difference between the mean hourly rate of pay for male full-pay relevant employees and that of female full-pay relevant employees is **9.12%**. In March 2020 this gap was 10.99%.
- 3.4.2 **Median Gender pay gap** - The difference between the median hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees is **13.58%**. In March 2020 this gap was 9.32%.
- 3.4.3 **Mean bonus pay gap** - The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees is **-4.68%**. In March 2020 this was 14.68%. This gap has decreased as the overall average bonus payment made to males is higher, though not as significantly as previously, than that of females. Males are paid on average £2206, and females are paid on average £1086.
- 3.4.4 **Median bonus pay gap** - The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees is **17.89%**. In March 2020 this was 0.53%. The bonus gap between males and females has increased significantly and can be attributed to the fact that

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whilst more females received a payment the value of these payments is lower. There was a total of 76 females who received a 'bonus' payment compared to 26 males. The bonus value ranges for females from £76.10 up to £26,163.08 compared to the range for males from £115.59 up to £39,440.74.

- 3.4.5 **Bonus proportions** - The proportions of male and female relevant employees who were paid bonus pay during the relevant period in the 12 months up to 31st March was 25 males (1.7%) out of a total of 1468 males and 75 females (2.2%) out of a total of 3401 females. This is reduced for the males from 2020 when 3.29% were paid a bonus and slightly reduced for females when 2.83% were paid a bonus.
- 3.4.6 **Quartile pay bands** - The proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands are set out in a table contained within the report.

4.0 Conclusions

- 4.1 The gender pay gap exists within PCC as the majority (70%) of the workforce are female and predominantly a large proportion of these are employed in the lower quartile pay bands, with fewer employed at the more senior levels.
- 4.2 PCC's gender pay gap is lower than the national average for all employees, full time, and part time, and this is down to a number of factors that already exist within the council.
- 4.3 The Gender Pay Gap for the "mean" and "median" categories fall below that of the national average for all employees.
- 4.4 The mean gender bonus gap and the median gender bonus gap for the council have changed to -4.68% and 17.89% respectively, showing that male employees are paid more than their female counterparts. There does not appear to be any benchmarking data in relation to bonus payments from ONS that will correlate directly with the calculation method defined by the Gender Pay Gap Information Regulations. Therefore, we do not know how the percentage for bonus payments compares with the national average or sector trends.
- 4.5 In terms of the impact of the Gender Pay Gap based on age, the action plan highlights actions that may assist in reducing the pay gap within certain age brackets.
- 4.6 The Public Sector Equality Duty (PSED) forms part of the Equality Act 2010, it is made up of a general equality duty and specific duties. The general equality duty covers the following protected characteristics: age (including children and

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young people), disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The specific duties require the authority to publish information to demonstrate its compliance with the general equality duty, this information must include information relating to people who share a protected characteristic who are:

- Its employees, and
- People affected by its policies and practices.

Unlike the gender pay gap, organisations are not yet legally required to publish their ethnicity pay gap. The ethnicity pay gap is the percentage difference in average hourly rate of pay of white and Black and Minority Ethnic employees.

The council is committed to ensuring equality across its workforce, and race equality is of particular importance. Therefore, we are currently reviewing workforce data held in relation to ethnicity with a view to including pay ethnicity reporting as part of future Gender Pay Gap Reporting.

The first release of Census 2021 data on the population of England and Wales is due for release in late Spring 2022, and it is expected that as part of the staggered release of data, ethnicity data will be available from Summer 2022. This data will be used by the Council as a comparison to the workforce data to understand if we are representative of our local region and where improvements need to be made, this analysis will be fed into the work currently underway to inform the Councils Equality and Diversity Strategy 2022 - 2025.

Natasha Edmunds

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Signed by Director of Corporate Services

Appendices:

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location



www.portsmouth.gov.uk

Gender Pay Gap Report 2021-22

Contents

1. Background	3 - 4
2. Methodology	5
3. Scope	6
4. Definitions	7 - 8
5. Workforce Profile	9 - 11
6. Key Findings	11- 12
6.1. Mean Gender Pay Gap	11
6.2. Median Gender Pay Gap	11- 12
6.3. Mean and Median Pay Gap Summary	12 - 13
6.4. Mean Bonus Gap	13
6.5. Median Bonus Gap	13
6.6. Bonus Proportions	13
6.7. Bonus Pay Gap Summary	13 - 14
6.8. Quartile Pay Bands	14
6.9. Quartile Pay Band Summary	14 - 15
7. Conclusions	15
8. Action Plan/Recommendations	16 - 18
9. Timescales for achieving action plan	18

1. Background

The Gender Pay Gap Information Regulations require all employers with 250 or more employees to report their Gender Pay Gap annually, publishing on a national Government website as well as the organisations website. The Gender Pay Gap Information Regulations apply to employers in the Public and Private sector.

In addition to these new regulations, employers in the public sector are subject to a specific public sector equality duty in respect of their functions - The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

The regulations apply to all employers with 250 or more employees on the "snapshot" date. The "snapshot" date for the public sector is 31st March each year. Therefore, the authority is required to publish its gender pay gap for each year on the Portsmouth City Council (PCC) website and on a Government website, no later than 30th March of the following year. So, for the snapshot date of March 2020, the findings must be published no later than 30th March 2021.

The purpose of Gender Pay Gap reporting is to achieve greater gender equality across the UK and increase pay transparency. It has been estimated that the under-utilisation of women's skills costs the UK economy 1.3 - 2% of GDP annually, and that eradicating the full-time gender pay gap would contribute additional spending into the economy of £41b each year.

In 2020 the national gender pay gap for full-time employees was 7.4%, meaning that average pay for full-time female employees was 7.4% lower than for full-time male employees. This is a slight decrease since 2019, where the gap was 9%. The national gender pay gap for all employees, full and part-time is 15.5% which is a slight decrease from 2019 when it was 17.4%. It is important to note that the Coronavirus pandemic and the furlough scheme may have an artificial impact on the national gender pay gap figures for 2021/22.

The Government considers that this rate of progress is too slow and has committed to closing the gender pay gap within a generation.

PCC is committed to the principle of equal pay for all employees by ensuring that it meets the requirements of the Equality Act. To achieve this PCC uses a job evaluation system scheme (JESS) to assess the value of all jobs across the organisation, which provides evidence in support of the banding of each job within our grading structure. Salaries are paid according to band and incremental annual progression within the band occurs irrespective of employee's gender.

Whilst the data on the age breakdown is not a statutory requirement under the legislation, this data has been included at the request of our Members. The ONS has published some national data on the age breakdown and the same categorisation and calculations used by the ONS have been replicated for the breakdown of the data for Portsmouth City Council.

Sources:

ONS Gender Pay Gap in the UK: 2020

ONS Employee Earnings in the UK: 2020

2. Methodology

The Regulations clearly define the methodology for the Gender Pay Gap calculations and reporting guidelines.

The regulations require employers to publish the following information:

- The mean gender pay gap;
- The median gender pay gap;
- The mean bonus pay gap;
- The median bonus pay gap;
- And the relative proportions of male and female employees in each quartile pay band.

The Regulations detail how to carry out the calculations and these are based on how the ONS undertakes their calculations to allow for comparisons to be made nationally against the data.

All public sector organisations are required to publish their reports by no later than 30th March of the following year.

The report will be based on hourly pay rates as of 31 March 2021 and on bonuses paid between 1 April 2020 and 31 March 2021.

3. Scope

The regulations create two categories of people who have to be taken into account in the gender pay gap reporting: relevant employees and relevant full-pay employees.

For the purposes of gender pay gap reporting, the definition of an employee is that which is given in the Equality Act 2010. This is an extended definition which includes:

- Employees (those with a contract of employment)
- Workers with a contract to do work or provide services for your organisation
- Some self-employed people who have to personally carry out the work they do for you.

The gender pay gap calculation is based on the number of individual employees and not the full-time equivalent. This means that each part-time employee counts as one employee.

Apprentices, seasonal, temporary or casual employees and zero hours workers are included if they fall within the reference period created by the snapshot date.

4. Definitions

Gender Pay Gap

The gender pay gap is a measure of labour market or workplace disadvantage, expressed in terms of a comparison between males and females average hourly rates of pay. The gap can be measured in various ways, and it is important to understand how the gap is being measured. The hourly rates of pay, excluding overtime are used to take account of the fact that many more males than females work full-time. Overtime is excluded because it is recognised that male employees work more overtime than female employees due to female's caring responsibility and part-time nature of work.

Equal Pay

Equal pay means that there should be no difference in the contractual terms of a female and a male doing equal work, who both work for the same employer. For further details please refer to the Equality Act 2010.

The difference between Gender Pay Gap and Equal Pay

The most important difference between equal pay and the gender pay gap is that equal pay requires one to scrutinise information at the level of the individual employee (to satisfy that there is equal pay for equal work). Gender pay gap reporting asks you to examine aggregate data.

Mean Gender Pay Gap

The difference between the mean hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees.

To calculate the mean

The mean is an average of all the numbers in a dataset, that is, you have to add up all the numbers and then divide the result by how many numbers you are dealing with. To find the mean hourly rate for PCC's full-pay relevant male employees, all the hourly rates will be added together and then divided by the total number of full-pay relevant male employees. This will give the "mean" hourly rate.

Median Gender Pay Gap

The difference between the median hourly rate of pay of male full-pay relevant employees and that for female full-pay relevant employees.

To calculate the median

The median is the numerical value which splits the top 50% and the bottom 50%. To find the median, all the hourly rates for all employees will be listed in numerical order; if there are an odd number of values, the median is the

number in the middle. If there is an even number, the median is the mean of the two central numbers.

Bonus

Bonus pay means any remuneration that is in the form of money, vouchers, securities, securities options or interests in securities and relates to profit sharing, productivity, performance, incentive or commission. Non-consolidated bonuses are included. Long service awards with a monetary value are also included.

For PCC, this captures Long Service Awards and one-off honoraria payments. Regular honoraria payments are excluded from "bonus" calculations and included in "ordinary pay".

Mean Bonus Gap

The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees.

Median Bonus Gap

The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees.

Bonus Proportions

The proportions of male and female relevant employees who were paid bonus pay during the relevant period.

Quartile Pay Bands

The proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands.

Quartiles

A quartile is one of the three points that divide the population of data into 4 equal parts. In the context of gender pay gap reporting, the four quartile pay bands are created by dividing the total number of full-pay relevant employee into four equal parts. For clarification, that is not PCC Pay bands.

Measures

A positive measure, for example 18%, indicates the extent to which females earn, on average, **less** per hour than their male counterparts.

A negative measure, for example -18%, indicates the extent to which females earn, on average, **more** per hour than their male counterparts. This may happen, for example, if PCC employ a high proportion of males in low-paid part-time work, and/or the senior and higher paid employees are female.

5. The Workforce Profile

The Gender Pay Gap data supplied is correct for all staff, including school staff, in post with Portsmouth City Council on 31st March 2021 who earned their full-pay (relevant employees). At that time, there were 4869 relevant full pay employees, which is made up by 3401 females (70%) and 1468 (30%) males. Out of the 4869 relevant employees, 95 are covered by TUPE regulations (32 are male and 63 are female).

The profile of the workforce has been broken down into the proportion of full time and part time employees, whereby 1135 (77%) of males are full time¹ and 333 (23%) are part time compared to 1253 (37%) of females are full time and 2148 (63%) are part time.

The profile of the workforce has been further categorised by age range. The age ranges used are based on those as determined by the ONS data.

Age Range	Full-time women headcount	Full-time women %	Full-time men headcount	Full-time men %	Total headcount
16 to 21	17	49	18	51	35
22 to 29	195	60	128	40	323
30 to 39	240	53	211	47	451
40 to 49	298	51	281	49	579
50 to 59	407	54	349	46	756
60 and over	96	39	148	61	244
Total	1235		1135		2388

Age Range	Part-time women headcount	Part-time women %	Part-time men headcount	Part-time men %	Total headcount
16 to 21	38	70	16	30	54
22 to 29	195	78	55	22	250
30 to 39	475	89	57	11	532
40 to 49	536	92	48	8	584
50 to 59	583	90	64	10	647
60 and over	321	78	93	22	414
Total	2148		333		2481

¹ Full time is as determined by ONS as those working 30 hours or more.

Looking at all the data for both part time and full time, our data correlates with the national data, where between the ages of 30 to 59 there are 841 men (57%) employed full time. Women, however, are less likely to work full time with only 945 (28%) of 30 to 59 year olds employed full time. In comparison across the same age ranges (30 to 59 years old) 1594 (47%) of women are employed part time and 29 (2%) of men work part time.

However, as the majority of our workforce is predominantly female this skews the data to show that they are the higher proportion of workers across each age category compared to males, with the exception of the 60 and over age group.

It is worth noting that across all age groups, (apart from 16 to 21 females and 60 plus year olds both genders), there has been an increase in the total headcount of full-time employees by 53 compared to the headcount in 2020.

In contrast there has been a reduction in headcount of 330 across all age groups apart from the 16–21-year-olds for both genders and 22-29 for males only for part time employees.

In addition to the above age profile of the workforce, and using the same methodology as applied by the ONS, the gender pay gap has been broken down by age and full-time/part-time hours. In accordance with the ONS data, full time hours have been classed as 30 hours or more. The Gender pay gap by age full-time/part-time is based on the median salary within each data category (as per the ONS data) and uses a separate calculation for part time and full time per age range.

The data looks at the gender pay gap for people of a similar age and working pattern, unlike the statutory data which looks at the gender pay gap based on the median difference between men and women. Therefore, the gender pay gap within each age bracket does not relate to the overall median figure because that is based on **all** relevant employees across the Council, whereas the age gender gap is based on each individual age groupings and working patterns within those age brackets.

Age Bands	Full Time %	Part Time %
16 to 21	1.96	-3.52
22 to 29	-2.00	7.70
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40 to 49	0.00	18.00
50 to 59	2.06	7.70
60 and over	3.27	-3.83

The table above shows that within each age bracket where there is a negative figure, for example -18%, this indicates the extent to which females earn, on average, **more** per hour than their male counterparts. A positive measure, for example 18%, indicates the extent to which females earn, on average, **less** per hour than their male counterparts.

Whilst our figures show that **full-time** females are earning less, on average, than their male counterparts (with the exception of 22- to 39-year-olds), this could be attributed to the fact that a significantly higher number of females are employed within these age brackets, compared to the number of males.

The pay gap has reduced for **part-time** workers in the 60 and over age bracket compared to last year's gap of 16.32% meaning women are now paid more on average at this age than their male counterparts. In contrast the gap has increased in the 22-39 age bracket.

The reduction in the pay gap across the age groups as listed above, could be explained by the recruitment of new employees, subject to where they start in the pay band for example, as female employees are likely to start at the bottom of the pay band due to breaks in employment. If an existing employee changes their working pattern from full time to part time, their hourly rate will remain the same and if they have been employed for a number of years, they are likely to be at the top of their pay band through the incremental rises within the pay band compared to a new starter.

Where there are pay gaps in the age ranges this may indicate the impact of taking time out of the labour market and the preference for working part time when re-joining the labour market, for example for reasons such as taking time out to have children or other caring responsibilities.

6. Key Findings

6.1 Mean Gender Pay Gap

The difference between the mean hourly rate of pay for male full-pay relevant employees and that of female full-pay relevant employees is **9.12%**. In March 2020 this gap was 10.99%.

The average mean hourly rate of pay for a male was £17.54. For a female the average mean hourly rate of pay was £15.94, which results in the 9.12% difference in the mean figure reported above. This gap has slightly decreased since last year due to the fact that the female average mean hourly rate of pay has increased slightly more than the previous years' average compared to the amount of increase of males mean average hourly pay.

6.2 Median Gender Pay Gap

The difference between the median hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees is **13.58%**. In March 2020 this gap was 9.32%.

The average median hourly rate for a male was £15.32. For a female the average median hourly rate was £13.24. This result is a 13.58% difference in the median figure reported above. This gap has increased as the male average median hourly rate has increased slightly more than the female average median salary for 2020 resulting in a slight increasing of the gap.

6.3 Mean and Median Pay Gap summary

PCC's median and mean gender pay gap compares favourably with the national figure from the ONS where the average gap for all employees, part-time and full-time is 15.5% based on data from 2020.

In addition to a job evaluation scheme, PCC has a clear policy of paying employees equally for the same or equivalent work, regardless of their gender. As such, the council:

- provides regular job evaluation training for employees involved in undertaking job evaluation; and
- evaluates job roles and pay bands as necessary to ensure a fair structure

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

Across the UK economy as a whole, males are more likely than females to be in senior roles (especially very senior roles at the top of organisations), while females are more likely than men to be in front-line roles at the lower end of the organisation. In addition, men are more likely to be in technical and IT-related roles, which attract higher rates of pay than other roles at similar levels of seniority.

Females are also more likely than males to have had breaks from work that have affected their career progression, for example to bring up children. They are also more likely to work part time, and many of the jobs that are available across the UK on a part-time basis are relatively low paid. In addition, new mums tend to take jobs that are nearer to home because of their caring responsibilities so this in turn may reduce their job opportunities and give them less access to productive, high-paying firms.

The gender pay gap exists within PCC as the majority (70%) of the workforce is female and predominantly a large proportion of these are employed in the lower quartile pay bands, with fewer employed at the more senior levels.

PCC's gender pay gap is lower than the national average and this is down to a number of factors that already exist within the council:

- The introduction of a PCC Living Wage Rate of £7.85 per hour, in November 2014, paid to all employees at the lower level of the pay structure, taking employees out of working poverty. This was increased in September 2018 to pay in line with the 2018 Foundation Living Wage rate and to continue to follow the Foundation Living Wage increases from then on.
- PCC promotes and supports a number of flexible working policies for all employees within the organisation, irrespective of gender. These include job share, part time working and, term time working. In some areas there is also a flexibility to work from different locations.
- Robust equal opportunities and diversity policies ensure that all employees are treated fairly and equally with a clear escalation process if an individual feels they are being treated unfairly.
- The JESS Job evaluation scheme ensures that all jobs are evaluated to ensure equal pay for equal work across the entire authority. For example, a female support worker or female manager will be paid the same pay band as her male counterpart.

6.4 Mean Bonus Pay Gap

The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees is **-4.68%**.

This has decreased from last year's gap which was 14.68%. The reason for the change is that the overall average bonus payment made to females is higher than that of males. Males are paid on average £717, and females are paid on average £752.

6.5 Median Bonus Pay Gap

The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees is **17.89%**.

This has changed significantly from last year's figure which was 0.53%. The bonus gap between males and females has increased significantly and can be attributed to the fact that more females (75 compared to 25 males) received a payment however the value of the payments received is lower.

6.6 Bonus Proportions

The proportions of male and female relevant employees who were paid bonus pay during the relevant period in the 12 months up to 31st March was 25 males (1.7%) out of a total of 1468 males and 75 females (2.2%) out of a total of 3401 females.

6.7 Bonus pay gap summary

The mean gender bonus gap and the median gender bonus gap for the council have changed to -4.68% and 17.89% respectively, there were a total of 75 females who received a 'bonus' payment compared to 25 males, which

is a slight reduction on the number of females and males who received a bonus payment compared to 2020. The bonus value ranges for females from £76.10 up to £5,370 compared to the range for males from £115.59 up to £2,444.

The figures in the bonus proportions show that whilst there were a higher number of female employees than male employees who received a bonus payment, overall, the average value of bonus payments were slightly higher for male employees.

Some honoraria payments made within PCC are used to reward outstanding contributions and the definition of "bonus" for this report captures these types of payments. As such this can skew the data and creates inconsistencies in reporting. Continuing work is needed to ensure that recording of this data is accurate in the future.

6.8 Quartile Pay Bands

The proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands are set out in the table below.

	Number of males	Number of females	Total	Male %	Female %	Total %
Upper Quartile	454	763	1217	37	63	100
Upper Middle Quartile	357	860	1217	29	71	100
Lower Middle Quartile	319	898	1217	26	74	100
Lower Quartile	338	880	1218	28	72	100

The totals differ slightly to accommodate the same hourly rate distribution across the divides.

6.9 Quartile Pay Band Summary

For there to be no gender pay gap, there would need to be an equal ratio of male to female in each quartile. However, within the Council, 70% of the employees in the lower quartile are female and 30% are male. The percentage of male employees increases throughout almost all the remaining

quartiles, from 26% in the lower middle quartile to 37% in the upper quartile. In direct comparison the percentage of female employees decreases throughout almost all the remaining quartiles from 74% in the lower middle quartile to 63% in the upper quartile.

7. Conclusions

While the Council's gender pay gap compares favourably with that across the whole UK economy, it is committed to doing everything that it can to continue to reduce the gap. However, the Council also recognises that its scope to act is limited in some areas - it has, for example, no direct control over the subjects that individuals choose to study or the career choices that they make. Individuals make choices about their work/life balance and one of the trends identified by Gender Pay Gap analysis is that female's pay reduces at a certain age due to caring responsibilities for dependants. This is the norm for our culture. However, Portsmouth City Council ensures that individuals are able to make these choices without suffering discrimination with its various flexible working policies and culture.

The Gender Pay Gap for the "mean" and "median" categories fall below that of the national average.

There does not appear to be any benchmarking data in relation to bonus payments from ONS that will correlate directly with the calculation method defined by the Gender Pay Gap Information Regulations. Therefore, we do not know how the percentage for bonus payments compares with the national average or sector trends. However, looking at the data published for 2019-20 by other local authorities, it is shown that Portsmouth is one of the few Councils who report paying any bonuses and that compared to those who do pay bonuses, Portsmouth falls within the ranges as reported by other local authorities.

In terms of the impact of the Gender Pay Gap based on age, the action plan highlights actions that may assist in reducing the pay gap within certain age brackets.

8. Action Plan/Recommendations:

Portsmouth City Council are committed to continuing to close the gender pay gap, to date there has been a reduction in the mean gender pay gap from 15.5% in 2019 to 9.12% in 2021.

We now aim to reduce this further as part of a wider agenda to improve equality, diversity, and inclusion across our entire workforce.

Stage 1: Analysis of the current workforce profile

An Equalities Steering group has been newly established with representation from across all council service areas and partners where appropriate. An initial task for this group will be to undertake an equality, diversity and inclusion self-assessment using the Local Government Association equalities framework.

The group will review progress against the current strategy and identify the underpinning activities needed to support and enable delivery of the council plan for recovery and renewal. These two activities will be used to inform the Equality and Diversity Strategy 2022 - 2025.

Several gaps have already been identified as part of the initial analysis, the results of the gender pay gap analysis will also be fed into this wider work and addressed as part of the work being undertaken to improve equality, diversity, and inclusion across the council's workforce.

Stage 2: Review of current policies and procedures

Recruitment and Retention:

- Work is underway to improve data gathering from recruitment activity-to assess how posts are currently advertised, who is applying for them, who is being selected for interview and who is being appointed. This will enable us to better understand if there are barriers for women and underrepresented groups with our current practices.
- A review of job advertisements, job design and interview processes will be undertaken to assess whether they are inclusive. Training and setting performance metrics will be implemented to measure effectiveness.
- A review of exit interview data is being completed to understand changes in the workforce profile and identify trends affecting career progression that are linked to equality and to understand if one gender is leaving for common reasons compared to others

Talent management:

- Review of the induction process is in progress to ensure all new recruits feel welcomed and staff can integrate well into and across the organisation
- Work is underway to improve monitoring of employee's career progression, this will be used to understand if there are any barriers that are preventing women and underrepresented groups from progressing
- We will continue to promote the benefits of flexible working practices to employees and managers, as part of the Council's new ways of working as we move towards a hybrid working model and to support those with caring responsibilities
- Increase awareness about apprenticeship schemes to encourage more employees to improve their skills and experience giving them the opportunity to progress their career
- Continue to find ways to maximise the diversity of our applicants. Encouraging closer working with schools, colleges, and universities to promote careers to women and underrepresented groups
- Work is currently underway to map clear career paths and competency frameworks for multiple professions across the authority-this will be to promote career development at the Council and improve retention
- We will continue to promote existing career management tools and evaluate the impact these are having on our workforce profile
- Explore the introduction of a mentoring program linking in with the Equalities Steering group to help reduce the identified gender pay gap at senior levels, supporting women and underrepresented groups to progress in their career, build skills and encourage development

Equality, Diversity, and Inclusion Actions:

- Following the introduction of the new HR system and EDI Intranet page, encourage employees to update their personal records and explain how this information benefits employees and produces an evidence base for equality related action
- Regularly analyse and present workforce equalities data to inform decision making, review progress against the current strategy and identify the underpinning activities needed to support and enable the Equality and Diversity strategy
- A new EDI Officer has been appointed, they will work closely with HR (Human Resources) to act as a 'critical friend' to audit current processes and help inform improvements to achieve greater diversity-a review of the Equalities Impact Assessment process is currently underway
- Continue to support, engage with, and grow employee network groups to progress the work on the wider equality, diversity and inclusion agenda for the council and the city Work is underway to review our current Equality Impact Assessments to ensure that our policies,

practices, decision making, and projects are fair and do not present barriers or disadvantage any protected groups

- Review Census data for working populations to compare and identify any gaps to determine if our workforce is reflective of the regional area. This data will also be used to inform a uniform process for data collection going forwards

Pay and Benefits:

- Maintain a robust job evaluation scheme to ensure equal pay and transparency around our pay structure
- Work is underway to improve data gathering and reporting for additional payments, such as honoraria payments that are at the managers discretion to ensure that this is not contributing to the gender pay gap or unequal pay, if any anomalies are found these should be addressed
- Include ethnicity pay gap reporting as part of future Gender Pay Gap reports
- Develop a process to monitor starting pay both on recruitment and promotion for men and women to assess whether there is a difference on starting pay, this can be one of the most common causes of the gender pay gap
- Continue to follow the Real Living Wage increases to help reduce the Gender Pay Gap where there is a high proportion of female employees
- Undertake an equal pay audit and analysis of occupational segregation to critically examine pay structures to identify the ways these affect our employees

Stage 3: Evaluation of progress

- Incorporate regular reporting of equalities achievements/data in corporate performance reporting to Governance, Audit and Standards Committee
- Monitor current pay systems to identify and address any systematic issues and prevent any distortion of the data used for pay reporting purposes
- Use the trend analysis to inform and address future training needs of managers and employees

10. Timescales of achieving the action plan

The action plan will be implemented over the next 12 months and reviewed on an ongoing basis, and annually in comparison with the published results of the Gender Pay Gap report, each March. Some of the actions have been difficult to implement during 2021 due to the pandemic response and the remote ways of working.