



# NORWICH City Council

**Committee Name: Cabinet**

**Committee Date: 17/07/2024**

**Report Title: Gender Pay Gap Report 2023**

**Portfolio: Councillor Kendrick, Cabinet member for an open and modern council**

**Report from: Head of HR and organisational development**

**Wards: All Wards**

## **OPEN PUBLIC ITEM**

### **Purpose**

To provide the findings of the Council's gender pay gap report as at the snapshot date of 31 March 2023.

### **Recommendation:**

That Cabinet notes:

- a) The results outlined in Appendix 1 Gender Pay Gap Report 2023.
- b) The intention to report on ethnicity and disability pay gap in addition to gender pay gap from the snapshot date of 31 March 2024.
- c) Reporting on the government and Council websites was completed in March 2024 to meet the statutory deadline.

### **Policy Framework**

The Council has five corporate priorities, which are:

- An open and modern council
- A prosperous Norwich
- A fairer Norwich
- A climate responsive Norwich
- A future proof Norwich.

This report meets the Norwich City Council is an open and modern council corporate priority.

## Report Details

1. The Government published the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 which implemented the mandatory gender pay gap reporting requirement for public sector employers with 250 or more employees. Public sector bodies are required to publish details of their gender pay gap no later than 30 March each year using pay data as at 31 March the previous year.
2. Two statistical measures of 'average pay' have been used for our gender pay gap as identified in the Governments Statutory Guidance: Gender pay gap reporting: guidance for employers.
3. A **mean** average involves adding up all the numbers and dividing the result by how many numbers were in the list.
4. A **median** average involves listing all the numbers in numerical order. If there is an odd number of results, the median average is the middle number. If there is an even number of results, the median will be the mean of the two central numbers.
5. The mean average can be influenced by very low or very high pay, compared with the rest of the sample which can distort the position on gender pay.
6. The median average is less influenced by low or high earners and is usually a better measure of a mid-point and a more representative figure than mean pay.
7. The calculations required are defined within the regulations, as follows:
  - The mean gender pay gap
  - The median gender pay gap
  - The mean bonus gender pay gap
  - The median bonus gender pay gap
  - The proportion of men and women receiving a bonus payment
  - The proportion of men and women in each pay quartile
8. The findings from our gender pay gap report are published on the Government's Gender Pay Gap Reporting portal [www.gov.uk/genderpaygap](http://www.gov.uk/genderpaygap) and on the Gender Pay section on our website.

The results were published in March 2024 to meet the statutory deadline.

## Gender Pay Gap Results

9. The gender pay gap analysis indicates no median gender pay gap for the hourly rate of pay and bonus pay during this reporting period, which is consistent with previous years.
10. The full results from the gender pay gap analysis and the supporting narrative can be found in Appendix 1 – Gender Pay Gap Report 2023.

## **Action plan and future developments**

11. In the previous 12 months we have:

- continued to deliver a series of equality, diversity and inclusion related training for employees, managers and recruitment panels;
- re-introduced anonymised information on candidates in recruitment to avoid unconscious bias in the shortlisting process;
- celebrated International Women's Day (IWD). This included events and displays at City Hall;
- held menopause events and provided resources to support women in the workplace.

Over the next 12 months, we aim to:

- undertake further analysis of equality data to address any potential barriers for applicants and areas of gender under-representation within services and at different grades/levels;
- undertake further analysis of equality data to understand any potential barriers to progression;
- commence ethnicity and disability pay gap reporting from 2024;
- continue to monitor leavers by protected characteristics and grade, including reasons for leaving and learning and acting on any feedback received. We will look at measures to increase the number of leavers completing exit questionnaires;
- the Council's EDI strategy sets out a proposal to establish ERG's or employee networks for employees who share particular characteristics and/or interests. This work is at an early stage but will ensure a clear, psychologically safe channel for employees from a diverse range of backgrounds to be able to share their lived experiences, which will ultimately inform council policy.
- continue to provide EDI training through either specific programmes or through our in-house training delivery;
- work towards improving the reporting rate of protected characteristics to ensure our data is as comprehensive as possible and explaining to employees how we use the data to identify where there are potential inequalities so that we can take action to address.

## **Consultation**

9. The extended leadership team have been consulted. There are no direct employee implications requiring consultation as a result of this report, however, the results of the gender pay gap analysis will be reported to the Joint Negotiating and Consultative Committee (JCNC).

## Implications

### Financial and Resources

10. There are no direct financial implications as a result of this report. As future strategies to address any pay gaps are developed any emerging costs will be assessed and reported as required.

### Legal

11. There are no legal implications for the Council arising from this report. The report ensures the Council can be compliant with its reporting obligations in accordance with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

### Statutory Considerations

Consideration	Details of any implications and proposed measures to address:
Equality and diversity	See actions identified in report.  Gender Pay Gap Reporting is a tool to identify and take action to mitigate the risks associated with gender pay differentials.
Health, social and economic impact	n/a
Crime and disorder	n/a
Children and adults safeguarding	n/a
Environmental impact	n/a

### Risk Management

Risk	Consequence	Controls required
Failure to report gender pay gap by statutory deadline	Potential for enforcement action against the council if non-compliant	Measures to ensure gender pay gap is reported by the statutory deadline
Gender pay gap not calculated correctly	Incorrect reporting and potential for enforcement action	Statutory guidance on gender pay gap reporting provides a standard framework to be applied to calculate gender pay gaps which reduces the risk of inconsistencies in this area.

## Other Options Considered

12. There are no alternative approaches that we can consider. The requirements for gender pay gap reporting are defined in legislation and data needs to be collected and published in accordance with those requirements.

## Reason for the Decision and Recommendation

**Background papers:** None

**Appendices:** **Appendix 1 Gender Pay Gap Report 2023**

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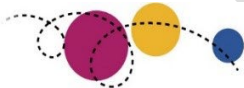
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# Norwich City Council

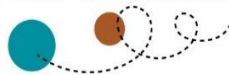
## Gender Pay Gap Report 2023

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**A fair and thriving city, full of ambition**



**NORWICH**  
City Council

## **INTRODUCTION**

Our ambition is for our workforce to reflect the city and communities that we serve.

We believe that a workplace where all colleagues feel included helps us to deliver better outcomes to our residents, customers and communities and contributes to the aspiration for Norwich to be a truly fair city as outlined in the Norwich 2040 City Vision.

Our Equality, Diversity and Inclusion Strategy 2024/27 will support our aim to be an employer that values and welcomes the different experiences, ideas and skills of all of our colleagues and ensures equality, diversity and inclusion are central to our culture.

A fundamental part of developing inclusive working practices and policies, and a workplace where all our employees can succeed, is analysing our workforce data to better understand any barriers that we need to challenge. This includes analysing, tracking and publishing our pay gap data.

We maintain our belief in pay fairness and transparency. The gender pay gap will fluctuate as the data is dependent on a number of contributing factors, but we remain committed to addressing any imbalance.

### **Gender Pay Gap**

It is a statutory requirement (for all organisations with 250 or more employees) to report annually on their gender pay gap data, and specifically the following;

- mean and median gender pay gap
- proportion of men and women in each pay quartile
- mean and median gender pay gap in bonus payments
- proportion of men and women who receive bonus payments

For most public sector employers the snapshot date for calculating the gender pay gap is 31 March each year. Data must be published by 30th March in the year after the snapshot date.

### **Ethnicity and Disability Pay Gap**

It is not a statutory requirement to report on ethnicity or disability pay gap data, but we have taken the decision to voluntarily publish this information from 2024. We believe this supports our commitment to our workforce and communities to achieving our aims to improve workplace equality and be a diverse and inclusive employer.

As a signatory to UNISON's Anti – Racism Charter the reporting of our ethnicity pay gap fulfils our charter commitment to undertake ethnicity pay gap recording and publish the results.

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In calculating our ethnicity and disability pay gaps we will use the same principles and methodology that are applied to calculating our gender pay gap.

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## WHAT IS A PAY GAP

The pay gap measures the difference between the average earnings between employees within an organisation.

The **gender pay gap** shows the difference between the average (mean and median) earnings of women and men. This is expressed as a percentage of men's earnings.

Pay gap data is different to equal pay. Equal pay deals with the pay differences between people who carry out the same jobs, similar jobs or work of equal value, while pay gap data looks at the overall averages in pay differences between different groups of employees, regardless of the type of the work they undertake.

### The pay data

The information in this report is based on our workforce data on 31 March 2023.

### Understanding the data

The gender pay gap is the difference between women's pay and men's pay as a percentage of men's pay. If there is a positive figure, it means that men are earning more by that amount. If there is a negative figure, it means that men are earning less by that amount.

The mean and median have been used to calculate average pay.

The mean is calculated by adding up all of the hourly rates of pay and dividing the result by the number of people included in the calculation. This calculation generally gives a good indication of the pay gap but can be distorted by extremes in pay.

The median is calculated by ranking the hourly rates of pay in order and taking the middle point. This gives a good indication of average pay in the middle of an organisation and is not distorted by very large or small hourly rates.

## GENDER PAY GAP

### Mean and Median Pay Gap

The number of employees in post on the snapshot date of 31st March 2023 was 668.

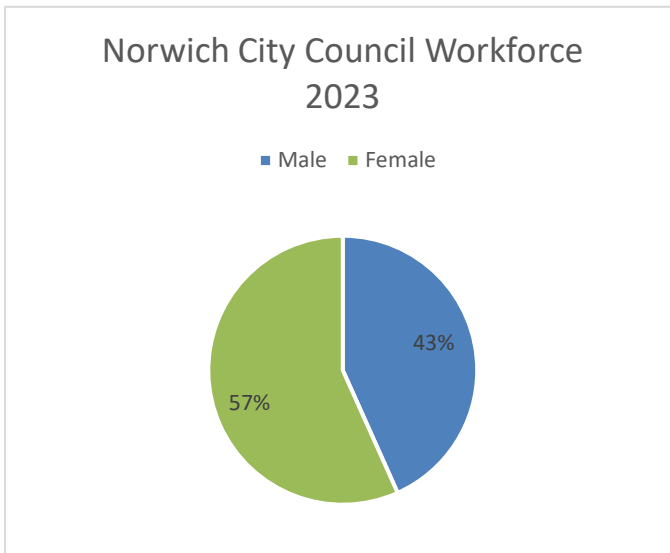
The gender pay gap shows the difference between the average (mean and median) earnings of men and women, as a percentage of men's earnings

The average (mean) hourly rate of pay of women is £17.21, and the median point is £16.11. The average (mean) rate of pay of men is £18.11, and the median point is £16.11.

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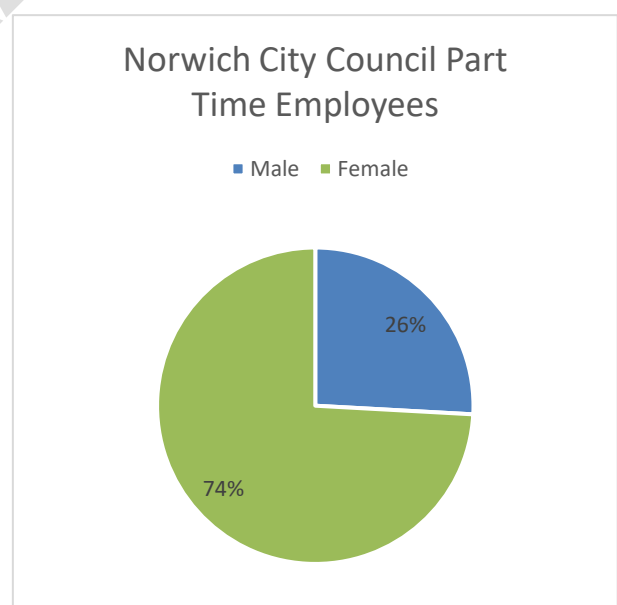
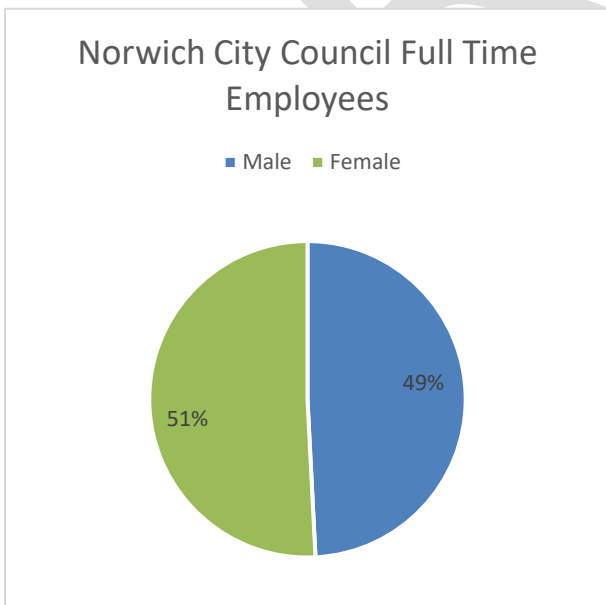
	WOMEN	MEN	PAY GAP
Average(mean) hourly rate	£17.21	£18.11	5%
Average (median) hourly rate	£16.11	£16.11	0%

We do not have a median gender pay gap. We have a mean gender pay gap of 5%. This means when comparing mean (average) hourly pay, men's mean hourly pay is 5% higher than women's or for every £1 that men earn, women earn 95p.



When split by gender overall our workforce is 56.7% female and 43.3% male.

There is a significant difference between the gender profile of our workforce who work full-time and part-time. Women make up 74.1% of part-time employees and 50.8% of full-time employees.



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## Gender Pay Gap Trends

YEAR	Median Pay Gap	Mean Pay Gap
2017	0%	4.2%
2018	-3.4%	3%
2019	0%	3.4%
2020	0%	5.2%
2021	0%	4.9%
2022	0%	2.2%
2023	0%	5%

The median gender pay gap has been consistent over a number of years. The mean gender pay gap has been more variable. The increase in the mean gender pay gap between 2022 and 2023 was due to the TUPE transfer of services into the council where those transferring were predominantly men in higher paid and women in lower paid roles.

## Pay Quartiles

Pay Quartiles are where the workforce is broken down into four quartiles based on pay – the top 25% of earners make up the Upper Pay Quartile, and the lowest 25% of earners make up the Lower Pay Quartile.

Quartile	Men %	Women %
Upper quartile	45.51	54.49
Upper middle quartile	42.51	57.49
Lower middle quartile	43.11	56.89
Lower quartile	38.32	61.68

Women make up a greater proportion of the workforce in all quartiles and in particular the lowest paid positions (lower pay quartile).

## Bonus Payments

Non-consolidated bonus payments are payments that are made in addition to the basic salary that an employee receives that specifically relate only to profit sharing, commission, productivity or performance. Norwich City Council does not pay these types of bonus payments.

## What are we doing to close the gap?

Norwich City Council is committed to a policy of equality of opportunity in its employment practices, policies and procedures.

Actions we will take:

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- a) undertake further analysis of equality data to address any potential barriers for applicants and areas of gender under-representation within services; at different grades/levels; and between part time and full-time employees;
- b) undertake further analysis of equality data to understand any potential barriers to progression;
- c) continue to monitor leavers by protected characteristics and grade, including reasons for leaving and learning and acting on any feedback received. We will also look at measures to increase the number of leavers completing exit questionnaires;
- d) commence ethnicity and disability pay gap reporting from 2024;
- e) the Council's EDI strategy sets out a proposal to establish ERG's or employee networks for employees who share particular characteristics and/or interests. This work is at an early stage but will ensure a clear, psychologically safe channel for employees from a diverse range of backgrounds to be able to share their lived experiences, which will ultimately inform council policy.
- f) continue to provide EDI training through either specific programmes or through our in-house training delivery;
- g) work towards improving the reporting rate of protected characteristics to ensure our data is as comprehensive as possible and explaining to employees how we use the data to identify where there are potential inequalities so that we can take action to address.