



Civic Centre,  
Arnot Hill Park,  
Arnold,  
Nottinghamshire,  
NG5 6LU

# Agenda

## Joint Consultative and Safety Committee

Date: **Tuesday 25 August 2020**

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Time: **5.30 pm**

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Place: **Virtual Meeting**

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For any further information please contact:

**Alec Dubberley**

Service Manager Democratic Services

0115 901 3906

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# Joint Consultative and Safety Committee

## Membership

**Chair** Councillor Alex Scroggie

**Vice-Chair** Councillor Roxanne Ellis

Councillor Boyd Elliott  
Councillor Paul Feeney  
Councillor Helen Greensmith  
Councillor Jennifer Thomas  
Councillor Paul Wilkinson

### **WEBCASTING NOTICE**

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## **AGENDA**

**Page**

- 1 Apologies for Absence and Substitutions.**
- 2 To approve, as a correct record, the minutes of the meeting held on 28 January 2020** 7 - 8
- 3 Declaration of Interests.**
- 4 Sickness Absence** 9 - 17  
Report of the Service Manager Organisational Development.
- 5 Gender Pay Gap** 19 - 22  
Report of the Service Manager Organisational Development
- 6 Minor Changes to the Establishment** 23  
Report of the Service Manager Organisational Development.
- 7 Current Staffing Issues** 25 - 26  
Report of the Service Manager Organisational Development.
- 8 Any other item which the Chair considers urgent.**
- 9 Exclusion of Press and Public**

To move that under Section 100(a)(4) of the Local Government Act 1972 the public and press be excluded from the meeting during consideration of the ensuing reports on the grounds that the reports involve the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12a of the Local Government Act 1972.

<b>10</b>	<b>Consultation closure- Bereavement Leave</b>	<b>27 - 39</b>
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Report of the Service Manager Organisational Development.

<b>11</b>	<b>Consultation closure- GMB Charter, Domestic Abuse</b>	<b>41 - 70</b>
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Report of the Service Manager Organisational Development.

## **MINUTES JOINT CONSULTATIVE AND SAFETY COMMITTEE**

**Tuesday 28 January 2020**

Councillor Roxanne Ellis (Chair)

Present:	Councillor Paul Feeney	Councillor Jennifer Thomas
	Councillor Helen Greensmith	Councillor Paul Wilkinson
Unison:	Alan Green	Alison Hunt

Absent: Councillor Boyd Elliott and Councillor Alex Scroggie

Officers in Attendance: D Archer and A Dubberley

### **29 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.**

Apologies for absence had been received from Councillor Scroggie.

### **30 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 8 OCTOBER 2019**

#### **RESOLVED:**

That the minutes of the above meeting, having been circulated, be approved as a correct record.

### **31 DECLARATION OF INTERESTS.**

None.

### **32 GENDER PAY GAP**

The Service Manager Organisational Development introduced a report, which had been circulated prior to the meeting, presenting the latest information about the gender pay gap at the Council.

#### **RESOLVED:**

To note this report.

### **33 SICKNESS ABSENCE**

The Service Manager Organisational Development presented a report, which had been circulated in advance of the meeting informing members of the current levels of sickness absence in the organisation with information on trends.

**RESOLVED:**

To note the report.

**34 MINOR CHANGES TO THE ESTABLISHMENT**

The Service Manager Organisational Development presented a report, which had been circulated in advance of the meeting, highlighting minor changes to the staffing establishment since the last meeting.

**RESOLVED:**

To note the report.

**35 CURRENT STAFFING ISSUES**

The Service Manager Organisational Development introduced a report, which had been circulated in advance of the meeting, highlighting issues of interest to the Council's workforce.

**RESOLVED:**

To note the report.

**36 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.**

None.

The meeting finished at 5.50 pm

Signed by Chair:  
Date:



## **Report to Joint Consultative and Safety Committee**

**Subject:** Sickness Absence: summary of current trends

**Date:** 25 August 2020

**Author:** Service Manager; Organisational Development

### **1. Purpose of the Report**

This is an information item to inform the Committee of the current levels of sickness absence in the organisation and to examine trends. Relevant data is shown at Appendix 1; officers will present a verbal report on the context of this data.

As part of the introduction of this item officers will also highlight to the Committee through verbal report, any matters of particular current interest in respect to absence management.

### **2. Recommendation**

The Committee is asked to note this report.

### **3. Summary of key data**

- The summary of trends graph in Appendix 1 shows that the outturn for the full year up to June 2020 at 9.85 days lost per employee is above the annual target of nine days. Absences in recent months have been substantially higher than for similar months last year. In part the levels of absence over this time have been adversely affected by Covid-related sickness:
  - In March 21% of absences related to Covid-19
  - In April 19% of absences related to Covid-19
  - In May 12% of absences related to Covid-19
  - In June 7% of absences related to Covid-19
- The target for the year 2019/20 remains at nine days
- Total absence levels from March onwards have been high. This is perhaps unsurprising with the additional sickness burden of Covid-related absence although the levels of general absence in June have been high even though Covid-related absences have dropped significantly.
- Long-term absences have accounted for a substantial amount of sickness in recent months with a relatively high number of cases (nine or ten) when compared with four cases in June last year. The long-term cases are due to a variety of reasons.
- During the “lock down” period the structured “case management” meetings between HR, relevant service managers and Directors to discuss case management of long-term absence have not taken place. These have now recommenced in most teams through video meetings. Case management and welfare meetings are again becoming more possible as Covid-safe procedures are developed. This may mean arranging safe meetings at the workplace or possibly conducting meetings distantly by phone.

- Over the year the larger teams that did not hit target were Revenues and Welfare Support, PASC, Leisure and Transport & Waste. All of these teams have long-term cases of absence.
- Appendix 2 shows the reasons for sickness absence for the year to March 2020. The top three reasons (by proportion of days lost) are anxiety & depression (not necessarily work-related) then post-operative recovery and then followed by back problems.

The Organisational Development work programme for 2019/20 contained an action to run workshops within service areas to support both employees affected by mental health issues and managers who may have affected employees within their team. Unfortunately the delivery of these sessions have had to be postponed due to the Covid-19 pandemic and it is now hoped to be able to deliver the sessions towards the end of this calendar year or early in 2021.

Telephone (and once current restrictions are lifted, face-to-face) counselling support continues to be offered through the council's employee assistance programme. During "lock down" intranet guidance has been posted to help support employees' physical and mental health. Tips for working safely have been posted together with signposting to other relevant support organisations.

As part of the management of long-term absence the council does now offer fast-track referrals to a local physiotherapy service to help employees suffering from certain types of muscular-skeletal conditions to make an effective return to work. Between 2018/19 and 2019/20 there has been a 66% reduction in absence due to muscular-skeletal problems which had been the third most prevalent reason for absence.

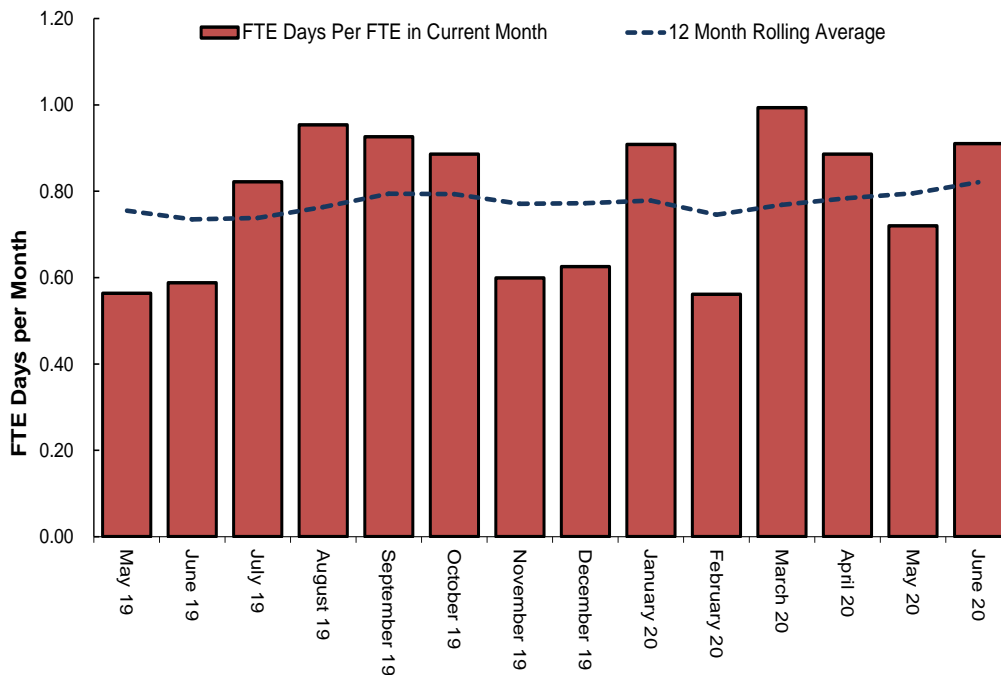
Post-operative recovery remained the second most common reason for absence with a slight increase over the 2018/29 rate. Although support for return to work can be offered in some cases, often the length of absence from work is prescribed by a medical specialist and as such the opportunity for management intervention may be limited.

The sickness absence rate due to Covid-19 was low at year end at 2.81% of all absences (a total of 91 days lost). In the following two months when the rate of Covid infection was at its height the amount of time lost did substantially increase and for the year ending in May this had risen to a total of 207 days lost (an increase of 116 over the additional two-month period) meaning that Covid-related absence accounted for 5.91% of all absences over the year to May.



## Summary of trends graph; year to date at June 2020

Summary of Trends



Month	Total Absence %	12 Month Average (%)	FTE Days per FTE in Current Month	FTE Days per FTE 12 Month Average	FTE Days per FTE per Month Average
May 19	2.69	3.52	0.56	9.06	0.76
June 19	2.94	3.46	0.59	8.82	0.74
July 19	3.57	3.44	0.82	8.86	0.74
August 19	4.54	3.57	0.95	9.16	0.76
September 19	4.41	3.70	0.93	9.53	0.79
October 19	3.85	3.71	0.89	9.52	0.79
November 19	2.85	3.66	0.60	9.25	0.77
December 19	3.47	3.65	0.63	9.27	0.77
January 20	4.13	3.69	0.91	9.34	0.78
February 20	2.81	3.52	0.56	8.95	0.75
March 20	4.73	3.60	0.99	9.22	0.77
April 20	4.43	3.70	0.89	9.41	0.78
May 20	3.79	3.79	0.72	9.54	0.80
June 20	4.14	3.89	0.91	9.85	0.82

## Year to date absence data, by service area with six month trend

Days Lost Per FTE Employee: Year to June 2020

Year to date trend

Service	Section	Fte At Start	Fte At End	Average Fte	No Emps Sick FTE	FTE Days Lost	FTE Days Lost per FTE	% Rate of absence	Days lost 1 month ago	Days lost 2 months ago	Days lost 3 months ago	Days lost 4 months ago	Days lost 5 months ago	Days lost 6 months ago
Deputy Chief Exec & Director of Finance	Financial Services	13.97	14.61	14.29	4.62	98.38	6.88	2.74%	8.33	9.66	10.32	11.03	12.11	12.30
	H&S/ Marketing/ Project Management	3.00	2.00	2.50	1.00	3.00	1.20	0.48%	1.20	1.80	1.80	2.25	1.80	1.80
	Parks and Street Care	53.58	53.22	53.40	30.80	961.10	18.00	7.17%	17.71	17.71	17.25	16.87	17.64	16.81
	Property	10.85	11.42	11.14	4.53	35.78	3.21	1.28%	3.21	3.73	4.36	4.54	5.32	5.59
	Revenues and Welfare Support	35.77	31.64	33.71	21.68	318.23	9.44	3.76%	9.07	9.03	9.15	8.65	9.97	11.14
	Transport and Waste	65.01	65.59	65.30	30.86	790.30	12.10	4.82%	10.82	10.55	10.70	9.93	10.31	10.34
		1.00	1.00	1.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		183.19	179.48	181.33	93.50	2206.80	12.17	4.85%						
Director of Health & Community Wellbeing	Public Protection	32.57	31.11	31.84	13.76	241.30	7.58	3.02%	7.81	6.96	6.09	6.21	7.36	8.19
		1.00	1.00	1.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		33.57	32.11	32.84	13.76	241.30	7.35	2.93%						
Director of OD & Democratic Services	Community Relations	9.65	10.36	10.01	5.28	139.13	13.90	5.54%	12.37	12.55	12.65	11.97	11.17	10.63
	Customer Services and Communications	37.95	37.08	37.52	20.15	208.85	5.57	2.22%	6.03	6.22	6.33	6.58	6.15	5.94
	Democratic Services	10.39	8.09	9.24	5.58	17.29	1.87	0.75%	1.87	1.98	1.98	1.88	2.05	2.61
	Legal Services	7.62	6.85	7.24	2.42	23.85	3.30	1.31%	5.90	8.47	11.53	14.33	16.53	19.30
	Organisational Development	5.30	4.91	5.10	0.81	2.66	0.52	0.21%	0.53	0.53	0.51	0.49	0.49	0.00
		1.00	1.00	1.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		71.91	68.30	70.10	34.24	391.78	5.59	2.23%						
Planning, Leisure, EG & Regen	Development Services	15.59	18.09	16.84	4.41	118.04	7.01	2.79%	5.38	4.21	2.76	1.68	2.55	2.36
	Economic Growth and Regeneration	6.40	8.00	7.20	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	2.15	2.00	2.00
	Leisure Services	53.90	54.53	54.22	28.88	672.30	12.40	4.94%	11.88	11.28	10.49	9.70	9.06	8.03
	Planning Policy	5.43	5.43	5.43	1.00	1.00	0.18	0.07%	0.19	0.19	0.19	0.94	1.31	1.31
		1.00	0.00	0.50	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		82.33	86.06	84.19	34.29	791.34	9.46	3.74%						
Grand Total:		370.99	365.95	368.47	175.79	3631.23	9.85	3.93%	9.54	9.41	9.22	8.95	9.34	9.27

## Current month's absence data, by service area with six month trend

### Days lost per FTE employee: June 2020

### Current month trend

Service	Section	Fte At Start	Fte At End	Average Fte	No Emps Sick FTE	FTE Days Lost	FTE Days Lost per FTE	% Absence	Days lost 1 month ago	Days lost 2 months ago	Days lost 3 months ago	Days lost 4 months ago	Days lost 5 months ago	Days lost 6 months ago
Deputy Chief Exec & Director of Finance	Financial Services	14.61	14.61	14.61	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.10	0.08	0.58
	H&S/ Marketing/ Project Management	2.00	2.00	2.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
	Parks and Street Care	53.22	53.22	53.22	5.65	52.49	0.99	4.48%	0.77	1.77	1.69	1.03	2.35	1.71
	Property	11.42	11.42	11.42	0.00	0.00	0.00	0.00%	0.00	0.00	0.47	0.00	0.00	1.25
	Revenues and Welfare Support	31.64	31.64	31.64	3.43	31.07	0.98	4.46%	0.86	0.68	1.08	0.10	0.64	0.23
	Transport and Waste	65.59	65.59	65.59	8.00	124.00	1.89	8.59%	0.98	0.96	1.75	0.60	0.97	0.50
		1.00	1.00	1.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		179.48	179.48	179.48	17.08	207.56	1.16	5.26%						
Director of Health & Community Wellbeing	Public Protection	31.11	31.11	31.11	1.00	22.00	0.71	3.21%	0.85	0.95	0.24	0.10	0.46	0.30
		1.00	1.00	1.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		32.11	32.11	32.11	1.00	22.00	0.69	3.11%						
Director of OD & Democratic Services	Community Relations	10.36	10.36	10.36	0.81	18.04	1.74	7.91%	0.87	0.95	1.28	1.87	1.04	1.09
	Customer Services and Communications	37.08	37.08	37.08	1.51	4.57	0.12	0.56%	0.00	0.04	0.47	0.81	0.61	0.22
	Democratic Services	8.09	8.09	8.09	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.22	0.00	0.30
	Legal Services	6.85	6.85	6.85	0.00	0.00	0.00	0.00%	0.00	0.73	0.00	0.00	0.00	0.14
	Organisational Development	4.91	4.91	4.91	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.50	0.00
		1.00	1.00	1.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		68.30	68.30	68.30	2.32	22.61	0.33	1.50%						
Planning, Leisure, EG & Regen	Development Services	18.09	18.09	18.09	1.00	22.00	1.22	5.53%	1.16	1.49	1.11	0.17	0.06	0.05
	Economic Growth and Regeneration	8.00	8.00	8.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
	Leisure Services	54.53	54.53	54.53	4.19	58.87	1.08	4.91%	1.36	1.33	1.13	0.95	1.31	0.83
	Planning Policy	5.43	5.43	5.43	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		86.06	86.06	86.06	5.19	80.87	0.94	4.27%						
Grand Total:		365.95	365.95	365.95	25.60	333.03	0.91	4.14%	0.72	0.89	0.99	0.56	0.91	0.63

## Long term (20 days+ in month)/ short term sickness analysis for June 2020

### Analysis of Short and Long Term Absence - June 2020

Head of Service	Section	No Occurrences Long Term	Total No Occurrences Absent	Long Term FTE Days Lost	Total FTE Days Lost	Long Term as a % of Days Lost	Long Term as a % of Occurrences
Deputy Chief Exec & Director of Finance	Parks and Street Care	1	6	21.52	51.49	41.80%	16.67%
	Revenues and Welfare Support	0	4	0.00	30.25	0.00%	0.00%
	Transport and Waste	4	8	86.10	121.32	70.97%	50.00%
Head of Service Total:		5	18	107.62	203.06	53.00%	27.78%
Director of Health & Community Wellbeing	Public Protection	1	1	21.52	21.52	100.00%	100.00%
Head of Service Total:		1	1	21.52	21.52	100.00%	100.00%
Director of OD & Democratic Services	Community Relations	1	2	8.92	17.31	51.52%	50.00%
	Customer Services and Communications	0	2	0.00	4.47	0.00%	0.00%
Head of Service Total:		1	4	8.92	21.78	40.95%	25.00%
Planning, Leisure, EG & Regen	Development Services	1	1	21.52	21.52	100.00%	100.00%
	Leisure Services	2	8	29.88	61.28	48.76%	25.00%
Head of Service Total:		3	9	51.40	82.80	62.08%	33.33%
Grand Total:		10	32	189.47	329.16	57.56%	31.25%

## Long term (20 days+ in month)/ short term sickness analysis for May 2020

### Analysis of Short and Long Term Absence - May 2020

Head of Service	Section	No Occurrences Long Term	Total No Occurrences Absent	Long Term FTE Days Lost	Total FTE Days Lost	Long Term as a % of Days Lost	Long Term as a % of Occurrences
Deputy Chief Exec & Director of Finance	Parks and Street Care	1	4	20.55	40.37	50.90%	25.00%
	Revenues and Welfare Support	1	4	20.55	27.15	75.67%	25.00%
	Transport and Waste	2	5	41.09	62.62	65.63%	40.00%
Head of Service Total:		4	13	82.18	130.14	63.15%	30.77%
Director of Health & Community Wellbeing	Public Protection	1	3	20.55	25.44	80.77%	33.33%
Head of Service Total:		1	3	20.55	25.44	80.77%	33.33%
Director of OD & Democratic Services	Community Relations	1	2	8.51	9.66	88.17%	50.00%
Head of Service Total:		1	2	8.51	9.66	88.17%	50.00%
Planning, Leisure, EG & Regen	Development Services	1	1	20.55	20.55	100.00%	100.00%
	Leisure Services	3	9	57.00	77.67	73.38%	33.33%
Head of Service Total:		4	10	77.54	98.22	78.95%	40.00%
Grand Total:		10	28	188.79	263.44	71.66%	35.71%

## Long term (20 days+ in month)/ short term sickness analysis for April 2020

Head of Service	Section	No Occurrences Long Term	Total No Occurrences Absent	Long Term FTE Days Lost	Total FTE Days Lost	Long Term as a % of Days Lost	Long Term as a % of Occurrences
Deputy Chief Exec & Director of Finance	Financial Services	0	3	0.00	11.70	0.00%	0.00%
	Parks and Street Care	3	4	62.62	67.51	92.75%	75.00%
	Property	1	2	5.95	7.03	84.62%	50.00%
	Revenues and Welfare Support	1	3	21.52	25.44	84.62%	33.33%
	Transport and Waste	2	6	43.05	55.97	76.91%	33.33%
Head of Service Total:		7	18	133.14	167.65	79.41%	38.89%
Director of Health & Community Wellbeing	Community Relations	1	1	8.39	8.39	100.00%	100.00%
	Leisure Services	0	11	0.00	28.97	0.00%	0.00%
	Public Protection	0	1	0.00	4.32	0.00%	0.00%
Head of Service Total:		1	13	8.39	41.69	20.13%	7.69%
Director of OD & Democratic Services	Customer Services and Communications	0	2	0.00	3.91	0.00%	0.00%
	Legal Services	1	1	17.84	17.84	100.00%	100.00%
Head of Service Total:		1	3	17.84	21.75	82.03%	33.33%
Planning, Economic Growth & Regeneration	Development Services	0	1	0.00	1.15	0.00%	0.00%
Head of Service Total:		0	1	0.00	1.15	0.00%	0.00%
Grand Total:		9	35	159.36	232.23	68.62%	25.71%

## Sickness Reasons April 2019- March 2020

Reason	Self Cert	Med Cert	Absence as % of total absence	2018-19 Absence as % of total absence
Unstated	1	19	0.62%	0.11%
(0001) Injury at work	3	0	0.09%	1.09%
(0002) Injury, not at work	36	52	2.72%	3.32%
(0003) Respiratory system problems	53	178	7.14%	3.99%
(0004) Cold, flu, sore throat or similar	162	34	6.06%	8.29%
(0005) Digestion	120	26	4.52%	8.49%
(0006) Depression, stress or similar	57	681	22.82%	14.08%
(0007) Headache, migraine or similar	16.5	6	0.70%	0.85%
(0008) Pregnancy- related	6	68	2.29%	2.05%
(0009) Gynaecological problems	6	0	0.19%	0.57%
(0010) Operation or post-operative recovery	17	496	15.87%	11.16%
(0011) Hospital visit	23	32	1.70%	0.57%
(0012) Kidney problem or similar	11.5	10	0.66%	3.31%
(0013) Heart or circulation problems	1	23	0.74%	4.73%
(0014) Allergy, hayfever or similar	16	0	0.49%	0.05%
(0015) Arthritis, rheumatism or similar	10	5	0.46%	2.30%
(0016) Dental problems	10.5	25	1.10%	0.63%
(0017) "Childhood" Illness	0	8	0.25%	0.05%
(0018) Nasal problems	2	0	0.06%	0.03%
(0019) Dizziness, vertigo or similar	6	12	0.56%	0.25%
(0020) Other reason for absence	23	151	5.38%	0.49%
(0022) Problems with ears	6	0	0.19%	1.12%
(0023) Problems with eyes	7.5	34	1.28%	0.14%
(0024) Viral infection (not cold etc)	44.5	16	1.87%	2.91%
(0025) Back problem	38	246	8.78%	8.75%
(0026) Muscular/ skeletal problems (not back)	24	118	4.39%	12.95%
(0027) Cancer Treatment (not screening visits)	9	191	6.19%	7.70%
(0028) Liver problems or similar	2	0	0.06%	
(0030) Coronavirus	16	75	2.81%	
	<b>727.5</b>	<b>2506</b>		

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## **Report to Joint Consultative and Safety Committee**

**Subject:** Reporting of the Gender Pay Gap (as at 31 March 2020)

**Date:** 25 August 2020

**Author:** Service Manager; Organisational Development

### **1. Purpose**

To ask committee to note the content of the Gender Pay Gap information that will be reported.

### **2. Recommendation**

The Committee is asked to note this report.

### **3. Introduction and background**

From 2017, any organisation that has 250 or more employees must publish and report specific figures about their Gender Pay Gap.

The gender pay gap is the difference between the average earnings of men and women, expressed relative to men's earnings.

Attached at Appendix 1 is the reporting information approved for publication by Senior Leadership Team including a supporting narrative. This details the Council's Gender Pay Gap information as at the "snapshot date" of 31 March 2020. This information has been uploaded to the government's central website as well as that of the Council. The information will also be included in the Council's next Pay Policy Statement.

## **Report to Senior Leadership Team**

**Subject:** Reporting of the Gender Pay Gap (as at 31 March 2020)

**Date:** 4 August 2020

**Author:** Service Manager; Organisational Development

### **1. Introduction and background**

Originally a central government requirement started in 2017, any organisation that has 250 or more employees has to publish and report specific figures about their gender pay gap.

The gender pay gap is the difference between the average earnings of men and women, expressed relative to men's earnings.

The data to be collected, relevant at 31 March 2020 is the:

- Mean gender pay gap
- Median gender pay gap
- Mean gender pay gap in bonus pay
- Median gender pay gap in bonus pay
- Percentage of males and females in each of the four pay quartiles.

Employers must both:

- publish their gender pay gap data and a written statement on their public-facing website
- report their data to government online - using the gender pay gap reporting service.

Organisations must publish within a year of the snapshot date.

### **2. Proposal**

Below is the data for this organisation as at 31 March 2020.

It is proposed that the following data is published as required together with the proposed narrative that follows the data.

		2020	2019	2018	2017
- Mean gender pay gap;		2.53%	1.31 %	5.13%	2.99%
- Median gender pay gap;		0.00%	0.00%	0.00%	1.92%
- Bonus* payments:	men	1.37%	1.05%	0.00%	0.00%
	women	0.69%	0.66%	0.97%	0.96%
- Mean gender pay gap in bonus* pay;		1.67%	1.72%	N/a	N/a
- Median gender pay gap in bonus* pay;		1.65%	1.82%	N/a	N/a
- Percentage of males and females in each of the four pay quartiles:					
Upper quartile:	men	49.66%	49.66%	49.34%	47.68%
	women	50.34%	50.34%	50.66%	52.32%
Upper middle quartile:	men	44.83%	47.30%	48.68%	54.90%
	women	55.17%	52.70%	51.32%	45.10%
Lower middle quartile:	men	56.85%	48.30%	45.75%	45.10%
	women	43.15%	51.70%	54.25%	54.90%
Lower quartile:	men	49.32%	49.32%	44.74%	48.37%
	women	50.68%	50.68%	55.26%	51.63%

\* For the purpose of reporting, market supplement payments are included as “bonus payments”

## Narrative

In summary, the gender pay gap remains low and is broadly within the parameters that might be expected for similar public sector organisations (as indicated in 2019 data). The quartile distribution is generally well-balanced. Although the data contained within the analysis is not a matter of concern, the organisation will continue to be aware of the need to aspire to a gender-neutral state in terms of mean pay differential.

The mean gender pay gap is slightly higher this year than last although as the organisation is relatively small a change of only a few post holders (including casuals) working at the “snapshot” date can have a material effect on the data shown as a percentage. Moving from a female to a male Chief Executive will have had an impact on the outturn.

Although the percentage gender pay gap for bonus payments (market supplement payments) slightly favours men the sample set is very small (six employees; two women, four men) with the difference between male and female mean bonus being only £50 over the year.

The outturn showing a mean gender pay gap of 2.53% and no median gap suggests that over the whole workforce, although the middle pay point in the spread of employee pay is the same between men and women, proportionately men do earn slightly more than women. The quartile data shows that for three out of the four quartiles (including the upper pay quartile) there are proportionately slightly more women than men. For the first time there are proportionately more men than women in the lower middle quartile. The inference drawn when considering the quartile data alongside the mean gender pay gap is that although there are more women in most of these quartile divisions, on average within the quartiles men hold very slightly better-paid jobs than women.

The organisation considers itself to be caring and recognises the complex needs of its employees through the practical application of supportive working practices. Practical measures to support such statements include the adoption of flexible working arrangements implemented through its employment policies.

Although the organisation does not yet have a neutral mean gender pay gap, the gap continues to remain low relative to many other businesses. This positive position reflects the organisation that we aspire to be; a fair place to work and one in which supportive employment policies go hand-in-hand with an established and transparent job evaluation scheme. A risk to the ability to further improve the mean gender pay gap is that the organisation is relatively small and the change in occupation of a few of the Council's most senior posts could have a material effect on the outturn. A watching brief will be maintained each year and should the outturn worsen then an appropriate action plan will be identified.

#### **4. Recommendation**

Senior Leadership Team is recommended to:

- Note the gender pay gap information
- Approve the wording of the proposed narrative
- Approve the upload of data and narrative to the appropriate government web site.
- Forward this report to the JCSC for information
- Include the data and the narrative into this year's Pay Policy Statement (which will be uploaded onto our own web site).
- Notify the content of the report to the Portfolio Holder for Young People and Equalities



## **Report to Joint Consultative and Safety Committee**

**Subject:** Information item: Minor changes to the Establishment agreed outside the formal full JCSC process (Standing Item).

**Date:** 25 August 2020

**Author:** Service Manager; Organisational Development

### **1. Purpose of the Report**

This is a standing information item highlighting to the Committee any minor changes to the Establishment proposed by the Senior Leadership Team for implementation outside the formal full JCSC process but following consultation with trade unions. Such minor changes will not have wide organisational impact and will be authorised for implementation by the Chief Executive under delegated powers.

### **2. Recommendation**

The Committee is asked to note this report.

### **3. Background**

Prior to the minor changes being implemented local trade unions are always be consulted. Should there be concern raised during this consultation about any proposal made the proposal would be taken out of this "shortened process" and placed before the Joint Consultative Committee for full consideration. All new posts have been job evaluated through formal arrangements.

### **4. Summary of proposals**

Since the last JCSC meeting there have been no staffing proposals affecting the permanent Establishment that have been considered by Senior Leadership Team outside the full JCSC framework.

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## **Report to Joint Consultative and Safety Committee**

**Subject:** Current staffing issues (Standing Item)

**Date:** 25 August 2020

**Author:** Chief Executive  
Service Manager; Organisational Development

### **1. Purpose of the Report**

This is an information item highlighting to the Committee, any issues of particular interest that relate to the council's workforce.

### **2. Recommendation**

The Committee is asked to note this report.

### **3. Summary of current issues**

3.1 At previous meetings of the committee it was reported that the NJC Trade Unions had lodged their annual pay claim that would apply from 2020 with the National Employers. The claim was for a:

- 10% pay increase
- one-day increase in annual leave
- two-hour reduction in the working week
- review of workplace stress and mental health

Since the start of the Covid-19 pandemic the Trade Union side have reconsidered their position and have now balloted their membership on the Employers' side offer of:

- a 2.75% pay increase;
- a one-day increase in the Green Book minimum level of annual leave;
- joint work on mental health.

Consultation commenced on 22 June and was due to run for approximately six weeks. At the time of writing no result had been declared.

No update has been received for the JNC for Chief Officers' and Chief Executives' claims.

3.2 The employee engagement group (Our Gedling Group) continues to meet monthly through Teams. The group organises many of the annual major employee events including our employee awards, employee conference, staff BBQ, annual trip and Christmas party. Most of these events have been cancelled for the year although the group is looking into the possibility of running a virtual employee awards event just before the Christmas recess.



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