

Gender Pay Gap Reporting**Contents**

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GENDER PAY GAP REPORTING

1.0 INTRODUCTION

- 1.1 The Government published the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 which introduced the mandatory gender pay gap reporting requirement for public sector employers with 250 or more employees. As a result of this, public sector bodies are required to publish details of their gender pay gap using pay as of 31 March each year by no later than 30 March the following year.
- 1.2 The gender pay gap differs from equal pay. Equal pay deals with the pay differences between men and women who carry out the same jobs, similar jobs or work of equal value. It is unlawful to pay people unequally because they are a man or a woman. The gender pay gap shows the differences between the average (mean or median) earnings of men and women
- 1.3 The Council is committed to and supports equality of opportunity for all our employees and have been undertaking and publishing equal pay reviews voluntarily since 2007, identifying and fulfilling any action points each year to reduce any pay gaps. Mandatory Gender Pay Gap reporting now replaces the previous annual equal pay review.
- 1.4 It is not unlawful for a gender pay gap to exist, however the Council must demonstrate that there is a justifiable reason not related to sex for the pay difference. If however, there is no such reason the Council will need to undertake work to eliminate the gaps between the pay of men and women
- 1.5 The Advisory Conciliation and Arbitration Service (ACAS) have developed an extensive guidance document for employers to follow to extract and record the essential data.
- 1.6 Two statistics of “average pay” have been used for the Council’s gender pay gap as identified in the ACAS guidance which are:
- A **Mean** average involves adding up all of the numbers and dividing the result by how many numbers were in the list.
 - A **Median** average involves listing all of the numbers in numerical order. If there are 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.
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2.0 OBJECTIVES

- 2.1 The objectives of the Council are to identify:
- 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 males and females receiving a bonus payment
 - The proportion of males and females in each quartile pay band
 - An action plan detailing any remedial action required.
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3.0 **AIMS**

3.1 The Council aims to:

- Conduct gender pay gap reporting in line with the Advisory Conciliation and Arbitration Service's (ACAS) managing gender pay gap reporting guidance
- Draw up a narrative statement to explain the pay gaps providing an explanation wherever a gap exists.
- Plan and implement actions working in partnership with the Equality and Inclusion Team.
- Publish our gender pay data by the deadline date of 30 March each year.
- Review this policy in line with any amendments to the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017

4.0 **THE PROCESS**

4.1 The information required to carry out the data analysis for gender pay gap reporting is held within the HR and Payroll elements of SAP. The data extracted is in accordance with guidance developed by ACAS and includes:

- all employees identified as relevant employees, and which also count as full pay relevant employees,
- whether relevant employees and full pay relevant employees are male or female,
- all bonuses received in the relevant bonus period for all relevant employees and full pay relevant employees,
- all bonuses received during the relevant pay period for full pay relevant employees only,
- all ordinary pay received in the relevant pay period for full pay relevant employees only,
- weekly working hours for full pay relevant employees only,
- hourly pay for full pay relevant employees only.

4.2 For the purposes of gender pay gap reporting, employees of English local authority maintained schools would be considered to be employees of the governing body of that school. The council is therefore not required to include employees of maintained schools in its reporting arrangements. Employees of Academies (who are independent of the Council) are also not included.

4.3 In accordance with gender pay gap guidance employees on casual contracts have also not been included in the Gender Pay Gap data

4.4 Following the extraction and manipulation of the required data above, specific calculations should be carried out as per the ACAS guidance as outlined in section 2.1.

4.5 Where any pay gaps exist, further analysis is required to explain why this is the case and this is then placed into a narrative.

4.6 Any required actions will be documented and will become part of the council's Workforce Diversity Plan.

- 4.7 The Council is required to publish the findings outlined at 2.1 along with the narrative on the Gender Pay Gap Reporting Service portal on GOV.UK by 30th March each year. In addition the information must be maintained on the Councils website for a minimum of three years.

5.0 EQUALITY AND DIVERSITY

The Equality and Inclusion Team have contributed to this policy and there is no requirement for it to be equality impact assessed. If on reading this policy you feel there are any equality and diversity issues, please contact your Directorate Human Resources Business Partner who will if necessary ensure the policy is reviewed

6.0 INCOME TAX AND NATIONAL INSURANCE CONTRIBUTIONS

- 6.1 No impact
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Document Control

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