

Gender Pay Gap Report

1. INTRODUCTION AND BACKGROUND

1.1 The information that is required for publication is set out in the table below.

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

1.2 The figures have been determined from the Gender Pay Gap report produced by the payroll system. The figures outlined below are those that will require publication.

Gender pay Gap



The key reason for the difference in the median and mean pay rates is the structure of the pay scales and the length of service of males and females. The pay scales were designed in 2006 with some minor amendments in 2012, they were designed to minimise equal pay issues as they reduced the number of annual incremental points. The current pay scales have between two and four incremental points which reflect the increased level of skill and

experience gained in a role over time, 'seasoning in the job'. There are also a number of high performance increments in the highest four grades which allow for the flexibility of senior roles to take on new responsibilities and add value to the organisation through income generation.

There has been a slight increase in the pay gap for 2018 compared to the figures in 2017 as the mean and the median hourly rates have increased by just over 2%. However, the pay gap for the council is significantly below the national average of 17.9% as reported in April 2018 from research carried out by the House of Commons.

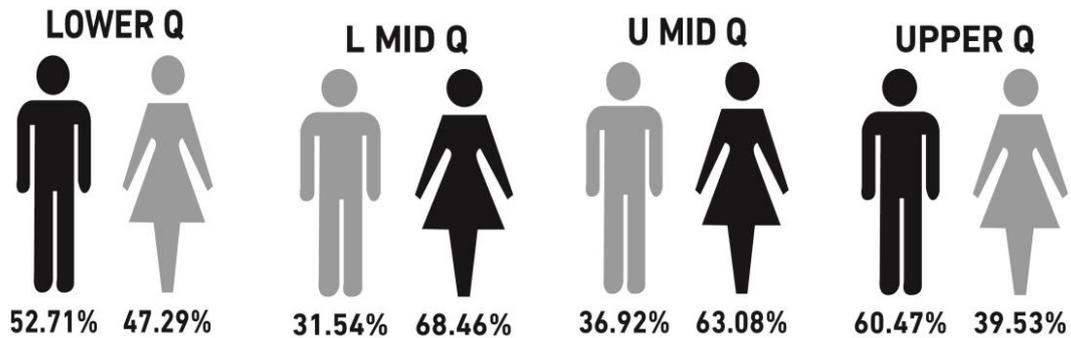
The main reason for the difference in the pay gap relates to staff turnover as over the year the council has appointed 106 new employees. From this figure, 73 new starters were female and although a similar number of females left the council, new staff have been appointed on the first point of the pay grade. This has therefore reduced the mean and median hourly rates for females compared to males. In addition, pay for males who have been in their roles for longer than a year have increased as they have moved up to the next pay increment through the council's annual appraisal review process.

Bonus Pay



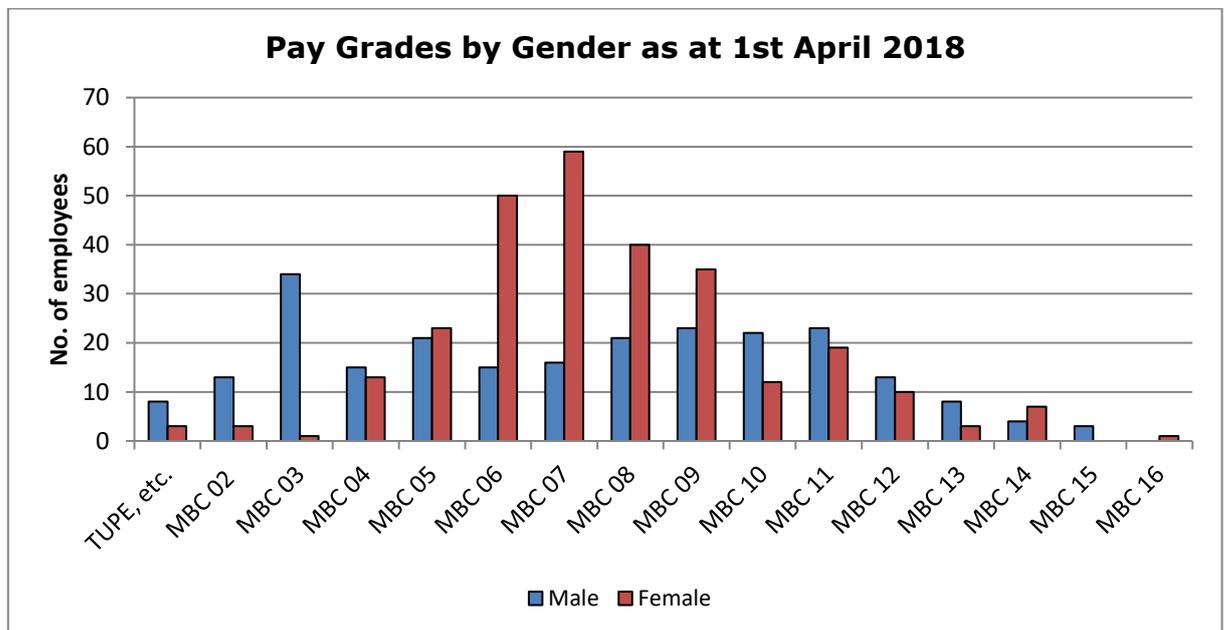
The council does not have provision for the payment of bonuses within its own terms and conditions. The bonuses set out in above reflect a small group of 6 workers that TUPE transferred in February 2008 into the grounds maintenance department. Of the original 31 staff that transferred many have moved onto Maidstone terms and conditions but these last few staff members have the legal right to remain on the original private sector terms that were in place at the time of the transfer.

Pay by Quartiles



The gender split across all employees is 54% female 46% male and this profile has been static for a number of years. The gender profile of the organisation is unusual in local government which is more traditionally 70% female 30% male. The pay by quartiles illustrates the breakdown of males and females. The main change in the quartiles relate to the lower quartiles as there is just over 10% more females this year compared to last year.

The graph below illustrates the breakdown of males and females more clearly.



The council directly employs a significant number of manual workers in its Depot Operations the majority of which are male whereas grades five to eight are predominantly clerical, supervisory or semi-professional and there are a majority of females; the professional and managerial roles are more closely balanced of male and females.

1.3 Workforce Monitoring

The council's leadership team monitors its workforce statistics on a quarterly basis which includes information on staff turnover and exit information, recruitment, employee relations matters and the equalities profile. This regular monitoring ensures that trends can be identified and appropriate action taken if there are areas of concern.

1.4 Pay Policies

The council has a number of policies relating to pay that ensure transparency, fairness and equity. These include:

- Job evaluation (HAY) for all roles;
- A well-designed pay scale with no overlapping grades and a restricted number of incremental points;
- Formal authorisation processes for the change in pay;
- A clear policy at appointment which should be at the first point of grade
- An equal pay approved Market Supplement Policy
- Enhanced Shared Parental Pay to mirror Maternity Pay
- Exit interviews to gain feedback on employment experiences.

1.5 Action plan

The council has a clear approach to pay and reward which is well controlled.

- One of the factors that can influence the gender pay gap is the distribution of males and females within the grades. The recruitment processes are monitored for all equality implications at the point of shortlisting through to appointment which has confirmed no gender bias. The recruitment processes will continue to be monitored to ensure there is no indication of bias.
 - Consideration will be given to the options for the removal of bonuses and the move to Maidstone terms and conditions, however the harmonisation of terms is illegal under TUPE and this may need to continue to be addressed on an incremental basis.
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