



GENDER PAY GAP REPORT 2019





A MESSAGE FROM YVONNE REES, CHIEF EXECUTIVE

2018 was quite the year for Oxfordshire County Council: I joined as the new Chief Executive; our transformation programme continued at pace; we repaired over 40,000 road defects; and looked after 34% more children than 4 years ago – all as part of our continued commitment to making Oxfordshire a fair and equal place in which to live, work and visit.

On top of all of this, in January 2018, we accelerated the termination of our contract with Carillion LGS Limited following the collapse of the parent company. As a result of this Oxfordshire County Council became the employer for 256 Carillion staff, many of whom work as part of our highly valued catering and cleaning teams.

We recognise and support the aim of gender pay gap reporting, which is to help employers identify the gaps in their organisations, take action to close their gender pay gap and to ensure that women have the same opportunities as men to fulfil their potential in the workplace. Within this report, we have provided an update on the steps we have taken from 2018 as well as an explanation as to the increase in our gap and the plans we have in place for the coming few years which I hope you will find interesting and informative.

As has been said last year, having a gender pay gap does not imply unequal pay. We use a nationally recognised job evaluation scheme to fairly assess the value and worth of council jobs in relation to others in the organisation and set the grade and pay. This allows us to establish a fair and rational pay structure and meet our commitment to equal pay. Our gender pay gap – as you will read more about – is more reflective of our slightly uneven distribution of genders through our different organisational levels.

Chief Executive
Oxfordshire County Council

UNDERSTANDING OUR GENDER PAY GAP

HOW THE FIGURES ARE CALCULATED

We have used pay data from 4,844 of our staff from all levels of the organisation to calculate our gender pay gap figures.

HOW IS THE MEDIAN GENDER PAY GAP CALCULATED?

The median gender pay gap is defined as the difference between the midpoints in the ranges of pay for men and women.

To work this out, we arrange the hourly pay rates of our male employees on full-pay from highest to lowest and find the hourly pay rate in the middle of the range. We then do the same for our female employees.

We subtract the median hourly pay rate for women from the median hourly pay rate for men, divide the result by the median hourly pay rate for men and multiply by 100.

HOW IS THE MEAN GENDER PAY GAP CALCULATED?

The mean gender pay gap is the difference between the average of pay for men and women.

We start by working out the mean hourly pay rate for men – we add together the hourly pay rates of all male employees on full-pay and divide this figure by the number of male full-pay employees. We then do the same for our female employees.

We subtract the mean hourly pay rate for women from the mean hourly pay rate for men; divide the result by the mean hourly pay rate for men, and multiply the result by 100.

HOW ARE PAY QUANTILES CALCULATED?

Quartiles are calculated by listing the rates of pay for each of our employees from highest to lowest, splitting the list into four equal sized groups and working out the percentage of male and females in each group.

OUR GENDER PAY GAP

WHAT WE KNOW

All public sector employers are required to publish information about their gender pay gaps by 31 March 2019. This information is based on the snapshot date of 31 March 2018.

On 31 March 2018, there were 4,844 employees who met the definition of 'full-pay relevant employee' set out by government for the purposes of gender pay gap reporting. This included 228 employees who were previously employed by Carillion.

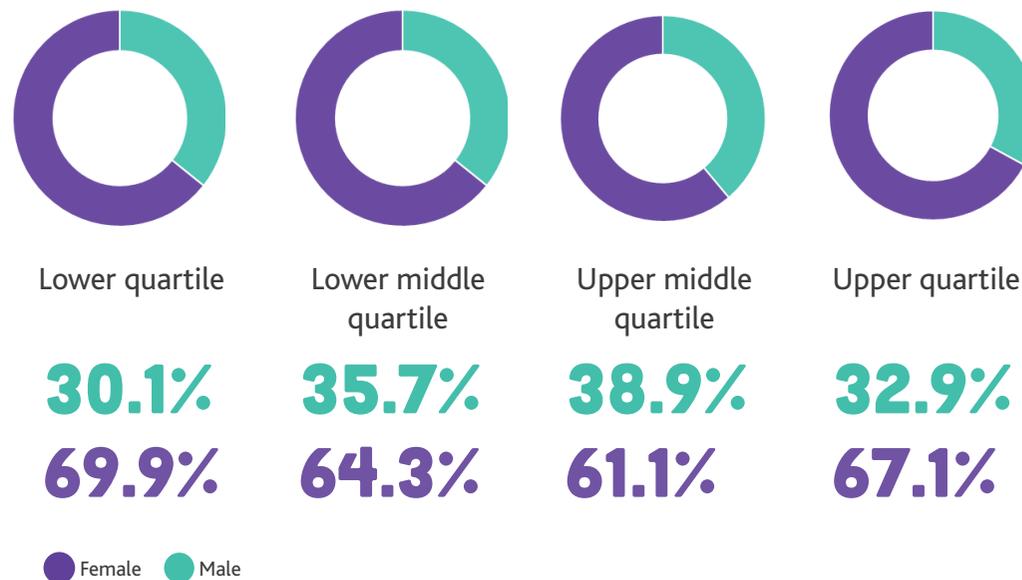
65.6 per cent of these were female and 34.4 per cent were male with 47.5 per cent working part-time and 52.5 per cent working full-time.

PAY - HOURLY RATE

Difference between men and women

Our mean gender pay gap **3.9%**
Our median gender pay gap **3%**

PROPORTION OF MALES AND FEMALES IN EACH QUARTILE PAY BAND



BONUS PAY

Our mean bonus gender pay gap

Our median bonus gender pay gap

Our proportion of males receiving a bonus payment

Our proportion of females receiving a bonus payment

0%

CURRENT INITIATIVES

OUR COMMITMENT

We are committed to the principles of equality, diversity, fairness and inclusion.

People matter and our approach to people management should not put any group at a disadvantage. Regardless of identity or background, everyone deserves to be able to develop their skills and talents to meet their full potential, work in a safe, supportive and inclusive environment, be fairly rewarded and recognised for the work they do and have the opportunity to have their say on matters that affect them.

We are also committed to achieving a diverse workforce that fully reflects our community.

We have a number of initiatives in place to support our aims and our staff - here are just a few of them (see next page).



CURRENT INITIATIVES

AGILE WORKING

We believe that people work more effectively when they are able to strike a healthy balance between their work responsibilities and other aspects of their lives.

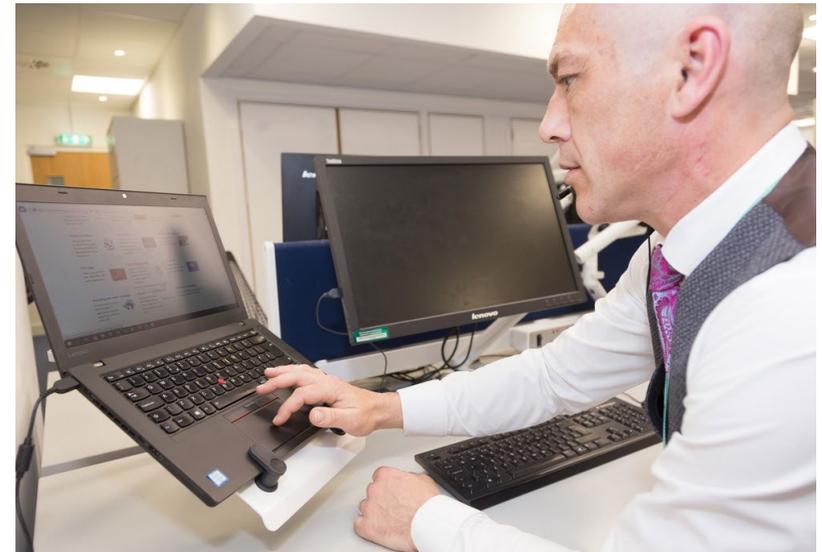
As well as optimising our performance, agile working has an important impact on our ability to recruit and retain diverse talent and organise staff time to suit customer needs and service priorities.

Council managers will consider all requests for flexible working, ensuring that the needs and priorities of the organisation can be met before agreeing to any new arrangements.

Some council roles, such as uniformed fire-fighters, teachers and shift workers, are limited in their flexibility but managers will work with employees to try and identify solutions, where possible, that suit both the individual and the organisation.

For us, agile working is about where and when people work and how they carry out their activities, including:

- giving employees the right equipment and working environment to suit their role and service
- working in a more flexible way that makes best use of staff time, buildings, and resources
- taking advantage of changes in technology and working styles to work ever more innovatively, flexibly and efficiently



CURRENT INITIATIVES

FIRE TASTER DAYS

Being a firefighter is a role women generally don't consider.

We aim to run regular taster days for women where they can meet female firefighters who talk about what life as a firefighter is like for them, and answer any questions people may have.

The taster days also offer the opportunity to try out the physical assessments such as ladder climbing and putting on breathing apparatus to address concerns women may have that they aren't strong or fit enough. Our firefighters are also on hand to offer advice or guidance on how to build up strength and fitness.

**WE ARE FIREFIGHTERS...
YOU CAN BE TOO!**

WOMEN'S TASTER DAY **20 OCT 2018**
DIDCOT FIRE STATION
Chat to our female firefighters, try out the equipment and have a go at the physical tests.
Book your place: www.oxfordshire.gov.uk/tasterday

OXFORDSHIRE FIRE & RESCUE SERVICE | OXFORDSHIRE COUNTY COUNCIL

JOB SHARE

As an Equal Opportunities employer, we are committed to enabling jobs to be available to people wishing to job share so that the skills of those not able to work full-time may be fully utilised.

All full-time posts are deemed to be potentially open to job sharing unless an exemption has been agreed and job advertisements will make this clear.

When recruitment takes place to a vacant post and job sharers are among the candidates, the general principle of appointing the best person for the job should apply.

When an application is received from an individual who wishes to job share but who is applying without a partner, the application should be assessed in the same way as applications from other candidates. If in the opinion of the selection panel he or she is the best candidate, a part-time appointment would normally be offered and the remaining hours advertised as a job share vacancy.

A FOCUS ON WOMEN IN OUR ORGANISATION

RACHEL TOWNSEND, TECHNICAL OFFICER - WASTE CONTRACTS



My current role in OCC is Technical Officer in the Waste Contracts Team, but I started my journey at OCC about 10 years ago as an apprentice, providing service and maintenance for residents with hoists and stairlifts so they could live independently in their homes. My role in Adult Social Care adapted, and I joined the Contracts Team; working with colleagues to provide Day Care, Home Support and Care Homes. In 2012 I decided to make a leap from Social and Community Services (as it was then) and joined Waste Management in Environment and Economy (now Communities)...I progressed through the support team and into operations and contract delivery.

My responsibilities now are varied, interesting and challenging. These include conducting site inspections at the seven Household Waste Recycling Centres (HWRCs) across the County, working closely with external contractors, site staff and learning from and sharing information with other Local Authorities. Continuing to educate our residents is important for maintaining and improving our brilliant recycling rates in Oxfordshire, and these messages are delivered from working with the internal media and communications team, creating informative videos and reviewing the web pages so information is correct. We also have several closed landfills across Oxfordshire which are regularly monitored and we make decisions regarding repairs, and the future of the landfill based on that data. Waste Contracts and the Communities Directorate echoes all that our Corporate Plan is, which is innovative, one team, community, adaptive and we work hard to provide integral services for residents.

I've always felt supported and encouraged to continue with my learning and development throughout my time at OCC, and while there are many men and women I could name, I only have a paragraph, so thanks to all the Waste Team (past and present) and special thanks to Rebecca Harwood and Teresa Mitchell!

A FOCUS ON WOMEN IN OUR ORGANISATION

BUSINESS DEVELOPMENT TEAM LEADERS



Sharon and Natalie have been in their Business Development Team Leader posts, for Children’s Social Care, for just over a year. Their main responsibilities include: managing a team of senior administrators, ensuring effective management of all administrative staff, overseeing and leading on the development of business processes and systems to support improvement and service delivery, develop links between operational teams and administration, prioritise administrative resources across the service, and manage complex and escalated queries. They cover the three areas of the County between them: Sharon covers North and Central, and Natalie covers the other half of Central and the South area of Oxfordshire.

NATALIE SPIERS - BUSINESS DEVELOPMENT TEAM LEADER

I started at OCC as a Support Administrator for the Family Placement Team, back in 2008 and progressed to a Specialist Administrator position in 2011, focusing primarily on my Systems Champion role. I went into a secondment as a Senior Administrator in 2013 for Corporate Parenting. I then sidestepped between different Senior Administrator roles within the City and South areas of the County, gaining knowledge and experience in all areas of Children’s Social Care. After 5 years of management experience, I moved up into my current BDTL role. I have also been supported at OCC in completing a number of qualifications in administration and management, including NVQs and ILMs.



A FOCUS ON WOMEN IN OUR ORGANISATION



SHARON WALKER - BUSINESS DEVELOPMENT TEAM LEADER

I started employment at OCC as a school leaver in 1989 as a Clerical Assistant in HR, moving into an Administrative role in Special Educational Needs, whilst in the SEN Team I progressed to a Team Leader position and then to a Senior Administrative Officer post. Whilst an SAO for the SEN Team, in 2005 I went on maternity leave and returned in 2006 as a part-time SAO within SEN. In 2011 as part of the Service redesign I was successful in moving across as a Senior Administrator in the Early Intervention Team. In March 2017 the Family Solutions Service was introduced and I managed administrators within the Family Solutions Service and other Children's Social Care Teams and increased my hours to work full-time.

In November 2017 I was successful in securing the position of Business Development Team Leader for the North and Central area, managing the administrators in the North of Oxfordshire and sharing Central administrators with my counterpart Natalie. Both Natalie and I work closely together to ensure that CSC Administrators provide effective support to their teams, ensuring that robust systems and processes are put in place along with continuing to develop administration in CSC's.

During my time with OCC I have been provided with a wide range of training opportunities including completing an ILM, along with career opportunities to gain experience within several service areas enabling me to progress through the admin management structure, and as a working Mum, I have been supported in being able to continue in management roles.

EQUALITY POLICY 2018 – 2021

OVERVIEW

We recognise the contribution every employee makes and we value individual differences.

As a public sector employer, we have three specific responsibilities under the Public Sector Equality Duty. This includes preparing and publishing an Equality Policy with specific, measurable objectives.

The full policy can be accessed on our public site, but here is an overview of the objectives and actions we have set ourselves for 2018-2021.

OBJECTIVES

Our commitment to equality is not limited to gender, and while we have set ourselves the objective to improve the balance of gender in our workforce, particularly in services where a group is under-represented, we are also committed to:

- increasing the representation of Black, Asian and Minority Ethnic employees in the workforce
- increasing the number of people under 25 employed in our workforce
- improving how we support our employees with disabilities so they can be fully involved in the workplace, access career development opportunities and be successful at work



ACTIONS TAKEN SINCE 2018

Since 2018, we have taken the following action to help us achieve these objectives:

- Each directorate has developed an equality and inclusion action plan
- Developed and promoted an equality and diversity course for managers
- We are developing a communications strategy for equality, diversity and inclusion.
- We have redesigned the Equality and Diversity intranet pages and published news items to increase awareness of the support available to staff with a disability and encouraged staff to declare whether they have a disability.
- Introduced e-learning course on unconscious bias and incorporated this into the intranet pages
- We have held an ideas XChange on Mental health, recruited 76 mental health champions and signed the Time to change pledge in October 2018.
- We have promoted our membership of Stonewall and submitted for the first time to the Stonewall Workplace Equality Index





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