

Snapshot date: 31/03/23 – date published 10 April 2024

## Gender Pay Gap Reporting

### Introduction

The new gender pay gap reporting obligations have been introduced alongside the existing requirements for specified public bodies. For the public sector gender pay gap reporting is a requirement of the Equality Act 2010 (Specific Duties and Public Authorities) regulations 2017 for employers with 250 employees or more as at a 'snapshot date'. The snapshot date for public sector employers is 31 March 2023 for this report and will be 31 March of each year for reports in subsequent years.

The regulations require that organisations publish the following information on the:

- [Gender pay gap data page on the Gov.uk website](#) and
- [Cheltenham Borough Council website](#)

Publishing is required by 31 March 2024. Cheltenham Borough Council (CBC) has fewer than 250 employees and is not required to report on Gender Pay Gap Data. However, to provide a full picture of its activities, it has chosen to publish the data in line with the regulations.

This report covers all employees of Cheltenham Borough Council (CBC), including all permanent, fixed term employees and casual contracts, as set out in the ACAS Guidance, Managing Gender Pay Reporting.

There are six calculations to carry out as listed below.

- **Mean gender pay gap:** the percentage pay difference between the average mean hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees.
- **Median gender pay gap:** the percentage pay difference between the average median hourly rate of pay of male full pay relevant employees and that of female full-pay relevant employees.
- **Mean bonus gender pay gap:** The percentage difference between the average mean bonus pay paid to male relevant employees and that paid to female relevant employees.
- **Median bonus gender pay gap:** The percentage difference between the average median bonus pay paid to male relevant employees and that paid to female relevant employees.
- **The proportion by gender receiving a bonus:-** The proportions of male and female relevant employees who were paid bonus pay during the relevant period

- **The 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

CBC is committed to the principle of equal opportunities and equal treatment for all its employees. It has a clear policy of paying employees equally for the same or equivalent work, regardless of their gender. CBC operates a comprehensive job evaluation scheme to ensure that rates of pay are fair and based solely on the work being done.

Please note that CBC does not pay bonuses.

The issue of equal pay and the gender pay gap are often confused. While the former concerns pay differences between individuals or groups performing the same or similar work, the gender pay gap is concerned with differences in the average earnings of men and women, regardless of their role or seniority. It is, therefore, a broader measure capturing not simply any equal pay issues within an organisation but also any pay inequalities resulting from differences in the sorts of jobs performed by men and women and the gender composition of the workforce by seniority.

### **Definition of pay**

In accordance with the regulations, pay includes basic pay, paid leave, allowances, shift premiums and bonus pay. It **does not** include overtime, expenses, the value of any salary sacrifice schemes (the reduction of salary is included), benefits in kind, redundancy and severance payments.

The data set out in this report has been calculated using the standard methodologies and guidance of the Gender Pay Gap regulations.

### **Council's workforce by gender**



47.7% of our workforce are male

**112 members**



52.3% of our workforce are female

**123 members**

# Mean gender pay gap

The mean gender pay gap for CBC is 10.9%.

## Comparison with other organisations

	<b>CBC</b>	<b>2022 whole economy</b>	<b>2022 ONS admin occupations Government and related organisations</b>
Mean gender pay gap	10.9%	14.3%	2.3%

The **ONS Annual Survey of Hours and Earnings (ASHE)** 2023 report states that the whole economy Mean Gender Pay Gap is 14.3% and for the sector ‘Admin occupations – government and related organisations’ the Mean Gender Pay Gap is 2.3%.

The Mean Gender Pay Gap for CBC is 10.9% which is below that for the whole economy and significantly above that for organisations in the same sector. However, there is an improving trend with the mean gender pay gap improving over recent years.

CBC is confident that men and women are paid equally for doing equivalent jobs across the organisation. The gender pay gap is not a pay issue because the organisation has a job evaluation scheme that ensures that it is compliant with equal pay and the pay structure is general neutral by design.

## Progress

The table below shows progress each year.

<b>Year</b>	<b>CBC mean gender pay gap (%)</b>	<b>Change from previous year (percentage points)</b>
<b>2023</b>	<b>10.9</b>	<b>3.15</b>
2022	14.05	0.55
2021	14.6	1.3
2020	15.9	0.2
2019	16.1	-3.89
2018	12.21	2.76
2017	14.97	-

## Median gender pay gap

The median gender pay gap is 0%. The Median (middle number) hourly rate for both Male and Female this year is the same therefore resulting in the 0% pay gap.

### Comparison with other organisations

	<b>CBC</b>	<b>2022 whole economy</b>	<b>2022 ONS admin occupations Government and related organisations</b>
Median gender pay gap	0%	13.9%	11.7%

## Median gender pay gap

The Median gender pay gap for the whole economy is 13.9%, and that for the sector 'Public admin and defence' is 11.7%, whereas that reported for CBC is 0%.

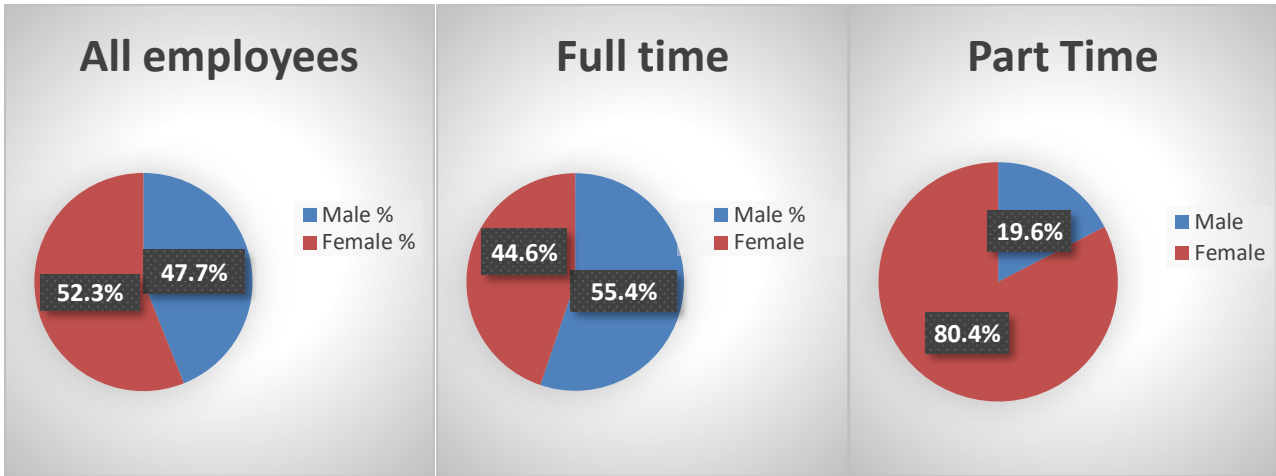
At 0% this is significantly lower than that reported for the whole economy and for the sector. This figure is also lower than last year's figure of 2.52%. The median is more representative than the mean of typical pay differences, because it is less affected by a handful of considerably higher (or lower) salaries.

## Progress

There has been progress against the Median Pay Gap with the gap reducing year on year over the last 3 years.

<b>Year</b>	<b>CBC median pay gap (%)</b>	<b>Change from previous year (percentage points)</b>
2023	0.00	2.52
2022	2.52	1.98
2021	4.5	5.6
2020	10.1	2.6
2019	12.7	1.87
2018	14.57	- 0.96
2017	13.61	

## Full time and part time employees



Whilst it is only necessary to report all full-time relevant employees together, the above diagram breaks the gender group into part and full time employees.

The gender split for full time employees is more even and for part time employees is more greatly populated by females. This is influenced by the far higher proportion of women tending to seek a home life balance for family commitments compared to men so they tend to be attracted to part-time roles that can fit around childcare provision. This pattern can also be seen nationally when looking at figures from the Office for National Statistics.

## Quartiles

### What is a quartile?

A quartile is a pay bracket that represents a quarter of the Council's workforce; the quartiles are in ascending order by rates of pay. The chart below shows the split between male and female employees in each quartile from the lowest to the highest.

### Proportion of men and women in each quartile of the Council's pay structure

The table below shows our workforce divided into 4 equal-sized bands based on hourly pay rates. Band A includes the lowest paid 25% (lower Quartile) and Band D cover the highest paid 25% (the upper quartile).

Band	Description	Males	Females
Lower Quartile	Includes all employees whose standard hourly rate places them <b>at or below the lower quartile</b>	47.5% (28)	52.5% (31)

<b>Band</b>	<b>Description</b>	<b>Males</b>	<b>Females</b>
Lower Middle Quartile	Includes all employees whose standard hourly rate places them above the lower quartile but <b>at or below the median</b>	49.2% (29)	50.8% (30)
Upper Middle Quartile	Includes all employees whose standard hourly rate places them <b>above the median but at or below the upper quartile</b>	35.6% (21)	64.4% (38)
Upper Quartile	Includes all employees whose standard hourly rate places them <b>above the upper quartile</b>	58.6% (34)	41.4% (24)
All bands	All employees	47.7%	52.3%

### Pay gap difference per quartile

<b>Group</b>	<b>Males (£)</b>	<b>Females (£)</b>	<b>Pay gap Mean</b>	<b>Males (n)</b>	<b>Females (n)</b>	<b>Contribution to Pay Gap</b>
All employees	£19.03	£16.96	10.9%	112	123	-
Lower Quartile	£11.43	£12.16	-6.38%	28	31	-1.09%
Lower Middle Quartile	£14.57	£14.47	0.69%	29	30	1.28%
Upper Middle Quartile	£17.87	£17.26	3.43	21	38	-10.41%
Upper Quartile	£29.81	£25.79	13.5%	34	24	21.11%

The impact of the distribution in each quartile on the GPG can be seen in the table above with the Upper Quartile having the biggest impact.

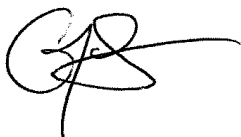
# How CBC will work to close the gender pay gap

CBC is striving to do everything it reasonably can to reduce the gap. However, this can be challenging as it is dependent on a number of factors e.g. career choices.

- We are committed to a policy of equality of opportunity in our employment procedures and practices, ensuring they remain non-discriminatory and are compliant with current legislation.
- To ensure that the jobs employees undertake are of equal value, in setting the pay levels, we undertake job evaluation to determine the size of a job by following a nationally recognised local government job evaluation scheme. Evaluations are undertaken for all new jobs and where jobs significantly change.
- Our recruitment and selection processes look to support our commitment to offer internal promotion opportunities and help develop long-term careers for employees.
- We have started collecting data as part of recruitment which we will use to improve recruitment processes.
- Flexible working is offered throughout the council for all levels of jobs.
- We aim to support parents and carers to enable them to return to work and maintain a healthy work life balance. This includes shared parental leave and paternity leave, which encourages male employees to also consider the option to share the time off to allow for a work life balance.
- We support women in the workplace who are going through the menopause.
- We have established an equality, diversity and inclusion working group with membership from across the council.

**Signed**

**Date: 03/04/2024**



**Gareth Edmundson**  
**Chief Executive, Cheltenham Borough Council**