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| HIGH LIFE HIGHLAND REPORT TO BOARD OF DIRECTORS22 August 2017 | AGENDA ITEM REPORT No HLH /17 |

## **HUMAN RESOURCES - Report by Chief Executive**

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| **Summary** The purpose of this report is to update Directors on Human Resources activity for April to June 2017 including a quarterly report on absence, disciplinary and grievance issues. It is recommended that Directors:1. note and comment on the content of the quarterly HR report including the update on the staffing establishment; and
2. note the Gender Pay Gap Report and approve its submission to the UK Government and publication on the HLH website.
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| **1.** | **Business Plan Contribution** |
| 1.1 | This report supports the highlighted Business Outcomes from the High Life Highland (HLH) Business Plan:1. To advance sustainable growth and financial sustainability
2. **Deliver the Service Delivery Contract with THC**
3. **Improving staff satisfaction**
4. **Improving customer satisfaction**
5. **A positive company image**
6. Services designed around customers and through market opportunities
7. Sustain a good health and safety performance
8. A trusted partner
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| **2.** | **Background** |
| 2.1 2.2 | The quarterly Human Resources (HR) report is a summary of HR activity in the preceding quarter. It gives an update on current staff numbers and any change from previous reports. There is also an outline of the absence levels; activity relating to any disciplinary, grievance and harassment issues; and an employee relations update.From 1 April 2017, total establishment and absence figures include Inverness Leisure. |
| **3.**3.13.1.13.1.2 | **Human Resources Report: April to June 2017**Staff Establishment NumbersThe report to Directors covering the previous quarter (Jan - Mar) gave a total establishment figure of 599.6 FTEThe change to the establishment during Quarter 1 (April to June 2017) has been an overall increase of 3.88 FTE. The changes can be summarised as:- |
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| **Change** | **FTE** |
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| Caretaker, Strathpeffer Pavilion (TUPE) |  +0.85 |
| Assistant Manager (Events), Strathpeffer Pavilion (TUPE) | +0.57 |
| Assistant Manager North Coast Leisure (TUPE) | +1.00  |
| Leisure Supervisor, Poolewe Swimming Pool (TUPE) | +0.59 |
| Leisure Supervisor, Poolewe Swimming Pool (TUPE) | +0.59 |
| Leisure Assistant, Poolewe Swimming Pool (TUPE) | +0.55 |
| Leisure Assistant, Poolewe Swimming Pool (TUPE) | +0.35 |
| Cashier/Receptionist, Lochbroom Leisure Centre  | -0.20 |
| Re-organisation - Averon Leisure Centre  | +0.03 |
| Re-organisation - Gairloch Library | +0.07 |
| Re-organisation - Kinlochleven Library | -0.27 |
| Re-organisation - Ardnamurchan Library | -0.19 |
| Re-organisation - Invergordon Library | -0.06 |
| Re-organisation - Glenurquhart Library | -0.94 |
| Re-organisation - Culloden Library | -0.14 |
| Re-organisation - Craig MacLean Leisure Centre | -1.59 |
| Re-organisation - Lochaber Leisure Centre | +2.67 |
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| **Total Change over Quarter 1** |  **+3.88** |
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The staffing establishment as at the end of Quarter 1 is therefore 603.5 FTE. |
| 3.23.2.13.2.23.2.33.3.3.3.13.43.4.13.53.5.1 | Absence Levels The absence figures for Quarter 1 (April to June 2017) were as follows:

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| **% Absence Rates** | **Quarter 1****Apr - Jun** | **Quarter 2****Jul - Sep** | **Quarter 3****Oct - Dec** | **Quarter 4****Jan - Mar** |
| **2015/16** | 2.48%(1.51 days/FTE) | 2.78%(1.83 days/FTE) | 3.4%(2.1 days/FTE) | 3.82%(2.48 days/FTE) |
| **2016/17** | *3.59%**(2.30 days/FTE)* | 3.09%(2.04 days/FTE) | 3.02%(1.96 days/FTE) | 3.83%(2.49 days/FTE) |
| **2017/18** | 3.60%(2.30 days/FTE) |  |  |  |

Quarter 1 has shown a decrease of 0.23% in the absence rate from the previous quarter. Of the 3.60% headline figure, 2.62% was due to long term absence (10 consecutive work days or more). With the support of HR, individual line managers identify which cases require support and assistance and which require measures such as referral to occupational health or counselling. DisciplineThere were 3 issues considered under the charity’s disciplinary processes in Q1 2017/18 all of which are now closed. GrievanceThere was one grievance raised and concluded during Q1 2017/18. HarassmentThere were no harassment issues raised during Q1 in 2017/18. |
| 3.63.6.13.6.23.6.33.6.4 | Employee relations The Company has engaged with the three Trade Unions that have members within the organisation, namely Unison, Unite and GMB. The Company deals with the TUs formally through the Joint Consultation Forum (JCF) which meets quarterly, the last meeting was held on 8 June 2017. The main discussion areas at this meeting were – company developments and potential transfer of new businesses; Violence & Aggression in the workplace and changes to Staff Code of Conduct and Special Leave Guidance.In addition, the Trade Unions are represented on the staff Health and Safety Committee. Management also meet with the TUs to discuss individual issues as and when required. |
| **4** | **Gender Pay Gap Report** |
| 4.14.24.34.44.54.64.74.8 | Under The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 it is now a legal requirement for any organisation with 250 or more employees to publish and report specific figures about their gender pay gap, by April 2018 and annually thereafter.The gender pay gap is the difference between the average earnings of men and women, expressed relative to men’s earnings. (Directors should note that the gender pay gap is not the same as pay equality for males and females.)Employers must publish their [gender pay gap data and a written statement](https://www.gov.uk/guidance/gender-pay-gap-reporting-what-employers-must-publish) on their public-facing website and report their data on the UK Government website. The data required is:1. mean (average) gender pay gap in hourly pay;
2. median (midpoint) gender pay gap in hourly pay;
3. mean bonus gender pay gap;
4. median bonus gender pay gap;
5. proportion of males and females receiving a bonus payment; and
6. proportion of males and females in each pay quartile

HLH’s detailed results are provided in the draft Gender Pay Gap Report at **Appendix A.**HLH is committed to the promotion of equality of opportunity in its employment practices. The Company’s Equal Opportunities policy states that it intends that no job applicant or employee shall receive less favourable treatment because of sex, marital or family status, age, ethnic origin, disability, race, colour, nationality, religion, belief, sexual orientation, gender reassignment or any other non-job related factor.The level of Gender Pay Gap reported relates to the number of males versus females in positions ranked, according to hourly pay rate, above Grade HC07.Separately, HLH is also confident to report that males and females are paid the same rate for the job regardless of gender (or any other difference). Employees are remunerated according to set pay scales and terms and conditions which are negotiated nationally, through The Highland Council, by the Scottish Joint Council for Local Government Employees. |
| **5**5.15.25.3 | **Implications**Resource Implications – there are no new resource implications arising from the recommendations of this report.Legal Implications – there are no new legal implications arising from the recommendations of this report.Risk Implications – there are no new risks arising from the recommendations of this report. |
| **Recommendation**It is recommended that Directors:1. note and comment on the content of the quarterly HR report including the update on the staffing establishment; and
2. note the Gender Pay Gap Report and approve its submission to the UK Government and publication on the HLH website.
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Designation: Chief Executive

Date: 7 August 2017

**Appendix A**

**High Life Highland 2017 Gender Pay Gap Report**

High Life Highland (HLH) is a charity registered in Scotland, formed on the 1st October 2011 by The Highland Council to develop and promote opportunities in culture, learning, sport, leisure, health and wellbeing across 9 services throughout the whole of the Highlands, for both residents and visitors.

The Gender Pay Gap data supplied is correct for all employees in post with HLH on 31 March 2017.

On that date there were 892 relevant and full-pay relevant employees, 325 (36.5%) males and 567 females (63.5%).

HLH is committed to the promotion of equality of opportunity in its employment practices. The Company’s Equal Opportunities policy states that it intends that no job applicant or employee shall receive less favourable treatment because of sex, marital or family status, age, ethnic origin, disability, race, colour, nationality, religion, belief, sexual orientation, gender reassignment or any other non job related factor.

HLH is also confident that males and females are paid the same rate for the job regardless of gender (or any other difference). Employees are remunerated according to set pay scales and terms and conditions which are negotiated nationally, through The Highland Council, by the Scottish Joint Council for Local Government Employees.

The figures set out below have been calculated using the standard calculations used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017

1. **High Life Highland Pay and Bonus Gap**

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| **Difference between male and female** |
|  | Mean | Median |
| Hourly fixed pay | 5.4% | 4.3% |
| Bonus paid | 0% | 0% |

* The table above shows HLH’s mean (average) and median (midpoint) gender pay gap based on hourly rates of pay.
* There were no bonuses paid to any staff in the year up to 31 March 2017.
* According to the official statistics available, HLH’s mean pay gap of 5.4% is over 12.6% less than the national average of over 18%, as stated on the UK Government website.
* With a 4.3% median pay gap, HLH is 1.7% below the official Scottish Government figure of 6%, which uses full time gross median hourly earnings as its base. However the overall pay gap in Scotland, which includes both full and part time workers, shows a figure of 16%, 11.7% higher than the equivalent median pay gap of HLH.
1. **High Life Highland Pay Quartiles by Gender**

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| **Quartile** | **Male** | **Female** | **Description** |
| 1 | 30% | 70% | Includes all HLH employees whose standard hourly rate places them in the 1st and lowest pay quartile. |
| 2 | 40% | 60% | Includes all HLH employees whose standard hourly rate places them below the median pay in the 2nd pay quartile.  |
| 3 | 38% | 62% | Includes all HLH employees whose standard hourly rate places them above the median pay in the 3rd pay quartile. |
| 4 | 38% | 62% | Includes all HLH employees whose standard hourly rate places them in the 4th and therefore highest pay quartile. |

* The table above sets out the gender distribution at HLH across four equally sized quartiles, each containing 223 employees.
* With an overall split of 36.5% male to 63.5% female within HLH, each quartile shows a gender distribution which very closely matches this overall ratio.

HLH’s gender pay gap compares favourably to national statistics but it is committed to monitoring and reducing the gap wherever possible, whilst also recognising that it has no direct control over the gender of applicants for particular job types or an individual’s career choices.

I confirm the data reported is accurate.

Ian Murray

Chief Executive