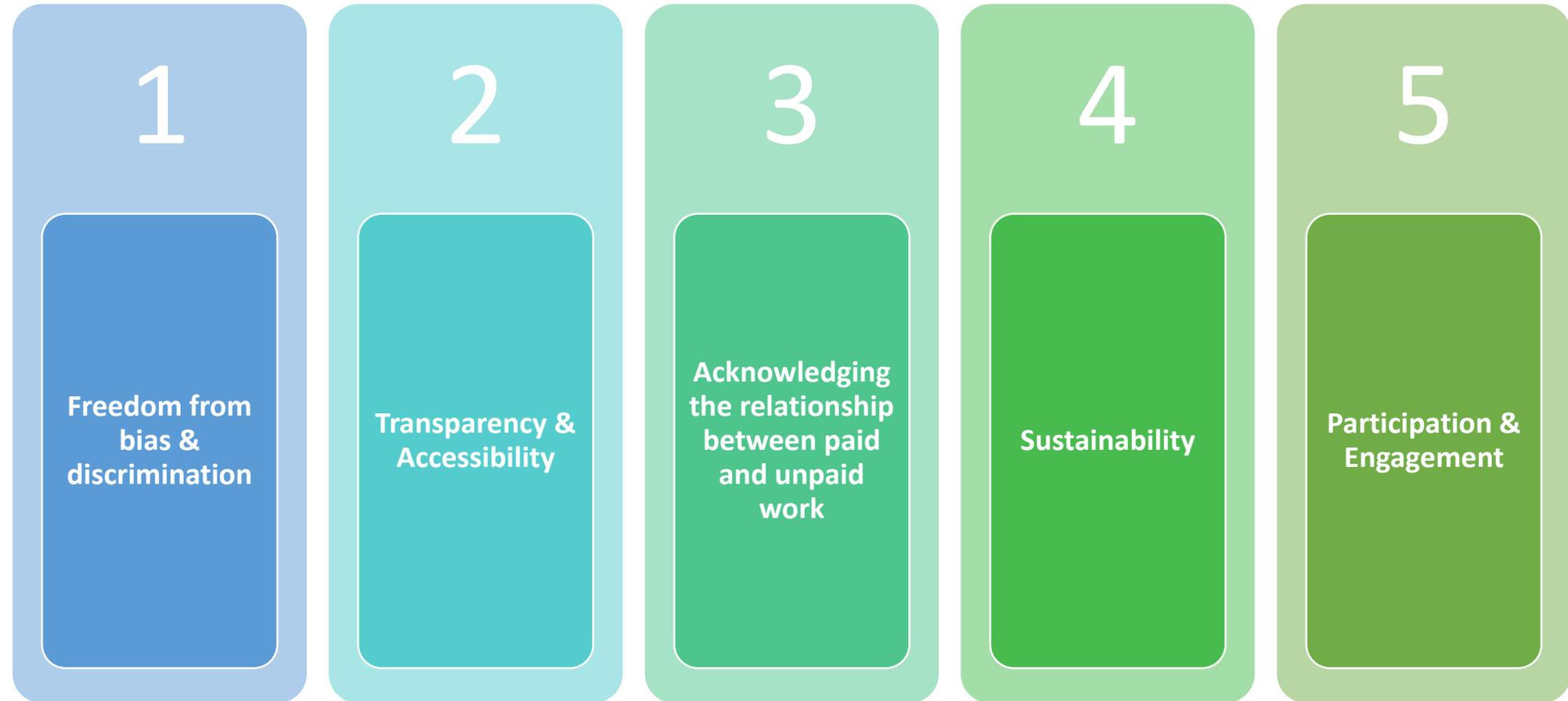


# Ministry of Health

## 2020 Gender Pay Action Plan



In July 2018, the Gender Pay Principles for the State Sector were introduced:



Also in July 2018 the Government launched the 'Eliminating the Public Service Gender Pay Gap 2018-2020 Action Plan':

1

**Equal Pay**

By the end of 2020:  
All agencies will have closed any gender pay gaps within the same roles.

Pay Equity Principles are used to address Pay Equity claims

2

**Flexible work by default**

By 2020, all agencies will be flexible-by-default

3

**Bias & discrimination**

By the end of 2020:  
All agencies will have rem systems & HR practices designed to remove bias & ensure transparency.

All managers will understand the impacts of bias and be equipped to address it.

4

**Gender balanced leadership**

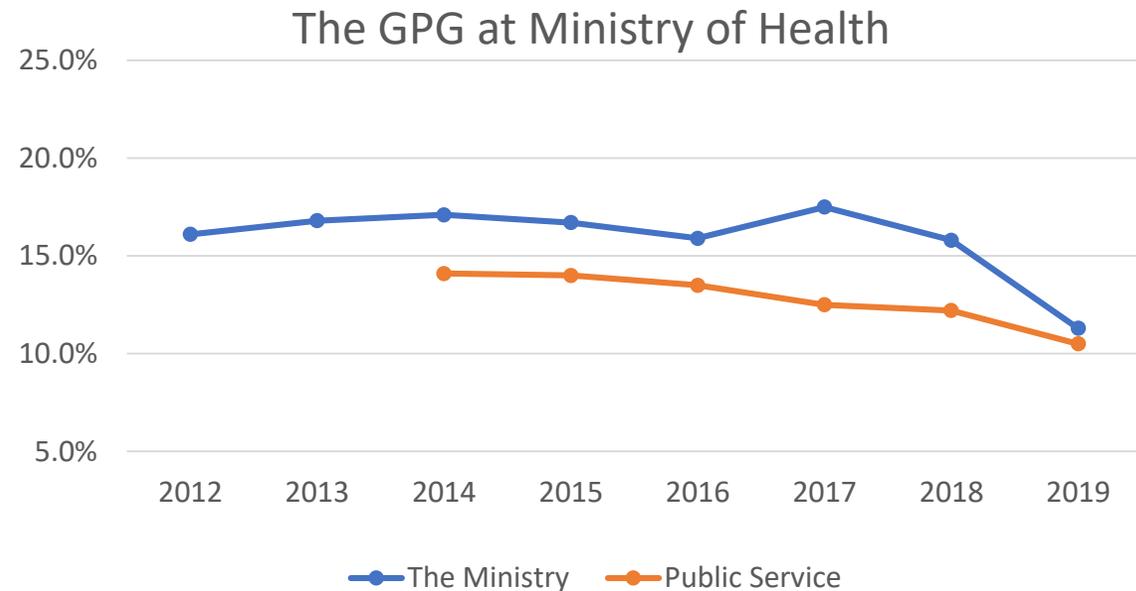
By the end of 2019, women will hold at least 50% of leadership roles in tiers 2-3.

# Introduction:

## The Gender Pay Gap (GPG) at the Ministry of Health

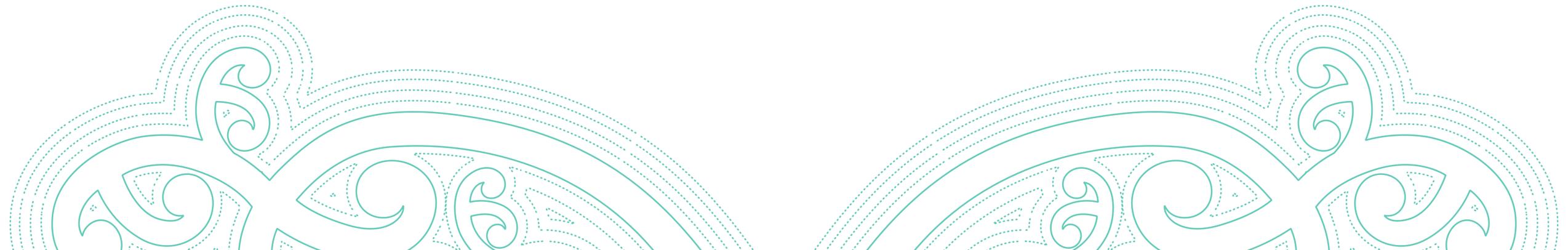
### Key metrics as at December 2019:

- Total employees of 1153 - 68.6% female, 31.4% male
- 183 employees in people leader roles - 62.8% female
- 68 employees in tier 2/3 people leader roles - 64.7% female
- Mean average unadjusted gender pay gap of 11.0% (down from 13.0% in Dec 2018)
- Mean average gender pay gap by role (band) is 0.9%.



## What we did in 2019:

- We removed our lowest pay band, Band 11, and lifted all employees in Band 12 to 90% of the public sector median (\$47,816) to close the gap between highest and lowest paid employees
- We applied a range of percentage movements across pay bands, with a focus on a higher percentage increase to midpoints in lower pay bands
- We included employees on parental leave in our annual remuneration review
- Our Gender Pay Gap Action Plan was taken into consideration during bargaining in late 2019 and there is now a gender pay clause in the new collective agreement
- A new flexible working clause has been included in the new collective agreement, acknowledging that the Ministry supports the balance between the requirements of work and personal commitments
- A flexible working module was developed for people leaders to support 'Flexible by Default'



# GPG Milestones: Progress and actions for 2020

## 1. Equal Pay: *By the end of 2020 all agencies will have closed any gender pay gaps within the same roles.*

- We will be completing our 'like for like' job analysis and closing any gender pay gaps within the same roles. This will be completed every 12 months.
- Remuneration working group – the aim of this group is to develop a new performance and remuneration framework that meets shared objectives to enable employees to move through pay bands to the midpoint as quickly as possible, in line with the principles of equitability, transparency, consistency and affordability.
- A gender pay gap analysis tool is being developed to allow our recruitment team to review all proposed salary offers against others in “like for like” roles and ensure new offers do not create or increase the gender pay gap in “like for like” roles.

## 2. Flexible work by default: **By 2020 all agencies will be flexible by default. Flexible working options are equally available to men and women and do not undermine career progression or pay.**

- The Ministry already has many flexible working arrangements in place, whether they be informal, formal, permanent or ad-hoc. All employees are provided with laptops and have the ability to work according to activity-based working or work from another location.
- Our flexible working policy will be reviewed in line with the Te Kawa Mataaho (Public Service Commission) best practice guidelines.
- We will continue to promote flexible working through the flexible first guidelines, resources, our manager toolkit and through the manager induction programme.
- We will be inviting all employees to take part in our engagement survey. Survey findings will be used to inform further targeted actions and support managers in making decisions related to flexible working.

## GPG Milestones: Progress and actions for 2020

**3. Remove bias and discrimination in remuneration systems and human resource practices: *All agencies will have remuneration systems & HR practices designed to remove bias & ensure transparency. All managers will understand the impacts of bias and be equipped to address it.***

- We will be expanding our people leader resources on our online learning tool, and an unconscious bias toolkit for our leaders is currently under development.
- We are reviewing how we can remove unconscious bias by design, i.e. how we design our people processes in a way that makes it easy for managers to remove bias during recruitment, salary appointment, performance/remuneration review time, career progression, and development.

**4. Gender balanced leadership: *By the end of 2019 women will hold at least 50% of the roles in the Public Sector's top three tiers of leadership.***

- 64.7% of tier 2 and 3 leadership roles are held by females as at December 2019, up from 59.6% in 2018.
- The gender pay gap across these roles is -4.6% compared with 2.9% as at December 2018.
- As the Ministry has already achieved the milestone target, we will continue to monitor this figure annually.



## Appendix – Defining our data

The following guidelines are used by the Ministry when doing analysis on GPG data.

**Frequency of measurement** – monthly, by directorate and pay band. Also annually for the purposes of data input for the Gender Pay Gap action plan. Analysis by role (band), tier, tenure, people leader/non-people leader, tenure and ethnicity pay gap will be calculated.

**Definition of an employee** - an 'employee' is defined in line with SSC definitions – i.e. all permanent and fixed-term employees employed at a fixed point in time. Currently, this excludes casuals, contractors/consultants, employees seconded in from other Government agencies and employees on parental leave or leave without pay. These employees will be considered in further plans.

**Definition of pay** - pay is based on full time base salary only. Employees working on a part-time basis are calculated on their full time equivalent base salary. The pay definition also excludes any allowances, superannuation or other total remuneration components.

**Analysis Date** – all data in this plan (except where stated) is as at 31 December 2019.

**Calculation of the GPG** – the unadjusted gender pay gap is calculated as the difference between the average salary for men and women, expressed as a percentage of the average salary for men.

**Statistical robustness** - GPG data in this plan is calculated based on SSC and Statistics NZ guidelines – i.e. at least 20 female employees and 20 male employees are required in the data set to make it statistically robust.