



East Ayrshire Council

Equal Pay Policy Statement 2013

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درخواست پر یہ دستاویز دیگر زبانوں میں، بڑے حروف کی چھپائی، بریل اور سننے والے ذرائع پر بھی میسر ہے۔

ਇਹ ਦਸਤਾਵੇਜ਼ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ, ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ, ਬਰੇਈਲ ਅਤੇ ਆਡੀਓ ਟੇਪ 'ਤੇ ਰਿਕਾਰਡ ਹੋਈਆ ਵੀ ਮੰਗ ਕੇ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ।

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EAST AYRSHIRE COUNCIL

EQUAL PAY POLICY STATEMENT AND PAY GAP AUDIT 2012-2013

1. INTRODUCTION

1.1 This Equal Pay Policy Statement has been developed and the Equal Pay Gap Audit carried out in accordance with the requirements of the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 which are that certain named public authorities including the Council are required to:-

- i. publish gender pay gap information; and
- ii. publish statements on equal pay.

2. EQUAL PAY POLICY STATEMENT

2.1 As required under the Regulations referred to at 1.1 an Equal Pay Policy Statement has been developed and is set out in Appendix 1.

2.2 The Equal Pay Policy statement sets out the Council's approach to pursuing equality in pay across all its employee groups.

3. PAY GAP AUDIT

3.1 To meet the requirements as set out in the Regulations referred to at para 1.1 above, this Pay Gap Audit provides:-

- gender pay gap information showing the percentage difference between men's hourly rates (excluding overtime) and women's average hourly rate (excluding overtime) for both full-time and part-time employees
- occupational segregation by gender

3.2 The audit has been carried out to allow it to be published no later than 30 April 2013. Further audits will be carried out and their results published each second year hereafter.

3.3 Further, in respect of the statutory requirements contained in the Regulations referred to at para 1.1 above the Council will publish by 30 April 2013 and each fourth year hereafter, a statement containing the following information:-

The Council's policy on equal pay among its employees between:-

- a. men and women
- b. persons who are disabled and persons who are not
- c. persons who fall into a minority racial group and persons who do not.

Further the statement must specify occupational segregation among its employees, being the concentration of:

- d. men and women
- e. persons who are disabled and persons who are not; and
- f. persons who fall into a minority racial group and persons who do not.

3.4 The Regulations state that in respect of the elements listed at 3.3 b., c., e. and f. above, these require to be collected and published only under the second and subsequent statements published by the Council. Accordingly, this information will be published in April 2017.

4. SCOPE AND METHODOLOGY OF THE AUDIT

4.1 The audit, the results of which are contained in Sections 1 to 8 attached, covers all Council employees i.e. Local Government Employees, Craft Operatives, Teachers and Chief Officers. The audit was carried out in relation to 6,122 employees who were paid on 31 March 2012 and provides information in relation to the categories set out at para 3.3 above. Using the methodology set out at 4.3 below, the audit shows that the Council's pay gap is 9.16% across all employee groups; 14.08% for Local Government Employees and 5.83% for teachers.

The eight sections cover the following areas:

Section 1 – Summary of pay gap across all employee groups

Section 2 – Pay gap within Teachers workgroup shown by category

Section 3 – Pay gap by grade within the Local Government Employee workgroup

Section 4 – Pay gap with selected occupationally segregated jobs within the Local Government Employee workgroup

Section 5 - Pay gap between full-time male and full-time female employees in all workgroups

Section 6 - Pay gap between full-time male employees and part-time female employees in all workgroups

Section 7 - Pay gap between full-time female employees and part-time male employees

Section 8 - Pay gap between part-time male employees and part-time female employees.

4.2 In carrying out the audit, account was taken of the guidance set out by The **Close the Gap** partnership in their publication "*Guidance for publishing information on gender and employment, equal pay and occupational segregation*". **Close the Gap** is a partnership which works across Scotland with employers and employees, to encourage and enable action to address the gender pay gap. Project [partners](#) include the Scottish Government, Scottish Enterprise, Highlands and Islands Enterprise, Skills Development Scotland, Equality and Human Rights Commission and the Scottish Trades Union Congress.

4.3 The methodology for determining the pay gap as set out by **Close the Gap** is as follows:-

Step 1 Determine the basic (excluding overtime) hourly rate of pay for each employee.

Step 2 Calculate the average hourly rate of pay for male employees and female employees. Find out the mean average by adding together all of the

individual hourly rates of pay and then divide this by the total number of employees. Do this separately for male employees and female employees.
Step 3 Work out percentage gap in pay by using the following calculation:-

$$(A \div B) \times 100 = \text{Total}$$

$$100 - \text{Total} = \text{Pay Gap}$$

A = Female and B = Male

4.4 Generally, the three main reasons for a gender pay gap within organisations are:-

- Occupational segregation
- Lack of flexible working
- Discrimination.

4.5 Occupational segregation can be described in two ways. Firstly, horizontal segregation describes the position where men and women are concentrated in particular types of occupation and secondly, vertical segregation which describes the concentration of men and women into different levels of work for example at the top or bottom pay grades in an organisation.

4.6 In respect of horizontal segregation it can be seen from Section 3 of the audit that there are grades and jobs within the Council's workforce which have a gender imbalance. These gender imbalances are in areas where this has historically been the case, for example, the predominance of females in the Personal Carer role and the predominance of males in Roadworker and Craft Operative roles. Similarly, there is an imbalance in favour of women within the teaching workgroup.

4.7 In relation to vertical segregation, Section 3 shows that in Grade 10 and above within the Local Government Employee workgroup the gender balance is split 42.13% men and 57.8% women. Grade 10 is the Council's basic professional grade. It should be noted, having regard to the horizontal segregation referred to at 4.5 above, that 60.9% of the Local Government Employee workgroup's female employees are concentrated in the bottom four grades – Grades 1 to 4. In the top four grades – Grade 13 to 16, the gender balance split is 61.3% men and 38.6% women.

4.8 With regard to flexible working, the Council has in place a range of flexible working arrangements and policies such as flexible working hours, compressed hours, job sharing, career breaks as well as statutory provisions relating to maternity and parental leave.

4.9 In respect of discrimination, this can arise with pay systems where women may be paid less for work that is the same or similar, or of the same value as male colleagues' work. This position does not apply within the Council as the Council's pay and grading scheme for the Local Government Employee workgroup are covered by a pay and grading scheme which uses a formal job evaluation scheme which has been agreed at national level. The Council's pay and grading scheme which was developed using the agreed job evaluation scheme was subject to an independent Equality Impact Assessment. Further, where a new post is established or where there are changes to an existing post's duties and responsibilities then the grade for such a post is set by using the agreed job evaluation scheme. The pay system for teachers is as set out in the Handbook of Conditions of Service as agreed by the Scottish Negotiating Committee for Teachers.

5. FUTURE ACTIONS

- 5.1 Taking account of the findings of the Pay Gap Audit and to ensure that the Council's current pay and grading arrangements remain fit for purpose and free from potential discriminatory elements the following actions will be taken:-

Occupational Segregation

- Where recruitment is carried out for posts in which there is an historical gender imbalance then the wording of advertisements will refer to the Council's desire to attract applications from the under-represented gender.
- Where methods other than advertisements are used e.g. job fairs then there will be particular focus on targeting job opportunities to individuals from the under-represented gender.
- Working with established school based and partner agency initiatives including Science, Technical, Engineering and Mathematics (STEM) to promote positive role models in occupations which have historically been dominated by one particular gender.

Flexible Working

- Existing flexible working policies and procedures will be kept under review to ensure that they continue to meet the Council and employees' needs.
- Uptake of existing flexible working policies will monitor and reported on through the current employee statistics reporting arrangements.

Pay and Grading Arrangements

- The Council will continue to use approved job evaluation arrangements when reviewing the grade of existing posts or when establishing grades for new posts within the Local Government Employee workgroup including Craft Operatives.
- The Council will continue to use the approved Job Sizing arrangements when sizing teaching posts.

6. MONITORING

- 6.1 In addition to the statutory monitoring requirements set out in the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 progress in relation to the actions set out at 3 above will be reported to the Corporate Management Team and Cabinet by the Head of Human Resources through the current employee statistics reporting arrangements.

EAST AYRSHIRE COUNCIL

EQUAL PAY POLICY STATEMENT 2013

1. INTRODUCTION

- 1.1 This Equal Pay Policy Statement sets out how the Council will comply with the legal duties set out in the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.
- 1.2 In developing this Policy Statement account has been taken of the Guidance published by the Equality and Human Rights Commission.
- 1.3 The Council's commitment to ensuring equal pay is underpinned by its understanding of the legislative requirements applying to this area of activity and by a further commitment to ensure that it contributes as appropriate through the relevant national negotiating bodies to the pursuit of equal pay in the nationally agreed pay arrangements.

2. OBJECTIVES

- 2.1 The Council's equal pay objectives are to:-
 - ensure that any unfair, unjust or unlawful practices that impact on pay are eliminated
 - ensure that its pay arrangements remain free from bias
 - take appropriate remedial action to address any elements of the pay arrangements that may be unfair, unjust or unlawful.

3. SCOPE OF THE EQUAL PAY POLICY STATEMENT

- 3.1 The four key areas covered by the Policy Statement are:-

- 3.1.1 Pay Arrangements

- 3.1.2 The Council's workforce comprises four employee groups whose pay and conditions of service are set in different ways and under different national negotiating arrangements.

These are as follows:-

- Scottish Joint Council for Local Government Employees
- Scottish Negotiating Committee for Teachers
- Scottish Joint Council for Craft Operatives
- Scottish Joint Negotiating Committee for Local Authorities Services (Chief Officials).

- 3.1.3 These national negotiating bodies reach various agreements which are binding on employing authorities but are augmented by local agreements in respect of a range of matters principally but not solely conditions of service.

- 3.1.4 The Local Government Employee and Craft Operative workgroups are covered by a pay and grading scheme which uses a formal job evaluation scheme which has been agreed

at national level and the results of which were subject to an equality impact assessment at local level. The pay system for teachers is as set out in the Handbook of Conditions of Service as agreed by the Scottish Negotiating Committee for Teachers.

3.2 Occupational Segregation

3.2.1 In certain areas the Council's workforce displays elements of occupational segregation. Equal Pay Audits will report on the extent of occupational segregation and actions will be identified with the intention of reducing the level of occupational segregation where it occurs.

3.3 Barriers to Career Progression

3.3.1 The Council has in place learning and development arrangements which amongst other things contribute to the career development and progression of employees.

3.3.2 The Council will ensure that its various learning and development arrangements continue to assist employees to develop their careers and it will do this by ensuring that account is taken of any barriers that employees may face in this regard. Specifically the EAGER process for Local Government Employees and the Performance Review and Development arrangements for Teachers will be audited and monitored to ensure it remains effective and contributes positively to career development and progression.

3.4 Caring Responsibilities

3.4.1 The Council recognises the impact that caring responsibilities can have for individuals particularly women and has in place a well-established Work Life Balance Programme including:-

- Flexible Working Hours
- Term-time working
- Compressed hours
- Career breaks
- Home working
- Child Care Vouchers
- Special Leave to cover emergencies.

3.4.2 The above provisions are kept under review to ensure that they remain effective and relevant and where evidence, legislation or operational requirements suggest that amendments are required that these amendments are implemented appropriately.

4. TRANSPARENCY AND COMMUNICATION

4.1 The Council will ensure that all employees of the Council are aware of the arrangements for setting their pay and remuneration. This will be undertaken through the established joint consultation arrangements with the Trade Unions and by publicity through the Council's intranet, in-house publications and relevant PER and Teach Circulars.

5. INFORMATION GATHERING AND PUBLICATION

5.1 The Council will, in addition to the statutory requirements set out in the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, gather and publish on an annual basis the following workforce information analysed by gender, race and disability:-

- Pay hierarchy
- Job applications
- Promotion applications
- Discipline and Grievance Cases
- Learning and Development Opportunities
- Exit interviews.

6. MONITORING ARRANGEMENTS

6.1 The information gathered in Section 5.1 above will be reported to Cabinet, the Governance and Scrutiny Committee, the Central Joint Consultative Committee and the Local Negotiating Committee for Teachers.

6.2 In addition, management information relating to the workforce profile will be provided to the Corporate Management Team and Departmental Management Teams to ensure that they can take action in respect of any issues identified in the monitoring information.

6.2 Also, the information gathered through the monitoring arrangements will be published on the Council's Website and Intranet.

7. REVIEW OF EQUAL PAY POLICY STATEMENT

7.1 This Equal Pay Policy Statement will be reviewed in accordance with the publication requirements set out in the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.

April 2013