

Finance and Resources Committee

10.00am, Thursday 07 March 2019

Policy Statement on Equal Pay

| | |
|---------------------|------|
| Item number | 7.11 |
| Executive/routine | |
| Wards | |
| Council Commitments | |

1. Recommendations

1.1 To approve the Policy Statement on Equal Pay

Stephen S. Moir

Executive Director of Resources

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Policy Statement on Equal Pay

2. Executive Summary

- 2.1 The Policy Statement on Equal Pay is being published to meet the requirement under the Equalities Act 2010 to publish a statement on equal pay every four years and covers the period 2019 to 2023.

The Policy Statement has been written in line with Equalities and Human Rights Commission guidance and includes information on occupational segregation.

3. Background

- 3.1 The Policy Statement on Equal Pay was last published in 2017 in the Progress Report – A Framework to Advance Equality and Rights 2012/17. As part of our commitment to furthering the needs of the general equality duty, we have up-dated Policy Statement on Equal Pay to align with the Equality and Diversity policy and the Gender Pay Gap Report published in the last quarter of 2018.

4. Main report

- 4.1 The information contained in the Policy Statement is based on data as at 31 March 2018, in line with the data contained in the Gender Pay Gap Report. The Policy Statement has been written in line with guidance from the Equalities and Human Rights Commission.
- 4.2 The Policy Statement will be published as part of the Equality, Diversity and Rights Framework 2017-21 – progress report for 2017 to 2019, which is for consideration by the Corporate Policy and Strategy Committee on 26 February.

5. Next Steps

- 5.1 The Policy Statement on Equal Pay will be published on the Council web-site in March 2019.

6. Financial impact

- 6.1 Internal resource has been allocated to follow through on the commitments contained within the Equal Pay Statement.

7. Stakeholder/Community Impact

- 7.1 The Policy Statement on Equal Pay meets our requirements under the Equalities Act 2010 and outlines our commitment to support equal pay and a culture where there is no unfair discrimination, nor unjust or unlawful practices that impact on pay equality.
- 7.2 All employees of the Council are covered by the content of the policy statement.

8. Background reading/external references

- 8.1 Equality and Diversity policy
- 8.2 Equality, Diversity and Rights Framework 2017-21: Interim Progress Report, covering 2017- 2019
- 8.3 Gender Pay Gap Report

9. Appendices

- 9.1 Policy Statement on Equal Pay, March 2019
- 9.2 Equalities, Diversity and Inclusion Data for our Community and Council

Policy Statement on Equal Pay

March 2019

1. Policy Statement

- 1.1 This Policy Statement, together with our Equality and Diversity policy set out our key commitments to our workforce:-
- to recognise, respect and value the diversity of our workforce as an asset and key resources in enhancing and maximising performance to effectively meet the diverse needs of our service users; and
 - to eliminate discrimination and encourage a culture that values and promotes equality and diversity across the organisation.
- 1.2 Fundamental to these commitments is the need to support equal pay and a culture where there is no unfair discrimination, nor unjust or unlawful practices that impact on pay equality:-
- rewarding fairly the skills and experiences of all employees;
 - working in partnership with trade unions to ensure pay is monitored regularly and employees have confidence in our processes to ensure there is no bias;
 - operating pay and reward systems which are transparent, based on objective criteria and free from bias.
- 1.3 We are also mindful of the need to monitor the effect of other relevant employment policies and practices to ensure that they do not adversely impact on equality in terms of access to pay and benefits, selection for employment, promotion, training and other developmental opportunities. Equality Impact Assessments will be carried out and published on new or revised policies and practices.
- 1.4 By tackling the potential sources of pay discrimination and advancing equality in the workplace, our commitment is not just because it's the law, but because it makes sound business sense and improves colleagues' lives. It supports the attraction and retention of the best people, dedicated to delivering our 5 strategic aims to the City of Edinburgh through their daily work:-
- A Vibrant City
 - A City of Opportunity
 - A Resilient City
 - A Forward Looking Council
 - An Empowering Council

2. Purpose

- 2.1 The purpose of this policy statement is to set out our approach to ensuring that our pay systems in the Council continue to be fair and equitable. We want our employees to have confidence in our systems and processes for eliminating bias.

3. Scope

- 3.1 All employees of the Council are covered by the content of this policy statement. There are four discrete employee groups whose pay and terms and conditions of employment are negotiated nationally and supplemented where appropriate by local collective agreements.

The national negotiating bodies are:

- Scottish Joint Council for Local Government Employees;
- Scottish Joint Council for Craft Operatives;
- Scottish Negotiating Committee for Teachers; and
- Joint Negotiating Committee for Chief Officials of Local Authorities (Scotland).

The Council has 3 separate grading structures: -

- Local Government (including Craft) – Grades 1 to 12 underpinned by job evaluation using the Capital Job Evaluation Scheme
- Teachers – Jobs sized in accordance with SNCT
- Chief Officials – Nationally agreed grading structure underpinned by Hays job evaluation

4. What we will do

- 4.1 We will conduct regular Equal Pay reviews and continue to work in partnership with trade unions.
- 4.2 We will continue to monitor and undertake analysis on gender segregation.
- 4.3 We will monitor pay gaps relating to gender, disability and race, occupational segregation and the availability of part-time and flexible working arrangements.
- 4.4 We will work to remove differences in pay where any differences appear to be on the grounds of gender, race or disability and will respond to grievances and complaints regarding equal pay.
- 4.5 We will make opportunities for training, development and progression available to all colleagues, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- 4.6 We will promote a culture to challenge stereotypes in recruitment and promotion and will make reasonable adjustments to seek to minimise the adverse impact of occupational segregation.
- 4.7 We will promote flexible working arrangements to open opportunities to all employees and continue to challenge views that employees in higher grades should not have access to flexible working arrangements.
- 4.8 We will engage with others with expertise in this area including Trade Union Equality representatives.

- 4.9 We strive to ensure that there is no unfair, unjust or unlawful practices that impact on pay.
- 4.10 We will provide training and guidance for those involved in determining pay.
- 4.11 We will inform employees of how these practices work and how their own pay is determined.
- 4.12 We will apply appropriate resources to seek to achieve equal pay.
- 4.13 As part of our committed actions to reduce the gender pay gap we will:-
- monitor our recruitment and selection policy paying particular attention to diversity and inclusion
 - monitor our reward arrangements
 - monitor our career progression and talent approaches
 - monitor diversity awareness as part of our wider diversity strategy

5. Monitoring and Information

- 5.1 We will publish data on the gender pay gap, gender pay and gender occupational segregation every two years.
- 5.2 We will continue to monitor the make-up of the workforce in terms of age, gender, ethnic background, sexual orientation, gender re-assignment, religion or belief, and disability.
- 5.3 Information on the recruitment, development and retention of employees will be published every two years as part of the council's Equality Mainstreaming Report.
- 5.4 Details of actions taken to implement the outcome of equality impact assessments will also be published as part of the council's Equality Mainstreaming Report.
- 5.5 Outcomes from analysis of the data will inform actions to ensure equality in respect of pay gaps relating to gender, disability and race, occupational segregation and the availability of part-time and flexible working arrangements

6. Evaluation and Review

- 6.1 This Policy statement is communicated to all employees (existing, new and prospective) via the Council's internal and external websites.
- 6.2 This policy statement will be reviewed in April 2023 and will be published no more than every four years unless there are changes to legislation within this period. Katy Miller, Head of HR is responsible for implementation of this policy statement.

Appendix 1: Occupational Segregation

| Category | Gender | | Disability | | | Ethnicity | | |
|---------------------------|--------|-------|------------|--------------|---------------------------|-----------|---------|--------------------|
| | Female | Male | Disabled | Not Disabled | No Disability Information | BME | Not BME | No BME Information |
| Business Support | 79.4% | 20.6% | 4.3% | 81.7% | 13.9% | 7.5% | 72.7% | 19.8% |
| Care | 77.5% | 22.5% | 2.2% | 77.4% | 20.4% | 5.6% | 78.6% | 15.8% |
| Catering and Cleaning | 81.2% | 18.8% | 1.9% | 89.0% | 9.1% | 4.7% | 11.0% | 84.3% |
| Craft | 0.4% | 99.6% | 0.9% | 80.0% | 19.1% | 2.1% | 84.3% | 13.6% |
| Facilities Support | 39.5% | 60.5% | 3.0% | 79.4% | 17.6% | 5.1% | 76.5% | 18.4% |
| Frontline Public Services | 31.2% | 68.8% | 3.3% | 70.6% | 26.1% | 4.8% | 74.9% | 20.3% |
| Leadership* | 57.4% | 42.6% | 1.4% | 84.6% | 13.9% | 1.3% | 88.5% | 10.2% |
| Manager | 47.0% | 53.0% | 1.8% | 82.2% | 16.0% | 2.0% | 84.4% | 13.5% |
| Professional/Technical | 61.2% | 38.8% | 2.8% | 79.2% | 18.0% | 3.0% | 83.5% | 13.5% |
| School Support | 92.9% | 7.1% | 2.2% | 79.1% | 18.8% | 4.5% | 74.1% | 21.4% |
| Teacher | 77.7% | 22.3% | 1.3% | 80.3% | 18.3% | 2.8% | 83.4% | 13.8% |

| Category | Examples Roles in Category |
|---------------------------|--|
| Business Support | Administrative and customer service roles |
| Care | Social Care Assistants, Social Care Workers |
| Catering and Cleaning | Cooks and cleaners |
| Craft | Trades roles, e.g. Joiner, Glazier |
| Facilities Support | Facilities Assistants in buildings and schools |
| Frontline Public Services | Neighbourhood Workers, Waste and Cleansing, Visitor Asst |
| Leadership* | GR10-GR12 roles and Teaching £50k+ |
| Manager | Manager, team leader, supervisor |
| Professional/Technical | Accountant, Engineer, Technician, OT |
| School Support | Pupil Support Assistant, Early Years roles |
| Teacher | Teaching roles not at a senior level |

Gender

The workforce is predominantly female (71%). The split of females and males in Leadership and Managerial roles is broadly similar. There is a higher female density in Business Support, Care, Catering/Cleaning, School Support and Teaching roles. There is a higher concentration of males in Craft and Frontline Public Services roles.

Disability

The workforce currently has a 2.1% disabled population. The disabled population is higher in Business Support, Frontline Public Services, Facilities Support and Professional/Technical roles. The disabled population is lower in Craft, Teaching, Leadership and Managerial roles.

Ethnicity

The workforce currently has a 3.3% BME population. The BME population is higher in Business Support, Care, Facilities Support, Frontline Public Services, Catering and Cleaning and School Support roles. The BME population is lower in Leadership, Managerial, Craft and Professional/Technical roles.

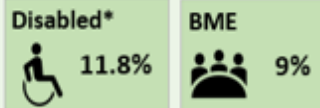
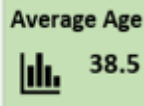
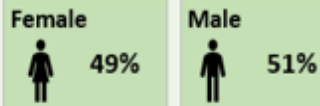
Appendix 2: Protected Characteristics by Grade

| Grade | Gender | | Disability | | | Ethnicity | | |
|-------------------------|--------|--------|------------|--------------|---------------------------|-----------|---------|--------------------|
| | Female | Male | Disabled | Not Disabled | No Disability Information | BME | Not BME | No BME Information |
| LGE Craft Apprentice | 0.0% | 100.0% | 0.0% | 0.0% | 100.0% | 0.0% | 100.0% | 0.0% |
| LGE GR1 | 81.5% | 18.5% | 1.8% | 88.9% | 9.3% | 4.6% | 7.9% | 87.4% |
| LGE GR2 | 76.1% | 23.9% | 4.3% | 74.2% | 21.5% | 6.0% | 62.3% | 31.7% |
| LGE GR3 | 78.5% | 21.5% | 2.4% | 76.6% | 21.0% | 4.4% | 70.2% | 25.4% |
| LGE GR4 | 66.9% | 33.1% | 2.7% | 76.0% | 21.3% | 6.4% | 76.3% | 17.3% |
| LGE GR5 | 72.5% | 27.5% | 2.0% | 80.7% | 17.2% | 3.5% | 82.3% | 14.2% |
| LGE GR6 | 57.0% | 43.0% | 2.0% | 82.4% | 15.6% | 2.9% | 84.2% | 12.9% |
| LGE GR7 | 65.3% | 34.7% | 3.7% | 77.9% | 18.4% | 2.8% | 82.6% | 14.6% |
| LGE GR8 | 59.1% | 40.9% | 1.6% | 83.6% | 14.8% | 2.9% | 87.1% | 10.0% |
| LGE GR9 | 52.5% | 47.5% | 3.0% | 85.5% | 11.4% | 3.0% | 89.6% | 7.4% |
| LGE GR10 | 57.9% | 42.1% | 1.6% | 78.6% | 19.8% | 0.0% | 87.3% | 12.7% |
| LGE GR11 | 35.0% | 65.0% | 0.0% | 82.5% | 17.5% | 0.0% | 85.0% | 15.0% |
| LGE GR12 | 44.7% | 55.3% | 0.0% | 92.1% | 7.9% | 0.0% | 97.4% | 2.6% |
| Teaching Salary £20-29K | 75.6% | 24.4% | 2.5% | 82.2% | 15.3% | 5.5% | 81.8% | 12.7% |
| Teaching Salary £30-39K | 79.2% | 20.8% | 1.1% | 79.4% | 19.5% | 2.4% | 83.2% | 14.4% |
| Teaching Salary £40-49K | 71.2% | 28.8% | 0.9% | 83.3% | 15.8% | 1.1% | 87.5% | 11.4% |
| Teaching Salary £50K+ | 71.4% | 28.6% | 0.0% | 87.9% | 12.1% | 0.4% | 89.1% | 10.5% |
| Chief Official JNC37 | 0.0% | 100.0% | 0.0% | 100.0% | 0.0% | 0.0% | 100.0% | 0.0% |
| Chief Official JNC42 | 0.0% | 100.0% | 0.0% | 0.0% | 100.0% | 0.0% | 0.0% | 100.0% |
| Chief Official JNC43 | 0.0% | 100.0% | 0.0% | 100.0% | 0.0% | 0.0% | 100.0% | 0.0% |
| Chief Official JNC46 | 27.3% | 72.7% | 0.0% | 63.6% | 36.4% | 0.0% | 72.7% | 27.3% |
| Chief Official JNC49 | 0.0% | 100.0% | 0.0% | 100.0% | 0.0% | 0.0% | 100.0% | 0.0% |
| Chief Official JNC72 | 25.0% | 75.0% | 0.0% | 25.0% | 75.0% | 0.0% | 25.0% | 75.0% |

Equalities, Diversity and Inclusion Dashboard - Council Employees

Community Population

476,600 Citizens

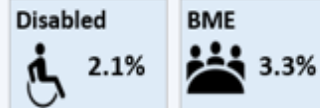
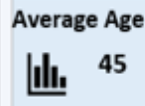


*Economically inactive people aged 16 to 74 who are long-term sick or disabled

Source data: 2011 Census

Council Population

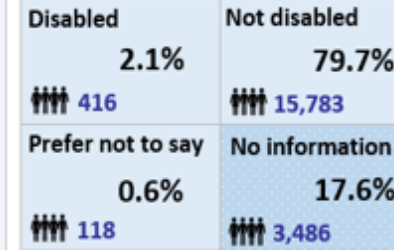
19,803 Employees*



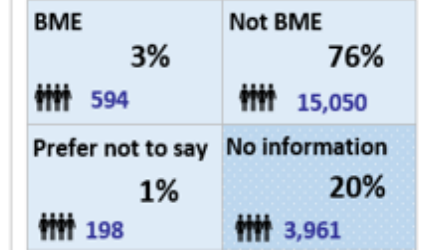
How well does our workforce reflect the diversity of our community?

*Headcount

Disability

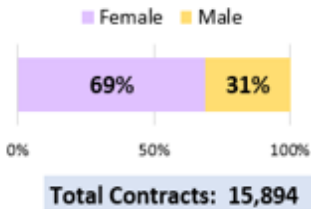


Ethnicity

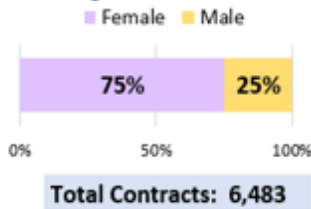


Gender

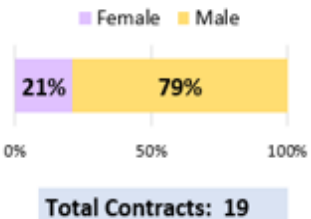
Local Government Employees (LGEs)



Teaching

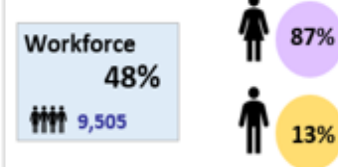


Chief Officials

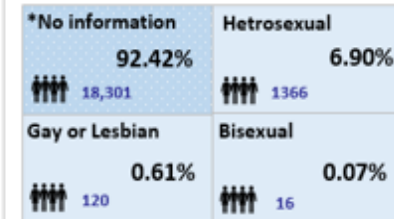


Part-Time Employees

How much of our workforce is employed on a part-time basis?



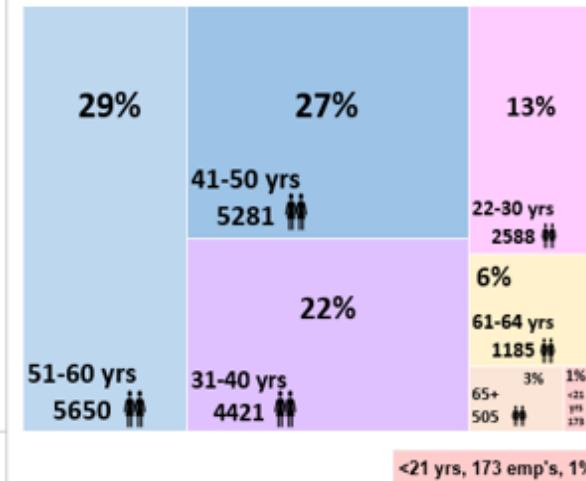
Sexual Orientation



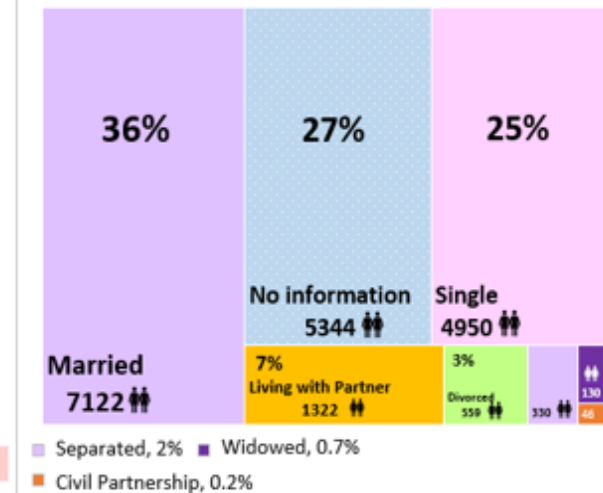
*Includes categories "no info provided", "declined to specify", and "prefer not to say"

Age

What is the age profile of our workforce?

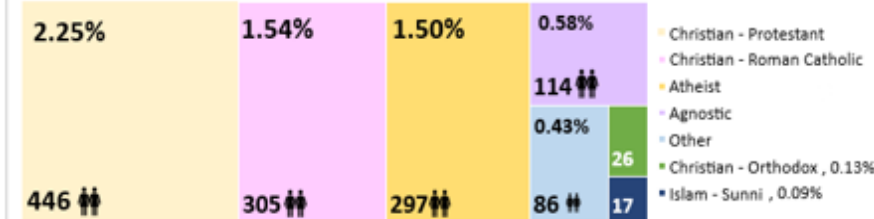


Marital Status



Religion

10+ Employees in Group



No information

93.05%

18,427

Data reflects total contracts held (22,396) and not headcount (19,803)

All employee data at 31 March 2018