Approach to pay gap analysis

We include the following analysis in our annual pay gap reporting:

1. Pay gaps and average hourly rates of pay:

- **Mean average hourly rate:** The mean of a group of values is the sum of all values added together and divided by the number of values in the set.
- **Mean pay gap:** The mean pay gap is a measure of the difference between one group's mean hourly wage and another group's mean hourly wage.
- **Median average hourly rate:** The median of a group of values is calculated by ranking all values in order, from the highest to the lowest, and taking the value in the middle.
- **Median pay gap:** The median pay gap is the difference between one group's median hourly wage and another group's median hourly wage.

2. Quartile analysis

- A pay quartile represents a quarter, or 25%, of the workforce, ranked by pay.
- The pay quartiles are then broken down by protected characteristic.
- This is then compared in relation to the overall workforce profile.

3. Vertical segregation

- Vertical segregation denotes the situation whereby opportunities for career progression for a particular protected characteristic are limited.
- Our data for vertical segregation looks at populations in the salary bandings of £20K to £29,999, £30K to £39,999, £40K to £49,999, £50K to £59,999, £60K to £69,999, £70K to £79,999, more than £80K.

4. Horizontal segregation

Horizontal (occupational) segregation occurs when one demographic group is over-represented or under-represented among different kinds of work or different types of jobs.

Our data for horizontal segregation looks at populations in the following groups:

- **Business Support** – example roles include Business Support Administrator, Transactions Administrator
- **Care** – example roles include Social Care Worker, Social Care Assistant, Residential Care Officer
- **Catering, cleaning, and facilities management (FM)** – example roles include Cleaning Operative, Cook, Facilities Technician
- **Frontline Public Services** – example roles include Waste and Cleansing Operative
- **Leadership** – example roles include Service Director, Head of Service, Service Manager, Head Teacher
- **Manager** – example roles include Business Manager, Team Leader
- **Professional and Technical** – example roles include Engineer, Housing Officer, Policy Adviser
- **School Support** – example roles include Pupil Support Assistant, Early Years Practitioner, Early Years Officer
- **Teacher** - example roles include School Teachers and instructors (LGE)

Scope of pay gap analysis

Our pay gap reporting includes analysis of all Council employees and workers on the following pay and grading structures:

1. Local Government Employees (LGE): Grades one to twelve, using national SJC pay structure, underpinned by Capital job evaluation scheme.
2. Learning and Teaching (L&T): Scottish Negotiating Committee for Teachers (SNCT) national grades/salaries, jobs sized in accordance with SNCT approach.
3. Chief Officers: Nationally agreed grading structure underpinned by Korn Ferry job evaluation scheme.

The scope of our pay gap analysis is:

- Employee groups in scope: Local Government Employees, Learning and Teaching and Chief Officers.
- Employee groups excluded: Agency.
- Contracts in scope: Permanent, fixed term, temporary, apprentice, trainee, casual and supply.
- Payments in scope: Basic pay, working time payments, allowances, contractual overtime.
- Payments excluded: Salary sacrifice, claims-based overtime.
- The 2025 reporting reflects a total of 22,239 contracts in place at 31 March 2025, with a headcount of 20,026.