

Equal Pay Audit 2013

Findings

1. Context

- 1.1 The main provisions of the Equality Act came into force on 1 October 2010. The Act brings together the previous strands of equality and discrimination legislation and aims to aim of simplify and strengthen the law.
- 1.2 The Act also introduces a general duty on public bodies to give due regard in all their work to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act.
 - Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.
- 1.3 The Highland Council is committed through [policy](#) and action to eliminate discrimination and promote equality. The Council is particularly aware of the duties under the Equality Act 2010 in terms of pay equality and is committed to meeting these. The Council's [Equal Pay Statement](#) sets out these commitments.
- 1.4 At the Joint Consultation Group (JCG) on the 8 March 2013 it was agreed to set up a joint working group with the trades unions to carry out a detailed equal pay audit to support the Councils equalities outcomes.
- 1.5 The 2013 Audit was facilitated by HR Services and carried out by Service representatives of the Council's Officers' Equalities Working Group, Trade Union Representatives and HR Business Partners. Based data was reviewed by Internal Audit.
- 1.6 In developing actions the working party was guided by the outcomes agreed in the [Fairer Highland Plan](#) to:
 - Increase the proportion of staff who feel they are treated fairly. Both in terms of employment and development opportunities, and more generally feelings of fair treatment in the workplace
 - Reduce the gender pay gap where actions appropriate to an employer can be identified
 - Eliminate barriers to recruitment and development that contribute to pay inequalities

2. Methodology

- 2.1 In carrying out this audit the Council followed the approach advised by the Equalities and Human Rights Commission (EHRC) in their web publication [Equal Pay Audit Toolkit](#).
- 2.2 Throughout the report equal pay gaps are calculated using the methodology recommended by [Close the Gap](#).



- 2.3 Full time gaps are calculated by comparing the average pay of full time females and full time men. Part time gaps are calculated by comparing the average pay of part time females with full time males. Combined gaps are calculated by comparing the average of all females and all males (regardless of hours worked).
- 2.4 Pay gaps prefixed with a plus '+' are pay gaps to the detriment of female employees. Pay gaps prefixed with a negative '-' are pay gaps to the detriment of male employees.
- 2.5 The Council recognises that gender segregation in the workforce may have an effect on equal pay gaps. Gender segregation occurs where occupations are carried out by predominantly male or female employees. The report refers to vertical and horizontal segregation. Vertical segregation refers to situations where either males or females predominate in the higher paid grades of an occupation. (For example where Accountants are predominantly female and Senior Accountants are predominantly male). Horizontal segregation occurs where males and females work in similarly paid but different occupations. (For example where Community Works employees are predominantly male and Catering employees are predominantly female).

3. Scope

- 3.1 The 2013 Audit covers all Highland Council employees including those on Scottish Joint Council (SJC), Teacher, Craft, National Health Service (NHS) and Chief Official terms and conditions of employment.
- 3.2 Workforce data is taken from the quarterly Staffing Watch Return data accurate at December 2012; this being the most current data available at the date that analysis began (January 2013).

- 3.3 The 2013 Audit addresses pay gaps related to gender and part time working. Possible pay gaps related to other protected characteristics will be addressed in future audits.
- 3.4 All comparisons of pay are based on hourly rates. This reflects the current legislative reporting requirements.
- 3.5 The Highland Council relies on the Scottish Joint Council Job Evaluation Scheme, Scottish National Teaching Conditions Job Sizing Scheme and NHS Agenda for Change scheme to analyse the relative value of jobs. The 2013 Audit assumes that jobs graded equally by the application of these schemes are carrying out work of equal value.
- 3.6 The data collected to support the 2013 Audit is summarised at Appendix 1.

4. Pay Gaps & Analysis

- 4.1 The 2013 Audit identified the following high level pay gaps. (All pay gaps identified are set out at Appendix 1.)

	<i>Combined Gap</i>	<i>Full Time Gap</i>	<i>Part Time Gap</i>
All employees	+9.3%	-12.6%	+27.1%
Non teaching employees	+16.0%	-4.9%	+27.4%
Teaching employees	+5.6%	-5.3%	+11.9%
SJC employees	+18.7%	-1.6%	+29.9%
All of Scotland	-	+13.9%	+35%

- 4.2 Analysis of the workforce data and pay gaps suggests that:
- Both SJC and Teacher pay and grading structures are robust and support equal pay. (Appendix 1, fig 25 & 26). Given the relatively small number of employees, and the significant gender segregation, it is not considered possible to comment on the gender pay gaps for staff on Craft, NHS or Chief Official conditions.
 - Significant workforce gender segregation in SJC Job Families (Appendix 1, fig. 5) Business Support^{#1}, Personal Care, Technical and Practical, Craft (Appendix 1, figs. 14 & 15) and Teaching posts (Appendix 1, fig. 10) coincide with significant part time pay gaps.

- c. Lower availability of part time working in SJC grades HC6 and above coincides with a significant SJC Part Time pay gap. (Appendix 1, figs. 6 & 7)
- d. Lower availability of part time working in promoted teaching grades coincides with a Teaching Part Time pay gap. (Appendix 1, fig. 11)

^{#1} *Business Support refers to posts included in the SJC family and not only those employed by the Business Support Service within Finance.*

4.3 The Audit found that the following pay gaps were significant and required analysis of causes and issues.

- a. All Employees Combined Pay Gap of +9.3%. (Appendix 1, fig. 22)
- b. Teaching Employees Part Time Gap of +11.9%. (Appendix 1, fig. 29)
- c. Depute/Head Teacher Combined Pay Gap of +7.55%. (Appendix 1, fig. 27)
- d. SJC Employees Part Time Gap of +29%. (Appendix 1, fig. 31)
- e. SJC Business Support Combined Pay Gap of +13.52%. (Appendix 1, fig.24)
- f. SJC Management Combined Pay Gap of +11.15%. (Appendix 1, fig. 24)
- g. SJC Technical & Practical Combined Pay Gap of +18.93%. (Appendix 1, fig. 24)

4.4 The Audit found the following issues could contribute to pay gaps.

- a. Vertical gender segregation^{#1} in teaching posts (disproportionately low number of women in senior posts).
- b. Horizontal gender segregation^{#1} in teaching posts (disproportionately low number of women Head Teachers in Secondary Schools).
- c. Lower uptake of part time working opportunities in senior teaching posts.
- d. Lower uptake of part time working opportunities in SJC posts graded HC06 and above.
- e. Vertical gender segregation^{#1} within SJC Business Support posts.
- f. Vertical gender segregation^{#1} within SJC Management posts.
- g. Horizontal gender segregation^{#1} within Technical & Practical posts.

- h. Gender segregation in Craft and NHS posts.
- i. Gender segregation in Craft Apprenticeship.

^{#1} See paragraph 2.5 for definitions of gender segregation.

5. Action Plan to Address Pay Gaps

	Action	Responsible Officer	Target/Review Date
1.	Create and support an on-line learning resource for female employees interested in preparing for supervisory and management roles.	Head of HR	December 2013
2.	Identify female role models in male dominated job groups and publicise their achievements in corporate communications (e.g. the Big Picture and ED matters).	Head of HR	October 2013
3.	Advertise appropriate vacancies as " <i>suitable for flexible working hours up to 35 per week</i> " where service delivery allows.	Head of HR	October 2013
4.	Review Job Descriptions and Person Specifications to ensure that they contain no gender bias.	Head of HR	October 2013
5.	Review core flexi hours to better support flexible working opportunities.	Head of HR	March 2014
6.	Where vacancies arise in job types where one gender is under represented, state this in the advert and encourage applications from the under represented gender.	Head of HR	October 2013
7.	Take action to increase the number of female apprentices.	Head of HR	March 2014
8.	Advise Services to review workplace facilities to ensure that both genders are adequately catered for.	Head of HR	October 2013
9.	Sustain and review the Women into Management programme.	Head of HR	December 2013
10.	Review areas of significant gender segregation with appropriate Heads of Service to identify and address any barriers to employment of underrepresented groups.	Head of HR	March 2014

6. Reporting

The findings of the 2013 audit will be reported to the Joint Consultation Group on 28th June 2013. The action plan will be managed by officers in HR Services in partnership with the trade unions and Service managers, with annual reports on progress to the Joint Consultation group.

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Other Data

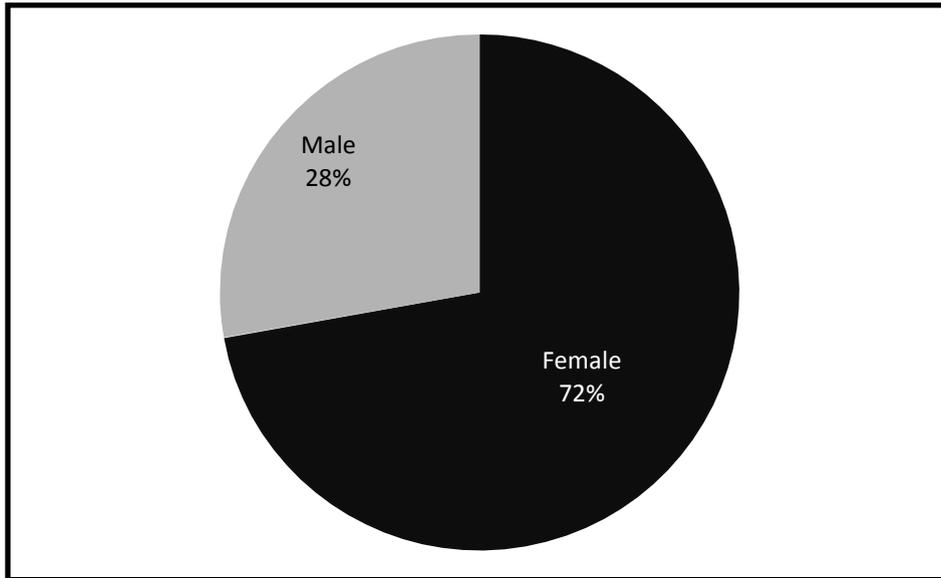
32. The Discretionary Placement of New Employees on the SJC Pay Scales

Workforce Data

1. Highland Council Employees by Gender (Table)

Gender	Female	Male	Total
No. of Employees	7117	2745	9862

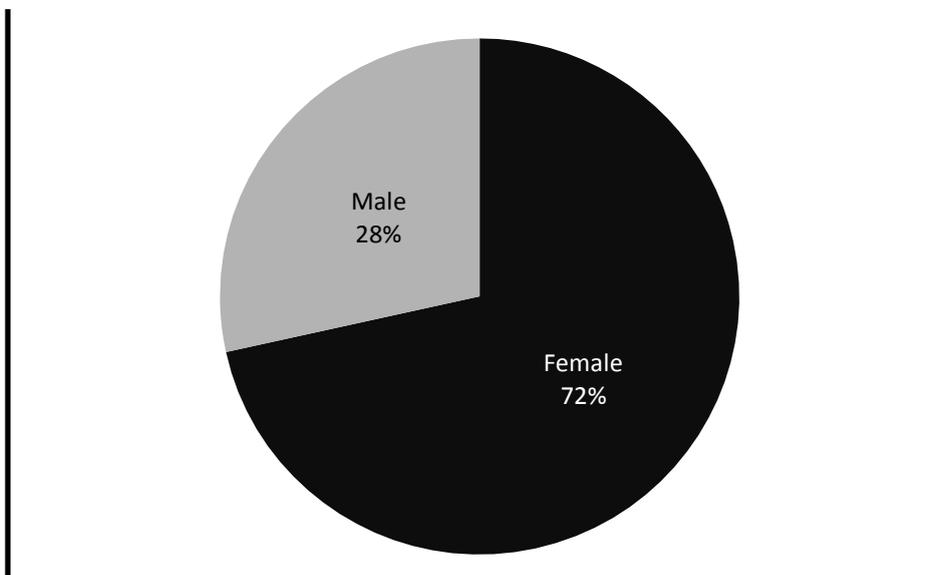
2. Highland Council Employees by Gender (Chart)



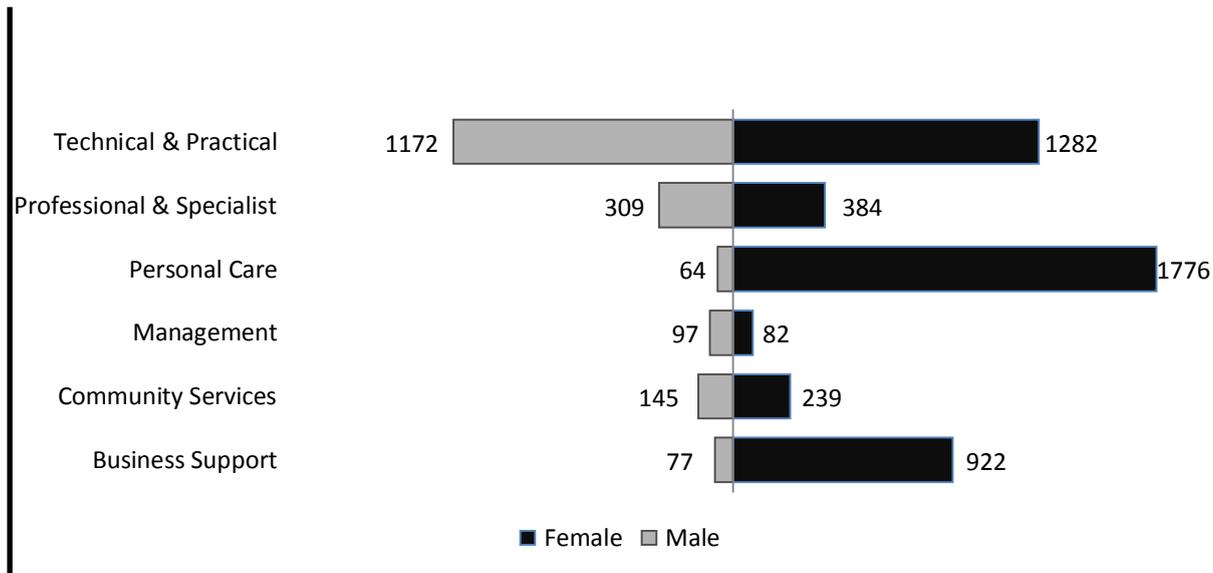
3. SJC Employees by Gender (Table)

Gender	Female	Male	Total
No. of SJC Employees	4685	1864	6549

4. SJC Employees by Gender (Chart)



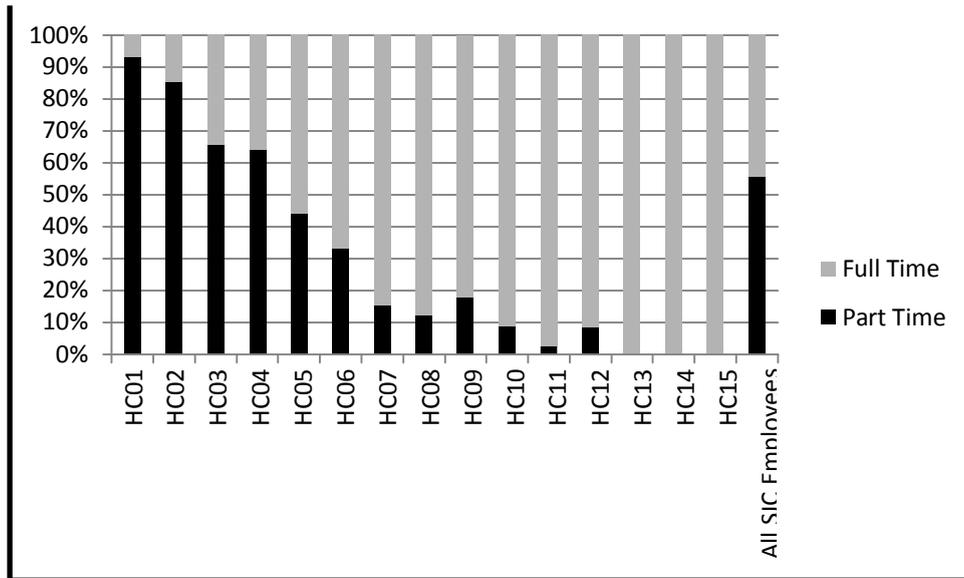
5. SJC Employees by Job Family and Gender



6. SJC Employees by Part Time/Full Time and Grade (Table)

Grade	Part Time	Full Time	Total
HC01	356	27	383
HC02	825	142	967
HC03	832	435	1267
HC04	951	533	1484
HC05	359	460	819
HC06	153	310	463
HC07	52	290	342
HC08	15	107	122
HC09	65	298	363
HC10	14	148	162
HC11	2	84	86
HC12	4	43	47
HC13	0	14	14
HC14	0	18	18
HC15	0	12	12
All SJC Employees	3628	2921	6549

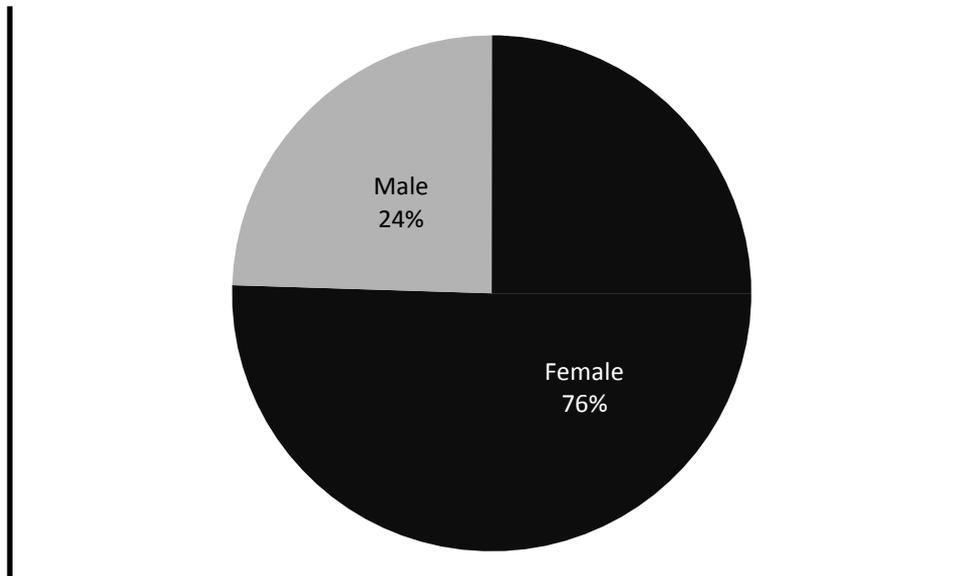
7. SJC Employees by Part Time/Full Time and Grade (Graph)



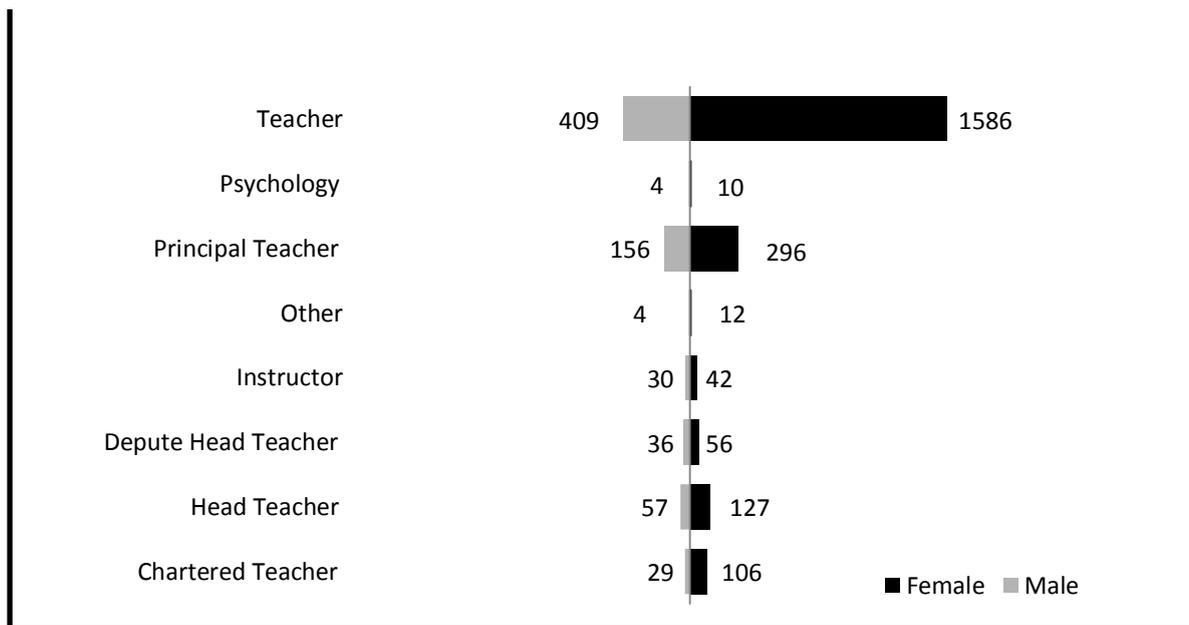
8. Teaching Employees by Gender (Table)

Teachers	Female	Male	Total
Total	2235	725	2960

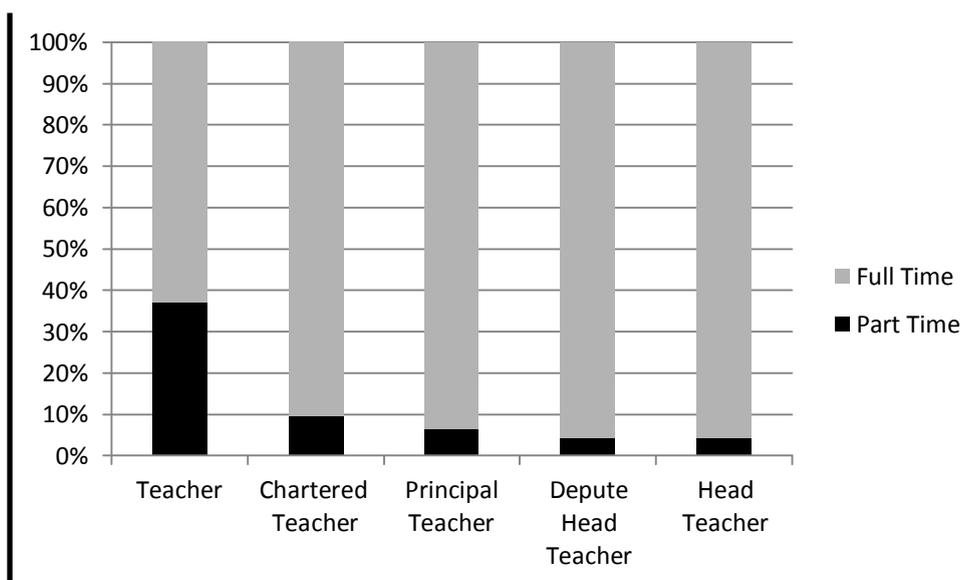
9. Teaching Employees by Gender (Chart)



10. Teaching Employees by Gender and Category



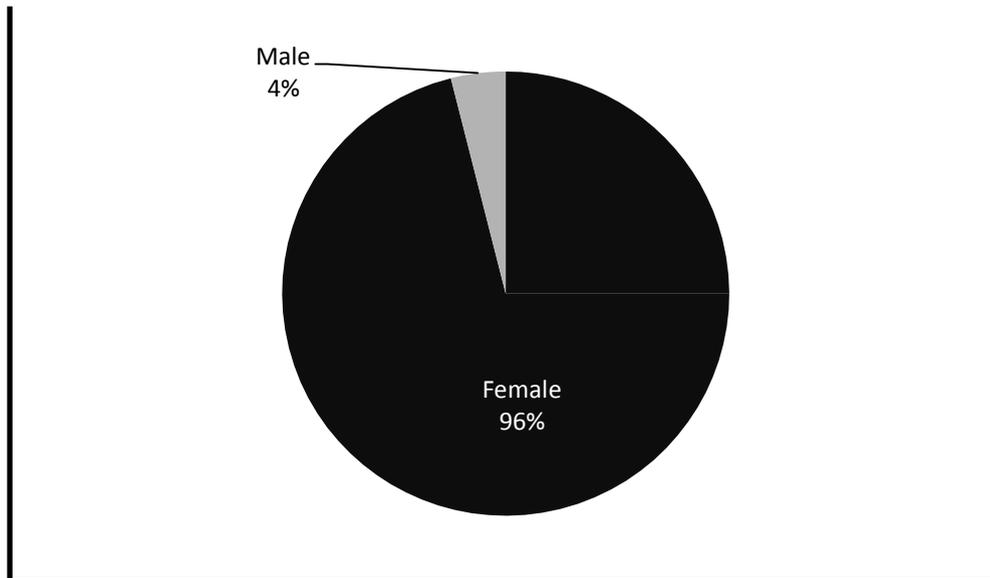
11. Teaching Employees by Part Time and Full Time and Category



12. Employees on NHS conditions by Gender (Table)

NHS	Female	Male	Total
Total	195	8	203

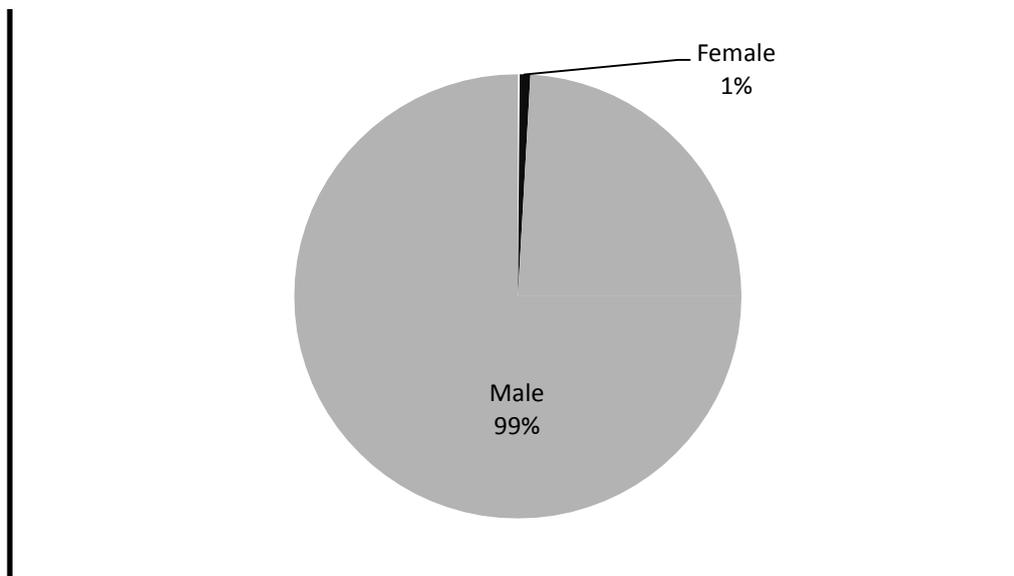
13. Employees on NHS conditions by Gender (Chart)



14. Craft Employees by Gender (Table)

Craft Operatives	Female	Male	Total
Total	1	110	111

15. Craft Employees by Gender (Chart)



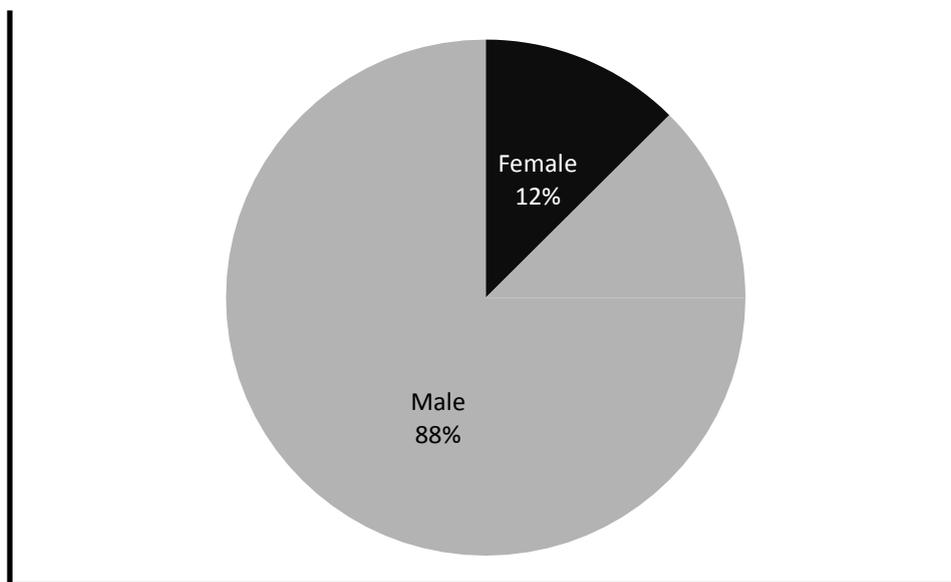
16. Apprentice Employees by Gender (Table)

Apprentices	Female	Male	Total
Total	0	31	31

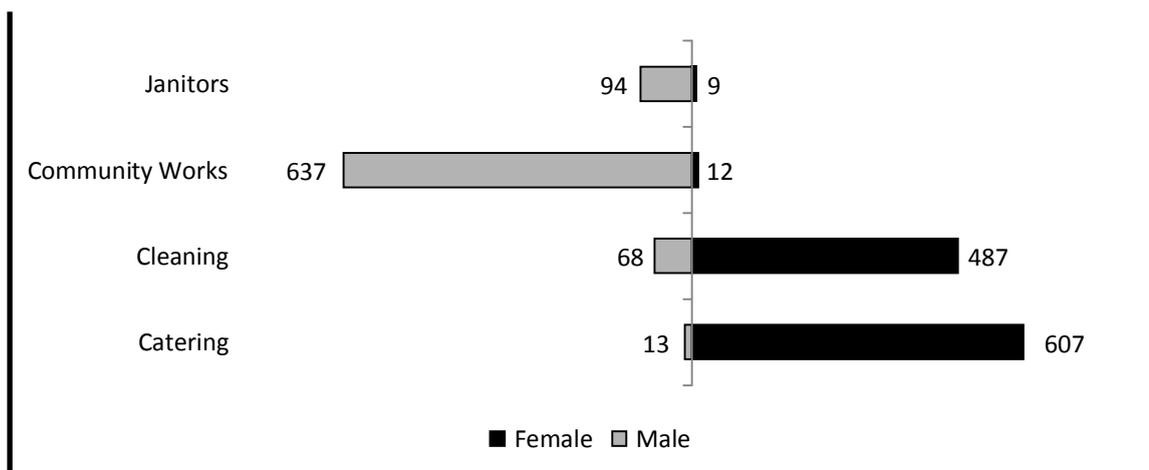
17. Chief Officials by Gender (Table)

Chief Officials	Female	Male	Total
Total	1	7	8

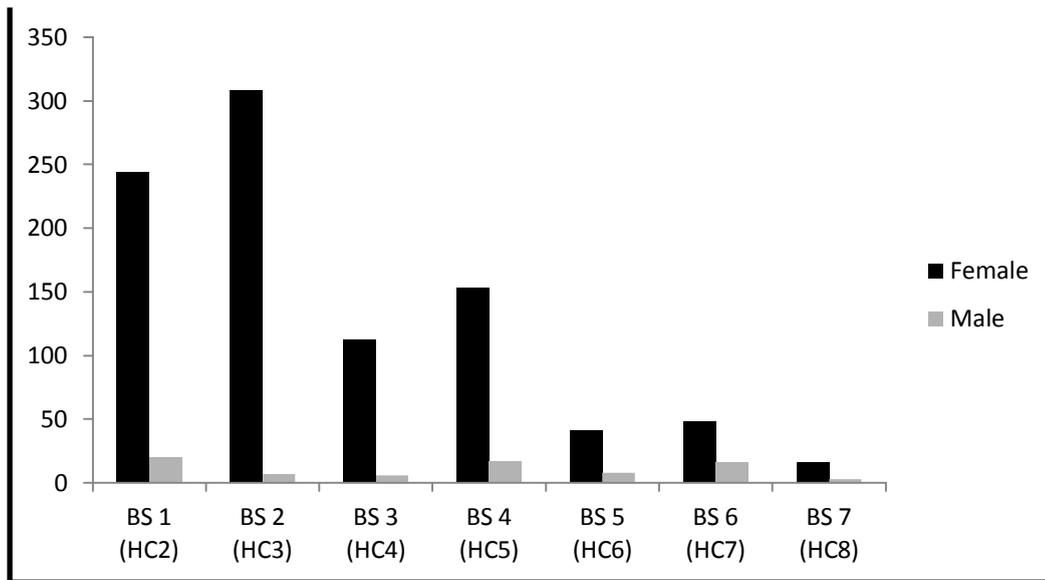
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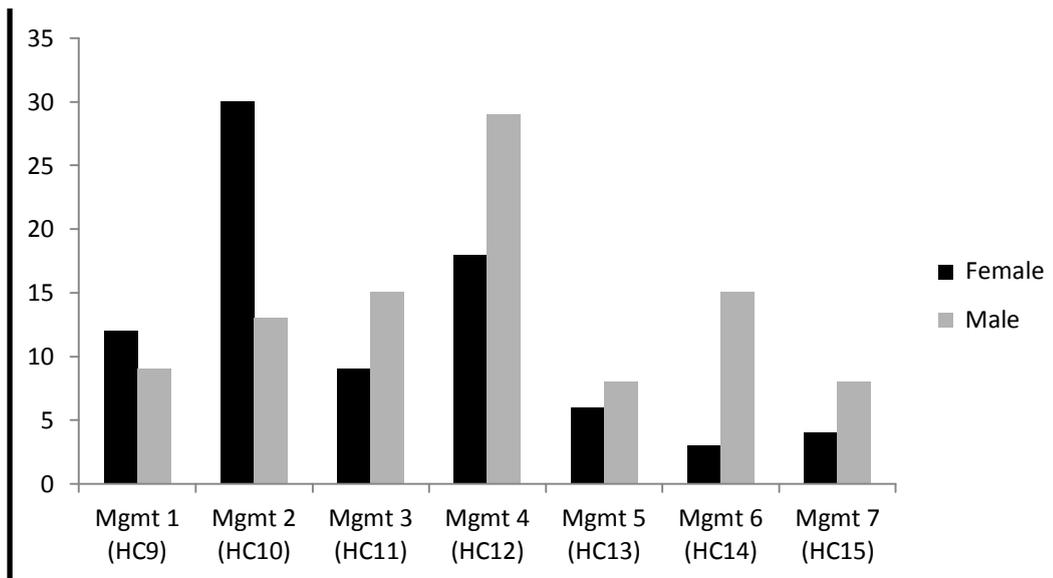
19. Technical and Practical Employees by Gender and Category



20. Business Support Job Family Employees by Gender and Grade



21. Management Job Family Employees by Gender and Grade



Pay Gaps

22. Combined Pay Gap for all Employees

All employees	Female	Male	Difference	Pay Gap %
£13.77	£13.39	£14.76	£1.37	9.25

23. Combined Pay Gaps by Employment Group

Employment Group	Female	Male	Difference	Pay Gap %
Apprentice	n/a	£6.03	£6.03	-
Chief Officials	£57.94	£60.66	£2.72	4.48
Craft	-	-	-	3.37
NHS	£16.28	£16.21	-£0.07	-0.45
SJC	£10.40	£12.79	£2.38	18.64
Teachers	£19.39	£20.54	£1.15	5.60
Total	£13.39	£14.76	£1.37	9.25

24. Combined Pay Gaps by SJC Job Families

Job Family	Female		Male		Difference	Pay Gap %
	Average Hourly Rate	Total	Average Hourly Rate	Total		
Business Support	£9.51	922	£11.00	77	£1.49	13.52
Community	£12.36	239	£12.90	145	£0.54	4.19
Management	£24.10	82	£27.12	97	£3.02	11.15
Personal Care	£9.86	1776	£10.62	64	£0.76	7.18
Professional and Specialist	£18.24	384	£19.20	309	£0.96	5.02
Technical and Practical	£8.21	1282	£10.13	1172	£1.92	18.93
All SJC Employees	£10.40	4685	£12.79	1864	£2.38	18.64

25. Combined Pay Gaps by SJC Grade

Grade	Female		Male		Difference	Pay Gap %
	Average Hourly Rate	Total	Average Hourly Rate	Total		
HC01	£6.62	322	£6.55	61	-£0.07	-1.11
HC02	£7.47	884	£7.48	83	£0.00	0.04
HC03	£8.59	952	£8.66	315	£0.08	0.91
HC04	£9.88	992	£9.93	492	£0.06	0.58
HC05	£11.26	644	£11.22	175	-£0.04	-0.36
HC06	£12.90	290	£13.02	173	£0.12	0.92
HC07	£14.72	188	£14.70	154	-£0.02	-0.11
HC08	£16.55	50	£16.61	72	£0.06	0.36
HC09	£18.64	220	£18.69	143	£0.05	0.26
HC10	£21.04	84	£21.07	78	£0.02	0.11
HC11	£23.67	28	£23.64	58	-£0.03	-0.11
HC12	£26.65	18	£26.64	29	-£0.02	-0.07
HC13	£29.09	6	£29.85	8	£0.76	2.55
HC14	£34.74	3	£34.14	15	-£0.60	-1.76
HC15	£38.02	4	£38.86	8	£0.84	2.16
All SJC Employees	£10.40	4685	£12.79	1864	£2.38	18.64

26. Combined Pay Gaps by Teaching Category

Category	Female		Male		Difference	Pay Gap %
	Average Hourly Rate	Total	Average Hourly Rate	Total		
Chartered Teacher	£21.62	106	£21.80	29	£0.18	0.84
Head Teacher	£26.94	127	£29.61	57	£2.67	9.02
Depute Head Teacher	£26.18	56	£27.75	36	£1.57	5.66
Instructor	£19.50	42	£18.62	30	-£0.88	-4.70
Other	£23.84	12	£27.54	4	£3.69	13.41
Principal Teacher	£22.41	296	£23.30	156	£0.89	3.82
Psychology	£26.68	10	£27.24	4	£0.56	2.05
Teacher	£17.75	1586	£17.50	409	-£0.24	-1.40
Total	£19.39	2235	£20.54	725	£1.15	5.60

27. Combined Pay Gaps by School Type for Head Teachers and Deputy Heads

Category	Female		Male		Difference	Pay Gap %
	Average Hourly Rate	Total	Average Hourly Rate	Total		
Primary HT / DHT	£26.80	148	£26.76	36	-£0.04	-0.15
Secondary HT / DHT	£29.49	31	£30.47	54	£0.98	3.22
Special HT / DHT	£28.42	4	£25.84	3	-£2.58	-9.98
All	£26.71	183	£28.89	93	£2.18	7.55

28. Full Time and Part Time Pay Gaps for All Employees

Employment Type	Female		Male		Difference	Pay Gap %
	Average Hourly Rate	Total	Average Hourly Rate	Total		
Full Time	£16.94	2887	£15.05	2396	£1.89	-12.6
Part Time	£10.97	4230	£12.76	349	-£4.08	27.1
All	£13.39	7117	£14.76	2745	-£1.37	9.3

29. Full Time and Part Time Pay Gaps for Teaching Employees

Employment Type	Female		Male		Difference	Pay Gap %
	Average Hourly Rate	Total	Average Hourly Rate	Total		
Full Time	£19.82	1529	£20.94	606	-£1.12	5.3
Part Time	£18.44	706	£18.49	119	-£2.50	11.9
All	£19.39	2235	£20.54	725	-£1.15	5.6

30. Full Time and Part Time Pay Gaps for Non-Teaching Employees

Employment Type	Female		Male		Difference	Pay Gap %
	Average Hourly Rate	Total	Average Hourly Rate	Total		
Full Time	£13.69	1358	£13.06	1790	£0.64	-4.9
Part Time	£9.48	3524	£9.79	230	-£3.58	27.4
All	£10.65	4882	£12.68	2020	-£2.04	16.0

31. Full Time and Part Time Pay Gaps for SJC Employees

Employment Type	Female		Male		Difference	Pay Gap %
	Average Hourly Rate	Total	Average Hourly Rate	Total		
Full Time	£13.42	1285	£13.21	1636	£0.21	-1.6
Part Time	£9.26	3400	£9.78	228	-£3.95	29.9
All SJC Employees	£10.40	4685	£12.79	1864	-£2.39	18.7

Other Data

32. The Discretionary Placement of New Employees on the SJC Pay Scales

Grade	1st Point on Scale		2nd Point on Scale		3rd Point on Scale		4th Point on Scale		5th Point on Scale	
	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
HC1	40	16	0	0	0	0	0	0	n/a	n/a
HC2	51	7	0	0	0	0	0	0	n/a	n/a
HC3	37	17	0	0	0	0	0	0	1	0
HC4	21	21	0	0	0	0	0	0	0	0
HC5	7	5	0	0	0	0	0	0	1	0
HC6	5	6	0	0	0	0	0	0	0	0
HC7	5	11	1	0	0	0	0	0	0	0
HC8	2	2	0	1	0	0	0	1	n/a	n/a
HC9	5	3	0	0	1	0	0	0	n/a	n/a
HC10	1	0	0	0	0	0	1	0	n/a	n/a
HC11	0	0	0	0	0	0	0	0	n/a	n/a
HC12	0	1	0	0	0	0	0	0	n/a	n/a
HC13	0	0	0	0	0	0	0	0	n/a	n/a
HC14	0	0	0	0	0	0	0	0	n/a	n/a
HC15	1	0	0	0	0	0	0	0	n/a	n/a
Total	175	89	1	1	1	0	1	1	2	0