

# Equal Pay Audit – 2017-18

November 2018



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**[PMBusinessSupportUnit@cararthenshire.gov.uk](mailto:PMBusinessSupportUnit@cararthenshire.gov.uk)**

## EQUAL PAY AUDIT 2017-18

### 1.0 INTRODUCTION

Carmarthenshire County Council ("the Authority") is committed to supporting and promoting all aspects of equality and diversity and providing a working environment that is fair, inclusive and free from discrimination.

Equal pay for work of equal value is a fundamental part of this aim. In support of this, a single status pay and grading structure and single status terms and conditions have been introduced for all employees covered by NJC "green book" terms and conditions.

Devolved Public Bodies in Wales are covered by Schedule 2 to the Equality Act 2010 (Specific Duties and Public Authorities) Regulations. We are required, under the Act, to have due regard to the need to have equality objectives that address the causes of pay difference, including those relating to gender, between our employees. This Equal Pay Audit identifies those pay gaps, explains the reasons for them and suggests, in the form of an action plan, ways in which we can reduce or remove those gaps.

Job evaluation of all posts covered by the single status pay and grading structure has been carried out using the Greater London Provincial Council (GLPC) job evaluation scheme to ensure all employees are rewarded fairly for the work they do. The GLPC job evaluation scheme is analytical, factor-based and has been reviewed at a national level to ensure it meets equality standards.

Local terms and conditions for Soulbury, Youth and Community and Chief Officers' posts have been brought in line with those agreed under single status.

The single status pay and grading structure and terms and conditions were subject to an Equality Impact Assessment prior to being introduced in April 2012. This was carried out by an independent consultant.

Following on from the Equality Impact Assessment, Equal Pay Audits have been completed for each financial year from 2013/14. This document is the fifth Equal Pay Audit for the Authority and will highlight any changes to the overall pay gap.

The Authority continues to undertake a data collection exercise to update employee records with information on protected characteristics as described in the Equality Act 2010. This is a voluntary declaration process on the part of the employee but the aim of the exercise is to continue to improve the quality and quantity of equal opportunities data held against each employee's

record. As the level of data held for some of the protected characteristics is currently low, this Equal Pay Audit focuses on the protected characteristics of sex and age only. It is anticipated that by encouraging employees to declare more information, the availability of data will improve and other protected characteristics can be included in future analyses.

**2.0 OBJECTIVES**

The primary objective of completing an Equal Pay Audit is to identify the overall pay gap for the Authority between men and women. In addition, any pay gaps in individual grades, or any other areas which may require further analysis or action, will be highlighted. It is also an opportunity to identify areas where there is room for improvement in data collection or in the application of allowances.

A pay gap of 3% or more (marked in *italics* in the tables) requires further investigation. A pay gap of 5% or more (marked in **bold** in the tables) requires investigation and action if there is no clear justification for the difference and where that justification is unrelated to protected characteristics.

The “outcomes” section of the Audit will identify any actions needed and these will form part of an ongoing action plan. The results of implementing any changes from the action plan will be reviewed as part of future Equal Pay Audits.

**3.0 EQUAL PAY AUDIT – A 5 STEP PROCESS**

An Equal Pay Audit involves:

- Comparing the pay of men and women carrying out equal work
- Identification and explanation of any significant pay gaps
- Devising an action plan to address any areas of concern

The Equal Pay Audit follows the approach recommended by the Equality and Human Rights Commission (EHRC) which has five main steps.

- Step 1                      Decide scope of Audit and identify data needed
- Step 2                      Identify where protected groups are doing equal work
- Step 3                      Collect pay data
- Step 4                      Identify causes of pay gaps (if any)
- Step 5                      Develop an action plan

The Equal Pay Act 1970 provides three definitions of equal work and how it can be assessed. These are:

- “Like work” (work that is the same or very similar)
- “Work rated as equivalent” (rated as equivalent under a job evaluation scheme)
- “Work of equal value” (when compared under headings such as effort and skill)

Where jobs have been rated under a job evaluation scheme, “work rated as equivalent” is the most appropriate way in which equal work can be measured. This is the method used to measure equal pay for equal work in this Audit.

#### 4.0 SCOPE

Pay gaps will be identified on basic pay, and on total pay which includes the allowances specified in **Appendix A**. Allowances have been included in the Equal Pay Audit where they either affect a large number of employees or are of a large monetary value. Excluded are any that are only received by a very few employees or those that are in respect of a reimbursement of expenses (for example, travel payments).

All Authority posts are included in the Audit with limited exceptions (see below). Included are staff groups on single status pay and terms and conditions as well as staff on Soulbury (blue book), Youth and Community (pink book) and Chief Officer graded posts. The report is based on headcount figures and not Full Time Equivalent (FTE) in relation to employees of Carmarthenshire County Council.

Certain posts are excluded from the Audit. These posts are:

- Teachers (other than those centrally employed)
- Nationally graded posts such as Modern Apprentices and other training positions
- Employees of Voluntary Aided schools as these are not employees of the Authority

Casual workers are also excluded for the purposes of any audit but are paid in accordance with the Authority’s agreed pay scales for hours worked.

Currently the Equal Pay Audit uses sex and age only as the data we hold on other protected characteristic is limited, with the majority of employees not declaring. In addition, there are certain characteristics such as race where we have a relatively low percentage of employees who identify as being in BME categories meaning that individuals would be identifiable in comparisons within grades.

## **5.0 METHODOLOGY**

During 2017/18 Carmarthenshire County Council employed around 6,336 people across six departments and in a wide variety of roles. 14.35% of our employees hold more than one job with the Authority and the Audit will cover all the posts they hold, providing they are not excluded from the scope, as shown above. Where people hold multiple posts, each job has been evaluated separately and the employee is paid at the relevant rate for each job thus supporting the principle of equal work for equal pay.

The data used in the Audit has been extracted from the HR/Payroll system. It includes anyone who was in post on 31<sup>st</sup> March 2018 and covers pay and allowances received for the period 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018. Where an employee started in post after 1<sup>st</sup> April 2017 and before 31<sup>st</sup> March 2018 their pay and allowances have been calculated as a full year's equivalent to allow for accurate comparison with other employees.

Part-time salaries have been uplifted to a full-time equivalent for the purposes of comparing like figures. Average salaries have been calculated on a mean average basis. This allows us to identify pay gaps in average salaries. Positive outcomes identify pay gaps in favour of women and negative outcomes identify pay gaps in favour of men.

## **6.0 PAY STRUCTURES**

The Authority's NJC pay structure consists of 15 basic grades and remained linked to the national rates of pay during 2017/18.

Grades A and O do not overlap with any other grades. Grades E, F, G, H, and I all have two SCP overlaps either at the top or the bottom of the grade. All the other grades overlap by one SCP.

The usual expectation is that employees will start at the lowest SCP for their grade. Where someone is appointed at a higher spinal column point, justification is required in line with the Authority's Recruitment Salaries' guidance. There is no evidence within the Equal Pay Audit that recruitment salaries have led to any significant inequality of pay.

Again, it is expected that employees will progress through the grade by means of time-served annual increments. Where someone progresses through the grade more quickly, justification is required in line with the Authority's Accelerated Increments' guidance. There is no evidence within the Audit that accelerated increments have led to any significant inequality of pay.

Our current Pay Policy, which includes all pay structures operating within Carmarthenshire County Council can be viewed on our website [Pay Policy](#)

## **7.0 ADJUSTMENT PERIODS**

When an employee is deemed "at risk" and transfers to a lower graded post via the Redeployment Policy, other than through them actively applying for that post, they remain in their substantive post for a period of up to 12 weeks as an adjustment period whilst undertaking a work trial in the new post. During that period they remain on the salary for their substantive post. Transfers of this nature may occur as a result of redeployment in a redundancy situation or other instances of suitable alternative employment being found for an individual. The adjustment period is carefully monitored and ceases at the end of the agreed period or when the employee's salary reaches, or exceeds, its former level, whichever happens first.

The Authority also allows for a period of adjustment when staff are transferred to the NJC grading structure from another pay structure and where their salary decreases. The adjustment period is carefully monitored and ceases at the end of the agreed 12 month period or when the employee's salary reaches, or exceeds, its former level, whichever happens first.

During the year 2017/18 there were 19 employees who remained on their substantive salary for period of adjustment as a result of a reduction to their grade. 9 of these employees (47%) were women and 10 (53%) were men. There is no evidence within the Audit that the adjustment periods have led to any significant inequality of pay.

## 8.0 MARKET SUPPLEMENTS

The Authority has a Market Supplement Scheme to recognise that there may be times when specific skills and experiences are in short supply. Use of market supplement payments is one way of ensuring we can recruit and retain sufficient employees with the required skills to safeguard the provision of these services.

A key purpose of the scheme is to ensure that any market supplements are paid fairly and consistently to avoid the risk of non-compliance with equal pay legislation. There needs to be clear evidence that the basic rate of pay for a specific job is significantly lower than the market rate for a relevant and equivalent post in a similar market and that any recruitment or retention problems are due to rates of pay.

The introduction of market supplements must be properly controlled in order to avoid the creation of potentially unlawful pay disparities and Equal Pay Act risks. There are, therefore, very specific rules to the application of market supplements to ensure that they can be objectively justified.

During the period 2017/18, 31 employees received market supplement allowances across two job groups. 9 (29%) of the employees were male and 22 (71%) female which is in line with the male / female split across the Authority. In all instances of market supplements being paid, business cases evidencing recruitment and retention difficulties for specific job roles have been agreed. The market supplement business cases are reviewed after a maximum of 12 months to ensure the business case is still relevant or decide that the payment should cease.

There is no evidence that Market Supplement allowances have led to any inequality of pay.

## 9.0 OUTCOME

The staff groups covered by the Equal Pay Audit consist of 76.41% women and 23.59% men. This is broken down in **Table 1** below to show the percentages of women and men in the various groups.

Table 1: Gender analysis per Grade Group	Number			% of Grade	
	Female	Male	Total	Female	Male
Grade Group					
NJC (green book) plus locally agree grades	5691	1731	7422	76.7%	23.3%
Soulbury Advisers/Inspectors & Youth & Community Workers	44	11	55	80%	20%

Teaching Pay Scales	53	29	82	64.6%	35.4%
Chief Officer Grades	6	17	23	26.1%	73.9%
Miscellaneous Grades	2	1	3	66.7%	33.3%
Grand Total	5796	1789	7585	76.4%	23.6%

Table 1 – men and women within grade groups

98% of the workforce is currently covered by NJC terms and conditions and the Single Status Agreement.

64.7% of the workforce works part time (less than 37 hours per week) of which 89% is female. 45% are term time only workers, as denoted by their job, of which 92% is female.

**The overall pay gap for the Authority is -17.39% on basic pay only.** The overall pay gap for total pay (basic pay plus the allowances included in Appendix A) is -18.97. A breakdown of the grades that have a pay gap of 3% or more on either basic pay or total pay follows below.

**The pay gap pre-single status was -21.2% on basic pay only.** We have therefore seen a continual year on year reduction in the pay gap between men and women as shown in the table below.

Year	Basic pay gap	Year on year Difference	% Change	Cumulative change
Pre-single status	-21.2%	-	-	
2013/14 EPA	-20.58%	0.62	2.92%	2.92%
2014/15 EPA	-19.36%	1.22	5.75%	8.68%
2015/16 EPA	-18.44%	0.92	4.75%	13.02%
2016/17 EPA	-17.48%	0.96	5.21%	15.06%
2017/18 EPA	-17.39	0.09	0.51	16.25

Table 2 –pay gaps on basic pay only between men and women

### **Pay gaps resulting from average full time equivalent (FTE) basic pay only**

The analysis of our pay data has identified twelve significant pay gaps resulting from average FTE basic pay only. Seven of these pay gaps are in favour of women (**shown as positive %**) and the other five are in favour of men (**shown as negative %**). Details are shown in the table below:

Grade	Number of women in Post	Average FTE Basic Pay	Number of men in Post	Average FTE Basic Pay	% difference
Educational Psychologist	7	£48,835.71	1	£44,797.00	9.02%
Unqualified Teacher	3	£26,295.00	6	£25,005.83	5.16%
Soulbury 15 - 19	3	£57,265.33	1	£54,582.00	4.92%
Grade G + 4%	29	£27,213.10	3	£26,108.00	4.23%

Grade H + 4%	7	£29,964.71	1	£28,775.00	4.13%
Grade E + 4%	537	£21,448.57	27	£20,644.70	3.89%
Grade F + 4%	277	£24,025.83	43	£23,135.44	3.85%
Soulbury 8-12	16	£45,329.75	4	£47,017.50	-3.59%
Grade E + 8%	26	£21,428.23	20	£22,416.20	-4.41%
Grade I + 4%	1	£31,359.00	1	£33,785.00	-7.18%
School Improvement Officer	3	£57,180.33	1	£62,914.00	-9.11%
Deputy Head Teachers	1	£54,250.00	1	£74,615.00	-27.29%

Table 3 – pay gaps of 3% and more, on average FTE basic pay, between men and women

### **Pay gaps in favour of women**

#### **Educational Psychologist 9.02%**

There are 7 women and one man in this group. The pay gap results from a combination of length of service with some of the women having up to four years more service than the man and the application of structured professional assessments to some of the women's pay.

#### **Unqualified Teacher 5.16%**

The pay gap for this grade is as a result of length of service. All occupants apart from one of the men are on top of the unqualified scale.

#### **Soulbury 15-19 4.92%**

There are three women and one man in post. Two of the three women have longer service than the other two employees so are on a higher hourly rate.

#### **Grade G+4% 4.23%**

There are three men and 29 women on this grade. None of the men are on top of the scale due to having relatively short length of service whereas nearly 45% of women are on top of scale with a further 17% on the penultimate spinal column point.

#### **Grade H+4% 4.13%**

There are seven women and one man on this grade. The man has two years' service whereas, on average, the women have five years' service so are on higher spinal column points within the grade.

### **Grade E + 4% 3.89%**

The average length of service for men in this grade is lower than that for women, therefore the pay gap is a result of increments paid due to length of service with 69% of women on the top spinal column point and 48% of men on the top spinal column point.

### **Grade F + 4% 3.85%**

The average length of service for men in this grade is lower than that for women, therefore the pay gap is a result of increments paid due to length of service with 79% of women in the top half of the grade and 63% of men in the top half of the grade.

### **Pay gaps in favour of men**

#### **Soulbury 8-12 -3.59%**

The Soulbury 8-12 grade is an amalgamation of a number of different grades (e.g. Soulbury 8, Soulbury 9-11 and Soulbury 8-12) covering a number of different job roles so not easily comparable. In two of the grades – Soulbury 7-9 and Soulbury 8-12 there is no gap, in Soulbury 9-11 men are paid slightly more due to length of service and in Soulbury 8 one man has three plussage points on his salary.

#### **Grade E +8% -4.41%**

The pay difference is as a result of length of service with 68% of the men on this grade having 5 or more years' service whereas only 31% of women are on the top of the grade.

#### **Grade I+4% -7.18**

There are just two people on this grade. The man is on SCP 37 and the woman on SCP 34. This is due to length of service.

#### **School Improvement Officer -9.11**

There are five employees on this grade. The one man is on £32.61 per hour and the four women are on £29.84 per hour. This is due to length of service.

## Deputy Head Teachers -27.29%

There are two employees on Deputy Head Teacher grade who are not school based. The man is on secondment to a non-Teacher role but has retained his grade for the duration of the secondment. In addition to the differences in role the man has longer service in a Deputy Head Teacher role than the woman.

This analysis confirms that there is no evidence of systemic pay discrimination in relation to basic pay.

### Pay gaps resulting from average full time equivalent (FTE) total pay

The analysis of our pay data has identified eighteen significant pay gaps resulting from average FTE total pay. Total pay is average FTE basic pay plus FTE allowances and additional payments as identified in Appendix A which were received during the year. Eight of these pay gaps are in favour of women and ten are in favour of men. The table below details these grades:

Grade	Number of women in Post	Average FTE Total Pay	Number of men in Post	Average FTE Total Pay	% difference
Educational Psychologist	7	£48,942.28	1	£44,797.00	9.25%
Soulbury 15 - 19	3	£57,859.66	1	£54,582.00	6.01%
Unqualified Teacher	3	£26,295.00	6	£25,111.02	4.71%
Grade H + 4%	7	£30,097.80	1	£28,775.00	4.60%
Grade C + 8%	212	£19,804.60	28	£18,966.43	4.42%
Grade F + 4%	277	£24,067.66	43	£23,167.89	3.88%
Grade E + 4%	537	£21,481.14	27	£20,712.49	3.71%
Grade G + 8%	8	£29,606.91	7	£28,702.51	3.15%
Grade H	109	£29,831.13	97	£31,405.63	-5.01%
Soulbury 8-12	16	£45,445.71	4	£48,081.92	-5.48%
Directors (JNC)	2	£117,784.00	3	£125,152.61	-5.89%
Grade F	216	£23,407.89	184	£24,916.34	-6.05%
Grade I + 4%	1	£31,359.00	1	£33,785.00	-7.18%
Grade D	310	£17,572.09	258	£18,970.61	-7.37%
Grade B + 8%	19	£17,510.89	12	£18,972.04	-7.70%
Grade E	192	£20,184.49	130	£22,128.41	-8.78%
School Improvement Officer	3	£57,180.33	1	£63,990.04	-10.64%
Deputy Head Teachers	1	£55,183.00	1	£74,615.00	-26.04%

Table 4 – pay gaps of 3% and more on average FTE total pay, between men and women

## **Pay gaps in favour of women**

### **Educational Psychologists 9.25%**

9.02% of this pay difference is as a result of differences in basic pay (see above). The remainder is due to one woman being in receipt of an honorarium payment during the period.

### **Soulbury 15-19 6.01%**

This is an amalgamated grade that covers more than one job type. 4.92% of the pay gap relates to differences in basic pay (see above). The remainder is due to an honorarium being paid to one woman during the period covered by the audit.

### **Unqualified Teacher 4.71%**

There is a basic pay gap of 5.16% in favour of women (see above). This is reduced to 4.71% on total pay as there is a pay allowance being paid to one man on this grade.

### **Grade H+4% 4.60%**

There is a basic pay gap of 4.13%. This increases to 4.60% because one woman in the grade is being paid an honorarium and another received overtime payments during the period.

### **Grade C + 8% 4.42%**

There are a number of allowances paid to both men and women on this grade. Those contributing most to the pay gap are Acting Up paid to 4 men and 90 women, Night Duty Allowance, paid to 4 men and 83 women and overtime, paid to 19 men and 103 women.

### **Grade F+4% 3.88%**

Most of this pay gap is accounted for by differences in basic pay (3.85%). The small difference caused by allowances (0.03%) is as a result of overtime payments.

### **Grade E+4% 3.71%**

The basic pay gap is 3.89%. Overtime payments have reduced the gap slightly by 0.18%.

### **Grade G+8% 3.15%**

The pay difference is as a result of overtime payments which are paid to both men and women but a greater number of payments / higher amounts have been paid to women during this period.

### **Pay gaps in favour of men**

#### **Grade H -5.01%**

Although both men and women are in receipt of allowances, a higher percentage of these are received by men. The biggest allowance payments are overtime and standby. During this period men received 67% of the overtime payments and 100% of standby payments.

#### **Soulbury 8-12 -5.48%**

-3.59% of the pay gap is accounted for by differences in basic pay (see above for details). The remaining difference is due to honoraria payments. 25% of the men have an honorarium payment as do 17% of the women.

#### **Directors (JNC) -5.89%**

Director grade posts are occupied by three men and two women. One of the men is in receipt of an honorarium payment and this is the reason for the difference in pay.

#### **Grade F -6.05%**

This pay gap largely results from overtime payments which are paid to 61 men and 15 women, and standby which was paid to 43 men and 2 women.

### **Grade I+4% -7.18%**

The whole of this pay gap is as a result of differences in basic pay (see above).

### **Grade D -7.37%**

There are a number of additional payments made to this staff group although the two most significant ones are overtime and standby payments which are paid to 36 women and 118 men (overtime) and, in the case of standby to 47 men and no women.

### **Grade B+8% -7.70%**

The main allowance payment to this group of staff is overtime which is paid to 42% of women and 66% of men within this grade. The total value of payments made to women is £9402.97 and to men is £22,543.52.

### **Grade E -8.78%**

There are a number of allowances paid to both men and women in this grade. The two biggest are overtime and standby. Payments of these are higher to men within this grade as a result of the types of work being undertaken. 57% of men received an overtime payment during the period, compared to 14% of women. 23% of men received a standby payment compared to 4% of women.

### **School Improvement Officer -10.64%**

-9.11% of this pay gap is as a result of basic pay (see above for details). In addition, the one man in post is in receipt of an additional pay element.

### **Deputy Head Teachers -26.04%**

There is a difference of -27.29% on basic pay. The woman within the group is paid an additional responsibility allowance which goes some way to reducing the gap.

## 10. ANALYSIS CONCLUSION

The analysis of the pay gaps does not suggest any evidence of discrimination within the pay structures nor the allowances paid. The pay gaps are generally as a result of segregation of the sexes between job types rather than application of the allowances and this is an area that the Authority needs to continue to work on as part of any future reduction in pay gaps as well as for future workforce planning.

## 11.0 AGE PAY ANALYSIS

### Organisation distribution by age

Distribution of Employees by Grade & Age			
Grade	Number job holders per grade	Average Age @ 31/3/18 (Mean)	Difference from Overall Average age
Grade A	179	51.18	4.63
TUPE NHS Band 2	1	59.00	12.44
Grade A + 4%	1642	48.73	2.17
Grade A + 8%	44	53.82	7.26
Grade B	30	47.13	0.57
Grade B + 4%	530	43.79	-2.77
Grade B + 8%	31	46.87	0.31
Grade C	205	48.04	1.48
Grade C + 4%	53	48.30	1.74
Grade C + 8%	240	45.83	-0.73
Grade D	568	46.80	0.24
Grade D + 4%	330	46.22	-0.34
Grade D + 8%	301	48.11	1.55
Grade E	322	44.85	-1.71
Grade E + 4%	564	43.34	-3.22
Grade E + 8%	46	45.41	-1.15
PW1	2	33.00	-13.56
Grade F	400	45.93	-0.63
Grade F + 4%	320	44.76	-1.80
Grade F + 8%	115	45.19	-1.37
Unqualified Teacher	9	47.22	0.66
Grade G	397	44.98	-1.58
Youth & Community Workers	1	50.00	3.44
Grade G + 4%	32	46.94	0.38
Grade G + 8%	15	49.20	2.64
Grade H	206	45.35	-1.21
Grade H + 4%	8	53.50	6.94
Grade H + 8%	22	45.18	-1.38

Grade I	369	44.17	-2.39
Grade I + 4%	2	50.00	3.44
Main Pay Scale Teacher	13	43.38	-3.17
Grade I + 8%	1	50.00	3.44
Grade J	125	47.18	0.62
Grade J + 4%	1	41.00	-5.56
Upper Pay Scale Teacher	41	49.34	2.78
Upper Pay Teacher & TLR	14	49.93	3.37
Soulbury 7-9	1	51.00	4.44
Youth & Community Officer	1	58.00	11.44
Grade K	143	48.52	1.96
Grade K + 4%	1	50.00	3.44
Community Learning Manager	1	49.00	2.44
Grade L	98	47.13	0.57
Soulbury 8-12	20	46.20	-0.36
Grade L + 4%	1	48.00	1.44
Leadership Teacher	3	46.67	0.11
Grade M	29	49.72	3.17
Associate School Improvement Officer	4	52.50	5.94
Educational Psychologist	8	50.63	4.07
Grade N	41	50.73	4.17
Senior Educational Psychologist	4	51.50	4.94
Soulbury 15 - 19	4	49.75	3.19
SOULBURY 20-23	3	51.33	4.77
Principal Educational Psychologist	1	53.00	6.44
Soulbury 23-25	1	55.00	8.44
School Improvement Officer	4	51.00	4.44
Principal School Improvement Officer	1	47.00	0.44
Senior Challenge Advisor	1	44.00	-2.56
Grade O	11	49.09	2.53
Head of Service (1)	16	51.94	5.38
Deputy Head Teachers	2	50.00	3.44
Assistant Chief Executive	1	56.00	9.44
Directors (JNC)	5	50.20	3.64
Chief Executive	1	58.00	11.44
Grand Total	7585	46.56	0.00

The above table indicates a tendency for the average age to be slightly older in the higher grades. This is a common trend where high levels of experience and / or skills are required.

## 12.0 OVERALL CONCLUSION

The Equal Pay Audit confirms there is no evidence of systemic pay discrimination in the employee groups covered by the Equal Pay Audit. It also shows a progressively shrinking pay gap between men and women year on year.

However, it is important that the Authority strives to maintain this position so regular reviews of the pay structure, the terms and conditions and all policies in relation to how we manage pay will continue and, where improvement can be made, recommendation will be made to the Corporate Management Team and Executive Board. The application of payment of allowances was reviewed as part of the implementation of single status and will continue to be monitored so that fairness and consistency of application continues.

Standby remains one of the biggest causes of pay differences between men and women. The standby rate reduced on 1<sup>st</sup> April 2018 so we should see some reduction in total pay gaps during 2018/19 as a result of this.

## 13.0 ACTION PLAN

### **Progress on action plan resulting from 2017/18 Equal Pay Audit**

Actions from the 2016/17 Equal Pay Audit are listed below and remain the same for this audit period. Departmental Heads of Service will be meeting to share their experiences, successes and failures in trying to implement the actions below and to agree areas to focus on in the coming year. The actions have been incorporated into the Strategic Equality Plan and will form part of the People Strategy Group's work plan.

- 1) Continue to gather data on all protected characteristics with a view to being able to include more characteristics in future audits.

We continue to gather data from staff, and improved HR / Payroll systems together with more accessible self-service systems are expected to improve the availability of data going forwards.

- 2) Undertake a further Equal Pay Audit for the financial year 2018/19 to monitor trends in any pay gaps identified in this audit.

This 2017/18 Equal Pay Audit shows an ongoing shrinking of the pay gap between men and women and we will continue to monitor the changes.

- 3) Continue to review allowances to ensure they are a) paid in a fair and consistent manner and b) remain relevant as the economic climate changes.

Standby payment rates were reduced from 1<sup>st</sup> April 2018. This will have an impact on reducing the total pay gaps for some grades when the

2018/19 Equal Pay Audit figures are produced. We will continue to monitor and where applicable review, allowances.

- 4) Continue to review gender segregation across job types and develop strategies to tackle this.

The People Strategy Group have been asked to assist in the development of strategies.

- 5) Review of pay structure, i.e. double SCP overlaps/reduction in number of increments in pay bands.

The NJC pay structure has undergone fundamental review as a result of the new national pay scales effective from 1<sup>st</sup> April 2019. Unfortunately budget restrictions mean that many of the overlaps between grades have had to be retained in order that new rates of pay can be afforded. Pay scales with abutting grades and spot salaries were considered as part of the review but added extensive additional costs. This action will be removed from future Equal Pay Audit actions as it is unaffordable in light of the current budget restrictions but will be kept under review.

- 6) Ongoing review of Standby and associated call-out / overtime payments.

See response to action (3) – above. The rate of Standby payments was been reduced from £53 per session to £40 per session with effect from 1<sup>st</sup> April 2018. In addition, a part-session has been introduced which is to be paid at £25 per session.

The new standby rates will include 30 minutes dealing with enquiries by email or telephone per session or 20 minutes dealing with enquiries by email or telephone per part-session. This will reduce the amount of call-out payment. This action will be removed from future Equal Pay Audits as it is now completed.

- 7) Ongoing review of the fairness of the application of allowances and plussages.

Ongoing action that managers and Heads of Service should continue to prioritise, especially during the recruitment process where new ways

of working can be considered and a decision made as to whether allowances need to continue to be paid (e.g. does the person coming into post need to be on standby every week, work regular weekends etc.)

- 8) Continue to check and monitor the use of 'gender neutral' language in job profiles, job adverts and the recruitment process as a whole. Recruitment training is being rolled out across the Authority during 2018 which will assist with managers' understanding of the use of appropriate terminology.

Training was carried out during 2018 and will continue throughout 2019.

- 9) Work towards encouraging a more gender balanced mix of staff into gender stereo-typical roles such as cooks, cleaners, catering or craft workers via recruitment campaigns or apprenticeships.

For discussion by Heads of Service and forms part of the Strategic Equality Plan and one of the workstreams for the people Strategy Group. Where departments have had success in this area, best practice to be shared and rolled out to other areas. HR Advisers to consider all options at the recruitment stage.

- 10) Ensure development and training opportunities are available for staff at all levels within the authority whether this is to improve skills in their existing roles, open up opportunities for career progression within a chosen field of work or consider opportunities which employees may wish to take in different fields.

An ongoing action for managers to link in with Learning and Development to provide suitable development opportunities which will allow staff to progress within their own departments or provide them with the skills to change career.

## APPENDIX A

### **Allowances included as part of Equal Pay Audit**

Acting up allowances

Additional pay

Bank holiday pay

Call out

Holiday hours

Honoraria

Market Supplements

Night duty pay

Overtime

Pay protection

Plusages on basic pay

Sleep in allowance

Standby payments