



Gender Pay Gap Information

April 2012 – March 2013

This document can be made available in other languages, large print, and audio format upon request.

Arabic

هذه الوثيقة متاحة أيضا بلغات أخرى والأحرف الطباعية الكبيرة وبطريقة سمعية عند الطلب.

Cantonese

本文件也可應要求，製作成其他語文或特大字體版本，也可製作成錄音帶。

Gaelic

Tha an sgrìobhainn seo cuideachd ri fhaotainn ann an cànanan eile, clò nas motha agus air teip ma tha sibh ga iarraidh.

Hindi

अनुरोध पर यह दस्तावेज़ अन्य भाषाओं में, बड़े अक्षरों की छपाई और सुनने वाले माध्यम पर भी उपलब्ध है

Mandarin

本文件也可应要求，制作成其它语文或特大字体版本，也可制作成录音带。

Polish

Dokument ten jest na życzenie udostępniany także w innych wersjach językowych, w dużym druku lub w formie audio.

Punjabi

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

Urdu

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

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Table 1: Occupational Segregation by Gender by Grade

Equal Work Group	Organisation	Male			Female		
	Count	Count	% of Group	% of Male	Count	% of Group	% of Female
A	208	34	16.35	3.31	174	83.65	5.76
B	223	33	14.8	3.21	190	85.2	6.29
C	603	116	19.24	11.28	487	80.76	16.11
D	752	137	18.22	13.33	615	81.78	20.34
E	300	156	52	15.18	144	48	4.76
F	372	69	18.55	6.71	303	81.45	10.02
G	145	58	40	5.64	87	60	2.88
H	185	56	30.27	5.45	129	69.73	4.27
I	138	48	34.78	4.67	90	65.22	2.98
J	64	24	37.5	2.33	40	62.5	1.32
K	100	46	46	4.47	54	54	1.79
L	19	12	63.16	1.17	7	36.84	0.23
M	3	1	33.33	0.1	2	66.67	0.07
N	12	5	41.67	0.49	7	58.33	0.23
O	26	13	50	1.26	13	50	0.43
C1	1	1	100	0.1	0	0	0
C2	3	3	100	0.29	0	0	0
C3	2	1	50	0.1	1	50	0.03
C4	8	5	62.5	0.49	3	37.5	0.1
C7	1	1	100	0.1	0	0	0
Craft	20	20	100	1.95	0	0	0
Educational Psychologist	4	0	0	0	4	100	0.13
Music Instructor	20	8	40	0.78	12	60	0.4
Teacher	627	116	18.5	11.28	511	81.5	16.9
Principal Teacher	128	44	34.38	4.28	84	65.63	2.78
Deputy Head	43	9	20.93	0.88	34	79.07	1.12
Head Teacher	31	10	32.26	0.97	21	67.74	0.69
Other	13	2	15.38	0.19	11	84.62	0.36
	4051	1028	25.38	100	3023	74.62	100

Inverclyde Council have 4051 employees with an additional 250 multi-post holders. Of this 1028 are male or 25.38% of the overall population. For females the figures are 3023 or 74.62%. This female dominant profile is common in a local authority environment. It is notable that within Grades A through to C7 we note a significant proportion of females in the lowest 6 grades. This represents 1,913 employees or 63% of total female employment. In general females are less well represented in the more senior positions in the Council.

Table2: Occupational Segregation by Gender by Role:

Roles which are female dominant (greater than 70% occupation) are summarised as follows:

Job Title	F	M	% Female	Grand Total
Library Assistant	22		100.00%	22
Learning Assistant	20		100.00%	20
Principal Teacher Primary	16		100.00%	16
Facilities Keyholder(Cleaning)	14		100.00%	14
Supervisory Assistant	13		100.00%	13
Catering Assistant	129	1	99.23%	130
Early Yrs Educ/Child Care Off	131	2	98.50%	133
Classroom Assistant	77	2	97.47%	79
Facilities Assistant(Cleaning)	143	4	97.28%	147
Home Support Worker	366	11	97.08%	377
Customer Service Rep	23	1	95.83%	24
ASN Auxiliary	140	7	95.24%	147
Depute Head Teacher Primary	20	1	95.24%	21
Basic Teacher Primary	224	13	94.51%	237
Facilities Supervisor-Cleaning	32	2	94.12%	34
Social Work Assistant	16	1	94.12%	17
Catering Manager	27	2	93.10%	29
Homemaker	13	1	92.86%	14
Basic Teacher	12	1	92.31%	13
Learning Asst Special Schools	42	4	91.30%	46
Clerical Assistant	176	17	91.19%	193
Depute Head of Centre	9	1	90.00%	10
Family Support Worker	9	1	90.00%	10
Admin Assistant	36	5	87.80%	41
Basic Teacher Special	31	5	86.11%	36
Senior Clerical Assistant	65	11	85.53%	76
Mobile Alarm Attendant	11	2	84.62%	13
Social Support Worker	16	3	84.21%	19
Social Worker	70	14	83.33%	84
Social Worker Snr Practitioner	10	2	83.33%	12
Probationary Teacher	21	5	80.77%	26
Senior Home Support Worker	20	5	80.00%	25
Head Teacher Primary	16	4	80.00%	20
Occupational Therapy Assistant	8	2	80.00%	10
Day Centre Officer	17	5	77.27%	22
Finance Officer	9	3	75.00%	12

Job Title	F	M	% Female	Grand Total
Chartered Teacher	52	19	73.24%	71
Senior Social Worker	8	3	72.73%	11
Asst Service Manager	13	5	72.22%	18
Principal Teacher Secondary(G)	17	7	70.83%	24

Roles noted as male dominant are noted as follows:

Job Title	F	M	% Male	Grand Total
Street Sweeper		35	100.00%	35
Refuse Labourer		29	100.00%	29
Chargehand Gardener		18	100.00%	18
Chargehand Refuse Driver/Lab		17	100.00%	17
Roadworker		17	100.00%	17
Bus Driver		14	100.00%	14
Gardener (Unqualified)		13	100.00%	13
Park Attendant		13	100.00%	13
Gardener (Qualified)		12	100.00%	12
Janitor	1	10	90.91%	11
Technician	2	19	90.48%	21
Service Desk Technician	1	9	90.00%	10
Sole Janitor	2	16	88.89%	18
Community Warden	4	20	83.33%	24
School Crossing Patroller	9	23	71.88%	32

The above tables highlight gender dominant roles. These roles reflect the broader occupational segregation experienced across the Local Government sector. There is strong gender based segregation noted in traditional 'female' roles of Teaching and Caring and for 'male' roles in former manual worker categories such as Roadworker, Drivers and Gardeners.

Table 3: Gender pay gap.

Equal Work Group	Male		Female			
	Count	Avg Total Hourly Rate	Count	Avg Total Hourly Rate	Difference (£)	Pay Gap (%)
A	34	6.44	174	6.49	-0.06	-0.86
B	33	6.99	190	7.06	-0.08	-1.09
C	116	8.11	487	8.13	-0.01	-0.18
D	137	8.98	615	8.97	0	0.03
E	156	10.49	144	10.18	0.31	2.98
F	69	12.21	303	12	0.21	1.71
G	58	14.02	87	13.74	0.28	1.99
H	56	15.59	129	15.49	0.1	0.67
I	48	17.13	90	17.23	-0.1	-0.57
J	24	18.81	40	19.02	-0.21	-1.11
K	46	20.64	54	20.51	0.13	0.63
L	12	22.46	7	22.25	0.21	0.92
M	1	24	2	24	0	0
N	5	25.18	7	25.27	-0.08	-0.33
O	13	26.94	13	26.74	0.2	0.73
C1	1	61.46	0			
C2	3	56.06	0			
C3	1	45.67	1	45.67	0	0
C4	5	40.63	3	40.63	0	0
C7	1	34.65	0			
Craft	20	11.61	0			
Educational Psychologist	0		4	26.82		
Music Instructor	8	16.75	12	16.39	0.36	2.14
Teacher	116	18.86	511	18.18	0.67	3.58
Principal Teacher	44	23.52	84	22.42	1.1	4.68
Deputy Head	9	26.8	34	25.51	1.29	4.82
Head Teacher	10	32.98	21	29.45	3.53	10.7
Other	2	30.3	11	17.22	13.08	43.17
	1028	14.12	3023	12.48	1.64	11.63

Inverclyde Council has a gender pay gap in favour of male employees of 11.63% on the basis of the percentage difference between average total hourly rate pay (excluding overtime) between men and women.

3. Equal Pay Audit

The Council undertook an equal pay audit which followed the five step approach as recommended by the Equalities and Human Rights Commission (EHRC) thus:

- Step 1. Decide the scope of the review and identify the data required;
- Step 2. Select jobs of like work, work rated as equivalent or work of equal value;
- Step 3. Apply a standard set of reporting templates to help identify the pay gaps in the organisation;
- Step 4. Find out which aspects of your pay system are contributing to any pay gaps;
- Step 5. Obtain expert advice and guidance on the steps needed to implement equal pay.

Step 1: Decide the scope of the review and identify the data required.

The audit examined the equality of pay by reference to the 'protected characteristics' as defined in the Equality Act 2010. In the act the protected groups are defined as:

- Gender
- Disability
- Age
- Marriage and civil partnerships
- Pregnancy and maternity
- Race
- Religion and belief
- Sexual orientation
- Gender re-assignment

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 specify the requirement to publish a number of key statistics by 30 April 2013. In particular:

1. Gender pay gap information. (see section 2 above);
2. Equal Pay statement relating to equal pay policies for:
 - (i) women and men and;
occupational segregation within its workforce, being the concentration of:
 - (i) women and men (see section 2 above)

The requirement is extended to include similar information in relation to disability and racial groups but this does not apply to the first statement as of April 2013. However the audit was extended to include an analysis by:

- Gender
- Disability
- Ethnicity

The audit incorporated an analysis of pay including base pay and total pay including other additional pay elements.

The data provided for the analysis contained details of all current employees including their salary position at 15th February 2013 values plus all individual pay element allowances on an annualised basis. This data was imported into the 'Equal Pay Reviewer' software tool for analysis.

The scope of the audit covered all employees with the exception of the following specific exclusions from the data:

- Councillors;
- Teachers

In total this provided for a population of 3,185 employee records. Pay and grade arrangements for Teaching staff are out with the control of Inverclyde Council and whilst they are employees of the Council, the pay levels are not within Council control and are therefore excluded from the following analysis.

Step 2: Select jobs of like work, work rated as equivalent or work of equal value;

A critical step in the assessment of equal pay is the measure used for comparison of the various categories of employees. The clearest and most appropriate measure is the 'work rated as equivalent' one whereby employees have been evaluated under an appropriate scheme of job evaluation.

Inverclyde Council has applied the SJC job evaluation scheme up to and including those of Grade O. Implementation of the 'single status agreement' took place several years ago. This covers 3,133 employees. We do have a small number of post holders out with the single status agreement but employed directly by the Council and whose pay levels are under the control of the Council. This includes Senior Management and Craft employees. This increases the number of employees to 3,185.

The scheme of job evaluation applied, the SJC is an objective robust mechanism for the assessment of roles against the 'work rated as equivalent' measure of the Equality Act. The additional Craft and Senior Management employees are presented in their own respective grade groups for presentation here.

Step 3&4: Apply a standard set of reporting templates to help identify the pay gaps in the organisation and find out which aspects are contributing to any gaps;

This section is the bulk of our analysis and will be broken down into component parts thus:

- i. Equality Impact Assessment of the grading structure

- ii. Gender Pay Analysis
- iii. Disability Pay Analysis
- iv. Ethnicity Pay Analysis

i. Equality Impact Assessment of the Inverclyde Council pay Structure

The pay structure

This section will take a top level review of the pay and grading structure currently applied by Inverclyde Council.

The pay structure for all single status staff can be summarised as follows:

GRADE	GRADELINES	SCP's						ANNUAL INC STEPS
A	225	2	4					1
B	245	4	6	8	10			3
C	270	10	12	14	16	18	20	5
D	300	20	22	24	26			3
E	335	26	28	30	32	34	36	5
F	370	36	38	40	42	44	46	5
G	400	46	48	50	52	54	56	5
H	430	56	58	60	62	64		4
I	460	64	66	68	70			3
J	490	70	72	74	76			3
K	530	76	78	80	82			3
L	565	82	84	86	88			3
M	600	88	90	92				2
N	645	92	94	96				2
O	n/a	96	98	100				2

In addition to this Craft workers remain remunerated according to the 'Grey book' scheme of Pay and Conditions of Service which currently sits outside and separate to the single status agreement.

A separate pay structure is in place for Head of Service and Director posts thus.

Chief Exec grade C1 =100% salary.

Corporate Directors -C2 = 89% of the CE

Heads of Service –C4, C5 and C7 are on one of 3 individual rates.

The current single status pay structure is underpinned by the following key principles.

Pay structure based on the SJC Pay Spine

The model analysed is based on the SJC pay spine. The pay structure contains a number of key elements.

- i. Progression through the grade is by one annual step incremental progression equivalent to two SJC scale points as per the grade structure.
- ii. A number of grades contain 'abutment points' i.e. the same increment point on the pay spine appears in the higher grade.
- iii. No grades contain 'overlapping' points whereby a lower increment in the higher grade applies than in the preceding grade.

From a pure design point of view, the assurance of Equal Pay directs us to a number of key principles. Failing to achieve these principles is not a definitive statement of pay inequity; however, the failure to achieve these principles may give rise to challenge in the future.

Good practice encourages us to avoid the adoption of tenure based annual increments beyond five steps.

Amongst the substantive grades, C, F and G contain the largest number of increments, that being a total of 5 steps. Thus it can take an employee five years to progress from minimum to maximum point. This, in 'good practice' terms, is acceptable.

The adoption of overlapping points between grades is potentially discriminatory.

The issue of utilising overlapping points is not always apparent when undertaking an Equal Pay Audit. Where we do have an overlap, there is a potential for an employee to challenge their pay point if this is lower than an overlapping grade on the basis of equal value. In the case of Inverclyde, we note that all grades 'abut' but no grade 'overlaps'. It is reasonable to apply the same increment point at the maximum of a lower grade and at the minimum of a higher grade on the basis that the initial increment in the higher grade is a 'development' point whilst the employee fully develops into the role. Once this is achieved the employee will be paid higher than any employee in the lower evaluated grade. It is reasonable to apply these 'abutting' points.

Total Pay Gap:

If we include all additional pay elements in our analysis to present total pay we note the following pay gap analysis:

Equal Work Group	Male		Female			
	Count	Avg Total Hourly Rate	Count	Avg Total Hourly Rate	Difference (£)	Pay Gap (%)
A	34	6.44	174	6.49	-0.06	-0.86
B	33	6.99	190	7.06	-0.08	-1.09
C	116	8.28	487	8.13	0.15	1.76
D	137	8.98	615	8.99	0	-0.05
E	156	10.53	144	10.18	0.35	3.31
F	69	12.21	303	12	0.21	1.71
G	58	14.09	87	13.74	0.35	2.45
H	56	15.62	129	15.49	0.13	0.82
I	48	17.17	90	17.23	-0.06	-0.35
J	24	18.81	40	19.02	-0.21	-1.11
K	46	20.64	54	20.51	0.13	0.63
L	12	22.46	7	22.25	0.21	0.92
M	1	24	2	24	0	0
N	5	25.18	7	25.27	-0.08	-0.33
O	13	26.94	13	26.74	0.2	0.73
C1	1	61.46	0			
C2	3	56.06	0			
C3	1	45.67	1	45.67	0	0
C4	5	40.63	3	40.63	0	0
C7	1	34.65	0			
Craft	20	11.61	0			
	839	12.58	2346	10.47	2.11	16.77

An overall pay gap is presented in favour of males of 16.77%.

5. Living Wage Proposal Impact Assessment

Inverclyde Council, like most Local Authorities in Scotland, is due to introduce a commitment to increase the total pay rate of their lowest paid employees. An allowance which increases guaranteed total pay to a minimum of £7.50 per hour is to be introduced. The impact that this has on gender pay equity can be summarised as follows:

Firstly, an examination of who will receive the allowance is informative:

Grade	Gender	Job Holders affected	% of total	Total jobholders
A	F	174	100.00%	174
A	M	34	100.00%	34
B	F	190	100.00%	190
B	M	33	100.00%	33
C	F	39	8.01%	487
C	M	14	12.07%	116

All employees in Grades A and B will receive a supplement which effectively equalises pay to £7.50 per hour. Grade C is less affected with 8% of all females and 12% of all males impacted.

The introduction of the new payment has the following impact on the total pay gap:

Equal Work Group	LIVING WAGE Pay Gap (%)	NO LIVING WAGE Pay Gap (%)
A	-0.33	-0.86
B	1.8	-1.09
C	1.82	1.76
D	-0.05	-0.05
E	3.31	3.31
F	1.71	1.71
G	2.45	2.45
H	0.82	0.82
I	-0.35	-0.35
J	-1.11	-1.11
K	0.63	0.63
L	0.92	0.92
M	0	0
N	-0.33	-0.33

Equal Work Group	LIVING WAGE	NO LIVING WAGE
	Pay Gap (%)	Pay Gap (%)
O	0.73	0.73
C1		
C2		
C3	0	0
C4	0	0
C7		
Craft		
	16.30	16.77

An overall pay gap is presented in favour of males of 16.3%. This represents a reduction from the earlier pay gap presented in the main audit report which was 16.77%. We can deduce from this that the proposed living wage supplement contributes to pay equity.

It is important to note that the base pay structure remains unaffected and that those in Grades A, B and C will retain their base pay position. Thus the rate of pay for the job is defined by job evaluation and retains a differentiation between the grades. The additional allowance payment will cover the balance between employees' base pay rate and £7.50 per hour.

The proposal for the introduction of the living wage affects a significant number of low paid female employees which contributes to a small reduction in the pay gap.