

# Equal Pay Policy Statement, Occupational Segregation & Gender Pay

## 1. Equal Pay Statement

This is the Equal Pay statement in relation to all employees including teaching staff (Education Authority).

Aberdeenshire Council is committed to the principle of equal pay for all its employees in compliance with the Equality Act 2010. Section 149 of the 2010 Act places an obligation on all public sector employers to have due regard to the need to eliminate unlawful discrimination, harassment, and victimisation, and promote equality of opportunity.

The council aims to eliminate any bias in its pay structures, systems and conditions of service, regardless of age, disability, ethnicity or race, gender, marital or civil partnership status, pregnancy, political beliefs, religion or sex. It is recognised that avoiding unfair discrimination will improve morale and retention of its workforce, improve efficiency, and contribute to ensuring that it is an employer of choice.

It is important that the council has fair, equitable and transparent pay structures, systems, and conditions of Service, and that employees have confidence that bias will be eliminated if it exists. To this end, the council will ensure that adequate resources are in place to meet its equal pay objectives, work in partnership with recognised trade unions to eliminate unfair or unlawful practices that impact on pay, and take appropriate remedial action.

Aberdeenshire Council applies a nationally agreed job evaluation scheme enabling a fair and transparent grading system across the authority.

Our objectives are to:

- Eliminate any unfair, unjust or unlawful practices that impact on pay
- Take prompt remedial action to address any inequality
- Regularly monitor pay consistency across the council
- Monitor and review the application of relevant policies and procedures

In particular, the council will:

- Monitor pay statistics internally and externally and publish employment information as it relates to pay and gender pay gap information including occupational segregation
- Undertake an equal pay review for all employee groups every two years

- Plan and implement required actions in partnership with trade unions
- Provide training and guidance for those involved in determining pay
- Inform employees of the method of determining pay levels and calculating payments

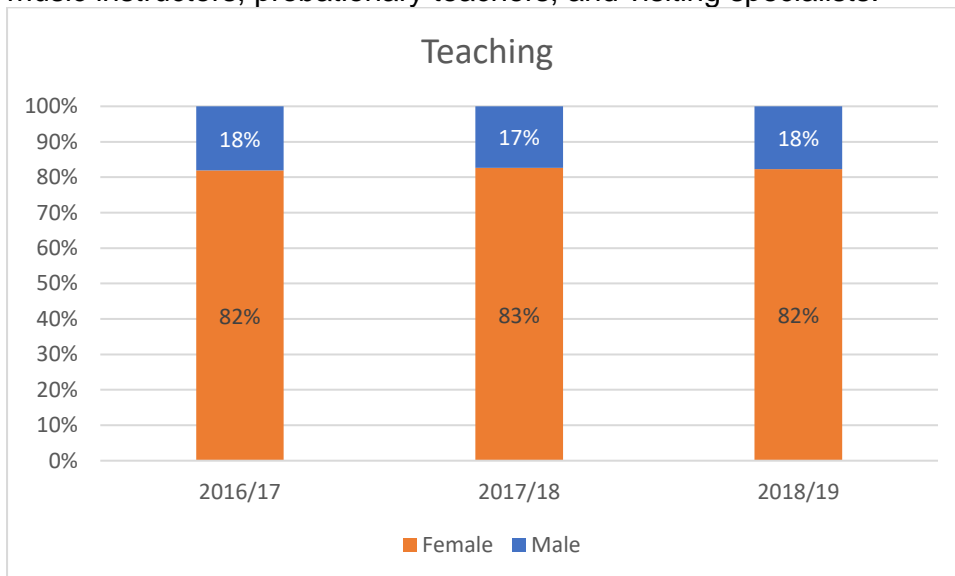
## 2. Occupational segregation

There are two types of occupational segregation – horizontal and vertical. Horizontal occupational segregation refers to the clustering of men and women into particular types of occupation, e.g. more women working as care workers than men; this is covered in section 2.1. Vertical occupational segregation refers to the clustering of men and women into different levels of work e.g. more men working as senior managers and more women working in lower graded posts; this is covered in section 2.2.

### 2.1 Horizontal Occupational Segregation

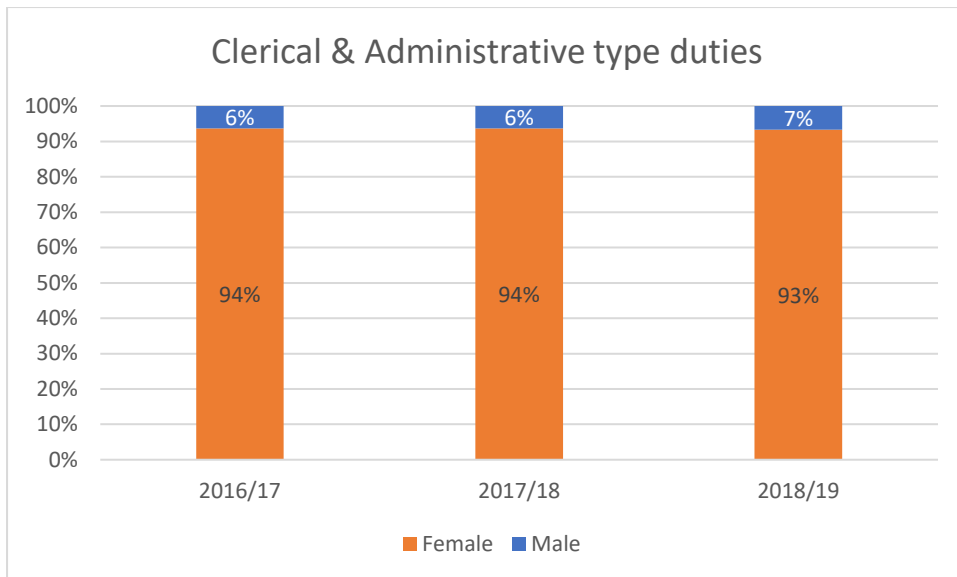
#### Teachers including educational psychologists

This covers permanent and supply teaching employees, educational psychologists, quality improvement officers and any school based teaching associations, for example, music instructors, probationary teachers, and visiting specialists.



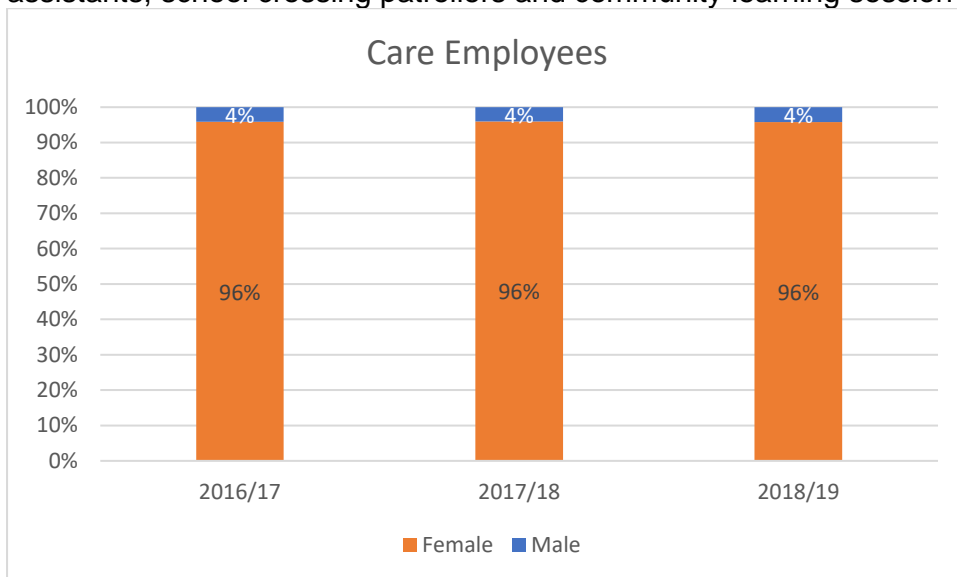
#### Clerical & administrative type duties

This covers clerical and administrative employees up to, but not including, service managers. Typical post titles are finance assistants, assistant housing officers, receptionists, administration assistants and officers, customer services, registrars, library assistants, personal assistants and secretaries.



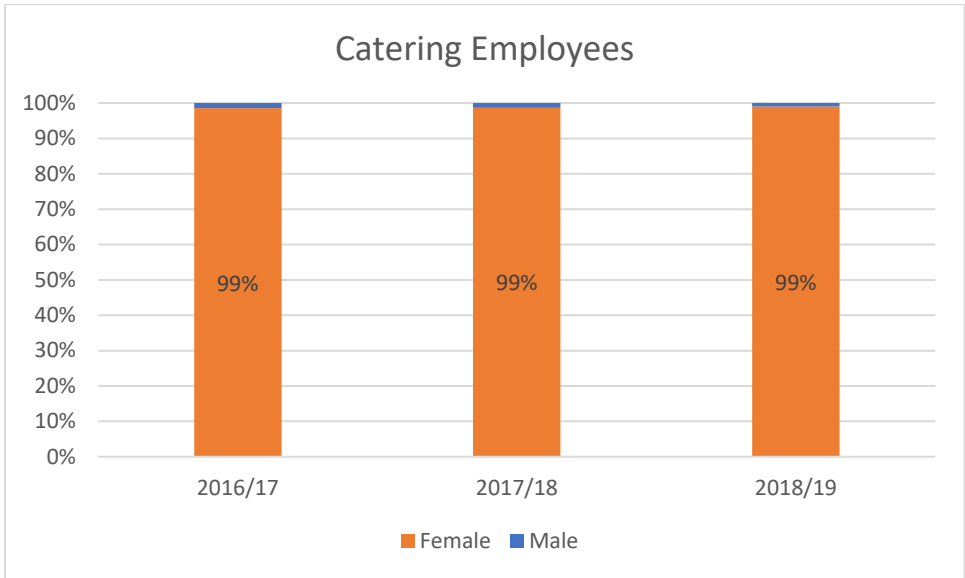
### Care employees

This covers home carers and other front-line employees in social work, leisure, community, and school support services such as family support workers, coaching assistants, children’s escorts, nursery nurses, sheltered housing staff, pupil support assistants, school crossing patrollers and community learning session workers.



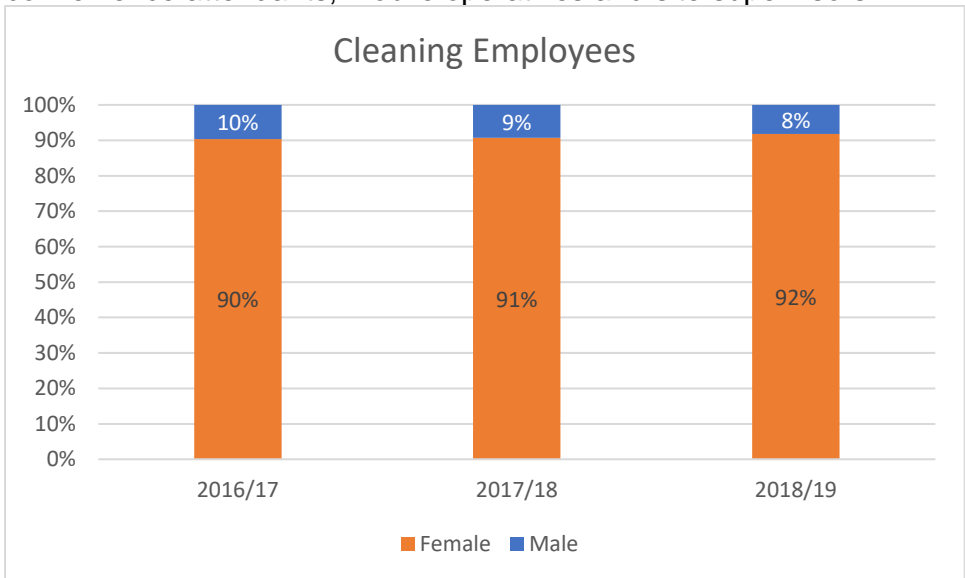
### Catering employees

This covers our front-line catering employees and line management but not administrative support. This covers post title such as catering assistants, reliefs, cooks and unit supervisors.



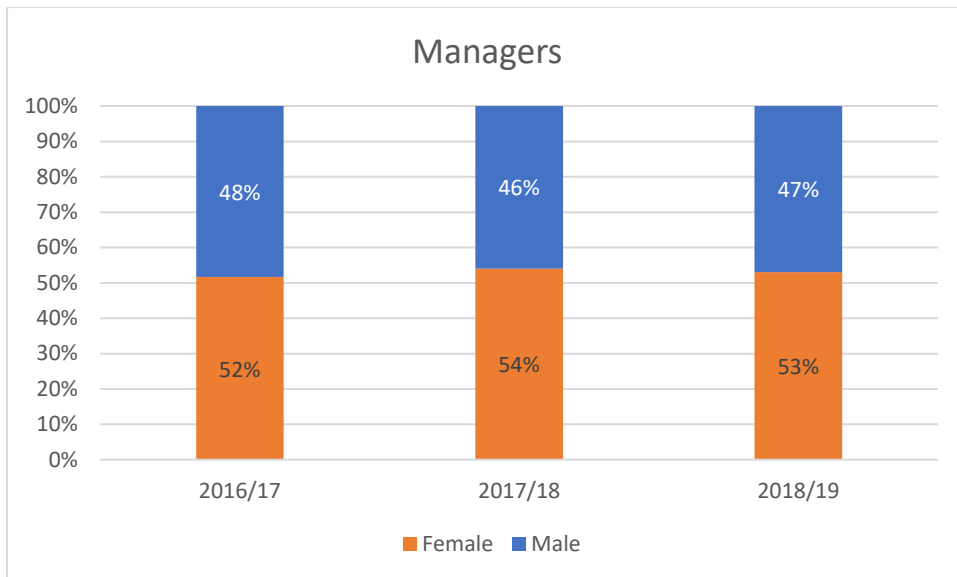
**Cleaning employees**

This covers our front-line cleaning employees and line management but not administrative support. This covers post titles such as cleaner, reliefs, public convenience attendants, mobile operatives and site supervisors.



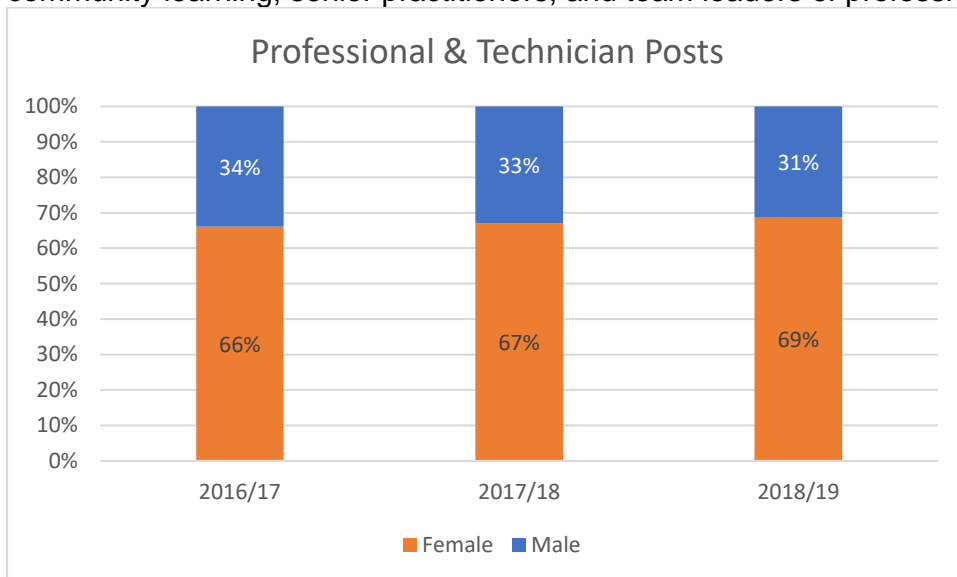
**Managers**

This covers all of the senior managers including the chief executive, directors, area managers, heads of service, project managers, social work managers, and support service managers.



### Professional & Technician posts

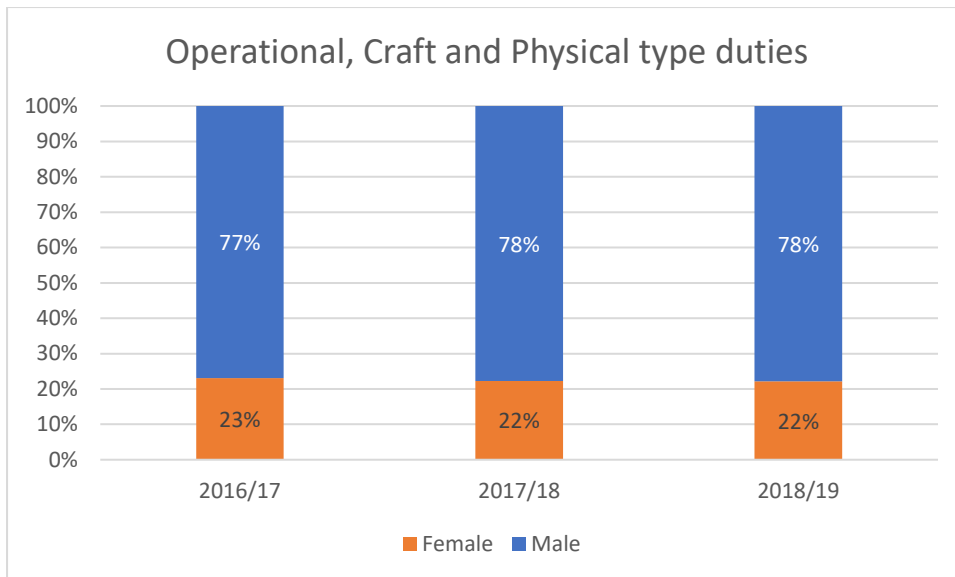
This covers a range of fully qualified employees and those on professional or technical career development schemes, including planners, engineers, HR, economic development technicians, health & safety officers, librarians, solicitors, accountants, social workers, waste officers, housing officers, coaches, instructors, trainers, community learning, senior practitioners, and team leaders of professionals.



### Operational, craft, and physical type duties

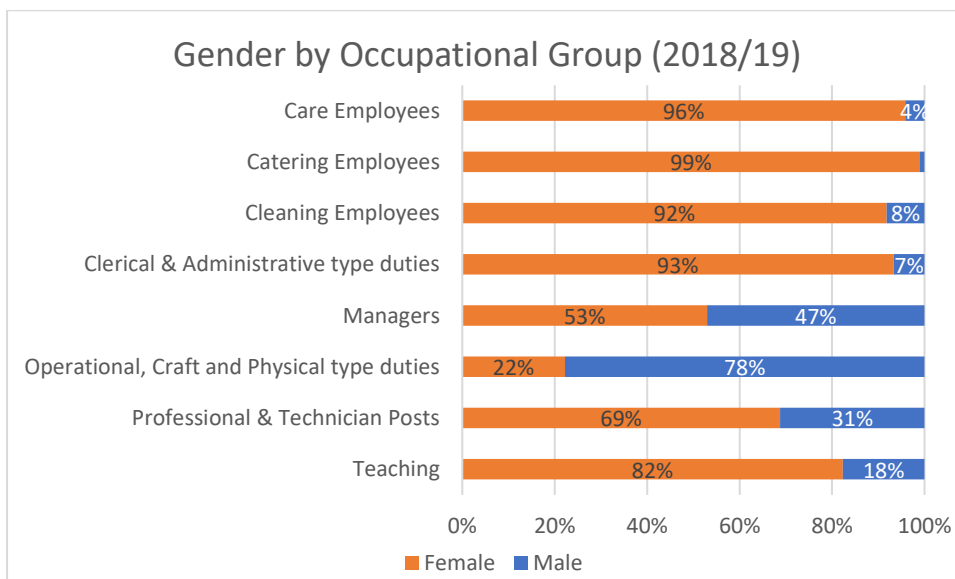
This covers a wide range of crafts, physical work, and technical subjects where the career development is not specifically into professional levels.

This covers post titles such as mechanics, time-served people, school caretakers, janitors, road workers, landscape workers, refuse collectors, dog wardens, drivers, building maintenance staff, roads and property inspectors.



The following chart shows 2018/19 levels of horizontal Occupational Segregation for all groups.

Chart 1 - Gender by occupational group 2018/19



Most groups show very marked horizontal Occupational Segregation. The group with the lowest level of segregation was Managers, but given that all the other Non-teaching groups who feed into the Manager group though career progression have much higher proportions of women, the lower proportion amongst Manager indicates a separate, more worrying manifestation of vertical Occupational Segregation.

In terms of progress, or otherwise, for respective charts in section 2.1, only two groups changed by more than 1% between the start and end of the three-year period.

The Professional & Technician group saw the proportion who are women increasing from 66% to 69% over the three years.

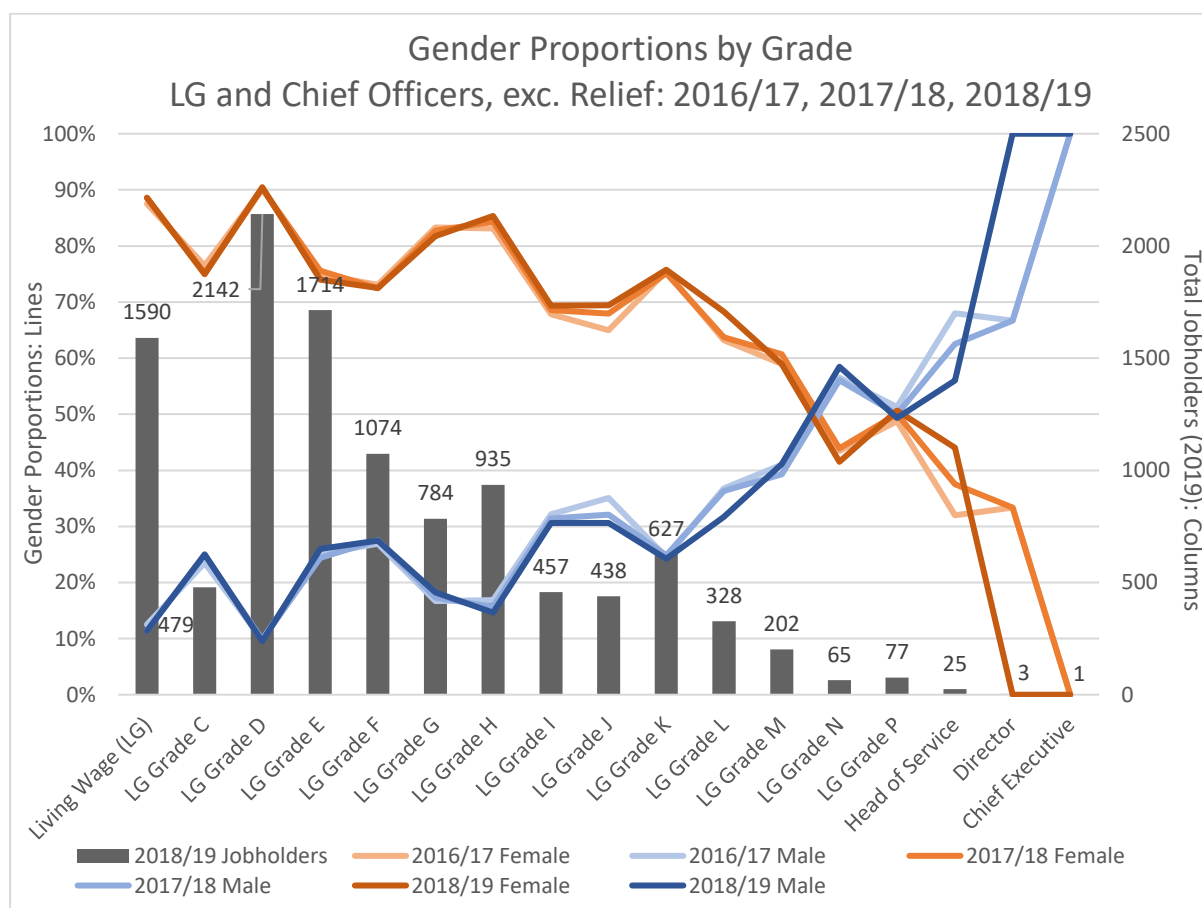
The Cleaning group saw the proportion of women increase further from 90% to 92%.

Levels of horizontal Occupational Segregation amongst all other groups were either unchanged or changed by no more than 1%.

## 2.2 Vertical Occupational Segregation

Chart 2 shows how the proportions of women and men vary by Non-teaching grade, and how these have changed over the past three financial years. The data series are ordered from the lightest shades for 2016/17 through to progressively darker shades up to 2018/19. Grey columns on a secondary axis represent the total number of jobholders on each grade at present, in order to provide some context of scale for the respective proportions.

**Chart 2 – Gender Proportions**



This graph represents a stark example of gender inequality amongst LG Grades running to Chief Officers. The proportion of women drops very dramatically as we go up the LG / Chief Officer career path from Grade H, to Grade P, and beyond to Chief Officer grades.

There has been a slight improvement across some of the higher grades, with the notable exception of Directors:

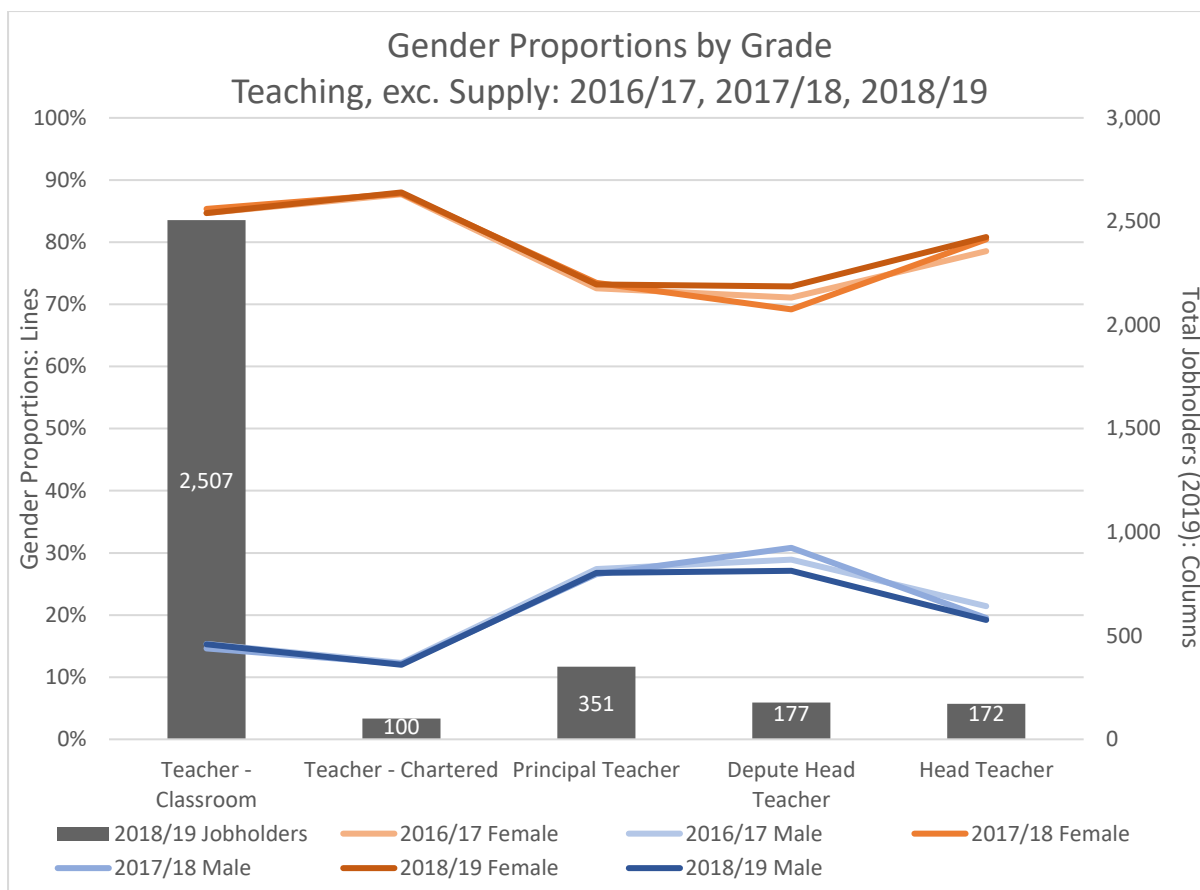
- Proportions have remained fairly stable up to and including Grade I

- The proportion of women on Grade J has increased over the three years, from **65%** to **69%** (though most progress was made up to 2017/18 at **68%**)
- The proportion of women on Grade K has increased slightly from **75%** to **76%**
- The proportion of women on Grade L has increased fairly substantially from **63%** to **68%**
- The proportion of women on Grade M has returned to **59%**, after briefly rising to **61%** in 2017/18
- The proportion of women on Grade N has fallen from **43%** to **42%**
- The proportion of women on Grade P has increased from **49%** to **51%**
- The proportion of women who are Heads of Service has increased from **32%** to **44%**, though it is worth bearing in mind it in reality reflects an absolute increase of 3 female Heads of Service from **8** to **11**
- Maria's replacement by Laurence as Director of Education & Children's Services has seen the female proportion of Directors drop from **33%** to **0%**

All professions within Aberdeenshire Council may be subject to turnover and retention issues, including those specifically associated with local employment factors. Monitoring pay in these areas is undertaken to ensure competitiveness and equality in recruitment.. The benefits of working for the council such as flexible working and the pension scheme are promoted.

Aberdeenshire Council has been co-ordinating and consolidating services into larger units, streamlining management posts, and creating more effective and efficient administrative and supportive provision. This includes the single service of Education and Children's Services. This means that support staff and centrally-based staff cannot be satisfactorily split into education or other local authority functions. The Equality and Human Rights Commission guidance states a requirement to separate Education from other local authority employee information. To support EHRC requirements and produce usable and auditable records, we have produced the information relating to teaching employees separate from all other employees.

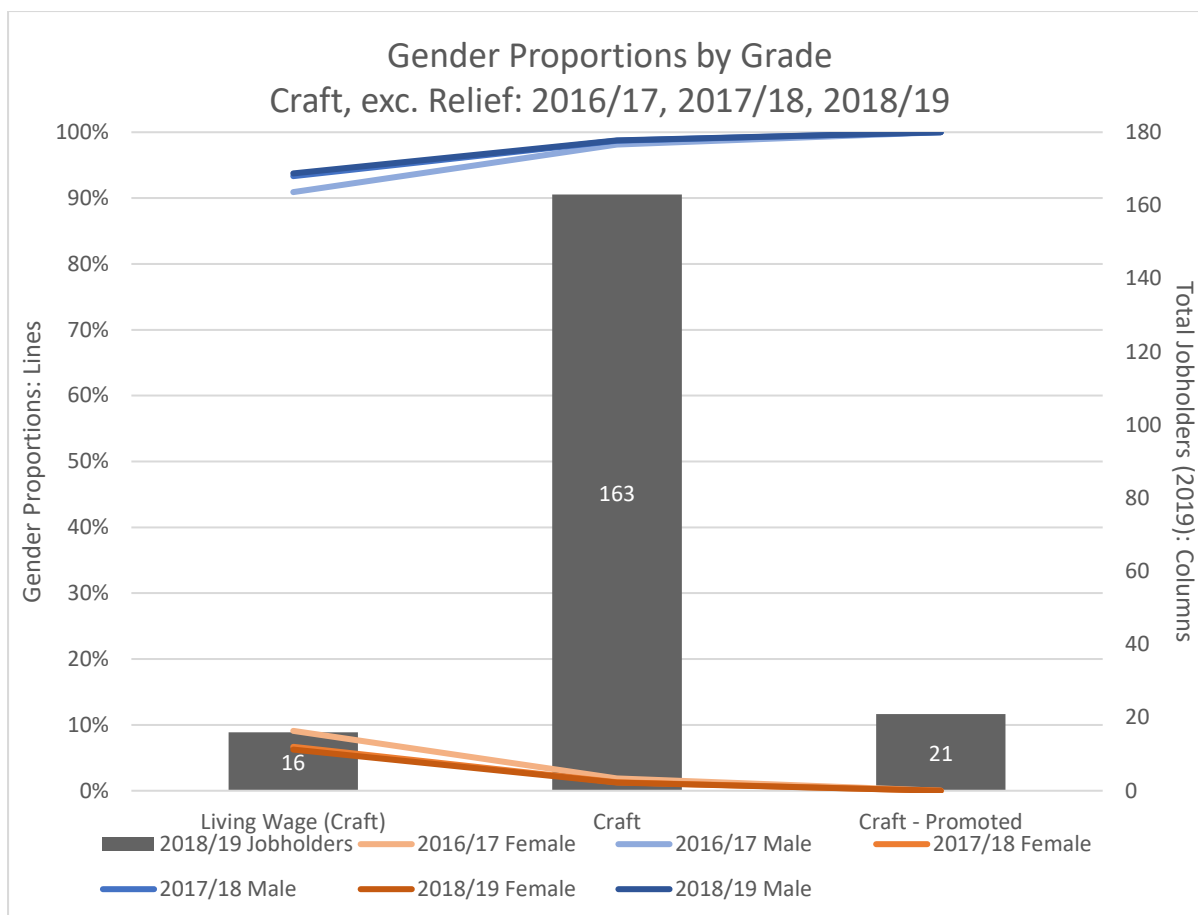




This represents a less stark example of gender inequality than for the LG / Chief Officer career path, but it is still clear that the proportion of women in promoted Teaching posts is lower than it is for unpromoted Classroom Teachers.

In terms of changes during the three-year period:

- The proportion of women who are Classroom Teachers has remained unchanged at **85%**
- The proportions of women who are Chartered Teachers has remained unchanged at **88%**
- The proportion of women who are Principal Teachers has remained unchanged at **73%**
- The proportion of women who are Depute Head Teachers started at **71%**, fell to **69%** in 2017/18, and ended slightly up on **73%**
- The proportion of women who are Head Teachers increased slightly overall, from **79%** to **81%**



The very high levels of Occupational Segregation within Craft, with fewer than five female jobholders, makes the Grades analysis fairly hard to place much weight upon.

- The proportion of women who are Craft Worker on the Living Wage fell from **9%** to **6%**, though this is in fact only 1 jobholder (out of 10 to 16 jobholders, with more men joining this grade group each year)
- The proportion of women who are unpromoted Craft Workers above the Living Wage has fallen from **2%** to **1%**
- There have been no women on promoted (Chargehand or Supervisor) Craft Worker grades during the period

### 3. Gender pay gap analysis

The data referred to in this paragraph is based on incumbencies or posts held by each employee. Some employees may have multiple incumbencies, for example a pupil support assistant may also hold posts for a children's escort and a relief nursery nurse. During the report incumbencies are referred to as 'employee data' or employees. The following information provides the policy, approach and detail of the pay gap calculations, for both Mean and Median average methodologies.

The UK Government indicator for the Gender Pay Gap requires the exclusion of any employees who received less than their full rate of pay in the payment month of the snapshot. The system report that pulls out such employees currently only works for the most recent financial year. For this reason, in order to provide consistency across the three financial years the figures below use the wider methodology specified by the Local Government Benchmarking Framework for the Gender Pay Gap Statutory Performance

Indicator reported to annually by all Scottish councils, but with the exclusion of Relief and Supply employees.

#### Premise of calculation for mean pay gap

We have used the basic (excluding overtime) hourly rate of pay for each employee. We then calculated the average hourly rate of pay for male employees, and separately for female employees.

We worked out the mean average for each gender by adding together all of the individual hourly rates of pay, and then dividing this by the total number of employees. The calculation we used is set out below:

$$(A/B) \times 100 = \text{TOTAL}$$

$$100 - \text{TOTAL} = \text{PAY GAP}$$

A = female average hourly rate  
B = male average hourly rate

#### Chart details – average hourly rate

The information in the following table shows the average hourly rate for all employees, teachers only (excluding Supply) and non-teaching employees (excluding Relief) respectively. The figure at the side of each column representing females is the percentage pay gap for each category. The charts show the three financial years 2016/17, 2017/18 and 2018/19. Please note that progress, or otherwise, is best judged when looking at the two groups of Teaching and Non-teaching employees separately in isolation.

For all employees the pay gap between males and females fell from 7.34% in 2016/17 to 6.78% in 2018/19. During the period the gender pay gap has ended down slightly for Teaching from 3.65% in 2016/17 to 3.56% in 2018/19. For Non-teaching employees the gender pay gap has decreased from 13.61% in 2016/17 to 12.63% in 2018/19.

	Average Hourly Rates								
	All Employees			Teaching			Non-teaching		
	M	F	Gap (%)	M	F	Gap (%)	M	F	Gap (%)
2016/17	£14.88	£13.79	7.34	£22.97	£22.13	3.65	£12.87	£11.12	13.61
2017/18	£15.18	£14.12	6.95	£23.55	£22.50	4.44	£13.11	£11.37	13.31
2018/19	£15.49	£14.44	6.78	£23.39	£22.56	3.56	£13.52	£11.81	12.63

#### Premise of calculation for median pay gap

The median hourly rate is the hourly rate which splits the top 50% of the staff cohort (e.g. non-teaching females) from the bottom 50% when arranged from highest rate to lowest. For example the median hourly rate of the following five example values is £12.00 because it is right in the middle of the value order:

£29.75  
£21.50  
**£12.00**  
£11.25  
£10.75

To show the distinction, the Mean (the common understanding of 'average') hourly rate for the same group of figures would be £17.05:

$$(29.75 + 21.50 + 12.00 + 11.25 + 10.75) / 5 = \mathbf{£17.05}$$

The calculation we used is set out below:

$$(A/B) \times 100 = \text{TOTAL}$$

$$100 - \text{TOTAL} = \text{PAY GAP}$$

A = female median hourly rate

B = male median hourly rate

### Chart details – median

The table that follows shows the median hourly rates for all employees, teaching employees (excluding Supply) and non-teaching employees (excluding Relief) to show the gender pay gap. Again, progress, or otherwise, is best judged when looking at the two groups of Teaching and Non-teaching employees separately in isolation.

When laid against the Mean average Gender Pay Gap, the figures highlight the significant limitations of the Median average as a Gender Pay Gap measurement, at least for large heterogenous workforces such as Aberdeenshire Council's. Most importantly, the Median doesn't for example take any account of the fact that most senior managers (and all Directors) are male; the only impact this has on the Median will be the specific fact that the Chief Executive salary will have brought the Median for Males higher. But if for arguments sake there were no women in any promoted roles above Grade K, except for an externally-recruited female Chief Executive, the Median rate for women would be *higher* than that for men, whereas the Mean would much more realistically show a far lower rate for women. The Gender Pay Gap for Non-teaching employees has, for what its worth, remained fairly static at around 8%.

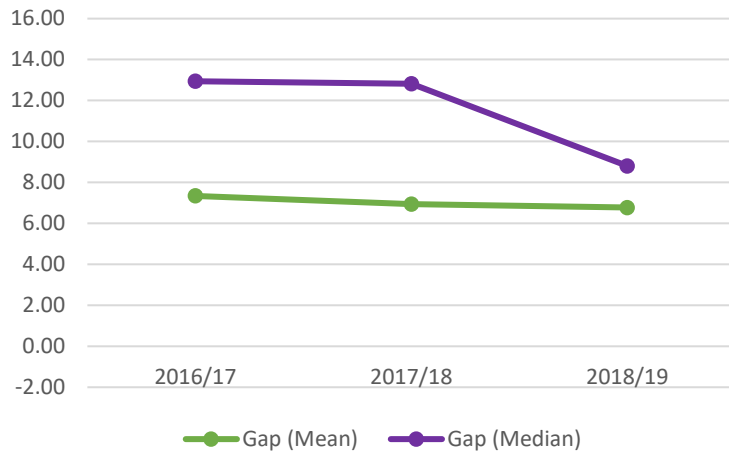
The Median also tends to either move in leaps or stay completely static, due to the fact that near the thresholds a few more (or fewer) jobholders on either side of the mid-point can be enough to move the median rate to the SCP above / below. For example, even without consulting the Mean rate alongside it, the large drop in the Median from 12.82% to 8.81% for All non-relief jobholders from 2017/18 to 2018/19 clearly doesn't actually represent anything like such a significant improvement in reality.

The gender pay gap for teachers remains static at 0%, reflecting the lack of nuance that the Median allows where large numbers of Female and Male employees are on a common SCP (cf. the 3.5% gap for Teaching under the Mean Gender Pay Gap calculation).

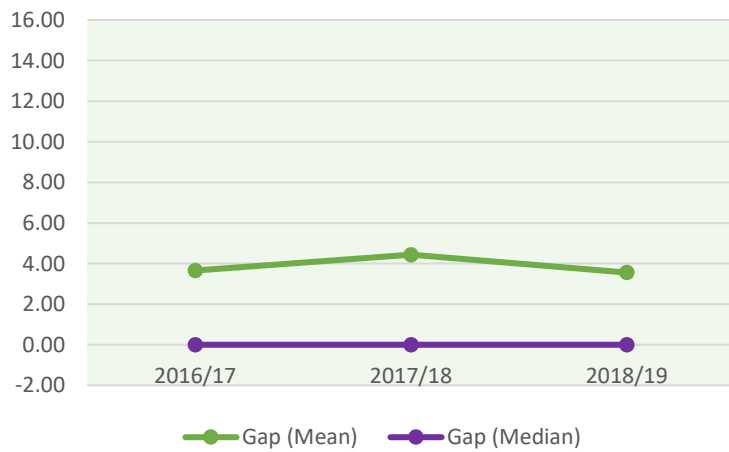
	Average Hourly Rates								
	All Employees			Teaching			Non-teaching		
	M	F	Gap (%)	M	F	Gap (%)	M	F	Gap (%)
2016/17	£12.21	£10.63	12.94	£21.74	£21.74	0.00	£10.63	£9.77	8.09
2017/18	£12.40	£10.81	12.82	£22.18	£22.18	0.00	£10.81	£9.95	7.96
2018/19	£12.83	£11.70	8.81	£22.18	£22.18	0.00	£11.19	£10.30	7.95

Graphs showing progress, or otherwise, from 2016/17 to 2018/19

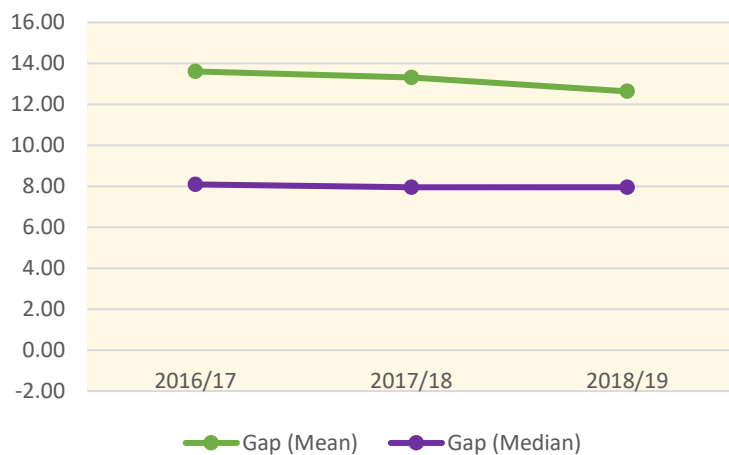
### Gender Pay Gap (All exc. Relief / Supply)



### Gender Pay Gap (Teaching exc. Supply)



### Gender Pay Gap (Non-Teaching exc. Relief)



#### **4. Caring Responsibilities**

Aberdeenshire Council have well-established work life balance and family friendly initiatives which support and encourage both females and males in the workplace, including the following:

- Flexible working hours
- Reduction of hours / job share
- Term time working
- Compressed hours
- Career breaks
- Child care vouchers
- Special leave to cover emergencies
- Statutory provisions relating to maternity and paternity leave, including shared parental leave

The above provisions are kept under review to ensure that they remain effective and meet the council's legal and employees' requirements.

#### **5. Living Wage**

The council has applied the Living Wage rate, as set by the Joseph Rowntree Foundation (JRF), as the minimum pay rate since its introduction in 2011. In April 2015 it was agreed that the national pay awards would be applied on top of the Living Wage to become the Scottish Local Government Living Wage (SLGLW). However, the 2018/19 pay award has seen the methodology amended so that the respective pay award is applied to the previous year's SLGLW, rather than the latest Living Wage; under most scenarios of pay awards set against increases in the JRF Living Wage, this amendment to the methodology is likely to lead to more modest SLGLW rates. Currently, the highest percentage of Living Wage recipients in Aberdeenshire Council are females.

#### **6. Future Actions**

The council will continue to encourage males and females to apply for non-traditional roles through various recruitment programmes.

The council has been seeking to recruit more males into traditionally female roles such as home carers, primary school teachers and clerical & administrative posts, and more females into areas such as craft work, landscape, and waste environments, as well as traditionally male roles such as LGV drivers and technical professions.

The council will take positive action in employee development, retaining the current consistent proportion of male and female employees attending training.

We will consult and plan actions in consultation with employees and trade unions.

