

## **ITEM: 11**

### **APPENDIX III**

#### **Mainstreaming report The Moray Council 2017**

##### **Performance reporting**

The Moray Council's performance in relation to equal opportunities is reported through the Council's Corporate Reporting System (Covalent). Progress is reported quarterly to the Policy and Resources Committee. The latest report can be viewed [here](#). In addition, the council's Corporate Management Team are now updated quarterly on progress on equal opportunities.

##### **Equality and Human Rights Impact Assessments**

Equality Impact Assessments have now been well established within the Moray Council and the Moray Council's Education and Social Care Department. Where appropriate these will include a human rights impact assessment. The inclusion of human rights within these assessments has been particularly well integrated within the Council's Development Management Team when considering planning applications.

*The leader of the council has retained his role as equalities champion, and the chair of the Communities Committee also continues to lead on equalities issues. Since 2012, 23 elected members have attended some kind of equalities training or information session. In October 2014, the council delivered a seminar on the use of Equality Impact Assessments (EIAs). This was designed to challenge members to consider equality issues in more depth. Elected members we spoke to said there was now a good awareness of the need to complete EIAs. (Audit Scotland Best Value Audit October 2016)*

##### **Training**

The introductory training on Equal Opportunities has been incorporated into the Moray Council's online learning management system (CLIVE). At present some 980 staff have completed the training. Of these, 260 are staff from the Education and Social Work Department, the remaining 720 are from the Moray Council.

The training management system has a reporting facility that enables monitoring of the uptake and successful completion of the module.

There has also been an increasing demand for more tailored, face-to-face training of staff. There was already a rolling training programme on equal opportunities for Essential Skills tutors and newly qualified social workers. During the period covered by this mainstreaming report additional recurrent training is being provided for

- Head Teachers and Depute Head Teachers as part of their leadership training.
- Foster families
- Community Care Managers
- Newly elected Councillors as part of their induction
- Syrian families as part of their integration package

## Gender Pay Gap Reporting information 7 March 2017

Within Moray Council we employ 4965 staff covering a wide range of services and delivering many roles including manual workers, administration, professional posts and managers. We employ a high number of our workforce in service areas such as catering, cleaning, homecare and schools support staff. These areas are populated predominately by a high number of part time female workers; often who may hold more than one part time position. This fact explains the differential between the number of staff employed and number of posts within the organisation that has been identified in the calculations below.

When reviewing the gender pay gap consideration of a number of factors needs to be taken into account including:

- we employ more women than men in our workforce (74.6 % women: 25.4% men)
- More women than men are found in lower graded posts: 2290 posts which equates to 39.5% of our workforce are women in Grade 3 posts or below, in comparison to 297 men which equates to 5% of men who hold Grade 3 posts or below
- We believe we are compliant with the principles of equal pay
- We believe our pay and grading structure is non-discriminatory and we use an analytical job evaluation scheme to determine the grades of jobs
- We introduced the Living Wage and whilst this benefits both genders, the impact is more significant to women as we employ more women in lower graded posts

### 1. Gender Pay Gap

This has been calculated using the Close the Gap formula as provided; please find details below:

	Sum hourly rate	No of posts	Mean hourly rate	Mean pay gap
Teaching Staff				
Male	5231.2494	227	£ 23.05	3.99 %
Female	21352.1806	965	£ 22.13	
		1192		
Non-teaching				
Male	14327.1723	1136	£ 12.61	16.46 %
Female	36601.6329	3474	£ 10.54	
		4610		
ALL STAFF				
Male	19558.4217	1363	£ 14.35	9.02 %
Female	57953.8135	4439	£ 13.06	
		5802		
THESE ARE THE FIGURES USED TO CALCULATE THE MEAN PAY GAP				

## 2. Median pay gap

	No of posts	median hourly rate	median pay gap
<b>Teaching Staff</b>			
Male	227	£ 21.53	0.00 %
Female	965	£ 21.53	
	<b>1192</b>		
<b>Non-teaching</b>			
Male	1136	£ 10.10	9.90 %
Female	3474	£ 9.10	
	<b>4610</b>		
<b>ALL STAFF</b>			
Male	1363	£ 11.22	18.89 %
Female	4439	£ 9.10	
	<b>5802</b>		

Looking at the above calculation, it is important to consider when comparing this to other authorities we may not be like for like in terms of the services we deliver and the composition of our workforce. As indicated above we have a high number of female employees; 74.6% of our workforce are female and a high number work part time in lower graded positions. The impact of such therefore needs to be considered in terms of reviewing the position and putting further context to this calculation.

Given the outcome of this calculation, an action point for us is to identify why our figure is particularly high compared to other authorities and this will require more detailed analysis of our workforce composition and that of our comparators.

## 3. Statement of Equal Pay

The Moray Council's Equal Pay Statement is attached as Appendix 1

## 4. Departmental Segregation and Grading Information

Our Departmental Segregation table is attached as Appendix 2 and has been prepared as per example in Close the Gap guide. This captures the gender breakdown by service areas and grade.

## 5. Employee Information

Composition of workforce and information on recruitment of employee's with respect to number and relevant protected characteristics of such persons where known is detailed below:

**Table 1: Workforce Composition**

*Please note that the total workforce employee number differs from that detailed in section one due to a number of employees holding more than one position in the Council.*

	NUMBER	PERCENTAGE
<b>TOTAL WORKFORCE</b>	4,965	100%
FEMALE	3,704	74.60%
MALE	1,261	25.40%
<b>RACE:</b>		
Ethnic Minority Employees:		
<b>A White:</b>	1,894	38.11
<b>B Mixed:</b>		
Any mixed background	1	0.02
<b>C Asian, Asian Scottish, Asian English, Asian Welsh or other British Asian</b>	5	0.10
<b>D: Black, Black Scottish, Black English, Black Welsh or Other Black British</b>	3	0.04
<b>E: Other Ethnic Background</b>	3	0.06
<b>F: Unidentified</b>	3063	61.39
<b>Disability:</b>		
Yes	14	0.28
No	1559	31.40
Did Not Answer	3392	68.32
<b>Religion:</b>		
Christian	961	19.36
Not Known	3506	70.62
None	448	9.02
Other	13	0.26
Prefer not to say	37	0.74

**Table 2: Recruitment Information:**

	Applied (number)	Applied (%)	Shortlisted (Number)	Shortlisted (%)	Appointed (Number)	Appointed (%)
<b>Total</b>	<b>10202</b>	<b>100</b>	<b>2090</b>	<b>100</b>	<b>546</b>	<b>100</b>
<b>Gender:</b>						
Male	3016	29.56	517	24.73	118	21.61
Female	6860	67.24	1496	71.58	392	71.79
<b>Disability:</b>						
Yes	379	3.71	110	5.26	10	1.83
No	9400	92.14	1881	90	496	90.84
DNA	423	4.15	99	4.74	40	7.33
<b>Religion:</b>						
C of S	1884	18.47	448	21.44	120	21.98
Roman Catholic	570	5.59	131	6.27	30	5.49
Protestant	0	0			0	0
Other Christian	1230	12.06	245	11.72	50	9.16
None	4890	47.93	940	44.97	246	45.05
Other	1659	16.26	77	3.68	19	3.48
Prefer not to Say	582	5.70	131	6.28	36	6.59
<b>Ethnicity:</b>						
White	9224	90.41	1966	94.07	505	92.49
Mixed	25	0.24	2	0.09	1	
Asian	82	0.80	5	0.24	0	0
Black	71	0.58	13	0.62	0	0
Other Ethnic	26	0.25	1	0.05	0	0
Unidentified	775	7.59	104	4.98	40	7.32

**Table 3: Non Response**

	Workforce	Applicants	Shortlisted Applicants
Sex	0	3.2	3.69
Race	61.69	7.72	7.51
Disability	68.32	4.15	7.33
Religion	70.62	5.64	21.43
Transgender	70.31	3.50	3.82
Sexual Orientation	69.15	3.28	3.83

Appendix 3 and 4 provides a further breakdown of data in relation to our workforce composition and recruitment data.

It is important to note that with regards to the shortlisted and appointed data that given the new recruitment system this is a little lower than previous years and we would attribute this to staff becoming familiar with the new system and indeed applicants themselves will also be unfamiliar with the system.

Additionally we currently do not hold data on the other areas recommended and therefore cannot report on these at this time. Previous attempts to gather this data from our workforce have been met with reluctance as can be seen from our non response data however this is an area that has been identified for further development in terms of action planning arising from this report.

**THE MORAY COUNCIL**  
**EQUAL PAY STATEMENT**  
**UPDATE APRIL 2015**

The Moray Council is committed to the principle of equal opportunities in employment and believes as part of that principle that male and female employees should receive equal pay for the same or broadly similar work, for work rated as equivalent and for work of equal value.

We recognise that a right to equal pay between males and females free of sex bias is enshrined within both European Community law and United Kingdom legislation.

We believe that, in eliminating sex bias in our pay system, we have sent and continue to send a positive message to our employees and the community in general. It makes good organisational sense to have a fair transparent pay system. Avoiding unfair discrimination improves morale and enhances efficiency.

The Council has worked in partnership with the recognised Trades Unions to this end and has implemented an equal pay compliant agreement on pay and conditions of service for Scottish Joint Council employees.

The Council has and will continue to:

- Identify and eliminate any unlawful practices that may impact on pay
- Take appropriate remedial action

The Council prepared an initial Equal Pay Statement in June 2008 which included a range of actions demonstrating the Council's commitment to equal pay. The statement included a commitment to review progress against these commitments every three years. An initial review was undertaken in 2011 with a summary of progress at that time against each of the criteria, provided in italics below. A further update on progress was undertaken in April 2013. The latest update is also provided below:-

- Develop and review employment policies ensuring equal pay compliance;-

The Council is using the established Equalities Impact Assessment (EIA) process for this purpose. During the course of the last twelve months a number of policies have been developed or reviewed including Health & Work; Grading Review, Higher Duty Allowance; and a raft of family friendly policies. A further review schedule has been put in place for the forthcoming year as detailed within the Personnel Services Service Plan.

2013 update - In addition to the above, a number of other policies have also been reviewed including Adoption Leave; Code of Conduct; Harassment; and Equality & Diversity. The latter policy also now encompasses issues of diversity as well as equality. In

addition, the EIA process is now enshrined in the corporate decision making process as evidenced by the importance attached to the EIA's undertaken as part of the budget setting process.

2015 update – This practice has been further enshrined in the policy review framework over the last two years.

- Develop a plan on longer term pay equality:-

A plan is currently in the early stages of development.

2013 update - As part of the commitment to Equal Pay and recognition of the impact of traditional occupational segregation the Council implemented the nationally recognised Living Wage with effect from April 2012.

2015 update – The Council has implemented the last two Living Wage increases and is committed to the principle of pay equality.

- Complete job evaluation appeals:-

All Job Evaluation Appeals were completed in December 2007. All appellants were advised of the outcome and amended salary grades implemented as appropriate in early 2008. The Moray Council is one of the first Councils in Scotland to complete this project.

2013 update - Locally developed pay protection arrangements ended with effect from 1 December 2012 the effect of which is that all Scottish Joint Council employees are now in receipt of the salary grade determined for their post.

2015 update – As above. The grade of new posts and grade reviews are determined using the national Job Evaluation scheme. The scheme is currently being reviewed nationally to ensure currency.

2016 update – 3<sup>rd</sup> edition of the Job Evaluation Scheme was implemented in May 2016.

- Apply the nationally agreed job sizing arrangements for teaching staff:-

The Authority is continuing to apply the nationally agreed job sizing process as the need arises.

2013 update - This still applies albeit there have been some national revisions to the scheme.

2015 update – As above.

- Review the pay and conditions of service for craft operatives:-

Following significant consultation and agreement Craft Operatives are now paid on SJC pay scales.

- Respond to grievances and complaints to the Council on equal pay:-



The Council is dealing with any such grievances and claims through recognised procedures in this regard.

2013 update - Equal pay claims all but settled. The Council has been working hard to conclude any outstanding equal pay claims with only a handful remaining.

2015 update – All claims are now settled.

- Review progress every three years:-

The Council is scheduled to review progress annually.

2013 update - A further update on progress will be reported in April 2015 with a wholesale review of the Equal Pay Statement no later than 30 April 2017.

2015 update – As above.

Human Resources

April 2015

APPENDIX 2

Department	Chief Executive		Children's Services		Community Care		Community Care - Home Care		Direct Services		Financial Services		Housing & Property		Legal & Democratic Services		HR		ICT		Life-long Learning Culture & Sport		Planning & Economic Development		Schools & Curriculum Development - Non Teaching		Schools & Curriculum Development - Teaching		TOTAL No in each Grade
Grade 1	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	
Grade 2		2		2	1	2		1	55	18	1	7	6	14	3	8			3		15	13		2		18			477
Grade 3		1	2	26	7	29	10	373	97	273		3	9	43	8	55		4	1		51	145		15		16	531		1699
Grade 4		3	1	11	25	117	21	51	144	31	3	12	13	13	2	7					2			3			15		474
Grade 5		1	6	18	5	40	2	23	23	44	2	10	2	16	1	2		5	8		10	34	2	7	1	69			331
Grade 6		4	7	62	3	3			34	4	4	14	0	6	3	14		2			3	3	5	8	9	89			277
Grade 7	2	5	9	10	3	30			12	7	2	1	11	11	4	4	1	6	6	2		3	9	5	8	33			184
Grade 8	5	2			4	15	2	11	13	7		2	27	22	1	10		2	8	2	10	26	7	7		11			194
Grade 9	1	5	12	53	15	54	1	1	14	5	2	10	9	5		5	4	3	13	1		14	20	11		1			259
Grade 10	2	1	6	21	2	13			2		2	3	8	3	1	1		1	7		1	3				2			79
Grade 11	1		1	5	5	8		1	8	3		1	3		2	3		2			1	1	8	1	1	1			56
Grade 12	1	1		1					1		1	3	4			1		1	2			1							17
Grade 13			1	2	2	2			1	1	1	1			1	2	2				1		3	2		1			23
Chief Executive	1																												1
Director											1													1		1			3
Chief Official				1		1			1			1	1		1			1			2		1		1				11
Craft Grade 5									9				43	1															53
Craft Grade 6									9				40	1															50
Craft Grade 7									1				1																2
Craft Apprentice																													0
Craft Apprentice Grade 5									3				5	1															9
Craft Apprentice Grade 6													3																3
Mechanic Grade 5																													0
Main Grade Teacher																											121	671	792
Principal Teacher																											64	145	209
Head/Depute Head Teacher																											23	70	93
Chartered Teacher																											9	47	56
Senior Education Psychologist																												2	2
Education Psychologist																												4	4
Principal Psychologist																												1	1
Education Support Officer Org S																											2	4	6
Quality Improvement Manager																					1							1	1
Quality Improvement Officer																												6	6
Music Instructor																											5	10	15
Music Instructor +3.5																											2	2	4
																													0
	13	25	45	212	74	322	36	461	487	746	19	68	186	136	27	112	7	27	48	5	96	245	57	67	42	1051	226	962	5802

## APPENDIX 3

**Table 1: Workforce Composition**

### Breakdown

RACE:	All staff		teaching staff		non-teaching	
Ethnic Minority Employees:	5105		1166		3939	
A White:						
Scottish	1,387	27.17	288	5.64	1099	21.53
English	217	4.25	44	0.86	173	3.39
Welsh	11	0.22	2	0.04	9	0.18
Irish	8	0.16	4	0.08	4	0.08
Northern Irish	8	0.16	4	0.08	4	0.08
Polish	4	0.08	0	0.00	4	0.08
Scottish: Polish	0	0.00	0	0.00	0	0.00
Any other white background	267	5.23	55	1.08	212	4.15
B Mixed:						
Any mixed background	1	0.02		0.00	1	0.02
C Asian, Asian Scottish, Asian English, Asian Welsh or other British Asian						
Indian	1	0.02	0	0.00	1	0.02
Pakistani	1	0.02	0	0.00	1	0.02
Bangladesh	1	0.02	0	0.00	1	0.02
Chinese	1	0.02	0	0.00	1	0.02
Any other Asian background	1	0.02	0	0.00	1	0.02
D: Black, Black Scottish, Black English, Black Welsh or Other Black British						
Caribbean	0	0.00	0	0.00	0	0.00
African	1	0.02	0	0.00	1	0.02
Any other Black background	0	0.00	0	0.00	0	0.00
E: Other Ethnic Background						
Any other background	0	0.00	0	0.00	0	0.00
F: Unidentified						
Unknown (Did not answer)	3196	62.61	769	15.06	2427	47.54

#### **Appendix 4 – Breakdown of Recruitment Data**

	Applied (number)	Applied (%)	Shortlisted (Number)	Shortlisted (%)	Appointed (Number)	Appointed (%)
<b>Total</b>	<b>10202</b>	<b>100</b>	<b>2090</b>	<b>100</b>	<b>546</b>	<b>100</b>
<b>Gender:</b>						
Male	3016	29.56	517	24.73	118	21.61
Female	6860	67.24	1496	71.58	392	71.79
<b>Disability:</b>						
Yes	379	3.71	110	5.26	10	1.83
No	9400	92.14	1881	90	496	90.84
DNA	423	4.15	99	4.74	40	7.33
<b>Religion:</b>						
C of S	1884	18.47	448	21.44	120	21.98
Roman Catholic	570	5.59	131	6.27	30	5.49
Protestant	0	0			0	0
Other Christian	1230	12.06	245	11.72	50	9.16
None	4890	47.93	940	44.97	246	45.05
Other	1659	16.26	77	3.68	19	3.48
Prefer not to Say	582	5.70	131	6.28	36	6.59
<b>Ethnicity:</b>						
<b>White:</b>						
Scottish	6858	67.2	1407	67.32	382	69.96
English	787	7.71	153	7.32		
Welsh	79	0.77	15	0.77		
Irish	86	0.84	21	1.00	8	1.46
Northern Irish	69	0.68	20	0.96		
Polish	96	0.94	18	0.86		
Scottish: Polish	0	0	0	0	3	0.55
Any other	1249	12.24	332	15.88	112	20.51
<b>Mixed:</b> Any mixed background	25	0.24	2	0.09	1	0.18
<b>Asian:</b>						
Indian	22	0.21	1	0.04	0	0
Pakistani	30	0.29	3	0.14	0	0
Bangladesh	5	0.03	0	0	0	0
Chinese	9	0.08	0	0	0	0

Any other	16	0.16	1	0	0	0
<b>Black:</b>					0	0
Caribbean	3	0.03	0	0	0	0
African	55	0.54	4	0.19	0	0
Any other	13	0.25	8	0.38	0	0
<b>Any Other Ethnic:</b>	26	0.25	1	0.04	0	0
Unidentified	774	6.40	104	4.98	40	7.33