

FALKIRK COUNCIL

1. Equal Pay Statement

Falkirk Council is committed to equal opportunities across all protected characteristics. The Council is committed to the principle of equal pay for all employees and aims to eliminate any sex bias or any form of discrimination in all pay structures and systems.

Falkirk Council believes pay is one of the key factors affecting motivation and relationships at work and therefore considers it important to develop pay arrangements that reward employees fairly and are free of unlawful bias. The Council is committed to ensuring that men and women should receive equal pay for the same or broadly similar work, for work rated as equivalent and for work of equal value.

The Council works with Trade Unions to develop fair and non discriminatory pay and progression systems which are understood and accepted by employees and by the managers who operate the system.

All aspects of the pay package are reviewed and monitored regularly to ensure it delivers equal pay. Any pay inequalities identified which cannot be justified will be eliminated.

In accordance with the Employment Act 2002, employees have the right to request information in relation to equal pay from their employer. As such, Falkirk Council will respond to Equal Pay Questionnaires quickly and transparently, whilst maintaining the privacy of others.

To meet this aim, SJC and Craft jobs are evaluated using the appropriate Job Evaluation Scheme. Those employees working with the scheme at local level are trained in job evaluation and discrimination. The Council has recently undergone a transition to the 3rd edition of the SJC Job Evaluation Scheme which has included re-training of staff as well as testing the robustness of the scheme. The pay structure will also be reviewed to ensure it remains fit for purpose. For Teachers, the Council complies with nationally agreed pay and conditions of service. For Chief Officers, the Council uses the Hay Scheme.

The Council's equal pay objectives are to:

- Regularly monitor and review existing pay and conditions
- Conduct regular equal pay audits to monitor pay and job segregation
- Eliminate any pay inequalities identified which cannot be justified.

2. Job Evaluation Scheme

The Council implemented the 3rd Edition of the Scottish Joint Council Job Evaluation Scheme in August 2016. The Scheme was reviewed nationally on a joint basis with Councils and Trade Unions, to remove any potential for creating gender bias and also makes reference to the expanded range of protected characteristics within the Equality Act 2010.

Following the approval of the 3rd Edition, all job evaluation processes and documentation within Falkirk Council was reviewed in line with the updated guidance to ensure best practice and compliance to the new Scheme. Some of the key pieces of work included:

- Training for current job analysts and grading group members as well as arranging training for new job analysts within HR and Trade Unions to facilitate the new processes and review;
- Testing of specific jobs by current grading group members against the 2nd and 3rd edition to develop local guidance;
- Development of revised grading process and related documentation for grading both new posts or re-grading of current posts on a joint basis with Trade Unions;
- Installation and training on software to support the grading process.

The introduction of the 3rd Edition was implemented in 2 stages. Stage one involved the assessment of current processes and training on the new scheme to facilitate the introduction of all future grading using the new 3rd Edition. The transitional process required a number of jobs to be assessed/tested using the new Scheme before formal implementation. This was completed and concluded in August 2016.

Stage 2 of the process is a specific piece of work to ensure job evaluation results and grading remains fit for purpose. It is recognised that a number of years may have passed since evaluations were undertaken and some jobs may have changed during that period. A sample of jobs was therefore identified for re-evaluation in order to ensure robust grading continues to remain in place. This range of jobs was agreed with Trade Unions, ensuring a mix of male and female dominated posts throughout the grading structure. Managers and employees are currently participating in the evaluation process to facilitate the re-assessment of agreed jobs under the new 3rd Edition. Human Resources continue to work with Trade Unions to develop an agreed process for this work.

A Steering Group involving Human Resources and Trade Unions is in place to oversee this work.

3. Job Segregation

The majority of the workforce in common with the rest of the public sector is predominantly female: females make up 73% of the organisation. Of the total females in employment, 45% are represented in the lowest 5 grades (Grades A-E), demonstrating that females are less well represented in the more senior positions in the Council. There has however been an increase in females being represented within Grade F.

Male employment is focussed in the traditional male dominant Craft and Manual Worker roles. The occupational segregation is strong but these roles reflect the broader occupational segregation experienced across the Local Government sector.

Significant roles with female dominance include Teaching, Cleaning, Catering, Clerical Assistants and Homecare.

The following tables give more detail in relation to the female and male dominated posts within the Council.

TABLE A: FEMALE DOMINATED POSTS

Row Labels	% F	% M	Grand Total
TEACHER	81.90%	18.10%	1348
SUPPORT FOR LEARNING ASSISTANT (ADV)	98.21%	1.79%	391
EARLY YEARS OFFICER	98.91%	1.09%	276
CLERICAL ASSISTANT	93.53%	6.47%	278
CLEANER	93.14%	6.86%	277
CATERING ASSISTANT	98.56%	1.44%	209
TRADITIONAL HOME HELP	96.26%	3.74%	187
PERSONAL CARER	95.33%	4.67%	150
PRINCIPAL TEACHER	74.32%	25.68%	183
SOCIAL WORKER	87.50%	12.50%	112
SOCIAL CARE WORKER	87.88%	12.12%	99
PROBATIONER TEACHER	84.54%	15.46%	97
SUPPORT FOR LEARNING ASSISTANT (CORE)	100.00%	0.00%	81
SENIOR EARLY YEARS OFFICER	100.00%	0.00%	69
DEPUTE HEADTEACHER	76.00%	24.00%	75
LIBRARY ASSISTANT	91.80%	8.20%	61
PUPIL TRANSPORT ASSISTANT	90.74%	9.26%	54
COMMUNITY CARE WORKER	85.96%	14.04%	57
SENIOR COOK	97.92%	2.08%	48
CLERICAL ASSISTANT/TYPIST	97.62%	2.38%	42
NEIGHBOURHOOD OFFICER	90.91%	9.09%	44
CHARGEHAND CLEANER	100.00%	0.00%	38
HEADTEACHER	76.00%	24.00%	50
REVENUE ASSISTANT	90.24%	9.76%	41
SOCIAL CARE OFFICER	89.47%	10.53%	38
SOCIAL CARE WORKER (NIGHTS)	96.67%	3.33%	30
HOUSING WITH CARE WORKER	96.43%	3.57%	28
SECRETARY	100.00%	0.00%	26
VISITING TEACHER	96.00%	4.00%	25
DAY CENTRE OFFICER	75.00%	25.00%	32
CUSTOMER FIRST ADVISER	79.31%	20.69%	29
CLERICAL ASSISTANT/WPO	88.00%	12.00%	25
TEAM MANAGER	78.57%	21.43%	28
DOMESTIC ASSISTANT 2	95.45%	4.55%	22
ADMINISTRATIVE ASSISTANT	100.00%	0.00%	18
RECEPTIONIST	100.00%	0.00%	18
SENIOR CLERICAL ASSISTANT	100.00%	0.00%	18
ADMINISTRATION OFFICER	94.74%	5.26%	19
COOK 2	100.00%	0.00%	17
COMMUNITY EDUCATION WORKER	80.00%	20.00%	20
DAY CENTRE ASSISTANT	76.19%	23.81%	21
COMMUNITY LEARNING & DEV ASSISTANT	72.73%	27.27%	22

SENIOR CARER	93.75%	6.25%	16
REHAB CARER	100.00%	0.00%	14
MOBILE WARDEN 2 (DAYS)	100.00%	0.00%	13
CUSTOMER SERVICE ASSISTANT	100.00%	0.00%	12
SENIOR FINANCE/CLERICAL ASSISTANT	92.31%	7.69%	13
EMPLOYMENT & TRAINING CO-ORDINATOR	70.59%	29.41%	17
CENTRE CO-ORDINATOR	100.00%	0.00%	11
ADMINISTRATION ASSISTANT	100.00%	0.00%	10
FAMILY SUPPORT WORKER	100.00%	0.00%	10

TABLE B: MALE DOMINATED POSTS

Row Labels	% F	% M	Grand Total
JOINER	0.00%	100.00%	82
ROADWORKER	0.00%	100.00%	46
PAINTER	0.00%	100.00%	42
PLUMBER	0.00%	100.00%	37
PLASTERER	0.00%	100.00%	30
DRIVER 1/SWEEPER	0.00%	100.00%	25
ESTATES MAINTENANCE ASSISTANT	0.00%	100.00%	25
SKILLED OPERATIVE	0.00%	100.00%	24
FOREMAN – ROADS	0.00%	100.00%	23
SLATER	0.00%	100.00%	22
REFUSE DRIVER 2/COLLECTOR	0.00%	100.00%	19
DRIVER1	0.00%	100.00%	16
ELECTRICIAN	0.00%	100.00%	16
ROADWORKERHGV	0.00%	100.00%	16
JANITOR	0.00%	100.00%	15
APPRENTICE ELECTRICIAN	0.00%	100.00%	12
GARDENER 2	0.00%	100.00%	11
GAS ENGINEER	0.00%	100.00%	11
GENERAL OPERATIVE	0.00%	100.00%	11
MECHANIC	0.00%	100.00%	11
C/HAND GARDENER 3	0.00%	100.00%	10
STREET SWEEPER	0.00%	100.00%	10
BUILDING OPERATIONS SUPERVISOR	4.55%	95.45%	22
REFUSE COLLECTOR	6.06%	93.94%	33
JANITOR 2A	10.34%	89.66%	29
SUPPORT ENGINEER	11.11%	88.89%	36
RECYCLING OPERATOR	14.29%	85.71%	21

Note: Posts with less than 10 were excluded so individuals were not identified.

4. Gender Pay Gap

According to the EHRC, “The full-time gender pay gap has narrowed since 1975 when equal pay legislation first came into force, but in 2011 there remained a gap of 10.7 per cent between women’s and men’s pay in Scotland, down from 12 per cent in 2010. There are several ways of measuring the pay gap, but this figure is the average (or mean) gender pay gap between full-time employees’ earnings in Scotland, excluding overtime. The hourly gender pay gap is bigger if women working part-time are included.”¹

Within Falkirk Council, regular equal pay audits have been conducted since the implementation of Single Status in 2006 which include analysis of the Council’s gender pay gap. The information presented from the equal pay audits were based on the average hourly rate for male and female employees.

The Council also calculates and published the gender pay gap as part of our Audit Scotland KPIs and the recent figures from our Audit Scotland submissions are noted as below:

April 2016

	Females (B)	Males (A)
Mean hourly rate of pay	£13.96	£14.94

Calculation = (A-B)/A x 100

Difference in mean hourly rate - 6.6%

April 2017

	Females (B)	Males (A)
Mean hourly rate of pay	£14.10	£14.80

Calculation = (A-B)/A x 100

Difference in mean hourly rate - 4.7%

These figures are based on total hourly rate divided by the total number of employees.

5. Actions

In addition to addressing outcomes set out in the Mainstreaming Report, the Council is committed to ensuring the following actions continue:

- Conduct regular audits which will include gender, ethnicity and disability pay gaps;
 - Complete the job evaluation exercise ensuring grades remain fit for purpose;
 - Review the pay structure to ensure this remains fit for purpose;
 - Provide training, guidance and advice on equal pay and job evaluation to ?.
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6. Monitoring and Reporting

In accordance with the requirements under the Public Sector Equality Duty, the Council will publish data on the equal pay every two years. Data is also published in relation to gender, disability and ethnicity pay gaps. The next Equal Pay Audit for the Council will be published in 2019.

Further analysis will also be undertaken to identify any pay issues per grade, this will include gender, disability and ethnicity.

Details of the actions to be take to implement any outcomes will be included as part of Council's Equality Mainstreaming Report.