

# Scottish Borders Council

## Equality Impact Assessment

3.1	<b>Title of Proposal:</b>	Equal Pay Policy	
3.1b	<b>What is it?</b>	A new Policy/Strategy/Practice <input type="checkbox"/>	A revised Policy/Strategy/Practice <input checked="" type="checkbox"/>
3.2	<b>Service Area: Department:</b>	Human Resources Employee Relations	
3.3	<b>Description:</b>	<p>The purpose of this Policy is to state and publicise the Council's commitment to equal pay for work of equal value for all employees, ensuring they are paid fairly and that the Council operates pay and reward systems which are transparent, based on objective criteria and free from bias.</p> <p>The scope of the policy extends to all Council employees, irrespective of their employment status and length of service.</p> <p>The main aim of the policy is to state and publicise the Council's commitment to the principles of equal pay for work of equal value and to enable the management of equal pay at a corporate and service level.</p> <p>Specifically this includes:</p>	

		<ul style="list-style-type: none"> <li>• To commit to the principle of equal pay for work of equal value for all employees</li> <li>• To eliminate any unfair discrimination, unjust or unlawful practices that impact on pay equality</li> <li>• To reward fairly the skills and experience of all employees</li> <li>• To operate pay and reward systems which are transparent, based on objective criteria and free from bias</li> <li>• To secure the future together with our employees by attracting and retaining employees who are committed to delivering excellent public service and making us a dynamic and innovative Council by supporting equality of opportunity and valuing diversity within our workforce.</li> </ul> <p>The policy has been reviewed and developed in line with the Equality and Human Rights Commission (EHRC) Statutory Code of Practice on Equal Pay, the non-statutory guide for Scottish Public Authorities (Scotland) and the Coalition for Racial Equality and Rights.</p>
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3.4	<b>Impact Assessment</b>					
	Equality Characteristic	Impact			Description	Mitigation & Recommendations
		No Impact	Positive Impact	Negative Impact		
	<b>Employees</b> (those employed by the Council including full time, part time and temporary)		X		Ultimately the Policy should have many positive impacts for the Council's employees. The key is the declaration of commitment to the principle of equal pay for work of equal value and to enable the management of equal pay at a corporate and service level.	
<b>Age</b> (Older or younger people or a specific age grouping)			Low	Workforce data shows that only 10% of employees are aged 16 – 24 years, whilst there are 63% of employees aged over 45. Consequently, there is a relatively high amount of older employees.		

<p><b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring</p>		X		<p>The Policy has been amended to include factors that may contribute to a differential in pay for this protected characteristic group.</p> <p>However only 2.37% employees have disclosed that they have a disability. Consequently, this is too small a number to provide any meaningful analysis of pay gap for employees who are disabled and those who are not.</p>	
<p><b>Gender</b> (Males, Females, Transgender or Transsexual people)</p>		X		<p>Of our 5660 employees, 73% are female and 27% male.</p> <p>The gender pay gap is the difference between men and women's hourly earnings.</p> <p>Using guidance and the standard calculation that is set out by the Equality and Human Rights Commission, the Council's equal pay gap was calculated using data as at <b>26<sup>th</sup> February 2017</b>.</p> <p><b>Chief Officers and Single Status Staff</b></p> <ul style="list-style-type: none"> <li>• The average hourly rate for women is £ 11.3009</li> <li>• The average hourly rate for men is £ 12.8281</li> <li>• The difference in hourly pay is <b>£ 1.5272</b></li> <li>• This means that on average women earn 11.90% less than men</li> </ul> <p><b>Teaching Staff</b></p> <ul style="list-style-type: none"> <li>• The average hourly rate for females is £22.6202</li> <li>• The average hourly rate for males is £ 23.9428</li> <li>• The difference in hourly pay is <b>£1.3226</b></li> <li>• This means that on average women in Education</li> </ul>	

					earn 5.52% less than men.  The policy includes a commitment to undertake regular equal pay audits and conduct appropriate analysis. That will allow appropriate action to be taken to address the gender pay gap.	
	<b>Race Groups:</b> including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			The Policy has been amended to include factors that may contribute to a differential in pay for this protected characteristic group.  An Analysis of Employee data indicates that approximately 77.60% of employees have declared their ethnic origin. The overwhelming majority are White Scottish or White British. 0.39% define themselves as Black and Minority Ethnic. 22.40% employees have not declared their ethnic origin.  In view of the small numbers it is not possible to undertake meaningful a the analysis of pay gap between employees who are members of a minority racial group and those who are not	

3.5	<b>Relevance to the Equality Duty in Summary:</b>	
	<b>What impact will your proposal have on the following :</b>	
	<b>Equality Duty</b>	<b>Reasoning:</b>
	<b>Elimination of discrimination (both direct &amp; indirect), victimisation and harassment?</b>	This Policy serves to meet the equality duty of eliminating discrimination and promoting good relations.

	<b>Promotion of equality of opportunity?</b>	<p>The Policy should allow promotion of equality of opportunity as it sets out the Council’s commitment to equal pay for work of equal value for all employees, ensuring they are paid fairly and that the Council operates pay and reward systems which are transparent, based on objective criteria and free from bias.</p> <p>As the Policy is widely publicised and promoted to all staff this should assist in fostering good relations ‘ between groups with different protected characteristics.</p>
	<b>Foster good relations?</b>	

3.6	<p><b>Recommendations &amp; Mitigation</b></p> <p>Please summaries all recommendations and mitigations for approval by the decision makers who will approve your proposal</p>			
	<b>Characteristic</b>	<b>Mitigation/Recommendation</b>	<b>Approved Yes/No</b>	
	Gender Disability Race	Continue to:		<b>Yes</b>
		<ul style="list-style-type: none"> <li>Encourage the collection of equal opportunities monitoring data of all employees</li> </ul>		<b>Yes</b>
		<ul style="list-style-type: none"> <li>Regularly review pay and reward systems, to eliminate any bias including taking appropriate measures to ensure fair promotion, development opportunities, and tackle occupational segregation</li> </ul>		<b>Yes</b>
		<ul style="list-style-type: none"> <li>Set objectives that will help ensure Equal Pay requirements are implemented</li> </ul>		<b>Yes</b>
<ul style="list-style-type: none"> <li>Conduct Equal Pay Audits for all employees and to monitor the application of the Equal Pay Policy using appropriate resources</li> </ul>			<b>Yes</b>	
	<ul style="list-style-type: none"> <li>Examine existing and future pay practices for all employees to ensure that they comply with best equal pay practice and current legislation</li> </ul>		<b>Yes</b>	

		<ul style="list-style-type: none"> <li>Analyse and publish information on the gender pay gap and on occupational segregation relating to men and women, extended to include (dependent on the availability of the requisite data to allow meaningful analysis) details of employees who are disabled and those who are not and employees who fall into a minority racial group and those who do not.</li> </ul>	<b>Yes</b>
		<ul style="list-style-type: none"> <li>Review the Policy in two years from the date of publication of the revised Policy (Dec 2017) or as required due to legislative changes.</li> </ul>	<b>Yes</b>

<b>EIA Completed By</b>			
Name/Post	Iain Davidson Employee Relations Manager	Service /Directorate.	Human Resources
Name/Post	Simone Doyle Equality & Diversity Officer (HR)		
Name/Post	Emily Elder Student HR	Date:	11 <sup>th</sup> December 2017

<b>Signed Off (Sign off <u>must</u> be completed by Service Manager or Director)</b>			
Name:	Clair Hepburn	Directorate:	Chief Executive
Post:	Service Director Human Resources	Date:	11 <sup>th</sup> December 2017